

INTEGRATED MANAGEMENT PLAN

NAME OF PROJECT: St Matthews Catholic
School Mudgee –
Secondary Campus

PROJECT NO.: 21929

AUTHORITY FOR INITIAL ISSUE:

This Integrated Management Plan is issued with the authority of the following persons:

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North Construction & Building Pty Ltd | ABN 15 147 507 702 | Level 5, Suite 501, 1 Bryant Drive, Tuggerah NSW 2259

1. WHS POLICY	6
2. ENVIRONMENTAL POLICY	7
3. QUALITY POLICY	8
4. DEFINITIONS & ABBREVIATIONS	9
5. PROJECT DETAILS	11
5.1. SITE LOCATION	12
5.2. PROGRAMME DETAILS	12
5.3. WORKING HOURS	12
5.4. CLIENT	12
5.5. HEAD CONTRACTOR	12
5.6. PROJECT ORGANISATIONAL CHART	13
6. PROJECT ROLES & RESPONSIBILITIES.....	14
6.1. PURPOSE	14
6.2. ALL PERSONS ACCESSING THE SITE, INCLUDING VISITORS	14
6.3. NORTH CONSTRUCTION SAFETY MANAGER	14
6.4. SYSTEMS MANAGER	15
6.5. SENIOR PROJECT MANAGER.....	15
6.6. PROJECT MANAGER	16
6.7. SAFETY OFFICER	16
6.8. RETURN TO WORK COORDINATOR	17
6.9. SITE FOREMAN (FIRST AID OFFICER & FIRE WARDEN)	17
6.10. SITE WORKER.....	18
6.11. SUBCONTRACTORS	19
7. WHS, QUALITY, ENVIRONMENTAL COMPANY & PROJECT TARGETS.....	20
8. LEGISLATION, REGULATIONS & CODES OF PRACTICE.....	21
8.1. CODES OF PRACTICE	21
9. CONSULTATION, COOPERATION & COORDINATION	22
9.1. SITE INDUCTIONS	22
9.2. SITE NOTICE BOARD	22
9.3. PRE-START HAZARD ASSESSMENT	22
9.4. TOOL BOX TALKS	22
9.5. SUBCONTRACTOR MEETINGS	22
9.6. HEALTH & SAFETY REPRESENTATIVES	22
9.7. DESIGN CHANGES	23
9.8. SITE MANAGEMENT PLANS.....	23
9.9. UPDATES TO MANAGEMENT PLANS	23
10. SUBCONTRACTORS & SERVICE PROVIDERS.....	24
10.1. NORTH CONSTRUCTIONS WHS OBLIGATION TO IT'S SUBCONTRACTORS.....	24
10.2. SUBCONTRACTOR WHS RESPONSIBILITIES& REQUIREMENTS	24
10.3. APPROVAL & MONITORING OF SUBCONTRACTORS DOCUMENTATION	25
10.4. MONITORING OF SUBCONTRACTOR WHS PERFORMANCE.....	25

11.	DESIGN CHANGES & ASSOCIATED RISK ASSESSMENT	26
11.1.	PROJECT DESIGN RISK ASSESSMENT /CHAIR PROCESS	26
11.2.	DESIGN HAZARD IDENTIFICATION DURING CONSTRUCTION.....	26
12.	HAZARD & ASPECT IDENTIFICATION & RISK MANAGEMENT	27
12.1.	HAZARD IDENTIFICATION & REPORTING	27
12.2.	SWMS REQUIREMENTS.....	27
12.3.	PROJECT RISK ASSESSMENT	27
12.4.	PURCHASING HAZARD ASSESSMENT	28
12.5.	DAILY PRE-START RISK ASSESSMENT	28
12.6.	SAFETY INSPECTIONS AND ASSESSMENTS	28
12.7.	RISK ASSESSMENT AND RISK MATRIX	28
12.8.	SITE SAFETY RULES	28
12.9.	HAZARDOUS MANUAL TASKS	28
12.10.	MATERIALS HANDLING.....	29
12.11.	HAZARDOUS CHEMICALS AND HAZARDOUS MATERIALS	30
12.12.	FITNESS FOR WORK.....	30
13.	WHS TRAINING.....	31
13.1.	INDUCTIONS.....	31
13.2.	SAFETY TRAINING & ASSESSMENT OF TRAINING REQUIREMENTS	31
13.3.	TRAINING RECORDS.....	31
14.	HIGH RISK CONSTRUCTION WORKS.....	33
	WORKING AT HEIGHTS / FALLS / FALLING OBJECTS.....	33
	ROOFING	34
	TELECOMMUNICATION TOWERS.....	34
	DEMOLITION.....	34
	ASBESTOS	34
	STRUCTURAL ALTERATIONS AND TEMPORARY SUPPORT STRUCTURES	35
	CONFINED SPACES	35
	EXCAVATION.....	36
	TUNNELS	36
	EXPLOSIVES.....	36
	PRESSURISED GAS.....	37
	CHEMICAL, FUEL OR REFRIGERANT LINES.....	37
	HAZARDOUS CHEMICALS AND STORAGE	38
	HAZARDOUS CHEMICALS ASSESSMENT	38
	ACM MANAGEMENT (ASBESTOS MANAGEMENT)	38
	HAZARDOUS CHEMICALS REGISTER	39
	ELECTRICAL SAFETY.....	39
	CONTAMINATED AND FLAMMABLE ATMOSPHERES.....	40
	TILT UP AND PRECAST CONCRETE.....	40
	TRAFFIC	40
	MOBILE PLANT.....	41
	PLANT RISK ASSESSMENT.....	42
	PRE-START INSPECTIONS.....	43

CRANES (INCLUDING EXCAVATORS PERFORMING LIFTING OPERATIONS)	43
EXCAVATIONS	43
CONTROLS FOR THE SAFE OPERATION OF PLANT.....	43
ARTIFICIAL EXTREMES OF TEMPERATURE	44
DIVING.....	44
LEAD MANAGEMENT	44
15. INCIDENT MANAGEMENT	45
15.1. INCIDENT REPORTING.....	45
15.2. SERIOUS INCIDENT MANAGEMENT	47
15.3. SITE EVACUATION & EMERGENCY MANAGEMENT PLAN	47
15.4. EMERGENCY EVACUATION	47
15.5. EVACUATION DRILLS.....	47
15.6. INCIDENT REPORTING & INVESTIGATION	48
15.7. HAZARDOUS CHEMICALS EXPOSURE INCIDENT	48
16. CORRECTIVE ACTIONS (INCLUDING NCR'S).....	49
16.1. WHS NON-CONFORMANCES & OTHER NCR'S	49
16.2. MONITORING OF NON-CONFORMANCE REPORTS & CORRECTIVE ACTIONS	49
16.3. DISCIPLINARY ACTION	49
17. RETURN TO WORK.....	51
17.1. RECOVERY	51
17.2. RETURN TO WORK.....	51
17.3. SUITABLE DUTIES	51
17.4. RTW CONTACTS.....	51
18. INTERNAL REVIEWS & AUDITS	53
18.1. SITE H.S.E. INSPECTION CHECKLIST	53
18.2. INTERNAL AUDIT SCHEDULE.....	53
18.3. QUARTERLY SITE SYSTEMS AUDIT REPORT	53
18.4. EXTERNAL AUDITS BY THE CLIENT OR OTHER 3RD PARTY.....	53
18.5. AUDIT REPORTING TO ON SITE WORKERS	53
19. RECORD MANAGEMENT	54
19.1. PROCEDURE	54
19.2. MINUTES OF MEETINGS.....	54
19.3. WHS DATA & STATISTICS.....	54
19.4. REVIEW OF INTERNAL AUDITS AND INSPECTIONS.....	54
19.5. PROJECT DOCUMENTATION	54
19.6. UPDATED DOCUMENTS.....	55
20. QUALITY MANAGEMENT.....	56
20.1. DEFECT FREE COMPLETIONS	56
20.2. SUPERINTENDENT / ARCHITECT DEFECT INSPECTIONS.....	57
20.3. DEFECTS / MAINTENANCE PERIOD INSPECTIONS.....	57
21. ENVIRONMENTAL MANAGEMENT	58
21.1. OBJECTIVES OF THE SITE SPECIFIC PROJECT ENVIRONMENTAL MANAGEMENT PLAN	58
21.2. CONTENT OF THE SITE SPECIFIC PROJECT ENVIRONMENTAL MANAGEMENT PLAN.....	58
21.3. RELEVANT LEGISLATION	58
21.4. RECORDS OF ENVIRONMENTAL ACTIVITIES.....	59
21.5. ROLES AND RESPONSIBILITIES	59
21.6. SUBCONTRACTORS	62
21.7. TRAINING	63
21.8. ENVIRONMENTAL PLAN IMPLEMENTATION	63

21.9.	ENVIRONMENTAL/POLLUTION INCIDENT RESPONSE MANAGEMENT	65
21.10.	ENVIRONMENTAL ACTIONS MONITORING	66
21.11.	SITE VEHICLE ACCESS AND TRAFFIC MANAGEMENT	66
21.12.	FLORA AND FAUNA.....	66
21.13.	HERBICIDES AND OTHER CONTAMINANTS	67
21.14.	NOISE AND VIBRATION.....	68
21.15.	ABORIGINAL HERITAGE	69
21.16.	EUROPEAN HERITAGE	69
21.17.	EROSION AND SEDIMENTATION CONTROL	69
21.18.	TOPSOIL AND STOCKPILE MANAGEMENT	70
21.19.	WATER QUALITY.....	70
21.20.	AIR QUALITY	71
21.21.	FUEL AND CHEMICALS.....	72
21.22.	WASTE.....	72
21.23.	COMMUNITY.....	73
21.24.	SITE COMPOUND AND WORKING AREA.....	73
21.25.	PLANT AND EQUIPMENT.....	74
21.26.	FIRE CONTROL.....	74
21.27.	CONTAMINATION- DELETE IF NOT APPLICABLE	75
21.28.	ENERGY AND RESOURCE CONSERVATION.....	75
21.29.	GREENHOUSE AND SUSTAINABILITY (DELETE IF NOT APPLICABLE)	76
21.30.	WASTE MANAGEMENT PLAN	76
21.31.	SITE PLAN.....	77
21.32.	SITE RESTORATION	77
22.	EMERGENCY PLAN.....	78
22.1.	EMERGENCY DEFINITION	78
22.2.	PREPARATION FOR POTENTIAL EMERGENCIES.....	78
22.3.	IMPLEMENTATION OF EMERGENCY MANAGEMENT PLAN	78
22.4.	NEAREST FACILITIES AND CONTACT NUMBERS	79
22.5.	SAFework NOTIFICATION REQUIREMENTS	80
22.6.	SITE EVACUATION PROCEDURE.....	80
22.7.	EVACUATION OF INJURED PERSONS.....	80
22.8.	FIRE WARDEN RESPONSIBILITIES	80
22.9.	ASSEMBLY AREAS.....	81
22.10.	EMERGENCY EVACUATION PLAN.....	81
22.11.	INCIDENT RESPONSE PROCEDURES	81
23.	TRAFFIC MANAGEMENT PLAN	82
23.1.	TRAFFIC MANAGEMENT PLAN OBJECTIVES	82
23.2.	TRAFFIC MANAGEMENT PLAN CHECKLIST	82
23.3.	TRAFFIC CONTROL PLANS	84
23.4.	TRAFFIC CONTROLLERS	84
23.5.	TIME MANAGEMENT (DELETE IF NOT APPLICABLE TO PROJECT)	84
23.6.	REVIEWING THIS TRAFFIC MANAGEMENT PLAN	84
23.7.	TRAFFIC INCIDENT MANAGEMENT	84
23.8.	SITE EVACUATION PROCEDURE-.....	84
23.9.	CONSTRUCTION ZONE.....	84
23.10.	CONSTRUCTION WORKERS CAR PARK	85
23.11.	ACCESS ROUTES.....	85
23.12.	DURING CONSTRUCTION	85
23.13.	DELIVERIES TO & FROM SITE.....	85
23.14.	SITE LAYOUT PLAN	86
23.15.	ADMINISTRATION STANDARD FORMS	87

24.	SITE DISCIPLINE PROCEDURE	88
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Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 5 of 89	North Construction & Building Pty Ltd

1. WHS POLICY



WORK HEALTH AND SAFETY POLICY

North Construction & Building's approach to Work Health and Safety (WH&S) is based on a belief that the wellbeing of our employees, and the people affected by our work is of paramount importance. People are our most important asset and their health and safety is our greatest responsibility. All workers, members of the public, and visitors will be given equal consideration to that of our employees.

The objectives of our Safety Policy are;

- To achieve a workplace free of injury and ill health.
- To comply with the requirements of the WH&S Acts, Regulations, Codes of Practice and relevant industry standards.
- To ensure WH&S policies and management system are continuously reviewed and updated as required so as to improve our safety performance.

To achieve these objectives, North will ensure that;

- Current Federal and NSW WH&S legislation continues to form the minimum requirement for the safety management system.
- Management systems and safe work procedures are in place and regularly reviewed.
- WH&S is an integral responsibility of all managerial and supervisory roles.
- All employees are provided information, instruction, training and supervision to ensure safe systems of work relevant to their duties.
- Regular site audits and inspections are conducted by competent persons.
- All incidents and unsafe work conditions are recorded and promptly investigated, with preventative measures implemented.
- A continual improvement process is maintained to ensure that management systems and safe work procedures are updated as required based on technological improvements, legislative changes, outcomes of audits, reviews, incidents or other external/internal influences that could enhance safety.
- All employees are involved in the development and review of safety procedures through regular communication, consultation and training. North encourages open and honest communication between all parties at all times.
- Support for all injured workers is provided through a return to work program that incorporates principles such as injury management, early return to work, and transitional duties.

North's commitment to the elimination of hazards and reduction of risks includes ensuring that all necessary resources are available to make these requirements possible.

Workers, contractors and visitors are to take reasonable care of their safety and health, and that of others, follow all safety and health policies and procedures, and to report all known or observed hazards, incidents and injuries.

North Construction & Building Pty Ltd

Signed:

Managing Director – Matthew Cook

Date:

6/2/20

Work Health and Safety Policy

Revision no.8 – January 2020

Page 1 of 1

North Construction & Building Pty Ltd

2. ENVIRONMENTAL POLICY



ENVIRONMENTAL POLICY

North Construction & Building is committed to the implementation of environmentally conscious practices that contribute to sustainable lifecycles of products, reduce pollution, and minimize our impact on the heritage and natural elements surrounding our workplaces. This Environmental Policy applies to all aspects of our business operations; construction, management, office services, delivery and procurement.

The Objectives of our Environmental Management Systems are:

- To minimize our impact on the natural environment.
- To minimize our impact on indigenous and culturally significant heritage.
- To meet the requirements of all environmental legislation relevant to our workplaces
- To meet all requirements of ISO 14001: 2016 – Environmental Management Systems

To achieve these objectives, North will ensure that;

- Current Environmental Legislation and Regulations continue to form the minimum requirement for all environmental management systems.
- All workplaces are evaluated for existing natural, cultural and indigenous relevance by competent persons.
- Management systems and quality procedures are in place and regularly reviewed.
- All employees are provided information, instruction, training and supervision to ensure competency in environmental management and processes relevant to their position and specific workplace.
- Regular audits and inspections are conducted by competent persons.
- All non conforming products/processes are recorded and promptly investigated, with preventative/corrective measures implemented.
- Open communication and consultation is maintained with all stakeholders, with input requested for sustainable products and work practices that contribute to achieving our targets and goals.
- A continual improvement process is maintained to ensure that management systems and environmental procedures are updated as required based on technological improvements, legislative changes, outcomes of audits, reviews, incidents or other external/internal influences that could improve impact on our environment.

North's commitment to being a sustainable and environmentally conscious business ensures that all necessary resources are available to make these requirements possible.

North Construction and Building Pty Ltd

Signed: 
Managing Director – Matthew Cook

Date: 6/2/20

Environmental Management Policy

Revision no.8 – January 2020

Page 1 of 1

North Construction & Building Pty Ltd

3. QUALITY POLICY



QUALITY POLICY

North Construction & Building's Quality Management System is designed to provide the framework for our staff to deliver customer satisfaction by carrying out work which comply with the customer's requirements.

The Objectives of our Quality Management Systems are:

- To meet or exceed our customers expectation of quality in the product we deliver.
- To comply with legislative requirements relative to our industry and products
- To achieve maximum efficiency through a thorough quality control process.
- To ensure consistency across all workplaces.
- To comply with the requirements of ISO 9001:2016 Quality Management Systems

To achieve these objectives, North will ensure that;

- Current Australian Standards, codes, and legislation continue to form the minimum requirement for all quality management systems.
- Management systems and quality procedures are in place and regularly reviewed.
- All employees are provided information, instruction, training and supervision to ensure competency in quality control relevant to their position.
- Processes are in place to ensure that management, customers, and all other stakeholders can confirm that the desired objectives are being achieved.
- Regular audits and inspections are conducted by competent persons.
- All non-conforming products/processes are recorded and promptly investigated, with preventative measures implemented.
- Quality Management Systems and Procedures are available for all employees to review and offer comment on.
- A continual improvement process is maintained to ensure that management systems and quality procedures are updated as required based on technological improvements, legislative changes, outcomes of audits, reviews, incidents or other external/internal influences that could improve quality.

North is devoted to long standing customer relationships and to our own excellence in service. North's commitment to quality ensures that all necessary resources are available to make these requirements possible.

North Construction & Building Pty Ltd

Signed: Matthew Cook
 Managing Director – Matthew Cook

Date: 6/2/20

Quality Management Policy		
Revision no.8 – January 2020	Page 1 of 1	North Construction & Building Pty Ltd

4. DEFINITIONS & ABBREVIATIONS

Audit	an examination of a random or particular sample of processes to determine whether or not correct plans/procedures are being followed, and includes a document review or an examination of activities or an examination of documents and activities, to assess their conformity with requirements
Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task
Duty holder	A person conducting a business or undertaking who has a duty under the WH&S Regulations to manage risks to health and safety
DECC	Department of Environment and Climate Change
DECC (EPA)	DECC (Environment Protection Authority)
DOP	Department of Planning
DWE	Department of Water and Energy
Environmental Impact	Any change in the environment whether adverse or beneficial, wholly or partially resulting from organisation activities, products or services.
EP&A Act	Environmental Planning and Assessment Act
EP&BC Act	Environment Protection and Biodiversity Conservation Act, Cwlth
High risk construction work	Means construction work that: (a) involves a risk of a person falling more than 2 metres, or (b) is carried out on a telecommunication tower, or (c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or (d) involves, or is likely to involve, the disturbance of asbestos, or (e) involves structural alterations or repairs that require temporary support to prevent collapse, or (f) is carried out in or near a confined space, or (g) is carried out in or near: (i) a shaft or trench with an excavated depth greater than 1.5 metres, or (ii) a tunnel, or (h) involves the use of explosives, or (i) is carried out on or near pressurised gas distribution mains or piping, or (j) is carried out on or near chemical, fuel or refrigerant lines, or (k) is carried out on or near energised electrical installations or services, or (l) is carried out in an area that may have a contaminated or flammable atmosphere, or (m) involves tilt-up or precast concrete, or (n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or (o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or (p) is carried out in an area in which there are artificial extremes of temperature, or (q) is carried out in or near water or other liquid that involves a risk of drowning, or (r) involves diving work.
North Construction & Building, NCB, North Construction, or North/Norths	North Construction & Building Pty Ltd
OEH	Office of Environment and Heritage

Plant	(a) any machinery, equipment, appliance, container, implement and tool, and (b) any component of any of those things, and (c) anything fitted or connected to any of those things does not apply to plant that: (a) relies exclusively on manual power for its operation; and (b) is designed to be primarily supported by hand. (3) Explosive power tools that are designed to be supported by hand.
RMS	Roads and Maritime Services
SDS	Safety Data Sheet
SIMP	Site Integrated Management Plan- Include Environment and Quality requirements
TMP	Traffic Management Plan
WHS	Work Health & Safety
WHS Plan	NCB incorporates the WHS Management plan for the site/project into this Site Integrated Management Plan.
Audit	an examination of a random or particular sample of processes to determine whether or not correct plans/procedures are being followed, and includes a document review or an examination of activities or an examination of documents and activities, to assess their conformity with requirements
DECC (EPA)	DECC (Environment Protection Authority)
ITP	Inspection and Test Plan
NCB	North Construction and Building
OEH	Office of Environment and Heritage
RMS	Roads and Maritime Services
SIMP	Site Integrated Management Plan- Include Environment and Quality requirements
TCP	Traffic Control Plan

5. PROJECT DETAILS

The SSD DA seeks consent for the construction of a new multi-purpose secondary education facility within the Mudgee Region that meets future demands for the developing area.

The new secondary school to be known as **St Matthews Catholic School Mudgee – Secondary Campus** will cater for 680 secondary school students (4-Stream Year 7-12) and will comprise of a cluster of five low-rise school buildings (1-2 storeys) including;

- Block A - Professional Hub (office and administration)
- Block B - Spiritual Hub (Chapel)
- Block C - Community Hub (Multi purpose hall, Music/Dance Studio and canteen)
- Block D – STEM Research Hub (teaching spaces)
- Block E - Knowledge and Learning Hubs (General Teaching spaces)
- Yarning Circle (Outdoor learning area)
- Outdoor Student Assembly Area and COLA
- Student free play area
- Staff and student amenities
- Associated site landscaping and public domain improvements
- On-site parking and access arrangements off Bruce Road, including:
 - o On-grade car park for staff, students and visitors (75 spaces – including 2 accessible spaces)
 - o A 12 bay student drop-off and pick-up area
 - o A 3-bay bus drop-off and layover area
 - o Bus turning area and servicing access
 - o Dedicated separate driveway for service vehicles
 - o Bicycle parking for 30 bicycles
- Associated earthworks, civil works, perimeter roadworks, fencing, services and utilities connections and augmentation, including:
 - o Roadworks to Broadhead Road and Bruce Road to the full extent of the site frontages
 - o Roadworks to the Broadhead Road and Bruce Road intersection to cater for bus movements
 - o Footpath along the site frontage of Broadhead Road and suitable pedestrian crossing to connect to existing footpath.
 - o Stormwater infrastructure upgrades adjacent to and within the site, including new culverts and drains, levee, and bioswale.
 - o Connection to existing sewer line within the site
 - o Electrical and water connections into the site

5.1. SITE LOCATION

Cnr Bruce & Broadhead Road, South Mudgee NSW



5.2. PROGRAMME DETAILS

The works are estimated to commence in Early to mid 2021 with an 15-month overall contract period (approx.) and is expected to be completed by late 2022.

