

QUICK REFERENCE FOR ALL SECTORS

Daily Checklist



The purpose of this document is support the workplace in management of occupational health and safety (OHS) in their work environment so that operations can resume or continue safely in the context of COVID-19.

The employer has validated the worker's state of health with the worker.

NOTE : _____

The workers are informed of the procedure for leaving work if they exhibit at least one of the symptoms.

NOTE : _____

The employer has rearranged the workstations and reviewed the work methods to respect 2 metres of physical distancing whenever possible¹.

NOTE : _____

Whenever possible, 2 metres of physical distance is respected when entering and exiting the workplace and during breaks and meals.

NOTE : _____

The washrooms are cleaned at least every shift and disinfected every day.

NOTE : _____


The dining room is cleaned before and after each use and disinfected every day (e.g. tables, refrigerator door handle, chair backs, microwaves).

NOTE : _____

The frequently touched surfaces (e.g. doorknobs, faucets, toilets, telephones, computer accessories) are cleaned every shift.

NOTE : _____

1. If an occupational health and safety committee or a prevention representative is present in the work environment, this person contributes.



The tools and devices used have been cleaned after each shift are cleaned as soon as they have been shared.

NOTE : _____

Water and soap or a 60% hydroalcoholic solution are available for hand washing.

NOTE : _____

The hygiene rules are posted and observed.

NOTE : _____

The suppliers, subcontractors, partners and customers have been informed of the measures implemented in the company to control the risks associated with COVID-19. They have been made aware of the importance of complying with these measures, and their cooperation has been solicited.

NOTE : _____