

HYGIENE AUDIT CHECKLIST

COVID-19

This form must be completed daily at the end of each shift in order to ensure that the extraordinary prevention measures implemented are checked. The rigorous application of these measures aims to limit the risks of spreading the COVID-19 virus and to take action quickly when identifying non-conformities. The primary purpose of applying such measures is to protect the health of workers. This checklist is an important tool to be used in conjunction with your other site management activities.

IDENTIFICATION

Project Project Number

Safety team member Date Time

SITE ACCESS PROCEDURES / WORK

Item Title / Details	Completed	Not Completed	Frequency	N/A
Sign in sheet available	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Washroom Cleanup log posted and current	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Lunchroom Cleanup log posted and current	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Onsite Postings; handwashing, coughing/sneezing, and symptoms posters are posted on jobsites and office	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

CONSTRUCTION SITE

Cleaning and disinfection - Common areas	Compliant	Not Completed	Frequency	N/A
Common areas (trailers and other site installations)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Work desks	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Tables (meals, conferences, etc)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Chairs (surfaces, armrests)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Refrigerator handles	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Door handles and pushers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Handrails	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Battery chargers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Shared radios	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Shared phones	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SmartUse Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Planning board / markers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Remotes	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Printers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Fax machines	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Sanitary Measures	Compliant	Non Compliant	Frequency	N/A
Hand washing method display (WHO version)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Water stations available	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Soap dispensers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Hand sanitizer (minimum 70% alcohol-based)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Paper napkins	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Trash cans near toilet exit doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Disinfectant wiping products	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Paper towel dispensers near high contact surfaces	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Basic cleaning kit present and stocked	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Chemical toilets / sanitary blocks	Compliant	Not Completed	Frequency	N/A
Increased cleaning of the toilet block (levers, tanks, sink, counters)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Washing stations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Hand sanitizers outside the door	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

TOOL AND EQUIPMENT

Tool and machinery cleaning	Compliant	Not Completed	Frequency	N/A
Sanitization of tools	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sanitization of heavy equipment interiors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sanitization of railings and site touch surfaces (doors, etc)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

SITE SPECIFIC ITEMS

Workers	Compliant	Not Completed	Frequency	N/A
Delivery and Visitor Procedure communicated	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Regular cleaning of Personal Protective Equipment including gloves and safety glasses	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Respect of safety distances (2m)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Limit of people at a time in site trailer	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Limit of people per province reg in elevators and freight charges	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Limit people at a time in meetings	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Spread of dinner hours, breaks to limit groupings	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Worker count available and current	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Compliance with the procedure for exchanging shared tools/equipment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Absences related to COVID-19 - Compliant means communicated to manager & COVID-19 Response Team	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Access denied to worker (s) showing symptoms	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

OFFICE ITEMS

Workers	Compliant	Not Completed	Frequency	N/A
Maintaining communication with personnel working from home	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

COMMENTS / OBSERVATIONS

Please document your observations and accompany them with photos. When justified, a report must be drawn up and appended to this form.

VERIFIED BY

Name		Position	
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Signature		Date	
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