



WATPAC CONSTRUCTION (NSW) PTY LTD
ABN: 20 103 211 141

CONSTRUCTION MANAGEMENT PLAN

CentralPark

Central Park

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CONTROLLED COPY

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1. CONSTRUCTION MANAGEMENT PLAN AMENDMENTS REGISTER

Date	Revision	Action/Amendment	Amendment Sign Off
24.08.2010	0	Initial issue of Construction Management Plan with Tender	RA
06.04.2011	1	Updated Project Organisation Chart, Traffic Management Plan and Site Contact Numbers	BS
23.05.2011	2	Minor revisions. Ref. to civil contractor/boarded piers removed.	PA
31.05.2012	3	<ul style="list-style-type: none"> • Reformatting of header and footer • Updated Company Policy Statements • Appendices references changed to reflect; PQP, EMP, PSMP 	LT & PP
12.07.12	4	<ul style="list-style-type: none"> • Updated working hours to include the following into 2.8: "Monday to Friday, 7.00pm to 10.30pm Restricted work only" 	BS

2. INTRODUCTION

2.1 PURPOSE:

This "Construction Management Plan" is intended to assist WATPAC employees in managing the One Central Park project, in compliance with Management Policies, Procedures, Governing Laws, Regulations and Standards.

This construction management plan is to be read in conjunction with the following; Project Quality Plan, Project Safety Management Plan, Project Design Management Plan, Project Environmental Management Plan and Procedures for Management the Project.

The plan is subject to continuous improvement through enhancing the skills, knowledge and commitment of its work force, and will be relayed by way of site induction training to all appropriate site employees, staff, subcontractors and their on-site personnel.

This document will be used as a working tool and will be reviewed on a monthly basis at the Project Control Group meeting. Watpac will make changes as required to suit the site conditions.

2.2 SCOPE:

This Plan defines the project specific requirements to be implemented during the course of the project and has been developed by WATPAC.

This construction management plan is to be read in conjunction with the following; Project Quality Plan, Project Safety Management Plan, Project Design Management Plan, Project Environmental Management Plan and Procedures for Management the project.

The overall format and content of these procedures have been structured to meet the requirements of;

- AS/NZS ISO 9001:2008. (for Quality Management)
- AS/NZS 4801:2001 (for Occupational Health & Safety Management)
- AS/ISO 14001:2004 (for Environmental Management)

2.3 REVIEW:

This document and subsequent changes will be reviewed by management to ensure its continued suitability and effectiveness in satisfying all relevant project requirements. To improve the system the review is to effectively utilise information obtained from;

- internal and external audit results,
- client's and inspecting authorities complaints,
- key performance indicators,
- non-conformance and corrective actions.

2.4 REVISIONS:

This document is controlled at the time of printing. All revisions will be issued without request to those personnel listed in the Distribution Register for this plan. Amendments will not be automatically issued to holders of uncontrolled copies of the document.

2.5 POLICY STATEMENTS:

WATPAC Policy Statements are set by the Board of Directors to form a foundation for defining company procedures. These policies will be communicated to all involved personnel. This will be achieved by displaying the policy statements in company offices and other prominent positions. The policies represent our commitment to meeting objectives in terms of;

- control of Quality
- management of Occupational Health & Safety
- directing Environmental Control
- supervising Industrial Relations
- limitation on Drug & Alcohol use
- elimination of Discrimination & Sexual Harassment

2.6 DOCUMENTATION REFERENCE:

Procedures in this manual refer to forms to be implemented in order to conform to the activities described in the manuals. Electronic Copies of Company Procedures forms are available on Watpac Intranet. Employment of this system ensures the application of documentation incorporating the latest revisions.

Verification, Conformance and Training:

Safety, environmental and industrial relations procedures relevant to compliance issues follow the processes established by the quality system. The quality forms are to be used for these issues and include forms for;

Measurement and Evaluation
Risk Management
Subcontractors
Induction and Training
Records
Communication
Analysis of Data

2.7 DISTRIBUTION:

Controlled Documentation is available electronically for all authorised personnel. Employment of this electronic system ensures only the latest revision documents are available for use.

2.8 WORKING TIMES:

The construction works will be completed in line with the approved development consent conditions. These are as follows:

Monday to Friday	7.00am to 7.00pm, 7.00pm to 10.30pm (Restricted work only)
Saturday	7.00am to 5.00pm
Public Holidays	No Work Permitted

2.9 RESTRICTED WORKING HOURS (7.00pm – 10.30pm)

Works permitted within restricted work hours:

- Use of the two nominated external hoists on the western facades of the Block 2 towers, operating between the basement levels and the full extent of the hoist. Other hoists will not be used. Purpose is to distribute material that has been delivered during the day from the basement up to the tower floors as this is a bottleneck point for materials handling during the 7-7 current working hours.
- Internal fitout works on levels with a closed facade only, works to include plasterboard, tiling, joinery, painting and the like
- The main site entry point on the corner of Kensington and Regent Streets will not be used as the exit point, all pedestrian traffic leaving the site at the end of the later working shift will go through a gate on Balfour Street directly onto Broadway.
- No deliveries to site or vehicular traffic around the site will be allowed
- No use of cranes
- No work outside of, and including, the facade
- No floodlighting or additional lighting over and above current lighting levels required for safety and access, ie. no change from current lighting levels

2.10 Contract Documentation:

Watpac will construct the works and manage the construction site in accordance with the approved planning consent and the agreed head contract documentation.

3. POLICY STATEMENTS

3.1 Quality Policy Statement



Watpac Construction (NSW) Pty Ltd

Level 5, B Australia Ave
Sydney Olympic Park
NSW 2127
Phone: (02) 9764 1234
Facsimile: (02) 9764 1233

QUALITY POLICY STATEMENT

Watpac Construction (NSW) Pty Ltd specialises in providing a full range of professional Project Management and Construction Services in the Property Development and Building Industries.

The objective of the Company is to provide the very best standard and quality of service that can be achieved. Watpac Construction (NSW) Pty Ltd is committed to delivering the best outcomes, to the complete satisfaction of Clients, while conforming to the requirements of Statutory and Legislative requirements, Standards, Codes of Practice and maintaining the highest standard of professional integrity at all times.

To achieve this objective and meet our Clients' expectations, the Company is committed to the implementation and maintenance of the AS/NZS ISO 9001 based Quality Management System to:

- Ensure quality issues are identified and resolved with speed, technical efficiency and economy
- Focus resources, both technical and human, towards the prevention of quality deficiencies to satisfy our organisational goal of "getting things right the first time"

Quality related records generated throughout the delivery of the contracted works serve as verification of the successful completion of a project.

Watpac Construction (NSW) Pty Ltd is committed to continual improvement. This objective is achieved with the adoption of a system of measurable processes.

The realisation of our objectives relies upon the co-operation and involvement of all personnel at all levels. Our commitment to quality will enhance the success of our Company and the satisfaction of our Clients.

Watpac Construction (NSW) Pty Ltd



Ric Wang
State Manager Construction (NSW)



Date: 27.10.2011

3.2 Watpac OHS Policy Statement



WATPAC OHS POLICY STATEMENT

Health and safety of workers and other persons is of the highest priority to Watpac. It is the policy of Watpac to conduct its activities in such a way as to provide a working environment that protects the health and safety of all persons at the workplace and actively encourages safe working practices.

To aid in the implementation of this policy, Watpac will:

- Comply with all relevant statutory obligations, codes of practice and industry standards and making adequate provision of resources to meet these requirements;
- Provide sufficient information, instruction and training for workers to increase personal understanding of workplace risks and hazards and to ensure proper supervision;
- Involve workers, including subcontractors and their representatives, on health and safety matters, and consult with them on ways to manage risks and hazards and improve the Watpac Safety Management Systems;
- Set short and long-term objectives in health and safety management as part of an ongoing action plan and regularly review its performance and that of its managers, supervisors and general foremen, against the objectives of this policy for the purpose of continual improvement;
- Report health and safety matters, including details of risks, incidents and performance measures in relation to objectives, to relevant supervisors and managers for the purpose of developing an open and informed culture surrounding health and safety, up to the highest level of management.

HEALTH and SAFETY is both an individual and shared responsibility of all workers and other persons involved with the operation of the company. Watpac is committed to a culture of compliance in relation to health and safety, both on the part of Watpac and all workers. To this end, Watpac will continually promote compliance not only with the documented Safety Management Systems, but with the ongoing development of a broader culture that supports the prioritisation of health and safety in the workplace.

Watpac recognises the need to follow and adhere to safe work practices at all times and to employ the necessary safety equipment to ensure that no person is exposed to a health and safety risk to themselves or any other person, and to maintain an ever improving safety culture within the company. Watpac therefore requires workers to comply with all Watpac policies and procedures, and to refrain from engaging in behaviour that places themselves or other persons at risk, or could place Watpac in the position of breaching its health and safety obligations. Watpac further requires workers to obey any lawful or reasonable direction aimed at protecting the health and safety of any person.

To this extent should any worker or member of the public perceive any risk or hazard and/or problem regarding Health and Safety at the workplace, we request you report this immediately to your supervisor or to Watpac management so that the necessary steps may be taken to rectify the problem.

There is no task that is so important or so urgent that it releases Watpac, its managers or workers from the responsibility to ensure a healthy and safe work environment.

Date: 31 January 2012

3.3 Environmental Policy Statement



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ENVIRONMENTAL POLICY STATEMENT

Watpac Construction (NSW) Pty Ltd is committed to the adoption of environmentally appropriate work practices that will ensure construction activities are performed within legislative requirements and without harm to the environment.

