PROJECT PLAN

Incorporating – Safety
Quality
Environment

Coffs Harbour Cultural & Civic Centre

23 – 31 Gordon Street Coffs Harbour

Approved By: Brad Gleeson
Project Manager

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1 PROJECT ADMINISTRATION

1.1 PROJECT OVERVIEW

The development is a design and construct project for the new Coffs Harbour Cultural & Civic Space for Coffs Harbour City Council. The development includes the consolidation of Council's customer services, chamber and administration offices in one place and the provision of new cultural and community facilities including the library, museum, art gallery, co-working, café, kitchen, bar and a variety of meeting spaces The project comprises the demolition of existing buildings at 23 – 31Gordon Street and the construction of 1 level of basement parking with the balance of the structure being six above ground levels with roof top plant areas

1.2 PURPOSE OF THE PROJECT PLAN

This Project Plan has been developed in accordance with the requirements of recognised Quality (ISO 9001), Safety (ISO 45001) and Environmental (ISO 14001) Management systems standards and the documented management systems. The Project Plan is an integrated management system plan fulfilling the requirements of individual project Quality, Safety, Training and Environmental Plan. The Project Plan establishes responsibilities and practices to be followed by the project team throughout the project. The Project Plan aims to deliver the project in accordance with the Client's requirements without safety and environmental incidents to workers and the community.

1.3 ORGANISATION AND RESPONSIBILITIES

The Project Manager has executive responsibility for the Project's safety, quality and environmental performance and is responsible for implementing the requirements of the Project Plan. The Group Manager – Business Processes and Safety Manager are the management system representatives corporately for quality, safety and the environment. The Group Manager – Business Processes and Safety Manager will assist the project team where required in implementing these requirements, as well as monitor the effectiveness and compliance to the Project Plan through internal audits.

Individual roles and interrelationships are illustrated in Figure 1 "Project Organisation Chart".

Functional duties and responsibilities are defined in Position Descriptions and communicated to individuals on employment. Project responsibilities and authorities are detailed throughout this plan and referenced procedures.

Responsibility – means the person responsible for making sure the task is completed; where

Role – means the person or persons actually completing the task.

1.3.1 Resource Management

The Project Manager shall provide the required resources (human, financial or physical) to implement, maintain and continually improve the effectiveness of management systems. The resources including people, financial, infrastructure, and the working environment needs shall be determined and planned for during the project commencement meeting

PROJECT OBJECTIVES

The Quality, Environment and Health and Safety Policies are included in Appendix A which defines the Company's commitment to delivering this project safely, with appropriate consideration of its impact to the environment, and in accordance with the Client's requirements.

Objectives specific to this project are detailed within Appendix G – Site Objectives & Targets. These Site Objective and Targets describe the actions required and measures to meet these objectives for quality, safety and environment. The Site Objectives and Targets shall be reviewed monthly on a by-exception basis updating and amending the document where required.

1.3.2 Client Satisfaction

Client satisfaction shall be enhanced by meeting customer requirements the first time every time. In an effort to improve performances, the Client's perception shall be monitored as to whether the Company has met the requirements and expectations in accordance with Procedure 38 – "Satisfaction Surveys".

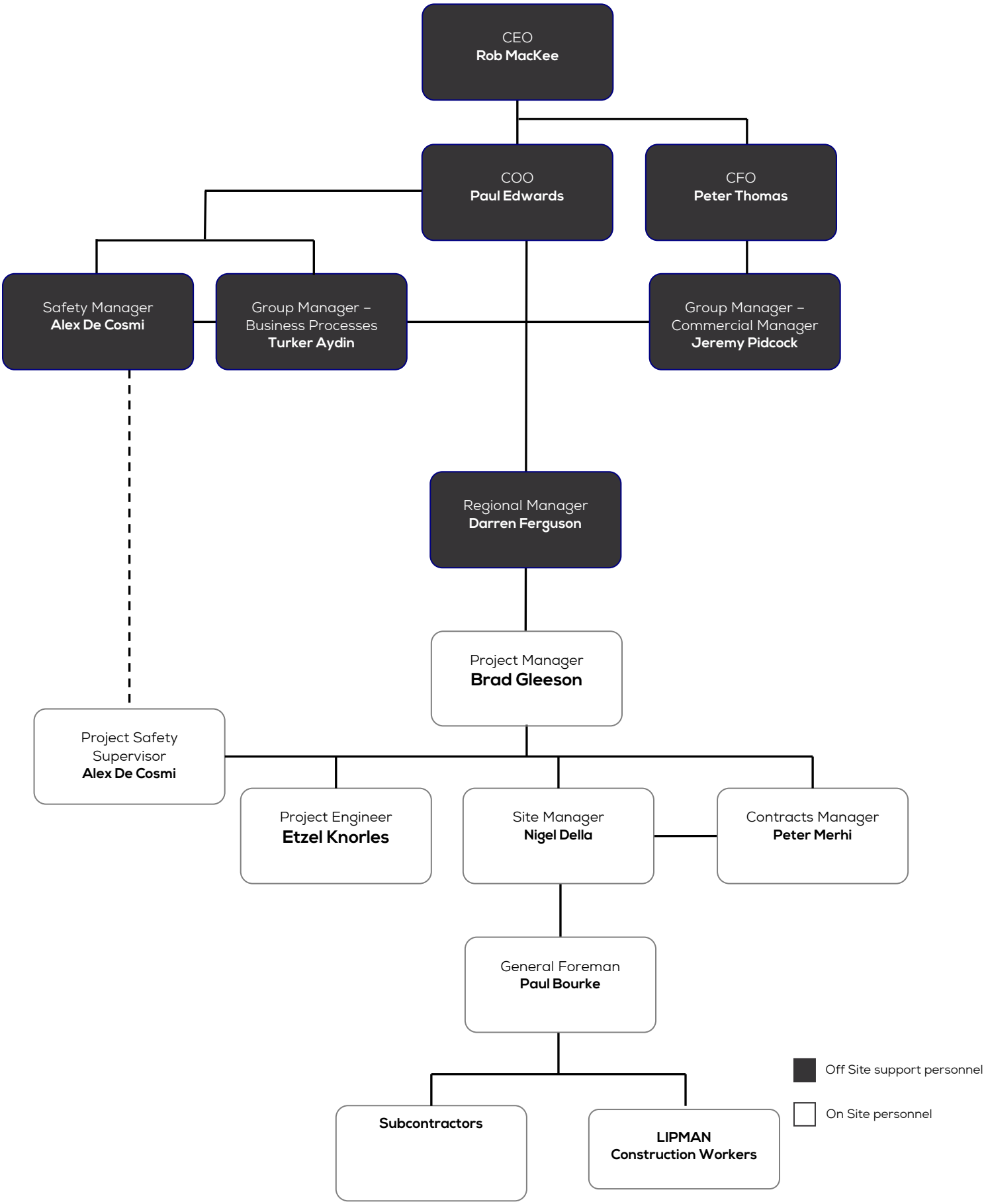
1.4 LEGAL AND OTHER REQUIREMENTS

All legal, contractual and other requirements for the management of the project shall be reviewed, identified and access to the information provided to those who need the information.

Legislation, Codes of Practice, Standards and other reference documents related to project activities are identified within Appendix F – Project Legal Requirements Checklist and the Regulatory Requirements section of this Project Plan.

Changes in legal requirements will be monitored, and actions taken as required (i.e. communicated to affected parties, update procedures, etc.) in accordance with Procedure 3 – "Project Planning".

Figure 1: Project Organisation Chart



1.5 DOCUMENT & RECORD CONTROL

Element	Requirements	Procedure	Responsibility	Role	Records
Management System Documents	Project documents shall be developed, approved and controlled in accordance with the system procedures. Procedures and forms referenced throughout this Project Plan shall be sourced from the Management System library.	Proc. 3 Project Planning, Proc.32, Document Control	Project Manager	Project Manager / Project Coordinator	ACONEX Approvals
Records and Filing	Project files shall be established during establishment of the site to maintain records that demonstrate compliance to legal, contractual and other requirements in accordance with Records Management Procedure. Electronic filing shall match this system. Project files are labelled with the following: a) Project Name b) Project Number c) Allocation No. d) Description of File	Proc.36, Records Management	Project Manager	Project Coordinator	Kept as per Form 36.4 - Records Matrix ACONEX
Correspondence	All electronic project correspondence shall be initiated, responded to and retained within the Aconex system.	Proc.36, Records Management	Project Manager	Project Coordinator	ACONEX
Project Program	The program shall be updated, circulated and maintained in the project site office. The program shall be identified with the latest issue date. Programs include the contract program and a two (2) weekly rolling program updated weekly.	Proc. 5, Subcontractors	Project Manager	Site Manager	Project Program
Project Plan	The distribution of controlled copies of this Plan shall be recorded and maintained. Holders of controlled copies shall be issued with approved revisions as they occur and will be responsible for maintaining their copies. The master copy shall be maintained as an electronic document on Aconex.	Proc. 3 Project Planning, Proc.32, Document Control	Project Manager	Project Manager	ACONEX

	The Project Plan shall be reviewed monthly and evaluated during management system audits (Refer Section 1.17 AUDITS). Changes to the Project Plan shall be identified on the document and reviewed by relevant stakeholders and approved prior to re-issue.	Proc. 3 Project Planning	Project Manager	Project Manager	Site Safety Report - Form 4.1, Project Team Meeting minutes - Form 3.7
	Changes to the Project plan shall be communicated to holders of controlled copies and other stakeholders as required.	Proc.32, Document Control	Project Manager	Project Manager	ACONEX

1.6 DESIGN MANAGEMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Design Risks	*For design and construct projects….* Prior to construction WHS&E risks associated with the build shall be identified and assessed during the design stage in accordance with the Design Management procedure. Residual WHS&E design hazards, risks and controls shall be documented, maintained and implemented through the Project Risk Assessment in accordance with Section 2.3 RISK MANAGEMENT. *For fully designed projects….* Design risk review and/or assessment records shall be requested from the Client for the completed design. Where provided this information shall be considered in the design risk review meeting, which shall be held in accordance with the Design Management procedure to ensure relevant design related buildability hazards are identified, assessed and managed prior to construction as per Section 2.3 RISK MANAGEMENT. Buildability risks identified by the designer shall be incorporated into the Project Risk Assessment as appropriate.	Proc.10, Design Management Proc.3 Project Planning	Project Manager	Design Manager, Project Manager / Site Manager	Concept Design Risk Assessment Worksheet – Form 10.3. Detail Design Risk Assessment Worksheet – Form 10.4 Project Risk Assessment - Form 3.1 Project Risk Review Meeting Minutes - Form 3.11.
Design Changes	Design changes during the construction phase shall be reviewed and assessed to determine if the changes have any effect on time, cost, quality, health and safety and/or environment. The identification of hazards and assessment of risks to health and safety shall be carried out in accordance with the RISK MANAGEMENT section of this plan.	Proc.10, Design Management	Project Manager	Site Manager	Design Change Review record - Form 10.5.

