International Labour Organization

▶ COVID-19 and mining Prevention and control checklist

This checklist is a tool to help implement and continuously improve practical actions to prevent and mitigate the spread of COVID-19 in mining.

How to use this checklist

- ▶ Appoint a small group of people with different functions, to ensure a variety of perspectives.
- ▶ Brief and train the team on how to implement the checklist, complete it, and record results.
- ▶ Within the team, prioritize what actions should be taken - by whom, and when - to address any questions marked "No".

- ▶ Present these suggestions to the safety and health committee, senior management or board for planning the implementation of the suggested improvements.
- ▶ The team should not hesitate to seek clarification from occupational safety and health authorities, labour inspectorates, national safety and health associations, employers' and workers' organizations.

Important considerations

The successful implementation of the checklist depends on active cooperation and social dialogue between mine management, supervisors, workers and their representatives. Mine management is responsible for ensuring the safety and health of all workers and should involve safety and health committees or worker safety representatives in the process. Workers have the responsibility to carefully follow and implement any controls put in place, and they have the right to remove themselves from work which appear, with reasonable justification, to pose a serious hazard to their safety and health.

Please note that this checklist is not an exhaustive list of all necessary measures. Additional items should be added, and the checklist should be adapted to the nature, complexity and unique characteristics of each mining operation, as well as to national laws, regulation and guidance on how to improve the response to COVID-19.

Mine management needs to comply with ratified international labour standards and national legal obligations. Guidance can be found in the *FAQ - Key provisions of international labour standards relevant to the evolving COVID-19 outbreak* and in the *ILO Safety and Health in Mines Convention*, 1995 (No. 176), the *ILO Safety and Health in Mines Recommendation, 1995 (No. 183)*, the *ILO Code of Practice on Safety and Health in Underground Coalmines* and the *ILO Code of Practice on Safety and Health in Opencast Mines* as well as the *ILO Technical and ethical guidelines for workers' health surveillanc*e.

▶ 1. Planning, resources and management systems

1.1	Has mine management developed and shared a statement of its commitment to prevent and reduce the risk of exposure to the virus and transmission of COVID-19 at the site in consultation with workers or their representatives?	☐ Yes	☐ No
	Has a preparedness and response plan for COVID-19 prevention and control at the site been developed and tested in consultation with workers or their representatives, either as a stand-alone plan or as part of another management plan?	☐ Yes	☐ No
	• Does it consider all work areas and tasks performed by all workers irrespective of status and contractual arrangements?	☐ Yes	☐ No
1.2	• Are all potential sources of exposure and other compounding factors covered (e.g. contamination at the site and interaction among workers, with contractors, suppliers, customers and visitors at the site, and with the local mining community and indigenous peoples)?	☐ Yes	☐ No
	• Is the plan aligned with international standards and guidance?	☐ Yes	☐ No
	• Has the plan been endorsed by the safety and health committee and senior management or board?	☐ Yes	☐ No
1.3	Have risk assessments specific to COVID-19 been carried out jointly with workers or their representatives, and are identified risks being addressed in the COVID-19 preparedness and response plan?	☐ Yes	☐ No
	Have financial resources been allocated for the COVID-19 preparedness and response plan?	☐ Yes	☐ No
	• Are allocated resources commensurate with the size of the workforce and appropriate to address the risks without overwhelming the local health system?	☐ Yes	☐ No
	• Is there a sufficient supply of soap, disinfectant, hand sanitizer, paper towels and tissues?	☐ Yes	☐ No
1.4	• Are there sufficient stocks of personal protective equipment (PPE) to protect both women and men from COVID-19, including but not limited to facemasks, face shields, gloves and glasses?	☐ Yes	☐ No
	• Are adequate 'no-touch' thermometers available for worker, contractor and supplier screening?	☐ Yes	☐ No
	• As testing becomes more readily available, is the workplace equipped to deploy testing for workers?	☐ Yes	☐ No
	• Have pre-screening, isolation and quarantine areas been set-up and made ready for use?	☐ Yes	☐ No
1.5	Are medical facilities furnished with necessary equipment and medication for COVID-19 treatment or care, or are there arrangements for a safe transfer to nearby hospitals or health clinics at no cost to workers?	☐ Yes	☐ No