The objective of the Company is to meet, and wherever possible exceed, our compliance obligations through the adoption of the following environmental initiatives and behaviours:

- Strategic management focus on major environmental risks associated with our operations
- Implement and maintain an effective Environmental Management System to AS/NZS ISO 14001 – requirements
- Preparation and implementation of Environmental Management Plans to control the environmental impact of construction projects
- Compliance with relevant regulatory and legislative obligations and other requirements that relate to specific environmental aspects of projects
- Promote and manage the efficient use of natural resources to ensure continual improvements in sustainability
- Develop and implement a waste management guideline and procedures that promote reuse and waste minimisation in lieu of conventional waste removal
- Management of environmental obligations on our projects in such a way that objectives and targets are achieved
- Continual improvement captured through a system of measurable processes
- Participation in activities and practices which demonstrate our Corporate Social Responsibility (CSR) to our local community and environment
- Regular review of the documented Environmental Management System against performance targets to facilitate continual improvement
- Promote environmental awareness among employees and subcontractors, through defined roles and responsibilities and provision of training

All Employees with Senior Management authority are empowered to ensure that the requirements of this Policy Statement are implemented.

Watpac Construction (NSW) Pty Ltd



Ric Wang
State Manager Construction (NSW)



Date: 27.10.2011

3.4 Industrial Relations Policy Statement



**Watpac Construction (NSW)
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INDUSTRIAL RELATIONS POLICY STATEMENT

This policy seeks to set a framework that defines the sort of behaviour that is required to develop a culture committed to improving and achieving superior standards of industrial relations. It provides a strategic approach to the management and integration of industrial relations activities into day to day work practices.

It is the objective of Watpac Construction (NSW) to develop and sustain practices which achieve the following goals:-

- A dispute-free environment through consultation and understanding of common purpose;
- Improved industrial relations focus, understanding, and image, at both corporate and industry level;
- Improved relationship with all stakeholders in our business and industry;
- Efficient project performance from improved communications;
- Less time and misdirected effort spent on resolving grievances and compliance issues;
- Greater control over cost, time and quality;
- Compliance with the National Code of Practice for the Construction Industry and the Australian Government Implementation Guidelines, reissued June 2006 and updated August 2009;
- All Occupational Health and Safety issues are resolved in strict accordance with the relevant legislation.

All industrial relations matters shall be handled in a fair and equitable manner consistent with the provisions of relevant awards, governing legislation and those enterprise agreements that may be entered into by Watpac Construction (NSW) and its subcontractors.

As a National Code of Practice compliant company, we will ensure that the ABCC is notified of any alleged breaches, remedial action taken or other Code-related matters within 21 days of becoming aware of the alleged breach.

We are committed to a standard of industrial relations that will ensure resolution of grievances and disputes in a timely manner and will facilitate communication between the relevant parties.

We seek to ensure project staff are aware, understand and manage the issues which most commonly cause problems; thus providing an opportunity to continually improve industrial relations and management performance.

As the leading Manager of Watpac Construction (NSW), I am committed to the improvement of industrial relations within the Company. The Company's management, employees and subcontractors are asked to recognise, contribute and abide by this commitment to improved industrial relations practices.

WATPAC CONSTRUCTION (NSW) PTY LTD



Ric Wang
State Manager Construction (NSW)



Date 01.03.10

3.5 Drug and Alcohol Policy Statement



**Watpac Construction (NSW)
Pty Ltd**

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DRUG AND ALCOHOL POLICY STATEMENT

It is Company Policy that no illegal or illicit drugs will be permitted at the work place. The availability and consumption of alcohol on sites will be controlled and limited to formally sanctioned site functions only. Low alcohol beer and non-alcoholic drinks will always be available at any such sanctioned functions.

At all times and without exception employees must present in a state fit for the safe execution of their work.

Under no circumstances will any person affected by alcohol beyond appropriate limits and / or illegal drugs of any kind be permitted to work and / or operate any equipment on company projects.

Working while under the influence of alcohol or drugs is an unacceptable and dangerous safety risk to all employees, and is in breach of health, safety and welfare obligations.

If an employee is taking prescribed medicine, they must tell their supervisor prior to the commencement of work at the project site. It is their responsibility to find out from their doctor or pharmacist the effects that the medication will or may have on work performance.

Any employee who arrives at work under the influence of alcohol or other drugs, or who is found or reported using such drugs, or who is found or reported offering them to other employees whilst on the job, will,

- not be allowed to work,
- not be paid whilst absent from work
- be liable for instant dismissal
- in the case of illegal substances, will be reported to the police.

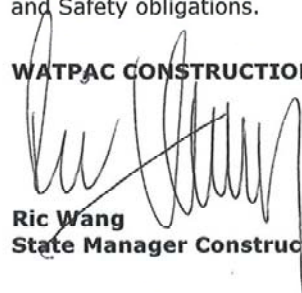
In these circumstances, disciplinary action that may include dismissal will be at the discretion of the Company.

An employee who believes they have a problem with excessive use of alcohol or drugs should feel free to raise this in total confidence with the Company supervisor or manager of the project site.

Through the Enterprise Agreement, each employee acknowledges their safety obligation to report to his or her Supervisor breaches of the Company Drug and Alcohol Policy.

Properly organised employee functions may be held on special occasions away from the work site where alcohol may be provided by the company under controlled conditions. On these occasions the Company will encourage and monitor the safe consumption of alcohol and remind employees of their legal and Occupational Health and Safety obligations.

