



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
Átha Cliath agus Dhún Laoghaire Education and Training Board

# COVID-19 Lead Worker Representative Training

Return to Workplace Safely Protocol

June 2020

# Covid-19 Return to the Workplace Safely

The Government's Covid-19 Return to Work Safely Protocol requires each workplace to appoint at least one Lead Worker Representative to work with the employer to prevent the spread of Covid-19 in the workplace. This training aims to help you understand the role of a Lead Worker Representative



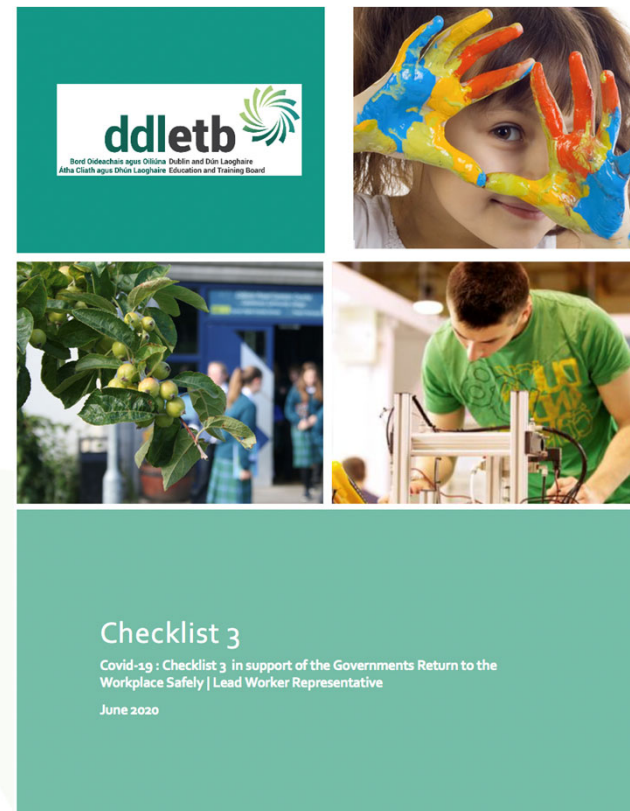
# What is the Role of a Lead Worker Representative

- The Lead Worker Representative will work collaboratively with the employer to assist in the implementation of measures and monitor adherence to those measures to prevent the spread of COVID -19 and to be involved in communicating the health advice around COVID-19 in the workplace.
- The appointed Lead Worker Representative must have clear governance structures for escalation of issues i.e. to local senior management.



# Role of a Lead Worker Representative

- Communicate regularly with the employer, and assist in providing COVID-19 health advice to your co-workers
- Help in putting in place the DDLETB Covid-19 control measures
- Carry out regular checks that Covid-19 control measures are in place



# Role of a Lead Worker Representative <sup>(2)</sup>



- Keep records of non-compliance with Covid-19 workplace controls
- Report to the employer/line manager any problem areas or non-compliance

# Role of a Lead Worker Representative <sup>(3)</sup>

- Listen to the concerns of fellow workers and raise them with your employer
- Help keep your fellow workers up to date with the latest Covid-19 advice from the Government
- Help as part of a response team in managing someone with symptoms of Covid-19 at the workplace



# What will the employer do? <sup>(1)</sup>

## Help prevent coronavirus



Wash your hands



Cover mouth if coughing or sneezing



Avoid touching your face



Keep surfaces clean



Stop shaking hands and hugging



Keep a safe distance

- Provide you with COVID-19 Induction
- Provide you with the information you need to carry out the role
- Consult with you on control measures in place to keep you and other workers safe

