

OPTIONAL GUIDANCE CHECK-LIST ON OCCUPATIONAL SAFETY AND HEALTH (OSH) BASIC ACTIVITIES (FOR LABOUR INSPECTORS)

General information on the employer:				
Name of the employer:	Fiscal No.:			
Headquarters:	Phone:			
Establishment:	Cell:			
E-mail:	Fax:			
Sector of activity code:				
General information on the workplace:				
Address:				
Total number of workers:	Men:	Women:		
No. of workers under 18 years old:	No. of workers over 50 years old:			
No. of migrant workers:	No. of self-employed workers:			
No. of pregnant workers and workers who have recently given birth or are breastfeeding:	No. of undeclared workers:			
Items to check	Yes	No	N/A	Comments
1. Organization of occupational safety and health services				
1.1. Are there organized safety and health services at work?	☐	☐	☐	
1.2. In what mode? Internal ☐ External ☐ Common (inter-enterprise) ☐	☐	☐	☐	
1.3. Are there certified OSH experts?	☐	☐	☐	
1.4. There is a representative the employer, in the case of external OSH services?	☐	☐	☐	
2. Risk assessment and control				
2.1. Are risk assessments carried out systematically?	☐	☐	☐	
2.2. Are there records of risk assessments and their updates in written form (paper or digital)?	☐	☐	☐	
2.3. Is risk assessment done by workstation?	☐	☐	☐	
2.4. Is there an updated occupational risk prevention and control plan (identifying the prevention and protection measures against the risks identified)?	☐	☐	☐	
2.5. The risk prevention and control plan takes into account the specific measures to be taken to protect vulnerable workers/groups (workers with disabilities or chronic diseases; pregnant workers and workers who have recently given birth or are breastfeeding; minors; migrant workers; etc.)?	☐	☐	☐	

3. Analysis of work-related accidents and occupational diseases

3.1. Are there any records of accidents at work or occurrence of occupational diseases?	☐	☐	☐	
3.2. Have their causes been analysed?	☐	☐	☐	
3.3. Have corrective and preventive measures been applied as a result of the analysis of the causes identified?	☐	☐	☐	
3.4. Is the risk assessment for workers' safety and health updated on the basis of this results?	☐	☐	☐	

4. Health surveillance

4.1. Is there an occupational physician?	☐	☐	☐	
4.2. Were medical examinations performed prior to admission of workers?	☐	☐	☐	
4.3. Are there any worker medical records and medical fitness sheets?	☐	☐	☐	
4.4. Are medical surveillance health examinations carried out at the legally scheduled interval?	☐	☐	☐	

5. Consultation, information and training of workers on OSH

5.1- Were the workers and their representatives consulted in writing in the field of OSH?	☐	☐	☐	
5.2. All workers and their representatives have up-to-date information on:	☐	☐	☐	
5.2.1. Risks to their safety and health?	☐	☐	☐	
5.2.2. Prevention and protection measures/how do they apply?	☐	☐	☐	
5.2.3. Measures and instructions to be adopted in case of serious and imminent danger?	☐	☐	☐	
5.2.4. Measures to apply in case of emergency, fire fighting, evacuation and first aid?	☐	☐	☐	
5.3. Did all workers receive adequate training on occupational safety and health, taking into account their job?	☐	☐	☐	
5.4. Is the experience and qualifications of workers verified in advance, for specific operations or high-risk jobs?	☐	☐	☐	
5.5. Are appropriate training and professional development actions carried out for workers with disabled, chronic illness or reduced work capacity?	☐	☐	☐	
5.6. Has appropriate training been carried out with instructions to be applied in case of evacuation and emergency to all workers?	☐	☐	☐	

6. Emergency, first aid, evacuation of workers and fire fighting				
6.1. Is there an Emergency Plan?	☐	☐	☐	
6.2. Are simulations performed periodically and their results analyzed?	☐	☐	☐	
6.3. Are there workers assigned to the role and procedures for carrying out these activities?	☐	☐	☐	
6.4. Is there a fire fighting system?	☐	☐	☐	
6.5. Are there firefighting equipment and materials?	☐	☐	☐	
6.6. Are there fire detection and alarm equipment?	☐	☐	☐	
6.7. Are there systems for providing first aid (material and human)?	☐	☐	☐	
6.8. Is there an appropriate evacuation system in case of accident, considering the size and dangers?	☐	☐	☐	
6.9. Are there first aid equipment and materials?	☐	☐	☐	
7. COVID-19 specific arrangements				
7.1. Risk assessment				
7.1.1. Was the risk of COVID-19 contagion assessed?	☐	☐	☐	
7.1.2. Does that risk assessment considers its relation with other risks (e.g., psychosocial risks, exposure to chemical agents, etc.)?	☐	☐	☐	
7.1.3. Is there a written report of such risk assessment?	☐	☐	☐	
7.2. Risk prevention plan				
7.2.1. It was formulated any COVID-19 risk prevention plan (or updated the existing one), following the COVID-19 risk assessment, which includes the appropriate preventive and protective measures?	☐	☐	☐	
7.2.2. Is that risk prevention plan available?	☐	☐	☐	
7.2.3. Was that risk prevention plan disseminated among workers and their representatives?	☐	☐	☐	
7.3. Risk control (preventive and protective) measures				
7.3.1. Physical distancing				
7.3.1.1. Were introduced new principles of social conduct (refraining from hugging, kissing or shaking hands)?	☐	☐	☐	
7.3.1.2. Was the work re-organized to ensure physical distancing, through:	☐	☐	☐	
• Teleworking?	☐	☐	☐	
• Workers' paid dispensation?	☐	☐	☐	