1.6	Has a response team and a person responsible to lead it, been assigned to execute the jointly agreed COVID-19 preparedness and response plan?	☐ Yes	☐ No
	• Has the responsible person and response team been trained in communicable diseases and do they have the necessary experience to implement the preparedness and response plan?	☐ Yes	☐ No
	• Have health workers, social workers, counselors, security personnel, safety and health managers and officials, worker health and safety representatives, and other key workers involved in the execution of the preparedness and response plan been trained in COVID-19 prevention and control?	☐ Yes	☐ No
	• Is the mine safety and health manager part of the response team or coordinating with the person responsible for the preparedness and response plan?	☐ Yes	☐ No
	• Have the above-mentioned key workers been tested for COVID-19 and are they screened on a daily basis?[1]	☐ Yes	☐ No
1.7	Is the COVID-19 preparedness and response plan actively implemented, monitored, and improved on an ongoing basis?	☐ Yes	☐ No
1.8	Are occupational health services and local, regional or national public health authorities consulted on a regular basis to ensure that the best and most recent guidance and advice is incorporated into the COVID-19 preparedness and response plan?	☐ Yes	☐ No
1.9	Are both progress and issues reported to the safety and health committee, senior management and board for review and improvement?	☐ Yes	☐ No

▶ 2. Education and communication

2.1	Have mine management, workers and their representatives been informed and trained in adopted measures to prevent risks of exposure to the virus and in how to act in case of COVID-19 infection?	☐ Yes	☐ No
	• Is the training based on unique risks pertaining to different occupations and tasks?	☐ Yes	☐ No
	• Does the training include the correct use, maintenance and disposal of PPE?	☐ Yes	☐ No
	• Is training provided in a systematic, timely, culturally appropriate manner, in local languages and on an ongoing basis?	☐ Yes	☐ No

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1 For testing and workers' health surveillance, please refer to the ILO Technical and ethical guidelines for workers' health surveillance as well as to national health authorities and laws for guidance.

2.2	Has a system been established to provide up-to-date reliable information to workers, contractors and suppliers on the emerging situation and on how to prevent the spread of COVID-19 at the site and in mining communities?	☐ Yes	☐ No
	• Is the information based on the most up-to-date information and guidance released by the World Health Organization and by national or local health authorities?	☐ Yes	☐ No
	• Is the information clearly displayed using posters and signs throughout the site in local languages and in a culturally appropriate way?	☐ Yes	☐ No
	• Is information on health, hygiene and other controls integrated into site induction plans for workers, contractors and suppliers?	☐ Yes	☐ No
	• Has information about evidenced-based health and hygiene practices been integrated into existing mandatory and voluntary education programmes using the best available delivery mechanisms (such as existing computer-based training programmes or paper-based methods, newsletters and emails)?	☐ Yes	☐ No
2.3	Is mine management regularly communicating critical information to contractors, suppliers and workers through their representatives, using electronic means where possible, and applying strict physical distancing controls where tool box talks, start up meetings and other face-to-face meetings are necessary?	☐ Yes	☐ No
	• Does the information cover the most important COVID-19 prevention and control measures, e.g. physical distancing; avoiding physical contact and use of other people's personal belongings; and practicing personal hygiene (e.g. regular hand washing with soap and water or alcohol-based sanitizer, not touching own face areas), using tissues or inside of elbows when sneezing; and practicing workplace hygiene (e.g. sanitizing workplace objects such as tools, equipment, controls, machinery, lifts, hoists, materials, vehicles, shaft elevators and tunnels, toilet seats, turnstiles, railings, tools, tables and chairs)?	☐ Yes	☐ No
2.4	Have workers been informed that they have the right to remove themselves from any location at the mine when circumstances arise which appear, with reasonable justification, to pose a serious danger to their safety or health?	☐ Yes	☐ No
2.5	Are families being consulted and are they informed on a regular basis about the emerging situation and measures to prevent and control the spread of COVID-19 at the site and within their communities?	☐ Yes	☐ No
2.6	Do workers and their family members have information about – and access to – psychosocial and counselling services and assistance programmes at the site (e.g. mental health first training and first aiders) or in the community (e.g. 24/7 call centers)?	☐ Yes	☐ No

