



RFQ RETURNABLE DOCUMENTS

Project: Petersham Park Grandstand
Concrete & Landscaping Works

RFQ No: 29-20

**Closing Date:
and Time** 22nd July 2020
2:00PM AEST

TABLE OF CONTENTS

1	Respondent Declaration.....	4
2	Pricing Schedule	5
3	Company Profile	6
4	Table of Non-Compliances.....	7
5	Details of Insurance	8
6	Proposed Methodology	9
7	Proposed Schedule.....	10
8	List of Key Personnel	11
9	List of Proposed Key Subcontractors.....	12
10	Respondent's Experience	13
11	Quality Assurance Plan Checklist.....	14
12	Work Health & Safety (WHS) Checklist	16
13	Sustainability Questionnaire	19
14	Other.....	20

Instructions

You are only required to complete the Returnable Documents as checked in Schedule 1 of the Request for Quotation document.

Respondents can complete the Returnable Documents electronically and sign by affixing e-signatures.

For any Returnable Document additional pages or a separate file can be provided and signed by the Respondent in the same form.

After completion, please save the Returnable Documents as a PDF to submit with your Quotation.

Any files attached to the Respondents Quotation must be clearly identified in the Returnable Documents and provided at the same time and in the same manner as the Quotation.

1 RESPONDENT DECLARATION

To: Inner West Council

The Respondent named below confirms that having examined and reviewed the entire Request for Quotation (RFQ) and relying upon its own investigation and due diligence the Respondent accepts the contents of the RFQ and submits this Quotation to perform the work described in the RFQ for the fee(s) specified in the Pricing Schedule submitted as part of the Quotation.

This Quotation remains open for acceptance for sixty (60) calendar days from the Quotation Closing Date (as set out in the RFQ or as otherwise agreed by Council). In the event of the Quotation being accepted, the Respondent agrees to be bound by the Quotation and execute the Agreement in the form contained in the RFQ.

In submitting this Quotation, the Respondent warrants that it has not:

- (a) interviewed or attempted to interview or discuss with Council officers, employees or authorised representatives, other than the Contact Person, any matter about this RFQ;
- (b) offered, given or agreed to give to any person any gift or consideration of any kind as an inducement or a reward for any action in relation to the RFQ or any other contract with Council;
- (c) canvassed support from elected representatives or employees of Council; or
- (d) participated in any form of collusive tendering.

Except as otherwise disclosed in the Quotation, the Respondent further warrants it has no actual or potential conflict of interest in relation to this RFQ or the Contract. The Respondent confirms that it has reviewed the NSW Government Model Code of Conduct and Council's Statement of Business Ethics and accepts to abide by the principles contained in those documents.

Legal Name of Respondent:	Marble Arch Pty Ltd
ABN:	78 624 519 026
Address of Respondent:	██████████, Croydon NSW 2132
Refer enquiries to: (name, phone number and email address)	Aidan Cox 02 9715 7094 aidan@marble-arch.com.au
Confirmed by (signature):	██████████
Name & Title:	Aidan Cox, Senior Project Manager

2 PRICING SCHEDULE

Instruction: Respondents must provide complete pricing information to provide the work and/or services detailed in the RFQ in accordance with the below.

Any specific exclusions must also be noted.

The Respondent confirms the below Pricing Schedule is complete and correct.


Item No	Item Particulars	Unit	Quantity	Total (\$)
1	As per Pricing schedule			
2	See below attached breakdown			
3				
4				
5				
6				
7				
8				
9				
10				
Total Contract Price (GST Exclusive)				\$
GST Amount				\$
Total Contract Price (GST Inclusive)				\$

EXCLUSIONS:

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020



REQUEST FOR TENDER RFQ29-20

PROJECT: PETERSHAM PARK
GRANDSTAND CONCRETE
AND LANDSCAPING WORKS

PRICING SCHEDULE

The Respondent confirms the pricing schedule provided is complete and correct and forms the basis for its Tendered Price.

Item No	Item Particulars	Quantity	Unit	Rate	Total (\$)	Qty	Unit	Rate	Total (\$)
1.0	Preliminaries and Site Management	1	ITEM	\$ 8,700.00	\$ 8,700.00	1	ITEM	\$ 8,700.00	\$ 8,700.00
2.0	Demolition of existing obsolete concrete slab & footing (inc disposal)	24	m2	\$ 168.00	\$ 4,032.00	24	m2	\$ 168.00	\$ 4,032.00
3.0	Excavation Works (Other than rock which includes supply and compaction of subgrade. All excavated removed from site)	30	m3	\$ 280.00	\$ 8,400.00	20	m3	\$ 280.00	\$ 5,600.00
4.0	Concrete footpath (supply all materials, concrete finish to be expose aggregate to match existing)	189	m2	\$ 198.00	\$ 37,422.00	108	m2	\$ 198.00	\$ 21,384.00
5.0	Saw cut joints as per engineering drawing	44	lm	\$ 55.00	\$ 2,420.00	28	lm	\$ 55.00	\$ 1,540.00
6.0	Drainage works								
6.1	Construct new concrete dish drain and tie in to existing drainage pit	24	llm	\$ 165.00	\$ 3,960.00	24	llm	\$ 165.00	\$ 3,960.00
6.2	Supply and install new aco drains and tie in to existing connections	7	lm	\$ 300.00	\$ 2,100.00	7	lm	\$ 300.00	\$ 2,100.00
6.3	Supply and install new stormwater pit as per engineering details	1	lm	\$ 1,800.00	\$ 1,800.00	1	lm	\$ 1,800.00	\$ 1,800.00
7.0	Landscaping Works (supply and materials, topsoil and plants)	1	off	\$ 2,820.00	\$ 2,820.00	1	off	\$ 2,820.00	\$ 2,820.00
7.1	Maintenance of plants - establishment of plants (13 weeks)	13	week	\$ 180.00	\$ 2,340.00	13	week	\$ 180.00	\$ 2,340.00
8.0	OTHERS								
8.1		1	ITEM	\$ -	\$ -	1	ITEM	\$ -	\$ -
8.2		1	ITEM	\$ -	\$ -	1	ITEM	\$ -	\$ -
8.3		1	ITEM	\$ -	\$ -	1	ITEM	\$ -	\$ -
Total Contract Price (GST Exclusive)					\$ 73,994.00				
GST Amount					\$ 7,391.40				
Total Contract Price (GST Inclusive)					\$ 81,385.40				

Item No	SCHEDULE OF RATES	RATE	Unit
S1.0	VARIATION % MARK UP	10	%
S2.0	Labour rates - Please supply rates for each labour and trades as applicable		per hr
S3.0	Maintenance of plants and garden bed	\$360	per fortnight
S4.0			
S5.0			

Respondent: Marble Arch Pty Ltd
Name of Signatory: Aidan Cox
Position: Senior Project Manager
Signature:
Date: 24/07/2020



3 COMPANY PROFILE

Instruction: The Respondent must provide a profile of its business and the goods and services it provides. This should include:

- *details of the size of the organisation;*
- *details of the corporate structure;*
- *brief history of the organisation;*
- *levels of expertise; and*
- *Other as follows:* .

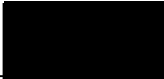
Respondents should detail any value added goods or services that the Respondent believes should be taken into account in assessing its Quotation.

[See attached](#)

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

4 TABLE OF NON-COMPLIANCES

Instruction: If a Respondent is non-compliant with any requirement of the RFQ, the non-compliance must be set out in the table below.

If space is insufficient, please insert as a separate file and insert the file name below.

Document	Clause No.	Comment

Not applicable

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

5 DETAILS OF INSURANCE

Instruction: Respondents must confirm it can provide the insurances required by the RFQ, which will be a requirement of the Contract, and include a copy of the Certificate of Currency for the relevant insurance.

The Respondent confirms it can provide the insurances required below and acknowledges such insurances will be a requirement of the Agreement. The Respondent also confirms it has included a copy of the current Certificate of Currency for each of the required insurance in its Quotation.

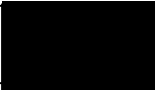
INSURANCE TYPE	POLICY No.	Extent of Cover		EXPIRY DATE	NAME OF INSURER
		Per Incident \$A	Aggregate \$A		
Public Liability		\$20m	N/A		
Professional Indemnity					
Workers Compensation		As per law	As per law		
Motor Vehicle					

[See attached](#)

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

6 PROPOSED METHODOLOGY

Instruction: Respondents must provide details of the proposed methodology to provide the work and/or services detailed in the RFQ.


This information may be inserted into the field below or attached in a separate document and the file name of that document inserted below.

1. Submit traffic control plan, safe work method statement & COVID19 management plan
2. Site Establishment
3. Excavation and drainage works
 - Demolition of existing slab and wash basin
 - Regrade surface
 - Trench out for drainage line
 - Install stormwater pit
 - Backfill and compact drainage line
 - Sub-base preparation; backfill, level and compact
4. Form up footpath
5. Install steel reinforcement mesh and joint accessories
6. Concrete works
 - Use of line concrete pump
 - Float finish; use of helicopter screed
 - smooth out dish drain and fall towards drainage pit
 - Spray rugasol application
7. Green cutting surface for exposed aggregate finish
8. Saw cut joints
9. Clean up and make good site ready for handover
10. Demobilise from site

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

7 PROPOSED SCHEDULE

Instruction: Respondents must provide details of its proposed schedule to undertake the work and/or services detailed in the RFQ.


This information may be inserted into the field below or attached in a separate document and the file name of that document inserted below.

Proposed construction program duration allowed for 10 working days.
Detailed program will be sent through at the time of award of works.

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

8 LIST OF KEY PERSONNEL

Instruction: Respondents are to provide details of key personnel proposed to perform the work and/or services including their qualifications and years of employment with the Respondent. The key personnel must be available for interview if required by Council during Quotation assessment.

The Respondent confirms that if selected as the successful Respondent, the below listed Key Personnel shall be available to perform the Contract.

EMPLOYEE NAME AND POSITION	YEARS EMPLOYED	QUALIFICATION/EXPERIENCE	PROPOSED ROLE
Aidan Cox	6	Bachelor of Construction Management	Project Manager
Laura Donnelly	2	Bachelor of Engineering, Civil	Site Engineer
Tommy Hugh	4	Carpenter	Site Supervisor

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

9 LIST OF PROPOSED KEY SUBCONTRACTORS

Instruction: Respondents are to provide details of any proposed key subcontractors to perform all or part of the work and/or services detailed in the RFQ. Further information regarding proposed subcontractors may be requested by Council during evaluation.

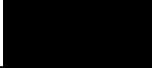
The Respondent confirms that if selected as the successful Respondent, it proposes to use the below listed Key Subcontractors to perform the role(s) detailed.

NAME OF PROPOSED KEY SUBCONTRACTOR	PROPOSED ROLE	RECENT EXPERIENCE	INSURANCES PROVIDED
Hanson Concrete	Supply of concrete		
Ausreo	Supply of steel reinforcement		
ARG Formwork	Formwork contractor		
NN Concrete Pump	Supply of concrete pump		

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

10 RESPONDENT'S EXPERIENCE

Instruction: Respondents must provide details of at least three (3) recent projects undertaken within the last five (5) years by the Respondent which are similar to the work and/or services described in the RFQ along with referee contact details. Council may contact these referees to assess the Respondent's performance.

PREVIOUS PROJECTS		REFeree CONTACT DETAILS	
Contract Name:	Air Raid Shelter Upgrade	Name:	Tony Nguyen
Description:	Refurbish existing building into club storage	Organisation:	Inner West Council
Location:	Waterfront Drive, Balmain	Role:	Senior Project Engineer
Value:	\$100,000	Phone:	██████████ 9 120
Date undertaken:	October 2018	Email:	tony.nguyen@innerwest.nsw.gov.au
Contract Name:	New Amenities, Nott Oval	Name:	Troy Griffin
Description:	New amenities building	Organisation:	Camden Council
Location:	Nott Oval, Narellan	Role:	Project Manager
Value:	\$600,000	Phone:	02 4645 5002
Date undertaken:	June 2018	Email:	troy.griffin@camden.nsw.gov.au
Contract Name:	Kitchen & Staff breakout renovation & fitout	Name:	Paul Sewell
Description:	Strip out & removal of the existing layout and construct new kitchen & staff breakout	Organisation:	Port Authority NSW
Location:	20 Windmill St, Walsh Bay	Role:	Project Manager
Value:	\$300,000	Phone:	██████████ 0 029
Date undertaken:	August 2019	Email:	paul.sewell@portauthoritynsw.com.au

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: ██████████

Date: 22/07/2020

11 QUALITY ASSURANCE PLAN CHECKLIST

Instruction: Respondents must complete the below checklist to demonstrate commitment to quality outcomes and understanding and acceptance of the principles of Quality Assurance (“QA”).

ITEM	SUBJECT	YES	NO
1	Does the organization have a Quality Assurance management system as part of its overall management system? If Yes give details or include a copy of the Corporate QA Manual	X	
2	Is the Quality Assurance System currently accredited to an ISO Standard? If Yes give details		X

If answered “YES” to Q1 & Q2 the Respondent is NOT required to complete the following.

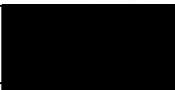
ITEM	SUBJECT	YES	NO
3	Does the organization have a Quality Policy? If Yes , then does it:	X	
	• Have the documented support and commitment of the General Manager & Senior Manager?	X	
	• Demonstrate that it relates to the organisations activities, products & services?	X	
	• Demonstrate that it reflect the organisations values & guiding principles?	X	
	• Provide a guide to the setting of quality objectives & targets?	X	
	• Include a guide towards the monitoring of appropriate management practices?	X	
4	Is there a management representative responsible for ensuring that the quality principles are implemented and maintained?	X	
5	Is the organization able to provide documented evidence to demonstrate its understanding and acceptance of the philosophy of quality systems? If Yes is it by:	X	
	• Minutes of management review?	X	
	• Internal audit reports?	X	
	• A typical Quality Plan?	X	

6	Are details of the quality principles included in the organisations training & induction program?	X	
7	Are there documented procedures for control of quality from subcontractors & suppliers?	X	
8	Are there documented procedures for corrective action that include investigation into the cause of quality non-conformance & determination of the corrective action needed?	X	
9	Is there evidence that the General Manager & Senior Management have reviewed the quality principles of the organization to ensure continuing applicability & effectiveness?	X	
10	Are these reviews regular?	X	
11	Is there any follow-up to the reviews?	X	

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

12 WORK HEALTH & SAFETY (WHS) CHECKLIST

Instruction: Respondents must complete the below checklist to demonstrate commitment to WH&S and understanding and acceptance of the principles of WH&S.

ITEM	SUBJECT	YES	NO
1.	Does your organisation have a written Workplace health and safety policy? If Yes provide a copy	X	
	Does your organisation have a WH&S Management system/Manual? If Yes provide a copy of the contents page	X	
	Does your system have a WH&S Management Plan as part of its overall management system? If Yes provide details	X	
2.	Are Health and Safety responsibilities clearly identified for all levels of Management and staff If Yes provide a copy	X	
	Is the WH&S Management Plan accredited by a NSW Government agency or an accredited third party? If Yes provide details	X	
3.	Has your organisation prepared Safe Work Method Statements for all of its work activities with a significant risk? If Yes provide an example and a summary list of existing procedures.	X	
	Has your organisation trained staff for traffic control and traffic management plans? If Yes provide an example of a traffic management plan		X
4.	Describe how WH&S training is conducted in your company:		
5.	Has your organisation a WH&S induction program for employees? If Yes give details	X	
	New starter induction Specific Site induction training		

	Is there a record maintained of all induction programs undertaken for employees in your company?	X	
6.	Does your organisation have a register recording workplace injuries If Yes provide a copy	X	
	Is there a documented incident investigation procedure? If Yes please provide a copy of a standard incident report form	X	
7.	Are regular WH&S inspections undertaken at worksites? If Yes please provide a copy of the standard form	X	
8.	Is there a procedure by which employees can report hazards at workplaces? If Yes provide details	X	
	Reporting protocol and procedure in place		
9.	Are employees involved with decision making over WH&S matters?	X	
10.	Is there a system for recording and analysing health and safety performance statistics including number and type of injuries and incidents? If Yes provide details	X	
	Monthly reporting and weekly toolbox presented		
11.	Has WorkCover NSW issued the organisation with any Prohibition Notices, Improvement Notices or fines in the past 12 months? If Yes provide details		X
	Have there ever been any convictions? If Yes provide details		X
12.	Does your organisation assess the WH&S capabilities of your subcontractors? If Yes provide details	X	
	Review of Safe Work Method Statement and Site Specific Safety Management Plan		

