

COVID-19 Coronavirus Workplace PPE Checklist

Workplace/Employer	
Officer/Convenor/Rep (who is completing this checklist)	
Date	

Question	Notes
1. Are risk assessments and COSHH assessments in place (or if not, can they be quickly performed by a competent person)?	
2. Are workers being kept away from areas of known COVID risk, as far as possible?	
3. Are workers/safety reps consulted when risk and COSHH assessments are performed and in the relevance of any identified PPE?	
4. Is all PPE identified in the risk and COSHH assessments available for you to use and provided free of charge?	
5. Are managers clearly explaining why some workers need certain PPE types, and other need different or no PPE?	
6. Are arrangements in place for regular communication on the supply of PPE?	

<p>7. Have contingency supplies of PPE been identified if stocks are running low? Is a named manager in charge of this process?</p>	
<p>8. Is PPE provided on a personal basis? i.e. each person has their own supply that no one else will wear.</p>	
<p>9. Does all PPE fit well and is it compatible with other PPE / uniforms?</p>	
<p>10. Is all PPE CE Marked?</p>	<p>If not, it should not be used. <i>Do not discard PPE however until it has been thoroughly examined as the CE Mark is not always obvious.</i></p>
<p>11. Has everyone who has been identified as needing it been trained in the usage, maintenance and cleaning / disposing of this PPE?</p>	
<p>12. Do they know how to report defective or damaged PPE and who to?</p>	
<p>13. Where workers need to wear face fitting masks, has the fit testing been performed by a qualified competent person?</p>	<p>If the employer is struggling to find a fit tester, a list is at: fit2fit.org/find-a-tester</p>
<p>14. Has the employer ensured that all workplaces under their control are supplied with hot water, soap and hand sanitiser? If not, are measures in place to either provide this or to suspend work until provision is made?</p>	

15. Have you or your region got a directory of reps' emails and contact numbers?	
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Please note national employers are being contacted via the national industrial teams across the three sections. Where a national agreement has been secured this is available in the appropriate folder. Can Organisers please ensure the employer locally applies the national arrangements.

Please note real time Covid-19 updates are available via GMB website:

<https://www.gmb.org.uk/coronavirus-covid-19-what-members-need-know>

<https://www.gmb.org.uk/coronavirus-covid-19-your-rights>