



WORKPLACE ASSESSMENT FOR SAFETY AND HYGIENE (WASH)

A Scheme by Quality Council of India

Site-Assessment Checklist & Report

Assessment Agency Name and Address with logo



Workplace Assessment for Safety and Hygiene (WASH)

A Scheme by Quality Council of India

Assessment
Agency
Logo

Site-Assessment Checklist & Report

Assessment carried out at (Name & address of org. / location where Assessment is carried out)		
Introduction (A brief about the organisation and its activities)		
Manpower at Site at time of Assessment		
Assessment Details	<i>Duration of Assessment</i>	
	<i>Shifts covered during Assessment</i>	
Assessment Agency Name & Office Address		
Name of Assessor(s)		

Assessment Summary

Assessment findings and recommendations are enclosed.

Date

Signature

Place

Assessor Name

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

Clause	Key Element	Section	Sub Element	Sub-Section	Requirement	Category	Conformance (Yes/No/Partial)	Remark	Opportunities for Improvement
1.0	Management Commitment	1.1	Management Focus	1.1.a	The top management shall be aware of the guidelines of the Central/State Government /Regulatory authorities for safe operations.	Essential			
				1.1.b	The top management shall nominate an In-charge who shall have the overall responsibility to oversee the COVID crisis and manage the operations as per the laid down guidelines.	Essential			
		1.2	Resource Provision	1.2.a	The organisation shall establish hygiene and safety guidelines for safe operations taking into account regulatory requirements, as a minimum and keep them updated.	Essential			
				1.2.b	The organisation shall make provisions for necessary resources required for an effective implementation of the guidelines and its monitoring.	Essential			
2.0	Regulatory and other requirements			2.1	The organization shall identify applicable regulatory and other necessary requirements, directives and guidelines related to COVID 19 pandemic.	Essential			
				2.2	The organization shall	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

				establish a process of communication and monitoring of the compliance requirements.				
			2.3	The organisation shall establish a process for maintaining relevant documents and records for compliance and other necessary requirements.	Essential			
3.0	Business Continuity		3.1	The organization shall identify the risks and possible disruptions arising out of the COVID-19 crisis and establish a process for business continuity.	Essential			
			3.2	The organisation shall demonstrate measures to eliminate or minimize disruption to the business including supply chain disruptions.	Essential			
			3.3	The organization shall identify and make provisions for necessary resources to ensure business continuity.	Essential			
			3.4	The organization shall demonstrate a process for operational clearance or manufacturing clearance including regulatory requirements, especially after a period of shut down, to ensure safe operations.	Essential			
4.0	Risk Management		4.1	The organization shall identify the risks with respect to COVID-19 pandemic that may	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

				impact the organization, its employees, supply chain, customers and other stakeholders.				
			4.2	The organisation shall demonstrate processes to eliminate/minimize disruptions to the business including those related to the supply chain.	Essential			
			4.3	The organization shall identify and establish necessary resources for eliminating/ mitigating the risks.	Essential			
5.0	Communication		5.1	The organization shall identify the stakeholders for communication in the event of COVID-crisis.	Essential			
			5.2	The organization shall establish a process to ensure prompt communication with internal (including remote employees) and external stakeholders (including but not limited to suppliers, contractors, customers, community) with regards to COVID - 19 measures.	Essential			
			5.3	The organization shall communicate the processes for safety and hygiene measures, social distancing norms, quarantine protocol especially with regards to necessary information, including traceability,	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

					required to effectively prevent and manage COVID-19 infection and its spread.				
6	Hygiene and Safety	6.1	Personal Hygiene and Safety	6.1.a	Daily COVID-19 screening protocol shall be in place to screen (using non-contact methods) all employees, visitors, contractors, etc. for the symptoms of COVID-19 infection.	Essential			
				6.1.b	Organization shall have a provision to record and report the screening results, especially if someone is found with COVID-19 like symptoms.	Essential			
				6.1.c	Processes for handwashing and hand sanitisation shall be clearly defined and practiced within the workplace for visitors, contractors and all employees including the on-field employees (sales staff, delivery staff, maintenance staff etc.).	Essential			
				6.1.d	All employees shall use appropriate PPEs.	Essential			
				6.1.e	The organisation shall ensure that the clothing/attire of employees, contractors etc. is clean in a manner so as to prevent any contamination and spread of the infection.	Essential			
		6.2	Workplace	6.2.a	Sanitisation Standard	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