5.3. WORKING HOURS

The construction site will be in operation during the approved hours of work

- Monday to Friday: 7:00am to 6:00pm (TBC)
- Saturday: 8.00am to 4.00pm (TBC)

5.4. CLIENT

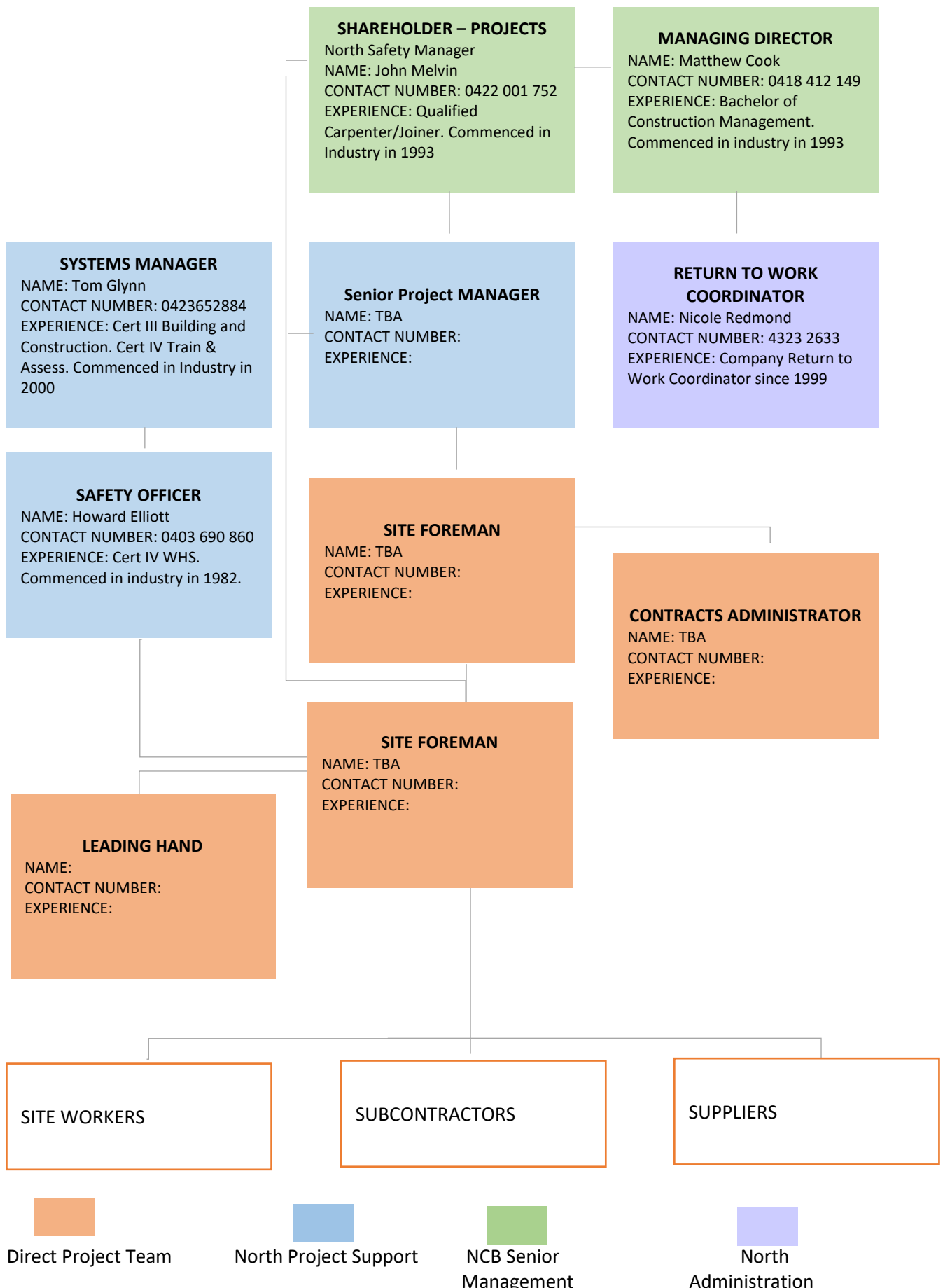
Catholic Education Diocese of Bathurst
Address: Gilmour St, Kelso NSW 2795
Phone: (02) 6338 3000

5.5. HEAD CONTRACTOR

North Construction & Building Pty Ltd (ABN 15 147 507 702)
Address: Level 5, Suite 501, 1 Bryant Drive, Tuggerah NSW 2259
Phone: 02 4323 2633

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 12 of 89	North Construction & Building Pty Ltd

PROJECT ORGANISATIONAL CHART



6. PROJECT ROLES & RESPONSIBILITIES

6.1. PURPOSE

This section sets out the safety responsibilities of all persons associated with the project dependent on their role. Note that some of these responsibilities may be shared with other site team members; this will be detailed on the project Roles & Responsibilities table where applicable.

6.2. ALL PERSONS ACCESSING THE SITE, INCLUDING VISITORS

- All persons attending site are required to complete a site-specific induction prior to commencing any works. This induction is carried out by the site foreman or nominated North Construction employee.
- At all times when on site, comply with the requirements of this Site Integrated Management Plan and comply with the National Construction Code (ABCC) and the requirements of the Work Health & Safety Act 2011 and Work Health & Safety Regulations 2017.
- All workers on site including supervisors shall have undergone Safework WHS Construction Induction prior to accessing the site. Evidence of this training must be provided at the site induction.
- All workers must wear Hard Hat, Hi-Visibility Clothing, Steel Capped Safety Shoes, Gloves (required to be on your person at all times and worn when appropriate), Safety Glasses (required to be on your person at all times and worn when appropriate).
- Visitors must report first to the site office and then be escorted at all times while onsite by an inducted person.
- Visitors as a minimum must wear a hard hat, hi-vis clothing and suitable enclosed footwear to access the site. Any additional PPE required (e.g. gloves, glasses, steel capped shoes, and hearing protection) for site access will be advised at the time of induction.
- Suggest improvements to company or project WHS procedures to the Site Foreman or Project Manager.
- As part of the duty of care all workers/visitors are required to report any safety concern. These issues can be raised by the following methods:
 - directly with any member of the North Construction Project Team;
 - directly with your employer's supervisor;
 - or as part of your toolbox talks (with copies of the minutes forwarded to the North Construction).
- If workers or subcontractors are not getting satisfactory resolution or action of issues raised on site with the site foreman the worker is able to escalate the issue to senior North Construction management. The [Incident Report Form \(NCB0017\)](#) is to be used in this instance.

6.3. NORTH CONSTRUCTION SAFETY MANAGER

- Review and approve Site Integrated Management Plan – Master Template
- Review and approve Site Emergency Management Plan – Master Template (Refer section 22)
- Assist the Project Manager and Site Foreman in determining training requirements for personnel on site.
- Ensure personnel undertake the training required.
- Review Incident Reports and Investigations
- Approve suggestions received from staff with regards to the IMS and where necessary implement changes as required.
- Review as part of the Management team all project WHS, Quality and Environmental data and statistics. This review captures information such as: LTI's, MTI's, First Aid Injuries, NCR's issued, [safety walks](#) completed, incident reports.
- Attend client meetings.
- Establish Corporate WHSE, Quality and Environmental goals and communicate across the organisation.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 14 of 89	North Construction & Building Pty Ltd

- Review the implementation of the IMS procedures on the project and monitor their effectiveness on the site.
- Assist with incident and accident investigations.
- Ensure necessary information on WHS is available for use on the site.
- Verify that SWMS and checklists are completed, maintained and filed.
- Act as senior management representative for site WHS & Industrial Relations issues.
- Review project specific WHS, Quality and Environmental data and statistics. This review captures information such as: LTI's, MTI's, First Aid Injuries, NCR's issued, [safety walks](#) completed and provide the results of this data review to the Management Team

6.4. SYSTEMS MANAGER

- Audit Site Integrated Management Plans
- Assist the Project Manager and Site Foreman in determining training requirements for personnel on site.
- Provide support to enable site team to conduct the personnel training required for the project.
- Review Incident Reports and Investigations and provide feedback in corrective action close to the management team
- Liaise with SafeWork Australia and Statutory Government bodies where required.
- Communicate outcomes and lessons learnt from Incident Investigations to the rest of the organisation, including the implementation of Training Modules for staff, such as for use of Internal Policies, Procedures and Forms.
- Support the project team in selection of sub-contractors and purchasing of plant & equipment in accordance with NCB Integrated Management Systems requirements.
- Maintain document control systems for IMS items in accordance with procedures set out in the IMS. Review and update documentation on a regular basis in accordance with [PRO004 Document Control](#).
- Maintain and provide support in project-specific technology such as hardware and software used to implement NCB's WHS&E plans and procedures.
- Review suggestions received from workers to improve the IMS and implement continuous improvements to the IMS as required.
- Attend project meetings on site and in the office (where applicable). Participate in the fortnightly Projects Review meeting.
- Ensure compliance of National Construction Code Guidelines and FSC regulations.
- Provide internal training on WHS, Quality and Environment to NCB Staff.

6.5. SENIOR PROJECT MANAGER

- Review Site Integrated Management Plan
- Assist the Project Manager and Site Foreman in determining training requirements for personnel on site.
- Ensure personnel undertake the training required.
- Review Incidents Reports and Investigations
- Ensure selection of sub-contractors and purchasing procedures used on the project are in accordance with requirements of Company WHS Policy.
- Conduct regular WHS, Quality and Environmental inspections of project. Maintain record of inspections and ensure Site Supervisor acts on issues raised.
- Review the implementation of the IMS procedures on the project and monitor their effectiveness on the site.
- Assist with incident and accident investigations.
- Conduct 6 monthly site audit of the project.
- Review project specific WHS, Quality and Environmental data and statistics. This review captures information such as: LTI's, MTI's, First Aid Injuries, NCR's issued, [safety walks](#) completed and

provide the results of this data review to the Management Team as part of fortnightly Project Review meeting.

- Attend client meetings as required.

6.6. PROJECT MANAGER

- Ensuring overall compliance with WHS legislation, regulations, standards and codes at a site-based level.
- Review Incidents Reports and monitor the effectiveness of the corrective actions. Forward to the Senior Project Manager, Client and Safework as required by Legislation and Regulations.
- Develop the Site Integrated Management Plan, which includes the following elements;
 - o Work Health & Safety
 - o Emergency
 - o Traffic
 - o Quality
 - o Environmental
 - o Industrial Relations
- Prior to commencement of any works on site the Project Manager and Site Supervisor must review all design documentation for the project and complete the [Project Design Initial Review Checklist \(NCB027\)](#) of the design documentation. Then any identified hazards from the design review must be included in the site specific [Project Risk Assessment \(NCB028\)](#). Both these documents are used to develop the SIMP for the project.
- Conduct fortnightly '5 Discipline Review' (REV004) with the Site Foreman and provide required resources.
- Conduct regular WHS, Quality and Environmental inspections of project. Maintain record of inspections and ensure Site Supervisor acts on issues raised.
- The project manager, or nominated person, is required to provide a copy of the Site Integrated Management Plan to all clients, companies/organisations (including subcontractors, designers, suppliers, neighbouring properties, or public authorities) engaged to carry out works on site. This is to be done at the time of the works being awarded.
- The project manager and site supervisor will review and update the [Site Safety Rules \(NCB001\)](#) to ensure that the rules accurately reflect the specific safety, quality and environmental requirements of the site.
- The Project Manager and Foreman are to review the [Project Risk Assessment \(NCB028\)](#) monthly. In this review the scope of work for the month ahead will be evaluated and any new hazards/risks identified to the site, surrounding properties and the public will be assessed and controls put in place. This review will also assess the effectiveness and monitoring methods of existing controls and will implement corrective action in accordance with the HIRAC as required. Any significant additional hazards which are identified, that are not already included in the SIMP must prompt a revision and distribution of the SIMP to all parties not limited to the following clients, companies/organisations (including subcontractors, designers, suppliers, neighbouring properties, or public authorities)
- Ensure corrective actions resulting from internal & external audits are undertaken.
- The Project Manager is required to carry out a full systems & site audit to confirm compliance with the site management plans. [Form NCB011](#) will be used at least 3 monthly to carry out the audit. Once completed the audit form is to be provided to senior management for further review.
- Carry out design risk assessments on any new/updated documentation received during the project.
- Review safety, quality and environmental data collected throughout the project and track progress toward objectives/targets.

6.7. SAFETY OFFICER

- Complete Safety Audit Reports using NCB010 including non-compliance and corrective actions, make recommendations for improvements or alterations to safe work practices.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 16 of 89	North Construction & Building Pty Ltd

- Provide support and training to site staff in WHS&E compliance, and implementation of safe work practices and procedures.
- Conduct site establishment reviews using form [REV022](#) and assist Foreman to implement these requirements.
- Review site conditions, labour, and foreseeable hazards, and provide adequate first aid and emergency equipment. Review and restock emergency equipment and first aid supplies.
- Ensure corrective actions resulting from audits are undertaken.
- Conduct spot inspections of plant & equipment on site and ensure compliance with current regulations and the IMS requirements.
- Liaise with Safework Australia on any concerns raised by project teams or during site inspections.
- Review requirements for plant & equipment with site foreman and provide assistance if items are not readily available or specialist safety equipment is required.
- Review accidents and incidents and determine cause and corrective actions to be taken to avoid in future, providing findings to the Safety Manager and System Manager.
- Review suggestions received from on-site workers on improvements to company or project WHS procedures and make recommendations to project managers.

6.8. RETURN TO WORK COORDINATOR

- Assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.
- Ensure the injured employee is given access to occupational rehabilitation services, where appropriate.
- Liaise with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee.
- Monitor the progress of the injured employee's capacity to work.
- Take steps, in conjunction with the Foreman and Project Manager to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work, and
- Provide assistance to meet all legal requirements regarding injury management and return to work.

6.9. SITE FOREMAN (FIRST AID OFFICER & FIRE WARDEN)

- Ensure the implementation and compliance with the Site Integrated Management Plan on the project.
- Monitoring, supervising and implementation of SIMP in accordance with legislative WHS & Environmental requirements.
- Review and approve Safe Work Method Statements (SWMS) ensure they comply with the requirements of the North Constructions [SWMS Checklist NCB005](#).
- Record safety data and submit to project manager during foreman and 5D reviews.
- Erect and maintain site notice board.
- Conduct daily pre start meeting and complete the [Daily Prestart Form \(NCB009\)](#) to identify, communicate and control any hazards associated with the main daily tasks.
- Complete the Site HSE Inspection Checklist form NCB010, at least weekly for safety compliance checking.
- The project manager and site supervisor will review and update the [Site Safety Rules \(NCB001\)](#) to ensure that the rules accurately reflect the specific safety, quality and environmental requirements of the site.
- The Project Manager and Foreman are to review the [Project Risk Assessment \(NCB028\)](#) monthly. In this review the scope of work for the month ahead will be evaluated and any new hazards/risks identified will be assessed and controls put in place. This review will also assess the effectiveness and monitoring methods of existing controls and will implement corrective action as required. Any significant additional hazards which are identified, that are not already included in the SIMP must prompt a revision and distribution of the SIMP to all parties not limited to the following

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 17 of 89	North Construction & Building Pty Ltd

clients, companies/organisations (including subcontractors, designers, suppliers or public authorities)

- Site housekeeping to be maintained regularly to ensure the site is clean and safe and monitored daily to ensure compliance.
- Assist the Project Manager in developing procedures for incident, accidents, site evacuation and emergencies;
- Develop SWMS for works being completed by North Construction employees on site.
- Monitor the work undertaken by Site Workers and Sub-contractors on site.
- Carry out site inductions for all workers on the site. Maintain a file on all completed site inductions. Ensure all workers complete and sign the [Induction Checklist NCB002](#), including verification and recording of WHS Induction Training Card of all workers.
- Access to the work site will be limited to authorised personnel and controlled by man proof fencing and lockable gates. Gates will be controlled by the site foreman using a padlock.
- A First Aid Kit will be installed and maintained regularly in accordance with the WHS Regulation 2017 requirements. Access to the kits will be controlled by the nominated First Aid person.
- Conduct toolbox meetings at agreed regular intervals. Record issues in [site diary](#) and act upon these as agreed.
- Ensure that workers have reviewed and signed into relevant SWMS's prior to commencing works on site.
- Act on items raised by Site HSE and Quality Audits carried out. Issue NCR's and Corrective Action Reports as required and manage the completion of the corrective action as required.
- Act as First Aid Officer on the site.
- Act as Fire Warden on the site.
- Report all incidents immediately to Project Manager and Construction Manager in accordance with [PRO022 Incident Reporting & Investigation](#). In conjunction with Project Manager, manage incidents, accidents, emergencies and evacuations on site.
- The Supervisor will maintain incident records using [NCB017](#) on the site
- Co-ordinate site deliveries and ensure materials are delivered in a safe manner.
- Conduct head counts after evacuations and liaise with emergency services.
- Ensure location of first aid kit is known to all workers and that kit is adequately stocked.
- Ensure adequate first aid equipment is available for use on the site.
- Ensure the details of all persons receiving first aid or who are injured are recorded and accident report forms completed.
- Issue non-conformance reports when there are breaches of or failures in safety and IMS procedures. Maintain non-conformance register and ensure corrective action as agreed is carried out.
- Identify and mark defective equipment/machinery if discovered. Advise owner that it is to be removed from site and is not to be used on site until repaired.
- Ensure any safety equipment/PPE which is required for hazardous work is available for use. (for NCB employees)
- Through regular site safety inspections ensure hazardous works are carried out in accordance with approved SWMS and all workers use approved safety equipment.
- Quarantine unsafe work area, materials, plant and equipment.
- Identify hazardous substances which are brought on to the site. Ensure copy of the Safety Data Sheet is on the site and maintain site an SDS file and Hazardous Materials Register.
- Ensure that there is an adequate storage facility, with appropriate signage, available for the storage of hazardous substances.

6.10. SITE WORKER

- Comply with established procedures in relation to accidents, incidents, emergencies and evacuations.
- Provide assistance to others as appropriate without endangering oneself.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 18 of 89	North Construction & Building Pty Ltd

- Advise Site Foreman of any potential safety issues, when found if unable to rectify safely by self.
- Comply immediately with any directions from Site Foreman in relation to safety operations.
- Use Personal Protective Equipment as required by [Site Rules](#) and SWMS's. PPE to be kept in clean and in functional order. All PPE to be supplied by relevant workers employer.
- Carry out works on the site in accordance with Site Integrated Management Plan. Ensure all actions on site are in accordance with [Site Rules](#) & SWMS's.
- Assist the site foreman in completing Site Safety inspections when requested.
- Identify and mark defective equipment when found. Advise Site Supervisor and/or Site Foreman of the fault as soon as found. Item is to be removed from site and is not to be used on site until repaired.
- Attend monthly toolbox talks on site when requested. Provide input as requested.
- Review SWMS's prior to commencement of works, discuss any changes as required with supervisor and then undertake works in strict accordance with approved SWMS.
- When using hazardous substances, ensure all works are carried out in accordance with Safety Data Sheets and SWMS.
- Keep site amenities in a clean and hygienic state.
- Any hazards that are identified throughout the project are to be raised through any of the following methods;
 - Direct to North Site Supervisor,
 - Direct to any other North onsite staff,
 - Raised at the Pre-Start Meeting or
 - Raised in a Tool Box Talk.
- If workers or subcontractors are not getting satisfactory resolution or action of issues raised on site with the site foreman the worker is able to escalate the issue to senior North Construction management. The [Incident Report Form \(NCB017\)](#) is to be used.

6.11. SUBCONTRACTORS

- All WHS roles and responsibilities as per Site Worker above
- In accordance with WHS Regulations 2017, formulate and submit for approval SWMS's and/or checklists. Then once approved carry out all works in strict accordance to these.
- Complete risk assessments for any plant brought onto site ([NCB020](#)).
- Complete risk assessments for any hazardous substance brought onto site
- Attend Subcontractor meetings and provide input when required.
- Assist in the implementation of any disciplinary action of a subcontractor's worker.
- Ensure any safety equipment/PPE which is required for hazardous work is available for use.
- Ensure that hazardous substances are stored, handled, labelled, transported and used in accordance with the Safety Data Sheet.

For further details on roles and responsibilities for this project please refer to the Roles and Responsibilities [Matrix MTX01](#) and the Project Specific Roles and Responsibilities ([NCB030](#)).

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 19 of 89	North Construction & Building Pty Ltd

7. WHS, QUALITY, ENVIRONMENTAL COMPANY & PROJECT TARGETS

The project team must at the 1st Project team meeting follow the standard agenda ([NCB026](#)) to formulate project specific safety goals. These are reviewed in the Project team Meetings at least monthly.

Quality Target for this project are;

8. LEGISLATION, REGULATIONS & CODES OF PRACTICE

INCIDENT/ACCIDENTS	LAST 12MTHS*	LAST 12MTHS PROJECT AVG*	NEXT 12MTH TARGETS & OBJECTIVES	PROJECT SPECIFIC TARGETS & OBJECTIVES
Total 1 st Aid Injuries			4.59 (targeting a 10% reduction)	As set by site team in the Project Start up team meeting
Medical Treatment Injuries Frequency Rate			4.536 (targeting a 60% reduction)	As set by site team in the Project Start up team meeting
Lost Time Injuries Frequency Rate			Zero	As set by site team in the Project Start up team meeting
Total Serious Incidents			Zero	As set by site team in the Project Start up team meeting
Total HSE Checklists'			Weekly per project	High Risk hazards closed out within 24 hours. Safety walk actions closed out within seven days (where practical)
Quality Targets			ITP's as Milestones in Programme Hold Points in Programmes (where applicable) CPR scores >65%	Defect Free by Project Completion (as determined by Client walk) Clients reviews CPR scores > "Good" for quality elements Greater 65%
Environmental Incidents			0	As set by site team in the Project Start up team meeting

North Construction & Building recognises their responsibilities under the NSW Work Health and Safety Act 2011 and Regulations 2017, for both employers and employees including without limitation the following clauses:

- Section 20 Duty of persons conducting businesses or undertakings involving management or control of workplaces
- Section 27 Duty of officers
- Section 28 Duties of workers
- Section 29 Duties of other persons at the workplace
- Section 47 Duty to consult workers

8.1. CODES OF PRACTICE

Codes of Practice are practical guides to achieving the standards of health, safety and welfare required under the NSW Work Health and Safety (WHS) Act 2011 and the NSW Work Health and Safety (WHS) Regulations 2017.

A code of practice applies to anyone who has a duty of care in the circumstances described in the code. Where ever practicable, NCB will utilise the relevant Code of Practice when developing and implementing WHS systems and procedures.

Copies of Code of Practices are available to North workers on the H drive and at the NSW Safework website & the Safe Work Australia website <http://www.safeworkaustralia.gov.au>

Australian Standards are available in the <H:\STANDARDS & PUBLICATIONS\Australian Standards>

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 21 of 89	North Construction & Building Pty Ltd

9. CONSULTATION, COOPERATION & COORDINATION

North Construction's sites comply with the [WHS Act requirements](#) for Consultation through our [Workplace Relations Management Plan \(WRMP\)](#)

All consultation and communication arrangements will comply with [PRO003 Consultation & Communication](#) procedure, generally summarised with our [Site Consultation Arrangements Statement](#) which is displayed on the Site Noticeboards.

