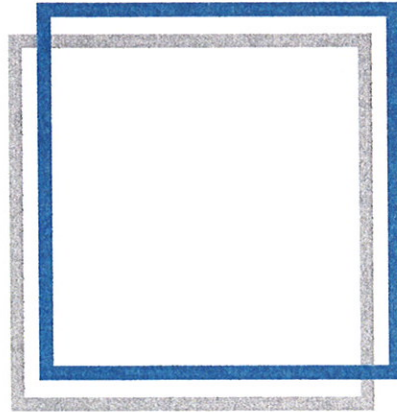


CONSTRUCTION MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd



Belmorgan
PROPERTY DEVELOPMENT

CONSTRUCTION MANAGEMENT PLAN

'DWYERS SITE DEVELOPMENT, STAGE 1'

31 CROWN STREET, 26 BURELLI STREET AND 16 BURELLI STREET,
WOLLONGONG NSW 2500

DATE OF ISSUE: Thursday, 6 September 2007

CONSTRUCTION MANAGEMENT PLAN

Beilmorgan Property Development Pty Ltd

Table of Contents

Page Ref	Section #	Section Name
3	1.0	Introduction
3	2.0	Project Description and Location
4	3.0	Construction Methodology
5	4.0	Amenities
5	5.0	Materials Handling Onsite
5	6.0	Site Safety, Security, Public Protection & Traffic Management
7	7.0	Environmental and Waste Management
7	8.0	Dwyers Site Development, Stage 1 Program
8	Appendix A	Dwyers Site Development, Stage 1 Program
10	Appendix B	Environmental Management Plan (EMP) 13 pages
24	Appendix C	Dwyers Site Induction Package 15 pages
40	Appendix D	Site Safety Management System 64 pages
105	Appendix E	Traffic Management Plans 28 pages

CONSTRUCTION MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd

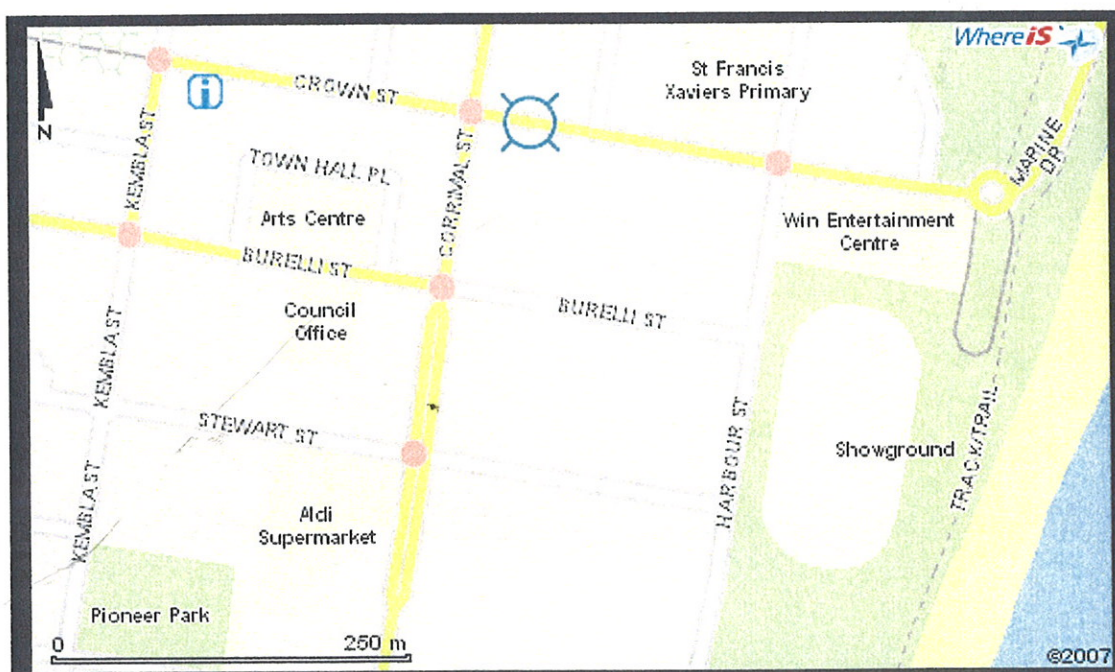
1.0 Introduction

Belmorgan is playing a design and construct role in the construction of the Dwyers Site Development, Stage 1.

The primary objectives for the construction of the Dwyers Site Development, Stage 1 (DSD1) project are to ensure that the facilities match the needs of the client and comply with all aspects of the brief in order to quantify the level of success or otherwise of the project, objectives and measurable targets with respect to Quality, Safety and Environmental Management, ensuring they are established at the outset and the results reviewed and re-established periodically throughout the course of the project.

2.0 Project Description and Location

The Dwyers Site Development, Stage 1 project involves the design and construction of 4 Basement Levels, 4 Retail Levels and 1 Office Level on the former Dwyers Holden Site, located on the corner of Crown, Corrimal and Burelli Streets Wollongong.



Stage 1 involves the construction of a conventional RC structural frame with curtain wall facade, presenting to all street frontages, North, West and South, utilizing the premium site location to full benefit.

CONSTRUCTION MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd

3.0 Construction Methodology

The site has been classified as contaminated through an assessment of the ground conditions carried out by New Environment in May 2006. The site is currently being remediated in accordance with the Remedial Action Plan (RAP) prepared by New Environment.

A deep excavation is required in order to construct the 4 levels of basement car parking, this is at a level of approximately 14m below the existing street level.

Coffey Geosciences Pty Ltd carried out a Geotechnical Survey. A subsequent Geotechnical Report was prepared in 2006 indicating the material below the surface and the varying depths of fill, clay, and medium density silt through to high strength rock.

The structure will be a typical concrete framed structure of 4 basement levels, 4 retail levels and 1 office level using a combination of conventional concrete columns and walls. There are options for the use of metal deck formwork (bondek) Peri-formwork systems and conventional formwork as well as utilizing post tensioning for typical floors. Current planning has the floor plates broken into a number of pours to allow continuity of works during the structural process.

The Façade is typically a curtain wall glazed system for the typical floor areas, and either treated precast concrete or treated in situ concrete walls for the core areas.

Service installation and rough-in will progress from the basement levels through to the top floor. The major works involved are:

- Installation, testing and commissioning of mechanical ventilation plant, vertical and horizontal duct work within the building.
- Installation, testing and commissioning of new fully operational lifts including full journey goods lift.
- Installation, testing and commissioning of electrical system, data and security to the given specifications.
- Installation, testing and commissioning of hydraulic system to the given specifications.
- Installation, testing and commissioning of both wet and dry fire systems to the given specifications.

Certain measures will be taken through design and construction to ensure the building is constructed as energy efficient as time and cost restraints will allow, for example rainwater re-use systems will be employed to make the building more energy efficient.

Finishes will commence from the basement 4 upwards. The major works involved in finishes for the Dwyers Site Development, Stage 1 are as follows:

- Stud wall systems using plasterboard.
- Grid ceilings.
- Internal glass balustrade and glazing.
- Floor finishing system such as carpets, tiling, etc.
- Joinery.
- Wet area finishes.
- Entry Lobby and Arcade finishes

CONSTRUCTION MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd

External works on the Dwyers Site Development stage 1 project are not overly extensive. External works will involve paving, planter boxes, mature tree planting and the re-construction of footpaths, road re-alignment works, driveways and roadways.

4.0 Amenities

During the initial stages of the excavation site establishment will include lunch, change and ablution blocks on the full class-B hording located along Crown Street. This will accommodate approximately 40 site workers initially. A first aid shed will be provided and located on the hording when manpower numbers necessitate a full time first aid shed.

More options are available for site accommodation as numbers onsite begin to increase the majority of which will be set-up in the basement levels and rise accordingly with the structure as works dictate the movement of site amenities. Maximum manpower numbers are predicted to be at approximately 500 onsite per day.

5.0 Materials Handling Onsite

The site is to be serviced by 2 Tower Cranes, located in the lift cores with the building.

2 x Favelle Favco M600D cranes or similar with a 65m jib will be used internally to the site, as these are Luffing Boom Cranes, slewing and craning over public spaces will be minimized.

For Horizontal materials handling the use of all terrain forklifts, tele-handlers will be employed within the confines of the site boundaries. For any forklift access required outside the construction site boundaries, correct authority approvals will be obtained prior to these works being carried out.

6.0 Site Safety, Security, Public Protection & Traffic Management

In accordance with the systems and policies outlined in our Company Safety Management System (CSMS attached, appendix D) and reiterated in the Site Induction Package (attached, appendix C) of which all inductees to site receive a copy. Safety is paramount to the objectives and outcomes of Belmorgan Property Development. Our Occupational Health, Safety and Rehabilitation Policy is founded on the belief that the well being of people employed at work or visiting our work, is a major priority and must be considered during all work committed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. Contractors, Subcontractors, Suppliers, Consultants, Site Visitors and the General Public shall be given equal priority to that of our workers and in turn the cooperation of all employees, contractors and visitors is expected in upholding the highest standard of risk reduction and accident prevention.

CONSTRUCTION MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd

A detailed review and safety auditing process will be undertaken prior to commencement of works and at various regular intervals as noted in the CSMS to ensure compliance in terms of site safety for compliance with the OHS Act and WorkCover regulations for safety. These will be implemented for Belmorgan Property Development through our internal safety policies. This extension of this policy is not only for the personnel or workers involved directly with the site but also assessment of the risks potentially involving the safety of external users, community and surrounding amenities and services.

The following measures are currently installed or are being considered to ensure public safety and protection as well as site security:

- A full Class-A perimeter Hording is currently in place around the full extent of site with the intention of upgrading it to a semi-permanent closed in demolition Class-A Hording at the commencement of the excavation. This will remain in place throughout the entire project or unless it is replaced with a Class-B Hording.
- A Class-B Hording was implemented over a 70m area of Crown Street during the Demolition Stage of the development with the intention of extending this Hording to the full length of the Crown Street Site boundary as well as the boundaries to site along Corrimal and Burelli Streets as and when they are required during the construction process. This will allow pedestrian access at all times and yet maintain public safety in particular when we are working overhead.
- Site access will at all times be monitored and controlled by site staff. After hours security will be maintained by a nominated security company and will monitor access through the approved access points (noted in Traffic Management Plan attached, appendix E), lockable gates as well as deliveries and approved deliveries after hours.
- All deliveries that require close proximity to public or traffic will have a dedicated traffic management plan in place and will be constantly updated to the needs of the project. These plans will be in accordance with Wollongong City Councils Works Division and other regulatory authorities.
- All movement of vehicles (construction and machinery) will be via the designated site access points and will be subjected to the regulatory requirements of the DECC and RTA, as well as Wollongong City Council's standard requirements.

Our proposed site access and egress points are as follows and approved Traffic Management Plans can be found attached in appendix E:

- Access point and entry to the Dwyers Site Development, Stage 1 is via the gate off Crown Street located in the North East corner of site.
- Egress point and exit from the Dwyers Site Development, Stage 1 is via the gate off Burelli Street located in the South East Corner of the Site

The access egress points will be accessible during the site working hours as nominated in the consent conditions.

CONSTRUCTION MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd

7.0 Environmental and Waste Management

Belmorgan Property Development has implemented an Environmental Management Plan (EMP) (attached, appendix B) and the policies are developed in terms of AS/NZS ISO 14001:1996. Part of this plan involves a system of implementation, environmental aspects control and procedures, monitoring and recording, environmental training and others.

Part of this EMP is waste minimisation of which recycling is one of the main objectives and key performance criteria. Recycling extends from the works undertaken onsite through to the offices with paper and glass recycling.

A waste management contractor has been involved in the early demolition stage of the development and will continue to be involved throughout the entire project. Some of the performance measures expected of the waste management contractor are as follows:

- The Waste Management Contractor will coordinate waste recycling, recovery and disposal of all waste during all stages of the project.
- The waste system (bins, signage, staff education) is in place prior to any major waste generation works.
- A process for the verification of disposal of potentially hazardous waste will be developed and maintained to ensure appropriate disposal of the waste materials. Copies of all tipping and/or disposal documentation to be supplied to Belmorgan Property Development and filed with the site records.
- Destination of excavated materials to be approved prior to the commencement of works.
- The Waste Management Contractor will be responsible for providing monthly reports to the site manager: the size and number of the bins taken away, tonnages and m³ taken away and tonnages and m³ recycled. This will include the final destination of materials for recycling.

The Site Manager will produce monthly reports and other statistical information as per company safety and environmental requirements.

8.0 Dwyers Site Development, Stage 1 Program

Construction Works to the Dwyers Site Development, Stage 1 are detailed in the attached appendix A.

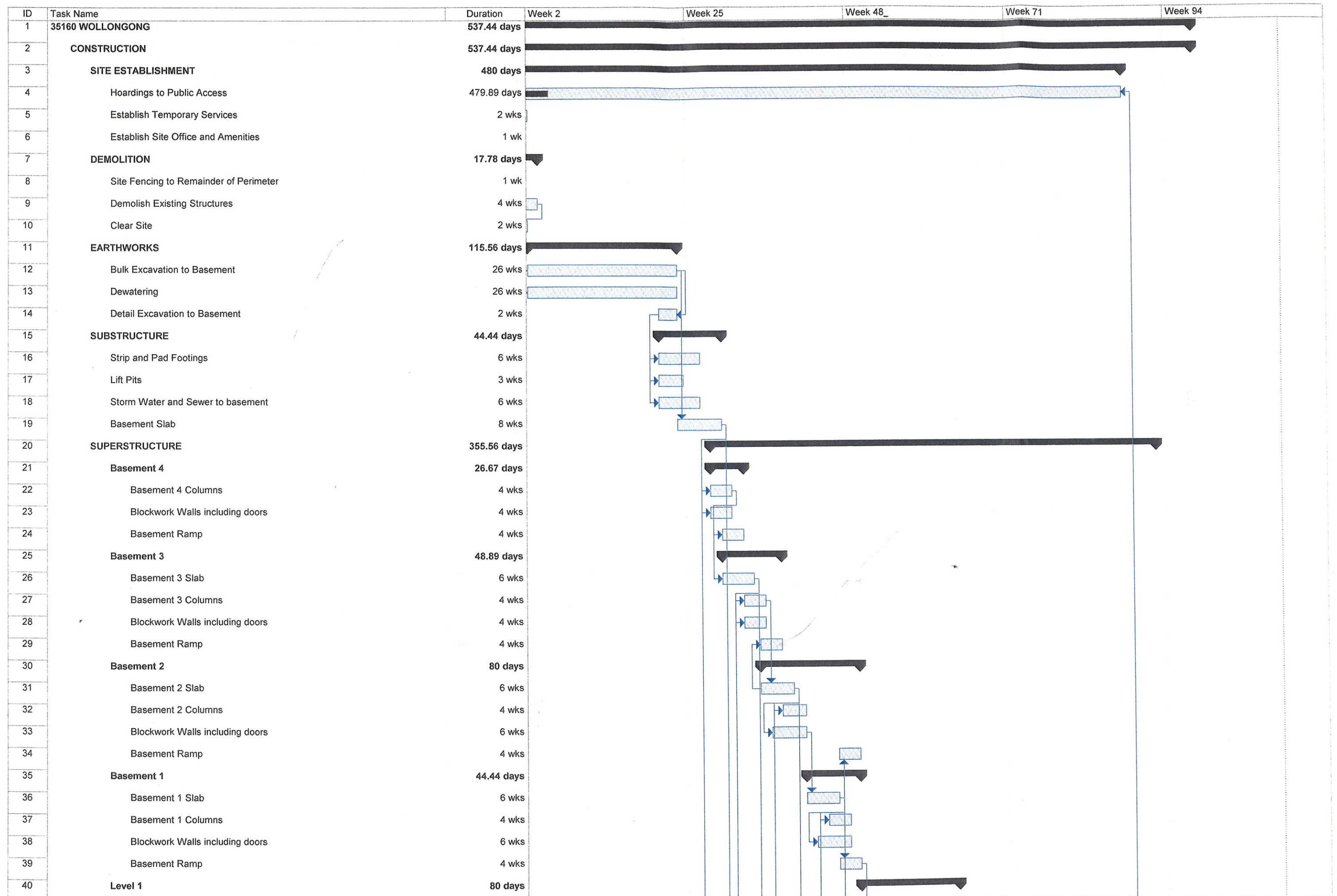
The overall project is based on a 21-month construction timeframe.

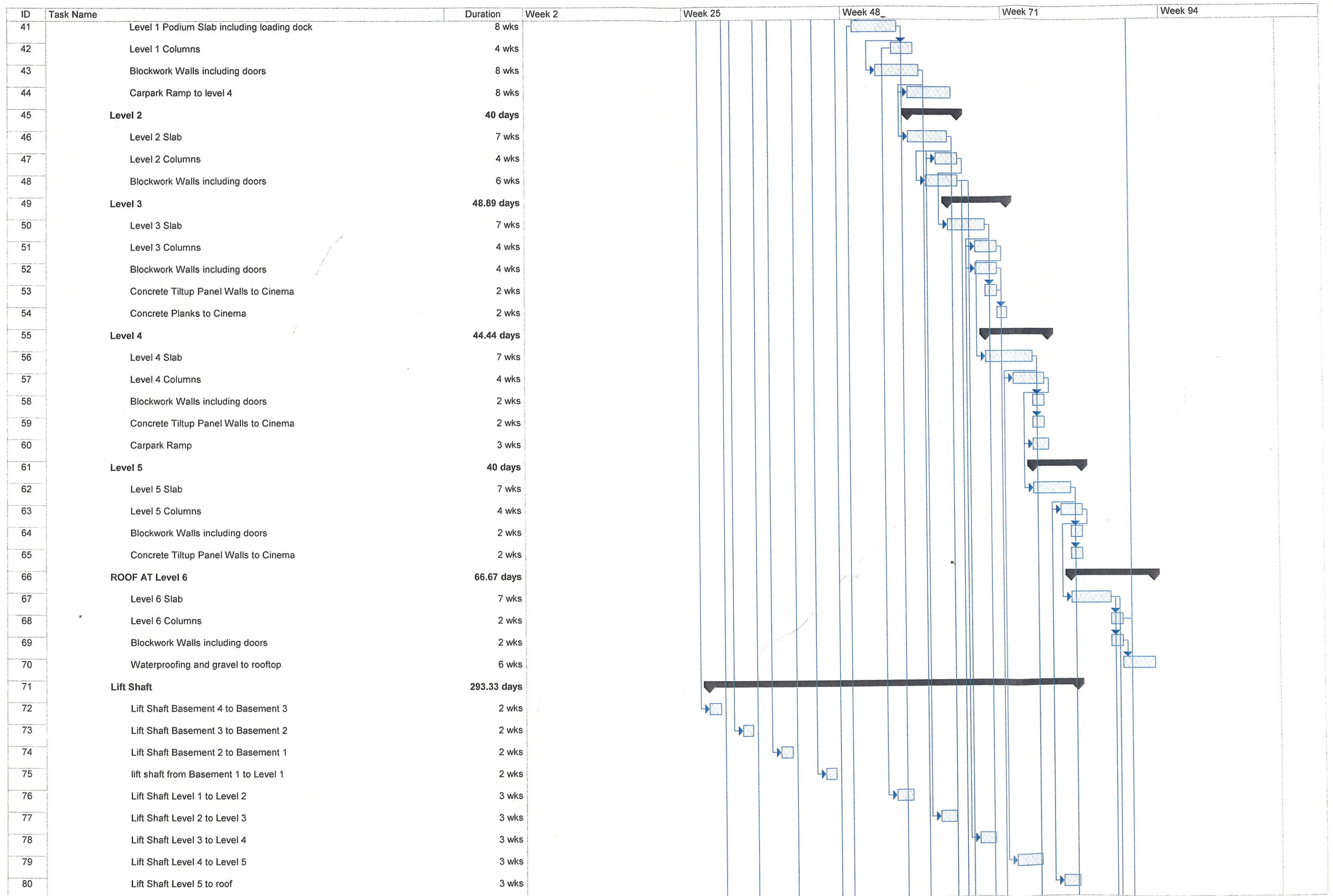
Demolition is complete.

