



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.