# What will the employer do? <sup>(2)</sup>

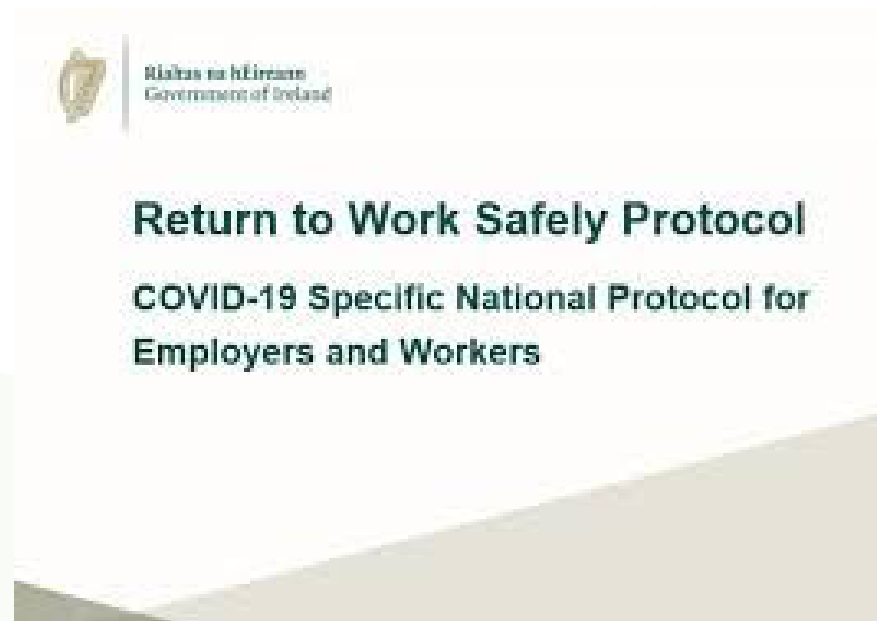
- Make you aware of control measures that have been put in place
- Tell you about any impact on or changes to emergency plans or first aid
- Agree a system of addressing concerns and regular communications with you





# How do I prepare for the role? <sup>(1)</sup>

- Be familiar with the Return to Work Protocols of the Government, DDLETB and the public health recommendations
- Be familiar with Checklist 3: Lead Worker Representative of DDLETB
- Complete the Covid-19 Induction provided by DDLETB
- Complete the Covid-19 Return to Workplace Form and provide to my manager



# How do I prepare for the role? <sup>(1)</sup>



- Keep up to date with the latest Covid-19 advice from Government
- Know the signs and symptoms of Covid-19
- Understand how to stop the virus from spreading
- Know the cleaning requirements needed to prevent the spread of the virus

# Checklist 3: Lead Worker Representative <sup>(1)</sup>

This checklist has been developed to help a Workplace Representative understand their role in helping to help prevent the spread of COVID-19 in their workplace and in the community.

1.	Have you agreed with your employer or manager to act as a Staff Representative for your workplace or work area?
2.	Have you been provided with information and training in relation to the role of Staff Representative?
3.	Are you keeping up to date with the latest COVID-19 advice from Government?
4.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?
5.	Do you know <a href="#">how the virus is spread</a> ?
6.	Do you know how to help prevent the spread of COVID-19?
7.	Have you been brought through an induction before returning to your workplace?
8.	Are you helping in keeping your fellow staff up to date with the latest COVID-19 advice from Government?
9.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)
10.	Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)

# Checklist 3: Lead Worker Representative <sup>(2)</sup>

11.	Did your employer consult with you when putting control measures in place?
12.	Have you a means of regular communication with your employer or manager?
13.	Are you co-operating with your employer to make sure these control measures are maintained?
14.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)
15.	Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2)
16.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?
17.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?

# Checklist 3: Lead Worker Representative <sup>(3)</sup>

19.	Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)
20.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?
21.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?
22.	Are you helping in maintaining the staff contact log?
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?
24.	Are you making yourself available to fellow staff members to listen to any COVID control concerns or suggestions they may have?
25.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the staff member who raised the issue?
26.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow staff members?

## Further information available

- **Signs and Symptoms of COVID-19:**  
[www2.hse.ie/conditions/coronavirus/symptoms.html](http://www2.hse.ie/conditions/coronavirus/symptoms.html)
- **How COVID-19 is spread:**  
[www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html](http://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)
- **Return to Work Safely Protocol:**  
[www.gov.ie/en/publication/22829a-return-to-work-safely-protocol](http://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol)
- **HSE:** <https://www2.hse.ie/coronavirus/?source=banner-www>
- **HSA:** [https://www.hsa.ie/eng/topics/covid-19/covid-19\\_coronavirus.html](https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html)



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Thank You  
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