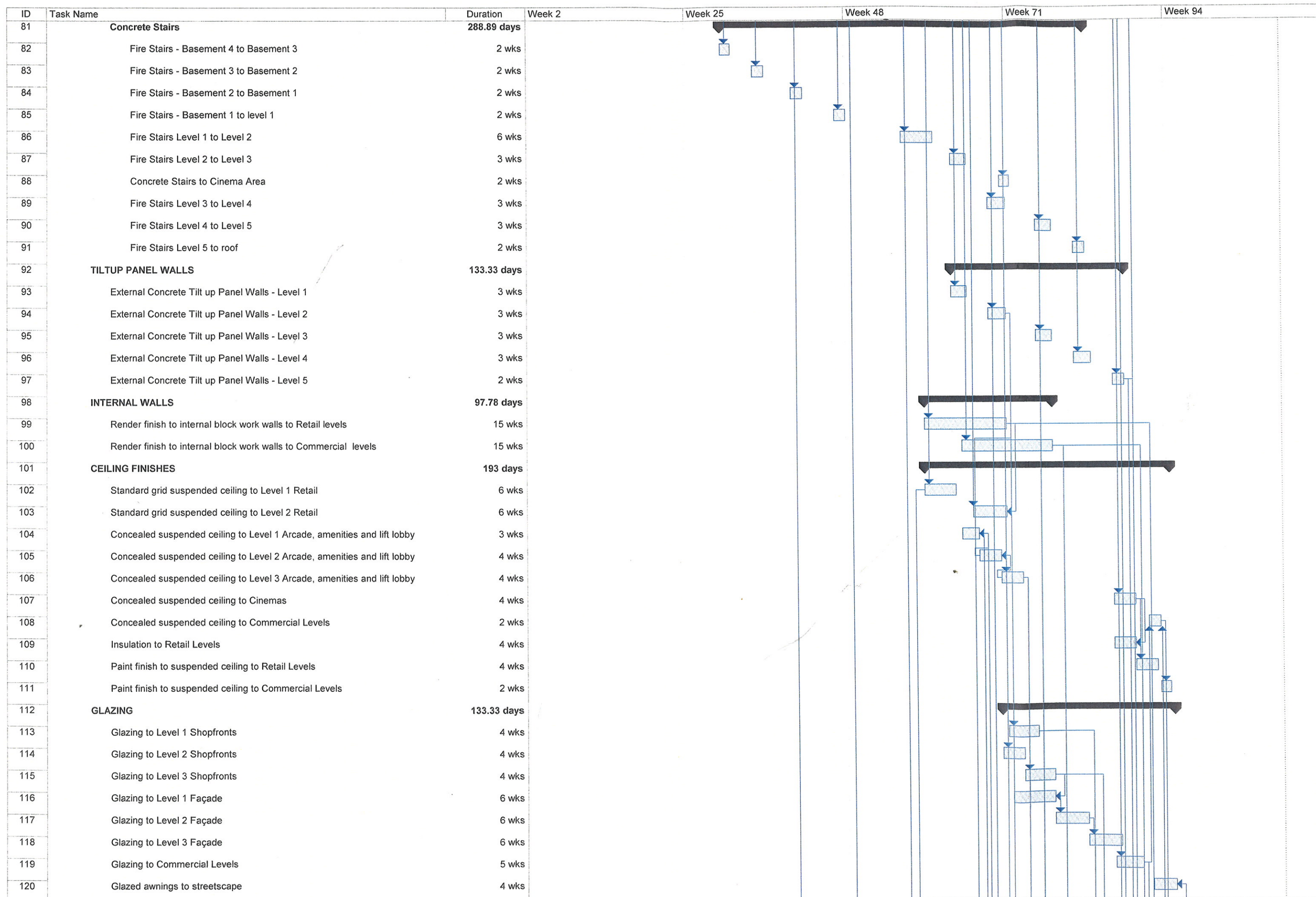
Site remediation is 90% completed and anticipated to be complete within 2 months of the date of this report.

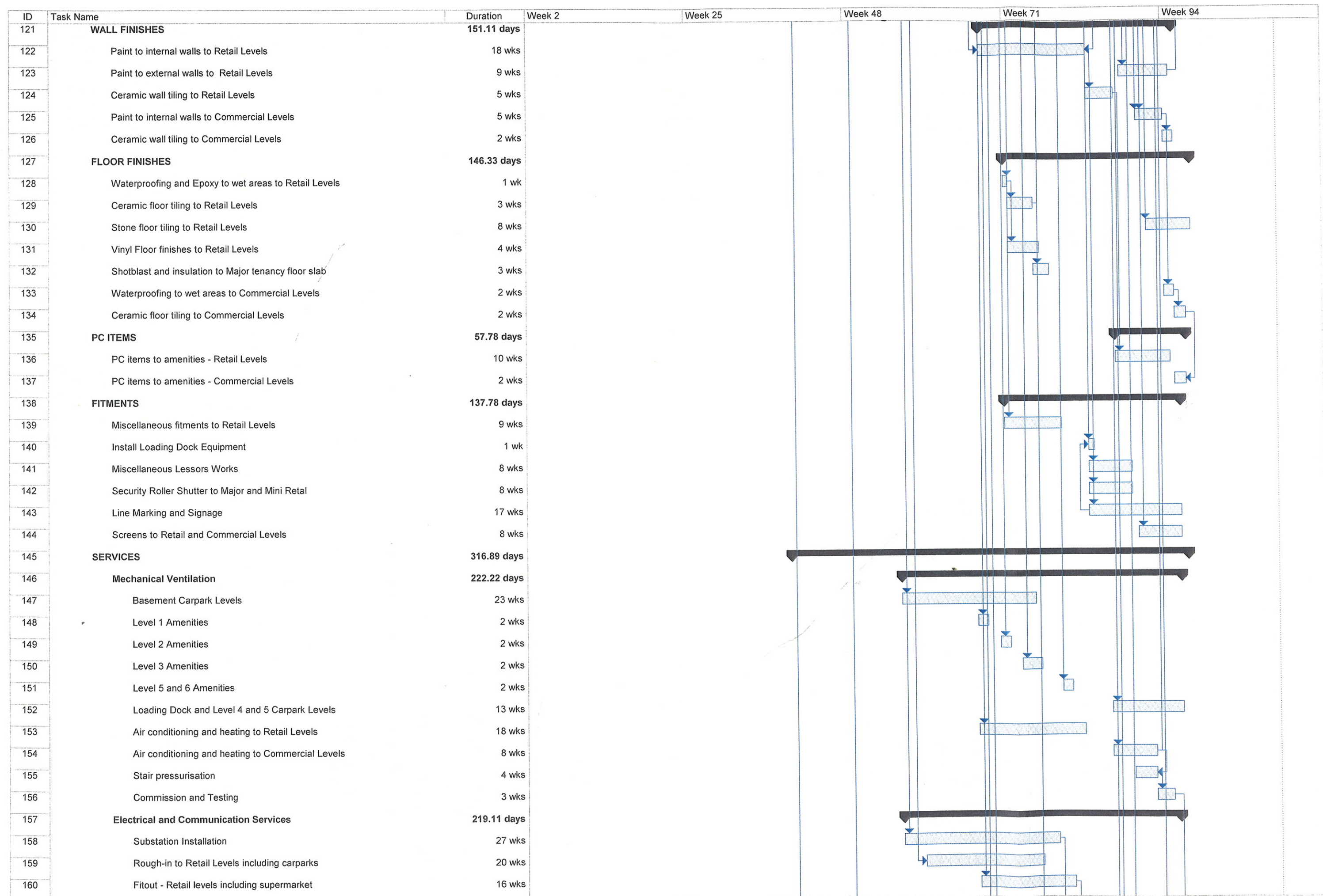
APPENDIX **A**

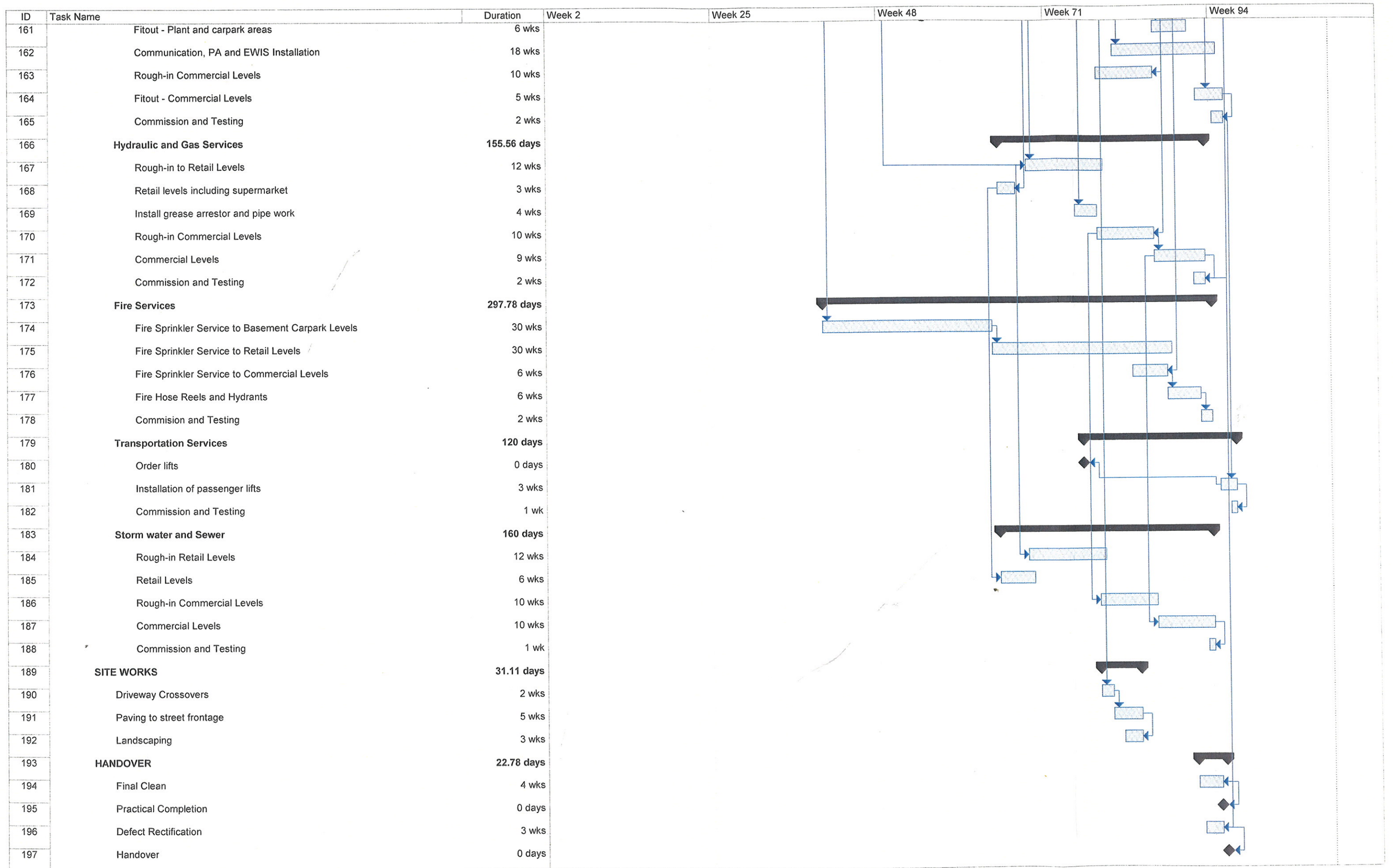
- Dwyers Site Development, Stage 1 Program





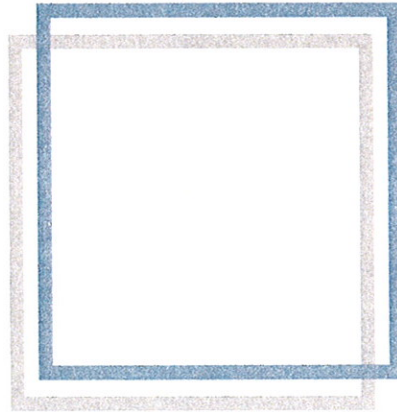






ENVIRONMENTAL MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd



Belmorgan
PROPERTY DEVELOPMENT

ENVIRONMENTAL MANAGEMENT PLAN

'DWYERS SITE DEVELOPMENT, STAGE 1'

31 CROWN STREET, 26 BURELLI STREET AND 16 BURELLI STREET,
WOLLONGONG NSW 2500

DATE OF ISSUE: Wednesday, 5 September 2007

APPENDIX **B**

- Environmental Management Plan

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

CONTENTS

1.0 Introduction

- 1.1 Document Distribution Register
- 1.2 Document Revisions
- 1.3 Policy Statement
- 1.4 Environmental Training

2.0 Objectives

3.0 Responsibilities

- 3.1 Site Management
- 3.2 Subcontractors & Suppliers
- 3.3 Workers

4.0 Environmental Management Procedures

- 4.1 Stormwater Control
- 4.2 Conservation of plant species
- 4.3 Noise control
- 4.4 Existing services
- 4.5 Dust control
- 4.6 Accidental leakage or spills
- 4.7 Emissions from plant & machinery
- 4.8 Waste disposal
- 4.9 Access and security
- 4.10 Fires
- 4.11 Traffic Management
- 4.12 Recyclable Materials

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

5.0 Controls

5.1 Incident and Investigation Analysis

5.2 Performance Evaluation

5.3 Monitoring and Auditing

5.4 Communication and Reporting

6.0 Environmental Procedures Compliance Report

7.0 Erosion and Sedimentation Control Plan

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

1.0 INTRODUCTION

This Environmental Management Plan (EMP) has been prepared as a site-specific EMP.

This plan is a sub-plan of the Project Management Plan and as such shall be read in conjunction with the Construction Management Plan and other sub-plans.

1.1 Document Distribution Register

The Environmental Management Plan shall be issued to the following:

Copy No.	Document No.	Recipient	Issue Date
1	EMP/WOL01	Managing Director	
2	EMP/WOL01	Project Manager	
3	EMP/WOL01	Project Engineer	
4	EMP/WOL01	Safety Coordinator	

1.2 Document Revisions

Any amendments to this document will result in a revised document, requiring the document to be reissued as a revision; revised documents will be automatically issued to those persons listed on the above Document Distribution Register.

Details of the revisions are given below.

Revision Number	Revision Date	Amendments	Authorised By

1.3 Policy Statement

Belmorgan Property Development recognises and accepts that care of the environment is a fundamental part of its strategy. Belmorgan is committed to prevent or minimise, where economically feasible, any impact this project has on the environment. We aim to ensure the environment is protected from harm through proper management of our construction process.

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

1.4 Environmental Training

Belmorgan shall provide site-specific inductions, to all site personnel as a means of emphasising all the environmental management aspects of this plan. This induction will be completed before each individual commences work on site. This induction will form part of the Site Safety Induction.

2.0 OBJECTIVES

Belmorgan recognises the significant aspects and potential impacts to the environment associated with Civil / Building work. We have identified the following project activities which may have potential adverse impacts on the environment. It is our objective to manage and monitor these aspects to negate or lessen their impact on the environment.

- Stormwater Run-off
- Maintenance of Existing Vegetation
- Maintenance of environmentally sensitive areas
- Noise Control
- Existing Services
- Dust Control
- Accidental leakage or spills
- Emissions from Plant and Machinery
- Waste Disposal
- Access and Security
- Fires
- Traffic Management

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

3.0 RESPONSIBILITIES

3.1 Site Management

- Prepare Environmental Management Plan
- Ensure implementation of the Environmental Management Plan
- Ensure Environmental Management Plans are regularly audited and maintained.

3.2 Subcontractors & Suppliers

- Identify potential environmental hazards and take all necessary preventative actions.
- Implement all relevant requirements of this Plan.
- Co-operate in monitoring this Plan on the site.
- Enforce correct implementation of environmental procedures by their employees.
- Ensure their personnel understand and accept their responsibilities as listed in this Plan.
- Lodge Work Method Statements, if requested, before commencement of their work on site.
- Participate in the Safety/Environmental Committee as required.
- Encourage and promote re-use and recycling on-site and off-site.

3.3 Workers

- Comply with all site environmental requirements.
- Know and work in accordance with the Environmental Management Plan.
- Immediately report any breaches of Erosion Control Plan to Construction Manager;
- Immediately report any leakage or spill to Construction Manager;
- Participate in the Site Safety/Environmental Committee as required.
- Recycle waste material where possible in separate bins

4.0 Environmental Management Procedures

The induction and implementation of the following procedures shall be carried out by the Construction Management Team, sub contractors, consultants or suppliers as noted in the table below.

Checking and reporting functions shall become the responsibility of the Site Safety and Environmental Committee. The operation of this committee is detailed in the Site Safety Plan and the meeting is to be chaired by the Site Manager. Checking and

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

reporting functions shall be carried out visually by committee members prior to each meeting and any issues of concern brought to the attention of the committee. On a weekly basis the form detailed in Section 6 of this Plan shall be completed by designated Site Safety and Environmental Committee members in a similar fashion and at the same time as the Site Safety and Environmental Committee Walk.

Procedure	Responsibilities	
	Implement	Check
4.1 Stormwater Control Daily visual check, weekly compliance checks of Erosion Control Plan. Review adequacy in respect of changing site conditions and modify as appropriate. Review erosion controls before onset of adverse weather conditions. Immediately repair any breach of erosion or sediment controls. Initiate stabilisation of finished areas as soon as practically possible.	Subcontractor, Workers Subcontractor, Workers Subcontractor, Workers Subcontractor, Workers	Site Manager, Project Engineer Site Manager, Project Engineer Site Manager, Project Engineer Site Manager, Project Engineer

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

Procedure	Responsibilities	
	Implement	Check
4.2 Existing vegetation Survey and document existing vegetation. Review and identify significant landscape features that will be protected during the construction period and retained. Mark out trees to be removed Provide physical protection to significant landscape features so identified and maintain same for the duration of the project in accordance with Specifications Imported hay/straw bales must be seed free.	Subcontractor, Workers Subcontractor, Workers Subcontractor, Workers	Site Manager, Project Engineer Site Manager, Project Engineer Site Manager, Project Engineer
4.3 Noise Control Works generating noise likely to disturb local residents or other users may be carried out only in consultation with nearby residents A maximum of 5dBA above the ambient noise level at site boundary between the hours of 6:00pm and 7:00am.	Subcontractors, Workers Subcontractors, Workers	Site Manager, Project Engineer Site Manager, Project Engineer
4.4 Existing Services Any existing electrical, telecommunications, or hydraulic services to be retained, shall be maintained at all times during the works unless required to be removed. Necessary disruptions required by re-routing, demolition, change-over, commissioning and the like, will be planned in conjunction with and approved by relevant authorities prior to the works commencing.	Subcontractors, Workers Subcontractors, Workers	Site Manager, Project Engineer Site Manager, Project Engineer

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

Procedure	Responsibilities	
	Implement	Check
4.5 Dust Control Spray access tracks by water truck or hoses as and when required.	Subcontractors, Workers	Site Manager, Project Engineer
4.6 Accidental leakage or spills Any fuel, oils, fluids & lubricants storage vessels kept on site shall at all times be located within an impervious bunded area. Volume of the bunded area shall be 110% of the volume of the largest fuel storage vessel, and a sump provided for the purpose of pumping out the bund. Any leakage or spills of fuel, oils, etc to be immediately contained and cleaned up in accordance with the Environmental Spill Control Procedure. Spill Kit to be kept adjacent to the Site Office. Operators Plant and Equipment Checklist to be completed weekly by operators and repairs actioned if required.	Subcontractors, Workers Subcontractors, Workers Subcontractors, Workers	Site Manager, Project Engineer Site Manager, Project Engineer Site Manager, Project Engineer
4.7 Emissions from Plant & Machinery Exhaust emissions from plant and machinery shall be minimised by use of suitable equipment. Equipment operating noise levels will be monitored & usage programmed for an appropriate time of day. Plant Inspection Report to be completed monthly by competent personnel for all plant & equipment.	Subcontractors, Workers Subcontractors, Workers Subcontractors, Workers	Site Manager, Project Engineer Site Manager, Project Engineer

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

Procedure	Responsibilities	
	Implement	Check
4.8 Waste Disposal Site amenities will be connected to the sewerage system in accordance with regulations. Toilets located away from sewer mains will be of the self contained type and will be discharged by approved collection companies. Garbage from site amenities will be collected and deposited in waste disposal bins and transported to approved waste disposal sites. Construction and demolition waste including packaging material will be assessed for re-use or recycling. Where impractical, waste will be placed and confined in waste hoppers, and removed from the site to approved waste disposal sites. Only approved waste contractors to dispose of construction waste from site. Monthly report of waste removed and % of waste reused and % sent to landfill is to be maintained	Subcontractor, Workers Subcontractor, Workers Subcontractor, Workers	Site Manager, Project Engineer Site Manager, Project Engineer Site Manager, Project Engineer
4.9 Access and Security Construction access to the site will be: T.B.A Materials deliveries will be planned and scheduled to minimise disruption to other users and local residents. Only site personnel and authorised visitors will be permitted to enter the work areas.	Subcontractor, Workers Subcontractor, Workers Subcontractor, Workers	Site Manager, Project Engineer Site Manager, Project Engineer Site Manager, Project Engineer

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

Procedure	Responsibilities	
	Implement	Check
4.10 Fires Site burning is not permitted	Subcontractors, Workers	Site Manager, Project Engineer
4.11 Traffic Management Vehicles shall be loaded in a manner that will prevent discharge or dropping of any materials whilst in transit. Wheels of all trucks leaving the site shall be free from mud by using "shaker pads" or similar in each precinct. All Traffic Management plans designed and implemented are to go through to the relevant authorities for approval. The approved plans will be implemented and regularly reviewed for compliance and reassessment.	Subcontractors, Workers, Delivery Drivers, Visitors Subcontractors, Workers, Delivery Drivers, Visitors	Site Manager, Project Engineer Site Manager, Project Engineer
4.12 Recyclable Materials Concrete, masonry and bitumen removed during the demolition process is to be crushed / recycled and reused on site as hardstand for temporary roads to reduce dust and improve site access in wet conditions.	Subcontractors, Workers	Site Manager, Project Engineer

PROJECT ENVIRONMENTAL MANAGEMENT PLAN

5.0 CONTROLS

5.1 Incident Investigation and Analysis

Incident analysis is an important part of the environmental program. It shall provide the information for ensuring a similar type of incident does not re-occur.

