# Integrated Risk Management

# Scope of Audit/Inspection

**Audit Form**                          *Covid 19 Manager Checklist*

**Title**

**Region**

**Branch**

**Department**

**Other**

**Supplier**

**Customer**

**Plant/Equipment**

# People involved in this Audit/Inspection

**Auditor**                          *Andrew Thornhill*

**Reviewer**                          *Andrew Thornhill*

# Integrated Risk Management

## Audit Status History

| | |
|---|---|
| **Create By** | *Andrew Thornhill* |
| **Created Date** | *06/05/2020* |
| **Modify By** | *Andrew Thornhill* |
| **Modified Date** | *06/05/2020* |
| **Sign Off By** | |
| **Sign Off Date** | |
| **Close By** | |
| **Closed Date** | |
| **Archive By** | |
| **Archived Date** | |
| **Notes / Summary** | |

# Results

## 1. Employee Focus

This section is focused on ensuring that the Employees are ready to return and clear about what is required.

1.1 Have all employees completed their Covid 19 Personal Health Review

*If no please follow up with those employees*

1.2 Have all workers clear on how they will travel to work in line with the guidence

*Where possible workers should travel individually*

1.3 Do all workers have access the the correct PPE for both the role and to protect
against Covid 19 spread?

*Additional items such as gloves (disposable), Safety Glasses, Masks, Respirators, disposable over alls and face masks should be considered*

1.4 Are there adequate hand washing facilities available ?

*These should include additional hand sanitation points and wipes*

1.5 Have employees been made aware of of the handwashing protocols for their
work area

*This should be recorded in their HR profile via acknowledging the protocol document*

1.6 Are Employees aware of the site sign in requirements?

*This requirement should be documented and the employee should acknowledge this document within Mango*

1.7 Are all Employees aware of the requirements to carry out the site inductions for
their respective worksites in advance of starting work.

Total : 0 of 0 (0%)

## 2. Worksite Focus

This section is about setting up the worksites for a safe return

2.1 Have All sites got a dedicated sign in log available

*The template for the sign in log should be held in the Files area of Mango.*

2.2 Have any sites been identified as having a high level of public interaction.

*Detail steps to mitigate risk via the risk register*

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2.3 Have you updated the company risk register to reflect the new COVID 19 risks

*Complete risks and either set up a new risk register for COVID 19 or add these new risks to existing registers when coverting to fixed risks.*

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2.4 Have you set up vehicle Cleaning Policies

*These should be documented in your Documents section and a link inserted here*

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2.5 Have you set up new Hygiene Protocols for cleaning of sites

*These should be documented in your Documents H&S Manual and a link added here*

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Total : 0 of 0 (0%)

**Audit Score : 0 of 0 (0.00%)**

## Comments History

*None*