

McMaster University Supplemental COVID-19 Inspection Checklist

This checklist is designed to assist Joint Health and Safety Committees (JHSCs) identify COVID-19 health and safety hazards when performing workplace inspections.

JHSC members must wear a face mask, maintain a physical distance of 2 metres from others and practice hand hygiene when conducting workplace inspections during COVID-19.

Date: _____ JHSC Name: _____ Inspected by: _____

Location: _____ Department: _____ Director/Chair/Dean: _____

Description	Satisfactory	Not Satisfactory	N/A
Training/Communication			
COVID-19 training completed (working/studying on-site)			
COVID-19 standard operating procedures (SOPs) developed/communicated			
Screening			
Workplace COVID-19 Checklist completed (required one time)			
Screening completed using MacCheck digital tool (required daily)			
Screening signage for COVID-19 symptoms posted at all points of entry			
Hygiene			
Facilities available for hand washing with soap and water or hand sanitizer			
Disinfectant products available for cleaning high touch surfaces			
Physical Distancing - Physical Distancing required in all indoor areas except indoor instructional spaces (i.e., indoor instructional areas such as classrooms; laboratories; libraries; in-person experiential learning, etc.)			
Physical distancing signage posted (maintain at least 2 metres distance)			
Seating areas arranged to maintain physical distancing			
Physical barriers and partitions erected <ul style="list-style-type: none"> • Barriers are only to be considered for workstations that cannot be appropriately spaced such as client/student facing areas. • Barriers do not replace the need for face masks. • If after other considerations (spacing workstations, rotational schedules, etc.) barriers are necessary, submit a work order with Facility Services (or location-specific building services) for materials and installation. 			
Personal Protective Equipment (PPE) and Non-Medical Masks			
Surgical masks worn when physical distancing is not possible			
Non-medical masks worn in indoor spaces			
Individuals working within 2 meters of others who are unmasked are wearing eye protection.			
Training provided in use and limitations (i.e. donning and doffing masks)			
Vehicles/Golf Carts			
Maintain physical distancing Vehicle Use Guidelines https://hr.mcmaster.ca/app/uploads/2020/05/Vehicle-Guidelines-COVID-19.pdf			
High touch surfaces disinfected between operators			
General			
Schedules adjusted to reduce occupancy where possible (i.e. staggered shifts, breaks, etc.)			

For more information, contact [Environmental and Occupational Health Support Services \(EOHSS\)](#)

Updated as of September 1st, 2021

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Additional comments / corrective actions:

*** Supervisor is required to sign forms that identify not satisfactory items and return with corrective action**

Supervisor: _____

Date: _____