### Checklist – Understanding your risks

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| **Step** | **Task** | **Completed on (date)** |
| 1 | Read through the Safe Work Australia advice on how to undertake a [risk](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/risk-assessment?tab=tab-toc-small_business) [assessment](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/risk-assessment?tab=tab-toc-small_business). |  |
| 2 | Read [how to keep workers safe and limit](https://www.safeworkaustralia.gov.au/doc/how-keep-workers-safe-covid-19) [the spread of COVID-19](https://www.safeworkaustralia.gov.au/doc/how-keep-workers-safe-covid-19). |  |
| 3 | Complete or update your agencies risk assessment in line with [South](https://www.covid-19.sa.gov.au/__data/assets/pdf_file/0012/195879/FINAL-DPC_RoadMap_FINAL.pdf)[Australia’s Roadmap to Easing COVID-19](https://www.covid-19.sa.gov.au/__data/assets/pdf_file/0012/195879/FINAL-DPC_RoadMap_FINAL.pdf) [restrictions](https://www.covid-19.sa.gov.au/__data/assets/pdf_file/0012/195879/FINAL-DPC_RoadMap_FINAL.pdf). Review and update it regularly to make sure that you keep on top of new risks that may emerge. | (Regular checks required) |