WATPAC CONSTRUCTION (NSW) PTY LTD



Ric Wang
State Manager Construction (NSW)



Date 01.03.10

3.6 Anti-Discrimination and Harassment Policy Statement



**Watpac Construction (NSW)
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Phone: (02) 9764 1234
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ANTI-DISCRIMINATION AND HARASSMENT POLICY STATEMENT

Watpac Construction (NSW) has an obligation to provide a work environment free from all types of discrimination and harassment for all employees. It is our intention to fully honour and support this obligation through our actions and behaviour.

The company seeks to comply with all applicable requirements of the Federal and State Legislation on discrimination and harassment, including, but not limited to discrimination or harassment on the grounds of religion, national origin, marital status, gender, sexual preference, disability or age.

There is an expressed commitment by the company to prohibit discrimination against applicants or employees in the employment, promotion, demotion, transfer, recruitment, recruitment advertising, disciplinary action, termination, rates of pay and other forms of compensation, and selection for training.

Sexual Harassment is unacceptable behaviour and can include, but is not limited to display of sexually suggestive, offensive degrading material, computer screen savers and e-mail, sexually suggestive looks and comments, wolf whistling or physical contact and indecent assault.

The inappropriate use of email and the internet can also be a form of harassment and in this context the Company policy on Internet and Intranet Access and the Company Email User Agreement should also be read.

Any alleged complaint of discrimination or harassment will be handled fairly and expeditiously with the utmost confidentiality.

Should there be an occurrence where a complaint of discrimination or harassment has been received, the company consultative committee, or other similarly formed group shall be responsible for assessing and reviewing the complaint matter. Where there is no consultative committee or similarly formed group, Senior Management, after consultation with the employee will nominate a suitable person to adjudicate the employee's complaint. This may include the direct involvement of the leading Director.

WATPAC CONSTRUCTION (NSW) PTY LTD



Ric Wang
State Manager Construction (NSW)



Date 01.03.10

3.7 Rehabilitation Policy Statement



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Pty Ltd**

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REHABILITATION POLICY STATEMENT


Watpac Construction (NSW) recognises that there are substantial benefits for an employee and Watpac Construction (NSW) resulting from an employee's early return to work after an injury. Experience shows that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner.

Workplace Rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs when practicable, to maintain injured or ill workers at work, ensure the injured worker's earliest possible return to work, or if return to work is precluded, to maximise the worker's independent functioning.

Watpac Construction (NSW) is firmly committed to providing an effective Rehabilitation Programme with the objectives being:

- Complying with legislative obligations with respect to the standard of rehabilitation.
- Rehabilitation is normal practice and expectation within the workplace.
- Ensuring appropriate suitable duties are made available to injured workers to facilitate their safe and early return to work. These duties must be medically approved and will be time limited.
- Providing a safe and healthy work environment, but in the event of an injury, ensuring workplace rehabilitation commences as soon as practicable after the injury, with approval of the worker's treating doctor.
- The goal, through a rehabilitation plan, is to return the injured person to their normal duties.
- A team approach to rehabilitation is used, with cooperation, consultation and confidentiality being essential requirements for all persons involved.
- At all times the rights, welfare and confidentiality of the employee are respected.
- This Rehabilitation Policy, Procedures and overall results of our programme are reviewed and improved at least every 3 years to ensure it continues to meet legislative requirements and the needs of all parties.

WATPAC CONSTRUCTION (NSW) PTY LTD



Ric Wang
State Manager Construction (NSW)



Date 01.03.10

3.8 Eyewear Policy



Watpac Construction (NSW) Pty Ltd

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NSW 2127
Phone: (02) 9764 1234
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EYEWEAR POLICY

The health, safety and welfare of all individuals at Watpac Construction (NSW) Pty Ltd (Watpac) sites and places of work are a priority. Our ultimate Occupational Health and Safety (OHS) goal is to achieve an injury and incident free workplace. Consistent with this goal is our objective to prevent all eye incidents.

We will seek to achieve this objective through the following:-

- All Site Personnel & Visitors will be required to wear eye protection on-site at all times. Failure to comply with this requirement will result in entry to site being denied.
- Where construction related activities require the use of safety glasses they are to be to the Australian Standard AS/NZS 1337.6.
 - No glass lenses.
 - The frames and lenses must meet the Australian Standard requirements.
 - The lenses and frame will have indicators identifying compliance with the relevant Australian Standard i.e. AS/NZS 1337.6.
- Some task specific activities will require unique protection as appropriate for the safe execution of the task, such as goggles, face shields or welding masks, as required by SWMS
- Where persons are observed not complying with the Watpac Eyewear Policy a formal consultative process will be implemented in the form of:-

First non-compliance: Recorded warning.

Second non-compliance: Re-induction to site will be required with relevant management to be consulted.

Third non-compliance: Removed from site.

All employees, subcontractors, consultants and visitors associated with our operations must abide by the Company's OH&S procedures and our commitments to the prevention of all incidents in the workplace.

Watpac Construction (NSW) Pty Ltd



Ric Wang
State Manager Construction (NSW)



Date: 11.04.2011

4. AUTHORITY AND RESPONSIBILITY

The Project Organisation Chart in section 4.0 herein shows the inter-relationship of positions and the paths of responsibility and authority in relation to all project supervisory positions. The following responsibilities are common to all positions:

- compliance with the quality policy
- compliance with the environmental policy
- compliance with the health and safety policy
- to immediately act in emergency situations
- Communicate with site personnel on quality, safety, environment & industrial issues
- Bring to the attention of their immediate superior any identified non-conformances or potential risk with respect to quality, environmental or safety issues.

Project Managers delegate job specific authority and responsibility as appropriate to the Position Descriptions allocated to on site employee with supervisory responsibility.

4.1 MANAGEMENT PERSONNEL

Management authority and responsibility statements for each individual employed by Watpac has been produced for this project and are located in the Project specific plans.

4.2 SITE SAFETY COMMITTEE

The Company may establish and maintain where appropriate, a "Consultative Committee" as a forum for effective communication between the parties

This committee will overview and make recommendations on OH&S, Environmental and Industrial issues. The committee will monitor, discuss, develop and / or recommend measures to the Site Manager. For more information refer to section 8.2

4.3 REHABILITATION

4.3.1 COORDINATOR - Narelle Jones

Narelle will be the point of contact between all members of the Rehabilitation Team and will be committed to the restoration of injured or ill employees back to their normal duties.

4.3.2 REHABILITATION TEAM

The rehabilitation program will be managed through liaison of the rehabilitation team including the Rehabilitation Provider, Rehabilitation Coordinator, Treating Doctor and relevant industrial representatives.

4.4 SITE WORKFORCE

All persons on the construction site may become culpable either by an act or omission to act.

- Every individual worker is responsible for conducting allocated tasks in a safe manner
- All employees must cooperate in matters of health and safety.
- They must give due consideration to the safety of all others in close proximity.
- Must leave their works in a condition that will not be hazardous to others at any time.

4.5 VISITORS

Individuals with various interests in the Project will have occasion to visit the site from time to time.

Those who have been inducted into site safety procedures are responsible for performing their duties within the constraints of the site safety induction requirements after first seeking safety directions from the Area Foreman.

Other authorised individuals are to be escorted at all times whilst on site by an appropriately inducted and responsible person.

4.6 SUBCONTRACTORS

Under State Legislation every subcontractor has a legal obligation and a due diligence responsibility to provide safety in the work place both for his employees and for any other person on and near the construction site and also to protect the environment from any harmful effects from construction activities.

Capability of subcontractors to comply with Safety, Quality, Environmental and Industrial requirements of the contract will be evaluated by the Project Manager in conformance with "Subcontractors Pre-Award Interview & Assessment".

5. RISK MANAGEMENT

5.1 RISK ASSESSMENT:

The project team will carry out a broad risk assessment by identifying potential hazards in respect of:

- Quality
- Safety
- Environment
- Industrial Relations

Risks will be ranked into Class 1, 2 or 3 risks. Issues of class 1 or class 2 risks will require management attention and as appropriate, the preparation of a "JSA" a "Safe Work Method Statement" (SWMS) or an ITP / Checklist.

Identified potential risks, class 1 and 2 that could eventuate are transferred to a Risk Register or a Work Method Statement / Job Safety Analysis (safety issues) for control and on site monitoring.

5.2 QUALITY RISK:

Major causes of risk require special procedures, which are those, the results of which cannot be fully verified by subsequent inspection and testing.

Approximately 80% of the costs are generally contained in 20% of the trade elements. It is these 20% elements where a risk evaluation should be first made. These major areas of risk include:

- Ground conditions
- Structural frame
- Hydraulics
- Electricity

- Air-conditioning
- Waterproofing

The Site Management team will identify special processes and develop specific **Work Method Statements** or **Inspection and Test Plans** to ensure compliance. WMS and ITP's will be progressively signed off reflecting this monitoring and compliance.

5.3 SAFETY RISK:

- Class 1 risk (major) has the potential to cause permanent disability or loss of life.
- Class 2 risk (moderate) has the potential for serious injury or temporary Disability.
- Class 3 risk (minor) may result in minor injury or illness.

Employees are made aware of the hazard identification and risk management process through induction & toolbox meetings.

Prior to commencement on-site, subcontractors will be required to submit their hazard identification, identified risks, and control documentation for review and regular on-site monitoring by our Site Management Team.

The project team will evaluate the following procedures when assessing potential risk.

- Manual handling hazards
- Maximum noise levels for all plant and equipment Requirement for Personal Protective Equipment
- Portable Electrical Equipment and leads
- Lifting Equipment maintenance.
- Mobile Equipment inspections
- Control of hazardous materials
- Immediate access to an Index of MSDS

Control Guide:

Control measures shall be evaluated on whether suggested controls eliminate the potential hazard or minimise the risk of injury. The following "Control Guide" shall be used to identify the "Best" to "Worst" control for the particular hazard. The "Best" control eliminates the risk. Personal Protective Equipment presents the "Worst" Control.

BEST CONTROL	<ol style="list-style-type: none"> 1. Elimination <ul style="list-style-type: none"> • Remove risk 2. Separate people from hazard <ul style="list-style-type: none"> • Guards on power tools • Use effective barriers • Enclose noisy machinery 3. Use an engineering control <ul style="list-style-type: none"> • use a machine to lift heavy objects • use scaffolding rather than ladders 4. Change work practices <ul style="list-style-type: none"> • Provide training in lifting techniques • Tagging procedures
WORST CONTROL	<ol style="list-style-type: none"> 5. Provide personal protection (PPE) <ul style="list-style-type: none"> • Hearing protection, eye protection, etc.

5.4 ENVIRONMENTAL RISK:

- **E:** Extreme; immediate action required - has the potential to cause significant impact on the environment and result in Tier 1 penalties under the PoEO Act.

- **H:** High; senior management attention needed – has the potential to cause major impact on the environment and result in Tier 2 penalties under the PoEO Act.
- **M:** Moderate; management responsibility must be specified - has the potential for the impact to be contained or remediated and penalty breaches to be issued under the PoEO Act.
- **L:** Low; are those risks that may cause minor damage and managed by routine procedures

6. INDUCTION AND TRAINING

6.1 INDUCTION

This procedure provides a basis for imparting awareness to all workers, and describes how all persons on site are to carry out their day to day activities. It ensures employees;

- are appropriately skilled
- are aware of their obligations and importance of quality
- are familiarised with Risk Management, Job Safety Analysis, ITP's and Checklist
- develop an understanding of OHS & R requirements
- assist in recognising inherent risks associated with the work environment

Only those persons who have received training / instruction will be allowed to work on site.

Personnel inductions are to include appropriate;

- OHS general induction
- Work activity induction
- Site specific induction
- Training in risk assessment
- Training in the use of JSA's & WMS
- Training in manual handling techniques
- Training in the use of personal protective equipment
- Archaeological and Cultural Artefacts (Summary of Heritage Management Plan)

The site management team will implement the following procedures:

- Induction records will verify the inductee is competent to the task
- All inductions are registered in the Induction Register
- Employees qualifications, certificates and competencies are registered
- Evaluate and record training needs in the Training Assessment Plan
- Record personal protective equipment issued

The induction process will make every employee aware of the company policies for;

- Quality Control
- Occupational Health and Safety
- Environmental protection
- Job responsibilities and authority
- Advantage of proper job performance.

Subcontractors carrying out work shall induct their employees in specific work procedures.

Evidence of subcontractors' employee induction, training and competence will be provided to the Site Manager prior to each employee carrying out work on the site.

The subcontractor shall confirm induction training for his employees including:

- General induction training
- Site specific induction
- Work activity induction
- Training in risk management
- Instruction in Manual Handling techniques
- Instruction in the use of Personal Protective Equipment

6.2 TRAINING

The company has a commitment to a structured training and skill development program. Training needs are identified for personnel who have responsibilities affecting personal development, quality, safety and the environment.

Specific training in the use of management procedures are based " on the job " and supplemented with some technical or special skill training as the need develops.

Additional training will be provided as identified. Specific training programs as appropriate may include:

- Risk assessments
- Training in the maintenance of records
- Training in toolbox consultations
- OHS Committee training
- Training of the trainer
- Green star
- First Aid (Senior)
- First Aid (Occupational)
- Traffic Control

Competence and / or training needs are assessed annually and documented. Records of all formal and informal training, including in-house training are recorded, and employees training records are held in the site office.

7. RECORDS

This procedure provides a uniform basis for control and handling of essential documentation and records to ensure current information is available to all who need it.

Production, control and maintenance of records shall be performed to provide objective evidence that the management system meets the requirements of the governing regulations and that the works meet the requirement of the contract.

The Project Manager shall establish and maintain dedicated files for storing important quality, safety, environmental and industrial relations records.

These controlled records have been selected to verify system compliance with;

- Monitoring, auditing and management reviews
- Employee & subcontractor induction & training records
- NCR / Corrective action requests
- Document revisions
- Records which deal with technical / regulatory compliance
- Subcontractor compliance records

Records of industrial conformance are maintained by the Personnel Office to provide evidence of compliance with the awards and legal obligations relating to employment.

At the completion of the project, files containing Controlled Records shall be properly archived for the designated period.

This procedure will ensure records are readily retrievable by minimising deterioration and prevention of damage or loss.

At the commencement of the project Watpac will prepare a dilapidation report and at completion will reinstate if required make good any areas effected by construction an equal or better condition at the completion of the project.

8. COMMUNICATION & CONSULTATION

8.1 TYPES OF COMMUNICATION

An Action Plan has been established by the Project Manager to communicate and inform all persons who might be affected by existing and potential project hazards or other problems associated with, or visiting the construction project.

It is important that records of all incoming communication on environmental or safety compliance, and on non-conformance for emergency, major insurance or legal issues shall be maintained and details referred to the Construction Manager

The Project Manager shall implement effective arrangements for communicating with clients, employees and subcontractors.

Non-conformance will be communicated promptly to responsible persons. Major issues and those that may spread to other projects will be forthwith communicated to the Construction Manager.

The Project Manager will report to the Construction Manager on all issues with;

- Public
- Authorities
- Consultants (including insurers and legal)
- Client
- Subcontractors
- Unions
- Management personnel

Practical support will be provided to the Project Manager from the Construction Manager on issues related to;

- Negotiating and bargaining
- Interpretations
- Issues with policy implications
- Providing advice, guidance and representation

On matters related to "Management Systems", internal communications will be by;

- Displaying the Policy Statements (office, lunchrooms & notice boards)
- JSA's and WMS (developed in consultation with employees)
- Meetings (S C coordination meetings)
- Inductions
- Training
- Tool Box talks,
- OHS Site Representative or Safety Consultative Committee
- Strategically placed warning signage, and
- Notices displayed in the site notice board

External communications will be by;

- Complaints register
- Regular client and project meetings
- Management reviews
- Document transmittals
- SC Agreements & Pre-award Assessments
- Site instructions, general correspondence and memorandums

8.2 ONSITE CONSULTATION:

The Project Manager will determine the most appropriate consultation process for the project based on the need for communication, and the level of risk associated with the number of employees.

The Site Manager where relevant will introduce a Safety Committee to;

- promote co-operation between the company and employees,
- instigate, develop and carry out health and safety measures in the workplace,
- foster good communication between management, committee and employees.

Consultation procedures will be instigated based on the following criteria;

- When the number of on-site employees exceed five (5) and until such time as the employment numbers reach twenty (20), an "OHS Representative" (elected by the employees) will be assigned responsibility to ensure appropriate procedures for effective consultation.
- An OHS Committee will be established when the number of site employees reach twenty (20). The committee will be formed with the agreement of the majority of site employees.

All OHS Committee members will be required to have undergone a WorkCover accredited four-day training course. Those committee members who have not undergone this training program will be required to do so as soon as practicable after being elected.

The effectiveness of the communication and consultation process will be reviewed during regular monitoring procedures for inclusion within the Monthly Project Audits.

9. APPENDICES

The below listed appendices have been included and form part of this CMP:

Appendices:

- **A** Project Organisational Chart
- **B** Access and Traffic Management Plan
- **C** Air Quality and Dust Control Procedures
- **D** Erosion, Sedimentation and Storm Water Management Plan
- **E** Noise and Vibration Management Plan
- **F** Plant and Equipment Use and Maintenance
- **G** Rubbish and Waste Management Plan
- **H** Contact and Complaint Handling Procedures
- **I** Emergency Contact Numbers
- **J** Evacuation Procedure

Appendix A

Watpac Construction (NSW) Pty Ltd

Organisational Chart

Ref. Project Quality Plan Appendix 3

Appendix B

Access and Traffic Management Plan

Ref. Project OH & S Plan Appendix G

Appendix C

Air Quality and Dust Control Procedures

Ref. Section 5.15 Project Environmental Plan

Appendix D

Erosion, Sedimentation and Stormwater Management Plan

Ref. section 5.9 Project Environmental Management Plan

Appendix E

Noise and Vibration Management Plan

Ref. section 5.12 & 5.13 Project Environmental Management Plan

Appendix F

Plant and Equipment Use and Maintenance

Appendix F - Plant and Equipment Use and Maintenance

Objective

The Subcontractor must maintain a Plant Register to Work Cover Authority Standards.

Procedure

Plant Maintenance / Inspection Sheets must be supplied to WATPAC Limited before bringing plant / scaffolding to site. Refer to WATPAC Limited Plant Equipment Inspection Schedule.

Plant & Equipment:

All plant and equipment used on the construction site will be operated under the control and responsibility of WATPAC Limited.

The plant identification registers are to list all mobile and static plant on-site.

When identifying potential hazards related to the operation of plant and equipment, consideration will be given to;

- design
- work environment
- operational conditions
- abnormal conditions
- transportation
- storage
- installation and erection
- access and egress for maintenance, adjustment, repairs, cleaning etc
- operator competencies
- dismantling and disposal.

Plant and equipment will generally be provided within the subcontractors' work packages or direct from plant hire companies. The Site Manager shall ensure the plant will not be operated unless the subcontractor or the plant hire company has completed a "Plant Inspection Report".

The Site Manager shall maintain a register of Static Plant on the site.

For static plant established on the site obtain from the plant & equipment supplier a "Verification Report".

This should be obtained after the initial erection and prior to use, or following any modification to the plant, and also at regular intervals when work is being performed on the particular plant.

Appendix G

Rubbish and Waste Management Plan

Ref. Watpac Waste Management Plan WAT-N-WMP &
Section 5.11 Project Environmental Management Plan

Appendix H

Contact and Complaint Handling Procedures

Appendix H – Contact and Complaint Handling Procedures

Objectives

- To manage all complaints associated with the construction works
- To establish an efficient, timely reporting process
- To establish clear protocols for liaison and transfer of information between WATPAC and other Statutory Authorities (i.e. EPA).

Control Strategies

In order to adequately and productively deal with complaint handling and reporting, WATPAC Limited will ensure that all complaints and directives received from Statutory Authorities are recorded and acted upon promptly. This will be carried out through:

- The implementation of a Complaint Records register where all complaints are to be recorded and prove that they have been closed out and actioned.
- All relevant project records will be maintained as part of the Projects QA records with all site information recorded and collated by the Project Engineer.