Drawing and Specification Control	All project documents shall be received, registered and distributed via ACONEX.	Proc.32, Document Control	Project Manager	Project Coordinator	ACONEX
	ACONEX holds master copies of approved drawings, Controlled copies of drawings are distributed to relevant Subcontractors via ACONEX.	Proc.32, Document Control	Project Manager	Project Coordinator	ACONEX
Shop Drawings	Subcontractors shall prepare and issue shop drawings.	N/A	Project Manager	Project Coordinator	Drawings/ ACONEX
	Drawings shall be received and registered via ACONEX through the Subcontractor/Subcontractor's Consultant and transmitted direct to the relevant Consultants within the ACONEX system.	N/A	Project Manager	Project Coordinator	Drawings/ ACONEX
	Consultants shall check shop drawings and return original signed copies as per defined contract period.	N/A	Project Manager	Project Coordinator	ACONEX
	Reviewed drawings shall be responded to within ACONEX and distributed direct to the relevant Subcontractors within the ACONEX system.	N/A	Project Manager	Project Coordinator	ACONEX
RFIs	Requests For Information (RFIs) are issued for clarification, confirmation and or information.	N/A	Project Manager	Project Coordinator	RFI/ ACONEX
	RFI's shall be followed-up as required and records of outcomes maintained within ACONEX.	N/A	Project Manager	Project Coordinator	RFI/ ACONEX
Superseded Drawings	Superseded drawings will be retained within ACONEX. Where superseded hard copies are required, they shall be stamped "SUPERSEDED".	Proc.32, Document Control	Project Manager	Project Coordinator	Drawings/ ACONEX
Design Validation	Validation involves verifying the completed works against documented requirements. Validation of design is indicated by Client acceptance and approvals by the relevant authorities,	Proc.10, Design Management	Project Manager	Project Manager	Practical completion certificate

1.7 PERFORMANCE REPORTING

Element	Requirements	Procedure	Responsibility	Role	Records
Project Report	Project Reports shall be submitted to the Construction Manager/Regional Manager monthly, covering the Project Manager's Summary, Program, Financial, Industrial Relations, Quality, Safety and Environment.	Proc.4, Performance Reporting	Project Manager	Project Manager	Project Report - Form 4.5
Site Safety Report	Site Safety Reports shall be submitted to the Safety Manager on the 1st working day of the month and include the number of injury statistics, hours worked, number of workers onsite, the number of site inspections completed etc.	Proc.4, Performance Reporting	Project Manager	Site Manager	Site Safety Report - Form 4.1.
Client Reporting / Meetings	Monthly Project Control Group Meeting (PCG) shall be held in which a detailed monthly report is produced outlining monthly progress or outstanding issues, authorities/industrial relations, financial position summary in relation to contract program and performances against established project objectives and targets (Refer Appendix G – Site Objectives & Targets). Monthly PCG reporting is setout in the Principals Project Requirements	Proc.4, Performance Reporting	Project Manager	Project Manager	PCG Report - Form 4.6 PCG Meeting Minutes Reference Client Report Format

1.8 INSPECTION AND TEST PLANS

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Inspection and Test Plans (ITP's) provide a summary of the required in-process inspection, testing and verification activities for work undertaken. ITPs capture and record results of inspections and test results and provide confidence that the work has been carried out in accordance with the stated requirements (Drawings, Contract, Project Specifications, Building Codes etc.)	Proc.8, Inspection and Test Plans	Project Manager	Site Manager	Quality Schedule – Form 8.3. ITP Template - Form 8.1 Project WHS ITP – Document 8.10
Development	A register of ITP's shall be maintained and filed in ITP's folder. This register identifies the latest ITP. Individual ITP's received and/or developed for identified trades and/or client-supplied products shall be added to as required throughout the project.	Proc.8, Inspection and Test Plans	Project Manager	Site Manager	ITP Register - Form 8.2

Implementation	Approved ITP templates shall be progressively implemented by the relevant Subcontractor. The Site Manager shall retain completed ITP's once all required inspections and tests have been completed and referenced supporting documentation (e.g. certificates, test records etc.) attached.	Proc.8, Inspection and Test Plans	Site Manager	Subcontractor / Foreman	ITP Template - Form 8.1 Project WHS ITP

1.9 NON-CONFORMING PRODUCTS AND SERVICES

Element	Requirements	Procedure	Responsibility	Role	Records
Identifying Non-conforming products	Upon suspicion or detection of a potential non conforming product or service, the Site Manager or Foreman shall be notified to review and confirm the non conformance and initiate required actions to control and rectify the situation. Non conformances that are repetitive, relate to compliance with systems or legislation shall be identified on an Improvement Request and actioned in accordance with Corrective & Preventative Action procedure.	Proc.28, Non-Conformance & Defect Management Proc.31, Corrective & Preventive Action	Project Manager	Site Manager	OMTRAK – SITE WORKS Improvement Request - Form 31.1.
	A register of non conformances shall be maintained.	Proc.28, Non-Conformance & Defect Mng't	Project Manager	Site Manager	OMTRAK – SITE WORKS
Managing non-conforming products	Non-conforming products and services shall be controlled through identification (tagging, signage etc), segregation or other measures as appropriate to prevent inadvertent use. Appropriate action to address the non-conformance may include: • Replacing or rework the non-conformance; or • Use the item as is, but with the approval from the Client or relevant authorities;	Proc.28, Non-Conformance & Defect Mng't	Project Manager	Site Manager	OMTRAK – SITE WORKS
	Products and services replaced or reworked shall be re-inspected. Records of these activities shall be maintained.	Proc.28, Non-Conformance & Defect Mng't	Project Manager	Site Manager	OMTRAK – SITE WORKS

1.10 VARIATIONS

Element	Requirements	Procedure	Responsibility	Role	Records
Managing Adjustments to Head Contract - Cost & Time	Adjustments to cost and time shall be consistent with the contractual requirements as summarised in Appendix H.	Head Contract	Project Manager	Project Manager	
Client and Company identified Variations	Variations shall be assessed for time and cost implications and the Client notified in accordance with contract conditions.	Proc.7, Managing Variations	Project Manager	Project Manager	JOBPAC variation form / ACONEX
	Ballpark estimates of the variation shall be registered in JOBPAC™ and quotations obtained from external parties where required. Variations that exceed $100,000 shall be consulted with the Construction Manager/Regional Manager and Group Manager – Estimating. JOBPAC™ shall be updated to reflect submitted costs.	Proc.7, Managing Variations	Project Manager	Project Coordinator	JOBPAC variation form / ACONEX
	Following acceptance of the variation, personnel or subcontractor(s) responsible for works shall be instructed to proceed.	Proc.7, Managing Variations	Project Manager	Project Manager / Project Coordinator	ACONEX
Subcontractor identified Variations	Valid variations that have Head Contract implications shall be managed in accordance with contract requirements. Where valid variations do not have Head Contract implications, a Variation Quotation Request shall be issued the Subcontractor.	Proc.7, Managing Variations	Project Manager	Project Coordinator	ACONEX

	Accepted quotes shall initiate an order/amendment in JOBPAC™ and approval to proceed shall be communicated where appropriate. The Project Manager shall be responsible for negotiations where quotes have not been accepted.	Proc.7, Managing Variations	Project Manager	Project Coordinator	ACONEX

1.11 PURCHASING

Element	Requirements	Procedure	Responsibility	Role	Records
Preparing Purchase Orders	Purchase orders shall be prepared containing information relating to delivery requirements, delivery dates, product or process specifications or the desired qualifications where labour hire is required. Purchase orders shall also contain relevant quality, safety and environmental requirements associated with the product or service to be procured.	Proc.6, Purchasing	Project Manager	Project Coordinator	Purchase Order - Form 6.1 / JOBPAC
	Orders that are over budget estimates shall not proceed without approval from the Construction Manager/Regional Manager or their delegate.	Proc.6, Purchasing	Project Manager	Construction Manager/ Regional Manager	Purchase Order - Form 6.1
	Goods delivered shall be inspected by the receiver and checked against the delivery docket and Purchase Order - Form 6.1. The delivery docket shall be signed as received to confirm receipt and acceptance and filed for future reference. Nonconforming products shall be managed in accordance with NON-CONFORMING PRODUCTS AND SERVICES.	Proc.6, Purchasing	Project Manager	Foreman / Site Manager /	Purchase Order - Form 6.1/ Delivery docket.

1.12 SUBCONTRACTORS

Element	Requirements	Procedure	Responsibility	Role	Records
Letting Subcontracts	Subcontracts shall be back-to-back with the Head Contract and developed in accordance with Subcontractors procedure. Subcontracts shall be lodged in JOBPAC ™ and a subcontract document shall be prepared detailing all quality, safety and environmental management system requirements relevant to the scope of services to be provided.	Proc.5, Subcontractors	Project Manager	Project Manager	Subcontract

	Subcontract tenders shall be evaluated prior to Project Manager's approval. Tenders that are over budget estimates shall not proceed without the approval from the Construction Manager/Regional Manager. Where the Client specifies the use of a specific subcontractor or a subcontractor has been selected for other reasons this shall be noted.	Proc.5, Subcontractors	Project Manager	Project Manager	Tender Evaluation Form 5.1
	Subcontractors without a proven track record shall undergo a reference check that may include contacting referees, visiting their place of work or example projects.	Proc.5, Subcontractors	Project Manager	Project Manager	Subcontractors Reference Check – Form 5.2
	A post tender interview shall be conducted using the Post Tender Interview form with the preferred Subcontractor to confirm project requirements and the Subcontractor's roles and responsibilities. Subcontractors are required to bring evidence of quality, safety and environmental management systems (e.g. ITPs, SWMS, WHS and Environmental Risk assessments, procedures, toolbox talks etc) from previous projects to verify their capability.	Proc.5, Subcontractors	Project Manager	Project Manager	Form 5.3 - Post Tender Interview
	Insurance details shall be verified to ensure details are available, current and contain an appropriate level of cover prior to engagement. Insurance details include workers compensation, professional indemnity, public liability and other statutory obligations as specified by the Company or the Client. Workers compensation shall be evaluated in regard to the suitability of wages and numbers of employees, by using a "rule of thumb" that each employee typically attracts $50,000 per annum of wages on the certificate of currency.	Proc.5, Subcontractors	Project Manager	Project Coordinator	Insurances / PAYAPPS
	Project safety requirements and expectations from Subcontractors as defined in the Project Plan are incorporated into the subcontract agreements for review, acceptance and compliance by the subcontractor.	Proc.5, Subcontractors	Project Manager	Project Coordinator	Document 5.1 Subcontractors WHS Requirements
	Subcontract agreements shall be executed by both parties. Subcontractors that tendered for the project shall be informed of the outcome as to whether they were successful or not.	Proc.5, Subcontractors	Project Manager	Project Coordinator	Subcontract agreement

Subcontract Management	Subcontractor claims, that are incorrect or are received without the required information/documentation, shall be returned to the Subcontractor with a completed payment schedule. The Payment schedule shall detail the reason(s) for withholding payment and why the amount proposed to pay is less than claimed amount. The completed payment schedule must be provided to the Subcontractor within 10 business days of receiving the claim.	Proc.5, Subcontractors	Project Manager	Project Coordinator	Payment Schedule - Form 5.4 / PAYAPPS
	Originals of approved claims, with retention withheld, shall be sent to Head Office for processing and payment in accordance with Subcontract conditions. Claim copies shall be maintained on site.	Proc.5, Subcontractors	Project Manager	Project Coordinator	Progress Claims / PAYAPPS
	Final claims shall be agreed and certificates of release shall be issued to the Subcontractor for execution. If Bank guarantees are presented; the original must be issued direct from Subcontractors bank/institution to the Group Manager – Finance. Retention shall be released upon Subcontractor request at the end of the defect liability period.	Proc.5, Subcontractors	Project Manager	Project Coordinator	Final claim / PAYAPPS