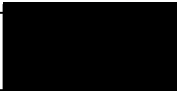
13.	<p>Is your organisation able to provide documented evidence that within its organisation, there are people or resources nominated to:</p> <ul style="list-style-type: none"> • Undertake Risk assessment and implement control measures; • Define WH&S management policies and objectives, priorities and targets; • Define the responsibilities of personnel for WH&S matters; • Identify system verification requirements and allocating human, technical and financial resources adequate to meet those requirements; • Ensure compliance with WH&S legislation and regulations; • Oversee the development and implementation of WH&S procedures; • Assess subcontractors' and suppliers' abilities to comply with WH&S requirements • Ensure compliance with safe work practices and procedures. 	X	
-----	--	---	--

(Attach details)

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

13 SUSTAINABILITY QUESTIONNAIRE


Instruction: Respondents must complete the below checklist to demonstrate commitment to Sustainability and understanding and acceptance of the principles of Sustainability.

ITEM	SUBJECT	YES	NO
1.	Does your organisation have current documented procedures to be following in the event of an environmental accident/incident?	X	
2.	Are you aware of the requirement to: prepare an Environmental Management Plan (EMP) specific to this Project; response to Council's periodic review of the EMP; implement the EMP; and response to the following of any EMP audit undertaken by Council?	X	
3.	Has your organisation ever committed an offence, been issued with any notice or had a licence suspended or revoked under NSW environmental legislation or regulations?		X
4.	Does your organisation have an Environmental Management System? If Yes , is the system:	X	
	<input type="checkbox"/> Certified		
	<input checked="" type="checkbox"/> Uncertified		

Respondent: Marble Arch Pty Ltd

Name of Signatory: Aidan Cox

Position: Senior Project Manager

Signature: 

Date: 22/07/2020

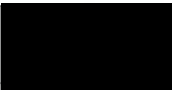
14 OTHER

Instruction: Respondents must provide the further information requested in the RFQ.

This information may be inserted into the field below or attached in a separate document and the file name of that document inserted below.

Requested Information:

Please contact Tony Nguyen for any request for information (RFI) via email tony.nguyen@innerwest.nsw.gov.au.

Respondent: [Marble Arch Pty Ltd](#)
Name of Signatory: [Aidan Cox](#)
Position: [Senior Project Manager](#)
Signature: 
Date: [22/07/2020](#)



MMA

MARBLE ARCH

CIVIL CONTRACTING

BUILDING CONSTRUCTION

CAPABILITY
STATEMENT



Mission

To efficiently deliver quality, innovative, integrated civil, building and asset maintenance services

Vision

To be a leading contractor across all sectors, known and respected for the services we provide

Registered business name:

Marble Arch Pty Ltd (ABN 78 624 519 026)

Contact details:

A: 5 / 67 Cheltenham Road, Croydon NSW 2132

P: 02 9715 7094

F: 02 9715 7094

E: info@marble-arch.com.au

W: www.marble-arch.com.au

Insurances:

Contract Works / Legal Liability

Contract Limit \$20 million Public / Products Liability

Professional Indemnity \$5 million

Workers Compensation





STREETSCAPES

- Kerb and Gutter
- Footpaths
- Pram ramps
- Street furniture
- Tactiles
- Awnings
- Traffic signals
- Line marking
- Fencing
- Soft landscaping

GROUND WORKS

- Storm water drainage
- Utilities identification and exposure
- Select Material Zone
- Final trim
- Pavement works
- Insitu pits
- Conduit installation

BUILDING WORKS

- Bricklaying
- Rendering
- Painting
- Electrical – 1st and 2nd Fix
- Plumbing
- Joinery – 1st and 2nd Fix
- Air conditioning
- New build and Renovations
- Structural retaining walls
- Roofing
- Waterproofing

STRUCTURES

- Formwork design
- Formwork carpenters
- Reinforcement placement
- Concrete pours
- Finishing and curing
- Substructure preparation works

SAFETY

QUALITY

ENVIRONMENT

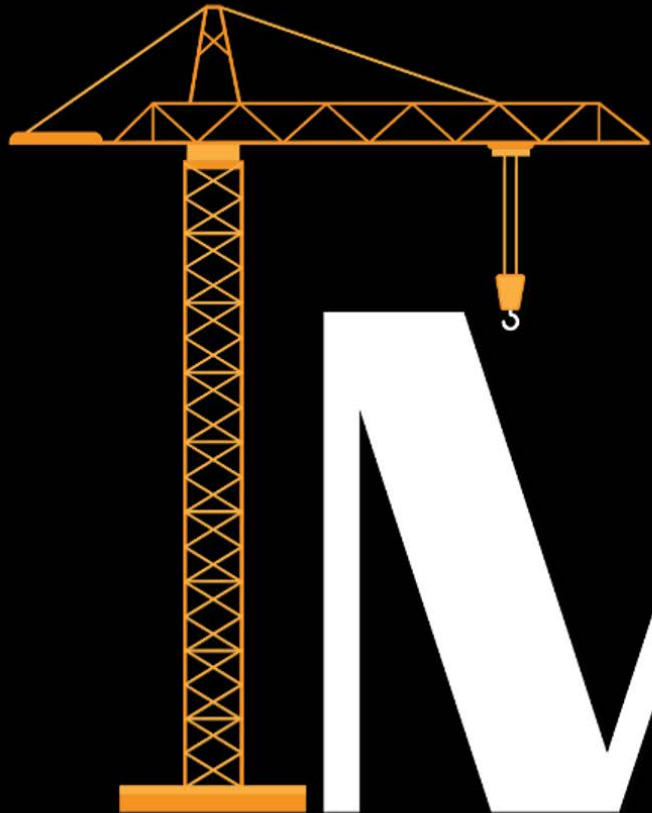
To maintain a consistent transparent approach across the business, Marble Arch has adopted integrated management systems across all its departments. This includes its internal processes for its health, safety, quality and training (HSEQT) systems and policies, accounting, human resources, data management, and technology solutions.

Marble Arch **walks the talk** when it comes to its health, safety, quality and training (HSEQT) policies by employing a robust integrated management system. To ensure HSEQT objectives are exceeded across all our projects, we have embedded numerous strategies in everything we do, including inductions, training and education, coupled with our consultative approach with clients, subcontractors and employees. In implementing these processes, we aim to eliminate hazards through risk identification, assessment, control and monitoring.

We ask the question “What’s the worst thing that could happen?” in every activity we undertake in order to try and eliminate unsafe acts.

Environmental management is a cornerstone of the business and ERS&D plans are undertaken for all our activities, along with regular inspection and maintenance of controls.

Our people are our greatest asset, we take the health and safety of our employees very seriously, **“if it’s not right, STOP!”**



MMA

MARBLE ARCH

To learn more on how
Marble Arch can assist
with your construction
needs, contact us at:

Aidan Cox |
Senior Project Manager |
☎ +02 9715 7094 |
✉ aidan@marble-arch.com.au

Certificate of Currency

POLICY NO: 201809-1577 R1 BIA

INSURANCE TYPE: Public and Products Liability

POLICY WORDING: Steadfast GL 1 - 2014

THE INSURED: Marble Arch Pty Ltd

ABN: 78624519026

PRINCIPAL ADDRESS: [REDACTED]
Croydon NSW 2132 AUSTRALIA

BUSINESS: Fitouts, renovations and civil work.