			Hygiene and Safety		Operating Procedures shall be in place for each cleaning and sanitizing activity.				
				6.2.b	Informational signs encouraging risk-minimizing behaviour should be displayed at prominent locations.	Desirable			
				6.2.c	The workplace, all equipment and contact surfaces shall be cleaned and sanitized daily before start of operations and at pre-defined frequency.	Essential			
				6.2.d	Adequate handwashing and sanitizing facilities shall be in place.	Essential			
				6.2.e	The sanitizers shall be in accordance with the prescribed norms, as a minimum.	Essential			
				6.2.f	A dedicated area or place to keep cleaning and sanitation tools, chemicals etc. should be in place.	Essential			
				6.2.g	A provision of foot baths, footbath mats or foot sprays in accordance with the prescribed norms or equivalent, at the entrances should be in place.	Desirable			
				6.3	Social Distancing				
				6.3.a	Arrangements shall be made in all areas of the workplace, including pantry/canteen/lifts etc., to ensure social distancing in the workplace.	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

				6.3.b	Special measures shall be taken to minimise the risk of contact during frisking or checking by the security staff.	Essential			
				6.3.c	Social distancing, including efforts to maintain the required separation of employees at the workplace and company/ personal transportation shall be practiced in accordance with the regulatory norms, as a minimum.	Essential			
7.0	Preventive Measures			7.1	A process shall be in place defining preventive measures to prevent and contain the spread of infection, including isolation facility, contact numbers of nearest hospital, emergency numbers and sanitisation protocols.	Essential			
				7.2	The process considerations should include but not limited to, suppliers, customers and regulatory restrictions.	Essential			
				7.3	Provision for isolation and sanitization of incoming goods, material, couriers, etc. shall be in place.	Essential			
				7.4	Adequacy of appropriate PPEs, sanitization tools and sanitizers shall be maintained.	Essential			
				7.5	Entrance control system	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

					shall be in place to sufficiently identify all people entering the workplace.				
				7.6	Adequate controls shall be in place to prevent unmonitored movement from one workplace to another and within the workplace.	Essential			
				7.7	Provision of a facility to isolate the employee(s) reported sick till the medical help arrives.	Desirable			
				7.8	Provision for reporting of COVID positive cases as required by the regulation shall be in place.	Essential			
				7.9	The organization shall have a monitoring mechanism to monitor the effectiveness of implementation of the laid guidelines to prevent risks and hazards.	Essential			
8.0	Training and Awareness			8.1	The managers / supervisors /resources assigned to monitor the implementation of the guidelines working in the workplace shall be trained on the laid down guidelines, signs of illness/symptoms related to COVID-19.	Essential			
				8.2	Provision of regular training shall be in place for all employees (regular as well as contractual) on the	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

				established hygiene and safety guidelines for safe working.				
			8.3	The training content shall include COVID- 19 regulatory guidelines as minimum and include the following but not limited to: 1. Hand Washing 2. Social Distancing 3. Use of PPEs, their removal and disposal 4. Use of Sanitizers 5. Preventive measures at workplace 6. Preventive measures at home, while commuting from home to office/workplace 7. Reporting protocol if they or anyone in their family or person with whom they were in contact has been found COVID-19 positive, etc. 8. Cleaning and handling of personal items brought into the facility such as laptops, purses, tablets, cell phones, etc. 9. ArogyaSetu app	Essential			
			8.4	All employees shall be aware of the basic preventive measures for prevention of COVID-19 infection, for e.g. social distancing and basic hygiene measures.	Essential			
9.0	Waste Management		9.1	The organization shall ensure provision for adequate number of	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

				dustbins with proper fitting covers especially for used PPEs.				
			9.2	The organization shall ensure colour coded bins/bags /containers and/or necessary labelling to identify waste considering COVID-19 implications.	Essential			
			9.3	Waste management system shall be defined to safely manage and dispose of waste, especially, the used PPEs.	Essential			
			9.4	A process shall be in place to disinfect inner and outer surfaces (as applicable) of the garbage/dust bins, trolleys, vehicles as applicable.	Essential			
10.0	Ventilation		10.1	The organization shall ensure that the workplace is well ventilated to maintain clean air.	Essential			
			10.2	The organization shall ensure that the toilets and washrooms are adequately ventilated with operational exhaust fans.	Essential			
			10.3	The organization shall ensure provisions for essential utilities (HVAC, AHU etc.) with appropriate filters to maintain clean air, where there is a requirement of specific environmental	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

					conditions (temperature and humidity).				
				10.4	The organization shall ensure a robust maintenance mechanism to ensure that the utilities and filters are working effectively.	Essential			
11.0	Public Interaction			11.1	The organization shall establish a process for minimal (as necessary) and safe public interactions.	Essential			
				11.2	The organization shall make provisions for necessary resources to ensure safe public interactions.	Essential			
12.0	Supply Chain	12.1	Supplier communication	12.1.a	The organisation shall communicate to the suppliers on the measures to be taken in their respective workplaces to overcome any exposure to COVID-19.	Essential			
				12.1.b	The organisation shall ensure communication to all suppliers, contractors, visitors and other stakeholders on Do's & Don'ts while entering and exiting their workplace.	Essential			
		12.2	Self-Declaration	12.2.a	The organisation shall establish a process to obtain periodic assurance from its suppliers and contractors on their continued compliance on COVID-19 measures and the Govt. directives.	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

