



COVID-19 CHECKLIST

WHS & Wellbeing

Have I...



Put in place COVID-19 safe work practices?

Acted if someone in my business is displaying COVID-19 symptoms?

Put in place a plan to protect vulnerable groups such as older workers?

Familiarised myself with the process of reporting someone who is not complying with self-isolation or other restrictions?

Checked in with myself to evaluate how I am feeling regarding the current situation?

Contacted my GP, other health professional or a friend if I feel anxious or unable to cope?

Spoken with my partner and/ or family about how current business issues might impact us?

Spoken with my employees about how they are feeling and the impact of restrictions on other aspects of their life that might be adding to pressure?

Operations

Spoken with each of my clients about current jobs and their intentions for the project?

Confirmed those discussions in writing?

Spoken with clients and architects/ designers of projects in the pipeline, to understand the likely impact on those projects?

Spoken with suppliers about any disruption to materials or services?

Employment

Made a list of the job roles that are critical to my business continuing to operate?

Thought about ways I can keep people employed in other areas of the business, or completing other tasks?

Considered how I might use paid or unpaid leave to manage a downturn in work?

Considered how I will communicate with my employees regularly about changes to the business?

Considered flexible working hours split shifts/ part-time work to keep things going, if possible?

Training

Talked privately to my apprentices about what a reduction in work might mean for them?

Contacted the Apprenticeship Provider (if relevant) to talk through how I can support the apprentice and keep them enrolled?

Thought about training an apprentice could reschedule during a downturn?

Thought about options for upskilling myself and my employees when things are quiet?

Finances

Spoken with or made an appointment to see my accountant or financial advisor to check the financial health of my business?

Enrolled in the FREE HIA-TBCITB Collins SBA Financial Advice Service?

Thought about ways I can reduce overheads temporarily to save money?

Spoken with my bank to find out what support is there for me if I need a break on my mortgage or business loan payments?

Technology

Downloaded Skype onto my device/ computer, or set up a free Zoom account?

Spoken to clients, architects/ designers and suppliers about the ways in which we will communicate online, and who will organise that?



TOOLBOX *Connecting Tassie Builders*

Where can I find more information?

WHS & Wellbeing

What are COVID-19 safe work practices?

[Safe Work Australian – How to keep workers safe COVID-19](#)

[Safe Work Australia – Minimise risk in building and construction](#)

What if someone in my business is displaying COVID-19 symptoms?

[Health Direct – Symptom checker](#)

www.coronavirus.tas.gov.au
[Safe Work Australia – Suspected or confirmed cases Covid-19](#)

How do I plan to protect vulnerable groups such as older workers?

[Safe Work Australia – Preparing workers for COVID-19](#)

[Safe Work Australia – Managing the risks of exposure to COVID-19](#)

How do I report someone who is not complying with self-isolation or other restrictions?

[Biosecurity Tasmania – Reporting non-compliance](#)

Who can I contact if I feel anxious or unable to cope?

[COMCARE – Looking after your mental health COVID-19](#)

[Beyondblue – Looking after yourself during COVID-19](#)

How do I speak with my employees about how they are feeling and the impact of restrictions on other aspects of their life?

[Comcare – Supporting others through uncertainty COVID-19](#)

Employment

Can I use paid or unpaid leave to manage a downturn in work?

[FairWork – Coronavirus employee relations](#)

Training

How do I support my apprentices through this period?

[Skills Tasmania - Apprenticeship contracts](#)
[Employment.gov.au – Supporting apprentices and trainees](#)

What are the options for upskilling myself and my employees when things are quiet?

[TBCITB - Training](#)
[Tradiepad – technology training for tradies](#)

Finances

How do I enrol in the FREE HIA-TBCITB Collins SBA Financial Advice Service?

Call HIA 6230 4600 or email Kelly k.allan@hia.com.au