



Australasian  
**Timber Flooring  
Association**

Local professionals,  
world-class standards.

## Timber flooring contractor checklist

### Onsite COVID-19 Safety Practices – March 2020

We're already a safety conscious industry. We have to be given the nature of what we do and the materials we use. However, none of us can let that lull us into a false sense of security.

COVID-19 **MUST** take your approach to safety to a whole new level and it is **absolutely critical** that you do so to protect you, your family, your co-workers and your clients.

Throughout coming months, please make sure you stay connected to the latest medical advice – see the end of this checklist for your relevant health authority.

More detailed information is also available from [SafeWork Australia](#) and [New Zealand](#).

#### WHAT YOU WILL NEED

- Alcohol-based hand sanitiser or soap
- Disinfectant wipes
- P2 masks
- Clear safety glasses
- Nitrile gloves
- Disposable bags

#### WHAT YOU NEED TO DO

- Before you get to the job site, **you must report** any flu-like symptoms you are experiencing, seek medical attention and adhere to any instructions you are given to self-isolate. See the list of local health authorities at the end of this document for what you need to do in your state or territory.
- If you have no symptoms and before going to site, you need to **ask your customer** the following questions:
  1. *"Have you or anyone at the property been diagnosed with the COVID-19, met someone with COVID-19, developed symptoms (such as fever, cough, sore throat or shortness of breath) or been advised to self-isolate by a health professional?"*
  2. *"To the best of your knowledge, has anyone returned from countries listed as 'high risk' by the Government in the last 14 days?"*

**IMPORTANT – if they answer 'yes' to either question, the job should not proceed until such time as any self-isolation period is complete.**

- **Wear P2 mask, safety glasses and nitrile gloves** at all times. This means when you enter the worksite and prior to interacting with clients.
- **No touching** – do not shake hands, do not touch your own eyes, nose or mouth. Do not touch on-site surfaces other than those you are working on.

- **Apply 1.5m social distancing.** Whether you're talking to someone in person, having a break or working together, distancing yourself from others is paramount.
- **Sanitise your hands and hard surfaces** with disinfectant wipes and dispose of those wipes in a disposable bag. Don't forget to wipe down your phone, keyboard, pen, steering wheel and anything you're frequently touching:
  - At the start of day
  - After breaks and lunch
  - After refuelling vehicles
  - After returning from toilet breaks
- If you **cough or sneeze**, make sure it's into your arm or into a tissue which you then throw away. **DO NOT** cough or sneeze straight into the air. If you do find yourself coughing into your hand – wash or sanitise straightaway.
- **At the end of each day**, wipe down all your equipment and sanitise your hands. Dispose of the wipes and nitrile gloves in a disposable bag (tied off or sealed) and dispose of bag in a garbage repository.

#### YOUR LOCAL HEALTH AUTHORITIES – ENSURE YOU KNOW WHO TO CONTACT WHERE YOU LIVE

- [New South Wales](#)
- [New Zealand](#)
- [Northern Territory](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

#### SYMPTOM CHECKER – HEALTHDIRECT.GOV.AU

- [Click here](#)