

Guidelines for Contractors outside the Forbes LGA during Covid-19 Restrictions*.

Forbes Council takes the safety of our employees and the public very seriously. This document is to provide transparency and consistency in how we are working with Contractors outside our LGA to maintain momentum in key delivery projects and operations, whilst keeping everyone, including contractors safe.

Forbes Council's Decision Process during Covid-19:



Forbes Council's Requirements for Contractors to work in our Shire during Covid-19 restrictions:

1. **Internal:** Risk Assessment: **Covid-19 Contractor Risk Assessment** conducted by Council officer(s) evaluating the criticality of the work; deadlines; availability of local contractors; nature of the work and hazards associated with the work within Covid-19 parameters.
2. **External:** Contractors contacted and required to be accountable for providing all requested information in a timely, accurate and honest manner including, but not limited to:
 - a. Travel Permit paperwork – approval to travel outside hotspot areas.
 - b. **Covid-Safe Plan (essential for all contractors)**
 - c. Understand the safe operating directions for work provided by the Project Manager
 - d. Conducting works in a safe, and high-quality manner.
3. **Approval:** Formal approval will be provided to the Contractor once all necessary information, documents and permits have been received, reviewed and approved by delegated authority(s) within Forbes Shire Council.
4. **Quality and Risk:** All Contractors onsite in Forbes will be regularly audited, monitored and managed for both compliance to Covid-19 protocols and the quality of the work.

Note. This guidance relates only to Covid-19 Contractor Management. Project Management, and Job Risk Assessments must be completed and followed for all works. The Covid-19 Contractor Risk Assessment should be followed in conjunction with broader risk, safety and other technical information on each job and worksite.

Resources for Contractors:

- **Travel Permit** information: [Travel Permit \(Greater Sydney & Other\)](#)
- **Covid-Safe Business Plan** (online form to complete): [Covid Safety Plan \(Sample Online\) NSW](#)
- **Forbes Shire Council website:** [Forbes Council Information for Contractors](#)

Contact: Forbes Shire Council. whs@forbes.nsw.gov.au; (02) 6850 2300.