

**Business Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PCBU/OFFICER COMPANY REQUIREMENT	PRE-SITE ARRIVAL	INDUCTION AND SITE ENTRY	ONSITE WORKSPACE	LEAVING WORK SITE AND HOME HYGIENE
Assess the risk to your company in line with other health and safety requirements (this is another risk don't neglect your other risks)	Contact each contractor and ask for their plan detailing Covid19 response and risk management	Entry is for only essential workers on site – office staff must work remotely if possible	Work must take place in a way that ensures social distancing as much as possible. Continually monitor	Ensure you are safe to go home Can you change before re-entering your car or put a drop cloth over the seating that can be removed? Spray boots if possible. Wipe Phone
Have a Covid19 Response plan in place and held at all time in the worksite	Ensure all employees of the contractor's company have signed they understand the Covid19 hygiene and physical distancing protocol of their company	Sign in or Induct all employees and contractors by zoom/what's app/skype if possible Electronic sign-in/Sign-out if possible. If using paper, gloves must be worn. Other options may be taking a photo of you at the work site and send to the manager on entry and departure	Toolbox or workplace discussion need to follow social distancing recommendations of 1-2mtr spacing in an open area  Undertake a welfare and health check of all staff regularly (any change, isolate the person immediately)	Hygiene at home remove all work boots and leave in designated location or plastic bag Remove work clothes and keep separate to other household clothing for washing Shower immediately before greeting your family.
Share the response plan with all workers and contractor that will attend your workplace/worksite. Ensure their understanding of the plan.	Ensure all personal have completed the health check and signed as understood (send by email or picture)	Ensure correct signage is in place pre-engagement or entry in the workplace and your Covid19 response plan is available. Signs must have Covid19 hygiene and Social distancing clearly visible	Designate a sanitation zone and have supplies available for handwashing and extra PPE Available. Sanitizer, Wipes, Running water and soap. A rubbish bin with liner for disposal.	Notify your business owner you are safely off site and home
Update your working alone plan for remote workers and ensure communication is made to check safety and welfare	Check travel arrangements for staff and contractors and designated parking zones have been identified	Place extra PPE/Cleaning items at the entrance to the workplace and signage in communal areas and sanitation zones	Ensure team has a location for breaks that allows social distancing and cleaning must occur if others are to use this area(consider own chairs)	Notify your employer if your health status changes immediately
Do you have enough resources to commence work at your site? PPE, Cleaning Items, Signage and Protocols	Identify and ensure all PPE that is required for personal is supplied and available on site for all staff and visitors if required. Follow health guidelines for requirements	Essential workers and deliveries must follow all protocols and be one person only when possible	Ensure a tool wash station and Bottles of sanitation spray is available for team members to use (issue to each person)	