9.1. SITE INDUCTIONS

All persons accessing the site are required to complete the site [specific site inductions](#). During this induction the site management plans, site safety rules, [consultation arrangements](#), industrial relations, including freedom of choice, the site layout including emergency and traffic requirements will be discussed.

9.2. SITE NOTICE BOARD

The site notice board displays current site specific WHS details. It also displays the company policies, emergency management plan, results from recently completed audits and inspections, minutes from tool box talks and any urgent notices from Work Safe or Safe Work Australia regarding updates to work practices. The noticeboard will be set up in accordance with the requirements of [REV022 Site Establishment Checklist](#).

9.3. PRE-START HAZARD ASSESSMENT

A [pre-start hazard assessment](#) will be completed daily and accompany the daily sign in register. This hazard assessment will identify significant activities occurring on site during that day and any major changes or hazards identified on the site. The hazard assessment will also note any controls associated with the management of the identified hazards. All persons accessing the site are required to review the pre-start hazard assessment when signing onto the daily register. At some sites a pre start meeting will discuss/review the Pre start Hazard Assessment and any points discussed will be recorded on [NCB009](#).

9.4. TOOL BOX TALKS

[Tool Box Talks](#), with all site workers in attendance, are held by the North Construction, at a minimum of once per month, on site by the Site Foreman. During these meetings workers on site have the opportunity to raise any concerns that they may have regarding any safety issues on site. These concerns are minuted, discussed and where ever practicable resolved at this time. Minutes of the meeting are taken by the Site Foreman with outstanding issues assigned to relevant worker with a completion date. Minutes from these meetings are displayed on the site notice board.

9.5. SUBCONTRACTOR MEETINGS

Project Sub-Contractor Site Meetings are held by the Project Manager/Foreman once a fortnight which major trades are required to attend. During these meetings programming, site safety issues, quality, environmental issues, up-coming tasks and trade interface issues are all discussed. The aim of these meetings is to foresee any safety, quality, environmental issues that may arise in the future and address these issues before they become a problem. The minutes from these meetings are distributed to all attendees within 48 hours of the meeting.

9.6. HEALTH & SAFETY REPRESENTATIVES

If requested by site workers, a Health & Safety Representative will be established. A worker who carries out work for a business or undertaking may ask the person conducting the business or undertaking to facilitate the election for 1 or more health and safety representatives to represent workers who carry out work for the business or undertaking.

If a request is made, North Construction will facilitate the determination of 1 or more work groups of workers. The purpose of determining a work group is to facilitate the representation of workers in the work group by 1 or more health and safety representatives. A work group may be determined for workers at 1 or

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 22 of 89	North Construction & Building Pty Ltd

more workplaces. The process for electing and managing WHS representatives will be controlled in accordance with the WHS Act & Regulations 2017.

9.7. DESIGN CHANGES

During construction it is likely that there will be elements of the design that will be reviewed and redesigned by the design team. When design changes are made they will be assessed for the potential impacts on Safety, Quality and/or the environment. If required an update of the [Design Risk Assessment \(NCB027\)](#) and/or the [Project Risk Assessment \(NCB028\)](#) will be completed. The Project risk assessment is reviewed each month by the Project team, any design changes will be included in this review. This updated information will be distributed to the relevant subcontractors by the Project Manager and Site Foreman.

9.8. SITE MANAGEMENT PLANS

To communicate North Constructions WHS policies and procedures to the client, consultants, external authorities, and contractors the Project Manager, at the commencement of all new projects, it is required to send a copy of the Site Integrated Management Plans to relevant companies for their review and comment. The project manager is also required to discuss WHS performance and any related issues with the client during each site meeting.

9.9. UPDATES TO MANAGEMENT PLANS

If any of the Site Integrated Management Plans are updated during the course of the project, the Project Manager will re-distribute the updated plan to all parties involved in the project and provide a description as to why the updated has occurred and the changes made. This is to be completed as soon as the updated plan has been finalised so as to ensure that all persons involved in the project are aware of the WHS requirements.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 23 of 89	North Construction & Building Pty Ltd

10.SUBCONTRACTORS & SERVICE PROVIDERS

The selection and management of sub-contractors will be conducted in accordance with [PRO027 Contractor Management](#). The key elements are summarised in the section below.

10.1. NORTH CONSTRUCTIONS WHS OBLIGATION TO IT'S SUBCONTRACTORS

For subcontractors working on this project, North Construction & Building shall:

- provide them with copies of the Site Integrated Management Plan
- ensure all persons carrying out works have received WHS induction training prior to commencement of such work and keep a record of such training.
- ensure that all relevant certificates of competency, licences or permits required to carry out particular work on site shall be sighted during site induction process;
- facilitate consultation between subcontractors, subcontractor workers and the North Construction project team;
- provide a register of hazardous substances present on the work site, which includes those used by all subcontractors on site.
- communicate to subcontractors any changes in work site conditions that may impact on the works carried out by the sub-contractor including the introduction of new process, materials, substance, plant and/or equipment onto the site.
- monitor compliance on site of subcontractors with relevant Legislation, Codes of Practice, Site Integrated Management Plan and SWMS.

10.2. SUBCONTRACTOR WHS RESPONSIBILITIES& REQUIREMENTS

Subcontractors will not be permitted to commence work on site for this project unless they have completed the requirements as detailed in the NCB Subcontractor Pack and with [PRO027 Contractor Management](#):

- demonstrated a commitment to undertaking their work in keeping with NCB IMS Policies and procedures;
- provided a written SWMS(s) covering the works which includes their risk assessment;
- undertaken a risk assessment of the work to be carried out;
- undertaken a risk assessment for the use of any plant being brought onto site;
- undertaken a risk assessment for the use of any hazardous substances being brought onto site;
- shown that they and their employees have undertaken WHS induction training and are suitably trained to undertake the works required; and
- provided details of their workers compensation arrangements, public liability and professional indemnity insurances
- All personnel must have their SWMS explained to them by their employer and will be required to sign the SWMS for North's records which will be filed in the relevant folder in the site office. North Site Supervisor is to ensure that no worker has commenced work without signing onto the relevant Subcontractor or North Construction SWMS for the task(s) they will be completing. As "living documents" SWMS must be updated and added to by the workers completing the tasks if the conditions of work change or the methods are altered. Any change requires all workers working to the specific SWMS to be re-inducted to that SWMS
- comply with the conditions of the legislation, Codes of Practice, Site Integrated Management Plan
- ensure that they (and any workers engaged by them and /or HSR's) must be consulted in the preparation of the SWMS so far as is reasonably practicable.
- ensure that they (and any workers engaged by them) carry out their work in accordance with their approved SWMS(s).
- maintain and keep up to date their SWMS(s) and provide North Construction & Building Constructions with copies of any amended SWMS.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 24 of 89	North Construction & Building Pty Ltd

- provide details including SDS for any hazardous chemicals the sub-contractor brings onto the site and enter these details into the site [hazardous substances register](#).

10.3. APPROVAL & MONITORING OF SUBCONTRACTORS DOCUMENTATION

The Site Supervisor (or delegated officer) will review each of the Subcontractor's SWMS's using the [SWMS Checklist \(NCB005\)](#), which details the aspects of the contractors SWMS that are required by North Construction & Building. Subcontractor's SWMS(s) must be issued to the site supervisor at least 1 week prior to the subcontractors start on site so that the review of the SWMS can take place. Any issues with the SWMS identified through the review are to be communicated back to the subcontractor for rectification prior to commencement on site.

Once the subcontractors' safety documentation has been approved, the sub-contractor will be permitted to commence work on site. The Site Foreman will then monitor compliance of subcontractors' performance with their WHS documentation. Should non-conformances arise, then these shall be handled as detailed in the induction and site safety rules.

10.4. MONITORING OF SUBCONTRACTOR WHS PERFORMANCE

The performance of subcontractors shall be discussed at internal management meetings. Should an issue arise regarding the WHS performance of a sub-contractor, then this shall be dealt with in accordance with the [PRO003 Consultation & Communication](#) procedure, including Discipline Process (Refer to Appendix A).

At the completion of a project a review of the performance of each subcontractor on the project will be conducted by the Site Supervisor, Project Manager and the Director of Projects in accordance with the requirements of [REV015 Project Review upon Completion](#).

11. DESIGN CHANGES & ASSOCIATED RISK ASSESSMENT

All design risks associated with the project will be management in accordance with [PRO001 Risk Management](#). A summary of the key elements is included in the section below.

11.1. PROJECT DESIGN RISK ASSESSMENT /CHAIR PROCESS

The design team is required to complete a [risk assessment \(CHAIR or similar process\)](#) of the project design during the design phase of the project. This risk assessment is to be made available to all persons involved in the project.

Prior to commencement of any works on site, the Project Manager and Site Supervisor must review all design documentation for the project and complete the [Project Design Initial Review Risk Assessment \(NCB027\)](#). This Risk Assessment identifies hazardous tasks required to be carried out during the construction project and investigates options for eliminating or reducing the risks associated with the identified hazards. The outcomes of this assessment will be included in the [Project Risk Assessment \(NCB028\)](#) and the controls integrated into to SIMP (as applicable).

The design risk assessment is available upon request to all persons involved within the construction project; please contact the Project Manager to request a copy.

11.2. DESIGN HAZARD IDENTIFICATION DURING CONSTRUCTION

Design / Documentation Changes throughout the project will be assessed by the project manager for any new WHS risks resulting from that change. Any risks identified are recorded on [NCB Standard Form ADM001](#) and are to be transferred onto the [Project Risk Assessment \(NCB028\)](#) and given risk rating and control measures nominated. The updated risk assessment is to be then provided to the Site Supervisor and all subcontractors. SWMS(s) will then be formulated / updated to include the design change risks and workers re-inducted to these SWMS's. However, if the new risk(s) cannot be adequately controlled through Hazard Control measures, the PM must call a design meeting with the client, architect, engineer, Site Supervisor and any other relevant parties to minimise or eliminate the identified risks

12. HAZARD & ASPECT IDENTIFICATION & RISK MANAGEMENT

All design risks associated with the project will be management in accordance with [PRO001 Risk Management](#). A summary of the key elements is included in the section below.

12.1. HAZARD IDENTIFICATION & REPORTING

North Construction encourages all workers to report hazards **immediately** to either their supervisor or the site foreman. North Construction investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

Incident/ hazard/impacts reporting will be conducted in accordance with [PRO022](#), which ensures that risk controls are developed that eliminate risks where reasonably practicable or minimising the risk by application of the Hierarchy of Controls. The controls identified will be include in the SWMS for the task.

12.2. SWMS REQUIREMENTS

All HIGH RISK construction work conducted must have a SWMS developed for the task.

All SWMS will be reviewed by the Site Supervisor using [NCB005 SWMS Checklist](#), prior to the task being commenced.

Any deficiencies identified in the review must be corrected by the sub-contractor before the task can commence.

All workers conducting high risk construction work will be consulted during the development of the SWMS and will be trained on the controls required by their supervisor. The sub-contractor supervisor will ensure that each worker signs onto the SWMS for the task to demonstrate they have been consulted and understand the controls required to conduct the task safely.

In addition to High Risk Construction work, it is a requirement of North Construction that all subcontractors performing works on the site submit a SWMS. The purpose of this is to ensure that safe systems of work are being implemented for all works using the Hierarchy of Control, and that all workers have received a level of training and competency to perform the works. North require that SWMS for all works on site include for ;

- Training and competency to be provided to all workers using hand tools and portable power tools
- Training and competency to be provided to all workers performing hazardous manual tasks (manual handling)
- Personal Protective Equipment is supplied to, and to be used by workers as required
- Tools and equipment be inspected prior to use by a competent person and deemed fit for use prior to proceeding
- Sources of Hot Works are identified
- Health and surveillance monitoring are performed by the subcontractor (ie. Biennial Hearing tests, respiratory tests, and blood tests etc. required depending on the exposure the worker has to loud noise, dust/silica, and hazardous chemicals through the course of their works)

12.3. PROJECT RISK ASSESSMENT

North Construction requires at the commencement of each project to have a [Project Risk Assessment \(NCB028\)](#) undertaken by the Project Manager and Site Foreman, identifying activities which may constitute a danger to the workers on site during the construction process. The Project Risk Assessment will be provided to all subcontractors (as part of the Project Subcontractor Pack) to ensure that all control measures are communicated and incorporated into subcontractors safe work procedures.

The project risk assessment is available upon request to all persons involved within the construction project; please contact the Project Manager to request a copy.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 27 of 89	North Construction & Building Pty Ltd

The Project Risk Assessment will be reviewed at least monthly by the Site supervisor/Project Manager to systematically identify and assess any changes in the risk profile of the project. Risks and Hazards are to be controlled with the NCB Hierarchy of Risk Controls and in accordance with Applicable Legislation and Codes of Practice (referenced within [NCB028](#)). After the Project Risk Assessment has been reviewed each month, if there are significant changes to the WHS risks on site, then the SIMP will be updated by the Site Manager. This update will include the controls to mitigate the newly identified hazard/Risk so far as is reasonably practicable

12.4. PURCHASING HAZARD ASSESSMENT

Prior to North Construction supplying goods, materials, tools, plant or equipment to the site it is necessary to complete a risk assessment of the proposed item so as to assess the hazardous and risks associated with the supply of the item and to ensure that hazards and risks are controlled prior to the delivery of the item to site. The risk assessment can be in the form of a SWMS for materials, tools and plant, or SDS for hazardous chemicals.

12.5. DAILY PRE-START RISK ASSESSMENT

The site foreman will conduct a Daily Pre-Start meeting and record the results on the [Daily Pre Start Risk Assessment Form \(NCB009\)](#) noting the day's major activities, the risks associated with these activities and the associated control measures to minimise these risks. The Daily Pre-Start Form will be located at the Site Office. All workers on site are required to sign onto the register at the back of the form to confirm acknowledgement their agreement with the control measures and attendance at the meeting and when on the site.

12.6. SAFETY INSPECTIONS AND ASSESSMENTS

The site supervisor will ensure that the NCB010 HSE Inspection checklist ([Safety Walk](#)) is conducted each at least weekly throughout the project. This is done in consultation with site workers and will provided a systematic identification and evaluation of hazards on site. The site supervisor will ensure risks are controlled using the Hierarchy of Controls and that a copy of the completed Inspection is placed on the Site Noticeboard for all workers to read.

12.7. RISK ASSESSMENT AND RISK MATRIX

The process for risk assessment and the NCB risk matrix is detailed on [PRO001 Risk Management](#).

12.8. SITE SAFETY RULES

The Safety Rules for the project will be developed by the Site Supervisor based on the [NCB001 Site Safety Rules](#) template and updated (where applicable) on the specific site and client requirements, based on the outcomes of the Project Risk Assessment and any incidents and hazard reports.

The Site Safety Rules are communicated to all workers during the Site Induction process and a copy is displayed at all times on the Site Noticeboard. This is recorded on [NCB002 Site Induction Checklist](#) which is signed by every worker.

12.9. HAZARDOUS MANUAL TASKS

Hazardous manual tasks risks will be assessed as part of the Project risk assessment and additional controls identified will be included in this plan as the risk profile of the project changes.

Hazardous manual tasks will be managed and controlled in accordance with [PRO033 Hazardous Manual Tasks](#).

12.10. WORKING ALONE

Typically, North Construction work sites are of a small size which does not allow for remote working by any worker, however all workers must make their presence known to the Site Supervisor on arrival and sign in to the Daily Prestart Toolbox Talk. Workers must not be left to work alone on a North Construction worksite.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 28 of 89	North Construction & Building Pty Ltd

The Site Supervisor shall use the Daily Prestart Toolbox Talk to conduct a head count in the event of an emergency evacuation. For this reason, workers are required to sign out of the Daily Prestart when leaving site, so that in the event of an emergency, there are not other persons subject to risk through futile attempts to locate and rescue a worker who has previously left site but not signed out.

12.11. HAND TOOLS (INCLUDING PORTABLE POWER TOOLS)

The use of hand tools provide a generally high likelihood/low significance risk to North Constructions typical works, and whilst these do not require a SWMS for their use, all workers must be ;

- Trained and competent for all workers using hand tools and portable power tools
- Trained and competent for all workers performing hazardous manual tasks (manual handling)
- Personal Protective Equipment is supplied to, and to be used by workers as required

SWMS submitted to North Construction must include a record of experience for workers and that training has been provided for all works involving hand tools required to perform the scope of works required by the woker.

All hand tools must be fitted with any manufacturers guards provided, must not be altered or modified, and must be in good working condition.

12.12. HOT WORKS

The use of tools and machinery with the potential to generate heat provide a generally high likelihood/low significance risk to North Constructions typical works, and whilst these do not require a SWMS for their use, all workers must;

- Complete a Hot Works Permit and submit to the North Site Supervisor for approval
- Be aware of flammable liquids/materials (including grasses, waffle pods etc)
- Be trained and competent for all works using hand tools and portable power tools
- Be trained and competent for minor fire suppression, and be aware of North's emergency procedures for fire/explosion/first aid
- Personal Protective Equipment is supplied to, and to be used by workers as required

SWMS submitted to North Construction must include a record of experience for workers and that training has been provided for all works involving hot works.

All hot works performed must be within a 3m radius of a fire extinguisher that is tagged, tested and in date. Hot works must not be conducted near flammable liquids/materials (including grasses and waffle pods).

12.13. MATERIALS HANDLING

Risks associated with materials handling are assessed as part of the [Project Risk Assessment](#) and also reviewed and assessed during the Tender Letting and Tender Interview process.

Vertical (and some horizontal) movement of bulk materials on site will generally be managed through NCB who will provide suitable mechanical aids to mitigate the risk such as, but not limited to, one or more of the following;

- Forklift or Manitou suitable for construction sites
- Tower crane
- Mobile crane
- Loading bays (as required)
- Scaffolding (as required)
- Mobile work platforms (as required and appropriately designed for the task)

Plant risks will be managed in accordance with section 14.

Pedestrian interactions and other risks will be managed in accordance with section 25.

Risk of falls will be managed in accordance with section 16.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 29 of 89	North Construction & Building Pty Ltd

Environmental risks associated with materials handling and use will be managed in accordance with section 23.

12.14. HAZARDOUS CHEMICALS AND HAZARDOUS MATERIALS

Hazardous chemicals and materials may be encountered on North Construction's sites through either existing or introduced aspects. Management of these are to be as per section 15 of this SIMP, and utilizing the following procedures as required;

- Hazardous Chemicals Handling ([HRPRO011](#))
- Asbestos Management ([HRPRO004](#))
- Lead Management ([HRPRO019](#))

12.15. FITNESS FOR WORK

All workers will present for work in a condition where their physical and/or mental state is such that they can be reasonably expected to undertake work tasks without any impairment that may affect their health and safety or the health and safety of others affected by their activities.

The [Site Safety Rules \(NCB001\)](#) and the [Site Induction \(NCB002\)](#) outline North's drug, alcohol and fatigue requirements to work on site. Any worker identified by the Site Foreman who is suspected to be affected by drugs, alcohol or fatigue will be asked to cease work and will be referred to the NCB Project Manager/Subcontractor Project Manager and the North Safety Officer for further investigation or action.

Frequent drug and alcohol testing will be performed as per outlined in the Fitness for Work Procedure ([PRO005](#)) with any non-negative results disciplined as outlined in the procedure.

13. WHS TRAINING

13.1. INDUCTIONS

Site-Specific Induction WHS Training will be provided by either the Foreman or nominated person to all people on the site. The North employee that inducts the workers will go through all items in the induction form NCB002 (workers / subcontractors) or NCB003 (visitors) and explain locations of amenities, emergency procedures, evacuation assembly point, first aid facilities/officers and site boundaries. Refresher training will be provided to all personnel to cover site safety issues that arise as a result of site specific events.

Induction training will be conducted in accordance with [PRO002 Training & Competency Procedure](#).

During the induction, workers will be asked to verify their competency for the task being conducted. This will include their review and sign off on the relevant SWMS for the task to confirm they understand how to conduct the task safely and have the required skills. Additional training will be provided by the worker's supervisor (or other competent person) if the workers skills are assessed to be less than adequate. The workers will not undertake the task until this training has been provided.

For plant operators this will be confirmed through the use of [Site Specific Competency Assessment for Plant & Equipment Operators \(NCB033\)](#). For other High Risk construction work, verification of the applicable. High risk licence will be required at induction.

13.2. SAFETY TRAINING & ASSESSMENT OF TRAINING REQUIREMENTS

The provision of all training in basic safety techniques, including hazardous manual tasks, PPE and/or on the job instruction is to be addressed in the subcontractor's Safe Work Method Statements prior to the subcontractor's workers starting on site. If training is required, the Sub Contractors supervisor will ensure this training is completed prior to the worker commencing the task.

All workers conducting high risk construction work will be consulted during the development of the SWMS and will be trained on the required controls by their supervisor. The sub-contractor supervisor will ensure that each worker signs onto the SWMS for the task to demonstrate they have been consulted and understand the controls required to conduct the task safely.

All workers on site will be trained by their supervisor (or his designate), where their skills have been assessed to be less than adequate.

The Foreman shall record in the [site diary](#) any safety training courses carried out for site employees and staff. This information is to be provided to the office manager for recording on the [Staff Training Matrix MTX022](#).

The Project Manager in conjunction with the Foreman will review and identify the WHS, Environmental and Quality training needs of all North Construction employees onsite during the 5 Discipline review and in accordance with the [Training needs Analysis MTX 02](#). The training plan (once approved by the Construction Manager) will be implemented by the Project Manager and Foreman as appropriate.

All training needs, training needs and competency requirements will be conducted in accordance with [PRO002 Training & Competency Procedure](#).

13.3. TRAINING RECORDS

13.3.1. North Construction Employees

Training records for North Construction & Buildings' employees engaged on the project shall be maintained in accordance with the procedures set out in the [PRO023 Control of Records](#).

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 31 of 89	North Construction & Building Pty Ltd

13.3.2. For Site Workers

Workers engaged on any of NCB's projects shall provide evidence of qualifications required to undertake specific tasks as identified in the Project Risk Assessment. Should satisfactory evidence not be produced, the worker will be prevented from undertaking the specified task.

As part of the site induction process all workers are requested to provide details of any qualifications they may hold including certificate numbers expiry dates, these are to be recorded on their site induction form as a record of the training workers on the site.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 32 of 89	North Construction & Building Pty Ltd

14. HIGH RISK CONSTRUCTION WORKS

North Construction recognize the specific requirements for High Risk Construction works under the WHS Regulations 2017 and the Federal Safety Commissioner, and have developed specific High Risk Procedures for each of these categories that North currently undertake during general construction works.

A general description of North's requirements for each of these is listed below, with reference to the related High Risk Procedure for full details on the processes, forms and personnel that are required to complete the works. In addition to all of these specific requirements, all High Risk Construction Works to be performed on a North site are required to have an approved site specific SWMS as per [section 12.2](#) of this document.

WORKING AT HEIGHTS/FALLS/FALLING OBJECTS

Fall hazards will be managed in accordance with [HRPRO001 Falls & Falling Object Prevention](#) procedure.

NCB will apply the following steps when assessing and controlling the risks associated with falls;

- Assess the risks of falls-
 - o this will be conducted as part of the Project Risk Assessment and the results recorded on [Project Risk Assessment form\(NCB028\)](#) and [Daily Prestart Hazard Assessment \(HACS\)](#)
- Develop Controls for falls
 - o NCB will apply the Hierarchy of Control when developing and implementing controls.
 - o When developing controls NCB will consider, in the following order;
 - Eliminating the fall hazard where possible
 - Use engineering controls or other work methods such as;
 - Scaffolds
 - Elevated work platforms
 - Scissor lifts
 - Mobile scaffolds
 - Mobile platforms
 - Platform type ladders
 - Fall protection equipment- Note: Fall protection equipment such as fall restraint will be utilised in preference to fall arrest systems which will be the least preferred control (refer to [HRPRO001](#))
 - Working from A frame ladders and extension ladders is not permitted. (Refer [HRPRO001](#))
- Monitoring of controls for fall prevention
 - o Check handover tags or certificate are current for any edge or fall prevention systems (other than scaffold)" and "Fall protection for truck unloading will be managed in accordance with the Plant Risk Assessment for that plant. For the TRSC, Drivers are not permitted to access the rear of dump trucks. Drivers must only access the driver cab using the Manufacturers steps/ladders. If access is required to other parts of the plant where manufacturers access has not been provided, then a risk assessment will be conducted and suitable controls put in place
 - o NCB will review sub-contractor SWMS using form [NCB005 Safe Work Method Statement Checklist](#)
 - o NCB will monitor the fall prevention controls during site inspections and record the results on the form [NCB010 HSE Site Inspection Checklist](#) by the Foreman/Site supervision
 - o Project and NCB management will assess fall prevention controls during Quarterly Audits and record the results on [NCB011 Quarterly Site Systems Audit Report](#).

Refer to [HRPRO001](#) for implementing and monitoring Fall Prevention controls at NCB.

The requirement to use fall protection equipment shall be assessed in accordance with the Hierarchy of Controls and then only allowed if more effective measures in the Hierarchy are not reasonably practicable.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 33 of 89	North Construction & Building Pty Ltd

The use of fall arrest systems must be approved by the site foreman.

ROOFING

Fall protection used by a roofing sub-contractor shall be an engineered control system such as perimeter handrails. The proposed engineered control system shall be submitted to NCB as part of the SWMS.

The use of harnesses as a fall protection control method shall only be used where the use of an engineered control is not practicable and then only if approved by NCB.

TELECOMMUNICATION TOWERS

North Construction do not typically perform any works on Telecommunication Towers nor in the vicinity thereof. Should a works involving a Telecommunication Tower arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

No works on a Telecommunication tower or in the vicinity thereof are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

DEMOLITION

The Site Supervisor shall ensure that demolition works on site occur as per North's [High Risk Procedure for Demolition \(HRPRO003\)](#) and implemented using the Fieldview Demolition Permit.

These systems ensure that the following are implemented ;

- Notification to neighbors, Stakeholders, and asset owners
- Notification to Safework, Council and EPA
- Assessment of the building structure and services
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks ;

- Live electricity and services
- Falls from heights, and falling objects
- Mobile Plant and machinery
- Hazardous chemicals and Asbestos
- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Environmental spills
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

ASBESTOS

Should any Asbestos removal be required in the scope of works, or should there be any asbestos identified during the course of the works, the Site Supervisor shall ensure that asbestos removal or remediation works on site occur as per North's [High Risk Procedure for Asbestos \(HRPRO004\)](#) and implemented using the Fieldview Asbestos Permit.

These systems ensure that the following are implemented ;

- Notification to neighbors, Stakeholders, and asset owners
- Notification to Safework, Council and EPA
- Assessment of the building structure and property
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks ;

- Exposure (health monitoring)
- Further contamination (barricading, wrapping, watering, and disposal methods)
- Partial completion (clearance certification on completion)

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 34 of 89	North Construction & Building Pty Ltd

- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

NOTE : The identification of Asbestos during the course of a project is considered an incident, and works are to be stopped immediately until the notification processes nominated in [section 15](#) of this document are implemented.

STRUCTURAL ALTERATIONS AND TEMPORARY SUPPORT STRUCTURES

Structural Alterations and Temporary Support structures may be encountered on North's typical works during the following processes;

- Partial installation / sequencing of Structural Steel Installations
- Formwork/Falsework for suspended concrete slabs
- Propping of structural elements during erection/dismantling/alterations
 - o Propping of structural steel beams
 - o Propping of concrete slabs and beams
 - o Propping of roof trusses and structural timber members
- Scaffolding

The Site Supervisor shall ensure that structural alterations and temporary support structures used on site occur as per North's [High Risk Procedure for Temporary Support Structures \(HRPRO005\)](#) and implemented using the Fieldview Temp Support Structures Checklist or the Scaffold Checklist.

These systems ensure that the following are implemented;

- Design/Planning by a competent person including
 - o Loading suitable for the works (static/dynamic/wind)
 - o Suitability for ground conditions or foundations
 - o Sequencing for erection
 - Sequencing of loading
 - o Sequencing for dismantling and/or alterations
 - o Fall protection systems
- Training/Competency of the installers
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks;

- Falls from heights
- Falling objects
- Structural loads and weaknesses
- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

CONFINED SPACES

Confined Spaces may be encountered on North's typical works during the following processes;

- Removal of pre-existing tanks
- Excavation over 1500mm with the risk of collapse/engulfment
- Construction of new detention tanks, rainwater tanks and other holding tanks
- Concrete sumps/pits in structural or civil works

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 35 of 89	North Construction & Building Pty Ltd

The Site Supervisor shall ensure that confined spaces on site are managed as per North's [High Risk Procedure for Confined Spaces \(HRPRO006\)](#) and implemented using the Fieldview Confined Spaces Permit and a SWMS for the works.

These systems ensure that the following are implemented;

- Adequate provision for entry/exit
- Air monitoring
- Worker supervision and buddy systems
- Emergency rescue procedures
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks ;

- Falls from heights
- Hazardous materials/chemicals
- Noise
- Manual Handling/ Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

EXCAVATION

Excavation works fall under the category of Mobile Plant, with and all machinery performing excavation must adhere to the processes described in the [Mobile Plant section](#) of this document.

Operation of excavators on site shall adhere to all plant requirements, and take into account the following;

- Completion of an Excavation Permit prior to proceeding with the works
- Geotechnical assessment of ground conditions
- Eliminating risk of falls through breach/batter/shoring barricades
- Eliminating risk of collapse through bench/batter/shoring/limiting stockpiling of materials and proximity to excavations
- Identification of underground/overhead services – including the REQUIREMENT that all services be positively identified through use of manual excavation (potholing) or non-destructive excavation (sucker trucks)
- All lifting equipment must be tagged and controlled for ongoing maintenance in the Subcontractor's Lifting Register
- At no times is a person allowed to walk under an excavator's bucket on any North site

TUNNELS

North Construction do not typically perform any works on tunnels nor in the vicinity thereof. Should works involving tunnels arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

No works on tunnels or in the vicinity thereof are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

EXPLOSIVES

North Construction do not typically perform any works on explosives nor in the vicinity thereof. Should works involving tunnels arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 36 of 89	North Construction & Building Pty Ltd

No works involving explosives or in the vicinity thereof are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

PRESSURISED GAS

Should any Pressurized Gas works be required in the scope of works, or should there be any works on/near live pressurized gas identified during the course of the works, the Site Supervisor shall ensure that works on or near pressurized gases on site occur as per North's [High Risk Procedure for Pressurised Gas \(HRPRO010\)](#)

Pressurized gases may be encountered on North's typical works during the following processes;

- Demolition of existing structures
- Excavation works
 - Civil bulk cut
 - Services trenching
 - Piling/Piering
- In-wall/concealed pipework
 - LPG/Natural gas pipes
 - Medical gases
 - Commercial coolroom gases (ethylene)

The Site Supervisor shall ensure that works on or near pressurized gases on site occur as per North's [High Risk Procedure for Pressurised Gas \(HRPRO010\)](#) and implemented using the Fieldview Live Services Identification Permit or the Excavation Permit.

These systems ensure that the following are implemented;

- Review of the Services mud map and known/identified services
 - Method for positively identifying the service
 - Location of isolation valves
 - Method for the isolation/relocation of the works
- Properties of the gas are known and considered for the implementation of the works
 - SDS on site
 - Gas listed on the Hazardous Chemicals Register
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks ;

- Release of gas
- Explosion/Fire
- Contamination
- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

CHEMICAL, FUEL OR REFRIGERANT LINES

North Construction do not typically perform any works on live chemical, fuel or refrigerant lines nor in the vicinity thereof. Should works involving works on live chemical, fuel or refrigerant lines arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

No works on works on live chemical, fuel or refrigerant lines or in the vicinity thereof are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

For the installation, commissioning, or demolition of mechanical/HVAC systems that contain refrigerant lines, all works should be performed on un-charged, purged pipework or lines with gassing/degassing

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 37 of 89	North Construction & Building Pty Ltd

occurring in a process detailed in a SWMS and conforming to the Codes of Practice for Managing risks of hazardous chemicals in the workplace 2019.

HAZARDOUS CHEMICALS AND STORAGE

HAZARDOUS CHEMICALS ASSESSMENT

All Hazardous Chemicals being brought onto the site will be managed in accordance with [PRO010 Hazardous Chemicals Handling & Storage](#) procedure.

All Hazardous Chemicals being brought onto the site will be labelled in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS). It is the responsibility of the sub-contractor to ensure all chemical containers are correctly labelled according to their contents.

The controls for the safe storage and use are then incorporated into the relevant SWMS by the sub-contractor based on the requirements of the Safety Data Sheet. The sub-contractor will ensure copies of the required SDS are provided with their SWMS and made available to their workers. This is checked by the NCB Site Supervisor using the [SWMS Checklist NCB005](#). A Hazardous Chemicals register will be kept by the Site Supervisor and stored in the site office.

The SDS will be stored with the SWMS for the task.

Hazardous materials such as Asbestos and Lead may also be encountered on North's construction sites. Both materials may require the following;

- Assessment of the worksite by a competent person (Hazmat or similar)
- Worker medical checks prior/post completion of works
- Monitoring air quality
- Notification to Safework
- Competency of workers to be confirmed as current NSW Licences for relevant works
- Register of disposal receipts to accredited waste disposal centre

Also please see North's [Lead Management Procedure \(HRPOR0019\)](#) and [Asbestos Management Procedure \(HRPRO004\)](#) for specific requirements to those materials.

ACM MANAGEMENT (ASBESTOS MANAGEMENT)

In the event that ACM is discovered on site, the Site Foreman shall implement the steps in the Asbestos Management Procedure ([HRPRO004 Asbestos](#)) ensuring that the following actions are undertaken;

- The area in which the ACM was discovered will be isolated and barricaded from workers. This will ensure the area is made safe and risk to workers is minimised.
- If practical the ACM will be kept damp.
- All workers on site will be notified of the hazard immediately at a tool box
- The Incident notification procedure ([PRO022](#)) will be followed to notify the client's representative and NCB management.
- A licenced Asbestos removal contractor will be engaged (including an occupational Hygienist if required) to assess the extent of the ACM contamination.
- A risk assessment will be conducted with the Licenced contractor and an Asbestos Management Plan will be developed and implemented in accordance with the How to Safely Remove Asbestos Code of Practice.
- This Asbestos Management plan will be communicated to all workers on site and the Client representative.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 38 of 89	North Construction & Building Pty Ltd

- All work with ACM will be conducted by licenced contractors in accordance with the Asbestos Management plan.

HAZARDOUS CHEMICALS REGISTER

The Site Foreman is required to keep a list of hazardous chemicals used on site and updated whenever a new material is purchased or brought on site.

ELECTRICAL SAFETY

GENERAL WORKS ON SITE USING PORTABLE ELECTRICAL EQUIPMENT

- All portable electrical equipment on site must have a tag and test compliant to AS3760 within the last three months.
- Portable electrical leads must not be left on the ground.
- Portable leads must not be in direct contact with metal surfaces such as scaffold and ducting.
- All workers to be made aware of overhead electrical hazards during site induction.
- Existing services on the site including underground and overhead services will be identified through means of Dial Before You Dig Reports, liaison with asset owners, liaison with property owners, obtaining of as-built plans for the site, and by use of Service Locating contractors. All existing services will be marked up on the Live Services Site Diagram.
- Live services including overhead power and buried electrical services are identified during the consultation process with subcontractors, prompted through use of [NCB020 Plant Risk Assessment](#) which is completed for any plant brought to site.
- All workers to be made aware of existing, concealed or buried live services during the induction and referred to the Live Service Site diagram in the site office which shows their location.
- Any work near live services requires the completion of the [NCB035 Working near Lives Service Permit](#) on Fieldview.

All temporary Electrical supply boards on site must comply with AS 3012 and the sub-contractor must supply a completed [NCB037 Temporary Boards Checklist](#) OR Safework compliant certification when installing and commissioning each board.

Should any works on live electricity be required in the scope of works, or should there be any such works, or potential for such interaction identified during the course of the works, the Site Supervisor shall ensure that works occur as per North's [High Risk Procedure for Asbestos \(HRPRO004\)](#) and implemented using the Fieldview Asbestos Permit.

These systems ensure that the following are implemented ;

- Notification to neighbors, Stakeholders, and asset owners
- Notification to Safework, Council and EPA
- Assessment of the building structure and property
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks ;

- Exposure (health monitoring)
- Further contamination (barricading, wrapping, watering, and disposal methods)
- Partial completion (clearance certification on completion)
- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

NOTE: The identification of Asbestos during the course of a project is considered an incident, and works are to be stopped immediately until the notification processes nominated in [section 15](#) of this document are implemented.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 39 of 89	North Construction & Building Pty Ltd

CONTAMINATED AND FLAMMABLE ATMOSPHERES

North Construction do not typically perform any works in contaminated or flammable atmospheres nor in the vicinity thereof. Should a works involving a contaminated or flammable atmosphere arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

No works on contaminated or flammable atmospheres or in the vicinity thereof are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

TILT UP AND PRECAST CONCRETE

The Site Supervisor shall ensure that precast/tilt-up concrete panels and associated temporary support structures used on site occur as per North's <https://3g.au-vpc.viewpoint.com/document/publicfiles.aspx?DocumentID=3389be66-155a-47e6-97ce-374034199242> High Risk Procedure for Precast and Tilt Up Concrete (HRPRO014) and implemented using the Fieldview Temp Support Structures Checklist or the Scaffold Checklist.

These systems ensure that the following are implemented ;

- Design/Planning by a competent person including
 - Loading suitable for the works (static/dynamic/wind)
 - Suitability for ground conditions or foundations
 - Sequencing for erection
 - Sequencing of loading
 - Sequencing for dismantling and/or alterations
 - Fall protection systems
- Training/Competency of the installers
- Licensing, training and competency of the workers performing the work

Controls implemented during these processes shall include those to address the following risks ;

- Falls from heights
- Falling objects
- Structural loads and weaknesses
- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

TRAFFIC

For information on general construction traffic to site, parking, and within the site boundaries, [please see related section within this document](#). (Traffic Management Plan)

Should any work around live traffic corridors be required in the scope of works, or should there be any such works identified during the course of the project, the Site Supervisor shall ensure that works around live traffic corridors occur as per North's [High Risk Procedure for Traffic \(HRPRO015\)](#) and implemented using the Fieldview Traffic Permit.

These systems ensure that the following are implemented ;

- Notification to neighbors, Stakeholders, and asset owners
- Notification to Council/RMS
- Assessment of the roadway and adjacent traffic corridors
 - Including local geographic features such as hills, bends, speed limits, trees, and proximity to public venues or other sources likely to generate large volumes of pedestrian or vehicular traffic.
- Design of a TCP by a competent person

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 40 of 89	North Construction & Building Pty Ltd

- Speed reduction
- Signage
- Barricading
- Licensing, training and competency of the workers performing the work
 - Including the implementer of a TCP & Traffic controllers

Controls implemented during these processes shall include those to address the following risks ;

- Movement of pedestrians / vehicles
- Altering traffic flows during the day/week
- Altering lighting during the day
- Manual Handling / Hazardous Manual Tasks
- Unauthorized Access
- Emergency preparedness

All controls implemented will be done so in accordance with North's Risk Management Procedure, and utilizing the Hierarchy of Control to ensure the highest level of controls are implemented wherever possible.

NOTE : The identification of Asbestos during the course of a project is considered an incident, and works are to be stopped immediately until the notification processes nominated in [section 15](#) of this document are implemented.

MOBILE PLANT

All design and operational risks associated with the project will be management in accordance with [HRPRO016 Safe Use of Plant](#).

SWMS

Particular care should be taken to ensure the safety of workers (and visitors) on foot when near operating mobile plant. Systems of work must ensure that no persons are at risk when working near or with moving plant as designated in your SWMS.

The following hazards have been identified as common risks to be considered:

- Plant operated near persons
- Plant operated near underground or above-ground electric cables
- Reversing plant
- Loading or unloading vehicles
- Operator driving too fast for the prevailing conditions
- Moving plant onto a public road from site
- The operator or maintenance personnel not fully qualified or conversant with the machine
- Unauthorised access
- Working too close to a shoulder or embankment
- Failing to engage low gear before negotiating a steep gradient
- Crossing logs, stumps or drains or pushing trees
- Parking plant in a dangerous location
- Not using adequate packing
- Not applying safety locks or pins when conducting maintenance, servicing or
- Adjustments
- Working near rail lines carrying rail traffic.

Where work is carried out on or near public roads, vehicle movement procedures should be developed in accordance with AS 1742.3-2002 *Manual of uniform traffic control devices – Traffic control devices for works on roads*.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 41 of 89	North Construction & Building Pty Ltd

North Construction requires the following information to be provided prior to initial plant operation at the workplace.

ITEM	DESCRIPTION
Risk assessment (NCB020)	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.
Lifting Register	A current log book recording maintenance and tagging records for all slings/chains/lifting equipment must be provided for any mobile plant to be used for lifting of materials.
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.
Operator Certification (NCB033)	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.

PLANT PROVIDER REFER NCB021 PLANT & EQUIPMENT REGISTER					
Name		Signature		Date	

PLANT INSPECTED/SERVICED			
Plant Type/Make		Last Service	
Serial No.		Service Cycle	
Company		Next Service Due	

PLANT RISK ASSESSMENT

Prior to plant being brought onto the site a [Plant Risk Assessment \(NCB020\)](#) is required to be completed and provided to the site foreman. Alternatively, if the Manufacturer's or other suitable Plant Risk Assessment is provided, then [NCB020](#) is not required to be completed.

North recognize that the use of Cranes, EWP's and Excavators carry additional risks to other pieces of plant, which are specific to these types of machinery. To control these risks, North have Permits to Work ([NCB038 Excavation Permit](#), and [NCB040 Crane/EWP Permit etc](#)). The Permits include controls be implemented to address risks of contact with underground/overhead services, load ratings & suitability for purpose, risk of tipping, and impact on structures.

The permit to work is to be completed prior to commencement of operations, change of conditions, and where duration is beyond 10 business days.

PRE-START INSPECTIONS

Pre-Start Inspections are required to be carried out daily prior to the operation of the plant on a prestart inspection checklist specific to the type of plant being inspected. It is the responsibility of the operator to complete these inspections and provide complete inspection checklists to the site foreman.

CRANES (INCLUDING EXCAVATORS PERFORMING LIFTING OPERATIONS)

Operation of cranes on site shall adhere to all plant requirements, and take into account the following;

- Crane use on site will be in accordance with FSC requirements
- In particular if Complex Lifts are required- refer to Definition in Cranes Code of Practice, then a lift plan will be developed by a competent person
- All lifting equipment must be tagged and controlled for ongoing maintenance in the Subcontractor's Lifting Register
- No person will be lifted using a man box on site. If this is required, then a risk assessment will be conducted and a work procedure developed that is compliant to Cranes Code of Practice

EXCAVATIONS

See related [section for Excavation within this document](#)

CONTROLS FOR THE SAFE OPERATION OF PLANT

Systems of work must ensure that moving plant is operated safely. At a minimum, consideration should be given to the following:

- Competence of persons working with plant – only persons who are competent, and where required hold the appropriate certificate of competency in accordance with the Regulation, must be permitted to operate plant or perform any installation or maintenance work on powered mobile plant.
- Capability of operators – operators should never be permitted to operate plant while they are under the influence of alcohol or any substance or drug, including prescription and non-prescription drugs, which may adversely affect their ability to operate the plant in a safe manner
- Vehicle movement procedures for positioning and re-positioning of plant – these procedures should include specific procedures when plant is operated near persons (3m exclusion zone), near underground or above-ground services, moving plant onto a public road from site or reversing plant
- Suitability and condition (state of maintenance and repair) of the plant to perform the intended task – this should also include the size and type of equipment required, ensuring its reach, capacity etc. Are properly specified and that log books are available.
- Ground conditions – the soil type will be assessed prior to excavation works through physical means or use of a geotechnical report, and ongoing monitoring for signs of instability/collapse will take place by a competent person.
- Instruction and information about hazards – all persons who perform work using (or on) powered mobile plant must be adequately instructed in the hazards associated with the plant and carrying out the work on site and in the control measures for safe work. Safe operating procedures should be available covering the use and maintenance of powered mobile plant. Operators carrying out earth works on site are to be informed of any services on the site, both in ground and above and complete [NCB038 Excavation Permit](#) before conducting excavation work on site.
- Available information – ensure that all available manufacturer's information on the safe operation of the plant is provided, and that essential operating information is displayed, eg. Rated capacity, radius and basic operating instructions are displayed on cranes
- Special requirements – any special requirements should be clearly identified and communicated, eg. As the need for the plant to move when fully laden, the requirement for any accessories such as special slings, spreader beams, load stability plates or matting and counterweights
- Site conditions – any limitations posed by the worksite (such as floor loadings or ground load limits) should be checked by an engineer prior to selecting the appropriate plant for the task

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 43 of 89	North Construction & Building Pty Ltd

- Proximity to existing structures/materials/foundations – proximity to existing structures/materials/foundations should be assessed prior to commencing excavation and a risk assessment performed to manage potential damage to the structure/material/foundation. If excavation is to occur within the zone of influence of the above, advice shall be provided by a suitably qualified engineer.
- Emergency Response Procedure (PRO 017) is understood and a rescue plan communicated to all workers.
- Appropriate staffing – the number of personnel required to perform the tasks safely.

ARTIFICIAL EXTREMES OF TEMPERATURE

North Construction do not typically perform any works involving artificial extremes of temperature. Should works involving artificial extremes of temperature arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

No works involving artificial extremes of temperature are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

DIVING

North Construction do not typically perform any works involving diving. Should works involving diving activities arise, they shall be identified during our Preconstruction phase, and a High Risk Procedure developed in accordance with the WHS Regulations, Safework Codes of Practice, and the criteria of the Federal Safety Commissioner.

No works involving diving are to proceed without a dedicated procedure and processes implemented by the Systems Manager.

LEAD MANAGEMENT

Lead is classified as a Hazardous Chemical and is managed as per the [relevant section within this document](#). Requirements for the management of Lead can also be found in North's [High Risk Procedure for Lead \(HRPRO19\)](#)

Lead may be encountered on a North Construction project through the course of ;

- Painting/sanding of trims
- Demolition
 - Lead Paints
 - Lead flashings
 - Lead pipework and accessories

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 44 of 89	North Construction & Building Pty Ltd

15. INCIDENT MANAGEMENT

All incidents, hazards customer complaints, industrial relations issues associated with the project will be managed in accordance with [PRO022 Incident Reporting and Investigation](#). A summary of the key elements is included in the section below.

15.1. INCIDENT REPORTING

All personnel entering the site will be informed at [Site Induction](#) of the requirement to inform the **Site Foreman** of any incident including; Safety, environmental, industrial relations, bullying, harassment, intimidation, threats of violence, that they witness.

Emergency contact details will be positioned outside the site office if an accident occurs while the office is unattended.

All injuries, no matter how minor, are required to be reported to the site foreman or first aid officer. First Aid Treatment is to be administered by the qualified first aid officer on site. The site foreman is the generally the designated first aid officer for the site. The injured worker, if able, is to make their way to the site office, to seek first aid treatment. If unable to move a site worker is required to advise the site foreman of the injured person's location on site.

The First Aid box is located in the site office shed with a small mobile kit also located in the site office shed for use out on site.

Incident reporting will conducted in accordance with the flow chart overleaf;

	First Aid Incident	Medical Treatment	Lost Time Incident	Near Miss	Fatality	Contact with live infrastructure (collisions or other safety)	Bomb Threat / Violence	Theft / Break In	Union Presence	Safework Visit	Industrial Action (strike etc)	Dispute	Environmental Spill
Site Supervisor / Fire Warden	Treat the injury	Treat the injury	Treat the injury	Stop work in the immediate area	Site Evaluation	Site Evacuation	Site lockdown	Stop work in the immed ate area	Stop work in the immediate area	Stop work personally and escort the officer round site as requested	Stop work in the immediate area	Stop work in the immediate area	Stop work in the immediate area
	Record on 1st Aid Register	Complete an Injury Report	Complete an Injury Report	Complete an Injury Report	Complete an Injury Report	Complete an Incident Report	Complete an Incident Report	Complete an Incident Report	Record in Site Diary	Record in Site Diary	Complete an Incident Report	Complete an Incident Report	Complete an Incident Report
	Record in Site Diary	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email
		Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator	Notify Safety Officer or System Administrator
Project Manager	Report in SD Review	Notify Senior Project Manager	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email	Notify PM via Phone or Email					
		Notify Client	Notify Client	Notify Client	Notify Client	Notify Client	Notify Client	Notify Client	Notify Client				
		Notify Rehabilitation	Notify Rehabilitation	Notify Rehabilitation	Notify Rehabilitation Coordinator	Notify Rehabilitation Coordinator	Notify Rehabilitation Coordinator	Notify Rehabilitation Coordinator					
System Administrator		Notify FSC &	Notify FSC &	Notify FSC &	Notify FSC &	Notify FSC/EPA &	Notify CCU		Notify CCU / ABCC	Notify CCU / ABCC	Notify CCU / ABCC	Notify CCU / ABCC	Notify FSC/EPA &
System Administrator & Safety		Complete Incident Investigation	Complete Incident Investigation	Complete Incident Investigation	Complete Incident Investigation	Complete Incident Investigation	Complete Incident Investigation	Complete Incident Investigation	Complete Union Site Visit form on Feedback		Complete Incident Investigation		Complete Incident Investigation
Senior Project Manager	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed	Ensure all the above are completed
	Immediately / ASAP	Same Day	Within 48 Hours	Within 1 Week	Within 2 Weeks								

15.2. SERIOUS INCIDENT MANAGEMENT

In the case of a serious incident the Site Foreman is required to take control of the situation and site.

Under no circumstances should an injured person be moved or machinery cleared unless there is danger of further injury before medical aid arrives. The accident location should be isolated to prevent injury to others. When all immediate dangers are cleared the procedures as set out in the emergency management plan are to be followed.

The site foreman is required to complete the following tasks:

- Contact emergency services
- Implement the site evacuation procedure
- If possible (and safe to do so) administer any First Aid treatment required
- Advise North Construction Management as per [PRO022 Incident Reporting and Investigation](#)

15.3. SITE EVACUATION & EMERGENCY MANAGEMENT PLAN

A Site Evacuation & Emergency Plan is to be completed by the Site Foreman at the commencement of each project in accordance with [PRO017 Emergency Response](#). These may need to be updated as the site accesses or conditions dictate. Copies of these plans are displayed at various positions around the construction site such as; Lunch Rooms, ablution blocks, notice boards and Site Offices. A copy will also be kept for the records at the head office.

Where an injured person is located on the scaffold or elevated deck/work area, the first aider responding will assess the patient and where required call 000. Whilst waiting for Emergency service to arrive, first aid will be provided to the patient. If the patient is required to be moved from the scaffold this will be conducted by Emergency Services using the stretcher stairs on the scaffold (or other suitable alternate method such as stretcher box attached to tower crane).

15.4. EMERGENCY EVACUATION

In the event of an Emergency, which requires an evacuation, the following shall apply:

- The site supervisor or his delegate will sound one(1) blast of the air horn
- The site supervisor will retrieve the site sign on / sign off register & induction register from the site office
- All workers will assemble at the "Emergency Evacuation Point" as shown on the emergency evacuation site plan
- The site supervisor or his delegate will contact the relevant authorities once at a safe distance
- The site supervisor or his delegate will conduct a "role call" of all workers that are signed in to the register
- Any workers not present contact will be attempted via mobile telephone. If there is no response or contact cannot be made the police and / or fire brigade must be informed that there is a worker(s) missing.

15.5. EVACUATION DRILLS

Evacuation Drills must be completed on Fieldview using NCB014 when the site has reached an average of **10 workers onsite** within a fortnight or **within 2 months of the project commencing** on site, whichever is first. Then repeated **3 monthly** or in the event of changes to the Site Emergency Plan or if [Project Risk Assessment \(NCB028\)](#), dictates. The evacuation drill is to be specific to a potential emergency that may be encountered on site (such as listed in the PRA), and statistics recorded on effectiveness. The evacuation drill is to be evaluated by the Project Team and processes amended accordingly should there be deficiency noted (ie. Megaphone, second air horn, relocating muster point etc). Any such improvements are to be raised as Improvement Notices on NCB014 and actioned out promptly.

Site Integrated Management Plan for St Matthews Mudjee		
Document Revision no.8 February 2020	Page 47 of 89	North Construction & Building Pty Ltd

15.6. INCIDENT REPORTING & INVESTIGATION

The Site Supervisor will notify the Project Manager who in turn will notify Authorities, OFSC, Company Director and SafeWork as required, and take corrective action as soon as possible / practicable after the occurrence of any incident / accident. After the occurrence the Project Manager (in consultation with the Systems Manager and the Site Foreman) will complete an [NCB017 Incident Investigation Report](#) to identify root causes.

All incidents, including hazard reporting, environmental impacts and other non-conformances will be reported and investigated in accordance with [PRO022 Incident Reporting & Investigation](#).

Reporting of WHS Incidents to the client such as SafeWork notices issued, Visits by Union or similar to site, results of internal reviews, results of audits, including NCRs and corrective actions will be conducted by the Project Manager within 48 hours of the incident or report being issued. This will follow the same process as outlined in [PRO022 Incident Reporting & Investigation](#) - refer to flow chart in section 17.1.

15.7. HAZARDOUS CHEMICALS EXPOSURE INCIDENT

In the event of a serious exposure of hazardous chemical to workers incident, NCB will carry out a full [investigation](#), this is the form which will be used to follow up on the investigation to determine the causes behind the incident and any corrective actions. An Investigation Team will be formed from North Construction employees and management. Results from the investigation will be made available to all persons involved in the project so as to communicate the corrective actions that are to be implemented.

All incidents, including hazard reporting, environmental impacts and other non-conformances will be reported and investigated in accordance with [PRO022 Incident Reporting & Investigation](#).

Where exposure monitoring controls have failed, or inadvertent exposure of workers has occurred, the following process shall be followed:

- a) Site Manager / Project Manager shall notify Senior Project Manager & Construction Manager / Director immediately
- b) The extent of exposure shall be determined by way of monitoring equipment or engagement of a third party health surveillance company in line with COP for Control of Workplace Hazardous Substances and any other relevant COP/legislation.
- c) The workers exposed shall be notified by way of a Toolbox Talk or Subcontractor Meeting
- d) NCB shall initiate a health assessment programme for exposed workers with all tests, scheduled check-ups, and the like recorded and communicated to workers through written correspondence and face to face meetings where possible.
- e) Disclosure of health information shall be managed by the Return to Work Rehabilitation Coordinator to ensure privacy of all workers is maintained.

16. CORRECTIVE ACTIONS (INCLUDING NCR'S)

The management of corrective actions associated with the project will be managed in accordance with [PRO021 Corrective & Preventative Action](#). A summary of the key elements is included in the section below.

16.1. WHS NON-CONFORMANCES & OTHER NCR'S

A non-conformance exists when materials, construction, construction equipment, temporary works, protective systems or work practices and work sites do not meet WHS, Quality, Environmental or other NCB IMS requirements. This includes (but is not limited to) events such as accidents and near-misses, unsafe work practices and the use of unsafe equipment.

When a matter of non-conformance is identified by NCB or reported by any other person on the project, a Non-conformance Report (NCR) will be issued to the person, company and/or organisation concerned. Copies of this document will be made available to the Project's supervisory staff and the subcontractors. Details of the NCR shall also be entered into the project NCR register.

The Site Foreman is responsible for quarantining unsafe work areas and non-conforming materials, until these items have been rectified.

The non-conformance report shall provide details of the non-conformance and the process to be undertaken to rectify the defect/ hazard or risk. A date shall be advised on when the defect/hazard must be rectified.

16.2. MONITORING OF NON-CONFORMANCE REPORTS & CORRECTIVE ACTIONS

Following the issuing of a NCR, the Site Foreman shall monitor the status of the corrective action required, to ensure the issue is being acted upon. The Site Foreman is responsible for ensuring the NCR has been either closed out by the specified date or report the revised completion date.

The status of NCRs issued on the project shall be monitored on a regular basis, through the [Five Disciplines](#) review. The Senior Project Manager & Project Manager shall review the Register of NCRs, to ensure that corrective action has been undertaken within the time frame specified. Should reports be outstanding these shall be discussed with the affected parties and a revised course of corrective action agreed upon.

As part of this review, the Senior Project Manager & Project Manager shall check for recurring issues. These shall be investigated further and a corrective action agreed upon. Where a worker/s are involved in safety breaches on a regular basis, the issue will then be taken up with the worker and worker's supervisor and if there is no improvement then the worker shall be excluded from the site.

16.3. DISCIPLINARY ACTION

Where a worker/s are involved in safety (or other IMS) breaches on a regular basis, the issue will then be taken up with the worker and worker's supervisor.

For minor breaches of our site rules, the following process will occur:

- 1st Instance - Verbal warning
- 2nd Instance - Written warning including notification to your project manager (NCR, [Site Instruction](#), email etc.)
- 3rd Instance - Removal from site. You may be allowed back onsite but will be re- inducted in the presence of your project manager
- Permanent removal from this site if you re-offend one more time.

NOTE: Major breaches will skip points a) & b) and will start from point c) above.

In the case of minor breaches, advise the subcontractor's management, that an improvement in their safety performance is required. Then monitor their performance on the project. If there is no improvement, then the worker/s shall be excluded from the site.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 49 of 89	North Construction & Building Pty Ltd

In more serious cases, advise the subcontractor's management of the details of the deficiencies in their safety procedures and request advice on how they will rectify the problem. The subcontractor would be barred from any work on the project until such time as they have been able to demonstrate a commitment to improving their safety record.

In extreme cases, where it is obvious that the subcontractor does not have a "Safe Work" attitude they will be barred from doing any further work for the company.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 50 of 89	North Construction & Building Pty Ltd

17. RETURN TO WORK

North Construction & Building is committed to the return to work of injured employees.

As part of this commitment, we will:

- Prevent injury and illness by providing a safe and healthy working environment;
- Participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- Support the injured employee and ensure that early return to work is a normal expectation;
- Provide suitable duties for an injured employee as soon as possible;
- Ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- Consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;
- Maintain the confidentiality of injured employee's records.
- Not dismiss an employee as a result of a work related injury within six months of becoming unfit for employment.

17.1. RECOVERY

All injured employees will receive appropriate first aid or medical treatment as soon as possible. The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

17.2. RETURN TO WORK

A suitable person will be arranged to explain the return to work process to the injured employee. The injured employee will be offered the assistance of a Safework-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

17.3. SUITABLE DUTIES

An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work. The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.

Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

17.4. RTW CONTACTS

North Construction & Building's workplace contact for the return-to-work coordinator is:

NAME	ORGANISATION	CONTACT DETAILS
Nicole Redmond	North Construction & Building Pty Ltd	02 4323 2633

North Construction & Building's workers' compensation Scheme Agent is:

ORGANISATION	CONTACT DETAILS
Employers Mutual	02 4302 2219

North Construction & Building's rehabilitation coordinator agent is:

ORGANISATION	CONTACT DETAILS
Mend Services Pty Ltd	02 9660 8611

18. INTERNAL REVIEWS & AUDITS

The management of internal reviews & audits associated with the project will be in accordance with [PRO024 Internal Audit](#). A summary of the key elements is included in the section below.

18.1. SITE H.S.E. INSPECTION CHECKLIST

The Site Safety Inspection Checklist (NCB010) is a checklist of WHS items that are required to be monitored on site. This checklist is required to be completed at a minimum of weekly by the site foreman, or nominated North Construction employee. There are two options for use of this checklist, hardcopy or electronic copy (Fieldview). The person completing the checklist is required to work their way through the checklist confirming that the items noted are acceptable or, if not, actions required to be undertaken to rectify the issue.

It is a requirement of the SIMP that workers on site are involved in completing the Site Safety Inspection Checklist with the North Construction employee and to have input into the corrective actions that need to be implemented.

The most recent inspection is to be placed onto the site notice board.

18.2. INTERNAL AUDIT SCHEDULE

The project team will conduct the following audits and inspections throughout the project:

- Weekly HSE or [Safety Walk](#) by Site supervisor or designate
- Monthly [Project Risk Assessment](#) review by Project Team and update of SIMP as required
- [Quarterly Project Managers Audit](#)
- Six monthly Senior Management Audit

18.3. QUARTERLY SITE SYSTEMS AUDIT REPORT

This audit is designed to assess the implementation of the Site Management Systems. It is the responsibility of the project manager to carry out the audit with the foreman every three months. The project manager is to complete the checklist and verify that the requirement is being completed correctly, and if not provide a comment or action to rectify the situation. There are two options for use of this checklist, hardcopy or electronic copy (Fieldview).

The Systems audit checklist will verify that all testing equipment used on site is calibrated in accordance with the NCB Tool Calibration Certificate Register.

Once the review has been completed the project manager is required to provide a copy to The Senior Project Manager and Safety Manager for their review and approval. Once this review has been completed by the senior, then the original form is filed within the Project Files located in the office (copies to Systems Manager and Site Foreman).

18.4. EXTERNAL AUDITS BY THE CLIENT OR OTHER 3RD PARTY

External WHS, Quality and Environment audits may be carried out as required by the client at their discretion. The scope of these audits will be defined by the client. The Project Manager shall liaise with the external auditor for the provision of information as requested. All staff shall co-operate with the requests from auditors in relation to their audit.

18.5. AUDIT REPORTING TO ON SITE WORKERS

On completion of an inspection a copy of the completed checklist (where applicable) is to be displayed on the site notice board, this is to allow all workers on site to be informed of the issues identified and the proposed corrective actions and controls to be implemented.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 53 of 89	North Construction & Building Pty Ltd

19. RECORD MANAGEMENT

19.1. PROCEDURE

The management of records associated with the project will be in accordance with [PRO023 Control of Records](#). A summary of the key elements is included in the section below.

19.2. MINUTES OF MEETINGS

19.2.1. Design Review Meetings

Minutes shall be taken by the Project Manager. Part of the design review meeting shall include a discussion of WHS issues. The minutes from the design review meeting shall be distributed to all attendees after the meeting. A copy of these minutes shall be filed with the project documentation.

19.2.2. Toolbox Meetings

Minutes shall be taken by the Site Foreman on form [NCB012](#) which is then filed in the Site Documentation Folder. The meeting shall also be noted in the Site Foreman's daily diary. Copies of the meeting minutes will be displayed on the site notice board.

19.2.3. Client Site Meetings

Where formal site meetings are conducted with the client and/or superintendent, the responsibility for the taking and storage of the minutes shall be either as per the conditions of the contract or as agreed between the parties. A copy of [these minutes](#) shall be stored with the project documentation.

19.2.4. Subcontractor Meetings

Minutes shall be taken by the Project Manager which are then filed in the Site Documentation Folder. The meeting shall also be noted in the Site Foreman's daily diary. Copies of the meeting minutes will be displayed on the site notice board.

19.3. WHS DATA & STATISTICS

WHS Data & Statistics are collected throughout the life of the construction project. Data is collected fortnightly by the Project Manager through the site foreman & 5D review process. This review captures information such as:

- Lost Time Injuries
- Medical Treatment Injuries
- First Aid Injuries
- Non-Conformance Reports Generated
- Number of [Safety Walks](#) Completed

This data is collected and reviewed by the Safety Manager for future presentation to both senior NCB managers and all other NCB employees.

Once collected this information is recorded and evaluated fortnightly at the Projects Review meeting. Information is recorded from all North Construction projects and compiled in this same manner.

19.4. REVIEW OF INTERNAL AUDITS AND INSPECTIONS

Procedures and responsibilities for the reviewing of incident/accident reports, non-conformance reports are specified in [PRO024 Internal Audit](#).

19.5. PROJECT DOCUMENTATION

All records are to be controlled as per [PRO023 Control of Records](#) and Project Management Manual. Namely documents will be kept on the internal server in soft copy and any hard copies will be held in two areas:

- **Head Office Job Files** - General WHS&R policy documents, general communications, Safety Inspection Reports and duplicates of files required in accordance with this Management System

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 54 of 89	North Construction & Building Pty Ltd

- **Site Office Job Files** - Site Specific WHS Project Plan, Safe Work Method Statements, Site Safety Inspection Checklists, Corrective Action Reports, Safework Codes of Practices, Incident Reporting, Tool Box Talks.

These completed documents are filed within the Job Folders in accordance with North Construction's Document Handling & Job Filing procedures. Upon completion of the project the Job Files are archived at the storage depot by the Project Administrator and stored for a minimum of 7 years. Archived Job Files are filed in numbered boxes which may contain several archived jobs. The project assistant holds a spreadsheet detailing which boxes contain which jobs. Archived Job Files that are to be disposed of after the seven year period are to be shredded and the paper recycled.

19.6. UPDATED DOCUMENTS

When a document (procedures, forms, policies, etc) is reviewed and updated the revision number, and date if applicable, is to be amended. Superseded copies are automatically made redundant in the Viewpoint system and new copies of the document distributed to the relevant people. Electronic copies of all North Construction documents are stored on Viewpoint for Projects and are accessible by all persons relevant to the project/document

Please refer to the Corporate Systems, Policies and Procedures document for further information regarding records management.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 55 of 89	North Construction & Building Pty Ltd

20. QUALITY MANAGEMENT

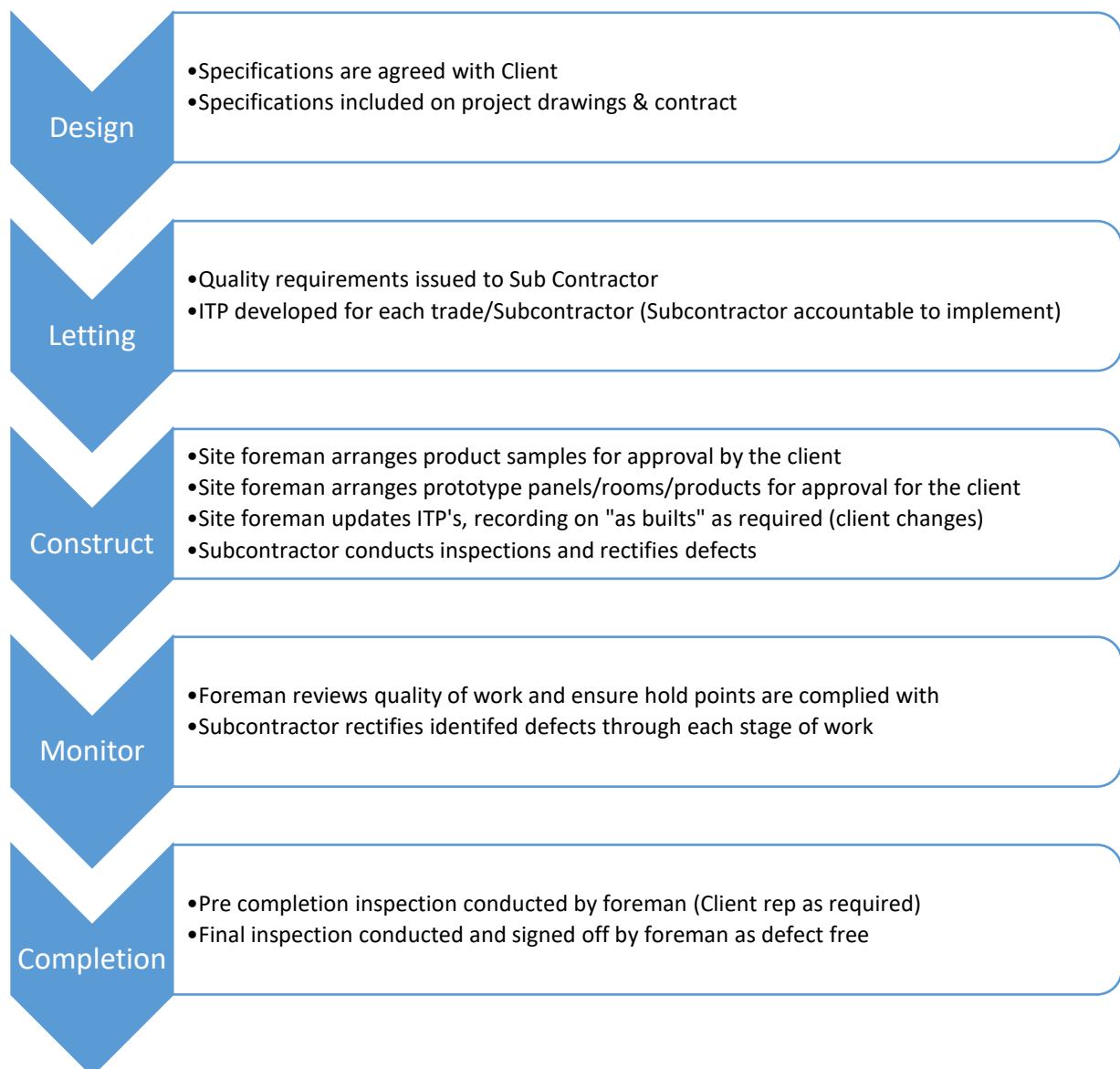
NCB is committed to fulfilling the Quality Objectives set out in the Quality Policy. NCB prides itself on a robust quality assurance program where quality of workmanship is built into the project and is committed to Defect Free completion.

This is achieved by ensuring that client specifications and quality requirements are evaluated and controlled through each stage of the project, including Design, Contract Letting, On site management of sub-contractors, development and completion of Inspection and test Plans (ITP's) specifically for this project. These ITP's are developed based on the Quality Plan Template, and signed off by the Project Manager prior to start onsite.

The development of trade checklists and/or ITP's (as deemed necessary) is commenced during the contract letting process and are only developed by the project team progressively throughout the project. This Quality Plan should be read in conjunction with North's Integrated Management System, including [PRO015 Quality Management](#) which provides details of NCB Quality Management process and procedures.

20.1. DEFECT FREE COMPLETIONS

NCB is committed to providing Defect Free projects through implementation of the process summarised below;



Included in this Site Integrated Management Plan are the ITP Templates which form the basis of the project quality plan implementation.

Amendments to these checklists and ITP's are the responsibility of the project manager and is conducted in conjunction with the site foreman as they focus on a specific trade or Project stage.

The requirements of any Hold Points in the specification will be adhered to at all stages of the construction process, with ITP's being provided for all items required. Adequate notice will be given to allow for inspections to be scheduled by a client or superintendent Representative (if required or requested).

Completion of the checklists and collection of relevant records becomes the responsibility of the Subcontractor with the Foreman to verify all ITP's have been completed satisfactorily.

- 1.
- 2.
- 3.
- 4.

20.2. SUPERINTENDENT / ARCHITECT DEFECT INSPECTIONS.

The majority of NCB identified defects should have been rectified by the time the superintendent/architect complete their defects inspections. NCB strives to provide the clients with defect free project upon completion. Any defects that are identified by the client/architect will be expediently corrected.

20.3. DEFECTS / MAINTENANCE PERIOD INSPECTIONS.

This is determined by the Contract conditions (generally a 24 month period), during which NCB are responsible for all defects that present themselves. NCB's aim is to minimise the amount of defects during this time. When defects occur during this period the Post Completions Manager will work with the Project Manager and PM to rectify defects as soon as practicable. The Project Manager is accountable to rectify issues/defects and ensure that the customer/client continues to be satisfied with NCB's quality performance.

A letter is included with the Operations & Maintenance manual (developed and issued to client at Project Completion) detailing how to contact the Post Completions Manager (refer to PM Manual Supporting Documents).

21. ENVIRONMENTAL MANAGEMENT

21.1. OBJECTIVES OF THE SITE SPECIFIC PROJECT ENVIRONMENTAL MANAGEMENT PLAN

- Ensure environmental safeguards are implemented correctly;
- Ensure compliance with the requirements of all relevant environmental legislation, conditions of any applicable Licence, approval and permit;
- Ensure that works are managed to reduce adverse impacts on the environment; and

21.2. CONTENT OF THE SITE SPECIFIC PROJECT ENVIRONMENTAL MANAGEMENT PLAN

- Section 23 (this section) is the site specific management plan for this project
- assignment of responsibility for planning, approving, implementing, maintaining, assessing and monitoring of environmental controls
- details of the potential environmental effects and the operational control measures which are to be implemented to comply with statutory requirements and provide environmental protection in accordance with the requirements of the Contract
- details of how environmental protection will be maintained for each subcontractor's activities, including full details in accordance with above
- environmental monitoring program and report forms for recording all monitoring activities, including periodic inspections and inspections essential for monitoring high risk events, of the adequacy of operational controls together with measurements for aspects where compliance limits have been specified
- locations of environmental controls and environmentally sensitive areas, with particular reference to how the effectiveness of such controls will be ensured in any environmentally sensitive areas
- how actions will be taken to ensure compliance and improvement issues are controlled and managed
- communication procedures
- emergency response procedures for containing environmental damage and procedures for planning restoration activities
- environmental training and induction program
- details of how the changes to environmental management documentation and data are to be identified and communicated to relevant project personnel
- mechanism for regular evaluation of environmental performance
- Environmental auditing program

21.3. RELEVANT LEGISLATION

North Construction will comply with the relevant local, state & federal environmental legislations were appropriate. Please see the following acts environmental legislation which may apply: (Note: Copies of all legislation are available online)

Environmental Planning Legislation

Environmental Planning and Assessment Act, (NSW)

http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/

Local Government Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

Roads Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/ra199373/

Soil Conservation Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/sca1938215/

National Parks and Wildlife Conservation Act, (Cwlth)

http://www.austlii.edu.au/au/legis/cth/num_act/npawca1975390/

Conservation and Heritage Legislation

Native Vegetation Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/nva2003194/

National Parks and Wildlife Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/npawa1974247/

Threatened Species Conservation Act, (NSW)

http://www.austlii.edu.au/au/legis/nsw/consol_act/tsca1995323/

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 58 of 89	North Construction & Building Pty Ltd

Environment Protection and Biodiversity Conservation Act, (Cwlth)

http://www.austlii.edu.au/au/legis/cth/consol_act/epabca1999588/

Noxious Weeds Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/nwa1993182/

Water Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/wa191283/

Water Management Act (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/wma2000166/

Heritage Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/ha197786/

Australian Heritage Commission Act, (Cwlth) http://www.austlii.edu.au/au/legis/cth/num_act/ahca1975311/

Aboriginal and Torres Strait Islander Heritage Protection Act, (Cwlth)

http://www.austlii.edu.au/au/legis/cth/consol_act/aatsihpa1984549/

Pollution and Waste Management Legislation

Protection of the Environment Operations Act, (NSW)

http://www.austlii.edu.au/au/legis/nsw/consol_act/poteoa1997455/

Waste Avoidance and Recovery Act, (NSW)

http://www.austlii.edu.au/au/legis/nsw/consol_act/waarra2001364/

Contaminated Land Legislation

Contaminated Land Management Act, (NSW)

http://www.austlii.edu.au/au/legis/nsw/consol_act/clma1997238/

Fire Control

Rural Fires Act, (NSW) http://www.austlii.edu.au/au/legis/nsw/consol_act/rfa1997138/

Hazardous Substances

Environmentally Hazardous Chemicals Act, (NSW)

http://www.austlii.edu.au/au/legis/nsw/consol_act/ehca1985373/

Tasks will be reviewed prior to commencing and the site team will assess if these tasks fall within the requirements of the development application or legislative acts. If this is the case, an application will be made to the relevant legislative body.

21.4. RECORDS OF ENVIRONMENTAL ACTIVITIES

Refer to the procedures set out in the [PRO023 Control of Records](#).

21.5. ROLES AND RESPONSIBILITIES

Refer to Project roles & Responsibilities

Environmental Manager	North Construction & Building Safety Manager (John Melvin) is the Company's Senior Management representative for Environment. The Safety Manager has a general overview of the project and provides reports to the Managing Director North Construction.
Project Manager	- Development of project specific environmental management plans & communicating adequately to site supervisors - Ensuring compliance with Environmental Protection Authority legislation, regulations, standards and codes for each project. - Developing emergency procedures for site, and implementing same. - Ensuring site personnel complete risk assessments - Determining procedures for managing environmentally sensitive areas - Determining procedures for managing hazardous products including its removal from site - Reviewing the Development Consent for the Project and ensuring the appropriate controls are included in this Plan

	• Reporting of environmental incidents to the relevant Authorities and to the Client if required. • Assessing subcontractors and suppliers abilities to comply with Environmental Management System requirements. • reviewing and authorising the Project Environmental Management Plan and other project plans; • assigning Environment responsibilities to all project personnel; • ensuring all project personnel are suitably trained, and possess the necessary skills, to undertake their designated Environment responsibilities; • continually monitoring of Environment performance to ensure compatibility and continued effectiveness with the policy and objectives; • communicating Environment performance to the Senior Project Manager; • providing sufficient resources to ensure the Site Specific Project Environmental Management Plan practices are implemented; • participating in the review of the project Environment system and other relevant Environment meetings and programs; • ensuring appropriate training in Environment is provided to all project personnel. • ensuring the Site Specific Project Environmental Management Plan is correctly implemented to meet the requirements of the project; • liaising with project staff in the monitoring of environmental controls; • ensuring nonconforming environmental controls and practices are reported; • reviewing environmental monitoring & inspection reports and ensuring any actions required are initiated; • ensuring subcontractors fulfill their environment obligations; • attending meetings called to discuss environment issues; • identifying and documenting environment system problems; • assisting with the updating of the Site Specific Project Environmental Management Plan; • reviewing environmental activities in Inspection and Test Plans, Project Forms/Checklists; • registering and investigating environmental complaints • liaising with the Environment assurance representative from the client, stakeholders and Interested Parties • assisting in the auditing/assessment of suppliers/subcontractors;
Site Foreman/ Site Supervisors	• Ensuring compliance with EPA legislation, regulations, standards and codes at a site based level. • Developing and implementing emergency procedures for site. • Ensuring site personnel complete environmental risk assessments • Ensuring the workplace is protected & safe • Determining procedures for managing unsafe materials, plant and equipment • Verifying, by way of inspections and tests, that work areas, work methods, materials, plant and equipment comply with EPA legislation, regulations, standards and codes. • Implementing corrective actions to prevent recurrences of work site incidents and illness/injury. • Undertaking environmental hazard identification and risk assessment and implementing appropriate risk controls. • Initial reporting of environmental incidents to the Project Manager

	• ensuring environmental controls are established prior to commencement of construction activities; • ensure environmental aspects are included in the preparation of ITP's and Safe Work Method Statements; • performing Environment inspections as required by the system; • identifying and reporting environmental nonconformance and notifying the PM of the suspected nonconformance; • ensuring and verifying that corrective action is taken when required for nonconforming work. • ensuring procedures in the Site Specific Project Environmental Management Plan are followed; • perform surveillance and monitoring of environmental controls to ensure that they are established and maintained with requirements; • ensuring that environmental protection requirements are communicated to all personnel and subcontractors; • carrying out the agreed rectification works after identification of nonconformance.
Workers	• Are charged with complying with and participating in the active management of the Site Specific Project Environmental Management Plan, including implementation of agreed policy and procedures, review of the procedures and the use of personal common sense in carrying out their roles. • Preparation of trade specific Safe Work Method Statements & environmental risk assessments. • Details of the activities each subcontractor will be performing and the environmental implications; • The environmental controls the subcontractor will plan, implement and monitor regarding environmental protection measures and how environmental records will be kept; • How environmental protection measures on subcontracted work interface with adjacent work areas (if applicable); and

21.6. SUBCONTRACTORS

North Construction will monitor the subcontractor's environmental compliance and the effectiveness of the subcontractor's environmental protection measures through the following methods.

SUB-CONTRACTOR ENVIRONMENTAL COMPLIANCE			
SUB-CONTRACTOR	ACTIVITY	PROPOSED ENVIRONMENTAL CONTROLS	MONITORING OF ENVIRONMENTAL COMPLIANCE BY PRINCIPAL CONTRACTOR
Earthworks	Excavate & Fill to site, compaction of material	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Concrete	Detail Excavation, formwork, concrete	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Structural Steel	Installation of structural steel	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Masonry	Laying of Blocks, Bricks	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Roofing and Cladding	Installation of cladding and roofing products	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Linings	Installation of Plasterboard and Linings	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Tiling	Installation of Floor and Wall Tiles	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Painting	Applications of paint to various surfaces	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Floor Finishes	Application of epoxy paints and floor toppings	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.

Electrical Services	Installation of all electrical services	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.
Hydraulic Services	Installation of all Hydraulic Services	Will follow all the relevant environmental safeguards of within Section 23 of this document	• Inspection of work practices on a daily basis • Site H.S.E. Inspection Checklist (NCB010) to be completed weekly.

21.7. TRAINING

The Project Manager and Site Foreman have compiled this document and will be responsible for its implementation. This document will continue to be developed as the project progresses and evolves. Prior to subcontractors starting onsite the Site Foreman will ensure that they have an understanding of their requirements of this plan and will, if required, implement environmental controls into their SWMS. Once the subcontractors enter the site, the site foreman will induct workers to ensure that they are made aware of their requirements under this Plan. The site foreman will monitor compliance with this plan through work inspections, and HSE walks which include SWMS compliance to ensure that the subcontractor's obligations are met.

21.8. ENVIRONMENTAL PLAN IMPLEMENTATION

21.8.1. Site Induction & Internal Communication with Workers

Prior to working on site, all personnel and subcontractors will undertake an environmental site induction. This induction will form part of the site specific induction. The induction addresses a range of issues including, but not limited to:

- The Project Environmental Management Plan (Section 23 of this document) (purpose, objectives and key environmental issues).
- Legal requirements including due diligence and duty of care.
- Environmental responsibilities.
- Conditions of any licences, permits and approvals.
- The North Environmental Policy.
- Significant environmental issues and sensitive environmental areas of the site.
- Environmental Incident management and reporting process.
- Emergency Response Plans.
- Protection and maintenance of environmental controls.
- Storage location of hazardous materials and SDS Register.
- Finding heritage (Indigenous / Non-Indigenous) items on site.
- Mitigating dust during construction works.
- Environmental control installation must be in place before construction works begins.

Training Records

Records of all training would be kept and maintained on site in accordance with [PRO023 Control of Records](#) and should include:

- Who was trained
- When the person was trained
- The name of the trainer
- A general description of the training content

21.8.2. Training

- The Project Manager and Site Foreman will be familiar with the environmental issues raised in the Site Specific Project Environmental Management Plan.
- Relevant environmental issues will be passed onto the subcontractors prior to entering the site and during the site induction;
- If required, regular tool box talks will be scheduled to remind site workers of the environmental issues and their required compliance;
- If there is a change to the Site Specific Project Environmental Management Plan (Section 23 of this document) or environmental requirement, the Contracts Administrator will alert the subcontractors in writing and ensure SWMS are adjusted to suit. Where necessary the Site Supervisor will call a site meeting / tool box talk and alert all relevant site personnel.
- Site induction records of environmental issues will be kept along with minutes from tool box talks / site meetings.

21.8.3. Compliance and Improvement Issues

North Construction will apply non-conformance control and corrective and preventive action procedures in accordance with the quality system to address any environmental management deficiencies. As part of this the detected non-conformance will be reviewed and developed to enable corrective action to eliminate the cause of non-conformities. This would include both the determination of immediate action to prevent recurrence, as well as long term corrective action.

21.8.4. Consequences of non-compliance

Consequences may include contractual recourse, fines or legislative recourse, programme and cost impacts, if North Construction fails to comply with its environmental obligations under the Contract. Failure includes:

- Comply with, and to ensure compliance by subcontractors with, any requirements of the Specification involving environmental control or rehabilitation; or
- Act promptly when environmental controls are observed not to be effective by the Contractor, Client, or by any Statutory Authority having jurisdiction over the Works.

21.8.5. External & Community Communication

On establishing site the Site Supervisor/Foreman will introduce himself and the company to surrounding properties. Where applicable, he will provide them with his business card and encourage them to contact the Site Supervisor should they have any issues.

Affected properties will be notified about new or changed construction activities that will affect access to their properties or otherwise significantly disrupt residents' use of their premises. Such notification should be made at least five (5) working days before commencing work affecting residents and may advise of:

The nature of the work;

- Why it is necessary;
- An indication of the expected duration;
- Changes to arrangements for traffic or property access.

On each instance when approval to extend working hours is being sought, the Contractor should inform residents by letter of the extent, times and duration of the proposed work outside normal working hours prior to requesting approval from the Local Government Authority (where required) and the Clients Contract manager. A contact name and telephone number should be included so businesses can notify any concerns about altered working hours.

Any concerns raised by businesses will be addressed by the Project Manager.

Signage will be erected in a prominent position on any work site on which work is being carried out stating that "unauthorised entry to the work site is prohibited"

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 64 of 89	North Construction & Building Pty Ltd

The North Construction site signage will include contact telephone number(s) for the person in charge of the work site for all hours.

21.9. ENVIRONMENTAL/POLLUTION INCIDENT RESPONSE MANAGEMENT

21.9.1. Environmental Issue/ Community Complaint/Incident reporting

All workers on site are required to report incident immediately to the site supervisor/foreman. North will report and investigate the incident in accordance with [PRO022 Incident Reporting](#) and Investigation.

Monitoring and close out of corrective actions will be conducted in accordance with [PRO021 Corrective & Preventative Action](#).

North Construction will, within one (1)(Insert actual reporting requirements or delete) working day of receiving a complaint about any environmental issue, arising from the work under the Contract, supply a written report to the Client detailing the complaint and immediate action taken to alleviate the problem. A final report with proposed measures to prevent the occurrence of a similar incident must be submitted to the Client within five (5) (insert actual reporting timeframe) working days using the Standard Form [NCB016 Incident Report](#) & the "Incident Investigation & Report" form [NCB017](#).

A complaints register will be kept on site as part as part of the incident reporting and investigation records file, which is within the North's Site Folder.

21.9.2. Liaison with Authorities

NCB will notify the appropriate authority of pollution incidents on or around the site which have occurred in the course of the project activities in the following circumstances:

- if the actual or potential harm to the health or safety of human beings or ecosystems is not trivial,
- If actual or potential loss or property damage (including clean-up costs) associated with a pollution incident exceeds \$10,000.

In the event of a pollution incident NCB will notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.

- Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.
- If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:
- the appropriate regulatory authority for the activity under the POEO Act (usually the EPA or local authority – the local authority is a local council of an area under the Local Government Act 1993),
- the EPA, phone Environment Line on 131 555
- the Safework Authority – phone 13 10 50

North Construction will notify the Client in writing within 24 hours of any pollution incidents which involve the Office of Environment & Heritage. North Construction will prepare a report, using standard form [NCB017](#) on each occasion when the site is visited by the Office of Environment & Heritage, notifying the Client (where appropriate) of the purpose and outcome of the Office of Environment & Heritage visit and of all actions being taken by the Contractor in response to the Office of Environment & Heritage visit. *This report should be submitted to the Client within 5 working days of the Office of Environment & Heritage site visit*

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 65 of 89	North Construction & Building Pty Ltd

21.10. ENVIRONMENTAL ACTIONS MONITORING

Daily monitoring along with weekly site inspections (NCB010) will be conducted to check that the environmental control measures are being employed. This will be adjusted and addressed to suit the stage of the project at the time of inspection.

21.10.1. Auditing

Weekly inspections (NCB010) will be kept onsite along with the [quarterly audit \(NCB011\)](#) that is completed by the Project Manager / Site Foreman. The quarterly audit will include aspects of the Site Specific Project Environmental Management Plan (section 23) to verify targets and requirements are being met.

21.11. SITE VEHICLE ACCESS AND TRAFFIC MANAGEMENT

21.11.1. Prior to Construction

- NCB have prepared a Traffic Management Plan noting access routes, and vehicle movements for various activities during construction.
- The local community shall be informed of temporary vehicle and pedestrian access arrangements if required.
- Any approvals required for the transport of the wide loads shall be gained from the NSW Roads and Maritime Service (RMS);
- Appropriate signage for traffic routes to be installed and maintained.

21.11.2. During Construction

- Work or deliveries that may interrupt traffic will, if possible, be timed to avoid peak traffic times.
- Signs and barriers will be erected around work sites to eliminate the possibility of personnel injuries or placing the public at risk.
- Designated pedestrian access to be established and maintained to avoid plant/pedestrian interface.
- A Traffic Management Plan will outline the procedural methods for controlling and managing traffic impacts related to the construction of the project.
- Access for vehicles and pedestrians shall be maintained at all times to any affected private and commercial properties.
- Presence and Movement of mobile plant to be communicated in Daily Prestart Toolbox Talk to coordinate internal plant movements.
- Traffic management signs shall be displayed at all times.
- All dirt and other materials deposited on existing roadways by hauling and other operations shall be removed accordingly.
- Construction plant or equipment shall not be parked on or within the pavement or shoulders of any existing trafficked roadway.
- Traffic control to be managed in accordance with relevant RMS and local council guidelines
- Manage construction activities so that residents' access to properties is maintained wherever possible and provide prior notice to residents if access will be restricted.
- Ongoing monitoring of the Traffic Management Plan (TMP) is to be through observations, records and regular consultation with stakeholders.

21.11.3. Post Construction

- Temporary roadways or detour arrangements shall be removed and the area restored to a condition equivalent to that which existed prior to the commencement of the work.
- All temporary traffic and pedestrian signs shall be removed and new permanent signs required under the contract appropriately erected.

