



- a record of the date and time each unattended children's ride is cleaned and disinfected
- the number of times an indoor play centre is used each week
- the name and contact details of the service agent, and date and time of the service for each equipment
- a record of when wipes and hand sanitiser is checked and, as necessary, restocked

10. Review and Monitor

- Continue to monitor the COVID-19 situation and review and adjust risk management response accordingly.
- Regularly review your systems of work to ensure they are consistent with current directions and advice provided by health authorities.
- This checklist is a key part of your COVID Safe Plan, as outlined on the [WorkSafe website](#).
- Ensure you have a copy of this signed checklist, which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.
- Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au.
- Employees with a general work-related complaint can call **WorkSafe Queensland** on **1300 362 128**.
- Business owners that would like to better understand their **WHS** duties regarding COVID-19 can call 1300 005 018 or their union or industry association.
- Patrons who have concerns about whether a business is complying with this checklist can call **134 COVID (13 42 68)**.

Name of person(s) conducting business or undertaking as defined in the *Work Health & Safety Act 2011*:

Signature & date: