**Return to Work Operational Checklist**

*As individual Delaware counties stabilize from the COVID-19 pandemic and stay-at-home restrictions are eased, businesses will begin to bring workers into the physical workplace. It is our shared goal to do so safely. This checklist is intended for general use as businesses return to work during the COVID-19 pandemic. Employers should update and tailor this checklist to fit their specific workplace, equipment, and processes, as necessary.*

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| **HOUSEKEEPING** | **Yes** | **No** | **N/A** |
| Has the workplace been thoroughly cleaned, sanitized, and disinfected? |  |  |  |
| Have policies been developed to facilitate adequate cleaning, sanitization, and disinfection of the workplace on a regular basis? |  |  |  |
| **BUILDING HVAC, PLUMBING, AND MECHANICAL SYSTEMS** |  |  |  |
| Has building been flushed with fresh air based on the design of the makeup/outside air system? Filters changed if necessary? |  |  |  |
| Have all potable water system lines been flushed and sanitized? |  |  |  |
| Has local exhaust ventilation systems been inspected and tested for proper air flow and discharge? |  |  |  |
| **EQUIPMENT/MACHINERY START-UP** |  |  |  |
| Are all machine guards in place and properly adjusted? |  |  |  |
| Have all moving parts been inspected and lubricated? (NOTE: Follow Energy Control Procedures (Lockout/Tagout) before servicing) |  |  |  |
| Have all machines and equipment been inspected for proper  functionality (e.g. moving parts, belts, pulleys, fluid levels, etc.)? |  |  |  |
| Have all air or hydraulic systems been inspected for leakage in lines, tanks, valves, drain pumps, and other parts. |  |  |  |
| Have electrical cords and systems been inspected for proper condition and operation? |  |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT** |  |  |  |
| Have Job Hazard Assessments (JHA’s) been completed for new tasks and hazards as a result of the COVID-19 pandemic? |  |  |  |
| Has PPE supply been inventoried and expiration dates verified? Is supply adequate for planned production? |  |  |  |
| Has PPE been inspected for damage? Is it in reliable condition? |  |  |  |
| Is additional PPE required due to production, process, or chemical changes? |  |  |  |
| Are annual PPE requirements up to date (e.g. respirator fit tests and medical evaluations, hearing conservation audiograms, etc.)? |  |  |  |
| Have employees who are voluntarily wearing respirators been given the information in Appendix D of 1910.134? |  |  |  |

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| **EMERGENCY PLANNING/EXITS/FIRST AID** | **Yes** | **No** | **N/A** |
| Is all contact information accurate and up to date? |  |  |  |
| Have all emergency egress routes been inspected for clearance, signage, etc.? |  |  |  |
| Have meeting points or assembly areas changed due to social distancing? |  |  |  |
| Are first aid supplies adequately stocked? Have expired items been replaced? |  |  |  |
| Have emergency eyewash stations and showers been inspected and flushed, appropriately? |  |  |  |
| Are maintenance inspections (annual and monthly) up to date on portable fire extinguishers? |  |  |  |
| **HAZARD COMMUNICATION** |  |  |  |
| Has the written hazard communication program been updated to address specific hazards of the COVID-19 pandemic? |  |  |  |
| Are chemical lists and Safety Data Sheets (SDS’s) current and up to date? Have any new chemicals been added since the COVID-19 pandemic? |  |  |  |
| Are there any new chemicals or chemical hazards in the workplace as a result of the COVID-19 pandemic? |  |  |  |
| **EMPLOYEE TRAINING** |  |  |  |
| Have employees been trained on new or updated policies, procedures, equipment, PPE, etc., implemented as a result of the COVID-19 pandemic? |  |  |  |
| Have all new hires received appropriate safety and health training? |  |  |  |
| Have employees been instructed to stay home if feeling ill? Have they been informed of any updates made to sick leave policies? |  |  |  |
| **OTHER** |  |  |  |
| Have procedures been implemented to facilitate symptom/temperature screening of employees and visitors upon entry? (NOTE: use no-touch thermometers when possible; otherwise, use disposable probe covers and disinfect between each use) |  |  |  |
| Has the workplace been arranged in a manner which promotes social distancing? |  |  |  |

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please contact the Delaware Office of Safety and Health Consultation for further assistance*

**Risk Assessment Matrix**

*A risk matrix is a tool used to assess the various risks of workplace hazards by evaluating the severity of a potential hazard, as well as the probability that it will occur.*

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| **Risk Posed by Hazard** | | **Probability of Occurrence or Exposure** | | | | |
| **Very High** | **High** | **Medium** | **Low** | **Very Low** |
| **Consequence**  **Severity** | **Very High** | **Very High** | **Very High** | **Very High** | **High** | **High** |
| **High** | **Very High** | **High** | **High** | **Medium** | **Medium** |
| **Medium** | **High** | **High** | **Medium** | **Medium** | **Low** |
| **Low** | **High** | **Medium** | **Medium** | **Low** | **Very Low** |
| **Very Low** | **Medium** | **Low** | **Low** | **Very Low** | **Very Low** |

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| **Consequence Severity** | |
| **Designation** | **Description** |
| Very High | catastrophic accident; fatal injuries or health effects; severe economic impact |
| High | loss of quality of life; irreversible health effects; considerable economic impact |
| Medium | medical treatment; lost time; reversible health effects; low economic impact |
| Low | first aid case; exposure to minor health risk; little to no economic impact |
| Very Low | limited to administrative deficiencies, which should not directly contribute to employee injury/illness |

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| **Probability of Occurrence or Exposure** | |
| **Designation** | **Description** |
| Very High | ongoing exposure; incident event is almost certain |
| High | frequent exposure; incident event is likely |
| Medium | moderate exposure; incident event can be reasonable to expect |
| Low | infrequent exposure; incident event is unlikely |
| Very Low | rare exposure; incident event is highly unlikely |