1.13 DEFECTS MANAGEMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Defining quality and establishing benchmarks is critical in meeting stakeholder expectations. Benchmarking product quality through prototyping relevant aspects of the project provides all stakeholders with a clear understanding of project requirements.	Proc.28, Non-Conformance & Defect Mng't	Project Manager	Site Manager / Project Coordinator	Submission Sheet - Form 28.3 / ACONEX Submissions Register - Form 28.5.
Identifying Defects	The project team shall be responsible for identifying defects/Incomplete work progressively throughout the project and prior to handover of relevant area. Work shall be accessed against the contract documents and associated Client approvals.	Proc.28, Non-Conformance & Defect Mng't	Project Manager	Site Manager / Foreman	OMTRAK – SITE WORKS
Managing Defects	A register of defects shall be maintained. The Site Manager shall be responsible for coordinating the completion of defects with relevant Subcontractors and Clients/ Consultants.	Proc.28, Non-Conformance & Defect Mng't	Site Manager	Foreman	OMTRAK – SITE WORKS

	Once defects have been actioned, the works shall be inspected to confirm the issue has been satisfactorily rectified prior to closing it out. Actions taken shall be recorded. Defects shall be closed out by the originator and defect register updated. Defects that can't be closed out shall be re-allocated to the Responder for further actions with comments.	Proc.28, Non-Conformance & Defect Mng't	Project Manager	Site Manager / Foreman	OMTRAK – SITE WORKS

1.14 PLANNING FOR COMPLETION

Element	Requirements	Procedure	Responsibility	Role	Records
General	Quality Focus Workshops shall be established to ensure project teams stop, think, discuss and plan in advance, the delivery of a quality product through work activities which are due to commence. The Project Manager shall ensure the workshops are conducted a month out from the planned work activities, in a manner that facilitates open communication between project management team members and other parties. Planning for Completion workshops may be conducted 3 months out from practical completion to confirm the methodology, responsibilities and milestones for defect free completion as previously agreed with the Client and Consultants.	Proc.3, Project Planning	Project Manager	Project Manager	Planning for Completion Workshop - Form 3.14 / Action Plans

1.15 PROJECT COMPLETION

Element	Requirements	Procedure	Responsibility	Role	Records
Final Inspection	The Client shall be requested to inspect the completed works. This inspection can be done progressively throughout the project as designated activity areas are completed.	Proc.30, Project Closure	Project Manager	Project Manager	Practical Completion
Workshop and As-Built Drawings	A schedule of Workshop and As-Built drawings shall be prepared for submission to the Client in accordance with contract requirements. These shall be provided to the Client with sufficient time for review and comment.	Proc.30, Project Closure	Project Manager	Project Coordinator	Workshop and As-Built Drawings
Warranties and Certificates	A schedule of returnables shall be prepared for submission to the Client. Relevant Warranties, Certifications, Documentation, Specifications, Completion & Handover Manuals and Samples/Additional Quantities of Products and training shall be provided to the Client prior to project completion in accordance with Contract Requirements.	Proc. 46, Completion & Handover Manuals	Project Manager	Project Coordinator	Completion & Handover Manual Schedule - Form 46.1, Completion & Handover Manuals

Post Completion Management	As appropriate, the level of customer service and communication provided during construction shall be maintained post completion. The Project Manager shall coordinate, administer and respond to any issues or concerns raised by the Client during the defect liability period.	Proc. 43, Post Completion Management	Project Manager	Project Manager	OMTRAK – SITE WORKS

1.16 AUDITS

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Internal audits shall be conducted to verify implementation, compliance with and effectiveness of the Management Systems, the Project Plan and relevant regulatory requirements.	Proc.34, Auditing	Relevant Group Manager	Relevant Group Manager	Audit Report - Form 34.5

2 SAFETY MANAGEMENT

2.1 CONSULTATION AND COMMUNICATION

Element	Requirements	Procedure	Responsibility	Role	Records
Corporate Consultation	The Company Workplace Consultation Committee consists of representatives from a variety of projects and meets each quarter to address workplace issues. This is done to ensure continual improvement of the management system and the health, safety and welfare of all workers.	Proc.3, Project Planning	Safety Manager	Committee Members	WCC Constitution – Document 3.1, Meeting Minutes
Exchange of WHS Information	Exchange of WHS information with external parties occurs on a regular basis and across a number of business activities throughout the project in accordance with the relevant sections of this Project Plan and the management system procedures. Such WHS information includes but is not limited to: • Client: Training courses (see below), correspondence • Suppliers: By obtaining SDS and holding on site. • Subcontractors: Submission & review of their SWMS, Issue of Project Risk Assessments (when revised), receipt of Toolbox talks, issue of Instructions. Etc. • Public Authorities: Correspondence, Directions, Publication Review, etc.	Proc.3, Project Planning	Project Manager	Project Manager	Various

Key Project Stakeholders	**Organisation**	**Role**	**Contact person**	**Consultation requirement**		
Health & Safety Representative (HSR)	On project commencement, a HSR shall be nominated or elected to represent Lipman's work group (i.e. Lipman's project team members). The consultation statement shall be prepared within one month of project commencement outlining the purpose of the representation and consultation requirements.		Proc.3, Project Planning	Project Manager	Lipman work group / HSR	Consultation Statement HSRs - Form 3.6. Election records
	The HSR has the authority to exercise their powers and perform their role as a HSR with all other work groups (e.g. subcontractors) where a HSR for these workers has not been established or are unavailable.		Proc.3, Project Planning	Project Manager	HSR	Consultation Statement HSRs - Form 3.6.
	The HSR shall assist with the review and monitoring of safe work practices and systems and discuss issues that affect the health and safety of all workers at the site.		Proc.3, Project Planning	HSR	HSR	Consultation Statement HSRs - Form 3.6
	A list of all elected HSR's on the project shall be maintained and posted on the site WHS&E notice board		Proc.3, Project Planning	Project Manager	Project Safety Supervisor / Site Manager	List of HSRs
	A Safety Regulator approved training course shall organised for the Lipman HSR within three (3) months of the request being received.		Proc.35, Training Proc 3. Project Planning	Project Manager	Safety Manager	Training record
Site Safety Committee	A consultation statement shall be prepared within one month of establishing a Site Safety Committee.		Proc.3, Project Planning	Project Manager	Site Manager / Project Safety Supervisor	Consultation statement - Form 3.5
	The Site Safety Committee shall assist with the development and monitoring of site safety procedures and work practices (including Safe Work Method Statements when required) and to represent workers with issues that affect the health, safety and welfare of affected workers at the site.		Proc.3, Project Planning	Site Safety Committee Members	Site Safety Committee Members	Nil

	The Site Safety Committee members shall comprise of all project HSR's (with their consent), other Worker representative(s) (as chosen by their own work group) and nominated Lipman representative(s). Members nominated by Lipman must not outnumber the members representing the Workers. (Note: HSR's are considered to be Workers representatives. An employer representative must have the authority to make immediate decisions on workplace safety.	Proc.3, Project Planning	Site Safety Committee Members	Site Safety Committee Members	Nil
	The Site Safety Committee shall meet XX. *(insert agreed regular meeting interval)*~~weekly~~ to review, monitor and ensure issues and information relating to health and safety of workers on site are addressed.	Proc.3, Project Planning	Site Safety Committee Members	Site Safety Committee Members	Safety Committee Meeting minutes
Health and Safety Issue Resolution	HSR / Committee recommendations shall be responded to within an agreed timeframe according to the particular issue, exposed level of risk to workers and its complexity. Safety Issues raised by the HSR / Committee or others shall be escalated and resolved in accordance with the relevant consultation statement. Lipman and the HSR / Committee shall work cooperatively to resolve matters prior to requesting assistance from the Safety Regulator.	Proc.3, Project Planning	Project Manager	HSR / Site Safety Committee Members	Consultation statement.
Pre-Start Meetings	Daily Pre-start meetings shall be held with Lipman's project team members prior to commencement of work. Pre-start meeting are held to plan and discuss the activities to be performed on the day, and highlight any outstanding issues that need to be closed out from the day before. The information coming out of the Daily Activities Pre-Start meetings (see below) shall be considered in these meetings.	Proc.3, Project Planning	Project Manager	Project Manager / Site Manager	Pre-Start Meeting Minutes - Form 3.8
Daily Activities Pre-Start Meetings	Daily activity pre-start meetings will be held with all project supervisors (Lipman and subcontractors) to identify and agree on the following day's works activities, high risk works that may impact on site conditions, controls/exclusion zones, work areas, and deliveries. Input received from Subcontractor supervisors (via Daily Trade Activities record) shall be considered in these meetings.	Proc.3, Project Planning	Project Manager	Site Manager	Daily Activities Pre Start – Form 3.12 Daily Trade Activities - Form 3.9.
Lipman Project Team Meetings	Project Team meetings are conducted monthly with all Lipman site personnel and aim to discuss and consult on all aspects of the project. Project Team meetings shall be recorded on the Project Team Meeting minutes form. Communication of relevant company wide issues including outcomes of	Proc.3, Project Planning	Project Manager	Project Manager / Site Manager	Project Team Meeting minutes - Form 3.7

	Consultative Committee meetings may be included at these meetings. The Subcontractors performance in meeting the projects training and apprentice targets shall also be reviewed.				
Subcontractor Toolbox Talks	Following the previous day's Daily Pre-Start Meeting, Supervisors of each work group shall communicate the agreed work arrangements and controls at the start of the next working day, ensuring all safety system requirements are in place prior to commencing work. Toolbox meeting will be recorded on Daily Activities Pre-Start record and a copy provided to Lipman.	Proc.35, Training	Project Safety Supervisor/HSR	Subcontractor	Daily Activities Pre Start – Form 3.12 & other Toolbox Talk notes.
	Lipman shall review Subcontractor toolbox talk records to ensure all safety requirements identified are actioned.	Proc.35, Training	Project Manager	Project Safety Supervisor/ HSR	Daily Activities Pre Start – Form 3.12 & other Toolbox Talk notes.