POLICY PERIOD: From: 19/11/2019 4pm To: 19/11/2020 4pm
Both days inclusive (Local Standard Time)

LIMIT OF INDEMNITY:

Public Liability	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate any one Period of Insurance

TERRITORIAL LIMITS: As per wording

ENDORSEMENTS SUBJECT TO FULL WORDING: Care Custody Control Endorsement (250k) - Steadfast GL 1 - 2014
Hot Works Condition - Steadfast GL 1 - 2014v2
Underground Services Condition - Steadfast GL 1 - 2014v2

Signed for and on behalf of Berkley Insurance Australia.
Date of issue 26/09/2019

This policy is current at date of issue.
For full details of cover please refer to the policy wording.
This certificate is only valid at the date of issue.

issue date

27/11/2019

print date

27/11/2019

Aidan Cox
 MARBLE ARCH PTY LTD
 [REDACTED]
 ROYDON NSW 2132

Dear Aidan

statement of coverage

The following policy of insurance covers the full amount of the employer's liability under the *Workers Compensation Act 1987 (NSW)*.

valid until

31/11/2020

policy number

183743501

legal name

MARBLE ARCH PTY LTD

trading name

MARBLE ARCH PTY LTD

abn

78 624 519 026

acn

624 519 026

industry classification number (WIC)

411300 Non-Residential Building Construction

number of workers*

4

wages/units⁺

\$350,900.00

* Number of workers includes contractors/deemed workers

+ Total wages/units estimated for the current period

important information

Principals relying on this certificate should ensure it is accompanied by a statement under section 175B of the *Workers Compensation Act 1987 (NSW)*. Principals should also check and satisfy themselves that the information is correct and ensure that the proper workers compensation insurance is in place, ie. compare the number of employees on site to the average number of employees estimated; ensure that the wages are reasonable to cover the labour component of the work being performed; and confirm that the description of the industry/industries noted is appropriate. A principal contractor may become liable for any outstanding premium of the sub-contractor if the principal has failed to obtain a statement or has accepted a statement where there was reason to believe it was false.

Yours faithfully,



Jason McLaughlin
 General Manager, Loss Prevention and Pricing
 icare workers insurance



**BNG CONTRACTOR
SERVICES PTY LTD**
ABN 68 123 053 618



ACCREDITATION CERTIFICATE

This is to certify that

Marble Arch Pty Ltd

ABN: 78 624 519 026 | ACN: 624 519 026

Is an Accredited contractor in **BNG Conserve™** for the following Client(s)

Ku-ring-gai Council
Fairfield City Council
Inner West Council
Randwick Council

Contractor ID: **21478**

Certificate No: **BNG/CMS/18/02780**

Expiry Date : **06/12/2020**


Brian Govindasamy
Managing Director
BNG Contractor Services Pty Ltd

This Certificate confirms that the contractor is Accredited in BNG Conserve and has met the individual client's contractor validation criteria, at the time of Accreditation.



**Work Health, Safety and Environmental
Management Plan
July 2019**

Table of Contents

DOCUMENT CONTROL	2
Revision History	2
Distribution	2
WORK, HEALTH AND SAFETY PROCEDURES	3
Induction	3
Contractor Safety Management	3
Environmental Management	3
Personal Protective Equipment (PPE)	4
Hazardous Chemicals	4
Asbestos	5
Plant and Equipment	6
Isolation and Tagout Procedure	7
Electrical Safety	7
Falling Objects	8
Working at Heights	8
Hand Operated and Power Tool Use	9
Ladder Safety	9
Manual Handling	9
Scaffolds	9
Slips, Trips and Falls	10
Sun Safety	10
Traffic Management	10
Confined Spaces	11
Snakes and Spiders bites	11
ENVIRONMENTAL PROCEDURES	11
Land Management	12
Hydrocarbon Management	12
Waste Management	12
Water	133
Noise	133
Abnormal and Emergency Environmental Preparedness and Response	133
Aboriginal and Heritage	133
Soil Contamination	133
Erosion and Sediment Control	134

DOCUMENT CONTROL**Revision History**

Version	Date	Description of Change	Author
1	17/11/2018	Original Issue	Aidan Cox
2	29/01/2019	Add Erosion and Sediment Control, heritage and soil contamination	Barry O'Sullivan

Distribution

Version	Name	Position	Issue Date
1	Aidan Cox	Senior Project Manager	29/01/2019
2	Aidan Cox	Senior Project Manager	17/07/2019

WORK, HEALTH AND SAFETY PROCEDURES

Induction

All contractors and visitors must be inducted at the reception area and agree to undertake to follow the workplace safety policies.

Contractor Safety Management

Marble Arch Pty Ltd. is committed to selecting contractors and suppliers on the basis of their ability to meet requirements, including safety and environmental requirements.

Marble Arch Pty Ltd. shall ensure that:

- the prequalification process is completed prior to awarding the contract (issue of service agreement);
- the primary contractor has successfully completed the induction process prior to commencing work; and that
- contact is maintained with the contractor, providing job supervision and inspection of the quality of the work.

Marble Arch Pty Ltd. regards health, safety and environment as a shared responsibility between the contractor, their employees or sub-contractors.

Environmental Management

Marble Arch Pty Ltd. is committed to ensuring all personnel are aware of and comply with all regulative requirements and our environmental management strategies.

Marble Arch Pty Ltd. has developed strategies to ensure that:

- All employees, subcontractors and other service providers are aware of all the potential pollution elements of the construction processes involved;
- All personnel take active roles in ensuring that our site does not pollute or potentially pollutes the air, soil and associated waterways.
- All activities minimise wastage in materials and energy and where practicable conserve any valuable resources.

Marble Arch Pty Ltd. will apply appropriate protection strategies to ensure the preservation and continuing survival of identified heritage resources on their site. Issues considered include;

- Soil and water
- Noise and vibration
- Air pollution
- Tree management
- Waste management
- Dangerous goods storage and handling
- Traffic management
- Spills management
- Consent conditions issued by Council.

Personal Protective Equipment (PPE)

Marble Arch Pty Ltd shall issue PPE to workers as required to undertake their tasks without risk to health and safety. Areas where the PPE is to be worn will be clearly signposted in blue and with a white symbol of the item that must be worn.

Employees must follow the safe work procedures for their particular activity by using the required PPE that meets the respective Australian Standard for all plant, machinery and equipment and the Material Safety Data Sheet.

Storage of PPE

PPE should be stored in its original packaging prior to use. Apart from keeping the items clean, this may extend the life of the item. For example, plastic wrapping around some respirator cartridges can prevent cartridge from being activated prematurely. This will also ensure an economical, in-service life span of the item. Atmospheric contaminants such as dust or organic vapours may considerably reduce the life span of some items.

When not in use, PPE should be stored in accordance with the manufacturer's recommendations. Generally, this means that the PPE should be:

- cleaned;
- checked for faults;
- otherwise maintained;
- placed in an appropriate, clean container; and
- stored in a convenient, uncontaminated environment.

PPE should never be left in the work area where it is worn, as it may be exposed to workplace contaminants such as dust, chemicals and insects. This can severely reduce the effectiveness and lifetime of the equipment.

Maintenance of PPE

PPE must be maintained and cared for according to the manufacturer's instructions. This includes cleaning and storage of PPE, and replacement of components when recommended (e.g. cartridges in respirators). If usage is high, consideration should be given to keeping a supply of replacement parts, or replacement units of PPE, to minimise delays in obtaining components.

Hazardous Chemicals

All hazardous chemicals stored or used on site shall be accompanied by a Safety Data Sheet that is issued within the past 5 years and shall be recorded in the Safety Data Sheet Register by the Site Manager.

The Site Manager shall conduct a Risk Assessment according to Risk Management Procedure of all hazardous chemicals using the Chemical Risk Assessment Form to determine the following:

- Hazardous or Dangerous;
- Storage requirements including compatibility with other chemicals;
- Safe use requirements including PPE;
- Health monitoring requirements;
- Emergency Procedures;
- Workcover reporting and Permit requirements;
- Placarding and signage requirements;

- Transport requirements if applicable.

The Site Manager shall prepare a Safe Work Procedure for all Hazardous Substances and Dangerous Goods in consultation with workers outlining the following:

- PPE Requirements;
- First Aid Requirements;
- Safe Use Precautions;
- Emergency Procedures;
- Storage Requirements.

All chemicals shall dispose of according to the manufacturer's recommendations, and Local, State and Federal legislative requirements.

Asbestos

Marble Arch Pty Ltd. is committed to managing the risks associated with the presence and removal of asbestos and asbestos containing material (ACM) in accordance with legislative requirements.

Procedures established ensure Marble Arch Pty Ltd. employees and contractors comply with all relevant legislation, Australian Standards, approved Codes of Practice relating to the management of risks associated with asbestos by ensuring:

All hazards and risks to health and safety as a result of the exposure to asbestos or ACM are managed in accordance with the How to Manage and Control Asbestos in the Workplace Code of Practice.

The removal and disposal of asbestos from Marble Arch Pty Ltd. workplaces is undertaken in accordance

with legislative requirements.

All facilities/sites funding and managing the removal and/or disposal of asbestos from Marble Arch Pty Ltd. workplaces is undertaken by a licensed asbestos removalist

Information, instruction and training are provided by a competent person to all persons exposed to hazards as a result of the exposure to asbestos and ACM.

When asbestos or ACM is encountered in the workplace, the Project Manager shall be notified, and a risk assessment is to be carried out to define the hazards, associated risk rating, controls that can be implemented to eliminate or minimise the risks and the residual risk rating.

The assessment is to be carried out by a competent person, and the controls identified should strive to be in line with the hierarchy of control. The hierarchy of controls aims to eliminate the risk in the first place and works down through controls to PPE. It is as follows:

- Elimination – completely remove the hazard from the work environment
- Substitution – replace the process or material with a less hazardous option
- Engineer – redesign the work process or equipment
- Administration – implement policies, procedures and training for people to follow when working with a hazard
- PPE – provide people with equipment and training for PPE only

Depending on the risks identified, a combination of the above control methods may be required to adequately control and manage the asbestos or ACM hazard.

There are four main methods by which asbestos will be managed:

- **Leave and Monitor** – Can be used when asbestos or ACM's are stable and not prone to damage
 - **Encapsulate/seal** – Can be used on stable asbestos or ACM's that are stable but have elements that are prone to damage. Encapsulating/sealing is a surface treatment that forms a barrier over the damage prone areas. This method cannot be used if the will create significant disturbance to the asbestos fibres.
 - **Enclosure** – Can be used on relatively stable asbestos or ACM that have elements that are prone to damage. This method involves containing the asbestos within a sealed area.
 - **Removal** – Can be used on unstable asbestos or ACM that is prone to damage. This method eliminates the hazard but is often not economically viable.
- For any asbestos or ACM encountered that is suspected to be friable, a licensed asbestos removalist will be consulted and contracted to undertake the removal works.

Plant and Equipment

Marble Arch Pty Ltd is committed to ensuring that the risks associated with plant are adequately controlled.

Duties Relating to Plant

Management has the following duties in relation to plant and equipment used in the workplace:

- To carry out hazard identification and risk assessment for all plant before use;
- To control risks using the hierarchy of controls including development of safe work procedures and provision of PPE;
- Provide adequate information and training relevant to the risks identified;
- Supervise and monitor workplace activities;
- Maintain and inspect plant to ensure its safe operation;
- Review risk assessments whenever changes are made to plant;
- Regularly review control measures to ensure they are effective.

Pre-Purchase Assessment

Before purchasing or hiring plant a risk assessment shall be conducted according to the Risk Management Procedure. The risk assessment shall consider the following points:

- Operating and licence requirements;
- Maintenance requirements;
- Suitability to site conditions;
- Suitability to the tasks to be undertaken;
- Design and item registration requirements;
- Compliance with Australian Standards.

It is important that the following information is available for pre-used plant and equipment:

- Maintenance Records;

- Operating instructions;
- Modifications from manufacturer’s specifications.

Commissioning

Before the equipment is used in the workplace the following actions shall be undertaken:

- Risk assessments conducted;
- Safe Work Procedures developed in consultation with operators, referencing manufacturers operating manuals;
- Instruction and training for all operators by competent personnel;
- Maintenance schedules and prestart checks established;
- Registration requirements met if applicable.

Maintenance



- Maintenance requirements for plant and equipment shall be handled as per the Process Equipment Maintenance Plan.

Defective Plant

When defects are identified through inspections or observations it shall reported to the Supervisor immediately, and steps taken to ensure that the equipment is not operated until repairs have been undertaken. Equipment shall be tagged out according to the Isolation and Tagout Procedure.

Isolation and Tagout Procedure

Marble Arch Pty Ltd is committed to ensuring that all unsafe plant and equipment are identified and removed from service. This includes isolation and tag-out of plant and equipment prior to maintenance or repairs.

 <p style="text-align: center;">Reverse</p>	<p><i>‘Danger – Do not operate’ Tag</i> - A signed and dated label that is attached to energy isolation points of equipment, plant, pipes or lines by the person responsible for undertaking repairs, maintenance, service alteration or cleaning, to indicate isolation is in place and that plant, equipment, etc. shall not be operated. It shall only be removed by the person whose name is on the tag.</p>
 <p style="text-align: center;">Reverse</p>	<p><i>‘Out of Service’ Tag</i> - A signed and dated label that is placed on a machine or piece of equipment to identify the equipment as being inoperable or requiring maintenance or repair.</p>

Isolation Procedure

In the event that plant and equipment is identified as being unsafe or requires isolation prior to maintenance or repair, the plant and equipment item shall be switched off, disconnected from any energy source (e.g. power supply, gas cylinders etc) and removed from service.

If this is not immediately possible, the Site Manager is to be notified immediately and is to take the necessary steps to make sure that the plant and equipment is appropriately isolated and removed from any energy sources or removed from service.

Examples of unsafe plant and equipment may include:

- Electrical lead insulation that is pulled away from the plug, exposing the wires;
- Faulty powered equipment;
- Electrical plant and equipment that does not start / stop when switched on and connected to a power source.

Items of plant and equipment requiring repairs or maintenance work shall also be disconnected from energy sources, prior to repair or maintenance work commencing.

Methods of Isolation for a non-electrical system:

- Removing key from the switch;
- Installing mechanical stops or retaining pins capable of being padlocked;
- Physically blocking the system against movement; and
- Bleeding residual gases, liquids and vapours from systems;
- Methods of isolation for an electrical system;
- Removal of fuses;
- Isolation of the drive motor at the source;
- Isolation of the control panel;
- Complete removal of power cable/plug from plant and equipment; or
- Locking out the power supply board.

Tagout Procedure

Once plant and equipment has been isolated, a tag indicating that the item is “Out of Service” shall then be placed onto all on/off switches and power leads.

The “Out of Service” tag shall be left on faulty items until the fault has been rectified or the tag is replaced with a “Danger – Do Not Operate” tag and/or lock by a contractor or other person authorised to rectify the fault. The tag is to indicate the reason for the electrical plant and equipment being taken out of service, who the tag was completed by and the date it was completed. The Site Manager shall be notified that the machine is out of service.

The Site Manager shall make sure that only a competent person is permitted to repair the plant and equipment and remove the “Out of Service” or “Danger – Do Not Operate” tags and/or locks.

Electrical Safety

Marble Arch Pty Ltd requires all electrical equipment used on its sites to be compliant to the Australian Standard AS/NZS 3760:2010 in-service safety inspection and testing of electrical equipment.

In addition to these workers shall perform pre-use visual inspections on all electrical equipment before use. All electrical equipment that is not in test date or damaged shall be tagged out of service until it can be tested and tagged by a competent person.

Workshop and maintenance equipment

- Workshop equipment protectively earthed 6-monthly; double insulated, 12-monthly;

- Cord sets and power boards in workshops should be tested 6-monthly.

Office Equipment

- Stationary equipment such as computers, fridges and microwaves and power boards in offices, power cords: 1-yearly.
- Portable equipment such as laptops, projectors and associated cords: 12-monthly.

Falling Objects

Where practical, adequate protection against the risk of falling objects must be provided through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

Where this is not possible, a risk assessment must be undertaken, and appropriate control measures implemented to manage the risk of injuries from falling objects.

Working at Heights

Marble Arch Pty Ltd will manage the risks associated with falls from heights by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform);
- where this is not practicable, providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers;
- where this is not practicable, providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported;
- where this is not practicable, providing a fall arrest system such as a safety harness system. Workers will be trained in emergency procedures for fall arrest systems.

