

Manager's Checklist

Have an up to date site plan that is communicated and agreed with the appropriate persons. Work plan taking into account site separation of operating under Level 3 Part of the plan.

Review contractor's site plans.

You must have a COVID-19 response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.

Complete an incident report in the event of a suspected or confirmed case of COVID-19.

Maintain a Sign-in register and detailed work schedule to understand the movements and activities of all workers in the event of an exposure to COVID-19.

Stay in contact with workers who may be in isolation or working remotely.

Assist workers to access mental health and wellbeing information. Free call or text 1737 any time for support from a trained counsellor.

Hold Toolbox Talks regularly to keep workers up to date with COVID-19 protocols as we progress through stages.

Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

Check that all required PPE is available for workers and on site including gloves and cleaning products.