The Site Safety & Environmental Committee will meet as soon as practicable following an incident in order to commence investigations and make recommendations.

5.2 Performance Evaluation

- All site activities shall be monitored to ensure the Environmental Management Plan and all Work Method Statements are followed and responsibilities are met,
- Accurate waste records are maintained with a monthly analysis of site performance kept by the Project Manager.

5.3 Monitoring and Auditing shall include :

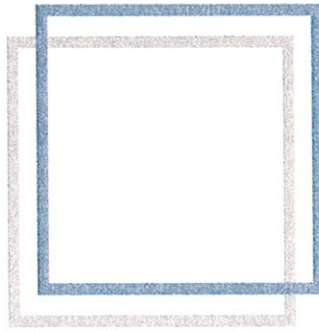
- weekly inspections by the Safety & Environmental Committee,
- informal daily inspections by Construction management,
- inspection of site erosion & sedimentation control measures
- completion of checklists on a weekly & monthly basis,
- monitoring for compliance of Environmental Management Plan by Construction Manager, Project Manager & Project Engineer on a regular basis,
- audits on management plan implementation (initial audit within 4 weeks of commencement of on-site activities & every month thereafter).
- one environmental compliance audit to be conducted by independent auditor,
- liaise with relevant authorities

5.4 Communication and Reporting

- regular site meetings with Subcontractors
- weekly Environmental Procedures Compliance Report
- summary of Environmental Compliance in Monthly Project Report

APPENDIX **C**

- Dwyers Site Induction Package



Belmorgan
PROPERTY DEVELOPMENT

SITE INDUCTION PACKAGE

Dwyers Site Development, Stage 1

31 Crown Street, 26 Burelli Street and 16 Burelli Street, Wollongong NSW 2500

Project N^o:
WOL 01

DATE OF ISSUE:

Wednesday, 5 September 2007

1.0 Introduction

1.1 Site Induction

It is a requirement of this project that all site personnel complete this induction course. The induction will detail the responsibilities and expectations that Belmorgan Property Development have for all personnel attending and working on this site and how Belmorgan intend to manage environmental & safety matters associated with the project.

We request that you complete the 'Induction Record' form by clearly printing your name, your employer's name and any other pertinent details in the spaces provided. During the course of the induction please tick the check box adjacent each item as it is covered and when you fully understand the information given. Feel free to ask any questions you may have as the session progresses.

When the induction is completed, sign & date the form and hand it to the course presenter. They will complete the 'Site Induction Register' and write your Induction Number on the site-specific hardhat induction sticker. This sticker must be attached to your hard hat, which will be worn at all times whilst you are within the site boundary. If you misplace your hard hat or the sticker is defaced or unreadable, you must see the Project Engineer for a replacement sticker.

2.0 Safe Work Method Statements (SWMS)

All works carried out on site must comply with a SWMS previously approved in accordance to. Belmorgan Property Development and other appropriate Governing bodies. The SWMS must be forwarded to Belmorgan Property Development, for approval, before any works commence onsite. Any contractor found not to be complying with a SWMS during the project will be immediately stopped and instructed to comply before any productive activities can continue.

3.0 OHS General Induction

The WorkCover OHS Regulation 2001, states that **all personnel carrying out construction work must have completed a General Health and Safety Induction Course** conducted by a WorkCover approved training provider. **If this training has not been carried out under no circumstances is this persons allowed to start work.**

4.0 Project Details (D.A – 2004/1565 13.04.06)

Demolition of existing buildings and the subsequent development of 4 basement car park levels, 4 retail levels and 1 commercial office level on the former Dwyers Holden Site located on the corner of Crown, Corrimal & Burelli Streets, Wollongong.

5.0 Site Access

The job location is No's. 31 Crown Street, 26 Burelli Street, and 16 Burelli Street, Wollongong NSW 2500

All construction traffic is to access the site via the gate entrance at 31 Crown Street. All vehicles are prohibited onsite at all times and will be restricted to the designated parking areas these being the work-zones along Crown and Burelli Street.

Only inducted personnel will be permitted unescorted access to site; delivery personnel will be directed to materials storage area for unloading. All subcontract or supplier management teams must provide **daily listings of their site personnel by forwarding an attendance record to the Belmorgan Project Engineer before 8:00am each morning**, or as soon as practicably possible. The Project Engineer will record these details for emergency situations and site attendance calculations.

Visitors must report to the site office and, if granted escorted access to site, be signed in and out of the 'Belmorgan Daily Visitors Log'.

Site induction verification or visitors pass must be available upon request, at all times, whilst on site.

SITE SAFETY RULES

1. Hard hats to be worn onsite at all times by all personnel.
2. High vis clothing must be worn onsite at all times by all personnel.
3. All persons entering the site must wear steel capped boots.
4. Shirts must be worn at all times, 30plus sunscreen is provided for use by any personnel on site.
5. All persons on site that are carrying out construction work must hold a current WorkCover OHS general induction card. (greencard)
6. All unsafe conditions are to be reported to Belmorgan supervisors.
7. No alcohol or non prescription drugs are permitted onsite. Any person found to be intoxicated will be issued with a safety breach and removed from site.
8. Smoking is prohibited in all enclosed areas, crib sheds, site offices, toilets, containers and any enclosed spaces.
9. Amenities have been provided. It is everyone's responsibility to maintain the cleanliness of them. Rubbish must be disposed of in the bins provided. Anyone found to be defacing any property will be referred to the police.
10. A parking area has been designated for all personnel's vehicles brought on site. Vehicles can only gain access past this point to unload and load materials and equipment.
11. All electrical plant must be currently tagged and tested. Subcontractors must submit a register to Belmorgan monthly.
12. Fire extinguishers are located under all temp power boards. If anyone is found to be misusing them, they will be issued with a safety non conformance, and maybe be removed from site.
13. Only qualified personnel are to operate plant. All tickets and licences are to be carried and shown on request. Any person found to be intoxicated while operating plant will be referred to the police and removed from site permanently. Mobile phones are not be used whilst operating plant. All plant must have logs books completed prior to use. Logs books and maintenance records will be submitted to Belmorgan weekly.
14. The site must be kept clean and tidy at all times, all rubbish and debris is to be disposed of in the allocated bins.
15. Access ways are to remain clear and tidy. No materials are to be stored in them.
16. All signage that is displayed around site must be obeyed at all times.
17. All scaffolding must be erected by a competent or ticketed person. Scaff tags must attached to all scaffold. Only the scaffolder is to alter the scaffold.
18. Exclusion zones must be put in place when persons are working at heights and there is a potential risk that objects could fall.

-
19. Only AS approved ladders are to be used on site. You can not work off a ladder. Ladders are only to be used for access. The ladder must extend 1m above the landing, must be secured at both ends and must have 4 to 1 ratio. Only one person is to be on a ladder at any given time and they must maintain 3 points of contact at all times.
 20. All trenches and excavations greater than 1.5m must be battered and highlighted. All excavations will be inspected daily by a competent person. If there is evidence that movement or a collapse could occur, all works in that vicinity will cease until control measures have being put in place.
 21. All penetrations, lift shafts, edges and stair wells with a fall greater than 2 metres must be highlighted, signposted and protected/guarded.
 22. You must hold a current ticket to operate an explosive powered tool. You must display proper signage when you are using an EPT.
 23. Lifting equipment and fall arrest equipment must be inspected at regular intervals and documentation submitted to Belmorgan.
 24. Welding on site can only be carried out by competent personnel, in the designated area on site.
 25. Any oxy acetylene brought on site must be secured in a trolley, have flash back arresters on at least one end of the pipes, have a fire extinguisher attached to the trolley or a fire extinguisher in the close vicinity and can only be operated by a competent person.
 26. All injuries and incidents must be reported, all first aid injuries are to be treated in the first aid room where possible. Only qualified first aiders are to administer treatment.
 27. If a syringe is found on site, DO NOT TOUCH IT. Do not leave it unattended if in a place where others could come in contact with it. Alert the Construction Manager and they will arrange for proper disposal.
 28. Radios or CD players are not permitted on site.
 29. At the end of each working day, all tools and equipment must be secured. All materials must be stacked and stored in designated areas. All timbers must be de nailed prior to been stacked.
 30. All personnel are to make themselves aware of the emergency evacuation procedures and the location of the muster point.
 31. All personnel must read, sign and implement the procedures and control measures outlined in SWMS.
 32. Fighting, bullying and discrimination are not tolerated on site. Breaching this rule, could lead to removal from site.

7.0 Company Policy Outline

At Belmorgan Property Development, our Occupational Health, Safety and Rehabilitation Policy is founded on our belief that the well-being of people employed at work or visiting our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. Contractors, subcontractors, suppliers, consultants, site visitors and the general public shall be given equal priority to that of our workers.

The co-operation of all employees, contractors, and visitors is expected in upholding the highest standard of risk reduction and accident prevention.

7.1 Safety and Environmental Responsibilities

Everyone is responsible for their every action or inaction at the workplace. The duties of the personnel while onsite are:

- Take reasonable care of personal health and safety,
- Ensure that the health or safety of any other persons onsite are not put at risk by their own actions or in-actions,
- Cooperate with the employer, or any other person with duties relating to health, safety and the environmental matters,
- Not to interfere with or misuse anything provided for health, safety or welfare,
- Advise Project Manager or Project Engineer immediately of any potentially negative environmental impacts or high risk safety issues that construction activities may have in the work area,
- **Immediately report any safety or environmental incidents to the Project Manager the Project Engineer or Employee representatives.**
- Immediately report any breaches of erosion control plan to construction manager.
- Recycle waste material where possible in separate bins.
- Assist new employees in recognising safety and environmental issues and following required procedures,
- Participate in the Site Safety & Environmental Committee as required.

7.2 Plant and Equipment

Regular safety & environmental checks of the condition of all equipment must be conducted and unsafe or environmentally harmful items repaired or removed from site as soon as practicably possible.

Plant Operators, in the attendance of Belmorgan Project Manager, Site Manager, Project Engineer, or Site Foreman, are to complete a checklist for the condition of plant and machinery, before first operation onsite. A daily checklist is to then be completed thereafter and a copy forwarded to Belmorgan on a weekly basis. Any items raised in these checklists must be addressed immediately, depending on the severity of each. Major items, particularly those that may affect the safety of onsite personnel, may require the plant or machinery to be either put out of service until these items are rectified or the plant is removed from site.

A competent person must service all items to manufacture's specifications.

7.3 Electrical Practices

Belmorgan Property Development will ensure that all electrical work on site is in accordance with the NSW Code of Practice titled 'Electrical Practices for Construction Work'. In the absence of a specific provision in this Code of Practice, conformance is to be in accordance with the Australian Standard AS-3000, Wiring Rules.

All Belmorgan Property Development electrical equipment to be used onsite must be listed in the Electrical Equipment Register. **Subcontractors are to provide an Electrical Equipment Register for all electrical equipment they intend using on site.** All register(s) must be completed prior to commencement of the works and maintained for the duration of the works on site.

Each Site Manager will ensure that all electrical leads, portable power tools, junction boxes and earth leakage devices have been tested and tagged by a licensed electrician and labelled with a current date tag before being used on site. Similarly, the Project Engineer is to ensure that all electrical equipment onsite is re-inspected, tested and tagged at monthly intervals and the results recorded on the Electrical Equipment Register (or its equivalent for Sub-contractors).

Each Site Manager is responsible for ensuring all Earth Leakage Devices (also known as Residual Current Devices-RCDs) are trip tested monthly and calibrate tested quarterly (to ensure the trip current does not exceed 30mA).

- Electrical equipment must be connected to an Earth Leakage device at all times.
- All electrical equipment used on site must have a current date tag, otherwise its use must stop until a currency of inspection can be provided or a new test conducted.
- Extension leads must never be joined together.
- All plugs and sockets must be non-wire-able (moulded) or transparent.
- All electrical leads should be kept off the ground by using insulated lead stands or hangers.
- No lead shall exceed 25m in length.

Electrical equipment must not be placed on, or near, wet areas unless the equipment is designed for a wet works purpose, eg. Pump

7.4 Hazardous Materials and Substances

Ensure the appropriate precautions are taken in relation to the transportation, storage and use of hazardous products.

The Site Manager, with assistance from the Project Engineer is responsible for ensuring no hazardous substances are brought onsite without a Material Safety Data Sheet (MSDS) being lodged and the substances details are recorded in the Hazardous Substance Register. Subcontractors are to list in their SWMS all hazardous substances they intend to use onsite and provide a copy of the relevant MSDS to Belmorgan Property Development.

Belmorgan Property Development will ensure the following additional rules regarding the use and storage of hazardous substances onsite are covered during site induction and adhered to by all employees and contractors onsite.

- All hazardous substances are to be stored and used in accordance with the relevant MSDS.
- All hazardous substances are to be stored in their original containers with a legible, intact label in place at all times.
- All hazardous substances can only be stored in a location designated by Belmorgan Property Development.
- All workers must be provided with adequate information, training and PPE prior to working with any hazardous substances onsite.

7.5 Personal Protective Equipment (PPE) and Sun Protection

Personal protective clothing and equipment (PPE) must be provided by the employer to reduce the risk to individuals when other methods of protection are not feasible. Thus it is the individual's responsibility to wear and use PPE in the correct manner, and to store and maintain PPE as required by the manufacture/supplier.

Your employer will ensure that you receive adequate training for the use and care of your PPE.

As recommended by the Labour Council of NSW and supported by Belmorgan Property Development, it is suggested that all employees who work outdoors are to wear the following: -

- Long sleeved shirts with collars
- Long trousers, skirts or overalls
- Hard hat brim attachments
- Safety sunglasses
- Sunscreen should be generously applied before each work session (at least)

7.6 Safety Breach System

Regulations are in place to assure that the health, safety and well-being of all personnel onsite, including visitors to the site, and the general public, is not compromised. These regulations are set by Belmorgan, WorkCover and other governing bodies.

Any Person(s) found to be in breach of these safety regulations (be it that they are not wearing the appropriate safety equipment or clothing, or refusing to follow safety directives as explained during their Site Induction, etc) shall be dealt with as follows:

1st Breach - Offender shall be issued a written warning notice

2nd Breach - Offender shall receive a second written warning notice and shall also be given the opportunity to be re-inducted.

3rd Breach - Offender shall be removed from the site for the duration of the project.

The severity of the breach must also be observed in this system, for serious or life threatening breaches to the safety of personnel onsite, the offending person(s) will be expelled from site immediately.

The above will apply to all members of the Project team, and will also apply to suppliers, consultants, client representatives, and any visitors.

8.0 First Aid

Trained first aid personnel will be available at all times during working hours. Belmorgan personnel listed below, as well as subcontract first aiders, are the nominated first aiders.

Belmorgan Property Development First Aid personnel:



T.B.A

The first aid box is located in the site office any injuries are to be logged by one of the first aid personnel. You can identify the first aiders by stickers on their hard hats (Green background with a white cross shown above).

Subcontractors First Aid personnel:

- TBA

Incident Procedures

All safety and environmental accidents, near misses or incidents must be reported to the Project Manager or Project Engineer as soon as practicably possible after the incident occurs.

A 'near miss' is an incident where the circumstances could have been considered potentially hazardous or dangerous, but there were no actual injuries. An example of this could be where an air conditioning unit is knocked off the back of a truck whilst other units were being unloaded, resulting in damage to the unit only, i.e. no personnel were injured.

Each incident will be investigated, reviewed and documented by the relevant subcontractor and Belmorgan personnel to prevent a re-occurrence of a similar incident.

A Belmorgan Site Incident Report must be completed by the employee and their supervisor, then further investigated &/or reviewed by the Site Safety and Environmental Committee for recommendations before review by Belmorgan Project Manager.

All injuries will be reported to the Site Manager or a First Aid Officer as listed above. Injuries will be recorded on a Site Incident Form and a monthly summary will be kept by the Project Engineer.

If the injury is likely to result in an absence from the workplace of 7 days or more, then the injury and its circumstances must be reported to WorkCover (within 48hrs verbally and in writing within 7days) using the WorkCover Incident Report Form.

This is the responsibility of the Safety Coordinator to liaise with the injured worker. their N.T.D (nominated treating doctor) and Belmorgan's Injury Management Coordinator (Insurance). to develop the R.T.W program and the implementation of suitable duties.

8.1 Hazard Reporting

Belmorgan Property Development will encourage **all workers to repair, remove and report hazards immediately**. All workers can report any hazards verbally to the Site Manager, Project Engineer, or any OHS Representative/Committee representative. All hazards are to be recorded in the Hazard Reporting Log. The Project Engineer, with assistance from the Site Manager, will investigate all reported hazards and where necessary, either eliminate or control the hazard. Where this cannot be done immediately, corrective action is to be documented on the Hazard Reporting Log and followed through within the appropriate time frames.

Corrective actions will be signed off when completed. The Project Engineer is to ensure that corrective action is undertaken with the appropriate time frames, monitored by the Project Manager.

The Project Engineer is to ensure that all OHS Representatives/Committee members have been trained to complete the Hazard Reporting Log.

Emergency Procedures

EMERGENCY RESPONSE PROCEDURE

(ACCIDENTS &/OR FIRE)

1) Emergency Numbers

In the event of an Emergency, the following telephone numbers apply:

CONTACTS	NAME	PHONE NUMBER
Site office		
Project Office		
Project Manager		
Safety Coordinator		
Site Manager		
EMERGENCY SERVICES		
Nearest Hospital:	Wollongong Hospital. Crown Street Wollongong 2500 NSW	Nearest Medical Centre: Crown West Medical Centre. 419 Crown Street, Wollongong (on the left just before the lights on the corner of Keira St & Crown St.) Ph: 4228 4155. Fax: 4229 5137
Ambulance and fire	000	
Nearest Police Station	Corner of Church and Market Street, Wollongong NSW 2500 Ph: (02) 4226 7899 Fax: (02) 4226 7731	
000		
Poisons Info Centre	13 11 26	
Electricity	13 10 03	
Gas	13 19 09	
Water	13 20 90	
Critical Incident Response Management	1300 HAZMAT (1300 429628) "New Environment" Consultants for Noise, Soil & Groundwater Contamination , Hazardous Materials.	
Telstra	Dial Before You Dig Faults	1100 13 22 03

Site Address: 31 CROWN STREET, 26 BURELLI STREET & 16 BURELLI STREET
WOLLONGONG, NSW 2500

Nearest Cross Street: Corrimal Street.

Specific Entry Point: 31 Crown Street, opposite Saint Francis Xavier Primary School.
Exit point is via no. 18 Burelli Street.

2) In Case of Serious Accident/Emergency:

- Attract assistance and if someone is injured, call for the First Aid officer.
- Contact Site Manager who will coordinate Emergency Response, otherwise call 000 and inform them of the service required (Police/Fire/Ambulance).
- Provide address details as above and arrange to have someone meet the Emergency Services at the Site Entrance.
- If there is a fire, use the appropriate fire extinguishers only to try to contain the fire, if safe to do so.
 - Stay with injured person(s) until help arrives. Do not move the injured person(s) unless there is a higher risk of them being injured further.
 - If necessary, commence evacuation as per the Evacuation Procedure.

SITE EVACUATION PLAN

Evacuation Procedure

In the event of an emergency requiring evacuation of the work place, a MEGAPHONE system has been put into place to notify workers that an evacuation is in progress. When an evacuation is required the MEGAPHONE siren will sound with a short beep followed by a long beep. This will continue in succession.

When the horn is sounded every worker onsite, with no exceptions, must stop work immediately and report to the Emergency Assembly Point.

The Project Manager, Site Manager and Project Engineer will take charge to ensure that:

- All site personnel are immediately evacuated. All evacuees are to assemble at the Emergency Assembly Point:
to be established.
- The Site Manager, assisted by the Project Engineer is to confirm all personnel are accounted for by checking the Site Daily Visitors Log and each contractors Daily Personnel Attendance Log.
- Emergency services are advised of the incident – dial '000' and request assistance
- No person is permitted to re-enter the site until emergency service authorities and Belmorgan Management gives the ok.

Information that is required when reporting a disaster:

- A brief and precise description of the incident,
- Location of the site (see site address previous) and the meeting point
- Organise for someone to meet the Emergency Services at the main entrance to site.

The Project Manager will notify NSW WorkCover office, as required.

The EPA will also be notified by the Project Manager, if appropriate, on 131555.

Any site personnel not obeying the evacuation notice will be immediately excluded from the project and will not be permitted to return to the site.

10.0 Consultation Arrangements

At Belmorgan Property Development we are committed to protecting the health, safety and welfare of all people that work on or visit our jobsite. We have clearly defined roles and responsibilities for all of our management staff to ensure that safety is a major priority. We also recognise that non-management personnel play an equally important role with respect to safety.

At Belmorgan Property Development we value the input of all workers about safety issues and have agreed to the consultation methods outlined below. This will ensure workers can contribute to the making of decisions affecting their health, safety and welfare at work.

A Toolbox Meeting will be held at the Gravity Site between Belmorgan Property Development, our employees and representatives of contractors and subcontractors to be utilised on the Crown Street Development Site, the appropriate methods of OHS Consultation will be discussed and an OHS Committee established.

Belmorgan Property Development employees trained in OHS Consultation:

T.B.A

Any issues employees have onsite please let any of the above mentioned committee members know so they can address them at the next available Safety committee meeting.

10.1 Site Safety Representatives: (T.B.A)

Each subcontractor is to ensure that a suitably qualified Site Safety Representative is accessible to all his or her site employees at all times whilst working on this project. A reference list should be posted on the relevant notice board.

10.2 Site Safety & Environmental Committee

- Hold fortnightly meetings and review Safety issues onsite and determine course of action,
- Conduct inspections of the workplace with the safety representative, subcontractors and Belmorgan personnel,
- Monitor site work practices to ensure they are in accordance with written procedures
- Review and recommend amendments to written work procedures when potential hazards are identified,
- Conduct regular site inspections to identify any new or unforeseen hazards,
- Review environmental monitoring results to ensure project requirements are achieved,
- Review all safety accidents/'near miss' incidents and environmental incidents to ensure corrective &/or improvement actions are adequate & effective, and implemented.
- Act in an advisory capacity to management on safety, health and environmental matters.
- Assist in the resolution of issues in respect of workplace safety, health and environment.

11.0 Major hazards and unusual Site Specific issues

- ☐ Underground Services around the proposed excavation area adjacent to the Crown Street Development Site.

Contact D.B.Y.D (dial before you dig) for relevant paperwork relating to the Crown Street Development. Ensure Power, Water, Gas and Phone connections have be cut or identified and isolated (by qualified - authority), with all documentation recorded in the 'site establishment folder'. Ensure workers participating in the test excavations are aware of these services.

- ☐ "No one is to dig, excavate or put anything into the ground at 'Gravity' without seeking advice, or prior approval from management. This is due to underground fibre optic cables (3x100mm), Gas lines, Telstra phone lines, Underground and Overhead Power lines and existing Sewer Lines".
- ☐ Safe Work Practices for Traffic Management and Earthworks.

Ensure all employees involved in the setting up and removal of traffic management procedures, and the commencement of test excavations at the 'Gravity' site have read and signed the nominated S.W.M.S and filling out J.S.A's regularly during the project.

- ☐ **Safe Access and Egress** onto site will be constantly monitored and updated as the project develops due to the location being a populated traffic area by vehicles and pedestrians with existing Traffic lights and road signage restricting entry and exit points (yet to be determined) . Site access maps showing Evacuation Meeting area and emergency vehicle entry/exit points will be posted in all crib rooms and will be added to the site induction package.
- ☐ **Overhead Power Lines** that run along the Northern, Eastern and Western boundary of the site will need to be protected throughout the project. Sub-contractors, including boom pumps, crane and hoisting contractors, truck drivers and delivery drivers must be made aware of this Hazard prior to arriving onsite for induction and risk assessments carried out regularly before the start of any works that come into close proximity of the Power Lines.
- ☐ **Hazardous Materials** if found at any stage during the test excavation for underground storage tanks, will be isolated for further testing and if necessary nominated specialist contractors will be brought in to assess and remove this material. (For further detail refer to the New Environment Remedial Action Plan)

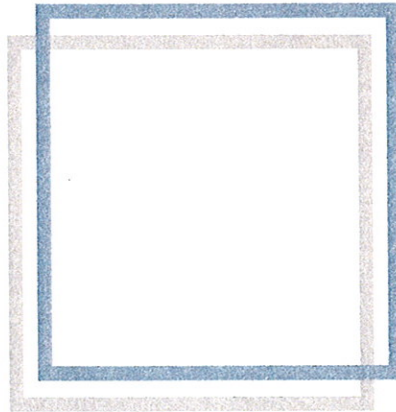
Name: _____ Signed: _____ Date: ____/____/____

APPENDIX **D**

- Site Safety Management System

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd



Belmorgan
PROPERTY DEVELOPMENT

SITE SAFETY MANAGEMENT SYSTEM

'DWYERS SITE DEVELOPMENT, STAGE 1'

31 CROWN STREET, 26 BURELLI STREET AND 16 BURELLI STREET,
WOLLONGONG NSW 2500

DATE OF ISSUE: Wednesday, 5 September 2007

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

Table of Contents

Page Ref	Section #	Section Name
6	1.0	Introduction
	1.1	Company Contact Details
7	2.0	Safety Policy
	2.1	Objectives
	2.2	Health and Safety Scope
	2.3	Controls
	2.3.1	Incident Investigation and Analysis
	2.3.2	Monitoring and Auditing
	2.3.3	Performance Evaluation
10	3.0	Responsibilities
	3.1	General Manager
	3.2	Construction Manager
	3.3	Project Manager
	3.4	Project Engineer / Safety Coordinator
	3.5	Site Manager
	3.6	Project Engineer / Traffic Management
	3.7	Personnel/workers
	3.8	Site Safety Committee
	3.9	Sub contractors

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

13	4.0	Risk Assessment and Hazard Identification
	4.1	Risk Assessment
	4.2	Risk Assessment Procedure
	4.2.1	Risk Level
	4.2.2	Likelihood
	4.2.3	Consequences
	4.2.4	Risk Classification
		Fig. 4.2.4 – Risk Assessment Matrix
	4.2.5	Prioritising Risk
	4.2.6	Risk Control
	4.2.7	Monitoring
	4.3	Site Safety Inspections
	4.4	Closing Out
	4.5	Risk Assessment Process Chart
18	5.0	Hazard Reporting and Hazardous Substances
	5.1	Hazard Reporting Procedure
	5.2	Hazardous Substances
19	6.0	Safe Work Method Statements
	6.1	Procedure
	6.2	Reviewing Safe Work Method Statements
	6.3	Hierarchy of Controls
	6.4	Monitoring Safe Work Method Statements

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

22	7.0	OHS Induction
	7.1	Procedure
	7.2	Induction Record
	7.3	Site Safety Rules
	7.4	Site Induction Agenda
24	8.0	OHS Consultation
	8.1	Procedure
	8.2	Agreed Form(s) of Consultation
	8.3	OHS Consultation Statement
	8.4	Review of Consultation Arrangements
	8.5	Toolbox Talks
27	9.0	Incident Management
	9.1	Emergency Response Procedures
	9.2	First Aid
	9.3	Injury Reporting
	9.4	Accident Investigation
28	10.0	Safety Breaches
29	11.0	Plant and Electrical Equipment
	11.1	Plant
	11.2	Plant Risk Assessments
	11.3	Electrical Equipment

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

		11.4 Additional Electrical Notes
30	12.0	Document Control
		12.1 Procedure
		12.2 Filing
		12.3 Document revisions
		12.4 Document Distribution Register
32	Appendix A	Site Safety Rules
34	Appendix B	Emergency Response Procedure
38	Appendix C	Risk Assessment Form. (see appendix H for site specifics).
40	Appendix D	Hazardous Substance Checklist and Register
43	Appendix E	Standard Occupational Health and Safety Forms - Site safety Inspection - Hazard reporting log - Incident report - Plant register - Electrical plant register - SWMS Proforma
54	Appendix F	Site Safety Induction Forms - Site induction agenda - Induction record form - Site induction register
59	Appendix G	OHS Consultation Statement
60	Appendix H	Site Specific Hazards
61	Appendix I	Site Specific Traffic Management Plans

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

1.0 Introduction

The Company Safety Management System, in conjunction with Site Specific Safety Management, will ensure that the safety of all personnel on a Belmorgan Property Development site is a managed process. General procedures shall follow those outlined in this the Company Safety Management System along with the Construction Management Plan, where it relates to safety management. i.e. audits, document control, subcontractor and supplier management, non-conformances and statistical analysis.

Project specific procedures include the following:

- | | |
|---|---------------|
| ▪ Site Safety Committee | - Section 3.6 |
| ▪ Risk Assessment | - Section 4.0 |
| ▪ Safety Inspections | - Section 4.3 |
| ▪ Hazard Identification and Reporting Procedure | - Section 5.1 |
| ▪ Hazardous Substances | - Section 5.2 |
| ▪ Safe Working Procedures | - Section 6.1 |
| ▪ OHS Inductions | - Section 7.0 |
| ▪ Consultation Procedure | - Section 8.1 |
| ▪ Tool Box Meetings | - Section 8.5 |
| ▪ Emergency and Evacuation Procedures | - Section 9.1 |
| ▪ First Aid Procedures | - Section 9.2 |
| ▪ Incident Reporting Procedure | - Section 9.3 |

1.1 Company Contact Details

Name of Company: Belmorgan Property Development

Site Address: 31 CROWN STREET, 26 BURELLI STREET AND 16 BURELLI STREET, WOLLONGONG NSW
2500

Phone Number: 4225 0760

Fax Number: 4225 0649

Managing Director:

General Manager:

Mobile:

Project Manager:

Mobile:

Project Engineer / Safety Coordinator:

Mobile:

Site Manager:

Mobile:

Project Engineer / Traffic Management:

Mobile:

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

2.0 Company Safety Policy

At Belmorgan Property Development, our Occupational Health, Safety and Rehabilitation Policy is founded on our belief that the well-being of people employed at work or visiting our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. Contractors, subcontractors, suppliers, consultants, site visitors and the general public shall be given equal priority to that of our workers.

The co-operation of all employees, contractors, and visitors is expected in upholding the highest standard of risk reduction and accident prevention.

The principle objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health and safety a key part of every supervisory position.
- To ensure health and safety is considered in all planning and working processes.
- To consult with our workers on a regular basis on health and safety issues.
- To provide ongoing training and education to ensure that our employees work in the safest possible manner.
- To identify, assess, eliminate or control potential hazards in the workplace through regular risk assessments and site safety inspections.
- To take a pro-active approach to trying to identify potential accidents/incidents before they occur.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependant on:

- The pro-active identification of hazards for all Work Activities via a Risk Assessment and the adoption of Safe Work Method Statements to control risks that cannot be eliminated.
- Ensuring all workers have read, understood and signed their Safe Work Method Statements (where applicable) prior to commencing work.
- Ensuring the work team is totally committed to achieving our OHS Objectives.
- Ensuring that open and honest communication exists between management and all employees.

_____	_____	____/____/____
Managing Director	Signature	Date
_____	_____	____/____/____
General Manager	Signature	Date

This policy will be reviewed annually, with the next review to take place in January 2008.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

2.1 Objectives

- Apply a continuous effort in compliance NSW legislation and company policies, to identify and control foreseeable health and safety risks associated with all works carried out on site.
- To provide all site personnel with safe and healthy working conditions in full compliance with the laws and regulations set by WorkCover and any other relevant Governing bodies.
- To avoid all accidents and incidents.
- Conduct Risk Assessments of all activities and manage those risks accordingly.
- Implement procedures, provide training, conduct and supervise operations in a manner that protects personnel, the community and all plant and equipment.
- Carry out emergency response procedure quickly and effectively whilst taking care. Provide assistance to emergency teams, industry organisations and Government agencies, if an emergency occurs.
- Comply with all applicable legislation, and apply appropriate site-specific standards where legislation does not exist.
- Educate all employees of their duty of care for safety performance and compliance.
- Continuously review and evaluate high risk tasks carried out on site, in order to ensure compliance with legislation and company policies.

2.2 Health and Safety Scope

To establish and implement health and safety policies and procedures that permits achievement of the above safety objectives.

2.3 Controls

2.3.1 Incident Investigation and Analysis

The Site Safety Committee shall meet immediately following a significant incident or serious injury event. The site safety committee will investigate the causes and recommend improvements. The site safety committee shall complete an Incident Report with additional information supplied by key witnesses and those involved, then signed off by the Project Manager. Project Management shall inform all relevant authorities when required.

All other incidents shall be recorded in an Incident Report, and submitted to the Site Safety Committee for review, and then reviewed and signed off by site management.

All records of incidents shall be kept in the site files.

2.3.2 Performance Evaluation

All tasks carried out on site shall be monitored to ensure that the Site Specific Safety Management Plan and the Safe Work Method Statements are followed and responsibilities are met. Any persons not complying with Site Safety will be issued with a notice of breach, and the subcontractor responsible will be issued with a Non-Conformance. See section 10.0 in this plan, regarding Belmorgan policy for breaches of safety regulations.

Accurate records are maintained with a monthly analysis of site safety performance, kept by the Project Manager based on statistical data provided as part of Project Monthly Reports.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

3.0 Responsibilities

Belmorgan Property Development will ensure health and safety forms are an integral part of every manager and supervisors position. The key roles and responsibilities of our managers and supervisors, regarding safety on site, are outlined below.

Each individual is held responsible for their every action or inaction at the workplace.

3.1 General Manager

Responsible for Occupational Health, Safety and Rehabilitation (OHS&R) on all Belmorgan Property Development projects, his duties include:

- Defining the OHS&R responsibilities for key position holders in the organisation.
- Implementing the company OHS&R procedures.
- Managing compliance with OHS&R legislation, regulations, standards and codes.
- Ensuring all staff are adequately trained in OHS&R.
- Review and approve site specific safety plans and safety rules.

3.2 Construction Manager

OHS responsibilities on this site include:

- Leading by example and promoting OHS at every opportunity.
- Enforcing correct and safe work practices at all times.
- Supervising and ensuring compliance with safe work procedures.
- When a high risk hazard is identified, ensure the control measures are implemented and it is corrected.
- Assist in monitoring employees and contractors compliance with Safe Work Methods (controls), the site safety rules and adhere to contractual safety obligations.
- Providing advice and assistance on OHS to all workers on site.
- Assisting the Project Manager in identifying employees that require OHS training.
- Completing Incident and hazard reports as required.
- Conducting Toolbox talks and Team Briefings (as required).
- Ensuring all plant and equipment onsite is maintained in a safe condition by undertaking regular inspections, ensuring all guards and safety devices are in place.
- Ensuring a qualified first aid officer is on site at all times.
- Communicating safety performance to the Project Manager.
- Stimulating a high level of safety awareness at all times and encouraging input from people on matters relating to safe work processes and health and safety.
- Administer the Site Diary.
- Ensure that possible hazards are properly marked with barriers.
- Ensure the site is maintained in a neat and rubbish-free state.

3.3 Project Manager

OHS responsibilities on this site include:

- Leading by example and promoting OHS at every opportunity.
- Oversee the undertaking a Risk Assessment of all major activities prior to work commencing on site and determining which activities require Safe Work Method Statements to be developed by either Belmorgan Property Development or a Sub-contractor.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

- Identifying safety training needs for Belmorgan Property Development employees.
- Ensuring the workplace complies with OHS legislative requirements.
- Oversee the investigations of all accidents and incidents, and ensuring that corrective actions are undertaken.
- Ensuring all sub-contractors adhere with legislation and site safety rules.
- Stimulating a high level of safety awareness at all times.
- Ensuring the Project Engineer, Construction Manager and Site Supervisors are trained in OHS and are aware of their responsibilities as outlined below.
- Ensuring valid certificates of currency (for Workers Compensation and Public Liability.) are provided by all subcontractors prior to commencing work on site.
- Carrying out and documenting monthly site safety inspections.
- Supporting and assisting with the rehabilitation of employees who have been injured at work, by encouraging their return to work, providing suitable duties and by cooperating with the return to work/ rehab provider.
- Oversee the development of Site Specific Safety Management Plans and Safety Rules.

3.4 Project Engineer & Safety Coordination

- To ensure R.T.W (return to work) program is followed correctly and proper paperwork is in place.
- To ensure that all employees get sufficient P.P.E (personal protective equipment) supplied.
- To ensure that all employees wear P.P.E supplied.
- To replace any broken or damaged P.P.E when it is reported.
- To ensure employees undertake the correct training prior to commencing any task.
- To induct all new workers on to the jobsite.
- To ensure proper paperwork is filled out by workers, (induction forms).
- To run safety committee meetings regularly and distribute meeting minutes to all employees by the foreman.
- To conduct site safety checks, prior to any work commencing on that job site, and then regularly during the process of work. To type up reports stating safety and occupational health issues that need to be rectified and who is responsible and when it is to be done by. Then forward them to senior management, who then forwards them to the appropriate personnel.
- Conduct follow up site safety checks to see if the safety issues have been rectified.
- Update work safety manual when needed.
- Write S.W.M.S (safe work method statements) for new tasks arising.
- Update and revise existing S.W.M.S.
- Check to see that all new workers have a current work cover approved OH&S induction card prior to commencing any work and an authorisation number.
- To ensure the correct tools are used for the correct job.
- To train foreman in risk assessment.
- To communicate with foreman to enable us to work together as a team and manage the jobsites to provide a safe and healthy work environment for everyone.
- To conduct first aid on injured workers.
- To report unsafe acts to the manager.
- To lead by example and demonstrate the safe way to work on a construction site.
- To send workers home if they turn up at work without the P.P.E that they were issued with.
- To keep up to date with relevant codes of practice and the OH&S Act.
- To check that all tools have safety guards in proper working order.
- To stop work if jobsites fail to meet the standards and regulations.
- To ensure that no worker is placed in an unsafe work environment.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

- To transport injured workers, to nominated treating doctors.
- To record tool box meetings from foreman when required.
- To take any complaints from workers to senior management.
- To assist in the coordination of where workers will be working in accordance to their abilities and skills.
- To make sure workers and foreman participate in injury management plans, return to work (R.T.W) plans and that the injured worker is coping with the new work regime.
- To make sure foreman and workers report any injuries and incidents that occur on site.
- To re-stock all our own first aid kits.
- To make sure there is sufficient first aid supplies on all jobsites.
- To coordinate workers to ensure that there is a qualified first aider in each crew or on each site.
- When purchasing tools/equipment to discuss and recommend to senior management, which is, believed to be the safest and most environmentally friendly option.
- Must keep all documents for 7 years.

3.5 Site Manager

OHS responsibilities on this site include:

- Leading by example and promoting OHS at every opportunity.
- Ensuring safe equipment and plant is provided and maintained.
- Reviewing Safe Work Method Statements issued by sub-contractors.
- Distribute OHS&R information to personnel as required.
- Facilitating an agreed method of consultation with employees.
- Ensuring that corrective actions are undertaken.
- Participating in safety meetings and safety programs.
- Reporting all accidents/incidents/near misses to Management.
- Assisting the Construction Manager and/or Subcontractors in the identification and preparation of safe work procedures.
- Monitoring employees and contractors compliance with safe work methods (controls) and the site safety rules.(this includes documenting this information)
- Assisting the Construction Manager in ensuring current OH&S and other relevant legislative requirements are met in the workplace.
- Carrying out and documenting weekly site safety inspections and ensuring that any corrective actions identified are actioned in the required time frame.
- Collecting all site safety documentation, including all Registers (Electrical Equipment, Hazardous substances, risk assessment etc).

3.6 Project Engineer / Traffic Management

OHS responsibilities on this site include:

- Leading by example and promoting OHS at every opportunity.
- Ensuring the Health Safety and Wellbeing of both the public and vehicular Traffic through RTA and WorkCover approved traffic Management.
- To Design and Audit Safe Traffic Management, including regular monitoring of these plans, the project and surrounding environmental changes.
- Ensuring safe equipment and plant is provided and maintained.
- Reviewing Safe Work Method Statements issued by sub-contractors.
- Distribute OHS&R information to personnel as required.
- Facilitating an agreed method of consultation with employees.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

- Ensuring that corrective actions are undertaken.
- Developing and implementing emergency procedures.
- Preparing and participating in safety meetings and safety programs.
- Hold meeting to review site risk assessment, monthly.
- Reporting all accidents/incidents/near misses to Management.
- Assisting the Project Manager and/or Subcontractors in the identification and preparation of safe work procedures.
- Monitoring employees and contractors compliance with safe work methods (controls) and the site safety rules.(this includes documenting this information)
- Assisting the Project Manager in ensuring current OH&S and other relevant legislative requirements are met in the workplace.
- Carrying out and documenting weekly site safety inspections and ensuring that any corrective actions identified are actioned in the required time frame.
- Ensuring records are kept of all incidents and accidents. Supplying the documentation to the site safety committee to review.
- Conduct Site Inductions and maintaining all records from induction process.
- Maintaining all site safety documentation, including all Registers (Electrical Equipment, Hazardous substances, risk assessment etc).
- Co-ordinate the establishment of the site safety committee and ensure a chairman is nominated in the correct procedure.
- Attend Site Safety Committee meetings and document minutes.
- Conduct and document regular site safety inspections

3.7 All Personnel on site

All personnel on site have OHS responsibilities including:

- Being aware of and comply with the Site Safety Rules.
- Advise the Construction Manager and/or Project Engineer immediately of unsafe conditions or activities in the work place.
- Work in a manner that will not endanger themselves or others, plant or property.
- Assist new employees in recognising job hazards and following required legislation and company policies.
- Report incidents, accidents and near misses.
- Participate in the safety committee if required.
- Participate in any relevant training organised by Belmorgan.
- Adhere to this Site Safety Plan.
- Subcontractors are to co-operate in monitoring this Safety Plan on the site.

3.8 The Site Safety Committee

All members of the site safety committee have OHS responsibilities including:

- Hold fortnightly meetings that will include a full site inspection, reviewing of accidents, injuries and complaints, and feedback from all trades on issues that have being closed out. (inspections to include environmental issues)
- Accurate meeting minutes to be taken, forwarded to management, kept on file and displayed on notice board.
- Review emergency procedures at changing stages of project.
- Monitor site security to ensure that only inducted personnel are onsite.
- Monitor site work practices to ensure that they correspond with written procedures.
- Act in an advisory capacity to management on safety, health matters.
- Assist in the resolution of issues in respect of workplace health and safety.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

- Review all safety incidents and accidents to ensure corrective/improvement actions have taken place.
- Advise management of any issues that cannot be resolved by the safety committee.
- (The safety committee shall consist of a representative from each sub contractor, elected by fellow workers. Belmorgan's will also elect a representative. All members of the safety committee must have completed the 4 day safety committee course, or by able to verify that they are booked in to attend the training.)

3.9 Subcontractors OHS responsibilities include:

- Adhere to this safety plan
- Submit all relevant paper work required by legislation to Belmorgan's, allowing enough time for review, before commencement of works.
- Ensure all their workers are inducted by Belmorgan.
- Review and monitor their workers, to ensure they are complying with legislation, Belmorgan's safety management, company policies and site rules.
- Provide training where necessary for all their personnel.
- Induct all workers into their companies SWMS/ JSA's and continually review the work being carried out to ensure compliance.

4.0 Risk Assessment & Hazard Identification

4.1 Risk Assessment

Belmorgan Property Development (in accordance with the NSW OHS Act 2000 and NSW OHS Regulations 2001) will identify the potential foreseeable hazards of all proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. These controls will be reviewed and monitored by Belmorgan Property Development at each stage of the project, but minimum intervals of 4 monthly. Risk Assessments will be undertaken on all activities that follow the sequence of construction, as well as on any plant and hazardous substances likely to be used or found in the workplace.

The Project Manager, Construction Manager, Safety Coordinator and the Project Engineer will use the Risk Assessment Form (attached in Appendix C) to undertake an initial Risk Assessment prior to work commencing onsite. All activities identified as having a high or medium classification (as per Fig 4.2.4), are to have those risks recorded and safe work procedures detailed in a Safe Work Method Statement (blank Proforma attached in Appendix E). Low risk activities will be minimised as far as possible, but may not be recorded in a Safe Work Method Statement.

The Project Manager and Project Engineer will review all Safe Work Method Statements provided by subcontractors, prior to allowing them to commence work onsite. The checklist that will be used to review Safe Work Method Statements is detailed in Section 6.0 of this Site Safety Plan.

4.2 Risk Assessment Process

The procedure outlined below aims to provide a process to systematically identify hazards and risks; assess each, determine the associated risk level and implement the appropriate control measures.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

4.2.1 Risk Level

Risk is the combination of the *Likelihood* and possible *Consequence* of injury and/or illness arising from exposure to a hazard.

ie. LIKELIHOOD x CONSEQUENCE = RISK LEVEL

4.2.2 Likelihood

Likelihood is the probability or chance of injury or illness occurring, taking into consideration how often and how long people are exposed to the hazard. To make a reasonable estimate of the likelihood the following should be considered:

- How often they are exposed?
- How long are they exposed?
- The number of persons exposed to the hazard?
- Experience the person has had completing that task?
- Previous accidents or injuries occurred whilst carrying out the same task.
- Statistics
- Adequacy of control measures in place
- Information gained during Hazard Identification

The time frame given in estimating the likelihood can be arranged in the following groups;

Very Likely	-	Likely to occur, almost certain
Likely	-	Fairly likely to occur, 50/50 chance
Unlikely	-	Not very likely to occur, rare.

4.2.3 Consequences

Assuming there is a chance of injury or illness, the next step is to estimate the Consequence, or the severity of that injury or illness. To assist in estimating the Consequence, the following needs to be considered:

- How many people could be affected by one incident?
- The number of persons exposed to the hazard
- The parts of the body exposed to the hazard
- Potential after or side effects caused as a result of the incident
- The type and magnitude of energy related with the hazard

The Consequence value will fall within one of the following classes:

- High Risk (class 1) – If the hazard has the potential to kill, or permanently disable or cause permanent or significant detrimental impact on environmental elements (natural or built), i.e. potential incidents resulting in community outrage with major threat to project success or corporate reputation?
- Medium Risk (class 2) - If the hazard has the potential to cause a serious injury, or illness, which will temporarily disable or cause temporary impact on environmental elements (natural or built) that can be contained and remediated to acceptable conditions with no long term effect, i.e. potential incident that

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

can be managed to achieve an acceptable outcome for the community and avoid long term effect to corporate reputation?

- Low Risk (class 3) – If the hazard has the potential to cause a minor injury which would not disable or potential to cause inconvenience to the community, or minor damage to the environment or persons that would require proactive action, communication and/or follow up activity?

4.2.4 Risk Classification

Once the *Likelihood* and the *Consequence* have been determined, the *risk class* will be identified. Table 4.3.4 is used for this purpose.

The Level of Risk will be represented by a number 1 to 3.

1 represents the most serious and 3 the least serious

The *Likelihood* of injury or illness is listed across the top of the Risk Assessment Matrix and the *Consequence* is listed down the left hand side. The point, at which the *Likelihood* and *Consequence* of a particular hazard intersect, is determined to be the Level of Risk.

For each potential workplace hazard identified, the Level of Risk or Risk Classification will be determined by referring to Fig 4.2.4 below.

Fig 4.2.4

a. How severely could it hurt someone or How ill could it make someone?	b. How Likely is it to be?		
	Very Likely	Likely	Unlikely
Kill or cause permanent disability or ill health	1	1	2
Long term illness or serious injury	1	2	3
Medical attention and several days off work	2	3	3

4.2.5 Prioritising Risk

After the Risk classification has been determined for identified hazards, control measures will be planned and implemented. Hazards with a high Risk class will be dealt with first and foremost, followed by the hazards with a lower Risk class.

4.2.6 Risk Control

Where a risk to the health and safety of personnel onsite has been identified, control measures must be introduced to reduce risk to an acceptable level. When planning a control measure, consideration should be given to the feasibility of any valid option, in terms of:

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

- The severity of any particular risk or hazard.
- The availability and suitability of ways to remove or mitigate a risk or hazard,
- The cost of removing or mitigating a particular risk or hazard,
- The state of knowledge about a particular risk or hazard.

The following Hierarchal approach to risk control should be adopted.

- 1 – Remove the risk completely, eg: remove the risk of slips by using an alternative tile.
- 2 – Separate the people from the hazard eg: Guards on machinery, handrails, barriers.
- 3 – Use an engineered control (substitution). eg: machine to lift materials instead of people.
- 4 – Change work practises, eg manual handling technic training.
- 5 – Provide personal protective equipment, eg hearing protection.

In some cases a combination of the above control measures may need to be used.

4.2.7 Monitoring

As soon as control measures have been established, consideration should be given for the need to regularly monitor and review them. Some conditions that determine the need for monitoring and reviewing include:

- The seriousness of the risk or hazard
- Do the controls adequately eliminate the risk
- Experience and skill of personnel involved in carrying out the tasks
- Legislative or client requirements

Some examples of possible monitoring and reviewing include:

- Supervision
- Reviewing the procedures to ensure they are being implemented as documented
- Specific monitoring checklists
- Hold Points or Critical Inspection Points
- Regular testing and inspections
- Regular Site Safety Inspections

4.3 Risk Assessments

Risk Assessments will be carried out in consultation manner by the Construction Manager &/or Project Engineer implementing the project risk assessment Proforma (attached in Appendix E).

4.4 Site safety Inspections

Site Safety Inspections will be carried out daily, rotating between the project engineers, the site supervisor and project manager. It will be documented at a **minimum of once a week**.

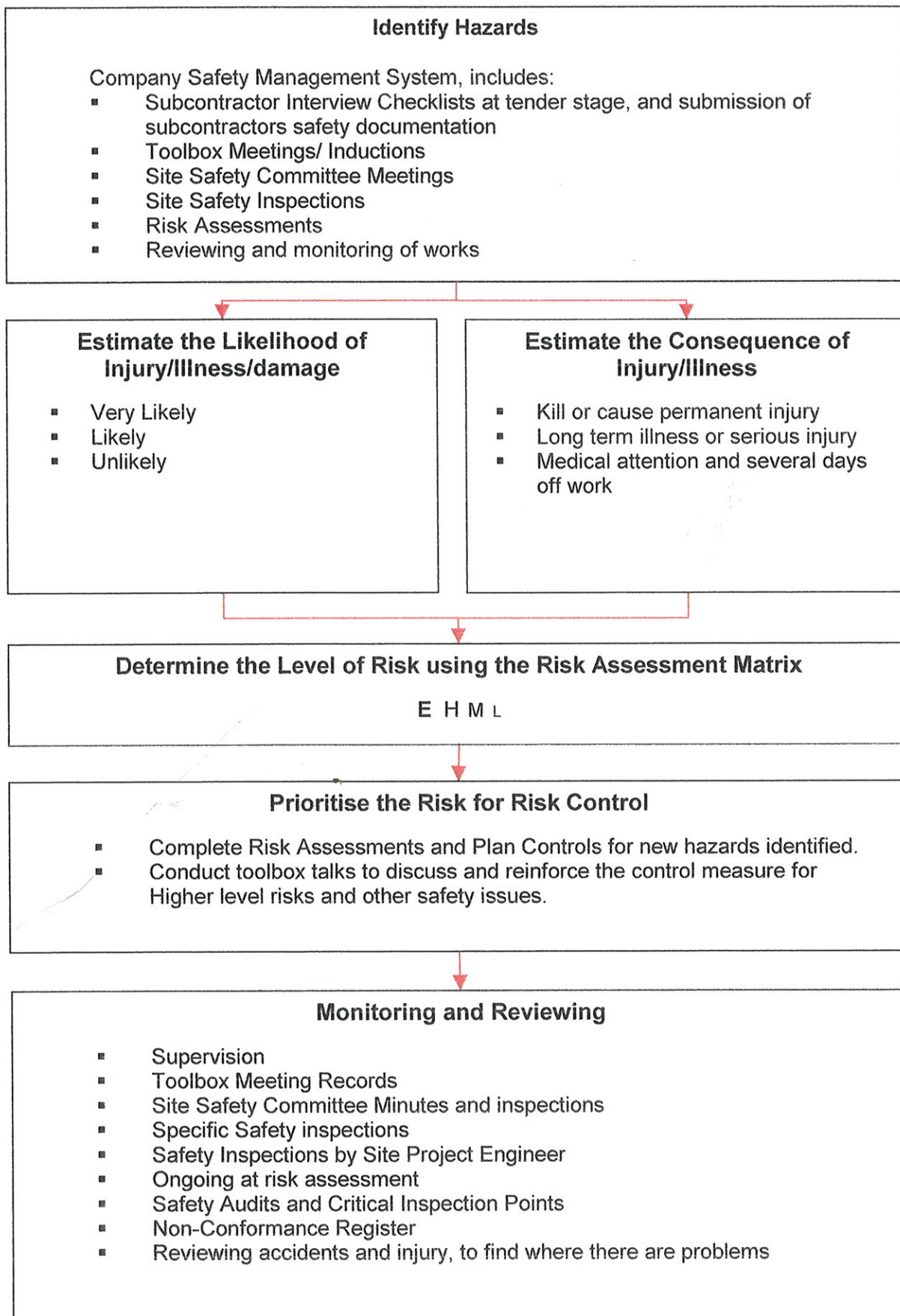
4.5 Closing out safety issues/item

The Project Engineer and/or the Construction Manager are to ensure that all hazards identified during Site Safety Inspections, risk assessments and the site safety committee are rectified as soon as possible. All items listed that have a class 1 risk level must be rectified before works proceed. As each item is rectified/ closed out or deemed to be an on going issue, it will be signed off.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

4.6 Risk Assessment flow chart



COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

5.0 Hazard Reporting & Hazardous Substances

5.1 Hazard Reporting Procedure

Belmorgan Property Development will encourage all workers to repair, remove and report hazards immediately. All workers are to be informed during site induction that hazards can be reported verbally to the Construction Manager, Project Engineer, or any OHS Representative or Committee member. All hazards brought to the Construction Manager or Project Engineers attention are to be recorded in the Hazard Reporting Log (attached in Appendix E). The Project Engineer, with assistance from the Construction Manager and Safety Coordinator, will investigate all reported hazards and where necessary, either eliminate or control the hazard. Where this cannot be done immediately, corrective action is to be documented on the Hazard Reporting Log and followed through within the appropriate time frames.

Corrective actions will be signed off when completed. The Project Engineer is to ensure that corrective action is undertaken with the appropriate time frames, monitored by the Safety coordinator and reported to the Project manager.

The Project Engineer is to ensure that all OHS Representatives/Committee members have been trained to complete the Hazard Reporting Log.

5.2 Hazardous Substances

The Construction Manager, with assistance from the Project Engineer is responsible for ensuring no hazardous substances are brought onsite without a Material Safety Data Sheet (MSDS) being lodged and the substances details are recorded in the Hazardous Substance Register (attached in Appendix D). Subcontractors are to list in their Safe Work Method Statements all hazardous substances they intend to use onsite and provide a copy of the relevant MSDS to Belmorgan Property Development.

Belmorgan Property Development will ensure the following additional rules regarding the use and storage of hazardous substances onsite are covered during site induction and adhered to by all employees and contractors onsite.

- All hazardous substances are to be stored and used in accordance with the relevant MSDS.
- All hazardous substances are to be stored in their original containers with a legible, intact label in place at all times.
- All hazardous substances can only be stored in a location designated by Belmorgan Property Development.
- All liquid substance will be stored in bunded area.
- Spill kits will be made available.
- Proper ventilation will be in place, anywhere hazardous or flammable substances are stored.
- All workers must be provided with adequate information, training and PPE prior to working with any hazardous substances onsite.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

6.0 Safe Work Method Statements

6.1 Procedure

A Safe Work Method Statement (SWMS) breaks a work activity into logical steps and lists the foreseeable hazards associated with each of these job steps, the risk (likelihood and consequence) of each occurring and lists how to eliminate or the control measures that will be put in place to reduce the risks. Belmorgan Property Development will use the SWMS Proforma (attached in Appendix E).

SWMS shall address the level of risk arising from an activity and comply with the following levels of control; Elimination, Separation, substitution, Work Practises, and Personal Protective Equipment.

SWMS will be developed for all medium to high risk activities identified in the Risk Assessment. Where possible, the SWMS should be produced by the sub-contractor undertaking the work, however, where this does not occur, Belmorgan Property Development will be required to develop a SWMS for them or assist them in putting one together.

Work Method Statements must comply with, NSW Regulation 2001 - Clause 224 and 227

" *safe work method statement* means a statement that:

- (a) describes how work is to be carried out,
- (b) identifies the work activities assessed as having safety risks,
- (c) identifies the safety risks,
- (d) describes the control measures that will be applied to the work activities

and includes a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work. "

Company management will review, approve and sign off all Belmorgan SWMS. Once they have been accepted by management they can then be implemented on site.

Each SWMS shall be adhered to and continually monitored and reviewed for conformance by each of the subcontractors, the Site Safety Committee members and Project Manager Team.

A copy of all completed and signed SWMS will be kept on file by Belmorgan Property Development.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

6.2 Reviewing Safe Work Method Statements

The Safety Coordinator and Project Engineer are responsible for reviewing all Safe Work Method Statements submitted by subcontractors at tender. Where job steps or site conditions change from those planned, the Safety Coordinator and Project Engineer are responsible for ensuring all SWMS are updated (ie. made site specific) prior to work commencing on site.

When reviewing SWMS, the Controls identified should be as high as practical in the "Hierarchy of Controls" guide shown below.

Where practicable, Belmorgan Property Development and its subcontractors will use (attached in Appendix E) as a template for the development of Safe Work Method Statements.

The Safety Coordinator, Project Engineer and Construction Manager are to ensure all of the following is covered in the Subcontractors SWMS:

1. The project name and the name of the Subcontractor
2. A description of the work activity or task to be undertaken
3. The date the SWMS was developed.
4. Signed of by management from the company
5. The name and signature of the person who developed the SWMS
6. The job steps involved in doing the work
7. The potential hazards associated with each job step
8. The Risk Class for each Hazard (As per Risk Assessment, Risk Class)
9. The controls to be used to either eliminate or minimise the potential hazards identified (Check they are as high as possible on the 'Hierarchy of Controls' guide).
10. The name of the person(s) responsible for ensuring that the control(s) are in place
11. Number of employees required to safely undertake the work
12. Occupations/Trades/Skills of workers undertaking the work
13. Qualifications/Licenses of workers required to undertake the work
14. Training completed or required by workers to undertake the work
15. List of all Plant (static and mobile) to be used onsite and details of frequency of inspections and maintenance checks
16. List of all equipment (power tools, electrical leads etc) to be used on site and details of frequency of inspections and maintenance checks
17. List of all Personal Protective Equipment (PPE) required for the task
18. List of all hazardous substances they intend using with relevant MSDS attached
19. Listing all Legislation, Codes of Practice and Australian Standards, relevant to the work to be undertaken
20. A section that records the names, signatures and date that the workers who will be carrying out the works, have read through and signed off.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

6.3 Hierarchy of controls

The following controls are listed below from Most Effective to Least Effective.

1. Eliminate the hazard completely
(eg. remove risk of electrocution by using air & battery tools.)
2. Change the Materials or the Equipment
(eg. reduce the chance of manual handling strains by using 20kg bags of cement instead of 40kg bags, or reduce the risks of falls by using scaffolding instead of ladders.)
3. Separate people from the hazard
(eg. use effective edge protection to protect workers from falls.)
4. Change work practices (eg. rotate workers through repetitive tasks.)
5. Wear Personal Protective Equipment (PPE, eg. eye, ear and hand protection.)

NB: In some cases a combination of the above control measures may need to be used

6.4 Monitoring of SWMS

The Safety Coordinator, Project Engineer and Construction Manager are responsible for ensuring that all employees and subcontractors have read and understood their relevant SWMS prior to commencing work on site.

Apart from reviews by the Safety Coordinator and/or the OHS Committee, the Construction Manager and Project Engineer are responsible for conducting regular reviews and monitoring SWMS whilst work takes place on site. The purpose of this is to ensure employees and subcontractors are adhering to the control measures listed in their SWMS.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

7.0 OHS Induction

7.1 Procedure

Belmorgan Property Development will ensure nobody commences work on site until the following is confirmed:

1. They have completed the OHS Induction Training Course for Construction Work in NSW (i.e. they have a WorkCover Registered Induction number that begins with a 'C');
2. They have received a Work Activity OHS induction (including understanding and signing off on all appropriate Safe Work Method Statements); and
3. They complete a Site Specific OHS Induction (including understanding and signing off on the company's Site Specific Safety Rules).

7.2 Induction Record

All workers must meet the above three minimum OHS induction training requirements before they can commence work on site. The Project Manager and Project Engineer are to ensure that all workers intending to work onsite have met these requirements via the completion of an Individual Induction Record and the Induction Register (both attached in Appendix F). All workers successfully inducted will be issued an Induction Sticker, as shown below, to be placed on their safety helmets and to be worn at all times whilst onsite.



All personnel will have to provide a copy of their OHS general induction card and any current tickets that they have for operating plant and machinery. The copies will be filled on site.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

7.3 Site Specific Safety Rules

The site specific safety rules will be introduced at the site induction, displayed on the notice board and in the crib rooms and will be updated and reviewed as necessary. (See appendix A)

7.4 Site Induction Agenda

All Site Inductions are to be carried out in accordance with the Site Induction Agenda contained in Appendix F.

Belmorgan Property Development employees that are authorised to give Site Inductions on this site are:

Name	Position
	Project Engineer / Site Manager
	Construction Manager
	Safety Coordinator

1.0 OHS Consultation

1.1 Procedure

Belmorgan Property Development Pty Ltd is committed to protecting the health and safety of all our employees. Our company will consult our employees in implementing safety practices and systems that will ensure the health, safety and welfare of our employees. Employee involvement at all levels is critical for ensuring a safe workplace.

We will consult with all workers on safety issues via one or more of the following forms of OHS consultation (as agreed to by Belmorgan Property Development and workers).

1. OHS Committee comprised of employer and employee representatives.

The workgroup for the OHS committee is all employees who work for Belmorgan Property Development Pty Ltd, and their respective subcontractors. The employee members of the OHS Committee are the Belmorgan employee representative and the subcontractor employee representatives. The management representative will be the Project Engineer and Safety Coordinator.

The OHS Committee will assist with the reviewing and monitoring of safe work practices and systems, and discuss issues that affect the health, safety and welfare of all employees onsite. The committee will also review all injuries, accidents and incidents that take place on site to determine whether there is a pattern, and therefore a control that needs to be put in place.

Belmorgan management and the appropriate subcontractors will respond to the OHS Committee's recommendations within a timeframe set out in the committee's constitution, it will depend on the particular issue and its complexity.

2. OHS Representative(s) elected by employees.

The OHS Representative is responsible for raising specific safety issues that arise in relation to the employees in their workgroup with Belmorgan Management. Employees should raise OHS issues directly with their supervisor or their OHS representative. Where the OHS Representative cannot resolve an OHS issue it has been agreed that they will refer it to the OHS Committee.

3. Other agreed arrangements agreed to between Belmorgan Property Development and our employees (ie. Regular Toolbox meetings).

Belmorgan Property Development will hold a meeting with all employees, contractors and subcontractors as soon as practicably possible to determine the method(s) of consultation to be incorporated on this site. The results of that meeting are to be recorded on a Toolbox Meeting Form (attached in Appendix E) and filed. The agreed form(s) of consultation to be employed on this site are to also be summarised below.

1.2 Agreed Form(s) of Consultation to be Employed on this Site

A Toolbox Talk Meeting will be held at the commencement of the project, between Belmorgan Property Development and our employees and representatives of Contractors & Sub-contractors to be utilised onsite. OHS Consultation methods and frequency of consultation, which have been agreed to, will be displayed in a prominent location for all site personnel.

The Toolbox Talk Meeting is also to be documented using the Proforma in Appendix E as a record of the meeting and attendance. See Section 8.5 below for more details.

1.3 OHS Consultation Statement

Belmorgan Property Development OHS Consultation Statement (outlining the agreed consultation arrangements to be employed onsite and the name of all OHS Committee and/or OHS Representatives) is contained in Appendix G of each Site Safety Management Plan. A copy of the OHS Consultation Statement is to be placed in a prominent place where employees will readily see it.

The OHS Consultation method(s) chosen will be regularly reviewed to ensure they remain an appropriate and effective means of consultation. The OHS Consultation Statement will identify the date at which the OHS Consultation method(s) are reviewed.

In addition to the OHS Consultation Statement, the following documents are to be displayed in a prominent place on this site: Safety Policy, Emergency Procedures, Site Evacuation Plan and Site Safety Rules.

1.4 Review of Consultation Arrangements

It has been agreed by Belmorgan Property Development Pty Ltd and their employees that these OHS consultation arrangements will be monitored and reviewed on an on-going basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

1.5 Toolbox Talks

Toolbox Talks are to be used as a communication tool by site management to train site workers, to involve site workers in risk assessment and management procedures, and to involve site workers in Safety Committee elections, and other regular site safety requirements of their work environment.

Tool Box talks are to be arranged or carried out by the Construction Manager, Construction Manager or foreman/leading hands or subcontractors under his control. Toolbox meetings will be held at regular intervals not exceeding two weeks, or if required in between.

Detailed meeting minutes will be taken for every toolbox talk held and all persons attending meeting will sign as being present.

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

A copy of these records shall to be forwarded to Belmorgan Project Engineer as soon as possible after each meeting.

Topics for discussion may include the following: -

- Introducing Safe Work Method Statements,
- New work activities
- New work area
- Manual handling techniques,
- Briefing on new work areas or activities,
- Safety Committee representative elections,
- Highlighting and identifying potential hazards on site.

2.0 Incident Management

2.1 Emergency Response Procedures

Emergency Response Procedures for Accidents and incidents, along with the Evacuation Plan shall be detailed in the Site Specific Safety Rules. Both of these forms are to be displayed in a prominent place for all workers to see. Additional Emergency Response Procedures will be required for high risk tasks such as confined spaces, working over water etc.

2.2 First Aid

Belmorgan Property Development shall supply First Aid Stations as required by WorkCover Regulations and Code of Practice.

Belmorgan Property Developments current qualified First Aid personnel are:

T.B.A



2.3 Injury Reporting

All injuries will be reported to the Construction Manager or a First Aid Officer as listed above. Injuries will be recorded by the employee or subcontractor and their supervisor, immediately after or as soon as practically possible, on a Site Incident Form (attached in Appendix E) and a monthly summary will be kept by the Project Engineer. These records must be kept for a minimum of 7 years.

If the injury is likely to result in an absence from the workplace of 7 days or more, then the injury and its circumstances must be reported to WorkCover (within 48hrs verbally and in writing within 7days) using the WorkCover Incident Report Form (found on the website). This is the responsibility of the Safety Coordinator to liaise with the injured worker, their N.T.D (nominated treating doctor) and Belmorgan's Injury Management Coordinator (Insurance), to develop the R.T.W program.

All Near Miss accidents and incidents will be investigated.

2.4 Accident Investigation

Belmorgan Property Development will investigate all accidents by close of business on the day in which they occur. Investigations will also be recorded on the Site Incident Form by the Project Engineer. Accidents will be investigated by the Safety Coordinator and the Project Engineer with assistance from the OHS Committee. This process will be overseen by the Project Manager.

Any accidents that are required to be reported to WorkCover will be carried out by the Project Manager.

3.0 Safety Breaches

This site will strive to comply with NSW legislation requirements which are in place to ensure the health, safety and well-being of all personnel onsite, including visitors to the site, and the general public. Site safety rules and company policies have also being put in place and are to be implemented by all personnel on site.

Any Person found to be in deliberate breach of the legislation, safety rules or company policies or who are found to be putting their own or fellow workers health and safety at risk will be dealt with as follows:

1st Breach : Offender shall be issued a written warning notice (attached in Appendix E).

2nd Breach : Offender shall receive a second written warning notice and at the Construction Managers discretion may be re – inducted.

3rd Breach : Offender shall be removed from the site for the duration of the project.

The severity of the breach must also be observed in this system, for serious or life threatening breaches to the safety of personnel onsite, the offending person(s) will be expelled from site immediately. This applies to all site safety rules. (appendix A)

The above will apply to all members of the Project team, and will also apply to suppliers, consultants, client representatives, and any visitors.

Documentation verifying all the above breaches will be kept on site.

4.0 Plant and Electrical Equipment

4.1 Plant

The Plant & Transport Manager, assisted by the Project Engineer and the Safety Coordinator, is responsible for the inspection, maintenance and service history of all plant (static and mobile) used onsite by Belgorgan Property Development employees, contractors and subcontractors. A pre start inspection is to be carried out by the safety coordinator, project engineer or foreman, prior to the operation of the plant on site. All plant operators must submit the daily inspections, service and maintenance records to the Plant Manager weekly. All faults reported must be closed out in a timely manner. All service record must be in accordance with Designer or Manufacturers guidelines. Any plant that is deemed to be unsafe must be tagged out so no one else will operate it, until the hazard has been rectified.

No personnel will operate plant without a current ticket and must as a new requirement from WorkCover carry their licence/ticket on them. All tickets will be photocopied and kept on file along with induction records during site inductions.

All Belgorgan Property Development Contractors and Sub-contractors must also indicate in their SWMS all plant and electrical equipment (i.e. Power tools) that they intend using on site.

4.2 Plant Risk Assessments

Belmorgan Property Development will ensure a risk assessment, as per the procedure outline in Section 4 of this plan (form attached in Appendix C) takes place for all plant to be used on site. The assessment will include the identification of potential hazards, their level of risk and whether or not a Safe Work Method Statement needs to be produced. Where required, Safe Work Method Statements (SWMS) will be developed outlining what control measures will be employed to eliminate or minimise these risks to the health and safety of workers.

When undertaking risk assessments of plant, the following factors need to be considered:

- How the plant is designed to be used.
- The work environment (including operating conditions and any abnormal conditions).
- How it will be transported, installed, inspected, dismantled and stored.
- Accessibility for maintenance, adjustments, repairs, cleaning & use.
- Competencies required to safely operate the plant.

Any plant must be registered if it needs to operate on public roads.

No item of plant will be brought onto site without a current service and maintenance record or registration where required (see R113 for list of Plant that requires registration).

The above applies to all plant and equipment, either owned or hired.

HAZARDOUS SUBSTANCE REGISTER

PROJECT NAME: **Dwyers Site Development Stage 1** JOB No.: **01**
 All hazardous substances brought onto site or found on site must be listed. This form is to be filled and maintained in the site office.

Item	Common Name	Manufacturer	Manufacturer's Phone No.	MSDS Issue Date	Shelf Life	Handling Hazardous Substance Checklist Date Completed
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

APPENDIX E

- Standard Occupational Health and Safety Forms:
 - Site Safety Inspection
 - Hazard Reporting Log
 - Incident Report Form
 - Plant Register
 - Electrical Plant Register
 - Toolbox talk

SITE SAFETY INSPECTION

Project: Dwyers, Stage 1 Date: ___ / ___ / ___ Conducted ___ Closed out by ___ Date ___ / ___ / ___

Serial	Location	Unsafe Condition/Activity	Risk Class	Corrective Action (to rectify Unsafe Condition/Activity)	Closed out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Risk Class: see Risk Assessment & Hazard Identification, Section 4.0, in this Plan

Hazard Reporting Log For Dwyers Site Development, Stage 1

No	Date	Unsafe Condition/Activity Reported	By Whom	Risk Class	Recommended Corrective Action	Date Rectified	By Whom
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

INCIDENT REPORT

1. The Site Committee needs to meet immediately following a major incident and investigate causes and recommend improvements. The Supervisor will complete this report in consultation with the Site Safety Committee and make recommendations in Part B.
2. Project Manager to Complete Part C.

Note: Complete this form for any accident or dangerous occurrence to person or property whether injury results or not.	Job No: 01	NSW Region CIVIL / BUILDING Contract Type	Report No :f..... (Month/Sequential No)
Incident Date:	Day:	Site: Dwyers	☐ Belmorgan personnel or plant involved
Time: am/pm	Where on site:		☐ Subcontract personnel or plant involved

PART A

Injured Person's Surname First Name																					
Employer Occupation																					
<u>Treatment</u> Treated by First Aid Sent to Doctor First Aid Officer Sent to Hospital Returned to Work	<u>Part of Body injured</u> <table style="width: 100%; border: none;"> <tr> <td>..... Head</td> <td>..... Leg</td> <td>..... Back</td> </tr> <tr> <td>..... Eyes</td> <td>..... Feet</td> <td>..... Multiple</td> </tr> <tr> <td>..... Ears</td> <td>..... Toes</td> <td>..... Neck</td> </tr> <tr> <td>..... Trunk</td> <td>..... Arm</td> <td>..... General</td> </tr> <tr> <td>..... Hands</td> <td>..... Finger</td> <td>..... Hernia</td> </tr> <tr> <td></td> <td></td> <td>..... Unspecified</td> </tr> </table>			 Head	 Leg	 Back	 Eyes	 Feet	 Multiple	 Ears	 Toes	 Neck	 Trunk	 Arm	 General	 Hands	 Finger	 Hernia			 Unspecified
..... Head	 Leg	 Back																			
..... Eyes	 Feet	 Multiple																			
..... Ears	 Toes	 Neck																			
..... Trunk	 Arm	 General																			
..... Hands	 Finger	 Hernia																			
		 Unspecified																			
Description of Injury																					
<u>Source of Injury</u> <table style="width: 100%; border: none;"> <tr> <td>..... Machinery</td> <td>..... Powered hand tools</td> <td>..... Hand Tools</td> </tr> <tr> <td>..... Transport</td> <td>..... Working Environment</td> <td>..... Static Equipment</td> </tr> <tr> <td>..... Other Equipment</td> <td colspan="2">..... Other</td> </tr> </table>				 Machinery	 Powered hand tools	 Hand Tools	 Transport	 Working Environment	 Static Equipment	 Other Equipment	 Other										
..... Machinery	 Powered hand tools	 Hand Tools																			
..... Transport	 Working Environment	 Static Equipment																			
..... Other Equipment	 Other																				
Description of Accident or Dangerous Occurrence: (Describe how it happened) 																					
What caused the accident? (Describe the accident including machinery, object or substance involved) 																					
What contributed to the accident? ie. lack of procedures, training, safety equipment. 																					
<u>Contributing Factors</u> <table style="width: 100%; border: none;"> <tr> <td>☐ Fatigue</td> <td>☐ Hot Conditions</td> <td>☐ Cold Conditions</td> <td>☐ Wind</td> <td>☐ Rain</td> </tr> <tr> <td>☐ Ill Health</td> <td>☐ Alcohol/Drugs</td> <td>☐ Other (state)</td> <td colspan="2"></td> </tr> </table>				☐ Fatigue	☐ Hot Conditions	☐ Cold Conditions	☐ Wind	☐ Rain	☐ Ill Health	☐ Alcohol/Drugs	☐ Other (state)										
☐ Fatigue	☐ Hot Conditions	☐ Cold Conditions	☐ Wind	☐ Rain																	
☐ Ill Health	☐ Alcohol/Drugs	☐ Other (state)																			

Person who was involved signature.....date.....

Witnesses signature.....date.....

INCIDENT REPORT (CONTINUED)

PART B

Site Committee member: Date:

Recommended corrective action: (long term and short term)

.....
.....
.....

What follow up actions will be put in place.....

.....
.....
.....

Site Supervisor /Foreman's signature: Date:

Injured Person's signature (if possible): Date:

PART C

Project Manager's recommendations:

.....
.....
.....
.....
.....

Signature..... Date:

PART D (Optional)

General Manager's Comments:

.....
.....
.....
.....

Signature..... Date:

TOOL BOX TALK RECORD

SITE: Dwyers Site Development, Stage1 (WOL01)

DATE: _____

TIME: _____

DURATION: _____

ATTENDEES:

[illegible][illegible]

PLANT REGISTER

Project: Dwyers Site Development, Stage 1		Project Number: WOL01							
#	Company	Plant or Equipment	Serial	WorkCover Registration # (if applicable)	Plant Hazards Identified	Recorded in SWMS?		Inspection Records Reviewed	
1						Y	N	Y	N
2						Y	N	Y	N
3						Y	N	Y	N
4						Y	N	Y	N
5						Y	N	Y	N
6						Y	N	Y	N
7						Y	N	Y	N
8						Y	N	Y	N
9						Y	N	Y	N
10						Y	N	Y	N

ELECTRICAL PLANT REGISTER

Project: Dwyers Site Development, Stage 1		Project Number: WOL01					Page: of	
Item	Electricians Name & Signature	License Number	Date & Result	Date & Result	Date & Result	Date & Result	Date & Result	Date & Result
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

ALL ELECTRICAL EQUIPMENT IS TO BE TAGGED MONTHLY. EARTH LEAKAGE TO BE TRIP TESTED MONTHLY AND CALIBRATED 3 MONTHLY (result must be < 30mA).

Project name: Dwyers Site, Stage 1 WOL01

Work activity/task :

SWMS prepared by:

Signature:

SWMS No: Rev:

Date: / /

Date: / /

BELMORGAN PROPERTY DEVELOPMENT PTY LTD

ABN 85 104 069 730

King St Kemblawarra NSW 2505

PO Box 498 Warrawong NSW 2502

Telephone: (02) 4274 1222

Facsimile: (02) 4274 1444



Belmorgan

Risk Scores:

Class 1: (High Risk):

Does the hazard have the potential to kill, or permanently disable or cause permanent or significant detrimental impact on environmental elements (natural or built), i.e. potential incidents resulting in community outrage with major threat to project success or corporate reputation?

Class 2: (Medium Risk):

Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable or cause temporary impact on environmental elements (natural or built) that can be contained and remediated to acceptable conditions with no long term effect, i.e. potential incident that can be managed to achieve an acceptable outcome for the community and avoid long term effect to corporate reputation?

Class 3: (Low Risk):

Does the hazard have the potential to cause a minor injury which would not disable or potential to cause inconvenience to the community, or minor damage to the environment or persons that would require proactive action, communication and/or follow up activity?

No	Job Steps (List the job steps in sequence)	Potential Hazard/s (List what could harm you [hazard] and what could go wrong [risks]).	Risk Score	Control Measures (List what you are going to do to make the job step as safe as possible).	Action (List the person who will ensure this happens)

[illegible]

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

Relevant legislation, codes & standards: OHS Act 2000 + OHS Regulation 2001.				
Licences, approval or permits:				
Training or induction required:				
Plant & equipment to be used:				
Training/Instruction (as per Part 8.2 of the OHS Regulation 2001 and Code of Practice OHS Induction Training for Construction) All workers to have completed construction industry induction (green card), site specific induction and induction in this SWMS prior to commencement on site All workers listed below have read and understood this safe work method statement (SWMS) and have agreed to abide by the procedures listed.				
PRINT NAME		GENERAL INDUSTRY INDUCTION (GREEN) CARD NUMBER	SIGNATURE (I have read & understood this SWMS Dated)	DATE
First Name	Last (Family) Name			

[illegible]

Belmorgan

PROPERTY DEVELOPMENT

Notice of Safety Breach

Project Number: **WOL01** _____ Date: ____ / ____ / ____

Site: **Dwyers Site Development, Stage 1** _____ Time: _____ am/pm

Issued to: _____ Occupation: _____
(Please Print Name)

Company: _____ Supervisor: _____

Location: _____

Details of Breach:

Notice: (Please tick one only)

☐

1st

☐

2nd

☐

3rd (Remove from site)

Issued by: _____ Signed: _____
(Please Print Name)

Witnessed by: _____ Signed: _____
(Please Print Name)

APPENDIX **F**

- Site Safety Induction Forms

SITE INDUCTION AGENDA

1. Introduction.
 - Introduce yourself
 - Site Induction
2. Ensure the inductee(s) have read and understood their Safe Work Method Statement(s) (SWMS) and signed off at the end of each SWMS, to acknowledge they have understood it and will abide by the risk controls identified in the SWMS.
3. Ensure the inductee(s) have an OHS General Induction number (Green Card) from a WorkCover approved association or company.
4. Explain briefly the site details.
5. Explain the site entry conditions, access and the hours of work allowed under the DA or other conditions.
6. Explain the Safety Rules.
7. Briefly outline the Company Policy details.
 - Safety and Environmental responsibilities
 - Plant and Equipment
 - Electrical Practices
 - Hazardous Materials and Substances
 - Personal Protective Equipment (PPE) and Sun Protection
 - Safety Breach System
8. Advise who the First Aiders are, and how to contact them. (posted pictures in crib rooms).
9. Go through the Emergency Procedures for both minor and major accidents.
10. Explain the Evacuation Procedure.
11. Point out using the Site Plan, where the First Aid Stations and Emergency Meeting Points are.
12. Read out the Consultative arrangements for issue resolution (if they exist).
13. Identify the traffic and environmental management plans (if applicable).
14. Inform the inductee(s) of any major hazards close to or surrounding the worksite.
15. Inform the inductees of any unusual site specific issues or hazards (if applicable).
16. Ensure the inductee(s) have completed the Induction Record, at the rear of the Induction Package, and are issued with a Site Induction Number.

INDUCTION RECORD

Project Details

Project Name : Dwyers Site Development Stage 1
Project Number : WOL01

Employee Details

Name : _____
Occupation : _____
Company : _____

Next of Kin

Contact Name: _____
Relationship to you: _____
Contact Number: _____
Address: _____

Qualifications

OH&S General Induction Number (Green Card) _____

Certificates of Competency/Licenses/Tickets attached

Type: _____	Number: _____
Type: _____	Number: _____
Type: _____	Number: _____
Type: _____	Number: _____
Type: _____	Number: _____
Type: _____	Number: _____
Type: _____	Number: _____
Type: _____	Number: _____

(Please tick the boxes below if you have read and understood the items listed below)

- | | |
|--------------------------|--|
| ☐ | Read, understood, and signed off the appropriate SWMS |
| ☐ | Have supplied OHS General Induction (Green Card) number to Belmorgan, with a copy kept by the project engineer onsite. |
| ☐ | Read and understood Safety and Environmental responsibilities |
| ☐ | Read and understood Site Safety Rules |
| ☐ | Have a Day-Glo Vest, Hard Hat and Safety Boots |
| ☐ | Read and understood Belmorgan Property Developments Company Policies for Plant & Equipment, Electrical Practices, and Hazardous Substances |
| ☐ | Have been issued with the appropriate PPE for work activities |

COMPANY SAFETY MANAGEMENT SYSTEM

Belmorgan Property Development Pty Ltd

- ☐ Aware of Sun Protection Safe work Procedure
- ☐ Aware of Safety Breach system for Individuals
- ☐ Aware of location of First Aid Kit and who are the First Aid Officers onsite
- ☐ Aware of specific site safety hazards, risks and engineered controls.
- ☐ Aware of Hazard Reporting and Incident Procedures
- ☐ Aware of Emergency Action and Evacuation Procedures
- ☐ Have been informed of Consultation Arrangements
- ☐ Aware of the frequency of Site Safety & Environmental Committee Meetings
- ☐ Aware of location of MSDS and Hazardous Substances Log
- ☐ Received copy of induction package
- ☐ (Other).....

I hereby agree to adhere to the policies outlined during the Site Induction and will comply with any reasonable instruction given by Site Management or their Representatives.

Name:(please print) _____

Signature: _____ **Date:** ____ / ____ / ____

Induction conducted by: _____ **Induction no: WOL**_____

Site Induction Register

Dwyers Site Development, Stage 1

Induction No.	Date	Company	Green Card no. (WorkCover approved)	Name	Signature	Inducted by
WOL043						
WOL044						
WOL045						
WOL046						
WOL047						
WOL048						
WOL049						
WOL050						
WOL051						
WOL052						
WOL053						
WOL054						
WOL055						
WOL056						
WOL057						
WOL058						
WOL059						
WOL060						
WOL061						
WOL062						
WOL063						

APPENDIX **G**

- OHS Consultation Statement

OHS CONSULTATION STATEMENT

At Belgmorgan Property Development we are committed to protecting the health, safety and welfare of all people that work on or visit our jobsite. We have clearly defined roles and responsibilities for all of our management staff to ensure that safety is a major priority. We also recognise that non-management personnel play an equally important role with respect to safety.

At Belgmorgan Property Development we value the input of all workers about safety issues and have agreed to the consultation methods outlined below. This will ensure workers can contribute to the making of decisions affecting their health, safety and welfare at work.

Safety Committee meetings will be held at the 'Gravity' site office or at Head Office on the first Thursday morning of each month at 10am. Toolbox meetings will be held onsite after the Safety committee Meets and also at the discretion of Site Management to discuss and implement safety controls based on the issues raised between Belgmorgan Property Development, our employees and representatives of contractors and subcontractors.

Your safety committee members are:

T.B.A

All members of the site safety committee will have completed OHS consultation training.

Any safety issues you wish the safety committee to discuss/action can be forwarded to the safety committee chairman, safety coordinator or your company representative.

Meetings will be minuted and minutes will be displayed on the notice board.

APPENDIX **H**

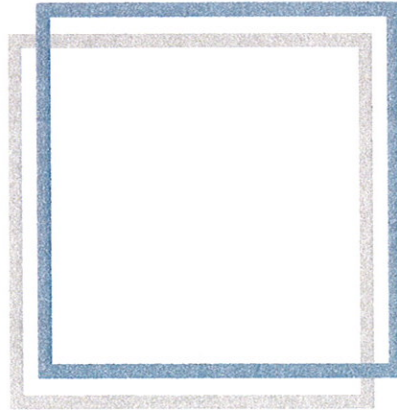
- Site Specific Hazards

APPENDIX **E**

- Traffic Management Plans

TRAFFIC MANAGEMENT PLAN

Belmorgan Property Development Pty Ltd



Belmorgan
PROPERTY DEVELOPMENT

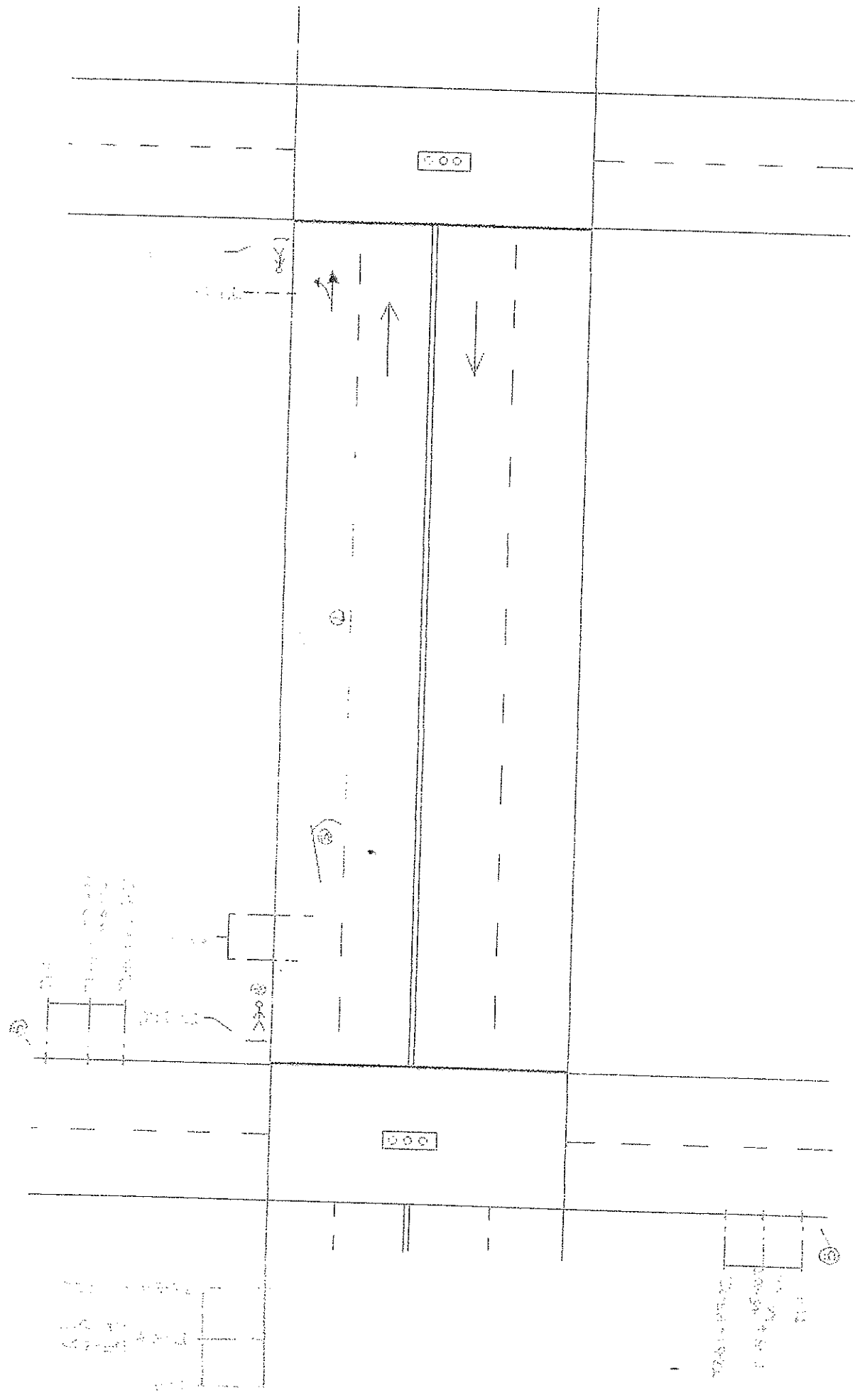
TRAFFIC MANAGEMENT PLAN

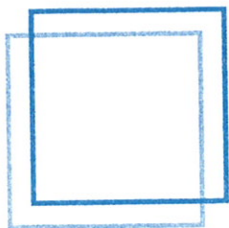
'DWYERS SITE DEVELOPMENT, STAGE 1'

31 CROWN STREET, 26 BURELLI STREET AND 16 BURELLI STREET,
WOLLONGONG NSW 2500

DATE OF ISSUE: Wednesday, 5 September 2007

Handwritten notes in the top right corner, possibly indicating a date or location.





Belmorgan

TRAFFIC MANAGEMENT

ABN 85 104069 730

Level 2, 67-71 King Street

Warrawong, NSW 2502

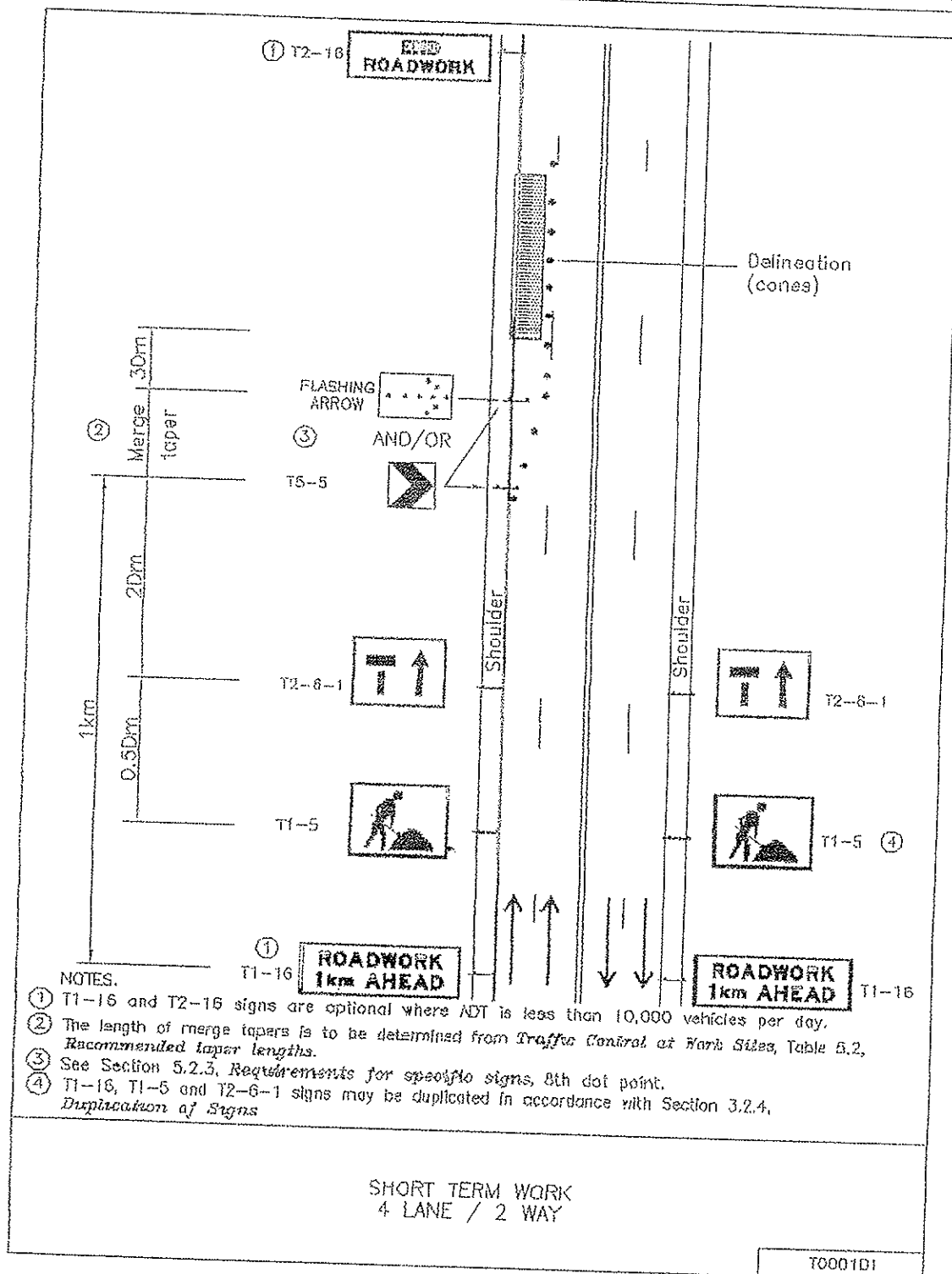
PO Box 498 Warrawong, NSW 2502

Telephone: **(02) 4229 4573**

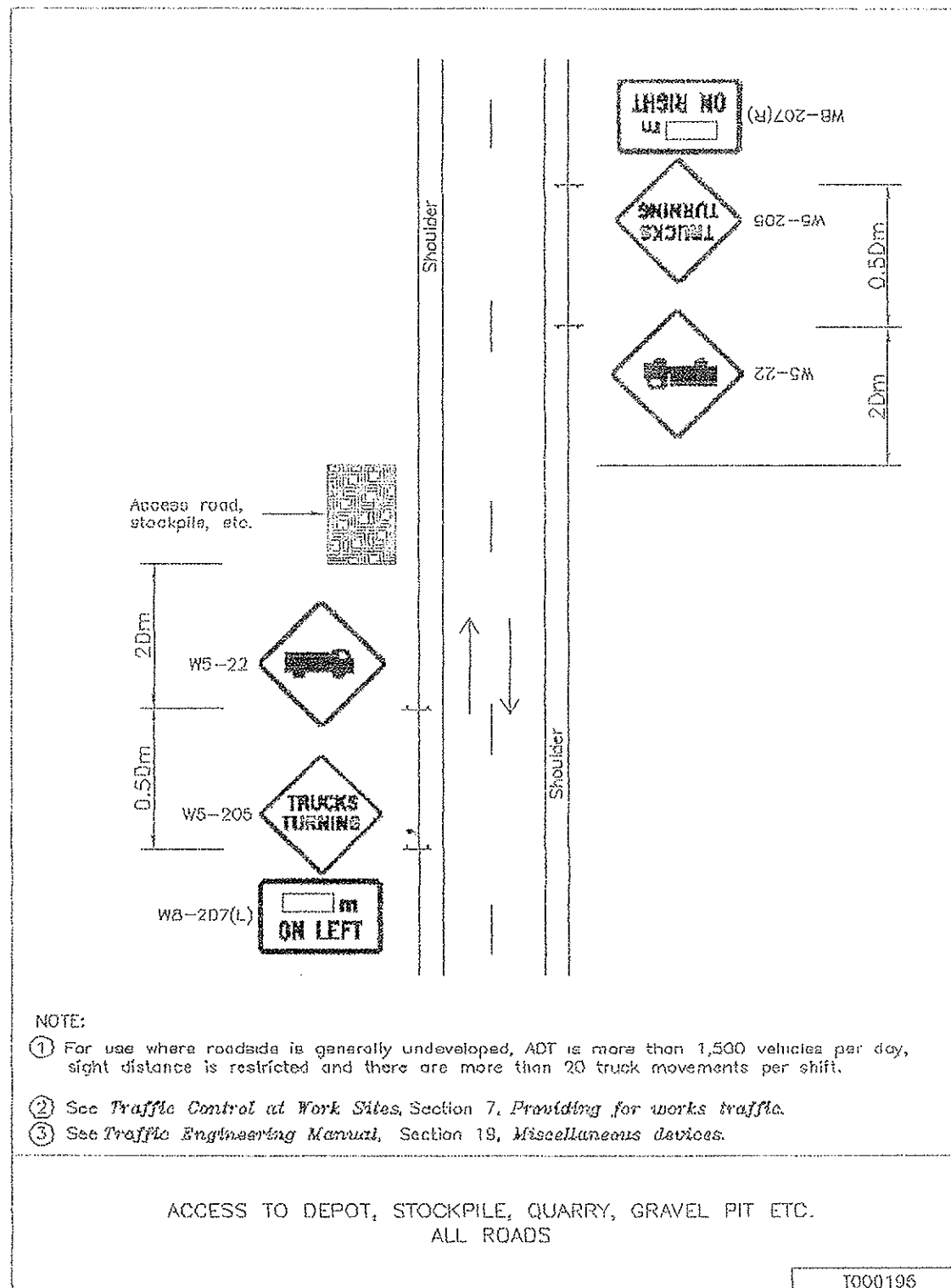
Facsimile: **(02) 4229 2863**

TRAFFIC CONTROL Crown Street

1. Combination of Two Traffic Management Plans to cover all aspects: 101 + 195.
2. Water Filled Barriers to act as a physical barrier between workers, pedestrians & Vehicles.
3. Entry into work area for plant and/or equipment. In the case of plant exiting the work area, a ticketed Traffic Controller will be utilised.
4. Traffic Controller (ticketed) on each end of work area to guide pedestrians around and prevent them from entering the worksite.
5. Extra Signs on both sides of Crown Street & on all subsequent cross streets due to the particular environment.
6. Length of Merge Taper, not vital as Traffic Lights control the intersection at both ends, and basic road rules of "Give Way" apply.