21.12. FLORA AND FAUNA

21.12.1. Prior to Construction

- Clearing limits will be clearly marked and all site personnel made aware of exclusion zones. (PM to insert requirements)

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 66 of 89	North Construction & Building Pty Ltd

- Prior to the removal of any trees, shrubs or grass areas a visual inspection will be undertaken by the site foreman, should any native wildlife be observed the superintendent will be notified for further direction. All efforts will be made to protect native wildlife.
- Clearing & grubbing of the site will be restricted to the areas indicated on the design drawings. Existing trees, plants, and other vegetation that are to remain within or adjacent to the Project will be preserved and every precaution necessary should be used to prevent damage or injury to them.
- Native vegetation cleared from the site where possible shall be mulched and used for revegetation, erosion protection or landscaping works. (delete if not applicable for project)
- Weed species shall be disposed of off-site at a nearby legally operating landfill site. (delete if not applicable for project)
- Plant operators and employees shall be informed of this requirement through the induction process for the site.
- All trees (but especially those with hollows) to be cleared shall be checked for animals before and after felling. (delete if not applicable for project)
- Limits of the site clearing shall be marked by fencing. PM to advise clearing limits
- No vegetation shall be burnt.
- Straw bales used in erosion control must not contain seed. (delete if not applicable for project)
- Confirm that any proposed herbicide will not affect water quality and native flora and fauna. (delete if not applicable for project)

21.12.2. During Construction

- WIRES shall be promptly notified if any native fauna is inadvertently injured during the construction works. delete if not applicable for project
- Ongoing monitoring of the construction areas and immediate surrounds to be undertaken to check for weed growth and implement eradication measures if required. (delete if not applicable for project)
- Where possible, vehicle movement is to proceed from areas that are relatively weed free and undisturbed to more heavily weed infested areas to ensure that weed spread is not facilitated by the movement of vehicles and machinery. (delete if not applicable for project)
- The taking of domestic animals, particularly dogs and cats, onto the construction site is prohibited.
- If threatened species not identified in previous surveys are found during pre-clearing surveys, and removal of individuals of these species is necessary, liaison with Office of Environment & Heritage and further assessment is required.
- Within proposed temporary disturbance areas that will later be allowed to regenerate, trees are to be cut off at ground level to facilitate coppicing (new growth from the base). (delete if not applicable for project)
- All vehicles used during the construction process are to stay on existing or constructed roads and tracks, where practicable.
- Regeneration of appropriate areas to begin as soon as possible after clearing and/or construction. Control measures shall be in accordance with advice from a qualified consultant or bush regenerator. (delete if not applicable for project)
- North Construction & Building shall implement protective measures to prevent damage to all protected areas and shall ensure that no mechanical damage from plant and equipment occurs to protected areas. (delete if not applicable for project)

21.13. HERBICIDES AND OTHER CONTAMINANTS

- For this project it is not expected that Herbicides will be used on site
- If Herbicides or other contaminants are required on site, then a risk assessment will be conducted to determine the potential impacts and appropriate controls that will be put in place (based on the HoC) prior to them the chemical being used on site.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 67 of 89	North Construction & Building Pty Ltd

21.14. NOISE AND VIBRATION

21.14.1. Prior to Construction

- Noise and vibration to the surrounding sites will be taken into consideration at all times during the construction period. North Construction & Building will make all practical efforts to comply with the requirements of the Protection of Environment Operations Act, and the Office of Environment & Heritage level guidelines. Where the Office of Environment & Heritage levels are, or are likely to be exceeded, we will apply a practical and economical combination of noise control measures to manage the impacts of construction noise in consultation with, and in accordance with, the requirements stipulated by the Office of Environment & Heritage.
- Where possible, construction work involving noise and vibration will be restricted to normal working hours as per section 3.4. Work undertaken outside these hours shall only occur if there is an emergency situation or if approved in writing. Potentially affected residents will be advised prior to the works being undertaken. Generally Work will not be permitted on Sundays and Public holidays. (delete if not applicable for project)
- Machinery and equipment will be well maintained to assist in minimising noise levels.
- Arrange the work site to take advantage of natural barriers (e.g. hills, trees) and structures or temporary screening (e.g. fences, work trucks, stockpiles) to break the line of sight between working equipment and sensitive receivers. (delete if not applicable for project)
- All relevant personnel shall be informed as to the requirements Noise with regard to the Protection of the Environment Operations Act. The requirements of the Act shall be complied with.

21.14.2. During Construction

Operational controls will include methods such as:

- Using quieter equipment/practices;
- Providing respite periods from continually noisy activities;
- Notifying residents of scheduled noisy activities;
- Informing contractors and workforce of noise sensitive neighbours;
- Using barriers, shelters and onsite building to shield neighbours from construction noise
- Avoid where possible early morning deliveries. (delete if not applicable for project)
- All plant and equipment used on the Project must, in addition to other requirements, be:
 - fitted with properly maintained noise suppression devices in line with the manufacturer's recommendations;
 - maintained in an efficient condition; and
 - Operated in a proper and efficient manner.
 - Higher impact activities (e.g. loading and unloading) will be sited at the greatest distance from sensitive receivers.
 - Equipment and machinery will not be left idling for excessive periods, where practical.
- Where required,
 - Noisy activities will occur in as short a time period as possible with minimum delays.
 - Restrict raised voices and radios/music, particularly in the early hours of the morning;
 - Identify any practicable measure to reduce construction noise impacting on the closest residences (including scheduling noisy activities at less sensitive times of the day; school holiday periods etc).
- If noise complaints are received from the adjoining residents, control measures will be reviewed and actioned based on the type and nature of the complaint. If any noise complaints are received they are to be recorded by the Project Manager/Site Foreman & relayed to North Construction's Systems Manager and the Clients representative.
- If initial site assessment indicates unacceptable vibration levels, alternative plant or methods are to be proposed that will generate lower vibration. (delete if not applicable for project)
 - Where vibration levels are expected to be high a dilapidation survey shall be carried out on the existing roads by an independent specialist consultant. Photos will be taken prior to the commencement of the works. (delete if not applicable for project)

Site Integrated Management Plan for St Matthews Mudjee		
Document Revision no.8 February 2020	Page 68 of 89	North Construction & Building Pty Ltd

- o Consider noise impact from the development at the nearest residential boundary in accordance with the Office of Environment & Heritage Industrial Noise Policy or Relevant Guidelines. (delete if not applicable for project)

21.15. ABORIGINAL HERITAGE

During Construction (PM to verify-via email-with client if known items likely to be present on site)

From a review of currently available documentation and reports available, there are no known items likely to be present on site. Should any relic, artefact or material (including skeletal remains) suspected of being of Aboriginal origin be encountered, all construction work will cease that might affect the relic, artefact or material and protect the relic, artefact or material from damage or disturbance. The Clients representative will be notified by North Construction immediately, who will then arrange for an officer of the Office of Environment & Heritage to be consulted.

21.16. EUROPEAN HERITAGE

During Construction PM to verify-via email-with client if known items likely to be present on site)

- From a review of currently available documentation and reports available, there are no known items likely to be present on site. Should any item be encountered which is suspected to be a relic of heritage value, all construction work will cease that might affect the item and protect the item from damage or disturbance. The Clients representative will be notified by North Construction immediately, who will then arrange for an officer of the Office of Environment & Heritage to be consulted.
- Any heritage relics or sites discovered during construction shall be reported to the NSW Heritage Office and the immediate area made secure. If disturbance to any suspected relics or site is proposed, an excavation permit (s140 Heritage Act) if required, shall be sought from the Heritage Council.

21.17. EROSION AND SEDIMENTATION CONTROL

21.17.1. Prior to Construction

- Prior to commencement of construction activities effective soil erosion and sediment control measures shall be established where required;
 - o Erosion & sediment control will be installed as per design drawings
 - o The works will be staged to minimise soil disturbance and erosion potential.

21.17.2. During Construction

- North Construction & Building will install and maintain erosion & sediment controls as per the design drawings.
- Construction activities have been programmed to minimise the area of disturbed ground that is exposed to erosion at any one time.
- Any damage to the ground surface area shall be restored to pre-construction condition upon completion of each phase of the works. (delete if not applicable for project)
- Minimise vehicle movement during wet weather periods. (delete if not applicable for project)
- Exposed earthworks areas would be stabilised as quickly as possible.
- Any excess spoil following construction shall be respread on site in a manner so it is unlikely to wash away during rain events or removed off site for disposal in accordance with Office of Environment & Heritage requirements. (delete if not applicable for project)
- The removal of mud from the wheels and bodies of haulage equipment before it enters public roads or other sealed pavements by means of facilities such as truck wash downs and wheel washes or other means. (delete if not applicable for project)
- Sediment laden run-off from unsealed surfaces and hardstand areas must be adequately filtered and treated prior to entering the catchment;
- Runoff from exposed areas shall be controlled by construction of temporary contour and diversion drains.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 69 of 89	North Construction & Building Pty Ltd

- Permanent drainage structures and sediment controls shall be installed before removing topsoil and commencing earthworks for formation within the catchment of each structure.
- Areas available for landscape treatment shall be stabilised until planting can be undertaken.
- Maintenance of erosion and sedimentation controls shall be undertaken when they have deteriorated or are in need of replacing.
- Stormwater from areas surrounding the construction site shall be diverted away by using diversion and catch drains where required
- A wheel inspection point is to be installed at the exit access point from the site as/if necessary. (delete if not applicable for project)

21.17.3. Post Construction

- Following completion of works the construction site shall be stabilised to prevent an erosion and sedimentation hazard. (delete if not applicable for project)
- Surfaces shall be restored and revegetated. (delete if not applicable for project)
- Temporary erosion and sedimentation control structures shall be removed only when exposed surfaces are stabilised.

21.18. TOPSOIL AND STOCKPILE MANAGEMENT

21.18.1. Prior to Construction

- Only topsoil on site from material identified as contaminate free material, shall be reused as topsoil. (delete if not applicable for project)

21.18.2. During Construction

- Duration of spoil stockpiles on site to be minimised where material is to be used in rehabilitation.
- Stockpile locations (sand, gravel, silt, topsoil, other materials) to be selected to minimise erosion (e.g. on level contained ground away from drainage lines), and located no closer than 20m to any creeks or drainage lines. check if this is possible for each project
- Short term stockpiles to be bucket-packed and dampened during windy periods to suppress dust. Mulch stockpiles to be covered with corner weighted lightweight, biodegradable geo-textile. delete if not applicable for project
- Protect each stockpile from surface runoff by catch drains and provide an adequate drainage system to divert water away from the stockpile area. Trim and maintain stockpiles in a neat and tidy condition. Shape stockpiles to avoid ponding of water. Amend as per Project requirements
- Spoil for off-site disposal is to be disposed of at an approved waste disposal site. delete if not applicable for project
- As much spoil as possible is to be re-used on site. delete if not applicable for project
- Weed infested topsoil shall be stockpiled separately, and should not be reused on site. delete if not applicable for project
- Clean topsoil shall be stockpiled separately, and re-spread in areas to be re-vegetated with native species. delete if not applicable for project
- Topsoil stockpiles shall be suitably protected to prevent erosion

21.18.3. Post Construction

- Revegetation of the work shall commence as soon as practicable.
- Revegetation shall utilise indigenous species as practicable. delete if not applicable for project
- Landscape maintenance shall be undertaken to ensure the success of plantings and seedlings in accordance with the specification.

21.19. WATER QUALITY

21.19.1. Prior to Construction

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 70 of 89	North Construction & Building Pty Ltd

- All necessary precautions shall be undertaken to avoid the spillage of oil, fuel, spoil, waste material, rubbish or other substances from any source which may adversely affect water quality in the water catchment.

21.19.2. During Construction

- North Constructions will provide adequate controls to ensure that any water entering the natural watercourse system or stormwater drainage system from areas disturbed by the site complies with any water quality criteria nominated by the Office of Environment & Heritage for the Project.
- Spill control equipment will be on site whenever oil or fuel is present.
- Temporary toilet facilities are serviced regularly
- Refuelling of plant and equipment should be in a designated area; check if possible
- Run-off from site shall be controlled and managed to mitigate the impact of potential pollutants before it is disposed to stable areas or directed into the permanent drainage systems.
- Should there be any spillage it shall be immediately removed or mitigated and destroyed.
- Where there is a requirement to wash plant/equipment it shall be conducted in an appropriate area to prevent erosion and pollution the permanent drainage system.
- Refer to the overall site layout plan for the location of the concrete truck wash out (Insert onto site plan and include in induction where applicable)
- If monitoring is required by the Client, the monitoring will comply with the Office of Environment & Heritage (EPA) Approved Methods for Sampling and Analysis of Water Pollutants in NSW. (delete if not applicable for project)

21.20. AIR QUALITY

21.20.1. During Construction

- North Constructions will ensure that all its construction facilities erected on the site are operated to minimise the emission of smoke, dust, cement dust and other substances into the atmosphere.
- If monitoring is required by the Client, the monitoring will comply with the Office of Environment & Heritage Approved Methods for Sampling and Analysis of Air Pollutants in NSW. (delete if not applicable for project)
- Construction methods will be employed as required that will keep air pollution to a minimum, to ensure that airborne pollutants from activities onsite do not cause undue disruption or inconvenience.
- Where appropriate and/or required by the client, removal of mud from the wheels and bodies of haulage equipment before they enter public roads or other sealed pavements by means of facilities such as truck wash downs and wheel washes. (delete if not applicable)
- NCB will cease dust generating activities which cannot be adequately controlled by water or other means;
- Where applicable;
 - Plant and equipment not be left idling when not in use.
 - Stabilise unsealed construction access routes through use of coarse aggregates;
 - Progressively rehabilitate and revegetate areas of disturbance including, where necessary undertaking short-term stabilisation of temporary stockpiles and disturbed areas. (delete if not applicable for project)
 - Limiting areas of vegetation and soil disturbance through delineating work areas to minimise the potential for erosion. (delete if not applicable for project)
 - Delivery of raw materials (gravel and sand) in load covered trucks. (delete if not applicable for project)
- Trucks not to be overfilled so that excavated material drops onto the roadways. All loads carried on public roads or in areas that could affect private property, to be covered. (delete if not applicable for project)

- Any excessive materials dropped onto externally sealed roads to be cleaned up as soon as possible.
- Truck tailgates to be securely closed before leaving the site.
- All vehicles and machinery must comply with the Office of Environment & Heritage requirements and be fitted with properly maintained emission controls relevant to their date of manufacture. (delete if not applicable for project)
- Long-term stockpiles to be stabilised by establishing a short lived, fast growing temporary cover crop. (delete if not applicable for project)
- The area of construction disturbance to be minimised wherever possible.
- Progressive rehabilitation of disturbed areas to occur as the work front progresses. delete if not applicable for project
- The burning of timber and other combustible materials shall not be permitted.

21.21. FUEL AND CHEMICALS

21.21.1. Prior to Construction

- The use and storage of all chemicals will be in accordance with [HRPRO011 Hazardous Chemicals](#).
- The spillage of a chemical, fuel or lubricant must be rectified and contained immediately to prevent drainage to any nearby water way.
- A secure, lockable storage area shall be provided for storage of fuel, oil and other chemicals within the site compound/storage shed.
- Products and processes that are non-toxic or less hazardous to the environment are to be encouraged at the procurement stage.

21.21.2. During Construction

- Chemical, fuel and lubricant storage areas must be suitably located and protected to minimise the impact of any spillage or contamination on or around the site.
- If any contaminant material (for example leachate, waste oil, drums of chemicals and asbestos) is encountered during excavation and piling, then all work shall cease at that site until the nature and extent of the material has been established and an appropriate disposal strategy has been developed.
- Subcontractors are strongly encouraged to purchase non-toxic or less hazardous products that will not (or have less impact) harm the wellbeing of people and the surrounding environment. They will also be required to provide SDS for all products used on the site.
- Contaminated materials collected after an accidental spill shall be handled and disposed of in accordance with SDS and Statutory requirements.

21.21.3. Post Construction

- Any contaminated material (empty drums, rags, contaminated soils etc) shall be removed immediately from the site and disposed of in accordance with the appropriate regulations.

21.22. WASTE

21.22.1. Prior to Construction

- A site specific waste management plan will be developed to address the disposal of waste / excess building material during the construction period. This will be updated during the project and will be available onsite during construction.

21.22.2. During Construction

- Effluent from the amenities for which the North is responsible will be discharged into the local sewerage system, where available. Otherwise, septic tanks and/or portable self-contained toilets of suitable capacity will be used subject to acceptable arrangements for disposal of the effluent. Pit toilets are not permitted.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 72 of 89	North Construction & Building Pty Ltd

- Littering or dumping of unwanted waste or disposal of surplus construction materials including bitumen, asphalt or concrete, or permitting such activities on any land on or around the site, is not permitted.
- Appropriate receptacles will be provided for the depositing of litter and other waste materials, and their contents disposed off site at a suitable waste disposal station on a regular basis.
- All waste disposals will occur in accordance with the Protection of Environment Operations Act and Regulations and Office of Environment & Heritage Waste Classification Guidelines 2008.
- All wastes generated by the project will be beneficially reused, recycled or directed to a waste facility lawfully permitted to accept the materials.
- The work site would be left clean and free of debris and other rubbish at the end of the works.
- Waste management practices for the project would follow the resource management hierarchy principles embodied in the Waste Avoidance and Resource Recovery Act 2001.
- Environmental induction to address resource and waste management and recycling issues. Include in induction
- Concrete waste to be recovered and where possible sent to a recycling centre.
- Weekly inspection shall be carried (NCB010) out to ensure the work site is satisfactory.
- No burying of wastes permitted on-site.
- No contaminated material shall be used in any earthworks
- All loads of rubbish removed shall be securely covered to ensure no spillage.

21.22.3. Post Construction

- The work site shall be left in a tidy and rubbish free state upon completion of the project.

21.23. COMMUNITY

21.23.1. Prior to Construction

- Check with public authorities and utility providers with a potential interest in the proposal for any relevant and reasonable issues that need addressing.
- The local community shall be informed of temporary vehicle and pedestrian access arrangements.
- All personnel performing works on Site (including subcontractors) are to be made fully aware during their site inductions that complaints received from the general public must be courteously directed to the North Construction & Building site supervisor.

21.23.2. During Construction

- The community should be kept informed of any disruptions which may affect the community.
- A contact number / email address will be provided for the community to call to lodge any concerns.
- The local community shall be kept informed of any construction activities outside normal working hours which may generate noise.
- Any damage to guttering, paving and general ground surface during construction shall be restored to pre-construction condition on completion of works.

21.24. SITE COMPOUND AND WORKING AREA

21.24.1. Prior to Construction

- A construction compound shall be appropriately secured and shall be made safe to the public.
- The site compound shall include a site office, meal and wash sheds, toilet facilities, storage for fuel, oil, chemical and other materials, waste/rubbish facilities and shall display emergency procedure signs.
- The site working area for construction shall be located within the designated area.
- Designated appropriate area for parking that will minimise any impact upon the environment.
- Designate appropriate areas for plant maintenance and repairs; fuel and chemical storage; stockpiles; storage; that will minimise any impact upon the environment.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 73 of 89	North Construction & Building Pty Ltd

21.25. PLANT AND EQUIPMENT

21.25.1. During Construction

- All plant/equipment operators and employees shall be instructed to confine operations to within the clearly marked area of site operations.
- Vehicles or equipment hauling material over public roads shall be fitted with tight tailgates, dust covers and be free of soil.
- All exhausts from plant/equipment shall be visually monitored to ensure they are kept to a minimum acceptable level.
- All plant/equipment shall be inspected daily to avoid leakage of fuel, oil or hydraulic fluid. Machinery found to be leaking shall be repaired or replaced.
- Mufflers shall be fitted to all construction plant and equipment to meet Environment Protection Authority requirements.
- Cleaning out of batched concrete mixing plant at approved areas within the site for drying out and recycling.
- Operators of plant/equipment shall be instructed to carry out re-fuelling and maintenance within a bunted area. No vehicle maintenance permitted outside the construction compounds.
- All machinery shall be secured against vandalism outside working hours.
- All plant/equipment shall be washed out in an appropriately protected and bunted area to prevent erosion and pollution the permanent drainage system.
- Utilisation of appropriately sized plant and machinery for each application in order to minimise the production of waste and to minimise consumption of resources.

21.25.2. Post Construction

- All false work, formwork or piles used during construction and not forming part of the permanent works, shall be completely removed from the site.
- All work sites shall be restored in a satisfactory manner and where necessary in accordance with the appropriate regulations.

21.26. FIRE CONTROL

21.26.1. Prior to Construction

- Avoid driving in long grass during a total fire ban
- Fire extinguishing equipment must be immediately at hand
- Flammable waste not to be left on site
- Emergency Incident Management plan to be developed

21.26.2. During Construction

- Any items used for construction during proclaimed high fire danger periods that could discharge sparks will be fitted with spark arresters. Any cutting, welding, grinding or other activities likely to generate fires in the open on 'total fire ban' days will have a suitable SWMS which will include the provision of fire suppression measures.
- Personnel are to be restricted to the identified construction areas in the buffer zones.
- Adequate fire protection works are to be maintained on site during construction.
- Smoking within or in close proximity to the protected areas surrounding the construction zones is prohibited.
- Where required asset protection zones and a strategic fire management zones are to be established in accordance with the DA and the design documentation.
- Burning of any materials on site shall not be permitted.
- All flammable materials shall be kept in a locked area within the site compound.
- During periods of high to extreme fire risk, an adequate water supply shall be available to the site at all times.
- A minimum of one person on site shall be familiar or trained in the use of fire-fighting equipment.

21.27. CONTAMINATION- DELETE IF NOT APPLICABLE

21.27.1. Prior to Construction

- If there is any evidence of significant contamination not previously identified a contamination assessment should be carried out by an appropriately trained contractor to identify the level of contamination and determine the appropriate procedure for works to continue.- refer to Dilapidation Report.

21.27.2. During Construction

- In the event that construction personnel unearth potentially contaminated soils (due to suspicious odour or appearance) works must cease and the North Construction Environmental Manager contacted;
- NCB and its subcontractors will comply with the Contaminated Land Management Act 1997 in relation to disturbance or treatment of potentially contaminated ground.
- Soil which is required to be disposed of off-site will be classified against the guideline values presented in the Office of Environment & Heritage NSW (1999) Environmental Guidelines, Assessment, Classification and Management of Liquid and Non-Liquid Wastes before being transported and disposed of to a suitably licensed waste treatment facility.
- Any unexpected suspicious material will be stockpiled, tested and then disposed of to an Office of Environment & Heritage approved landfill or facility according to the results of the testing.

21.28. ENERGY AND RESOURCE CONSERVATION

21.28.1. Prior to Construction

- Procurement strategies put in place for energy efficient plant and equipment.

21.28.2. During Construction

- All employees are to be encouraged to reduce the overall volume of potable water used and to report leaking taps or flush tanks for repair.
- Where practical, stormwater available from sedimentation collection points shall be used for dust control and earthworks.
- An effective plant and equipment maintenance program to reduce fuel consumption and exhaust emissions.
- Disconnecting the power supply to electrical plant and equipment when not in use.
- Turning off electrical switches within offices, storage areas and amenities when the facilities are not being used.
- A waste management plan shall be established which encourages the segregation, collection, reuse and recycling of construction waste products, as appropriate.
- Recycling collection organizations available within the local market shall be contacted for assistance and their services shall be procured to collect process and handle recyclable products
- Clearly marked recycling bins shall be provided at appropriate locations which shall be easily accessible to the work force.
- Disposal records shall be maintained identifying the collection agency, and the type, weight/volume and destination of the recyclable products.
- Ensuring lighting during construction is only used in active areas of the site
- Using energy-efficient lamps, such as compact fluorescents, for temporary lighting
- Checking maintenance records to ensure equipment is in good condition and is operating efficiently.
- Minimising overall waste, and the transport of waste from the site
- Considering off-site or consolidated fabrication, which may also reduce energy and water consumption through more efficient processing and a lesser transport task
- Minimising the transport of temporary structures, scaffolding, formwork, consumables and building products to the construction site

21.29. GREENHOUSE AND SUSTAINABILITY (DELETE IF NOT APPLICABLE)

- Any residual raw materials at the end of the project will be reused on other projects.
- Minimise handling and transport of materials on and off the site.

21.30. WASTE MANAGEMENT PLAN

North Constructions will be treating waste for recycling.

Specific points include:

- During construction waste bins will be used to separate waste to be recycled, minimising landfill.
- Off cuts and waste that are able to will be reused on site or returned to supplier where possible.
- All waste will be removed from site during and on completion of works.

