**Making Sure Your Workplace is Safe and Clean**

**Checklist**

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| --- | --- | --- |
| **Step** | **Task** | **Completed on (date)** |
| 1 | Complete the [Safe Work Australia Cleaning](https://www.safeworkaustralia.gov.au/doc/cleaning-checklist-covid-19) [Checklist](https://www.safeworkaustralia.gov.au/doc/cleaning-checklist-covid-19) |  |
| 2 | Complete the [Safe Work Australia health,](https://www.safeworkaustralia.gov.au/doc/health-hygiene-facilities-checklist-covid-19) [hygiene and facilities checklist](https://www.safeworkaustralia.gov.au/doc/health-hygiene-facilities-checklist-covid-19) |  |
| 3 | Print [signs and posters](https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19) on good hygiene and facilities check list |  |
| 4 | Inform your employees about how to maintain good hygiene and cleaning |  |

**Health and Safety Action Plan**

Once you complete these tasks, write down what your business needs to do:

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need to do?** | **How will you do this?** | **When will it happen?** | **What supplies are required?** |
| e.g. set up alcohol-based hand sanitiser stations at entry and exit points | e.g. ask cleaners to refill stations | e.g. ensure the stations are checked every 2 hours | e.g. 1L/week of alcohol based hand sanitiser and 2 dispensers |
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