▶ 3. Worker health surveillance, self-monitoring and contact tracing

3.1	Has a jointly agreed, confidential system for COVID-19 surveillance been established or integrated into the regular health surveillance of workers, in line with national laws and regulation, and in consultation with workers or their representatives?	☐ Yes	☐ No
	• Is mine management engaging occupational health services and local, regional or national public health authorities to ensure access to free testing for COVID-19 at the site and within mining communities?	☐ Yes	☐ No
	• Has a high-risk group or vulnerable persons register been established	☐ Yes	☐ No
3.2	Have workers received advice and instructions on how to self-monitor and report the most common symptoms (e.g. fever, dry cough, fatigue)?	☐ Yes	☐ No
3.3	Have workers been informed about when to self-quarantine and what to do in case of an emergency?	☐ Yes	☐ No
3.4	Have measures been put in place to screen workers, contractors, suppliers and visitors at site entrances (e.g. temperature check, health questionnaires)?	☐ Yes	☐ No
3.5	Have isolation rooms been prepared and procedures established for workers displaying symptoms?	☐ Yes	☐ No
3.6	Are systems and procedures in place to identify and trace potential individuals at risk from exposure to a suspected, confirmed or probable COVID-19 case?	☐ Yes	☐ No
3.7	Are COVID-19 cases, symptoms and trends being recorded and reported to mine management, and to co-workers, to the safety and health committee, to occupational health services, and to local, regional or national public health authorities?	☐ Yes	☐ No

▶ 4. Hygiene and cleaning

4.1	Is mine management, in consultation with workers' representatives, promoting good industrial hygiene practices, (such as the regular disinfection of workplace environments, including sanitization of tools and equipment, particularly during shift-changes)?	☐ Yes	☐ No
4.2	Is mine management, in consultation with workers' representatives, promoting good personal hygiene practices (such as covering your mouth and nose with your bent elbow or tissue when you cough or sneeze) and a culture of hand washing and regular wiping of work surfaces, equipment and tools with disinfectants?	☐ Yes	☐ No

4.3	Are posters with information about personal hygiene and hand-washing clearly displayed?	☐ Yes	☐ No
4.4	Have workers, contractors, suppliers and visitors been provided with ample and easily accessible places where they can wash their hands with soap and water and disinfect their hands with alcohol-based sanitizers?	☐ Yes	☐ No
4.5	Have alcohol-based sanitizer dispensers been set up in prominent places around the site and are they refilled regularly?	☐ Yes	☐ No
4.6	Are appropriate facemasks provided and paper tissues made easily available for use by those who develop a runny nose or cough, along with closed bins for hygienically disposing of them?	☐ Yes	☐ No
4.7	Are all areas of the site regularly disinfected with appropriate cleaning supplies by dedicated cleaning staff, with special attention to – inter alia – tools, equipment, controls, machinery, lifts, hoists, materials, vehicles, shaft elevators and tunnels, toilet seats, turnstiles, railings, doorknobs, tables and chairs, phones, radios, vehicles, workstations, meeting rooms and common surface areas, computer screens and keyboards, walls, floors and screens, restrooms, cafeteria, crib rooms, common areas, lockers, ablution facilities and accommodation, as well as all other areas and equipment?	☐ Yes	☐ No
4.8	Is special attention given to kitchen and canteen furnishings, utensils, cutlery and dishes, as well as to vending machines, water dispensers and drinking glasses?	☐ Yes	☐ No
4.9	Are frequently used facilities, and frequently touched surfaces and above-mentioned equipment disinfected more often, particularly at shift changes?	☐ Yes	☐ No
4.10	Are thorough cleaning and disinfection procedures for all work clothing, including coveralls, boots, gloves, helmets, goggles, respirators, and other personal protective equipment in place?	☐ Yes	☐ No

▶ 5. Site access and work organization

	Is unnecessary site access restricted to a minimum?	☐ Yes	☐ No
5.1	• Does mine management monitor and approve all visits, contractor work, and site deliveries?	☐ Yes	☐ No
	• Is unscheduled worker, contractor, supplier and visitor access restricted?	☐ Yes	☐ No
	• Are movements of workers to and from the site limited to a minimum?	☐ Yes	☐ No

