

CORONAVIRUS "KEEP YOUR DISTANCE - STOP THE SPREAD" CHECKLIST

#	ITEM - ISSUE - ACTION	DONE? (✓)	DATE	REVIEW DATE	RESPONSIBILITY	WHAT WE HAVE DONE
GENERAL ON-SITE PROTOCOLS						
1	Workers have been informed that they should stay at home if they are sick or present symptoms.					
2	Workers have been consulted about all COVID-19 business safety policies.					
3	We are monitoring information from Regulators and Government and will update policies as and when required.					
4	Workers have been provided with up to date information on how to identify symptoms of COVID-19.					
5	We have provided appropriate PPE and hygiene equipment to all workers.					
6	We have directed all workers to wash their hands as regularly as practicable.					
7	We have a backup plan if we can't get access to the desired PPE and hygiene equipment.					
8	We have a plan for what we will do if someone is diagnosed with COVID-19 (or it's suspected that a worker has contracted COVID-19) and this has been communicated to workers.					
9	We have delegated a person responsible for managing COVID-19 related safety concerns. Workers know who this is.					
10	We are limiting workers from working across multiple sites as much as possible.					
11	We have considered ways to minimise gatherings of workers in the workplace.					
12	We enforce a strict social distancing policy for all on site work, and all necessary meetings (including toolbox talks, safety meetings).					
13	We have told workers to stop handshaking and other physical greetings.					

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14	We are holding meetings outside in the open air if possible (while still implementing 1.5m social distancing measures).					
15	We have provided space for workers to take lunch and breaks outside rather than in the lunchroom or site shed.					
16	We have processes to ensure that we clean and disinfect shared high-touch surfaces regularly.					
17	We have provided workers in 'at risk' categories an opportunity to speak with us about specific measures they may need.					
18	We have made sure non-English speaking workers have received the same information as English-speaking workers.					
SITE AND JOB SPECIFIC PROTOCOLS						
19	We have conducted a risk assessment to determine if this site has any site-specific COVID-19 risks.					
20	We are monitoring conditions daily to determine if there are areas of safety that can be improved.					
21	We have, or have considered whether we need, a site-specific quarantine plan in the event a case of COVID-19 is identified in a worker.					
22	We have considered whether staggered rosters might assist in social distancing and increased hygiene.					
23	All shared areas are cleaned regularly and contain extra hygiene and sanitary items for use by workers.					
24	We are providing COVID-19 information at all site inductions.					
25	We have considered the need for site-specific PPE measures and implemented these.					
26	We have established methods to minimise work being undertaken in groups, and where we must, meet social distancing protocols.					
27	We have established ways to ensure social distancing is adhered to when work must be carried out by more than one person.					
28	We have ways to ensure workers in confined or closed spaces have access to fresh air.					
29	We are promoting strictest hygiene among everyone on site involved in food preparation (canteen) staff.					
30	We have established hygiene processes for use of plant and equipment, including shared motor vehicles.					

31	We have provided subcontractors a copy of this checklist and ensured that have carried out similar assessments.					
OFF-SITE PROTOCOLS						
32	We have implemented a 'work from home' policy for office staff.					
33	We have asked all office staff to minimise contact with site staff by contacting them using email and phone where possible.					
34	We will limit unnecessary visitor access to sites as much as possible.					
35	We have considered ways to minimise gatherings of workers in the workplace, including how meetings or gatherings can be rescheduled, staggered or cancelled.					
36	We have considered ways to hold meetings via video conferencing or phone call.					
37	Privacy and confidentiality protocols have been established with respect to the personal and medical information we may hold on behalf of staff.					
38	Only the minimum amount of personal information reasonably necessary to prevent and manage infection or possible infection will be collected, used, or disclosed.					
39	We have advised staff of our information management policies.					