Complaint Register

A complaints register is established to document and action complaints from the community, local authorities and stakeholders.

Contact Details – Site Manager

The main contact on behalf of WATPAC will be the Project Manager and the Site Manager responsible for the One Central Park project. They will be contactable 24 hours a day 7 days a week.

Contact Details – Principle Contractors

The contact details for key principal contractors will be provided upon awarding those contracts.

Appendix I
Emergency Contact Numbers

Appendix I - Emergency Contact Numbers

Ambulance/Fire/Police	000 / 112 (Mobile)
Police	000 / 112 (Mobile)
Fire Brigade	000 / 112 (Mobile)
Poisons information	131 126
Gas Emergency	131 909
Water Emergency	132 090
Electrical Emergency	131 388
Telstra	131 191
Hospital (Royal Prince Alfred Hospital)	(02) 9515 6111
Work Cover	(02) 9370 5027
Project Office	8241 7800

NOTE: This Register is to be located above all telephone extensions.

WHEN CALLING FOR EMERGENCY SERVICES

1. **GIVE YOUR NAME**
2. **GIVE ACCIDENT DETAILS**
 - Number of people involved;
 - Type of accident;
 - Injuries.
3. **GIVE CONTACT PHONE NUMBER**
4. **GIVE INSTRUCTIONS TO FIND SITE**
 - This is a construction site of WATPAC Construction, we are located at the corner of Broadway and Abercrombie St, Chippendale, NSW.

Appendix J
Emergency Evacuation Procedure

Appendix J – Emergency Evacuation Procedure

IN THE EVENT OF AN EMERGENCY EVACUATION/SERIOUS INCIDENT THE FOLLOWING PROCEDURE MUST BE FOLLOWED.

- Personnel will be notified by Audible Alarm / word of mouth WATPAC Limited Site Manager / Foremen / Nominated Emergency Evacuation Marshall(s).
- All persons are to cease work immediately. Persons using oxy/acetylene equipment should turn gas off at hand set. Electric tools and machinery should be left switched off.
- When instructed to leave site, proceed to designated muster point. All persons must do so immediately.
- Note: Remain calm, and try not to panic.
- All persons must report to their respective supervisors so an accurate head count can be done. Subcontractor supervisors to report to WATPAC Limited Emergency Evacuation Marshall(s).
- You will remain at the muster point, and wait for further instruction from WATPAC Limited Emergency Evacuation Marshall(s).
- No person may re-enter the site after evacuation unless authorised directly by the WATPAC Limited management representative.

Evacuation – Roles & Responsibilities:

Responsibility	Marshall	Action / Responsibility
Co-ordinator	<i>Site Manager</i>	<i>Overall</i>
Project Site Office	<i>Site Secretary</i>	<i>Evacuate Office</i>
Site – Work Area 1	<i>General Foreman</i>	<i>Evacuate Building</i>
Site - Work Area 2 (if required)	<i>Structural Foreman</i>	<i>Evacuate Building</i>
Specific areas Muster Area	<i>Site Delegate and Project Engineer</i>	<i>Head Count, Co-ordinate and liaise with Site Manager</i>

Communication:

- Evacuation Marshall(s) to communicate by Two Way Radios & Mobile Phones
- Coordinator to communicate to Marshall(s) / Delegate.
- Coordinator to communicate to specific area Marshall(s) via Two Way Radios & Mobile Phones.

Emergency Situation Encountered:

Action	Action By
Notify supervisor and immediate personnel.	ALL
Notify WATPAC Limited Site Manager.	ALL (Phone/Radios)
Inform all site personnel of emergency by sounding audible alarm.	Site Manager
Notify all applicable emergency services and authorities.	Site Manager

Evacuation of Site

Action	Action By
Proceed to nearest exit using stairs and ramps. DO NOT USE LIFTS.	ALL
Man exit gates to direct men toward holding area and coordinate safe removal of men from their areas.	General Foreman
Assist to direct workers to holding area.	Site Manager
Ensure all work areas are clear of workers and report back to General Foreman.	Site Manager
Notify Site Manager areas are clear of all personnel.	General Foreman
Take portable first aid kit and radio to holding area and report to Project Director / Manager.	First Aiders & Paramedic

Account for all Personnel

Action	Action By
Provide a banner/placard on poles and position within area for workers to report to their immediate Supervisor.	Site Manager
Account for all subcontractor personnel and advise Project Director / Manager / Site Manager / Safety Supervisor (Delegate).	Subcontractor Supervisor
Account for all subcontractors by checking with subcontractor supervisors that all their men are accounted for. Check off all WATPAC Limited employees.	Site Manager / General Foremen
Report to Site Manager as all personnel are accounted for.	Safety Supervisor (Delegate)
Notify Project Director/Manager that all personnel are accounted for.	Site Manager

All Clear, Return to Site

Action	Action By
Notify Project Director/Manager when it is safe to direct personnel back to work.	Site Manager / Safety Supervisor (Delegate)

SITE EVACUATION PLAN - FLOW CHART