5.2	Have measures been put in place to reduce the number of workers present at the site?	☐ Yes	☐ No
	• Has non-essential work been reduced?	☐ Yes	☐ No
	• Is working from home or tele-working from another location actively promoted?	☐ Yes	☐ No
	• Have overtime work and emergency callouts been limited to a minimum?	☐ Yes	☐ No
5.3	Have measures been put in place to avoid large numbers of workers congregating in specific work spaces, so that physical distancing can be practiced?	☐ Yes	☐ No
	• Have work operations, breaks and meetings been planned and staggered to reduce the number of workers in specific areas of the site?	☐ Yes	☐ No
	• Have staggered shifts and split-crews been introduced to avoid large congregations of workers in the same area?	☐ Yes	☐ No
	• Have measures been put in place to control pedestrian traffic and footpaths, so as to reduce gatherings and avoid workers having to pass each other too closely?	☐ Yes	☐ No
	• Are online platforms used for meetings where possible or are meetings held outside or in a sufficiently large space to allow for physical distancing?	☐ Yes	☐ No
5.4	Does work planning take into account that some workers are more at risk than others (e.g. workers over 65, or with pre-existing medical conditions) and have they been provided with opportunities to work from home, or accommodated in another fashion?	☐ Yes	☐ No
5.5	Has work generally been organized to minimize risks (e.g. by ensuring that workers remain on the same shift together, and teams are separated when they change over)?	☐ Yes	☐ No
5.6	Have physical distancing measures been introduced and clearly communicated, and are they observed?	☐ Yes	☐ No
	• At entrances and exits?	☐ Yes	☐ No
	• In hallways and lifts?	☐ Yes	☐ No
	• In waiting rooms and when awaiting transport to site?	☐ Yes	☐ No
	• On buses and in transports?	☐ Yes	☐ No
	• In shaft elevators and tunnels?	☐ Yes	☐ No
	• In cabins and vehicles for use on site?	☐ Yes	☐ No
	• At site gatherings and meetings?	☐ Yes	☐ No
	• In meeting rooms and open offices?	☐ Yes	☐ No
	• In the cafeteria and kiosks?	☐ Yes	☐ No
	• In restrooms and lockers?	☐ Yes	☐ No
	• In restrooms and lockers?	☐ Yes	☐ No

5.7	Are workers encouraged to use new or existing hotline services to report anomalies?	☐ Yes	☐ No
5.8	Has access to paid sick leave, sickness benefits and parental or care leave been expanded in line with national standards, and have all workers been made aware?	☐ Yes	☐ No

▶ 6. Travel and mobility

6.1	Has travel and mobility been organized so as to minimize risks for both mine and transport workers, as well as other passengers?	☐ Yes	☐ No
6.2	Has mine management announced and informed all workers that travel and transport is restricted to essential travel and transport only?	☐ Yes	☐ No
6.3	Are the risks of COVID-19 infection assessed when work-related travel and transport are planned, and are alternative options considered?	☐ Yes	☐ No
6.4	Is mine management working with public health authorities to identify ways workers can be tested before they travel to reduce the risk of an infected, asymptomatic individual flying or driving to another jurisdiction or to a remote location?	☐ Yes	☐ No
6.5	Before traveling to the site, are workers asked to declare that they have been fit and well for the past seven (7) days (or days prescribed by national authorities), that they have not undertaken any high-risk activities (such as contact with infected persons), and that they undertake to notify mine management if they become unwell, or if anyone they live with becomes unwell?	☐ Yes	☐ No
6.6	Are measures being taken to minimize fly-in and fly-out operations and reduce associated risks?	☐ Yes	☐ No
	• Are longer shift cycles being introduced to minimize travel frequency, and to stagger the arrival and departure of different teams (with due regard to other issues, such as fatigue)?	☐ Yes	☐ No
	• Is mine management exploring together with airlines the options of worker and contractor-only flights (i.e. no other travelers) or of increasing charter flights in the medium term?	☐ Yes	☐ No
	• Is mine management engaging airlines to ensure that physical distancing and other best practice health and hygiene measures are applied on all flights, in line with medical recommendations?	☐ Yes	☐ No
	• Have safety messages on charter flights been extended to include virus health and hygiene issues?	☐ Yes	☐ No

6.7	Have measures been taken to reduce the risks of drive-in and drive-out operations for workers from adjacent towns or camps?	☐ Yes	☐ No
	• Have mechanisms to screen travelers before boarding buses been considered?	☐ Yes	☐ No
	• Is mine management exploring together with public transport providers the options of worker and contractor-only transport (i.e. no other travelers), or of increasing the use of private ground transport providers in the medium term?	☐ Yes	☐ No
	• Is mine management engaging ground transport providers to ensure that physical distancing and other best practice health and hygiene measures are applied in line with medical recommendations?	☐ Yes	☐ No
6.8	Are residential workers using their own vehicles to get to sites, and is sharing of company vehicles temporarily avoided?	☐ Yes	☐ No

