

Company Name:		Contract Manager:	
Job Number:		Site Name:	
Date:		Time:	PSCS:
C-19 Auditor(s)*:			

No.	Item:	Y	N	N/A	COMMENTS
C-19 Documentation					
1.	Is there a Covid-19 site plan in place?				
2.	Site Specific Safety Statement & Job Specific RAMS all updated to include C-19?				
3.	Has a JEG Covid-19 compliance officer(s) been appointed?				
4.	Has the Covid-19 Compliance Officer undertaken Covid-19 training?				
5.	Is the Covid-19 Compliance Officer easily identifiable?				
6.	Has the name of the Covid-19 officer been communicated to all staff?				
7.	Have all personnel on-site completed the Covid-19 questionnaire? (Random Check)				
8.	Have all personnel on-site completed the CIF Covid-19 Induction? (Random Check)				
9.	Is there a log in place for tracking personnel in isolation or restricting their movements?				
10.	Is there a system in place for contact tracing when there is a confirmed case on-site? (Record attendance at a meeting)?				
11.	Do Pre-Task Plans/SPA address tasks/controls where <2m or <1.5m social distancing cannot be maintained?				
12.	Are the controls measures in place effective for work within 2m?				
13.	Is the correct PPE identified on the Pre Task Plan/SPA and being worn by the operatives e.g. face visor, mask, Gloves etc...?				
14.	Are staff signing documents with their own pens?				
First Aid					
15.	Is appropriate PPE available for First Aiders i.e. P3 mask(s)/disposable apron(s)/disposable gloves/enclosed eye protection?				
16.	Is there PPE (P1 or P2 mask) available for the ill person?				
17.	Is there an isolation room/segregated area where a person showing symptoms of Covid-19 can wait until they contact their GP for medical advice?				
18.	Are correct measures in place for disposal of contaminated equipment (e.g. bags available for double bag disposal)?				
19.	Are there measures in place for effective cleaning/disinfection of the area following a confirmed case / individual showing symptoms?				
Offices					
20.	Are office workstations set up to required social distance or partitioned?				
21.	Are there adequate stocks of sterile wipes/disinfectant sprays etc. to allow employees to clean their workstations?				
22.	Are meetings carried out by VC where possible?				
23.	Is there a sign on offices doors indicating numbers permitted within the office area?				
24.	Is signage posted regarding Covid-19 & the control measures in place?				
Physical Distance					
25.	Are social distancing & transmission points being managed onsite & at Entry/Exit?				
26.	Are contractors start times staggered?				
27.	Are personnel's temperatures taken on entry to site?				
28.	Is social distancing achieved at TBT's and whiteboard meetings?				
29.	Is signage posted in prominent locations regarding Covid-19 & the control measures in place?				
30.	Is there hand wash/liquid soap and hand sanitizer located around the site i.e. upon arrival to site; entry/exit to canteens and offices?				
31.	Are there one-way systems on site, signed with directional arrows? If not possible, have walkways been widened or have step in/out points been introduced to facilitate 2m distance?				

Covid-19 Compliance Audit
EHS-F03 (B) Rev 0

32.	Do walkway markings indicate the distance to be maintained between operatives?			
33.	Are personnel removing their PPE before leaving the site?			
34.	Are there correct stock levels of PPE?			
35.	Has a JEG Covid-19 compliance officer(s)/Worker Representative been appointed? Name: _____			
36.	Are there pedal bins in the work area to dispose of potentially contaminated PPE?			
Welfare Facilities				
37.	Is there a schedule in place for cleaning offices, welfare facilities & regularly touched items e.g. handrails, door handles etc...?			
38.	Are lunch breaks staggered?			
39.	Is social distancing being maintained in the canteen, drying rooms & smoking area?			
40.	Are canteen tables cleaned after each use?			
41.	Are there enough refuse stations in the canteen?			
42.	Is rubbish removed regularly?			
43.	Is social distancing being maintained at toilet, drying rooms and hand wash stations?			
44.	Are there visual reminders such as posters displayed in prominent locations?			
45.	Is there an appropriate supply of warm water/soap available for hand washing?			
46.	Is there an appropriate supply of hand sanitizer available?			
47.	Are hand dryers installed?			
48.	Are roller towels fitted?			
49.	Are paper towels/roll being used to dry hands?			
Plant & Equipment				
50.	When entering (and leaving) all vehicles/mobile plant, the driver/operator should clean all common areas that are liable to be touched including the external door handles, keys and other internal controls. Has the appropriate Vehicle/Plant Cleaning Record been completed?			
51.	Are cleaning materials available at work locations?			
52.	Are shared tools cleaned before and after use?			

Any other Findings
Site Name:

No. of company employees :

Job No:

Signature of Site Supervisor:

Date:

Signature of C-19 Auditor(s):

Date:

Signature of C-19 Auditor(s):

Date:

