



**ENVIRONMENTAL, QUALITY & WHS
MANAGEMENT**

WHO ARE WE?

At Elliam, we are a 100% Australian owned family business that takes pride for being recognised as one of Australia's leading construction/ refurbishment companies. We provide integrated and innovative solutions to diverse industries, from education and government, to the commercial sector.

Our business has been built on the solid foundation of satisfaction, safety and communication.

Satisfaction

We guarantee 100% customer satisfaction. Our team makes use of proven techniques and cutting-edge technology to deliver quality finishes with the quickest turn-around time. We seek to understand our client's requirements, set a strict timeline and employ our best effort on providing fast high quality systemic solutions at affordable prices.

Safety

We execute every project with the highest regard for safety. This means we protect ourselves, our employees, and our contractors. We also protect your investment. We implement the best of our tried and tested systems to provide our clients with the peace of mind they deserve.

Communication

We value transparent communication highly. We work closely with our clients by talking to them, and offering solutions in plain English. When you work with us, an assigned project manager will be with you from start to finish and keep you up-to-date with everything going on, from issues on site, to milestones in the overall project. Satisfaction guaranteed.

OUR SYSTEMS AND WHY WE HAVE THEM

- Elliam has 3 externally audited management systems in place.
- They help us meet our company objectives
 - Prevent harm
 - Provide a safe workplace
 - Eliminate environment related incidents
 - Minimise our impact on the environment
 - Prevent pollution
 - Comply with all relevant legislation and regulation
 - Client satisfaction and continual improvement
- Industry requirements

MANAGEMENT SYSTEM DOCUMENTS

Our systems are based on the structures required by ISO9001,
ISO14001 & ISO45001

Our Management System Documents are available online at:

www.elliam.managementsystem.net.au

Select **LOGIN** 

Enter **guest/guest** as the username and password

Use the icons to select the documents required



Incident Report



Take Action Raise a Review



Dashboard



Evacuation



Induction



Equipment



Inspection
Checklists



Objectives



Performance



Audit



Review



Toolbox
Minutes



Policies



Manuals



Procedures



Forms



Templates



Risks



Risk
Assessment



Work
Methods



Legislation



Compliance
Review



Environmental
Aspects



Process Map



Chemicals



Incident
Investigation



Records



People



Skills
Matrix



Training
Materials



Certificates



Management
Review

MANAGEMENT SYSTEM DOCUMENTS

Employees should be aware of the following documents:

1. Our Policies – WHS, Environment & Quality
2. Our Procedures, which give further detail of our processes
3. Our Safe Work Method Statements, which give details on how specific tasks are carried out.

WHO DOES WHAT?

- Wayne Dries the Management Representative for our WHS, Environment & Quality Systems
- Wayne is also the WHS, Environmental & Quality Coordinator and looks after all 3 workplace systems
- He coordinates internal audits, management reviews, document management, corrective actions and more.

HOW TO CONTRIBUTE

- Read the policies
- Be aware of your impact on the system
 - Each of you are part of it
- Be positive
- If something is wrong or a process can be improved, tell Wayne
- Be system savvy
 - Learn how to find the information
- Enjoy the journey

WORK HEALTH & SAFETY





Safety

People first, always. We ensure that the project is safely delivered, a strict timeline is met and that you have the added safety net of accurate, transparent quotes that don't go over budget.

WORK HEALTH & SAFETY POLICY



Our Health & Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest Responsibility. Members of the public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace;
- To make health & safety an integral part of every managerial and supervisory position;
- To ensure health & safety is considered in all planning and work activities;
- To involve our employees in the decision making processes through regular Communication and consultation.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner;
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis;
- To ensure all potential accident/incidents are controlled and prevented;
- To provide effective injury management and rehabilitation for all employees;

The success of our health & safety management is dependent on:

1. Pro-active planning of all work activities with due consideration given to Implementing WH&S controls that are suitable to each given situation;
2. Compliance with state or territory legislative requirements;
3. Understanding the total work process and associated WH&S risks;
4. Ensuring the work team is totally committed to achieving our objectives;
5. Ensuring that open and honest communication exists between management and all employees.

A handwritten signature in black ink, appearing to read "Wayne Dreis".

Wayne Dreis

Managing Director

MANUAL HANDLING PROCEDURES

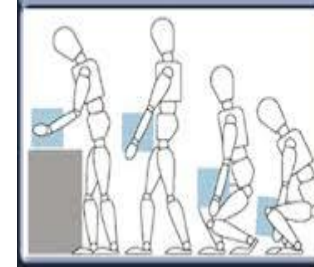
Manual Handling is defined as any activity requiring the use of force or exertion by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object. The National Code of Practice: Manual Handling indicates that the risk of injury increases when:

- Lifting weights of more than 4.5 kg while seated.
- Lifting weights above the range of 16-20 kg (weights over 55 kg should not be lifted without mechanical assistance or team lifting).
- Pushing, pulling and sliding objects that are difficult to move.

There is no longer a prescribed maximum weight limit for lifting for either men or women.

The weight of the load needs to be considered in relation to a number of other risk factors such as the:

- actions and movements
- working posture and position when lifting
- duration and frequency of manual handling
- location of loads and the distances moved
- characteristics of the load



Light loads can still be a problem if, for example, they are lifted incorrectly or if they are lifted in an environment that is unsafe. If you feel that an object is too heavy to lift arrange for a team lift or use of a mechanical device.

Safe lifting techniques

- Place your body as close to the load as possible. This helps by keeping your centre of gravity over your feet and keeps back strain to a minimum.
- Bend at the knees, not the hips or back. Bending your knees allows you to lift with your legs and not your back.
- Before you lift, ensure you have a good handgrip. If the load does start to slip, let it go, as catching it will put an enormous strain on your back.
- When lowering the load, again bend the knees. Otherwise you can put unnecessary strain on your back.

Assessments

- Analysis of workplace injury records
- Consultation with workers by supervisors
- Direct observation of the task by supervisors

INCIDENT REPORTING

If you are involved in, or have witnessed an incident or near miss, Elliam requires you to be actively involved in the reporting process.

- Supervisors have access to incident reports in all work vehicles
- Your direct supervisor and Elliam MD, Wayne Dries, MUST be informed of any incident or near miss however minor you think it may be.
- A report MUST be filled in immediately after the incident/near miss.



SAFETY LEGISLATION STRUCTURE IN NSW

Work Health and Safety Act 2011

The Act sets out the laws relating to health and safety requirements in all workplaces and work activities in New South Wales

Work Health and Safety Regulations 2017

The Regulations tell us how the law is to be implemented and administered in New South Wales

WORK HEALTH AND SAFETY ACT 2011



The objective of the Act is to protect workers against harm to their health, safety and welfare through the elimination or minimisation of risks from work

Under the Act we all have a duty of care to ensure the health and safety of ourselves and others is not put at risk

EMPLOYERS DUTY OF CARE

Your employer must provide a safe workplace for you and other workers

Your employer must ensure that the health and safety of yourself and others is not placed at risk by how business operations are conducted



EMPLOYEES DUTY OF CARE

Your primary duty of care is to take reasonable care for your own health and safety and to ensure that your actions do not affect the health and safety of others.

You must comply, so far as you are reasonably able, with any reasonable instruction that is given by your employer and co-operate with any reasonable health and safety policy or procedure



DUTY OF CARE – YOUR OBLIGATIONS

- Follow the instructions of the employer
- Use safe work procedures at all times
- If you feel that what you have been asked to do is unsafe and could hurt yourself, someone else or the Company, STOP work immediately and consult your supervisor and/or Elliam Directors (follow the chain of command)
- DO NOT wilfully put at risk the health and safety of another person
- DO NOT wilfully injure yourself
- DO NOT interfere with or misuse workplace safety equipment / items
- If there is ANY doubt in ANY situation this should be reported

DUTY OF CARE – YOUR OBLIGATIONS

- Workers are to **NEVER** work on machinery without relevant training and authorisation.
- Lock Out Tags and Out Of Service Tags are to be used when machinery/plant/equipment is deemed unsafe or unusable. Keys to machinery **MUST** be immediately returned to the Office. For electrical equipment, power plugs must be cut off to render equipment useless

GENERAL EMERGENCY PROCEDURES

Evacuation Procedure

There are three stages to follow if you have to leave the workplace due to an emergency:

- 1. Preparation for evacuation*
- 2. Evacuate from the workplace*
- 3. Meet at the Assembly Point*

Take directions from your supervisor / manager who will tell you what to do

He / she will show you the location of the nominated assembly point for your workplace, this will be discussed in your toolbox meeting

WORKPLACE HAZARDS

This is the legislated process for dealing with hazards:

Spot the Hazard

Identify the jobs or tasks which are likely to or have caused injury or caused harm.

Assess the Risk

Identify which of the hazards pose the greatest risk to us

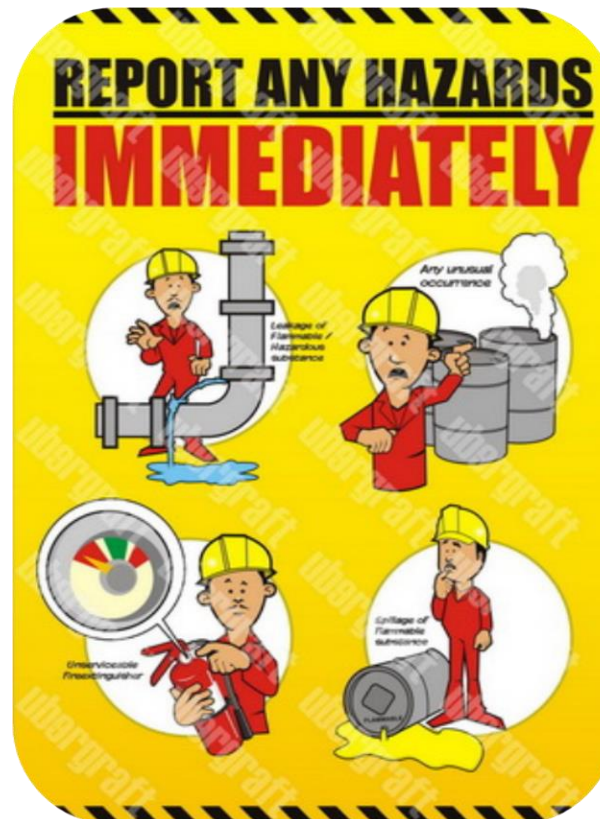


WORKPLACE HAZARDS

Make the Changes

Decide on appropriate controls i.e. eliminate, substitute, engineer or isolate, administration (implement policy, procedure or training) or use protective clothing

Monitor and review implemented controls to ensure they are effective.





SAFE WORK METHOD STATEMENTS

also known as SWMS

- You must read and understand all the Elliam SWMS that are relevant to your job role
- When working on site, you must sign onto the SWMS for each job.
- By signing the SWMS you are stating that you understand and will follow all the steps
- The next slides are an example of one of Elliam's SWMS

SAFE WORK METHOD STATEMENT *(Mandatory for NSW Construction High Risk Work)*

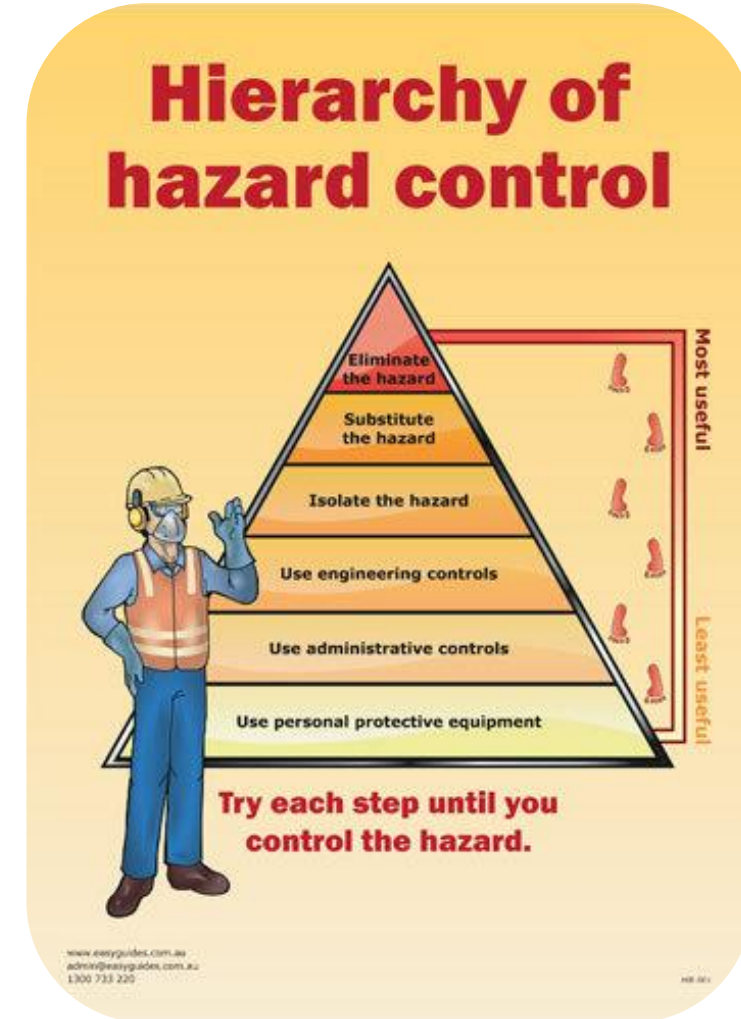
Description of Work to be carried out:	Working at heights			Work Risk Ranking (Refer to Matrix)	3
Project Name		Contractor Company Name	Elliam		
Project Location		Contractor Representative	Wayne Dreis		
Project Administration Office Address	43 Riverside Drive SANDRINGHAM NSW 2219		Project Administration Office Contact Details	WAYNE DREIS 0408 663 275	
Specific Location		Work Order / Job No.			
Name of person SWMS developed By	Name	Wayne Dreis	Name of person SWMS authorised By	Name	Wayne Dreis
	Date			Date	
	Signature			Signature	
Name of person Supervising the Work	Wayne Dreis		Qualification/s	BUILDER LIC NO #322626C	

STEPS	SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RISK Ranking	SAFETY CONTROLS	RISK Ranking
1.	Access to site	Impact by vehicles Trips, slips & falls	3	Use designated crossing where provided Do not jaywalk Wear reflective vest if busy site Do not carry tools etc in a manner that will prevent clear vision of ground & obstructions	5
2.	Setting up equipment	Trips, slips & falls walking up & down steps carrying equipment Manual handling - back injuries, strains & sprains Tripping over equipment &/or blocking access & egress	3	Use appropriate containers to carry equipment to maintain grip of hand rail when accessing stairs Break up load to avoid heavy lifting & carrying. Use mechanical aids if available if equipment is heavy or use team lifting Set up equipment in designated area clear of walkways. Keep electrical leads off ground & clear of walkways	5

HIERARCHY OF CONTROLS IN THE WORKPLACE

The hazard controls in the hierarchy are:

1. Elimination (*the most effective control measure*)
2. Substitution
3. Isolation
4. Engineering
5. Administration
6. Personal protective equipment (*the least effective control measure*)



SPECIFIC HAZARDS

Scaffolding



SPECIFIC HAZARDS

Plant & Equipment



A FEW CONTROL MEASURES

Consultation



Workplace Inspections

PPE



ENVIRONMENT



ENVIRONMENT POLICY



Elliam Pty Ltd is committed to planning, carrying out and monitoring its operations in order to:

- comply with relevant EPA regulations and other legal requirements, any local council development application consent conditions and any additional customer requirements relating to the environment;
- set measurable environmental targets;
- prevent pollution;
- minimise waste through efficient material utilisation, re-use or recycling and disposal of waste in accordance with all requirements;
- respond promptly to any emergency situation which could cause adverse environmental impacts.

Environmental compliance will be regularly reviewed. We aim to prevent problems from occurring and promote continuous improvement towards best practice in environmental management in accordance with ISO 14001.

Appropriate training, instruction and resources will be provided to ensure that staff understand how to implement the Environmental Management Plan. Staff are encouraged to offer suggestions about how environmental protection measures can be improved. Such suggestions will be assessed by Elliam management and implemented as appropriate.

Elliam is open about its environmental policy and will make it available to relevant interested parties.

A handwritten signature in black ink, appearing to read "Wayne Dreis".

Wayne Dreis

Managing Director

Elliam Pty Ltd

WHAT SHOULD YOU KNOW

- We must all comply with the environment policy and procedures
- We must all comply with environment laws
- Our work and services have an impact on the environment
- Our operational controls minimise these impacts and prevent pollution
- Deviating from these controls will adversely impact the environment and may break the law

REQUIREMENTS: GENERAL

- The organisation must develop an effective system that meets the requirements of the Standard
- Document, implement and maintain the system
- The EMS documents need to be controlled
- Follow a Plan-Do-Check-Act approach.
 - **Plan** - Establish the objectives and processes needed to deliver the results (in line with the EMS)
 - **Do** - Implement the needed processes of the EMS
 - **Check** - Check the processes against the policy, objectives, targets, regulations, and report on the results (auditing)
 - **Act** - Take actions that will continually improve the EMS

To minimise environmental impact, it is important to understand the link between various construction activities and the potential for these activities to impact the environment

ENVIRONMENTAL ASPECTS

1. The organisation shall establish, implement and maintain a procedure(s):
 - To identify the environmental aspects of its activities products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments or new or modified activities , products and services
 - To determine those aspects that have or can have significant impact(s) on the environment significant environmental aspects).
2. The organisation shall document this information and keep it up to date.
3. The organisation shall ensure that the significant environmental aspects are taken into account in establishing implementing and maintaining its environmental management system.

ENVIRONMENTAL ASPECTS

Aspect	Impact	Risk Rating	Significant	Controlled
Hazardous Materials/Waste	Contamination - ACM. Disturbance during Site Activities	Medium	No	Yes
Energy Emissions	Noise	Low	No	Yes
Air Emissions	Generation of CO2. Use of Oil Resources - Site Activities	Medium	No	No
Disturbance of Land - Excavation	Soil to Landfill	High	Yes	Yes
Discharge of Water	Contaminated Storm Water Run Off	Medium	No	Yes
Cultural Heritage	Disturbance/Damage/Removal of items of Cultural Heritage	Medium	Yes	Yes
Discharge of Water	Soil Errosion	High	Yes	Yes
Disturbance of Land - Contamination	Contaminated Soil	Medium	Yes	Yes
Air Emissions	Generation of CO2. Use of Oil Resources	Medium	No	No
Hazardous Materials/Waste	Contamination - Chemicals	Medium	No	Yes
Disturbance of Land - Excavation	Dust	Medium	No	No

SIGNIFICANT ENVIRONMENTAL ASPECTS

Aspect	Impact	Risk Rating	Significant	Controlled
Disturbance of Land - Excavation	Soil to Landfill	High	Yes	Yes
Cultural Heritage	Disturbance/Damage/Removal of items of Cultural Heritage	Medium	Yes	Yes
Discharge of Water	Soil Errosion	High	Yes	Yes
Disturbance of Land - Contamination	Contaminated Soil	Medium	Yes	Yes

ENVIRONMENTAL LEGISLATION STRUCTURE IN NEW SOUTH WALES

Protection of the Environment Operations Act 1997

The objects of this Act are as follows:

- (a) to protect, restore and enhance the quality of the environment in New South Wales, having regard to the need to maintain ecologically sustainable development,
- (b) to provide increased opportunities for public involvement and participation in environment protection,
- (c) to ensure that the community has access to relevant and meaningful information about pollution,
- (d) to reduce risks to human health and prevent the degradation of the environment by the use of mechanisms that promote the following:
 - (i) pollution prevention and cleaner production,
 - (ii) the reduction to harmless levels of the discharge of substances likely to cause harm to the environment,
 - (iia) the elimination of harmful wastes,
 - (iii) the reduction in the use of materials and the re-use, recovery or recycling of materials,
 - (iv) the making of progressive environmental improvements, including the reduction of pollution at source,
 - (v) the monitoring and reporting of environmental quality on a regular basis,
- (e) to rationalise, simplify and strengthen the regulatory framework for environment protection,
- (f) to improve the efficiency of administration of the environment protection legislation,
- (g) to assist in the achievement of the objectives of the Waste Avoidance and Resource Recovery Act 2001 .

ENVIRONMENTAL LEGISLATION STRUCTURE IN NEW SOUTH WALES

Federal	Environment Protection and Biodiversity Conservation Regulations 2000
Federal	The Environment Protection and Biodiversity Conservation Act 1999
New South Wales	Contaminated Land Management Act 1997 No 140
New South Wales	Contaminated Land Management Regulation 2008
New South Wales	Environmental Planning and Assessment Act 1979
New South Wales	Environmentally Hazardous Chemicals Act 1985
New South Wales	Native Vegetation Act 2003
New South Wales	Protection of the Environment Operations (Clean Air) Regulation 2010
New South Wales	Protection of the Environment Operations (Noise Control) Regulation 2008
New South Wales	Protection of the Environment Operations (Waste) Regulation 2005
New South Wales	Protection of the Environment Operations Act 1997 No 156

Under the Protection of the Environment Operations Act 1997, everyone has a general duty not to harm the environment by polluting.

Pollution can include soil, water, air and noise pollution.

Penalties for offences against environmental legislation are significant.

It is important that construction activities are undertaken in accordance with environmental legislation. Everyone on site is responsible for complying with environmental legislation.

ENVIRONMENTAL MANAGEMENT PLANS

To minimise environmental impact, it is important to understand the link between various construction activities and the potential for these activities to impact the environment.

Environmental management relates to the control of human activity which could impact upon the environment. Construction of infrastructure can have significant environmental impacts if not undertaken with care.

Elliam maintains a detailed Environmental Management Plan covering all operations. The purpose of this Environmental management Plan is for Elliam to be aware of their responsibilities in protecting the various local environments that may be affected by the contract. The aim of the Environmental Management Plan is to minimize the effect of the work on the local environment. This includes the control of siltation, noise and visual pollution, water quality, odour, traffic control and safety of workers.

The table on the following page gives examples of common construction activities and potential impacts. It is not a complete listing.

ACTIVITIES AND ENVIRONMENTAL IMPACTS

[illegible]

The following environmental safeguards will be applied:

Soil and Water Management

- All stormwater inlets will be protected with silt containment devices and checked at regular intervals to maintain effectiveness.
- All bulk material stockpiles will be fenced with silt stop fabric to prevent any erosion taking place, such fabric will be held in place by steel posts and where there is a possibility of runoff such stockpiles will be bundled.
- Open trench area will be minimized and excess spoil disposed of properly. Where it is not practical to temporarily store excavated spoil on the grassed footpath areas the material will be contained by silt containment devices and any road areas swept as soon as possible and the lawn areas rehabilitated by re-seeding after completion of works.
- During times of high wind and low humidity where there is a chance of stockpiled material contaminating the air stockpiles will be watered or covered to prevent any compromise of air quality.
- Construction will not commence in periods of wet weather.

Noise Control

- All noise generated by construction activities is to comply with the noise levels specified in the Environmental Protection Authority's Noise Control Manual. All vehicles and equipment will be fitted with silencing devices, where applicable.

Public and Visual Amenity/Community Liaison

- To minimize the disruption to public and visual amenity the following safeguards will be implemented:
- All construction equipment will be removed as soon as it is not required, including any material and refuse related to the works. This equipment will be stored in such a manner as to offer the least inconvenience to the local community. In addition, stockpiles and amenities sheds will be placed in a location with minimum visual impact where possible.

Traffic Management

- Elliam will conform to the local traffic regulations and take out the appropriate permits, provide plans etc.

WH&S and Public Safety Provisions

- Elliam WH&S Policy will satisfy the requirements of the Occupational Health & Safety Act 2000 and Regulations.
- The site must be secured in accordance with WorkCover requirements while work is carried out and at the completion of the works all equipment and materials will be stored safely within the site.
- All open trenches will be protected by the use of trestles and barrier mesh, and warning signage (refer safe work plan).
- Signs placed warning the public of potential danger on site.

Environmental safeguards continued:

Waste Disposal

- All waste material generated will be handled and disposed of carefully to minimise the risk of pollution. All materials able to be recycled shall be separated and recycled at approved facilities.
- All construction waste shall be collected daily and disposed of at an approved facility. General garbage bins will be located on site.
- Liquid waste will be disposed of by use of a vacuum or similar system and taken to approved facility.

Dust Control

- All stockpiles and excavations shall be kept either covered or in a wet state when necessary to prevent dust.

Flora

- Disturbed areas will be returned to their original condition promptly after the completion of the works.
- If required disturbed areas will be reseeded after completion of works.
- When required, barriers will be erected creating an exclusion zone around the trunks of trees to prevent them from damage by excavators etc operating in the immediate area.
- Materials stockpiles will not be placed around tree trunks.

Fauna

- Disturbance of timber and rockeries will be minimised to avoid disturbance to potential reptile habitats.

Utilities and Services

- If any service is damaged the relevant authority will be immediately notified.

Air Quality

- All vehicles will be fitted with approved and properly maintained exhaust systems which comply with Australian Standards.

Operational procedures are detailed in Work Method Statements.

Environmental Management Plans and Work Method Statements are available online at:

www.elliam.managementsystem.net.au

CONTROL MEASURES

Construction Dust



CONTROL MEASURES

Sediment Control



ENVIRONMENTAL EMERGENCY RESPONSE

Examples of environmental incidents are:

- significant spill of fuel or oil
- significant chemical spill
- severe erosion from flooding
- fire (on site or from off site)
- damage to a heritage site (Aboriginal or non-Aboriginal)
- overflow from on-site wash-down areas into creeks or drainage lines
- destruction of a rare plant outside the defined construction zone.



ENVIRONMENTAL EMERGENCY RESPONSE

OPERATOR RESPONSIBILITIES



- Ensure that you are aware of the site environmental emergency response plan.
- Locate emergency equipment that may be relevant to your responsibilities.
- Ensure that you are familiar with using emergency equipment that is relevant to your responsibilities.
- Ensure that you know whom to contact in the case of an emergency.



- Do not endanger the health and safety of yourself or others when responding to an emergency situation.

QUALITY





Satisfaction

Quality of workmanship is non-negotiable. When we bring modern spaces to life, we do so with a complete regard for our client, and the vision that they see for the project.

QUALITY POLICY



Elliam is committed to providing exceptional service in refurbishment and construction services.

Our quality objectives are to have satisfied clients, deliver to their requirements and maintain a review process for continual improvement.

To ensure these objectives are achieved, we have established and will maintain a quality management system which complies with AS/NZS ISO 9001:2016.

Through our training programs, all employees have gained a sound understanding of this policy, our management system and are empowered to deliver service excellence.

We will achieve our objectives through our focus, our commitment and our training.

A handwritten signature in black ink, appearing to read "Wayne Dreis".

Wayne Dreis

Managing Director

WHAT IS A QUALITY MANAGEMENT SYSTEM?

- A set of documentation consisting of policies, procedures, forms and records
- Describes the process flows of an organisation and the interaction between functional units
- Ours is based on the standards of ISO 9001

YOUR QUALITY RESPONSIBILITIES

- Read the policy
- Be aware of your impact on the system – each of you are part of it
- Be positive – if something is wrong or a process can be improved, tell Wayne Dries, the System Coordinator
- Be system savvy – learn how to find the information

Objectives

Discipline	Ref	Objective
Environment	2	Minimise Environmental Impacts
Quality	0	Continually Improve the Management System and It's Operational Processes
Quality	2	Customer Satisfaction
Safety	2	Minimise Harm
Strategic	1	Certified Management Systems

Targets

Discipline	Ref	Program, Process or Procedure	Target	Actual	Status
Environment	2.1	Environmental Response	Effective Operational Controls. Maintain Zero Environmental Incidents.	Number of Environmental Incidents.	Met
Quality	1	Planned System Events Carried out As Scheduled. Internal Audits carried out as per Audit Schedule. NCRs (Reviews) actioned by nominated date.	No Red Status	Current System Activities ON Schedule	Met
Quality	2	HBCF Builder Eligibility Assessment Scheme	Maintain Low Risk Rating	Non Financial Risk Rating	Met
Safety	2.2	Hazard & Risk Management	Number of Incident/Injuries Recorded	One Near Miss Incident @ Blue Mountains Hospital Project	Met
Strategic	1.1	Management System Certified to ISO 90001, ISO 14001, ISO 45001 & NSW Government OHS Management System Guidelines Version 5	Achieve Certification	Certified to ISO9001 & NSW Government OHS Management System Guidelines Version 5 February 2019	Partial