

You will need to have a plan in place to ensure your area(s) is COVID safe.

These checklists are a tool that can assist you as you work through developing your own Management Plan if you have more than 5 staff members. They contain the actions required to manage and control the risk of COVID infection.

This must be completed on every job unless you can supply your own plan.

Instructions for using the Checklist:

- Checklists should be reviewed by the Manager or staff responsible for the work or environment prior to commencing operations on behalf of A B Equipment Pty Ltd.
- If there are multiple areas with the same activity e.g. different stores, Checklist can be used (as long as the activities are the same in principal).
- Please retain a copy of your Checklist

Note: This Checklist is not exhaustive.

Reference: Department of Health and Human Services (DHHS), Safe Work Australia and WorkSafe.

Management are responsible for ensuring that before commencing work on behalf of A B Equipment Pty Ltd, contractors engaged at a local level complete and sign this checklist, in addition to local induction requirements.

Before you proceed to undertake your duties, you need to disclose and report if you are experiencing flu-like symptoms.

Do you feel unwell?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you returned from anywhere overseas within the last month ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you experiencing any of the following flu-like symptoms? If you have any of these symptoms, you are not to attend any site on behalf of A B Equipment Pty Ltd until medical clearance has been obtained	<input type="checkbox"/> Fever	<input type="checkbox"/> Runny nose	<input type="checkbox"/> Joint pain
	<input type="checkbox"/> Coughing	<input type="checkbox"/> Sore throat	<input type="checkbox"/> Vomiting
	<input type="checkbox"/> Difficulty breathing	<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Diarrhoea
	<input type="checkbox"/> Loss of sense of smell		<input type="checkbox"/> None of the above
Are you awaiting test results for COVID-19?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If Yes, you are not to attend any site until you have a 'negative result'.		

We ask all contractors and workers to follow physical distancing guidelines provided by the Department of Health and Human Services (DHHS) Nationally and observe the following whilst attending sites:

- Ensure physical distancing of 1.5m from others, a mask must be worn at all sites
- Maintain good personal hygiene (wash hands with soap and water & cover your sneeze)
- Follow and abide by building signage, including occupancy limits and Personal Protective Equipment (PPE) requirements
- Clean and disinfect high touch surfaces regularly when working
- Refrain from shaking hands and other physical greetings
- Stay at home if unwell

Sub-Contractor Representative – This form must be submitted with all job sheets			
I declare that I have truthfully answered the above questions and can confirm that I will conduct my work in line with the Australian Government and A B Equipment Pty Ltd guideline.			
Name:		Contact Details:	
Company:		Contact Details:	
Signature:	X	Date:	