2.2 SUBCONTRACTOR SAFETY PLANS

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Subcontractors performing Demolition work, asbestos removal, and/or erecting Precast/Tilt Up concrete elements shall provide a project specific safety plan. The environmental aspects of the above works shall be incorporated into the safety plan as appropriate and identified in the Project Risk Assessment.	Proc.5, Subcontractors	Project Manager	Project Manager	Asbestos Checklist - Form 5.19 Demolition Checklist - Form 5.5 Precast Checklist - Form 5.6
Review and Acceptance	Lipman shall be responsible for reviewing each Subcontractor's Safety Plan, before starting works, to determine if the criteria specified in the relevant checklist has been addressed.	Proc.5, Subcontractors	Site Manager	Project Safety Supervisor / Foreman	Asbestos Checklist - Form 5.19 Demolition Checklist - Form 5.5 Precast Checklist - Form 5.6

	Where safety plans do not meet the checklist criteria, the items that require further actions shall be noted and communicated to the relevant Subcontractor for action.	Proc.5, Subcontractors	Site Manager	Project Safety Supervisor / Foreman	Aconex
	When the required changes have been made, the checklist shall be closed out as 'authorised'. Subcontractors cannot start work until their safety plan has been accepted by Lipman.	Proc.5, Subcontractors	Site Manager	Project Safety Supervisor / Foreman	Asbestos Checklist - Form 5.19 Demolition Checklist - Form 5.5 Precast Checklist - Form 5.6
Monitoring and Updates	Subcontractor's Safety Plans may be updated as a result of reviews, incidents, changes to work scope, responsibilities or risk by the Subcontractor. Updated safety plans will be reviewed as per the original.	Proc.5, Subcontractors / Proc.4, Performance Reporting	Project Manager	Site Manager	Subcontractor Safety Plan

2.3 RISK MANAGEMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Project Risk Assessment	Risk assessments shall be conducted to identify hazards and assess associated risks in order to establish control measures to provide for the health and safety of workers and visitors. On award of a project, a Project Risk Review Meeting shall be conducted in accordance with the Project Planning procedure. A Project Risk Assessment will be prepared as a result of this meeting. Hazards and controls identified in the Project Risk Assessment shall be incorporated in Safe Work Methods Statements (SWMS) in accordance with SAFE WORK METHOD STATEMENTS section below. Design changes shall be reviewed and assessed by the Project Manager for potential WHS, environmental and quality implications as per DESIGN MANAGEMENT section above. The Project Manager shall ensure new WHS or environmental hazards resulting from these changes are communicated to all affected parties for review and action in accordance with Design Management procedure.	Proc.3, Project Planning Proc.10, Design Management	Project Manager Project Manager	Site Manager / Foreman / Project Safety Supervisor / Safety Manager Site Manager / Project Safety Supervisor	Project Risk Review Meeting Minutes - Form 3.11. Project Risk Assessment - Form 3.1 Project Team Meeting minutes - Form 3.7, Toolbox Talk Record – Form 3.10

	The Project Risk Assessment shall be reviewed monthly and where new hazards have been identified during the project. New hazards shall be controlled for workers through a SWMS in accordance with SAFE WORK METHOD STATEMENTS section below and as identified in the Project Risk Assessment.	Proc.3, Project Planning	Site Manager	Foreman / Project Safety Supervisor / Safety Manager	Project Risk Assessment - Form 3.1, Project Team Meeting minutes - Form 3.7, SWMS
	Hazards identified shall be communicated to relevant parties through Project Team meetings, Site Instructions or other appropriate communications method and controlled in accordance with the SAFE WORK METHOD STATEMENT section below.	Proc.3, Project Planning	Site Manager	Foreman / Project Safety Supervisor / Safety Manager	Project Team Meeting minutes - Form 3.7, Toolbox Talk – Form 3.10, SWMS
Subcontractor Risk Assessment	The Project Risk Assessment shall be issued to all directly engaged Subcontractors on contract award and on each revision where changes relate to Subcontractors current or proposed work activities. Subcontractors will review the Project Risk Assessment and ensure the hazards and controls identified are appropriate to their activities and their sub-contractors activities. The completed Subcontractor's Risk Assessment Review record (Form 3.3) will be obtained as record of their review and acceptance. SWMS must be developed for all tasks required to be carried out in accordance with the controls identified within the Project Risk Assessment.	Proc 5 Subcontracting Proc.3, Project Planning	Site Manager	Subcontractor / Foreman / Project Safety Supervisor	Subcontractor's Risk Assessment Review - Form 3.3
Hazard Identification and monitoring	Daily activities that may adversely affect the safety of site personnel shall be identified, control measures put in place and communicated to all workers. Refer to CONSULTATION AND COMMUNICATION.	Proc.3, Project Planning	Project Manager	Site Manager	Daily Activities Prestart, Form 3.12
	Site inspections shall be conducted by the HSR/Committee weekly to identify workplace hazards.	Proc.4, Performance Reporting	Site Manager	HSR / Committee Members	Site Inspection -Form 4.2 / OMTRAK Site Works

	Lipman's supervisors should also conduct site inspections weekly (i.e. on their area of responsibility), recommend actions for improvement where required, and verify close out of such actions by completing Form 4.2. Actions may include issuing a Site Instructions requesting changes to work practices and/or rectification of outstanding issues.	Proc.4, Performance Reporting	Project Manager	Project Safety Supervisor / Foreman / Site Manager	Site Inspection -Form 4.2 / OMTRAK Site Works
	The initiator of the hazard shall follow up on actions taken and verify close out of the issue by the due date.	Proc.4, Performance Reporting	Site Manager	Site Manager /Foreman / Project Safety Supervisor / HSR	Site Inspection -Form 4.2 / OMTRAK Site Works
	Site Inspection activities for the month shall be recorded in the monthly Site Safety Report.	Proc.4, Performance Reporting	Project Manager	Site Manager	Form 4.1 Site Safety Report

2.4 SAFE WORK METHOD STATEMENTS

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Site specific Safe Work Method Statement (SWMS) shall be developed in accordance with relevant WHS legislation (e.g. Acts and Regulations) standards and codes of practice or other legal requirements (contracts, NSW Govt. guidelines etc.) in order to control identified hazards for high risk construction activities.	Proc.9, Safe Work Method Statements	Project Manager	Site Manager / Foreman / Project Safety Supervisor	SWMS
Lipman SWMS	In consultation with workers, SWMS shall be developed, implemented and monitored where identified in the project risk assessment. SWMS shall be maintained in the SWMS files.	Proc.9, Safe Work Method Statements	Project Safety Supervisor	Project Safety Supervisor / Foreman	Lipman SWMS, Form 9.4
Subcontractor SWMS	Lipman shall ensure that Subcontractors, before starting works, review and accept the hazards and controls identified on the Project Risk Assessment as applicable to their scope of works and their sub-subcontractors scope of works (see RISK MANAGEMENT section). A written SWMS shall be developed in accordance with the agreed project risk assessment to effectively control identified hazards for each activity to be carried out by the Subcontractor and their Subcontractors. SWMS shall be maintained in the Subcontractor SWMS files.	Proc.9, Safe Work Method Statements	Project Safety Supervisor	Subcontractor / Foreman / Project Safety Supervisor	Site specific SWMS

Review and Acceptance	All SWMS's will be reviewed and accepted prior to commencing works, using SWMS Checklist Form 9.1. A list of legal and other requirements relevant to the project have been identified on Form 9.3 – "Project Legal Requirements" (Refer Appendix F). This document can be used as a guide to identify legal requirements applicable to SWMSs, however it may not represent the full set of relevant documents for a particular activity. Further information on legal requirements is available through Lipman's shared drive, the Safety Regulator, Standards Australia and legislative websites.	Proc.9, Safe Work Method Statements	Project Safety Supervisor/Project Manager	Foreman / Project Safety Supervisor	SWMS Checklist, Form 9.1 Project Legal Requirements, Form 9.3
	Issues identified in the review of the SWMS shall be resolved with the responsible party and, actions taken recorded on Form 9.1. Workers cannot start work until SWMS's have been accepted, and the acceptance is recorded on Form 9.1.	Proc.9, Safe Work Method Statements	Project Manager	Foreman / Project Safety Supervisor	SWMS Checklist, Form 9.1
	SWMS shall be registered on Form 9.2 providing a summary of accepted SWMS for each company.	Proc.9, Safe Work Method Statements	Site Manager	Project Safety Supervisor	SWMS Review Register, Form 9.2
SWMS Monitoring	Regular reviews of SWMS shall be carried out by Lipman at intervals of no more than 3 months from the date of initial acceptance, until completion of the activity/tasks they relate to. Reviews shall ensure the requirements of the SWMS remain relevant and current. Form 9.1 shall be completed to record acceptance of the SWMS as per the original. Ongoing reviews of SWMS shall be planned, conducted and summarised using Form 9.2. In addition, the following activities will assist in ensuring SWMS remain suitable: • Site Inspections by HSR/Safety Committee Members and Lipman. • Project Risk Assessment reviews and updates, • Review of Daily Activities and controls, and • Internal Audits.	Proc.9, Safe Work Method Statements	Project Manager	Project Safety Supervisor / Site Manager	SWMS Checklist – Form 9.1 SWMS Review Register, Form 9.2.

2.5 TRAINING AND INDUCTION

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Lipman shall not direct or allow persons to carry out construction work unless Lipman is satisfied that the person has completed adequate training and/or is deemed competent to correctly and safely undertake the task. Site Safety Rules shall be posted and communicated through Site Inductions (Refer Appendix I – SITE SAFETY RULES).	Proc.35, Training	Project Manager	Site Manager / Foreman / Project Safety Supervisor	Training Records Site Safety Rules Poster
Construction Induction Certificate	Persons who undertake construction work must hold a current general construction induction card, undergo site-specific induction and work activity induction training (i.e. SWMS) as a minimum. Other persons requiring access to the construction zone (unaccompanied by an inducted person) must also hold a current general construction induction card. Lipman shall obtain evidence of general construction induction training in the form of a current card or certificate of training (valid for 60 days from date of issue). the Safety Regulator may be contacted to confirm currency of construction industry induction training, induction card number and receipt of a request for replacement cards for those workers who have lost their cards. Note: Lipman employees regularly visiting sites must have a current general construction induction card.	Proc.35, Training	Site Manager	Project Safety Supervisor / Foreman	Site Induction – Form 35.8

Site Induction	All persons accessing the construction zone (i.e. areas where construction work is being undertaken) shall attend Lipman's Site Induction or Visitor induction. Those engaged in performing construction work (e.g. demolition, maintenance, construction, supervision, excavating etc.) must provide evidence of having completed a general construction induction, and have signed-off on a SWMS for their specific work activities. Visitors (e.g. students, the Safety Regulator's inspectors, Union Reps, delivery persons, etc.) shall be inducted using the visitor induction template and must be accompanied by an inducted worker whilst on site. Visitor inductions are only valid for the day they are issued. Regular visitors to site not performing construction work (such as Engineers, Consultants, Architects, Client representatives, etc) may be fully inducted. These workers are not required to have a signed SWMS, but must hold a current general construction induction card. Site inductions are run daily at 7am and 9:30am.	Proc.35, Training	Site Manager	Project Safety Supervisor / Foreman	Site Induction – Form 35.8 Form 35.7 - Visitor Induction
	Site induction stickers for hard hats shall be issued to all workers who have been inducted (does not include visitors). A register of Site induction stickers issued shall be maintained on the Daily Attendance Register.	Proc.35, Training	Site Manager	Project Safety Supervisor / Foreman	Daily Attendance Register - Form 22.6. Induction sticker.
Working with Children or Vulnerable Persons	It is a requirement that no persons enter the work site if convicted of a serious sex offence and is a prohibited person under the Child Protection (Prohibited Employment) Act 1998 (NSW). All workers and visitors must complete the "Prohibited Employment Declaration" (PED) from prior to accessing sites. Lipman shall maintain a register of completed PED forms recording the unique PED number on their induction records. Confirmation of PEDs completed shall be provided to the Client through project reports as required (Refer Section 1.8 PERFORMANCE REPORTING). PED requirements and codes of behaviour will be communicated to all workers and visitors through site inductions.	Proc.35, Training	Project Manager	Project Coordinator	Induction Records Prohibited Employment Declaration form PED Register

Training Management	Targets for structured training and apprentice engagement are defined in Appendix G. Actions taken will be monitored together with Subcontractors (during Coordination meetings) to ensure these targets are achieved (Refer section 2.1 CONSULTATION AND COMMUNICATION). The project workforce size shall be recorded monthly through attendance sheets and reported within Project Reports (Refer Section 1.8 PERFORMANCE REPORTING)	Proc.35, Training	Project Manager	Site Manager / Subcontractor	Training Records
Client Initiated Training	Insert details of project specific training to be delivered by/on behalf of the Client (e.g. Client inductions).	Proc.35, Training	Project Manager	Client	Training Records
Work Activity Training and Awareness	Subcontractor and Lipman workers shall sign-off SWMS to indicate that they have been trained in and understand the requirement of the SWMS for their specific work activities. Toolbox talks can also be utilised for on-the-job work activity training.	Proc.35, Training	Site Manager	Project Safety Supervisor / Foreman	SWMS signoff or Toolbox Talk Record – Form 3.10, or Training Attendance – Form 35.2
	Specific manual handling requirements including training, awareness and techniques shall be managed through the respective SWMS or communicated through project meetings or other formal arrangements (i.e. through training providers).	Proc.35, Training / Proc.23, Manual Handling	Site Manager	Project Safety Supervisor / Foreman	Induction record, SWMS, Toolbox Talk Record – Form 3.10, or Training Attendance – Form 35.2
	Lipman personnel shall have their training needs reassessed when promoted or moved to a new position using the performance review procedure to record training needs.	Proc.35, Training	Project Manager	Project Manager	Application for Training - Form 35.1
	Subcontractors shall provide Verification of Competency records, tickets, licences etc. required in the relevant SWMS.	Proc.35, Training	Site Manager	Project Safety Supervisor / Foreman	Skills and competency records

Young Workers	Lipman shall ensure young or inexperienced workers are protected from the risk of injury or illness arising from workplace hazards, through a structured development and review program in accordance with the Young Workers procedure.	Proc.37, Young Workers	Project Manager	Buddy	Form 37.1 - Young Worker Assessment

2.6 PLANT AND EQUIPMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Plant and equipment shall be used and maintained in accordance with the legislative requirements, manufacturer's specification and Safe Work Method Statements and operated only by appropriately licensed, certified and competent personnel.	Proc.25, Plant & Equipment	Project Manager	Site Manager / Project Safety Supervisor / Foreman	Operator Competency Records
Pre-Start Check	All plant and equipment shall be inspected as per manufacturer's specifications and a risk assessment completed for all powered mobile plant when brought onto site for the first time. Owners of plant that are required to be registered (Item registration and Design registration) with the Safety Regulator must supply a copy of the registration e.g. Tower cranes, Concrete Boom pumps, Mobile cranes (SWL over 10t)	Proc.25, Plant & Equipment	Site Manager	Operator / Project Safety Supervisor / Foreman	Pre-Start Plant Checklist - Form 25.2
Daily Check	All plant and equipment shall be checked as per manufacturer's specifications and reported daily. Lipman shall resolve any maintenance, documentation or repairs issues with the plant operator. Work shall be stopped if plant and equipment is a hazard to people on site or the community.	Proc.25, Plant & Equipment	Site Manager	Operator / Project Safety Supervisor / Foreman	Daily Plant Checklist – Form 25.3 or other documentation
Register of Plant	Lipman shall maintain a register of plant and equipment, and records of plant maintenance.	Proc.25, Plant & Equipment	Site Manager	Project Safety Supervisor / Foreman	Plant and Equipment Register - Form 25.1
Scaffolding	Prior to conducting any scaffolding activities, obtain advise from an engineer regarding the suitability of the ground to support the proposed structure. A Scaffold Plan is to be developed where required (in accordance with relevant legislation, codes of practice and Australian standards) by a qualified person with changes to the Scaffold authorised/signed off by a qualified person. A "Scaffold Coordinator" will be nominated by the Project Manager to review,	Proc.25, Plant & Equipment	Site Manager	Subcontractor Foreman / Project Safety	Scaffold signoff Scaffolding Checklist - Form 25.5

	monitor and control access to prefabricated steel modular scaffolding. Scaffolding where there is risk of fall of 4m and over must be built by ticketed scaffolders and a handover certificate signed off and submitted to Lipman. Upon receipt of the handover certificate, Lipman shall inspect the scaffolding in conjunction with the scaffolder/erection company using Form 25.5 - "Scaffolding Checklist" prior to acceptance. Fixed scaffolding shall be inspected: before first use, prior to use after an incident or repair, after adverse weather that could affect the scaffold integrity or stability and at least monthly by the erection company and signed off as being fit for use and sign-off placed in the scaffold register. Scaffold sign-offs must be submitted to the Site Manager. The "Scaffold Coordinator" shall monitor the effectiveness of the scaffolding controls through Site Inspections (Refer Section 2.3 RISK MANAGEMENT). A competent person shall build Scaffolds where there is a risk of fall less than 4m. These scaffolds do not require a sign off sheet however must be visually inspected prior to use. If using fall restraint/fall arrest systems during the work, refer to Section 2.15 WORKING AT HEIGHTS for controls. Safe access and egress must be maintained during scaffold and working at heights activities and access blocked and sign posted to incomplete scaffold.			Supervisor	
Fire Extinguishers & Nurse Call Stations	Only Dry Powder type ABE Fire extinguishers are to be used on Lipman projects. Fire extinguishers must be tested and tagged (every 6 months). Extinguishers shall be located in suitable position as detailed in the project risk assessment and identified on the Site Plan (Appendix B). The Chief /Area Wardens will review the location of Nurse Call Stations and Fire Extinguishers. The HSR / Safety Committee Members may participate in this assessment as required. The location of Nurse Call Stations and Fire Extinguishers shall be advised during induction. If locations are significantly revised, the revised locations shall be advised at toolbox talks.	Proc.25, Plant & Equipment	Site Manager	Subcontractor / Supplier	Fire Extinguisher Register - Form 25.4 or manufacturer documentation Toolbox Talk Record – Form 3.10.
Equipment Calibration	Where measuring and testing equipment is required to demonstrate conformity of product to specified requirements or results of which are used	Proc.25, Plant &	Site Manager	Subcontractor / Lipman	Calibration records,

	to accept or release products, records of inspections and calibration shall be maintained.	Equipment			Inspection and Test Plans.

2.7 ELECTRICAL

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Electrical installations shall be carried out in accordance with AS/NZS 3012 Electrical Installations: Construction & Demolition sites. During project establishment, the electrical subcontractor together with Lipman's supervisor will review electrical risks and controls,	Proc.20, Electrical Safety	Project Manager	Licensed Electrician / Site Manager / Foreman	Pre-Commencement Checklist - Form 20.2
Construction Wiring	Construction wiring must be adequately secured, protected and marked accordingly with "Construction Wiring" sticker. Construction Wiring must not be tied, bundled or grouped with permanent wiring.	Proc.20, Electrical Safety	Site Manager	Licensed Electrician	"Construction Wiring" sticker
Switchboards	Prior to energising work areas Lipman's supervisor together with the electrical subcontractor shall review and confirm that all electrical installations are complete and suitable. Temporary switchboards must be robust and weather proof, have a locking device, protective lids, holes provided for cord access that are bushed to prevent damage and must be securely mounted and marked where the board is being fed from. Switchboards are required to be fitted with an insulated tie bar or hanger for the safe connection of extension leads to the switchboard. Ensure there is a safe operational clearance of 1 metre in front of a switchboard. Switchboards must have labelling or signage that includes: • warning on cover panel enclosing live parts – electric shock risk symbol and danger from live parts behind panels • identification of isolating switches including instructions if necessary to prevent inadvertent operation Note: The Electricity (Consumer Safety) Regulation 2006 requires a *Certificate of Compliance* to be completed when a contractor adds, alters disconnects, reconnects or replaces an electrical installation including temporary switchboards	Proc.20, Electrical Safety	Site Manager	Licensed Electrician / Site Manager / Foreman	Certificate of Compliance Pre-Energising Checklist Temporary DB (Form 20.3), Pre-Energising Checklist - Main Switch Board (Form 20.4), Pre-Energising Checklist - DB Sub Main (Form 20.5), Pre-Energising Checklist - DB Sub Circuit Power (Form 20.6)

RCD's (Residual Current Device)	RCD's must be fitted to all sub-circuits with a rated residual current not exceeding 30mA. Portable RCD's must be "push button" tested before use and subjected to a "Trip Time" test every 3 months by a licensed electrician.	Proc.20, Electrical Safety	Site Manager	Licensed Electrician	Electrical register, test stickers
Extension Leads	Leads must be approved for industrial use and be no longer than 30m. Leads must be kept a minimum of 2 metres of the ground, by lead stands or hooks, to prevent damage. Leads must be inspected, tested and tagged every 3 months.	Proc.20, Electrical Safety	Site Manager	Licensed Electrician Competent Person	Electrical register, tags on leads
Portable Electrical tools	Ensure that the leads supplying the power to the tools are inspected, tested and tagged every 3 months. Portable electrical tools that do not meet Lipman expectations shall be removed from site.	Proc.20, Electrical Safety	Site Manager	Licensed Electrician	Electrical register, tags on tools. Site instruction
Amenities	Equipment and leads must be inspected, tested and tagged every 6 months.	Proc.20, Electrical Safety	Site Manager	Licensed Electrician Competent Person	Electrical register, tags

2.8 HAZARDOUS SUBSTANCES & DANGEROUS GOODS

Element	Requirements	Procedure	Responsibility	Role	Records
Supply	All substances brought to site must have a current Safety Data Sheet (SDS). SDS greater than 5 years old will not be permitted. Copies of SDS shall be kept near the First Aid facility and a copy in the location where chemicals are mostly used.	Proc.21, Hazardous Substances & Dangerous Goods	Site Manager	Foreman / Project Safety Supervisor / Subcontractor	SDS
Register	Hazardous substances and Dangerous Goods shall be registered prior to use on site, except where they are "In-Transit" or "Consumer Products".	Proc.21, Hazardous Substances & Dangerous Goods	Site Manager	Foreman / Project Safety Supervisor / Subcontractor	Hazardous Substance & Dangerous Goods Register - Form 21.1
Storage and Use	Hazardous substances and dangerous goods shall be used in accordance with the SDS and SWMS, Storage areas must be secure, well ventilated, located clear of hazards and amenities, contain fire fighting equipment, is sign posted and bunded or otherwise protected against leaks or spills.	Proc.21, Hazardous Substances & Dangerous Goods	Site Manager	Foreman / Project Safety Supervisor / Subcontractor	SDS, SWMS

Asbestos	Areas of the works known to contain asbestos as identified through hazardous materials records or registers shall be treated with great care in ensuring the materials are removed and disposed of in a safe and environmentally sensitive manner as below. Where materials suspected to be asbestos is unexpectedly discovered, all works around the contaminated area shall cease, and the surrounding area isolated from further disturbance. Controls shall be put into place to prevent inadvertent exposure to the public or workers in the vicinity (i.e. place signage and encapsulate area). An Asbestos Assessor shall be engaged to test the material confirming the presence and type of asbestos present. The Client, workers and other parties that may be affected by the management and removal of asbestos shall be notified through the appropriate means, including but not limited to; written correspondence to the Client (in accordance with contract), toolbox talk with site workers, daily activities pre-start meetings, letter drops, site inductions, etc. Prior to removal of asbestos, Lipman shall ensure notification to the Regulator has been provided and a "Notice of intent to remove …asbestos" has been received. The removal and disposal of the asbestos shall be carried out through licensed Asbestos Removalists, approved SWMS, an Asbestos Removal Control Plan and in accordance with the Asbestos Assessor's recommendations, the Code of Practice - How to manage and Control Asbestos in the Workplace, Code of Practice – How to Safely Remove Asbestos, WHS Regulation Part 8.7 Asbestos Removal Work and Part 7 of the Protection of the Environment Operations (Waste) Regulation 2014. Air monitoring shall be undertaken under the guidance of the Asbestos Assessor and tests conducted by NATA certified testing authority. Air monitoring shall be provided during asbestos removal and on completion prior to resumption of works. Persons removing asbestos shall ensure they are decontaminated (e.g. cleaned, protective clothing disposed of etc.) in accordance with relevant legislation and regulatory requirements. Clearance certificates shall be obtained prior to the area being returned to normal use and a copy provided to the Client as required.5.19. Refer Section 2.14 INCIDENTS & FIRST AID for reporting, investigation and actioning incidents relating to asbestos.	Code of Practice - How to manage and control asbestos in the workplace Code of Practice – How to safely remove asbestos	Site Manager	Foreman / Licensed Asbestos Removalist / Asbestos Assessor	SWMS, Hazmat Report Licences Training Records Asbestos Removal Control Plan Air Monitoring Reports Clearance Certificates Incident Report - Form 18.2.

2.9 PERSONAL PROTECTIVE EQUIPMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Issue of PPE	Lipman shall be responsible for providing appropriate Personal Protective Equipment (PPE) to Lipman workers where Lipman SWMS identify risks requiring the control through (PPE).	Nil	Site Manager	Workers	PPE Register Form 24.1
Use of PPE	Lipman and the HSR / Committee shall communicate PPE requirements through site inductions, safety meetings and be proactive in ensuring PPE (e.g. safety helmets, safety boots, protective clothing, ear protection, goggles and UV protection) is used on site in accordance with SWMS.	Nil	Site Manager	HSR / Committee	SWMS
Mandatory PPE	Workers shall wear, Safety boots/Shoes, high visibility clothing and Safety Helmets at all times when working on site.	Nil	Site Manager	Workers	Site Induction
Client PPE Requirements	Insert details of project wide PPE requirements detailed in the contract which need to be worn on site (long pants/long sleeved shirts, safety glasses, etc.)	Nil	Site Manager	HSR / Committee	Site Induction

2.10 TRAFFIC MANAGEMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Introduction	Traffic controls shall be adequate to maintain a safe work environment and to protect workers and the community throughout the project.	Flowchart 29.1 Traffic Management			
Traffic Controllers	Lipman shall ensure appropriate numbers of accredited traffic controllers wearing high visibility clothing and stop/slow signs are in operation as required.	Flowchart 29.1 Traffic Management	Site Manager	Traffic Controllers	Site Diary
Traffic Management	A Traffic Management Plan will be prepared by suitably licensed and trained persons as required. The Traffic Management Plan (refer Appendix C) will be approved by the relevant authorities as required and implemented to effectively control movement of traffic in public areas.	Flowchart 29.1 Traffic Management,	Site Manager	Subcontractors / Suppliers	Traffic Management Plan

On-site Traffic Controls	A Site Vehicle Movement Plan (refer Appendix D) will be developed, implemented and maintained to manage and control the safe movement of all powered mobile plant operating within the site boundaries. The Site Vehicle Movement Plan will be posted on notice boards and communicated to all workers through site inductions. The Site Vehicle Movement Plan contain information such as Access and egress paths, operating locations, delivery areas, etc. Scheduling of deliveries to site shall be the responsibility of the project team and coordinated to avoid disturbance to traffic and the community.	Flowchart 29.1 Traffic Management, Proc.25, Plant & Equipment	Site Manager	Subcontractor/ Suppliers	Site Induction / Site Instructions / Site Vehicle Movement Plans

2.11 FENCING AND HOARDING

Element	Requirements	Procedure	Responsibility	Role	Records
Fencing	The site shall be securely fenced to restrict access to authorised personnel only and appropriately signed to inform workers, visitors and the community of the construction site.	Proc.26, Site Establishment	Site Manager	Site Manager	Site Establishment Checklist – Form 26.2
	Access to the site shall only be by appropriately inducted personnel in accordance with Section TRAINING AND INDUCTION and monitored to prevent unauthorised entry. The construction site shall be kept closed after hours or as directed by Lipman project team.	Proc.26, Site Establishment	Project Manager	Site Manager	Site Induction/ Hard hat sticker
	Monitor adequacy and condition of site fencing.	Proc.4, Performance Reporting	Site Manager	HSR / Committee	Site Inspection - Form 4.2 Reports

2.12 AMENITIES AND SIGNAGE

Element	Requirements	Procedure	Responsibility	Role	Records
Provision of Amenities	Lipman provide amenities including a Site Office, eating and change rooms and toilets on site. While each worker has a responsibility to maintain clean work areas, first aid and amenities. Amenities shall be kept clean at all times.	Proc.26, Site Establishment	Site Manager	Workers	Site Establishment Checklist – Form 26.2
Maintenance	Amenities shall be inspected as part of the weekly HSR / Committee walks.	Proc.4, Performance Reporting	Site Manager	HSR / Committee	Site Inspection - Form 4.2

Site Signage	Site safety signage shall be erected to warn workers and visitors of potential hazards on the construction site. Site personnel have a duty of care and workers need to obey these signs and safety instructions/orders from Lipman staff.	Proc.26, Site Establishment	Project Manager	HSR	Signs

2.13 EMERGENCY PREPAREDNESS AND RESPONSE

Element	Requirements	Procedure	Responsibility	Role	Records
Risk Assessment	Risk assessment shall be conducted to determine potential threat to people, plant or property and implement appropriate actions. The suitability, location and accessibility of all emergency equipment (including first aid equipment and systems) shall be assessed for the project through the Project Risk Review Meeting.	Proc.3, Project Planning	Project Manager	Site Manager / Project Safety Supervisor	Project Risk Assessment - Form 3.1 Form 22.5 - Emergency Response Assessment
Training & Communication	Training in the use of fire extinguishers and emergency response and evacuation shall be provided for Wardens responsible for establishing, responding to and coordinating emergency and evacuation activities on site in accordance with the Emergencies Preparedness and Response procedure and Training procedure. Emergency response posters and assembly locations shall be communicated at site inductions and displayed graphically throughout the site amenities as appropriate.	Proc.22, Emergency Preparedness and Response Proc. 35 Training	Project Manager	Site Manager / Project Safety Supervisor	Site induction, Form 22.1- Emergency Response Poster, Project Team Meeting minutes - Form 3.7
Action	In the event of an evacuation the Chief Warden shall commence the evacuation and contact the appropriate emergency services in accordance with Emergency Response posters (Refer Appendix E). Response to emergencies which may occur within the excavation shall be actioned in accordance with Appendix E. *(Required for projects with excavations where various trades/workers are required to access and work in the excavated area).*	Proc.22, Emergency Preparedness and Response	Project Manager	Site Manager	Relevant emergency services shall also be notified on ☎ 000. EPA 131 555
	Actions to minimise the impact of an emergency (eg fire, chemical spill) shall be implemented only if safe to do so.	Proc.22, Emergency Preparedness and Response	Project Manager	Site Manager	Incident Report - Form 18.2

	At the assembly location the Lipman site team shall confirm the daily attendance with Subcontractors to determine that all known personnel are accounted for.	Proc.22, Emergency Preparedness and Response	Project Manager	Site Manager	Daily Attendance Register - Form 22.6
	Notify the Construction Manager/Regional Manager and Safety Manager of the incident by telephone after the evacuation of the site.	Proc.22, Emergency Preparedness and Response	Project Manager	Project Manager	9955 7000.
	Persons will not be permitted to return to the site unless the all clear has been provided by emergency services or HSR / Committee (in the absence of emergency services). A note of any such advice/consultation shall be recorded.	Proc.22, Emergency Preparedness and Response	Project Manager	Site Manager / HSR / Committee	Site Diary,
Emergency Drills	Project specific emergency plans shall be tested in accordance with the Emergency Preparedness and Response procedure. Emergency response equipment (such as 2 way radios, air horns, sirens, alarms, etc.) shall be tested monthly. Completed tests or drills, and any necessary corrective actions shall be recorded.	Proc.22, Emergency Preparedness and Response	Project Manager	Site Manager	Emergency Drill Debrief Meeting - Form 22.4 Emergency Test and Drill Record - Form 22.2
Reporting and Investigation	Where a site evacuation has occurred, an incident investigation report shall be prepared as per Section 2.14 INCIDENTS.	Proc.18, Incident Management	Project Manager	Site Manager	Incident Report - Form 18.2.

2.14 INCIDENTS AND FIRST AID

Element	Requirements	Procedure	Responsibility	Role	Records
First Aid	First aid treatment shall be administered where illness and injuries have been sustained on Lipman work sites. All first aid administered shall be reported. Lipman shall maintain sufficient first aid supplies and provide suitably trained first aid staff in accordance with WHS Regulation Division 3 First Aid. The completed First Aid Register is to be emailed to Payroll and company Safety Manager as detailed in the First Aid Register (Form 17.1).	Proc.17, Injury Management	Site Manager	First Aid officer	First Aid Register - Form 17.1

Medical Treatment	Lipman workers requiring further medical treatment shall be provided with Workers Compensation Claim forms as requested for completion and return to the Payroll Officer in the Head office.	Proc.17, Injury Management	Site Manager	Worker	Workers Compensation Claim forms
Incident Notification	Serious incidents (resulting in injury/illness or not) shall be reported to Safety Manager and Construction Manager/Regional Manager by phone immediately.	Proc.18, Incident Management	Site Manager	First Aid officer	Nil
	Incidents shall be reported to the Safety Regulator and the Office of the Federal Safety Commissioner as prescribed in Procedure 18.	Proc.18, Incident Management	Project Manager	Project Manager / Safety Manager	SafeWork NSW Website or ph: 1310 50 OFSC – Incident Report Form
	For Notifiable Incidents, the Project Manager shall ensure the site where the incident occurred, is not disturbed until directed by the Safety Regulator or until the Safety Regulator inspector arrives at the site. Measures shall be taken to preserve the scene and prevent unauthorised access or disturbance.	Proc.18, Incident Management	Site Manager	HSR / Committee	Nil
Incident Investigation	Investigation of incidents, including near misses and emergencies and evacuation shall commence as soon as practical after first aid treatment, the safe removal of the victim from the site or where affected plant or property has been made safe or protected from causing further harm.	Proc.18, Incident Management	Project Manager	Construction Manager/ Regional Manager / Safety Manager / HSR / Committee, Project Safety Supervisor	Incident Report - Form 18.2.
	Photographs of the incident site shall be taken and SWMS for works being conducted at the time shall be collected.	Proc.18, Incident Management	Project Manager	Site Manager	Photos & SWMS
	Witness statements from available witnesses shall be taken, as a minimum documenting the witness name and contact, the witnesses' statement of the events, time of the incident and a signature if willing and able.	Proc.18, Incident Management	Project Manager	Site Manager	Witness Statement - Form 18.1 or similar

