

Part A - Cleaning

Businesses are required to assess their workplace for ways to best protect workers and visitors from contamination.

For further information, please consult the [Cleaning the Workplace guide](#).

Complete the following questions

Please list the cleaners you use to deal with this virus.

1. What cleaners do you use? *

Please list the disinfectants you use to deal with this virus.

2. What disinfectants do you use? *

3. How often do you clean the following items?

Counter Tops *	-- Select --	Phones *	-- Select --
EFTPOS Machines *	-- Select --	Computer mice & keyboards *	-- Select --
Door handles *	-- Select --	Light switches *	-- Select --
Desks *	-- Select --	Toilets *	-- Select --
Taps *	-- Select --	TV remotes *	-- Select --
Kitchen surfaces & cupboard handles *	-- Select --	Shared plant and equipment *	-- Select --

4. Have workers been trained in how to clean and disinfect?

Using a [Toolbox Meeting](#), discuss with workers how to best clean and disinfect possible contaminated surfaces as per the [Cleaning the Workplace Guide](#).

Add a photo or PDF of your toolbox meeting where this was discussed.

Drop files here or

Select files

5. Do you have a process in place to clean and disinfect your workplace after a worker has been infected by the virus?

Review the [Infected Worker Cleaning](#) material and discuss at a [Toolbox Meeting](#).

Add a photo or PDF of your toolbox meeting where this was discussed.

Drop files here or

Select files

or

Included in Question 4 Toolbox Meeting

6. Do you provide appropriate PPE for workers when cleaning and disinfecting? *

Select the types of PPE you have made available for workers to use.

- Gloves (latex)
- Masks
- Eye Protection
- Disposable overalls or splash suit
- Other

Attach photos of each item that's been ticked.

Drop files here or

Select files

Part B - Control

Controlling transmission and protecting vulnerable workers will prevent contamination.

Complete the following questions

7. Have you put measures in place, where reasonably practicable, to minimise contact between people? *

Tick the box beside each item you have implemented.

- Cashless Transactions
- Sneeze Screens
- Floor Markings
- Paperless Transactions
- Visitors handle their own receipts
- Workers use individual, dedicated tools
- Marked out flooring
- Barriers
- Workers working from home
- Staggered hours or shift work
- Segregating Workers
- Other measures (please list)

8. Do you provide hand sanitising stations for workers and visitors to practice good hygiene?

View the [Sanitising Station](#) and [Sanitising Station Sign](#) documents for more info.

Take pictures of each station and hand washing area to show how this is being addressed.

Drop files here or

Select files

9. Do you have touch-free bins with closed tops to hygienically dispose of tissues and paper towels?

Take pictures of how this is being addressed.

Drop files here or

Select files

10. Have workers been instructed in the changes to workflow and traffic management?

Using the 4 points below as a guide have a [Toolbox Meeting](#) about workflow.

1. The maximum number of workers allowed on site at any one time.
2. Shift work arrangements.
3. Entry and exit points to building to be used.
4. High traffic areas.

Add a photo or PDF of your toolbox meeting where this was discussed.

Drop files here or

Select files

11. Have you identified vulnerable workers in your business?

Complete the [Vulnerable Workers Chart](#) and refer to the [Vulnerable Worker Guide](#) for reference.

Upload your completed Vulnerable Workers Chart here.

Upload your completed Vulnerable Workers Chart here.

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Select files

Part C - Training

It is important to ensure workers have been trained in procedures relating to preventing transmission.

Complete the following questions

12. Have you educated workers on good health and hygiene practices?

Using the following 3 subjects as a guide, have a [Toolbox Meeting](#) about good health and hygiene practices.

1. Do your workers know not to come to work when they are unwell, even if they feel fit to work?
2. Have you trained workers on how to correctly use alcohol-based hand sanitiser?
3. Are workers aware of ways to minimise contact with others where possible?

Upload your completed Toolbox here.

Drop files here or

Select files

Add a photo or PDF of your toolbox meeting where this was discussed.

13. Have you informed workers of good hygiene measures to limit the spread of the virus?

Using the following subjects as a guide, have a [Toolbox Meeting](#) about personal hygiene.

1. Cover coughs and sneezes with an elbow or a tissue
2. Avoid touching the face, eyes, nose and mouth
3. Dispose of tissues hygienically
4. Wash hands before and after smoking a cigarette
5. Clean and disinfect surfaces and shared equipment
6. Wash body, hair (including facial hair) and clothes thoroughly every day
7. Wherever possible, stay more than 1.5 metres away from others
8. Don't shake hands and avoid any other close physical contact where possible
9. No spitting
10. Put cigarette butts in the bin
11. Set up reminder alerts on computers, in meal rooms, bathrooms and company vehicles etc. to remind workers about washing hands and good hygiene measures

Upload your completed Toolbox here.

Drop files here or

Select files

Add a photo or PDF of your toolbox meeting where this was discussed.

or

Included in Question 12 Toolbox Meeting

14. Have you informed workers about the importance of washing their hands?

Using these 6 points as a guide, have a [Toolbox Meeting](#) about hand washing. Refer to the [Hand Washing Video](#) as a reference.

1. Before and after eating
2. After coughing or sneezing
3. After going to the toilet
4. After changing tasks
5. After touching potentially contaminated surfaces

Upload your completed Toolbox here.

Drop files here or

Select files

Add a photo or PDF of your toolbox meeting where this was discussed.

or

Included in Question 12 or 13 Toolbox Meeting

Part D - Communicating

Businesses are required to have processes in place to effectively communicate any COVID-19 regulations to workers and visitors.

For further information, please consult the [Communicating COVID-19 Rules guide](#).

Complete the following questions

15. Have you appointed a person to regularly check the websites of the relevant authorities for updated COVID-19 information? *

Please enter the name of the appointed person.

Signs play an important role in communicating a consistent message, provided that they are in good condition, in colour and displayed in appropriate locations.

Please visit our recommended [Supplier for your COVID-19 Signage](#).

16. Do you display posters which inform workers and others how to wash their hands correctly?

Download the [Hand Rub Poster](#) and [How To Hand Wash Poster.pdf](#) to display in your workplace.

Take pictures showing where your posters are located.

Drop files here or

Select files

17. Do you display posters advising social distancing measures?

Download the [Keeping Your Distance Poster](#) Poster to display in your workplace.

Take pictures showing where these posters are located.

Drop files here or

Select files