When undertaking work involving the risk of a fall from height, workers must:

- follow all instructions;
- work with a buddy when using a ladder;
- only use approved work platforms.

Hand Operated and Power Tool Use

Marble Arch Pty Ltd will manage hazards of hand operated and power tool use by:

- regularly checking all tools to ensure they are in a safe working order;
- recording all electrical tools in a tag and testing register;
- testing and tagging electrical tools every 3 months;
- communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- electrical connections are secure;
- electricity supply is through an RCD;
- safety guards are in position;
- the machine is switched off before activating the electricity supply;
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the Site Supervisor.

Workers must report any issues with power tools to the Site Supervisor. Unsafe tools will be tagged and removed from service.

Ladder Safety

Ladders must only be used according to the manufacturer's instructions. Only commercial and industrial grade ladders are permitted on work sites.

Manual Handling

Marble Arch Pty Ltd will manage hazards associated with manual handling by providing mechanical lifting aids where applicable, ensuring all workers follow good manual handling practices, and including manual handling requirements in Safe Work Procedures and Safe Work Method Statements;

Scaffolds

Scaffolding must be erected by a competent person (having regard for high risk licence for scaffold above 4 metres). The Site Supervisor shall ensure:

- that before the scaffold is used, the competent person has advised (in writing) that it is safe;
- that scaffolding is inspected by a competent person:
 - before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold;
 - before use of the scaffold is resumed after repairs;
 - at least every 30 days.
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
 - any necessary repairs, alterations and additions will be made or carried out;
 - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- not use incomplete scaffolding;
- report any scaffolding issues to the Site Supervisor;
- comply with the directions of any tags attached to the scaffold.

Unauthorised access to the scaffold must be prevented by removing ladders where there is no site fencing.

Slips, Trips and Falls

Hazards associated with slips, trips and falls shall be controlled by visually checking for hazards that could cause someone to slip, trip or fall and ensuring workers keep the site tidy.

Sun Safety

All persons on site must wear adequate clothing (eg hats) and other protection methods (eg sunscreen) to protect themselves while exposed to UV rays, and manage working in the sun to avoid dehydration and heat stress related illnesses.

Traffic Management

Traffic on or around the site must be managed to reduce and control health and safety risks.

Confined Space

Marble Arch Pty Ltd. is committed to eliminate or minimise the need to enter confined spaces; and provide for the health and safety of all persons who need to enter or work in confined spaces by preventing exposure to hazards which may otherwise be experienced when working in a confined space, and thereby prevent collapse, injury, illness or death arising from exposure to those hazards.

Procedures are established and applies to Marble Arch Pty Ltd. employees and contractors to meet the need for requirements and procedures for the prevention of occupational illness, injuries and fatalities associated with persons entering and working in a confined space and sets out the processes for meeting our commitments under confined spaces legislation and requirements of AS/NZS 2865:2001 Safe Working in a Confined Space.

When potential confined spaces are encountered in the workplace, the Site Manager shall be notified, and a risk assessment is to be carried out to define the hazards, associated risk rating, controls that can be implemented to eliminate or minimise the risks and the residual risk rating.

Site Managers are to identify and assess confined spaces and their hazards and for existing premises, plant and equipment,

- identify all confined spaces
- record their location in Procore.

If there is doubt about whether an area is a confined space, it should be treated initially as a confined space and the following actions taken:

- do not enter
- obtain further guidance from State Water safety professionals competent in confined spaces.

Prior to any work taking place in or on a confined space, Site Managers are to ensure that Safe Work Method Statements are developed.

Snakes and Spiders bites

First aid procedures for snake and spiders' bites needs to be available on site.

ENVIRONMENTAL PROCEDURES

Land Management

Fire

- The lighting of fires is not permitted at any sites;
- Fire extinguishing equipment shall be made available when hot work is undertaken;
- Waste materials will not be disposed of by fire;
- All fires shall be reported as incidents.

Hydrocarbon Management

Spillage or deliberate discharge of fuels, oils, chemicals and liquids can contaminate the soil and contaminate ground water. The treatment of contaminated soil and water is difficult, time consuming and costly. Take particular care to prevent accidental spillage when refuelling vehicles or other machinery or when using other liquids and chemicals.

Requirements

Storage

- Hydrocarbons shall be stored in accordance with AS1940 and secondarily contained;
- All storage tanks and associated piping must be above ground;
- All containers must be stored on secondary containment facilities;
- All equipment which holds hydrocarbons must be on secondary containment facilities.

Refuelling and Servicing

- The servicing, lubrication and repair of vehicles and machinery and the use of other liquids and chemicals shall be undertaken so that any waste fluids are captured in suitable containers and are not allowed to contaminate the soil or water in the area;
- Fuelling of all vehicles and equipment will be carried out with an operator or driver in attendance at all times.

Waste

- Waste oil, fuel, chemicals and liquids are to be collected in suitable containers, marked and regularly removed from site for approved disposal;
- Waste contaminated material (i.e. rags or filters) shall be removed from site for appropriate disposal.

Spill Response

- All spills or discharges shall be cleaned up immediately and contaminated materials disposed off site;
- All spills must be reported as incidents;
- Approved Spill kits are to be provided at each work site;
- Safety Data Sheets (SDS) will be kept for all chemicals on site.

General

- Plant, vehicles and equipment shall be regularly maintained in accordance with the preventive maintenance system.

Waste Management

Marble Arch Pty Ltd activities generate waste materials such as scrap metals, plastics, wood, paper, domestic waste and liquid waste. These wastes require management as they have the potential to contaminate soil, water and the atmosphere. Hydrocarbon waste materials pose the greatest risk in terms of contamination to groundwater, surface water and the soil.

Requirements

- Waste materials will be segregated by type of waste (i.e. oily, putrescible, recyclable and general) and will be disposed offsite at a licensed waste disposal facility;
- Recyclable items (cans, plastic, paper, cardboard etc.) are to be collected and removed for recycling where possible;
- Hazardous/controlled waste (including hydrocarbon contaminated waste) shall be removed from site by a licenced contractor;
- Under no circumstances is any waste or other material to be burnt;
- Waste oil shall be removed from site by a licensed contractor for recycling;

- Scrap steel and other metal shall be separated for recycling and removed from site by an approved service provider;
- The work site will be regularly monitored for litter accumulation;
- Waste skips and bins shall be covered at all times to prevent windblown litter.

Water

All reasonable measures shall be taken to ensure that the pollution of surface and groundwater is prevented.

Requirements

- Contaminant, liquid or solid, must not be discharged to the ground or to water directly or indirectly via spillage or wash down or any other means, whether concentrated or diluted;
- Ensure servicing, maintenance or cleaning of vehicles and equipment is conducted in an approved area or facility.

Noise

Noise is unwanted sound and may be generated by various sources including the operation of plant and equipment. Noise may affect employees and the local community.

Requirements

- Activities will be conducted in compliance with the Environmental Protection (Noise) Regulations;
- All plant is to be fitted with appropriate noise reduction devices and is regularly maintained to ensure correct operation;
- All activities are to be managed to minimise the impact on the surrounding areas.

Abnormal and Emergency Environmental Preparedness and Response

Marble Arch Pty Ltd. is committed to identifying all potential environmental abnormal and emergency situations that could arise either within the workplace or because of outside activities and define the required generic controls for those emergency risks.

Requirements are established which sets out the Emergency Control Organisation Structure, nominates the personnel involved and details their individual responsibilities in the event of an emergency which may result from acts of nature, internal catastrophic equipment failures, first aid incidents and external events, particularly any likely to occur in the near vicinity.

Aboriginal and Heritage

It is site manager responsibility thought out the whole project to follow the below requirements regarding Aboriginal and Heritage;

- All heritage items will be identified and fenced off prior to commencing works.
- All workers and visitors will be notified of any heritage items on site.
- No items will be stored, or work undertaken within the boundary of a heritage item.
- If heritage items are found during the course of works, work will stop immediately, and the relevant authorities notified.