	An Incident Report, together with all available information, shall be sent to the Safety Manager within **24 hrs** of Serious Incidents including dangerous occurrences (which are life threatening) or **3 Days** for medical treatment injuries which are not considered Serious	Proc.18, Incident Management	Project Manager	Site Manager	Incident Report - Form 18.2.
	The Incident report, together with all available information, shall be reviewed to determine actions to prevent recurrence. The Safety Manager , HSR / Committee and project personnel shall be consulted as appropriate.	Proc.18, Incident Management	Project Manager	Project Manager	Project Team Meeting - Form 3.7
	Investigations shall consider the effectiveness and appropriateness of Plant, Procedures, Protection measures, People and Place of work in determining the causes of the incidents and implementing improvement as necessary.	Proc.18, Incident Management	Project Manager	Project Manager	Incident Report - Form 18.2.
Incident Reporting	Details of incidents and actions taken shall be recorded on incident investigation form.	Proc.18, Incident Management	Project Manager	Site Manager	Incident Report - Form 18.2.
	A copy of the Incident Report shall be submitted to the Client as required.	Proc.18, Incident Management	Project Manager	Project Coordinator	Incident Report - Form 18.2.
Rehabilitation	Lipman's workers compensation insurer will manage injured Lipman employees claims and assist in managing rehabilitation and return to work coordination as required.	Proc.17, Injury Management	Project Manager	Project Manager / Safety Manager	Return to Work Plan – Form 17.2
Critical Incidents	Lipman will respond to critical incidents and ensure workers are provided with employee assistance/trauma counselling services (as required) in accordance with the Incident Management procedure.	Proc.18, Incident Management	Construction Manager/ Regional Manager	Project Manager	Critical Incident Assessment Record Counselling
Insurance Claims	Potential insurance claims (other than Workers Compensation) resulting from incidents shall be investigated, managed and reported to the Group Manager – Finance.	Flow. 42.1, Contract Works & Public Liability Claims Management	Project Manager	Project Manager / Project Coordinator	Correspondence

2.15 WORKING AT HEIGHTS

Element	Requirements	Procedure	Responsibility	Role	Records
Planning	Work which is to be carried out in which any person or object could fall from	Proc.44	Project	Foreman /	SWMS,

	one level to another shall be planned, hazards identified and risks controlled in accordance with Working at Height Procedure.	Working at Height	Manager	Subcontractor	Risk Assessment,
Equipment	All equipment to be used for access or conducting work safely at height shall be installed, inspected, used and maintained in accordance with relevant Australian Standards and Codes of Practice (Refer to Appendix F – LEGAL & OTHER REQUIREMENTS).	Proc.44 Working at Height	Project Manager	Foreman / Subcontractor	Working at Height Checklist, Form 44.1, Fall Protection Equipment - Visual Inspection Checklist", Form 44.2, Fall Protection Equipment Register, Form 44.4
Rescue	Emergency and rescue procedures will be established, documented and communicated to all workers through the SWMS or toolbox talk. Also Refer to Section 2.14 INCIDENTS for incident investigation and reporting and Section 2.13 EMERGENCIES.	Proc.44 Working at Height	Project Manager	Foreman / Subcontractor	Toolbox Talk Minutes, SWMS
Training and Instruction	Any person who is required to use a fall arrest system is to be trained in the use, care, storage and inspection of the fall arrest equipment. This requirement applies to fall arrest systems with or without a static line.	Proc.44 Working at Height	Project Manager	Foreman / Subcontractor	Toolbox Talk Minutes, SWMS, Training Records

2.16 WORK PERMITS

Element	Requirements	Procedure	Responsibility	Role	Records
General	Work Permits for activities involving Hot Work, Isolation of Services, Excavation, Drill/Core/Cut, Working at Heights Access and working within Confined Spaces must be approved and issued prior to commencement of work in accordance with the relevant WHS Regulations, Codes of Practice and referenced procedures. Records of assessment and controls (including SWMS, training, air monitoring, completed work permits, etc.) shall be maintained. Work Permits shall only be issued by the Permit Authority (Lipman's Site Manager) Lipman's Permit Authority shall monitor the work and ensure the permit conditions are complied with. The Work Permit may be cancelled at any time at the discretion of the Permit Authority, at which time all work identified in the permit shall cease.	Proc.19, Confined Space Proc. 45, Work Permits	Project Manager	Site Manager / Foreman / Subcontractor	Confined Space Assessment Checklist - Form 19.1, Confined Space Permit, Form 19.2, Hot Work Permit - Form 45.2, - Isolation of Services Permit - Form 45.3. Excavation, Permit - Form 45.4. Drill/Core/Cut Permit Form 5.6 Working at Heights Access Permit – Form 45.5

2.17 COVID-19 Management

Element	Requirements	Procedure	Responsibility	Role	Records
Response and Management	Management and response to the Coronavirus (COVID-19) pandemic will be consistent with state and federal Government's requirements and recommendations. The project specific hazards, risks and controls relating to COVID-19 shall be documented and maintained through the project risk assessment. The effectiveness of the controls shall be monitored through weekly updates to Government and Client restrictions and policies, site inspections, consultation arrangements (i.e. Site Induction, daily prestart meetings and other team meetings) and incident investigations. Response to actual and potential infections shall be managed in accordance with the COVID-19 Response Guide. ~~Where possible, employees shall work from home as define in the Working From Home procedure.~~	Proc. 50.2 COVID-19 Response Guide. Proc 50.4 Flexible Working Arrangements ~~Proc. 41 Working From Home~~ Proc. 3 Project Planning,	Project Manager	Project Manager/ Service Provider / HSR/ Project Safety Supervisor / All Workers	Project Risk Assessment, Daily Prestart Records, Site Induction

3 ENVIRONMENTAL MANAGEMENT

3.1 GENERAL ENVIRONMENT

Element	Requirements	Procedure	Responsibility	Role	Records
Policy	Lipman's environmental policy is contained within Appendix A and defines Lipman's commitment and objectives for preventing pollution, minimising the negative impact and maximising the positive impact of our business activities.	Nil	COO	Project Manager	Nil
Environmental Risks	Lipman's and Subcontractor's activities that have a potential to impact on the environment are identified within the Project Risk Assessment. The impact of these activities are assessed for their significance and identified as Class 1 (Major), Class 2 (Medium) or Class 3 (Low). Significant activities are those identified with a risk Class 1 (Major) where they have or can have a significant impact on the environment. The operational controls to minimise the impact of these activities are determined, recorded and implemented for each activity. The Project Risk Assessment is reviewed monthly (and updated if required) to ensure the operational controls remain suitable and effective.	Proc.3 Project Planning	Project Manager	Site Manager	Project Risk Assessment, Form 3.1
Regulatory Requirements	No licences, permits or other known environmental approvals are required at this stage of the project. Should Lipman be advised, or required to obtain such licences, permits or approvals, the Project Manager shall be responsible for coordination of the necessary activities in consultation with the Client or their Representative. Legal and other environmental requirements are identified and maintained as per Section 1.5. LEGAL & OTHER REQUIREMENTS and documented in Appendix F.	Proc.3 Project Planning	Project Manager	Site Manager	Project Legal Requirements , Form 9.3
Dilapidation Reports	Dilapidation inspections shall be conducted and a Dilapidation Report prepared identifying the condition of the council assets and land in the vicinity of the works prior to construction. Dilapidation surveys will also be carried out post construction to confirm the condition of these assets and lands prior to handover.	Nil	Project Manager	Project Coordinator	Dilapidation Reports

Project Objectives and Targets	Environmental objectives and targets are established and maintained within Appendix G – Site Objectives & Targets. These Objective and Targets describe the actions and measures required to reduce significant environmental risks, improve the project's environmental performances and meet Lipman's company environmental objectives identified within the environmental policy. The Site Objectives and Targets shall be reviewed monthly on a by-exception basis.	Proc.3 Project Planning	Project Manager	Project Manager	Site Objectives & Targets, Form 3.4
Training and Communication	Environmental Site Induction training for all site personnel shall be carried out prior to commencing their site work.	Proc.35, Training	Project Manager	Site Manager	Site Induction Form 35.8, Induction Records
	Lipman Project Team Meetings and ad-hoc Toolbox Talks can be used to discuss, review and communicate specific environmental issues.	Proc.3, Project Planning	Project Manager	Site Manager	Project Team Meeting minutes - Form 3.7 or Toolbox Talk Record – Form 3.10.
Monitoring	Environmental Inspections shall be conducted on the work activities with actual or potential impacts on the environment. These inspections are conducted weekly to review effectiveness of the operational controls identified within the Project Risk Assessment. The inspections shall be conducted as part of the HSR / Committee inspections and meetings.	Proc.4, Performance Reporting	Project Manager / HSR / Committee	Site Manager	Site Inspection - Form 4.2
Emergency Response and Evacuation	Emergency responses resulting from environmental incidents shall be managed in accordance with, Section 2.13 EMERGENCY RESPONSE AND PREPAREDNESS.	Proc.18, Incident Management	Project Manager	Site Manager	Incident Report - Form 18.2.

Ecologically Sustainable Development (ESD)	Strategies to reduce pollution, emissions and demand non-renewable resources (such as energy and water) will be incorporated as required in the contract or design in accordance with BCA requirements as applicable. Strategies relevant to the project activities will be incorporated into the Project Risk Assessment as they apply to the works. ESD strategies which may be implemented by Lipman will be based on but not limited to the following areas: • Reducing waste through proper planning and procurement of required materials and quantities, including off site fabrication of components where possible. • Separating and recycling waste material, • Maintain machinery to ensure they operate efficiently with reduced emissions. • Conserve power used in lighting, heating and air-conditioning. The extent of conservation shall not compromise the safety and wellbeing of workers and the public.	Nil	Project Manager	Site Manager	Project Risk Assessment, Form 3.1

3.2 OPERATIONAL CONTROLS

Element	Requirements	Procedure	Responsibility	Role	Records
Soils	Soil Management procedure shall be used to provide guidelines in ensuring soil disturbance is minimised, contamination is prevented and methods for disposal or use of soils are suitable.	Proc. 11, Soil Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Disposal of soil and receipt of fill records. Soil testing records.

Waste	Waste Management procedure shall be used to provide guidelines for the effective management of waste disposal and, where possible, the conservation of resources by applying reduce, reuse and recycle principles.	Proc. 12, Waste Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Waste disposal receipts, reports from disposal facilities & disposal contractor's licences or permits.
Water	Water Management procedure shall be referred to, to minimise the impact of work activities on the water level and quality of natural drainage systems, and to ensure that only permitted discharges are allowed into waterways, stormwater or sewer systems.	Proc. 16 - Water Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Discharge, approvals, permits and licences.
Erosion and Sedimentation	Lipman shall minimise the impact of project activities by implementing effective runoff and erosion control measures to avert soil degradation and downstream sedimentation and pollution.	Proc. 15, Erosion and Sedimentation Control (Reference relevant management plans/drawings identified in DA/Contract)	Site Manager	Foreman	Site Inspection Sheets – Form 4.2

Noise and Vibration	Lipman shall manage noise and vibration on site to prevent undue disturbance to the Client, public and nearby community in accordance with the requirements of the Contract and DA.	Proc.13, Noise Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Noise Monitoring - Form 13.1
	Control measures for identified noise hazards shall be put in place where: • Workers are exposed to noise levels that exceed an 8 hour noise level equivalent of 85 dB; or • Noise peaks at 140 dB or more where workers or persons in the vicinity are not wearing personal protective equipment. Personnel to wear appropriate PPE in accordance with SWMS and Site rules communicated in Site Inductions.	Proc.9, Safe Work Method Statements Proc.13, Noise Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	SWMS Signage,
	Working hours will be restricted to: • Monday to Friday 7am - 5.00pm • Saturday 7am - 5pm Work outside these hours requires approval from the Client	Proc.13, Noise Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	
	Lipman shall be responsible for monitoring the noise of site activities including plant and equipment being used on site by means of noise meters. Through appropriate consultation, corrective measures shall be implemented where noise levels exceed acceptable limits identified above or if other improvements or concerns are raised.	Proc.13, Noise Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Noise Monitoring - Form 13.1

