



risk-based practices for safe work as we emerge from COVID-19:

safe practices and return to work.

Employers are navigating the challenges and issues of a safe work environment during the COVID-19 pandemic. New safety and health challenges have emerged that are regulatory, jurisdictional and operational. Depending on your organization's current safety program, developing your safety controls to address COVID-19 will entail different levels of activity and requirements.

This checklist guides employers, regardless of their current safety maturity, through a risk-based approach to working safely during COVID-19. It's intended to address employers' immediate prevention and control needs for navigating new challenges related to COVID-19. It also leverages industry-leading safety processes in joint-employer environments.

disclaimer

This document is subject to change over time as expert recommendations, regulatory guidance and industry practices mature. Please note that this document does not constitute legal advice, and you should not rely on it as a single source for your own workplace. It seeks to align with best practices for safety/health management, as well as the Centers for Disease Control, Department of Health and Human Services pursuant to the Occupational Safety and Health Act, and World Health Organization recommendations to the greatest extent possible, but the guidance from those agencies continues to evolve and should be closely monitored by businesses as they implement reopening plans.

regulatory and jurisdictional

Review applicability of your state or local stay-at-home or other pandemic-control restrictions, essential service mandates or related items.

Understand OSHA guidance specific to your industry and work groups.

[OSHA industry guidance: COVID-19](#)

Ensure clarity of COVID-19 exposure to your workforce based on job-hazard exposure.

[classifying risk and exposure to the workforce](#)

Understand key OSHA standards, application and enforcement directives as they relate to COVID-19, as well as new or emerging risks (chemical/hazcom).

[OSHA standards and applicability: COVID-19](#)

Remain informed on mitigation guidance, prevention and support per the CDC.

[CDC: plan-prepare-respond for businesses/workplaces](#)

Verify that prevention/response plans, cleaning/disinfection and employer/employee communications are in line with current CDC guidance.

[CDC: general business guidance and FAQs](#)

Align and strengthen communications between primary/host employers and contractors/vendors.

Have a written plan/guidance doc for leader/worker reference and direction, and ensure it's consistent with regulatory agencies and collaborative among stakeholders (supply chain support, agency/contract, vendors).

leadership and management systems

Voice of leadership/safety: establishes expectation, direction and assurance.

Ensure the established COVID-19 response team:

- is connected to planning and project management

- has strong mechanisms for leader/worker exchange and communications

- has proper resource allocation

Align expectations among workforce and supply chain (agency, contract, vendor).

Establish process and resources to identify and manage risk:

- plan-do-check-act cycle for continual risk assessment/improvement

- collaborate with workforce and supply chain providers

- cadence: communications, observations and escalations

Risk assessment and continual evaluation:

- job-hazard analysis: four-wall and job specific

- management of change process: integrate change controls and communications into risk communications

- leader/worker participation of identifying/controlling hazards

- layered risk reviews (audit): supervisor verification of safe work practices with leadership review, ensuring resources and risks addressed

worksite and facilities

Allocate planning/resources according to risk and building status (open/closed).

Include considerations for building load and density (people/proximity and phased returns).

Procurement and supply:

- resources match workforce availability and expected future needs

Screening and entry requirements:

- per requirements and policy: leverage early identification, temperature, signs/symptoms, self-monitoring and reporting

- space management: leverage engineering controls to maximize social distancing (e.g., seating plans and workstation arrangements, manufacturing line configurations and layout)

- barriers, dividers and physical spacing/separation

Air quality and exchange: guided per American Industrial Hygiene Association.

[AIHA: Guidance in Recovering from COVID-19 Closures](#)

Evaluate critical controls and changes as they relate to:

- electrical: safe re-energization of all equipment and machinery

- inspection: high-hazard storage/containment areas (chemicals, flammable liquids, high level storage)

Security measures and control:

ingress/egress: pedestrian traffic considers safety and social distancing

access controls and CCTV:

Disallow access to controllable common areas (lobby, elevators, break areas, conference rooms).

Leverage CCTV for behavioral observations of at-risk exposures and adherence to social distancing.

People flow and workcell arrangements guided through hierarchy of controls:

Leverage the highest feasible levels of control for workstation design, job tasks and people flow.

devices, equipment and machinery

Ensure safe start-up and updated preventive maintenance/reviews are performed.

Use enhanced sanitation and cleaning for high-touch areas, workstations, controls, devices, equipment and machinery.

Ongoing daily routine to disinfect and sanitize:

buttons, levers, switches and operator panels of all equipment and machine types (copiers/printers, machinery and equipment)

administrative items: RF Scanners, radios, pens and related tools

Additional measures for industrial or manufacturing and logistics sites:

Hazard analysis to review:

machine guarding

lockout tagout controls and procedures

Material handling equipment:

forklift: preventive maintenance/verify safe operations

conveyor systems: preventative maintenance, changes or reconfigurations

cranes/hoists and related items: verify preventive maintenance, visual checks and safe operation related to reconfigured material flow

training

COVID-19 specific communications and work practices:

screening practices and reporting, quarantine and return-to-work process

identification of signs/symptoms of COVID-19:

self-monitoring and checks, self-reporting of symptoms before shift

how to report symptoms or concerns related to COVID-19

- social-distancing strategies
- hygiene and sanitation practices
- entry/access into worksites and common areas, like break/lunch rooms
- use of personal protective equipment (PPE), limitations and position on facial coverings
- new requirements: cleaning/sanitation, chemicals in the work environment and related PPE needs

Emergency action plans:

- evaluate changes or potential modifications due to COVID-19 response
- communicate changes to workforce
- avoid confusion of pedestrian directional arrows, etc. with basic Life Safety Instructions (emergency: nearest exit to/through/away)

Managers and supervisors:

- early identification and communication
- reliance on behavioral controls (administrative/PPE) and reinforcement
- communication/support for reporting COVID-19 symptoms
- response to concerned employees related to COVID-19 (perception and education), as well as identifying/handling Americans with Disabilities Act-related requests
- lead and reinforce best practices by example

Staffing agency, contractors/vendors:

- screening/entry requirements
- adhering to site-specific work practices for COVID-19 prevention and infection control
- training/retention and collaboration for potential high-turnover work groups

get help from a trusted partner.

We know this is a lot to take in — much less to implement on your own. Randstad has been helping businesses like yours craft, implement and improve their safety programs for decades, and we're here to help you during this period of uncertainty. [Get in touch with us today](#), and our safety experts will connect with you to help ensure your workforce is protected.

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human forward.