• Anticipation of paid annual leave periods?	☐	☐	☐	
• Lagged working hours?	☐	☐	☐	
• Additional work shifts (with fewer people each)?	☐	☐	☐	
• Substitution of physical contacts by: phone, email or virtual (online) meetings?	☐	☐	☐	
• Ensuring the maximum distance possible between workstations?	☐	☐	☐	
• Avoiding crowding of people at workplace: cancellation of gatherings and events; lagged hours for use of common areas/spaces (e.g., cafeteria, rooms, library)?	☐	☐	☐	
• Limiting the number of persons (workers, clients or public) allowed simultaneously in a given space (per % of capacity or per sm)?	☐	☐	☐	
• Limiting the minimum distance (e.g., 1 or 2 m) between people in a given space?	☐	☐	☐	
• Limiting the number of persons and/or their minimum distance in a given place, through safety and health signs and/or physical barriers?	☐	☐	☐	
• Forbidding the presence of public or customers at workplaces and delivering products at premises door or customers' domicile, without worker entering at customers' premises?	☐	☐	☐	
• Preventing suppliers from entering the workplace by receiving orders at premise's entrance?	☐	☐	☐	
• Implementing different and adequately signed circulation paths: different enter and exit doors and circulation paths; different paths per circulation direction, etc?	☐	☐	☐	
• Installing physical barriers (glass or acrylic windows, shutters, bulkhead, etc.) between workstations, workers, and between workers and the public (front-office workstations)?	☐	☐	☐	

7.3.2. Hygiene

7.3.2.1. Is it promoted at the workplace a good respiratory hygiene (e.g., covering the mouth and nose with bent elbow or tissue when coughing or sneezing)?	☐	☐	☐	
7.3.2.2. Are there easily accessible places to wash hands with soap and water and paper towels to dry them?	☐	☐	☐	
7.3.2.3. Are workers provided with easily accessible alcohol-based antiseptic solution for hands hygiene?	☐	☐	☐	
7.3.2.4. Is a culture of handwashing and the adoption of adequate basic procedures for hands hygiene promoted at the workplace?	☐	☐	☐	
7.3.2.5. Is it forbidden to eat or drink in working areas?	☐	☐	☐	
7.3.2.6. Is it promoted at the workplace a policy of non-sharing between workers of personal, work and domestic items (cell phones, headphones, PPEs, crockery and kitchen utensils, clothes, uniforms, towels etc.) and food?	☐	☐	☐	

7.3.3. Cleaning

7.3.3.1. Is it promoted at the workplace a culture of regularly cleaning, with adequate detergent and/or disinfectant):	☐	☐	☐	
• Surfaces of desks, telephones and keyboards?	☐	☐	☐	
• Workstations, work equipment, work tools and PPEs (if reusable and appropriate)?	☐	☐	☐	
• Doorknobs, handrail, counters, light switches, elevator buttons, vending machines, payment terminals, dispensers, etc?	☐	☐	☐	
• Common areas such as toilettes, rest rooms, cafeteria, meeting rooms, etc?	☐	☐	☐	

7.3.4. Information, training and communication

7.3.4.1. Is it provided to managers, workers and their representatives information and training on:	☐	☐	☐	
• The COVID-19 contagion risk and the measures adopted to reduce or eliminate it?	☐	☐	☐	
• Physical distancing measures, principles of social conduct, respiratory hygiene, procedures for hands hygiene and cleaning of premises and material components of work?	☐	☐	☐	
• How to act in case of Covid-19 infection?	☐	☐	☐	
• Correct use, maintenance and disposal of Collective a Personal Protective Equipment?	☐	☐	☐	
• Updates regarding the COVID-19 situation at the workplace, region or country?	☐	☐	☐	
• Their right to remove themselves from a work situation that poses an imminent and serious danger to their lives or health?	☐	☐	☐	

7.3.5. Health surveillance and response mechanisms

7.3.5.1. Is the surveillance of workers' health ensured, according to local health authorities guidelines on COVID-19?	☐	☐	☐	
7.3.5.2. Is there any written and disseminated instruction foreseeing that workers with suspected symptoms of Covid-19 do not come to the workplace?	☐	☐	☐	
7.3.5.3. Is there any written and disseminated instruction foreseeing that, in case of development of Covid-19 symptoms at the work site:	☐	☐	☐	
• Worker communicates situation to supervisor and moves to a pre-specified "isolation area", while awaiting transfer to an appropriate health facility?	☐	☐	☐	
• Worker or employer contact health authorities?	☐	☐	☐	
• Employer notifies OSH services/occupational physician and adequately disinfect the workplace?	☐	☐	☐	
• Employer, in articulation with local health authorities and occupational physician provides health surveillance of persons who have been in close contact with the infected worker?	☐	☐	☐	

7.3.6. Personal Protective Equipment (PPE):

7.3.6.1. Were workers' provided with adequate and free of charge PPEs, taking into account the results of the risk assessment and the eventual need of using simultaneously several PPEs?

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7.3.6.2. Were workers' provided with appropriate information and training on the best way to use and maintain the needed PPEs?

☐☐☐

Inspection procedures applied:

- No. of notifications to provide documents: ☐
- No. of recommendations: ☐
- No. of warning notices: ☐
- No. of notifications to take OSH measures: ☐
- No. of notifications to suspend works: ☐
- No. of infraction notices: ☐

Recommended measures to implement:

Observations:

Location and date:

The labour inspector: