

# COVID-19 Lockdown Checklist



**SITESAFE**  
Te Kaitiaki o Haumaru

Work slowing down or business closed in the wake of the COVID-19 lockdown? Now's the time to sort out some of those essential business duties including health and safety tasks you might've got behind on when you were flat out. Our Lockdown Checklist is a great tool to help you get cracking and stay up to date, so you can keep your team, and your business, healthy and safe.

Remember that this is a temporary situation and when the lockdown is over and normal work resumes it's essential that your resources and people are ready to go. How you look after your workers during this crisis will be reflected in how they look after your business in the recovery period.

Task	Done ✓	Date(s)	Comments
<p><b>Schedule regular team catch ups</b> This can be by video conference or over the phone – group conference meetings are a great way to stay connected as a team.</p>	<input type="checkbox"/>		
<p><b>Check in on staff</b> It is important that we maintain communication with staff, who are probably feeling anxious about their future. Just picking up the phone and checking in on your team each day to see how they are getting on is a great start.</p>	<input type="checkbox"/>		
<p><b>If possible, inspect tools, plant and equipment</b> If workers have vehicles and equipment at home have them do the same.</p>	<input type="checkbox"/>		
<p><b>Inspect PPE, if possible</b> Now is a good time to go through all your equipment. Don't have a PPE register? Put one together during the break; either yourself or assign to one of your workers. Or, get in touch with a Site Safe advisor for help putting one together.</p>	<input type="checkbox"/>		
<p><b>Inspect vehicles, if possible</b> If your workers have a company vehicle at home during the lockdown they might do the same.</p>	<input type="checkbox"/>		
<p><b>Check Site Safety Cards (Passports) are valid or due for renewal</b> When the shutdown is over these will be required more than ever. Look at other qualifications and certifications that may be due and put a plan together for renewal. We are working on making an online webinar available for renewal of Site Safety Cards (Passports) during the lockdown. Get in touch with <a href="mailto:theteam@sitesafe.org.nz">theteam@sitesafe.org.nz</a> to register your interest.</p>	<input type="checkbox"/>		

Task	Done ✓	Date(s)	Comments
<p><b>Professional development</b> Do any of your staff have any outstanding Site Safe assignments or need to complete <a href="#">online modules for Passport Plus</a>? Look at other opportunities for your staff to do some online training. You can run a toolbox talk through teleconferencing. Download a Toolbox Talk from Site Safe's website.</p>	<input type="checkbox"/>		
<p><b>Health and Safety System</b> Is yours minimal or non-existent? You can buy a <a href="#">Health and Safety Kit</a> from Site Safe and make use of one of our Health and Safety Consultants to get your program sorted.</p>	<input type="checkbox"/>		
<p><b>Prequalification</b> Maybe you've never got around to this or were in the process when the shutdown occurred. So, register, update, or complete your prequalification with <a href="#">SiteWise</a> or other provider while the time is available.</p>	<input type="checkbox"/>		
<p><b>End of Year returns</b> The COVID-19 lockdown has coincided with the end of the financial year for most small businesses. Take the opportunity to get in early on this. Your accountant in all likelihood is available remotely to assist.</p>	<input type="checkbox"/>		