▶ 7. Accommodation

7.1	Is the majority of workers housed in closed camps or villages, and is multiple single accommodation (e.g. hotels, private houses) limited to a minimum?	☐ Yes	☐ No
7.2	Has the practice of "hot-bedding" been minimized?	☐ Yes	☐ No
7.3	Is the camp or village cleaned and disinfected regularly by dedicated, knowledgeable and trained cleaning staff and in accordance with best practices, national standards and COVID-19 guidance?	☐ Yes	☐ No
7.4	Are movements within camps and access to meal times and other facilities planned and staggered to minimize contact?	☐ Yes	☐ No
7.5	Are physical distancing controls implemented in camp accommodation (e.g. in relation to sleeping arrangements, dining hall seating, or the provision of take-away food services)?	☐ Yes	☐ No
7.6	Are workers informed about where and how they can spend their leisure time outside of work hours safely, how to observe physical distancing and hygiene control measures, and what the mine management's expectations are regarding workers' safe conduct and interaction with the local community?	☐ Yes	☐ No
7.7	Is access to communities with high-risk groups restricted?	☐ Yes	☐ No

▶ 8. Suppliers and contractors

8.1	Does the COVID-19 preparedness and response plan provide for the management of relations with an array of different suppliers and contractors so that it covers all workers, irrespective of their status or contractual arrangement?	☐ Yes	☐ No
8.2	Are critical suppliers and contractors subject to the same requirements as other workers at the site (including health checks, declarations)?	☐ Yes	☐ No
8.3	Is mine management proactively seeking undertakings from suppliers and contractors regarding their health and hygiene practices and controls?	☐ Yes	☐ No
8.4	Have channels of communication been established with all critical suppliers and contractors – both on and off the job – such that changes in work plans or control measures can easily be communicated and implemented?	☐ Yes	☐ No
8.5	Have measures been put in place to assist delivery workers, truck drivers and other transportation workers to minimize direct contact with other workers at transfer points and to ensure personal hygiene practices (such as hand washing and the use of hand sanitizers)?	☐ Yes	☐ No
8.6	Are workers who manage incoming supplies trained with regard to risks and control measures when handling parts, materials and packages?	☐ Yes	☐ No

▶ 9. Mining communities and indigenous peoples

9.1	Is mine management monitoring the impact of COVID-19 on the health and well-being of the local community and indigenous peoples in order to assess whether, how and where it can provide support?	☐ Yes	☐ No
	• Do data trends demonstrate a decrease in cases and mortality rates of COVID-19 over time?	☐ Yes	☐ No
	• Are public prevention campaigns and programmes implemented successfully?	☐ Yes	☐ No
	• Is COVID-19 testing available and taking place?	☐ Yes	☐ No
	• Is the local health care system resilient and adequately resourced?	☐ Yes	☐ No
	• Are poverty and employment rates negatively affected or not?	☐ Yes	☐ No
	• Has the risk of COVID-19 triggering local conflict been assessed?	☐ Yes	☐ No
9.2	Has mine management established channels of communication with local or regional health institutions to coordinate the pandemic response (e.g. to report cases, coordinate testing and contact tracing, and to manage cases and fatalities according to national health protocols?	☐ Yes	☐ No

9.3	Are established channels of communication with local communities and indigenous peoples being used to communicate the mine's response to COVID-19, and to provide COVID-19 prevention information to communities in local languages, and in a culturally appropriate way?	☐ Yes	☐ No
9.4	Are arrangements being made with community and indigenous peoples' leaders to reduce contact with vulnerable populations while maintaining a strong local engagement, including support for community-led health planning and local economic activity?	☐ Yes	☐ No
9.5	Are strict hygiene practices in place and enforced to prevent transmission by staff providing essential services in local communities and among indigenous peoples?	☐ Yes	☐ No
9.6	Are arrangements to prevent COVID-19 transmission in place for indigenous peoples working at the site and returning to vulnerable communities?	☐ Yes	☐ No
9.7	Has consideration been given to the establishment of funds to support local communities and health services?	☐ Yes	☐ No
9.8	Are there any existing or new mechanisms to ensure that community members and other stakeholders can provide feedback and seek additional information about arrangements?	☐ Yes	☐ No
9.9	Do community members have an immediate way to contact the sites (e.g. by phone) regarding any potential grievance linked to COVID-19?	☐ Yes	☐ No