13.0	Transport Management	13.1	General requirements	13.1.a	The organization shall establish a process to ensure safe travel and transportation of people, goods and material.	Essential			
				13.1.b	All vehicles shall be disinfected before the start of a trip and at the end of the trip.	Essential			
				13.1.c	Passenger transport vehicles shall be equipped with seat map so as to ensure and maintain social distancing norms.	Essential			
				13.1.d	Necessary clearance shall be obtained from the concerned authority for the travel and transport.	Essential			
				13.1.e	Use of unauthorised/unapproved vehicles shall not be permitted either for employees or goods transport.	Essential			
				13.1.f	Use of Masks and other appropriate PPEs shall be ensured during the travel.	Essential			
				13.1.g	Sanitisers in accordance with prescribed norms or equivalent shall be provided in the vehicles, all the time.	Essential			
		13.2	Cargo / Material Transport	13.2.a	Packaging material shall be collected and quarantined at an identified location for safe retention & safe disposal.	Essential			
				13.2.b	Vehicle drivers/helpers shall be screened for	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

					symptoms of COVID-19 and their movement within the workplace shall be restricted.				
				13.2.c	Delivery / transport vehicles shall be cleaned and disinfected at a predefined frequency. Sanitisers with prescribed norms or equivalent, shall be provided in the vehicles, all the time.	Essential			
14.0	Documentation Requirements	14.1	Documentation	14.1.a	The organization shall identify and maintain current and updated documentation/ instructions/ procedures as mandated by regulatory authorities and the requirements identified by the organization as mandatory.	Essential			
				14.1.b	The documents shall be available at point of use and shall be retrievable.	Essential			
		14.2	Record Management	14.2.a	The organization shall identify and maintain all the records updated as mandated by regulatory authorities and the requirements identified by the organization as mandatory.	Essential			
				14.2.b	The records shall be available at point of use and shall be retrievable.	Essential			
15.0	Control of Discriminatory Practices			15.1	The organization shall identify possible discriminatory practices	Essential			

Workplace Assessment for Safety and Hygiene(WASH)
A Scheme by Quality Council of India

				(like discrimination against the persons with a history of COVID-19 or infection/ persons from affected areas/regions or not providing for PPEs for contract workers etc.)				
			15.2	The organization shall institute measures to prevent the discriminatory practices	Essential			

Disclaimer

This disclaimer governs the use of “WASH” Standard & Checklist, various documents, reports and any content therein. The following is accepted in full by the user/applicant:

- a) The Standard has been developed and owned by Quality Council of India.
- b) The report provided by the concerned CB/IB, shall pertain only to the systems and processes related to Hygiene & Safety as mentioned in the WASH Checklist.
- c) The report shall be for the purpose of summarizing the outcomes of the site-assessment (or video assessment, as the case may be) as per the information provided by the applicant.
- d) The assessment shall be conducted subsequent to the undertaking by the applicant that all legal, statutory and regulatory compliances related to COVID-19 are in order.
- e) The report shall summarize the outcome of assessment as witnessed on the day of assessment. The QCI, or any of its accredited bodies, shall not be held liable for any deviation that may arise at a later date at the workplace that has been assessed.
- f) The assessment report shall be made for the exclusive use and benefit of the applicant assessed and QCI (or any of its accredited bodies) shall not accept any liability that may arise if this report is used for any alternative purpose than the intended one nor to any third party in respect of this report.
- g) The assessment report shall not be an alternative to legal / financial / taxation / accountancy / other advice from an appropriately qualified professional.
- h) QCI does not represent, warrant, undertake or guarantee that the use of information or guidance (if any) in the report will lead to any particular outcome or result.
- i) While every attempt shall be made to ensure the veracity of the report, QCI will not be responsible for any errors or omissions, or for the results obtained from the use of the information contained herein. All information in the report shall be provided “as is”.
- j) Information not disclosed by the applicant could alter the findings outlined in the assessment report. In such situations, QCI & its accredited bodies reserve the right to withdraw or amend its findings and conclusions.