Soil Contamination

It is site manager responsibility thought out the whole project to follow the below requirements regarding Soil Contamination;

- Regular maintenance will be undertaken on all machinery and transport vehicles to ensure there are no fuel or oil spills or leaks.
- Only trained workers will handle hazardous materials.
- All materials will be labelled and stored in a lock-up with an impervious floor.
- Safety Data Sheets (SDS) for all hazardous materials will be kept on site.
- All site workers will be trained in spill management.

Erosion & Sediment Control

It is site manager responsibility thought out the whole project to follow the below requirements regarding erosion & sediment control;

- Sediment and erosion control fencing will be installed and left in place until all works are complete.
- Filter snakes and silt bags will be used to limit the flow of water and trap sediment on site.
- Erosion control measures will be monitored and maintained throughout the project.
- After heavy rain, all sediment and erosion controls will be checked and made good.
- All stockpiles will be covered and sediment fences installed on the low side to prevent materials washing away.

COVID-19 Guidance:

- Encourage workers to stay home if they are sick.
- Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least 1.5metres or (1 person per 4sqm indoors), where possible.
- Train workers how to properly put on, use/wear, and take off protective clothing and equipment.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. If workers do not have immediate access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- Encourage workers to report any safety and health concerns.

Signs and posters to be placed around site

- Good hygiene practices poster for businesses
- How to hand wash poster
- How to hand rub poster
- Keeping your distance poster

Coronavirus
(COVID-19)

TO HELP STOP THE SPREAD OF CORONAVIRUS, WE SUPPORT GOOD HYGIENE PRACTICES.

Always wash your hands
with soap and water before
and after eating.

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**

HELP
STOP THE
SPREAD
AND STAY HEALTHY

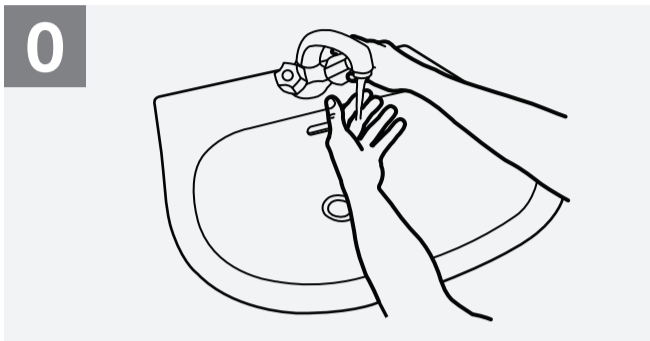


Australian Government

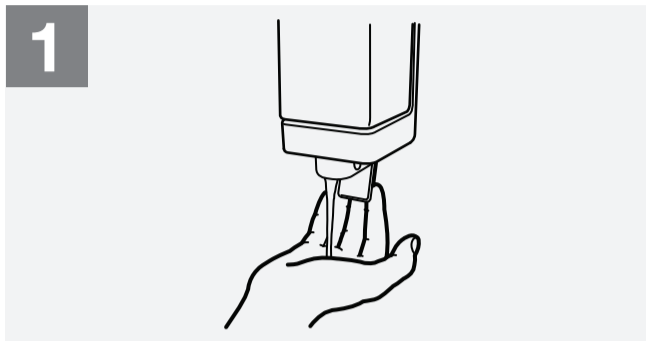
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

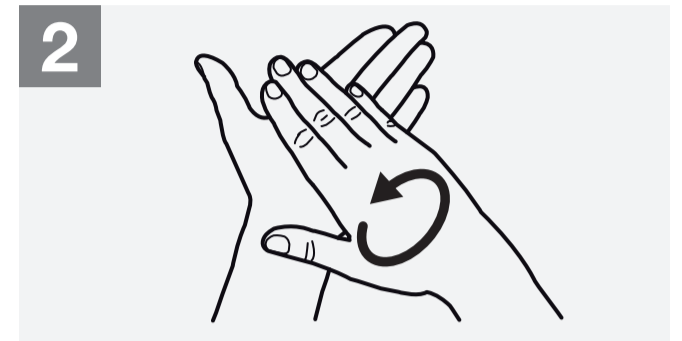
 **Duration of the entire procedure: 40-60 seconds**



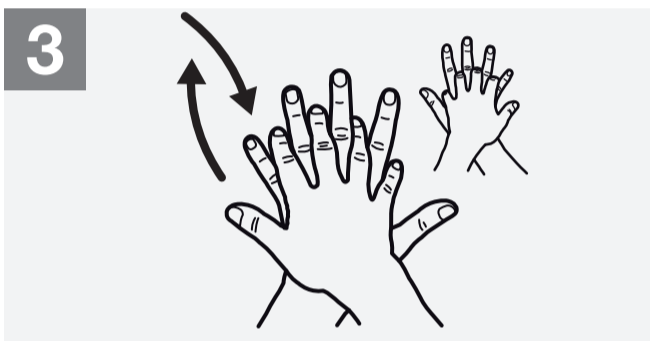
0 Wet hands with water;



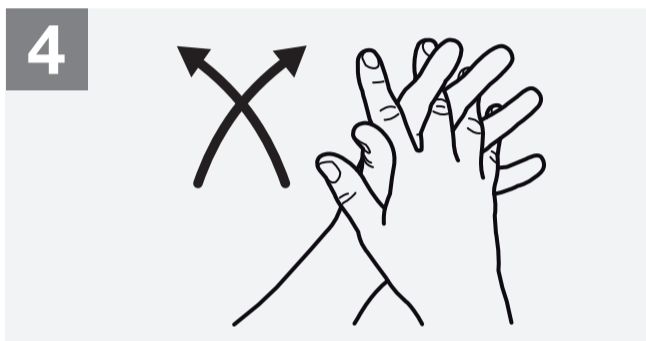
1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



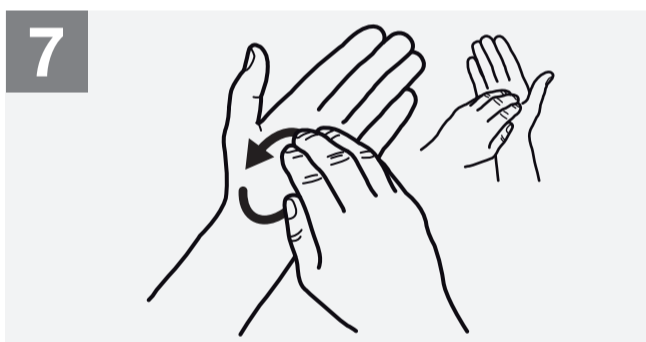
4 Palm to palm with fingers interlaced;



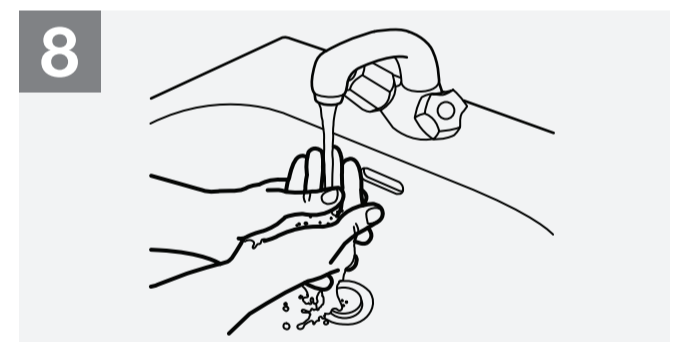
5 Backs of fingers to opposing palms with fingers interlocked;



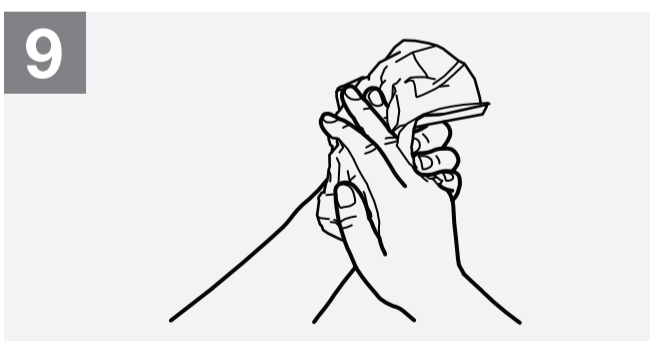
6 Rotational rubbing of left thumb clasped in right palm and vice versa;



