



COVID-19 Builders' check list

This document provides questions and links, to help set up COVID-19 safe work practises.

WHS & Wellbeing

Have I..

- 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?

Where can I find more WHS & Wellbeign information:

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](#)
- [Safe Work Australia – Suspected or confirmed cases 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?

- [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](#)

Operations

Have I...

- 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

Have I...

- 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?

Where can I find more employment information:

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

[FairWork – Coronavirus employee relations](#)

Training

Have I...

- 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?

Where can I find more training information:

How do I support my apprentices through this period?

- [Skills Tasmania – Apprenticeship contracts](#)

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

- [Keystone Study Areas](#)
- [Tradiepad – technology training for tradies](#)

Finances

Have I...

- 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

Have I...

- 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?