

# Safety Checklist

## Managing the risk of COVID-19



### Risk Management

- Identify Hazards
- Assess Risks
- Implement Controls
- Review and monitor
- Consult

### Hygiene and Cleaning

- Review [cleaning](#) procedures
- Review [hygiene](#) procedures
- Identify 'at risk' areas
- Comply with [social distancing](#) and [restricted gatherings](#) advice
- Plan and prepare in case of infection
- Provision of PPE and facilities

### Provision of information and instruction cleaning

- [Self-assessment checklist](#)
- [Self-isolation guidelines](#)
- [Proper hand washing techniques guide](#)
- [Know the symptoms](#)
- [MBA ACT FAQs](#)
- [MBA ACT Member Alerts](#)
- [PPE Checklists](#) and [guidance on fit-testing and maintenance](#)
- Toolbox talks

#### Do:

- Stay Positive
- Practice good hygiene and cough etiquette
- Comply with ACT Health or Federal Health Advice
- Stay home if you are on self-isolation
- Check in with your workers
- Review your procedures and practices
- Be preventative and responsible

### Regulatory and Statutory Compliance

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations](#)
- [Workers Compensation Act 1951](#)
- [How to Manage Work Health and Safety Risks Code of Practice](#)
- [Managing the Work Environment and Facilities Code of Practice](#)

### Due Diligence

Keep up to date with the latest advice and guidance from:

- [ACT Health](#)
- [Department of Health](#)
- [Department of Home Affairs](#)
- [Safe Work Australia](#)
- [World Health Organization](#)

### Policies, Procedures and Plans

- Work Health and Safety Policy
- Project Risk Assessment
- WHS Management Plan
- Reporting Procedure
- Sanitisation Procedure
- Working from Home Plan
- Site Signage
- Site Rules

#### Don't:

- Shake hands or hug
- Panic
- Touch your face without washing your hands before and after
- Go to work if you are unwell (COVID-19 or not)
- Be a hoarder