Traffic Control at Work Sites



TCP 195

Work activity/task: Traffic Control Site Establishment**Project:** Dwyers Site Development, Stage 1**SWMS prepared by:****Signature:****SWMS No:** 1**Rev:** 1**Date:** 20/07/07**Date:** / /**BELMORGAN PROPERTY DEVELOPMENT PTY LTD**

ABN 85 104 069 730

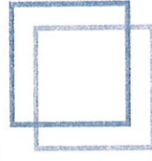
67-71 King Street,

Warrawong, NSW 2505

PO Box 498 Warrawong NSW 2502

Telephone: (02) 4274 1222

Facsimile: (02) 4274 1444

**Belmorgan**

PROPERTY DEVELOPMENT

No	Job Steps (List the job steps in sequence)	Potential Hazard/s (List what could harm you [hazard] and what could go wrong [risks]).	Risk Score	Control Measures (List what you are going to do to make the job step as safe as possible).	Action (List the person who will ensure this happens)
1.	Arrival at Yard (picking up signage and equipment)	Traffic Vehicle hits Person / Worker / Property. Minor cuts and Abrasions. * Back Injuries due to incorrect manual handling Techniques.	1 3 3	Driver to adhere to standard road rules whether on road or in yard, specifically in yard where a speed limit of 15km/h must be maintained. Appropriate PPE as issued and required to be brought by employees each day must be worn to prevent the occurrence of minor cuts and abrasions that can be caused by the sharp edges of metal signage. Lift by bending at the knees and using legs to reduce the strain on lower back. Use approved lifting plant, forklifts, palette jacks and team lifting. Individuals must not lift over 20kgs by themselves	Licensed driver of the vehicle. Everyone involved in the loading & unloading of signage.
2	Travelling to Site.	Traffic Vehicle hits Person / Worker / Property. Load hits Person / Worker / Property.	1 1	Driver to adhere to standard road rules whether on road or in yard. All drivers are to be aware of the company emergency response procedure in the event of an accident. Driver is to ensure that the load is secure prior to leaving the yard	Licensed driver of the vehicle.
Risk Scores:					
Class 1: (High Risk):		Does the hazard have the potential to kill, or permanently disable or cause permanent or significant detrimental impact on environmental elements (natural or built), i.e. potential incidents resulting in community outrage with major threat to project success or corporate reputation?			
Class 2: (Medium Risk):		Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable or cause temporary impact on environmental elements (natural or built) that can be contained and remediated to acceptable conditions with no long term effect, i.e. potential incident that can be managed to achieve an acceptable outcome for the community and avoid long term effect to corporate reputation?			
Class 3: (Low Risk):		Does the hazard have the potential to cause a minor injury which would not be disable or potential to cause inconvenience to the community, or minor damage to the environment or persons that would require proactive action, communication and/or follow up activity?			

No	Job Steps (List the job steps in sequence)	Potential Hazard/s (List what could harm you [hazard] and what could go wrong [risks]).	Risk Score	Control Measures (List what you are going to do to make the job step as safe as possible).	Action (List the person who will ensure this happens)
3	Arrival onsite	Injuries to Persons / Property due to lack of planning.	1	All workers are to report the site office for a site-specific induction as arranged prior to initial arrival. All staff are then required to attend a specific toolbox meeting to ensure SWMS's, JSA's, and if necessary risk assessments are recorded and signed off. Toolbox meeting should include items for discussion such as forecasted weather, road conditions, changes to the specific environment (school zones)	Supervisor & everyone signed onto this SWMS and toolbox record.
4	Site Set-up	Traffic vehicle involved in accident whilst installing signs, injuring workers. Back injuries due to awkward traffic equipment (water filled barriers, WFB) Minor cuts and abrasions Slipping / tripping / falling	1 3 3 3	A shadow traffic vehicle must be in place while installing signs, and if a flashing arrow board is unavailable, vehicle hazard lights must be used to warn oncoming vehicles of the changing traffic conditions. The driver must remain in the shadow vehicle at all times monitoring the traffic controllers installing the signs. Lift by bending at the knees and using legs to reduce the strain on lower back. Use approved lifting plant, forklifts, pallette jacks and team lifting. Appropriate PPE issued and required to be brought by employees each day must be worn to prevent the occurrence of minor cuts and abrasions, which can be caused by the sharp edges of metal signage. High visibility clothing/vests and Steel capped boots with good tread must be worn at all times.	
5	Road Closures / Detours	Public Vehicles coming through road closure Injuring persons / property.	1	Correct PPE must be worn. 2 traffic controllers are to be dropped off at appropriate points of the closure. Closure of the road is to occur simultaneously via communication between traffic controllers using 2 way radios.	

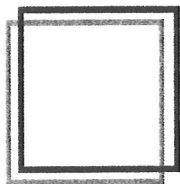
OHS Act 2000 + OHS Regulation 2001 + Rail Safety Act

- ☐ RTA Traffic Control at work sites manual, version 3, 2003
- ☐ Part 5.2 – Registration of Plant
- ☐ Chapter 8 – Construction Work
- ☐ Chapter 9 – Certification of Workers
- ◆ **Applicable Australian Standards:**
 - ☐ AS 3845, 2000: Safety Barriers
 - ☐ AS 1742, 2002: Manual of uniform traffic control devices
 - ☐ AS 1742.3, 2002: Traffic control devices for works on roads
 - ☐ AS/NZS 4602, 1999: High visibility safety garments
 - ☐ AS/NZS 2161, 1998: Occupational protective gloves.
 - ☐ AS 1319 Safety Signs for the Occupational Environment.

- ◆ **Work Cover Codes of Practice and Guides:**
 - ☐ COP - Amenities for Construction work
 - ☐ COP - OHS consultation
 - ☐ COP - Occupational health & safety induction training for construction
 - ☐ COP - Risk assessment
 - ☐ Guide 2001 - 1st aid in the workplace
 - ☐ Guide 2001 – Risk management at work

Reference Documents and Procedures:

- ◆ Belmorgan Property Development systems & policies.
- ◆ Safety, Environmental, Incident and Traffic Management Plans established for Site Specific projects.



Scope Of Works

Truck Entry / Exit Onsite

Dwyers Site Re-development Stage 1.

- 1). Entry onsite will be from Crown Street and exit from site will be on Burelli Street.
- 2). Standard Truck signs required will be placed on either end of the job at the appropriate distances.
- 3). A Traffic Controller will be on either gate when a truck is entering or exiting the site to protect pedestrians.

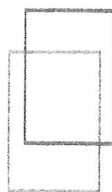
Date: 6/06/07 Project: Gravity

Traffic Management Plan

Truck entry & exit

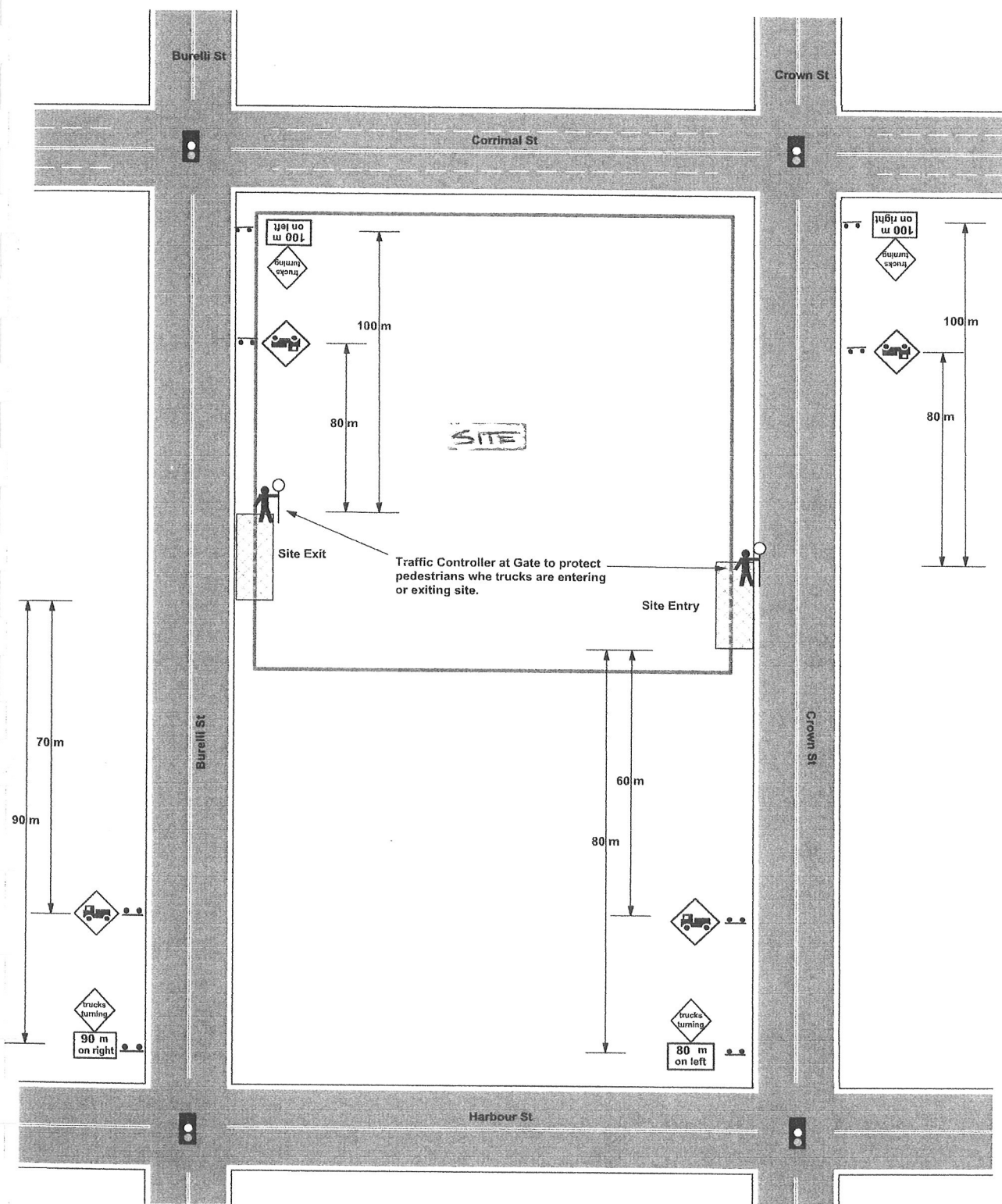
Designed By Westley Hallam-Mann

Ticket No: 2163005887



Belmorgan

PROPERTY DEVELOPMENT



E 00-39509

This is to certify that BELMORGAN PROPERTY DEVELOPMENT (WESTLEY HALLAM-MANN)
of STE 1 LVL 2 No. 67-71 KING ST
WARRAWONG 2502

Contact No. 42741222 is hereby authorised and permitted by WOLLONGONG CITY COUNCIL
to open/occupy INSTALL TRAFFIC CONTROL MEASURES FOR VEHICLES ENTERING AND EXITING THE PROPERTY

At Lot No. House No. 31 Street CROWN ST Suburb WOLLONGONG

Owner's Name BELMORGAN PROPERTY DEVELOPMENT

FOR THE PURPOSE OF ENTER / EXIT SITE
PERMIT EXPIRES 23/11/07

PERMIT SUBJECT TO THE FOLLOWING CONDITIONS: -

CONDITIONS - Make Safe for Pedestrians & Traffic. Notify Council When Complete.

This permit is issued subject to the provisions and requirements of the Local Government Act 1993, Roads Act 1993, OH&S Act 2000 and AS1742.3 and all or any amendment thereof, and subject to the exercise by the Council and its servants of the powers in such Acts and Standards conferred.

Dated 25 Jul 07

Receipt No 1116681 20/7/07

Fee \$ 68.00

Per Marissa Hando

THIS PERMIT EXPIRES AT THE END OF FOUR MONTHS UNLESS APPLICATION FOR RENEWAL IS MADE.
"DIAL BEFORE YOU DIG"

Beware : Damage to cables & conduits can disrupt services and cost YOU money.
For prompt location of cables & conduits ring 1100. Calls to this number are FREE.

PERMIT CONDITIONS: -

1. APPLICATION FEE TO BE CHARGED AT NEW RATE OF \$70.70
2. T1-200 "TRAFFIC CONTROLLER" SIGN TO BE ERECTED IF CONTROL NEEDS TO MANAGE TRAFFIC.
PLEASE PROVIDE UPDATED PUBLIC LIABILITY INSURANCE FROM 30/7/07.

UPDATE Before

23/11/07

Legend

 Water Filled Barrier

 Work Area

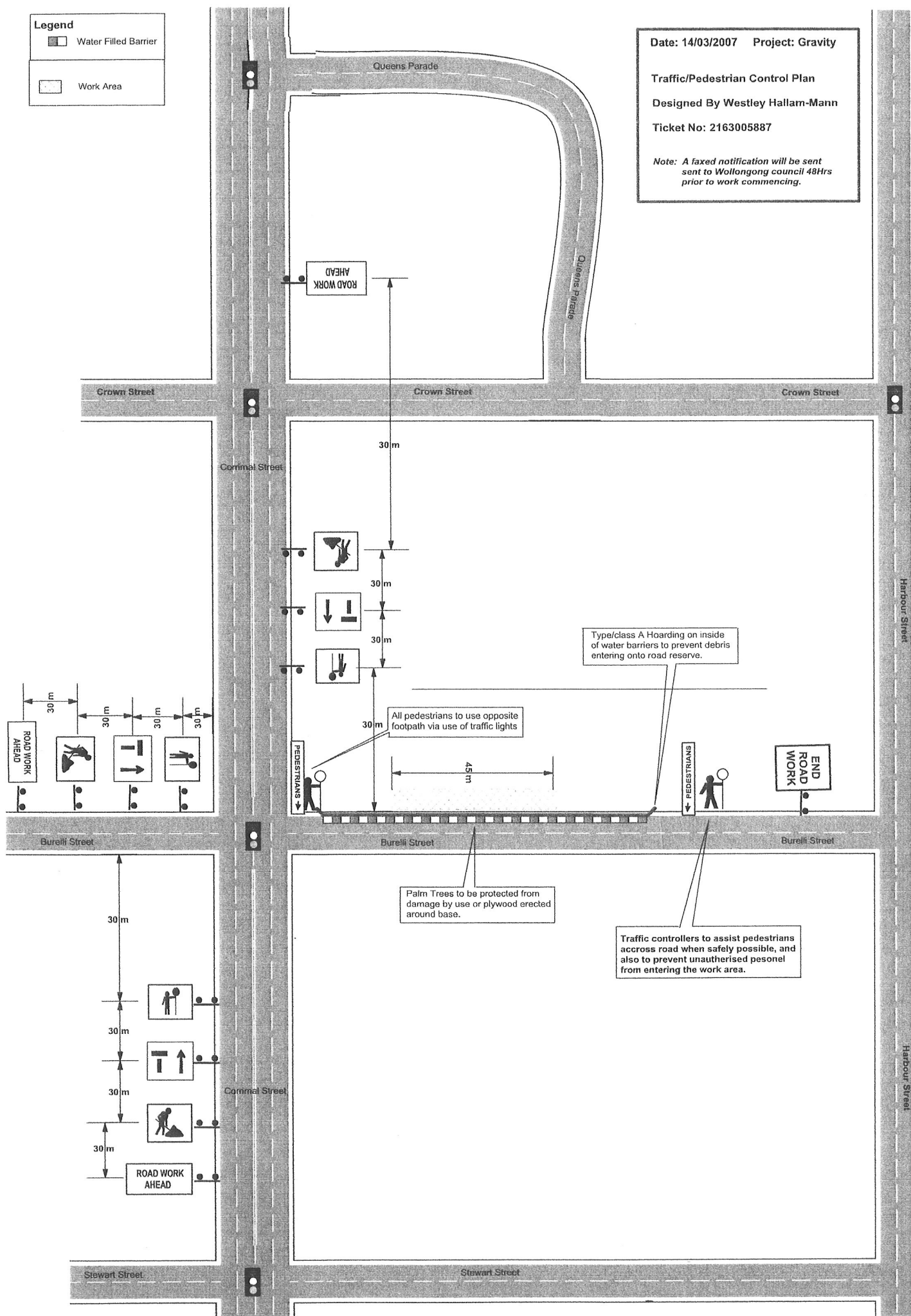
Date: 14/03/2007 Project: Gravity

Traffic/Pedestrian Control Plan

Designed By Westley Hallam-Mann

Ticket No: 2163005887

Note: A faxed notification will be sent sent to Wollongong council 48Hrs prior to work commencing.





WOLLONGONG
City of Innovation

APPLICATION FOR WORK ZONE

Applicants Name:	Belmont Property Development
Address	Burrelli St Wollongong
Telephone No:	0410981798

Anticipated period of time required: 2 years

Location of Work Zone: (please provide sketch)

--

Reason for Work Zone: To give employees parking positions, when the parking lane is needed for traffic control.

Signature: Daniel Date: 20th February 2007

Work Zone Application (for a 6 month period or part thereof)

Two signs and two posts

Each additional post and sign

Occupancy Fee extension per month

Fees

\$451.00 \$230 (signs only)

\$198.00

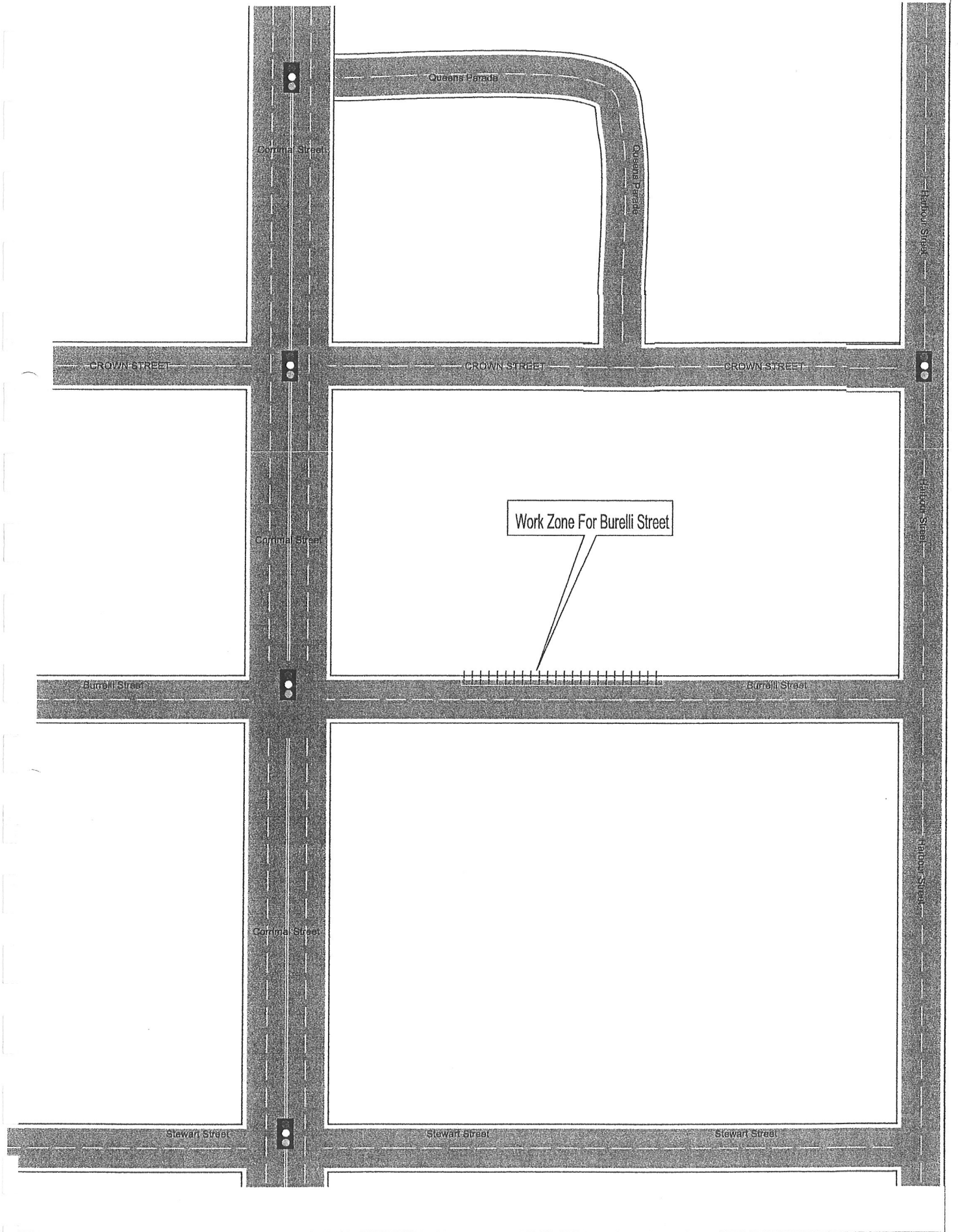
\$108.00

Please Quote Account No. GL 3780 2351 0000

TOTAL - \$ 230 6m - 11.11
\$ 400 1yr

Legend

Safety Zone





WOLLONGONG
City of Innovation

APPLICATION FOR WORK ZONE

Applicants Name:	Belmorgan Property Development
Address	Crown St Wollongong
Telephone No:	0410981798

Anticipated period of time required: 2 years

Location of Work Zone: (please provide sketch)

--

Reason for Work Zone: To give employees Parking access, also to ease heavy
Traffic Control work

Signature: Daniel Date: 20th Feb 2007

Work Zone Application (for a 6 month period or part thereof)

Two signs and two posts

Each additional post and sign

Occupancy Fee extension per month

Fees

\$451.00 \$220 (signs only)

\$198.00 \$200 (signs only)

\$108.00 * 2

Please Quote Account No. GL 3780 2351 0000

- Total = \$430 6 months
\$860 1 yr

gend

Safety Zone