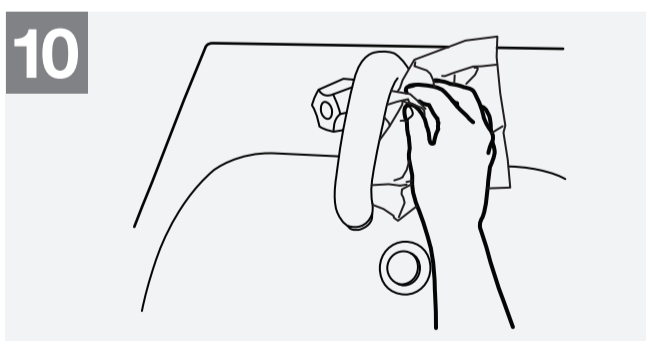
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



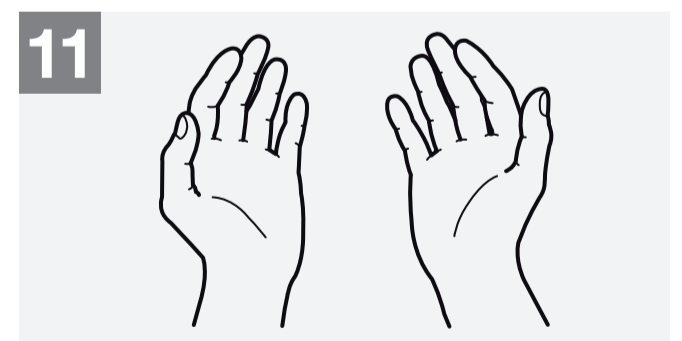
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;

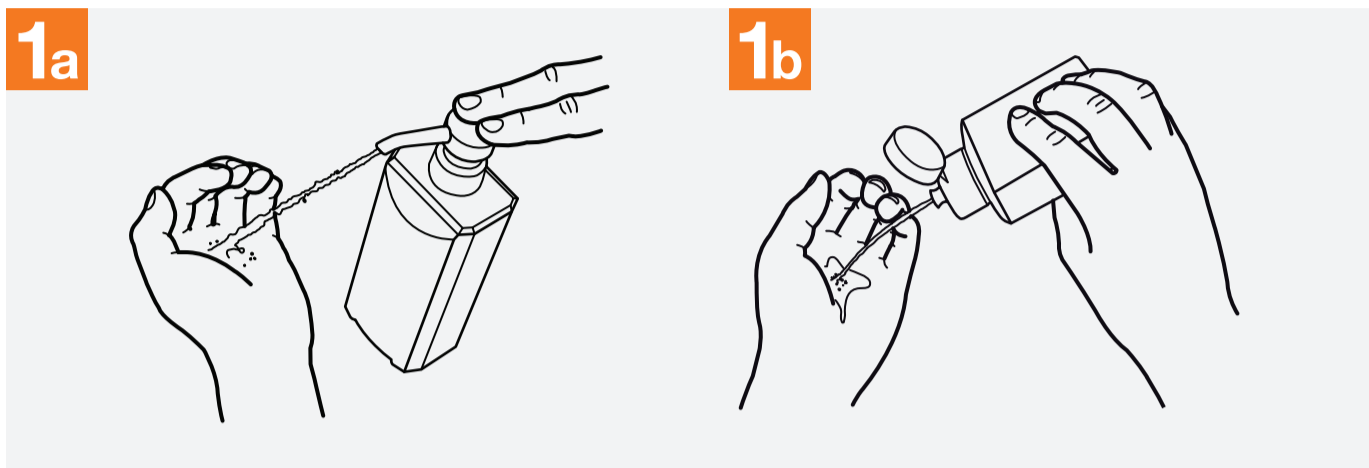


11 Your hands are now safe.

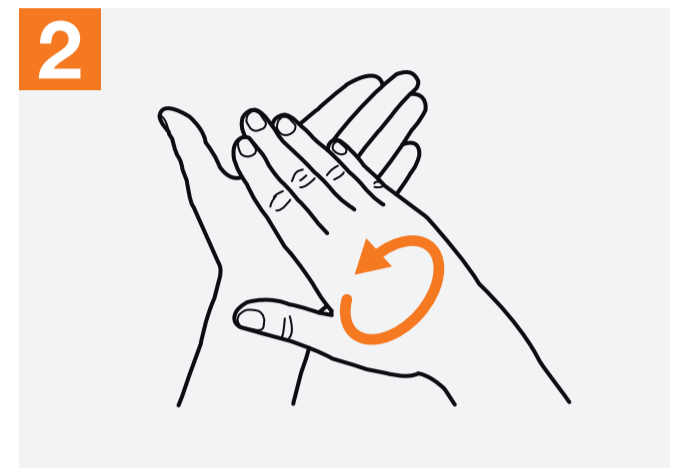
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

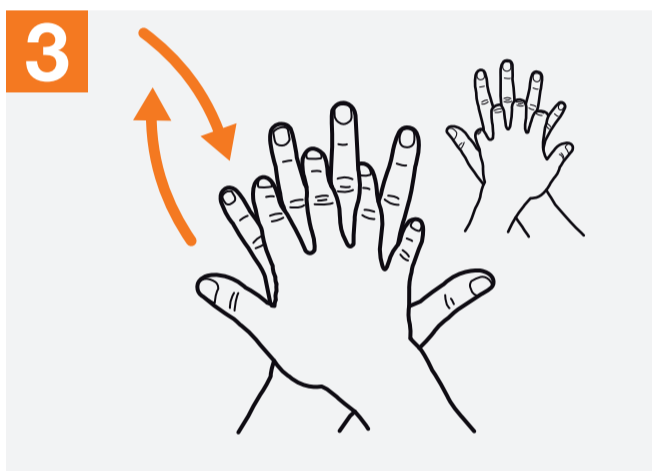
 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



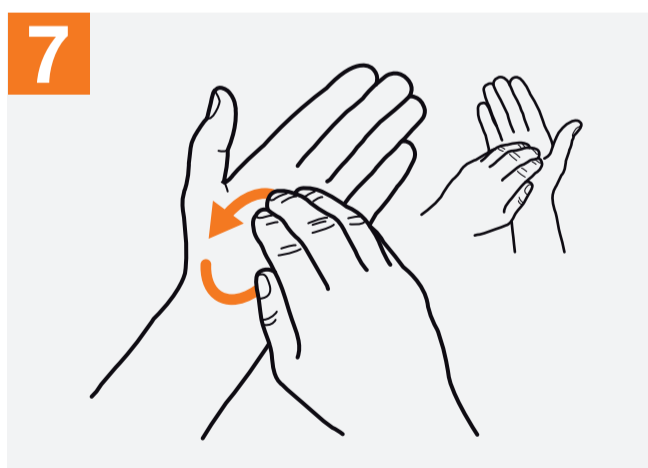
Palm to palm with fingers interlaced;



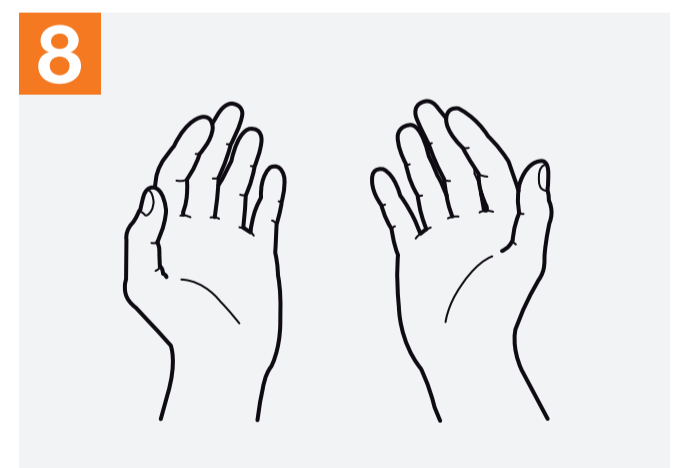
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use.

WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

**Coronavirus
(COVID-19)**

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **[health.gov.au](https://www.health.gov.au)**

HELP
STOP THE
SPREAD
AND STAY HEALTHY

1.5M



Australian Government