**TRMC - Victorian member checklist**

To ensure compliance with the current laws and related requirements for continuing to operate within the “Open (For On-site work)” status afforded to our industry, Victorian members can use this checklist to ensure compliance with current restrictions.

To ensure compliance you must be able to answer ‘Yes’ to each question below.

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| **Issue** | **Yes/No** |
| **Work Permits** |
| Has each eligible employee been provided with a work permit? |  |
| Has each eligible employee signed the work permit? |  |
| Has a copy of each work permit been kept on record? |  |
| Has each eligible employee been advised to also carry photo identification with them to show to a police officer if questioned? |  |
| Has each eligible employee been advised the work permit is not to be used for any other reason than attending or returning home from work?  |  |
| Has it been explained to each eligible employee that the misuse of the permit may result in disciplinary action? |  |
| Have you considered and assisted any eligible employee who may have ‘English as a second language’? |  |
| Have you considered and assisted any eligible employee who may have other challenges? |  |
| **COVID Safe Plan (if employee 5 or more employees)** |
| Have you undertaken and completed the Plan? |  |
| Have you provided your employees with a copy of the Plan? |  |
| Have you clearly communicated the Plan to your employees? |  |
| Have you sought feedback and input from your employees on the Plan? |  |
| Have you diarised to review the Plan, determine its effectiveness, and update the Plan where necessary? |  |