

# Employee Health and Safety Checklist

Protecting the safety of employees, customers and facilities is a priority for companies as they move to reopen, recalibrate operations and drive growth after a crisis. UL offers the following suggested guidelines for safely resuming operations.

## General operations

Establish a reopening procedure with specific employee health and personal protective equipment (PPE) requirements.

Create a health risk screening questionnaire for all on-site visitors.

Implement a daily health screening protocol and establish a system for tracking and monitoring the site and its employees after reopening.

Place signage of proper PPE use.

Implement and require post-travel screening and monitoring for employees who have traveled out of state or country.

Avoid handshakes and other close contact greetings.

Review contractor and vendor management programs – evaluate their written safety programs, safety management systems, training efforts and overall safety performance, including injury logs, insurance loss runs and internal metrics.

Establish routine operational reports for environment, health and safety (EHS) protocols highlighting attendance, work schedules, entry/exit routes and designated areas.

Establish prescreening protocols and on-site screening and triage including administering staff and required equipment.

Track and post a cleaning schedule and monitor inventory of PPE and cleaning supplies every week.



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## Handwashing

Deactivate hand dryers and replace with disposable paper towels and use hands-free soap and water dispensing fixtures where possible.

Place additional portable hand sanitizing stations where needed.

Place signage of proper handwashing, especially in washrooms.

## Human resources

Develop a process to identify workers with high-risk factors.

Work with Human Resources to implement special protocols and practices for workers with high-risk factors.

Offer resources and support for employee mental health.

Avoid or limit employee congregations, e.g., employee town hall or celebrations.

## Training

Provide virtual learning options to limit the need for in-person training.

Develop a training program that helps employees maintain a safe working environment and addresses the hazards, proper use of PPE, handwashing cleaning practices and new procedures.

Monitor and record training completions.

*Always review and follow local health guidelines, building codes and regulations when resuming operations in your facility.*



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