## Returning to Onsite Work - Checklist and Issues for Consideration

**Instructions**

This template checklist provides members with a basic assessment to undertake when employees return to onsite work.

This checklist also assists employers by acting as a record of issues considered and mitigating actions undertaken.

The checklist is not exhaustive and we recommend members consider this template carefully as it contains content that may require customisation before implementation into your business.

On company letterhead/logo.

This assessment should be used in conjunction with any relevant workplace policy, including those implemented in relation to COVID-19.

As always, seek advice from TRMC if necessary.

**Background**

This checklist is to be used by the Company to determine and manage possible risks and issues associated with employees returning to perform onsite work where an employee has previously been working from home as a result of COVID-19.

As with all workplace related issues, clear communication with employee is strongly recommended to avoid negative outcomes.

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| **Workplace environment issues** | |
| Are there currently any local COVID related factors and restrictions that may impact on employees returning to onsite work? | Yes   No |
| Is your COVIDSafe plan current and relevant for those employees who will return to onsite work? | Yes  No |
| Are additional safety measures required in the workplace to allow employees to safely return onsite? (screens, physical distance separation, a supply of masks, hand sanitiser, visitor protocols, hand shaking protocols and similar) | Yes  No |
| Has or does the company need to determine a position on COVID vaccinations? | Yes  No |
| Are all workstations, equipment, telephony, IT, supplies, furniture, air-conditioning and other related factors functioning appropriately? | Yes  No |
| Has the company reviewed any workplace policies that may impact on employees returning to onsite work? | Yes  No |
| Is there a need to increase the cleaning of offices or other common areas when additional employee numbers return to onsite work? | Yes  No |
| Are there any related management or supervisory responsibilities, and have they been appropriately allocated? | Yes  No |
| *Other?* | Yes  No |
| **Returning to work issues** | |
| Has the company developed an employee communication plan to prepare employees to return to onsite work? | Yes  No |
| Does the company need to provide a communication to employees that directs them to return to onsite work? | Yes  No |
| Are there concerns from production or other employees who have continued to work onsite? | Yes  No |
| Will all returning employees be return onsite on the same dates and days? | Yes  No |
| Has the company considered how it will deal with any employee resistance to being requested/directed to return to onsite work? | Yes  No |
| Has the company considered potential responses to employee requests to split working from home and working onsite? This issue may prove to be valuable to an employee. | Yes  No |
| Do employees have to return onsite with work assets or equipment (computers, furniture etcetera) that have been used during a work from home period? | Yes  No |
| Is there a need to refine/redefine KPI’s and performance levels for employees returning to onsite work? | Yes  No |
| Has a timeframe been applied for this return to onsite work project been allocated? | Yes  No |
| Will in-person meetings be necessary and what maximum number of employees should attend? | Yes  No |
| Is there a need to undertake regular ‘check in’ discussions with employees who are returning to onsite work? | Yes  No |
| Has consideration been given to any additional costs associated with employees returning to onsite work? | Yes  No |
| *Other?* | Yes  No |

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| **Employee Feedback** |
| *Keep a record of any employee feedback that arises during the return to onsite work and any related actions undertaken to correct those issues.* |

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| **Additional Management/Supervisory Comments** |
| *Keep a record of any management/supervisory feedback or issues that arise during the return to onsite work and any related actions undertaken to correct those issues.* |

**For responsible manager:**

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| **Managers name** |  |
| **Manager signature** |  |
| **Date** |  |