MATERIALS ON-SITE	REUSE AND RECYCLING		DISPOSAL
TYPE OF MATERIAL	ON-SITE (PROPOSED REUSE / RECYCLING METHOD)	OFF-SITE	CONTRACTOR AND LANDFILL SITE
Excavation material	Used for fill where possible. Remainder taken from site	To be transported to a local approved site requiring fill	
Topsoil	Re-used onsite where possible. Remainder taken from site.	To be transported to a local approved site requiring fill	
Green waste	Removed from site	Mulched & recycled for use elsewhere	
Bricks	Will be reused were possible	Unusable bricks, removed from site, sorted & Re-cycled	
Concrete	Any excess used for minor works if appropriate	Unusable concrete, removed from site, sorted & Re-cycled	
Excess mortar	-	Unusable excess mortar, removed from site, sorted & Re-cycled	
Timber pallets	-	To be collected by supplier or removed to nearest suitable reuse centre	
Timber - other	Ordered to suit - off cuts reused	Nearest suitable reuse centre (recycled)	
Plasterboard	-	Nearest suitable reuse centre (recycled)	
Steel reo	Ordered to suit - off cuts reused / recycled or returned to supplier	Nearest suitable reuse centre (recycled)	
Scrap metal	Ordered to suit - off cuts reused / recycled or returned to supplier	Nearest suitable reuse centre (recycled)	
Cement bags	-	Nearest suitable reuse centre (recycled)	
Other - mixed waste	-	Nearest suitable reuse centre (recycled)	

21.31. SITE PLAN

Insert site plan showing all environmental controls including silt fencing, waste segregation and storage, dust monitors where applicable, noise monitors where applicable, location of cattle grids, wash out areas, tyre wash areas etc.

21.32. SITE RESTORATION

The site will be restored in accordance with the client requirements.

Details of site restoration for key items of concern are provided in the “Post Construction” section within each element of section 234 of this document.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 77 of 89	North Construction & Building Pty Ltd

22. EMERGENCY PLAN

The principal function of the Emergency Management Plan is to ensure the safety of the persons on site and the surrounding community.

The plan establishes a framework for the effective handling of emergencies and/or disasters. Adherence to this plan is intended to:

- avoid or minimise loss of life and property
- ensure any emergency can be effectively dealt with
- support a prompt response to any emergency
- direct key people to act on specific tasks and provide direction
- provide response mechanisms that support business continuity during/after an emergency

22.1. EMERGENCY DEFINITION

An emergency is an unexpected event that poses a threat to life, property or the environment and requires immediate action to prevent or limit such a threat. This Incident & Emergency Management Plan sets out the requirements that should be undertaken by personnel acting on behalf of North Construction & Building Pty Ltd.

22.2. PREPARATION FOR POTENTIAL EMERGENCIES

The site project team shall ensure that the site has been assessed for potential hazards and the emergencies that may arise out of them, and that resources and responsibilities have been assigned to accommodate any such situation. This is carried out by completing the following steps;

- i. Review of project: On contract award, the Project Manager shall request a Design Risk Assessment from the designer of the project. Should one not be provided, the project is to be reviewed for hazards using NCB027 Design Risk Assessment.
- ii. The Site Foreman and the Safety Officer shall review the Design Risk Assessment, Project Documents (Drawings/Plans), the site and its surroundings using the Site Establishment Checklist to ensure that potential emergencies are identified and resources applied. Hazards identified from the site and scope of works are then transferred to the Project Risk Assessment by the Site Foreman, where relevant COP are assigned and controls nominated accordingly. The Project Risk Assessment is provided to all subcontractors at award of contract. All manpower, training, and emergency equipment is supplied to the project as described in the Project Risk Assessment.
- iii. Design of the Emergency Management Plan: The Site Foreman shall provide a mark up to the Project Administrator of where site facilities are to be located, along with emergency provisions, muster points, and egress paths which would be used in the event of an emergency. The Project Administrator shall then insert this information into the SIMP (this document) along with associated emergency contacts etc., which is distributed to subcontractors upon contract award, and with any update during construction.
- iv. Update of the Emergency Management Plan: Each month, the Site Foreman shall review upcoming works, noting all High Risk Construction Work and foreseeable hazards during these processes. These are added to the Project Risk Assessment and distributed to all subcontractors. Should a subcontractor be performing works with the potential for a specific emergency response, it shall be included in their SWMS or an attached Risk Assessment/Toolbox talk that describes the roles/responsibilities of those undertaking the works – i.e. Excavation collapse, drowning incident, suspension trauma, confined space etc.

22.3. IMPLEMENTATION OF EMERGENCY MANAGEMENT PLAN

In order for the Emergency Management Plan to be effectively implemented persons must:

- have access to the Emergency Management Plan – web-based and/or hard copy;
- have an emergency evacuation plan displayed in prominent positions throughout the site amenities and the site itself;
- undergo specific induction training ;
- undertake emergency evacuation drills at least quarterly;
- have the support of sufficient staff to fulfil emergency roles for the Emergency Management Plan

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 78 of 89	North Construction & Building Pty Ltd

22.4. NEAREST FACILITIES AND CONTACT NUMBERS

FOR ALL SERIOUS INCIDENTS DIAL 000

Convey the following:

1. Give your name and contact number.
2. The location/site address you are calling from.
3. The nature of the emergency, the assistance you require and the status of the emergency.

FACILITY	LOCATION	PHONE NUMBER
HOSPITAL:	Meares St, Mudgee NSW 2850	(02) 6378 6222
MEDICAL CENTRE:	Mudgee Medical Centre, 145 Church St, Mudgee NSW 2850	(02) 6372 8100
POLICE STATION:	94 Market St, Mudgee NSW 2850	(02) 6372 8599
FIRE STATION:	95-97 Horatio St, Mudgee NSW 2850	(02) 6372 6772
POWER	Ausgrid	13 13 88
WATER	Mid-west Regional	1300 765 002
POISONS HOTLINE:	N/A	13 11 26
STATE EMERGENCY SERVICES:	N/A	132 500
RURAL FIRE SERVICES:	N/A	1800 679 737
SAFEWORK:	N/A	13 10 50
COUNCIL	Mid-west Regional	1300 765 002
WILDLIFE INFORMATION, RESCUE AND EDUCATION SERVICE (WIRES):	NA	1300 094 737
NORTH CONSTRUCTION	Level 5, Suite 501, 1 Bryant Drive, Tuggerah NSW 2259	02 4323 2633
SITE ADDRESS		NA

22.5. SAFework NOTIFICATION REQUIREMENTS

The following incidents and injuries must be reported to SafeWork NSW:

Incidents involving a fatality, serious injury, serious illness or dangerous incident

Call SafeWork immediately on 13 10 50 as an urgent investigation may be needed, and: where there is an injury to an employee, notify your Nicole Redmond (Office Manager) within 48 hours.

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/incident-notification-fact-sheet-2015.pdf>

22.6. SITE EVACUATION PROCEDURE

FOLLOW INSTRUCTIONS OF THE FIRE WARDENS	1ST AID OFFICERS AND SITE FOREMAN
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In the event of an incident requiring a site evacuation the following procedure shall be followed:

- The Fire Warden, or his delegate, will sound one long blast of the air horn.
- The Fire Warden, or his delegate, will retrieve the site sign on / sign off register & induction register from the site office.
- All persons are to leave the building immediately by the nearest safe exit or as directed by the Fire Warden.
- All persons are to proceed to the assembly area, as shown on the emergency evacuation site plan, or an alternative assembly area as directed by the Fire Warden.
- The Fire Warden, or his delegate, will contact the relevant authorities once at a safe distance
- The site supervisor or his delegate will conduct a "role call" of all workers that are signed in to the register
- Any workers not present will be contacted via mobile telephone. If there is no response the police and / or fire brigade must be told that there is worker(s) missing.
- Remain in the assembly area until advised the emergency is over
- Only re-enter the building/site when advised it is safe to do so by the Fire Warden.

22.7. EVACUATION OF INJURED PERSONS

Where injuries arise from an incident, movement of the injured to an area which is safe from the elements of the emergency will be crucial. Injured persons should be classified and provided with first aid treatment and/or treatment while awaiting ambulance services. A suitably qualified first aider or occupational first aider should be asked to manage any treatment until the arrival of the ambulance service.

22.8. FIRE WARDEN RESPONSIBILITIES

The Fire Warden will take the following basic actions in an emergency.

Stay calm – Your example can influence others and thereby aid the emergency response.

Assess the situation – Determine what happened and what the emergency is. Look at the big picture. What has happened to whom and what will continue to happen if no action is taken? Try to identify the cause that must be controlled to eliminate immediate, ongoing, or further danger.

Take command – Take charge and call, or delegate someone to call, emergency services—generally 000 — and explain the situation. Assign tasks for controlling the emergency. This action also helps to maintain order and prevent panic.

Provide protection – Eliminate further losses and safeguard the area. Protect victims, equipment, materials, environment, and accident scene from continuing damage or further hazards. Divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities, and take other necessary measures. Preserve the accident scene; only disturb what is essential to maintain life or relieve human suffering and prevent immediate or further losses.

Aid and manage – Provide, or delegate people to provide, first aid or help those already doing so. Manage personnel at the scene. Organize the workforce for both a headcount and emergency assignments. Direct all

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 80 of 89	North Construction & Building Pty Ltd

workers to a safe location or command post. This makes it easier to identify the missing, control panic, and assign people to emergency duties. Dispatch personnel to guide emergency services on arrival.

Maintain contact – Keep emergency services informed of situation. Contact utilities such as gas and hydro where required. Alert management and keep them informed. Exercise increasing control over the emergency until immediate hazards are controlled or eliminated and causes can be identified.

Record Details Save as many records as possible if it is safe to do so.

22.9. ASSEMBLY AREAS

Assembly areas have been identified in evacuation plan for the site. These are identified on the Evacuation Plan which are displayed in the site amenities and throughout the site. In some cases assembly areas may not be habitable due to fallout from the emergency site or may be affected by the emergency. In these cases the Fire Warden must direct evacuees to assemble in an alternative location.

An assembly area should be a place of safety where evacuees:

- may feel safe and secure
- are located a reasonable distance from the emergency
- are free from any fallout from smoke or debris
- are sheltered from the elements
- may be easily treated for injury or any trauma by emergency services and other services
- can assemble in an area of sufficient size to accommodate the maximum occupancy of the building/s or area

22.10. EMERGENCY EVACUATION PLAN

Insert Evacuation diagram/plan for the site which include as a minimum;

- Emergency Assembly Area
- Location of first kit
- Location of air horns
- Location of fire extinguishers
- Location of site office
- Foreman's Contact number
- Details basic steps for workers to follow when they hear the alarm
- Smoking areas(if applicable)

22.11. INCIDENT RESPONSE PROCEDURES

Incident and emergency response procedures are detailed in [PRO017 Emergency Response](#).

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 81 of 89	North Construction & Building Pty Ltd

23. TRAFFIC MANAGEMENT PLAN

Construction traffic movements may include:

- Deliveries of materials, supplies, plant or equipment to site. Material deliveries will be scheduled for outside of peak traffic hours where feasible;
- Transport of over dimension loads;
- Haulage of earthwork materials;
- Concrete deliveries; and
- Regular traffic movements by construction personnel.

Upon contract award and during the creation of a Site Integrated Management Plan (this document), the scope of works for the project will be assessed and works that may affect traffic flow or require works to take place on or adjacent to traffic corridors will be identified by the completion of this section (Section 25) by the Site Supervisor and Project Manager. The presence of such works will be included into the [Project Risk Assessment](#) and the works shall take place in accordance with North's High Risk Procedure for Traffic ([HRPRO015 Traffic](#)), including the use of NCB045 Traffic Permit on Fieldview to implement, review and monitor the works and effectiveness of controls.

A copy of the Traffic Management Plan will be provided to all contractors and construction traffic to make sure they use the preferred travelled paths when entering/leaving site.

23.1. TRAFFIC MANAGEMENT PLAN OBJECTIVES

The objectives with respect to the Traffic Management Plan (TMP) are to:

- Ensure the safety of its employees, contractors, the general public, pedestrians, cyclists and traffic,
- Keep traffic delays to a minimum (including parking arrangements),
- Ensure safe and compliant access to and from site through neighbouring streets
- Maintain satisfactory property access,
- Minimise disruption to businesses/neighbours,
- Make suitable arrangements where required for pedestrian traffic flows.
- When required, obtain approvals and licenses such as Road Occupancy, Direction to Restrict (DTR for Speed Limit Sign Authorisation) and Traffic Signals.

23.2. TRAFFIC MANAGEMENT PLAN CHECKLIST

HAZARD TO CONSIDER	EXPECTED Y/N	CONTROL
Lighting – excessive in early morning or late afternoon?	N	• Avoid vehicle movement during these times • Implement speed limits for on site
Lighting – insufficient in early morning or evening?	N	• Avoid vehicle movement during these times • Implement speed limits for on site
Do adverse weather conditions increase risks to those in area?	N	• Avoid deliveries during inclement weather • Avoid plant movement during inclement weather
Is there a need for features such as fixed mirrors to provide greater vision?	N	• Erect signage and additional safety items as required/identified. • Items are to be erected prior to traffic accessing the site
Are there designated pedestrian paths of travel to avoid contact with moving plant/vehicles.?	N	• Nominate and erect bunted pedestrian paths of travel. • Advise of pedestrian paths of travel during the site induction

Reversing of mobile plant/trucks – is there available space to complete this action safely?	Y	- Establish exclusion zones around moving plant - All persons on site to wear hi-vis clothing - Nominate a reversing/turning area on the site that no worker is to enter.
Are there any obstructions to vision for operators of plant / vehicles which would prevent them seeing pedestrians other operators?	N	- Establish exclusion zones around moving plant - All persons on site to wear hi-vis clothing - Workers on site to be advised of the days activities during the daily risk assessment and sign in process
Is there space for designated parking areas for mobile plant and vehicles?	Y	- Nominate worker parking areas. - If parking is required on the street in front of private houses complete a letter drop informing residents of contact details in the case of an issue/incident.
Is there space for site amenities to be located within the boundary, and without impacting surrounding roads/footpaths?	Y	- Amenities located within the boundary wherever possible - If amenities must be located above public access, hoarding systems must have approval from local authorities
Is there space for laydown/storage of construction materials, including short term stockpiling?	Y	- Appoint a site worker to control delivery management, particularly for crane movements - Site Layout plan to be reviewed min. monthly to forecast potential clashes/high work periods
Are there peaks in pedestrian traffic at times which increase risk and warrant specific controls to manage risk at these times?	Y	- Appoint a site worker to control pedestrians during high traffic movement periods - Avoid deliveries during peak times.
Are vehicle and pedestrian travel paths shared?	N	- Bunt off specific paths of travel for pedestrians - Consider alternative traffic routes.
Do pedestrians passing the site experience blind spots which prevent them from seeing moving plant or vehicles entering or exiting the site?	N	- Appoint a site worker to control pedestrians during high traffic movement periods - Erect signage to make pedestrians of entering/exiting vehicles
Is there a history of any incidents / near misses which have occurred in the area involving pedestrians and mobile plant / vehicles?	N	- Review reports of any incidents. - Implement corrective actions from previous reports
Are there any low bridges on the proposed route to access the site?	N	- Consider alternative routes. - Nominate one way streets on traffic management plan
Is there any overhead power on the access roads into the site?	N	- Install visual signage to alert drivers to the location of overhead power. - Consider alternative site access points
Are there any size/weight restricted roads on the proposed site access route?	N	- Consider alternative routes. - Nominate one way streets on traffic management plan
Are there any one way roads on the proposed site access routes?	N	- Consider alternative routes. - Nominate one way streets on traffic management plan

Is there adequate space for concrete trucks to wait whilst concrete pours are in progress?	Y	Coordinate concrete truck deliveries with concrete plant and concreting subcontractor.
Are there any schools in the surrounding area which will result in peak times for both vehicle and pedestrian traffic?	Y	Avoid deliveries during peak times.
Will normal vehicle travel be affected by the construction?	N	Traffic management plan to be developed and implemented by accredited company.

23.3. TRAFFIC CONTROL PLANS

NCB will implement Traffic Control & Associate Management Plans produced by accredited agencies for any works which disrupt free traffic movement. These measures will include Traffic Control Plans and Vehicle Movement Plans as required and will encompass vehicle movement and pedestrian movement for both construction resources and the general public. Any property accesses affected by the construction activities will also be identified on the Traffic Control Plan's.

23.4. TRAFFIC CONTROLLERS

NCB will ensure any subcontractor undertaking traffic control is registered under the RMS's Registration Scheme Category G "Traffic Control".

All traffic controllers used by North Construction will have completed RMS accredited Traffic Controller training. Traffic Controllers will carry their tickets with them.

23.5. TIME MANAGEMENT (DELETE IF NOT APPLICABLE TO PROJECT)

North Construction aims to meet its time related obligations. Among them are:

- Notifying residents and businesses affected by disruption to property access or by night works in built-up areas. A letter will:
 - Be "letter-box-dropped" at least three business days before the proposed date and
 - Detail the dates and times of the proposed access restrictions and contact details.
- Performing work only in the times permitted within the Construction Certificate.
- If required lodging early as possible (at worst no less than 10 Business Days before the work) a road occupancy application.

23.6. REVIEWING THIS TRAFFIC MANAGEMENT PLAN

The Project Manager will review the Traffic Management Plan (Section 25) to ensure it is appropriate and is being implemented effectively. Changes may arise from a change of scope, audits, and workers comments or from opportunities for improvement. The review will be completed during the quarterly systems audits.

This Plan will then be updated to reflect any changes which have occurred.

23.7. TRAFFIC INCIDENT MANAGEMENT

This is managed in accordance with PRO 017 Incident Reporting and Investigation and [PRO017 Emergency Response](#). This is achieved through collaboration with emergency services and other key stakeholders to facilitate effective management of road users, and the airside road network. In the event of any incident the site foreman will act as the fire warden and assume control of the situation until emergency services arrive.

23.8. SITE EVACUATION PROCEDURE-

Refer to Emergency Response Plan for project.

23.9. CONSTRUCTION ZONE

The need to establish a designated construction zone is not deemed necessary at the moment considering the constraints of the proposed construction site. It is believed that all of the main deliveries will unload

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 84 of 89	North Construction & Building Pty Ltd

from within the property and/ or construction site. If the need for a designated construction zone is required, the applicable applications to the local council will be made.

23.10. CONSTRUCTION WORKERS CAR PARK

As highlighted in our site induction that all construction workers undertake on commencement, the parking of all vehicles is to be in the designated area within the site boundaries only except for the unloading & loading of all tools & equipment at the start & completion of work each day. Special dispensation will be assessed for specific needs if the need arises.

23.11. ACCESS ROUTES

Access to and from the site for workers, subcontractor personnel, client, consultants, vehicles, machinery and trucks will be via Broadhead Road and access to the site from the entry/exit on Bruce Road within the frontage of the site. Note: No traffic will access or egress via the unsealed eastern end of Bruce Road and Spring Flat Road.

23.12. DURING CONSTRUCTION

At all times during construction, all efforts will be made to limit the amount of disruption that may affect the surrounding areas. Any disruption to traffic movements will be disclosed to surrounding residents and businesses with all applicable measures undertaken.

23.13. DELIVERIES TO & FROM SITE

It is North Construction's intention that most material deliveries & removals will occur from within the confines of the building site. For all material deliveries to site, it is expected that all truck drivers will comply with the NSW road rules where the applicable signalling of the vehicle (indicators) leading up to the site will occur, a vigilant search for pedestrians at the access gate, giving way to all pedestrians at the site then the movement of that vehicle off the public road.

Accepting deliveries to site from a heavy vehicle (GVM >4.5t) places the person/business accepting delivery in the [Chain of Responsibility](#) under the Heavy Vehicle Law. This duty is managed by ;

- Screening of engaged contractors/logistics contractors to only use reputable/competent PCBU's.
- Communication and distribution of this TMP, and relevant information regarding the delivery route (road permits required, maximum loads, bridges/underpasses, opening hours etc)
- Advanced planning of major deliveries to ensure appropriate scheduling and delivery timeframes.
- Ongoing communication with contractors at morning pre-starts to promote organized and compliant deliveries.
- Implementation of this TMP (including maintenance of signage/controls) for effective vehicular management, including heavy vehicle deliveries.
- Ongoing monitoring for effectiveness (and updating if required) – including the assessment of deliveries for secureness & reporting back to consignor if issues are sighted. Any delivery that does not comply (ie. Inadequately secured load on arrival, driver appearing fatigued/unfit for work, or driving outside of legal restrictions) will be treated as an incident as per Section 15 o

In relation to all exiting vehicles from the site, all drivers are to vigilantly search for all pedestrians at the site access point, vigilantly search for all vehicles using, giving way to these vehicles then progressing in the most direct main Road from the proposed building site.

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 85 of 89	North Construction & Building Pty Ltd

23.14. SITE LAYOUT PLAN

Insert site layout plan which includes;

- Traffic flow direction- one way where possible
- Car Park location
- Access from carpark to site compound
- Pedestrian access to site
- Speed Limit -20 km/h (depending on site)
- Truck turning warning signs
- Construction zone location- (where approved)
- Delivery time restrictions
- Truck unloading area
- Waste bin locations and access
- Tyre wash or grate
- Location of overhead powerlines

23.15. ADMINISTRATION STANDARD FORMS

North's integrated management system components are listed in [this register](#).

24. SITE DISCIPLINE PROCEDURE

For breaches of the site safety requirements the following will occur:

1ST BREACH = VERBAL WARNING

You will be given a verbal instruction by **ANY MEMBER** of the North Construction project team. You will be informed of the breach and the required corrective action. This warning will be recorded on a register in the site office.

2ND BREACH = 1ST WRITTEN NOTICE

You will be issued with a written ticket, non-conformance report or [site instruction](#) by **ANY MEMBER** of the North Construction project team noting the identified breach and the required corrective action. This written warning will be recorded on a register in the site office with a copy issued to your supervisor.

3RD BREACH = 2ND WRITTEN NOTICE

You will be issued with a written ticket, non-conformance report or [site instruction](#) noting the identified breach and the required corrective action. At this point you will be immediately prohibited from accessing the construction site.

If deemed appropriate by the North Construction project team you will be required to complete the site induction again. Your supervisor and the North Construction project manager are required to be in attendance during this induction.

SERIOUS SAFETY BREACH = IMMEDIATE EXCLUSION FROM SITE

If you have been found breaching the Site Safety Requirements and the breach could, or has, resulted in a serious safety incident **you will be immediately prohibited from accessing the work site**. Your supervisor and employer will be notified of the breach and further action will be agreed between the NCB Systems Manager, Construction Manager and your employer.

25.APPENDIX 1 – SUB PLAN - XXXXX

Site Integrated Management Plan for St Matthews Mudgee		
Document Revision no.8 February 2020	Page 89 of 89	North Construction & Building Pty Ltd