Air	Lipman shall ensure emissions during site works are controlled to minimise the impact on the surrounding environment, workers or community in accordance with requirements identified in the DA or contract. The Air Quality Management procedure shall be used as a guide to identify potential activities and provide guidance for possible control measures.	Proc. 14, Air Quality Management (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Air quality testing/ monitoring records
Flora, fauna and Heritage	Flora, fauna and Heritage procedure provides guidelines in identifying and protecting species of flora or fauna that are classified as rare, vulnerable, endangered or otherwise identified by the Client and Authorities as protected.	Proc. 27, Flora, fauna and Heritage (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Site Inspection Sheets – Form 4.2
	All items, buildings or places of archaeological, cultural or historical significance shall be identified and appropriately protected in accordance with the requirements defined in the DA, Contract and Flora, fauna and Heritage procedure.	Proc. 27, Flora, fauna and Heritage (Reference relevant management plans identified in DA/Contract)	Site Manager	Foreman	Site Inspection Sheets – Form 4.2

3.3 HAZARDOUS GOODS AND SUBSTANCES

Element	Requirements	Procedure	Responsibility	Role	Records
Controls	Chemicals brought onto site shall be registered, stored and used in a manner that prevents spills and pollution to the surrounding environment. Lipman will ensure: • No general construction material is stored in the Hazardous Goods and Substances storage areas. • Spill kit is provided and maintained when chemicals or fuels are stored on site as identified in the Project Risk Assessment. • Refuelling and servicing, or any other activity that may result in the spillage is undertaken in a manner that minimises risk to the environment. (e.g. carried out in designated areas or off site, spill kits provided, etc) Also refer to the Project Risk Assessment for environmental risks and controls in relation to hazardous substances and dangerous goods.	Proc.21, Hazardous Substances & Dangerous Goods	Site Manager	Project Safety Supervisor / Foreman / HSR / Committee	Visual monitoring SDS
Pest Control	Chemical pesticides shall not be used unless contractually required. If required and directed by the Client, chemical treatment may be used in approved areas. The chemical pesticides used shall be registered by the National Registration Authority for Agricultural and Veterinary Chemicals and applied by a Safety Regulator licensed pest control subcontractor.	Nil	Site Manager	Subcontractor	Operator Licence, SDS

3.4 COMMUNITY CONSULTATION

Element	Requirements	Procedure	Responsibility	Role	Records
Community Consultation	Provide notice to the Project Manager prior to night work, change in work hours, and disruption to services to allow written communication with the Client.	Nil	Site Manager	Site Manager	Site Diary, Aconex
	The process for recording and responding to complaints, queries and issues received regarding noise, dust or other general community disturbances shall be agreed with the Client. The responsible party shall record respond to the complaint and maintain records of the issue and actions taken.	Proc.31, Corrective & Preventive Action	Site Manager	Site Manager	OMTRAK – Site Works. Correspondence
Media Protocols	Lipman employees must record and report all media enquiries through their Project Manager to the Construction Manager/Regional Manager. Only the COO or their delegate may give interviews or respond to the media on behalf of Lipman.	Proc.39, Responding to the Media	Project Manager	COO	N/A

Appendix A - Lipman Policies

QUALITY POLICY

LIPMAN
DESIGNED TO PERFORM · BUILT TO LAST

Lipman is committed to understanding our Clients' requirements, conforming to these requirements at all times and continually improving the effectiveness of the quality management systems.

Lipman's primary objectives are to:

- Complete projects defects free; and
- Complete projects on time, every time

This shall be achieved through:

- Creating a quality conscious culture;
- Providing people with appropriate training, resources and support that enable them to contribute to successful project delivery;
- Implementing and maintaining a quality management system on all projects in accordance with ISO 9001;
- Compliance with contract and other legal requirements;
- Subcontractors & Suppliers who share our values, and are committed to achieving our quality objectives;
- Establishing and monitoring measurable targets and objectives to identify performance improvements; and
- Reviewing and verifying the effectiveness of the quality management system and its continued suitability through audits and management reviews.

Aligning client and stakeholder expectations through defining quality enables Lipman to deliver quality projects – projects that meet requirements in a cost effective and efficient manner.

Robert MacKee
Chief Executive Officer

26 November 2018

HEALTH AND SAFETY POLICY

LIPMAN
DESIGNED TO PERFORM · BUILT TO LAST

Lipman is committed to protecting the health and safety of those whose lives it influences. Our objective is to provide an incident free workplace and zero time lost through occupational illness or injury. This shall be achieved through:

- Creating a safety conscious culture;
- Providing people with appropriate training, resources and consultation that enable them to contribute to a safer workplace;
- Compliance with ISO 45001, applicable health and safety laws, regulations, codes of practice and other legal requirements;
- Eliminating hazards where reasonably practicable, or reducing the risk of harm to its lowest possible level;
- Establishing and monitoring measurable objectives and targets to ensure continual improvement in safety performance;
- Subcontractors & Suppliers who share our values, and are committed to achieving our health and safety objectives;
- Reviewing our system, policies, objectives and targets annually to ensure their continued suitability and appropriateness; and
- Providing appropriate rehabilitation support should employees suffer a work related injury or illness.

Lipman acknowledges that while everyone is responsible for health and safety – sustained improvements in safety performance are achieved through teamwork. Such performance is achieved through encouraging employees to demonstrate concern for themselves and others while complying with relevant legislation.

Robert MacKee
Chief Executive Officer

14 February 2020

ENVIRONMENTAL POLICY

LIPMAN
DESIGNED TO PERFORM · BUILT TO LAST

Lipman understands its core business has the potential to impact the environment.
Lipman is committed to maximising its positive impact and minimising the negative impact of its activities on the environment it influences through effective environmental solutions and pollution prevention. This shall be achieved through:

- Creating an environmentally responsible culture;
- Providing people with appropriate training and consultation that enable them to make a positive contribution to the environment;
- Compliance with ISO 14001, applicable environmental regulations and other requirements to which Lipman subscribes;
- Managing hazards and risks where our activities interact with, or impact on the environment;
- Establishing and monitoring measurable objectives and targets to identify environmental performance improvement;
- Subcontractors & Suppliers who share our values, and are committed to achieving our environmental objectives;
- Protecting the built environment by implementing environmentally responsible design; and
- Reviewing our system, policies, objectives and targets annually to ensure their continued suitability and appropriateness.

Lipman aims to make a positive contribution to the communities in which it works. Protecting and improving the environment through responsible planning and monitoring provides the foundation required for sustainability.

Robert MacKee
Chief Executive Officer

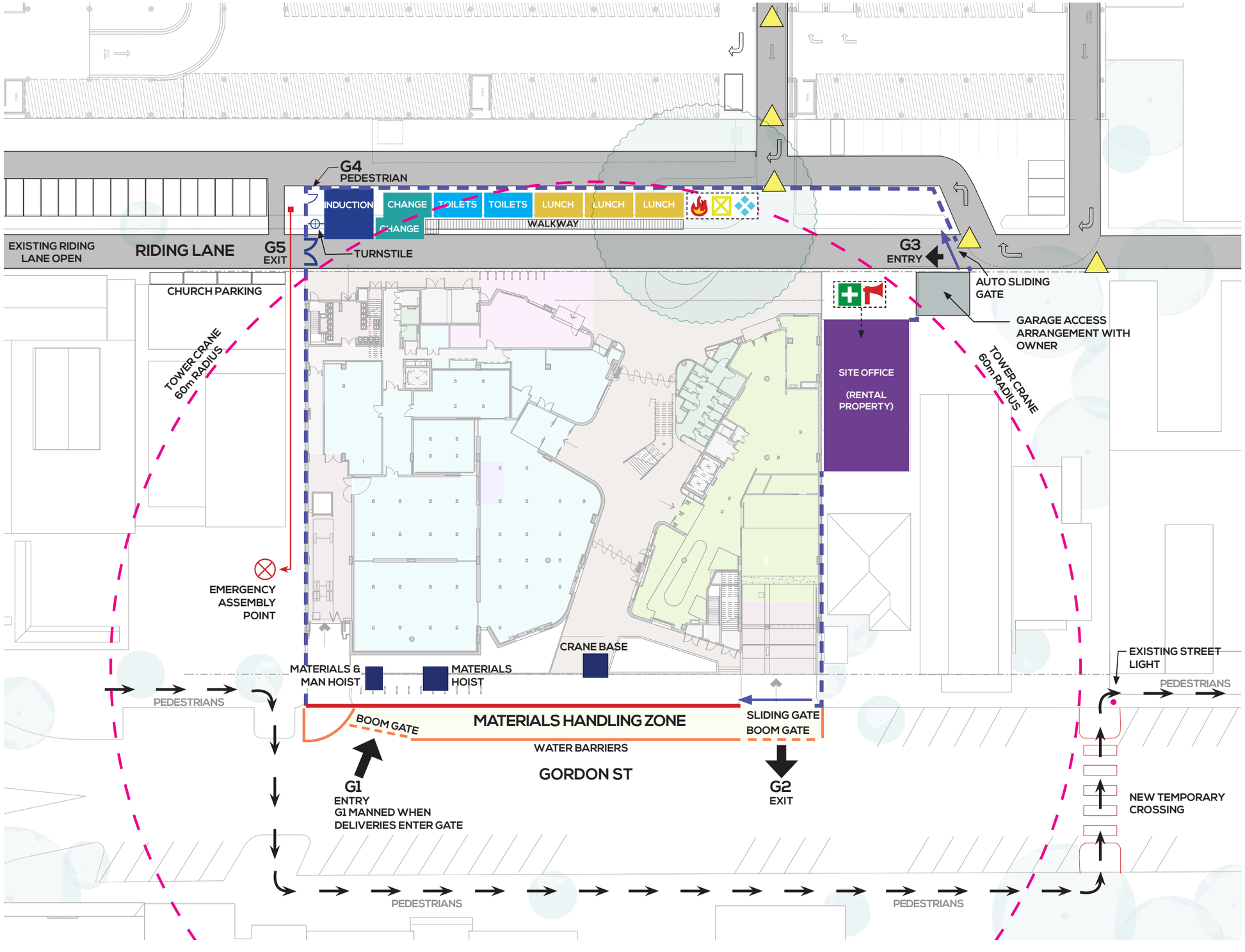
26 November 2018

Appendix B – Site Plan

LIPMAN
DESIGNED TO PERFORM · BUILT TO LAST
ESTABLISHED 1966

CULTURE & CIVIC SPACE, COFFS HARBOUR
MATERIALS HANDLING PLAN

Revision -
Date 18/03/2021



LEGEND

	PERIMETER FENCING
	TYPE A HOARDING
G1	GATE NUMBER
	RADIO / AIR HORN
	FIRE EXTINGUISHER
	NURSE CALL
	SPILL KIT
	EMERGENCY ASSEMBLY POINT
	DIRECTIONAL SIGNAGE
	TREE PROTECTION ZONE
	PEDESTRIAN ROUTE

NOTES

- ALL MATERIALS HANDLING THROUGH GORDON STREET ACCESS ONLY
- ALL DELIVERIES BY ARRANGED TIMES ONLY
- ALL CRANE BOOKINGS TO BE MADE 48 HOURS IN ADVANCE
- NO CONTRCTOR PARKING ON SITE GROUNDS

N

Appendix C –Traffic Management Plan

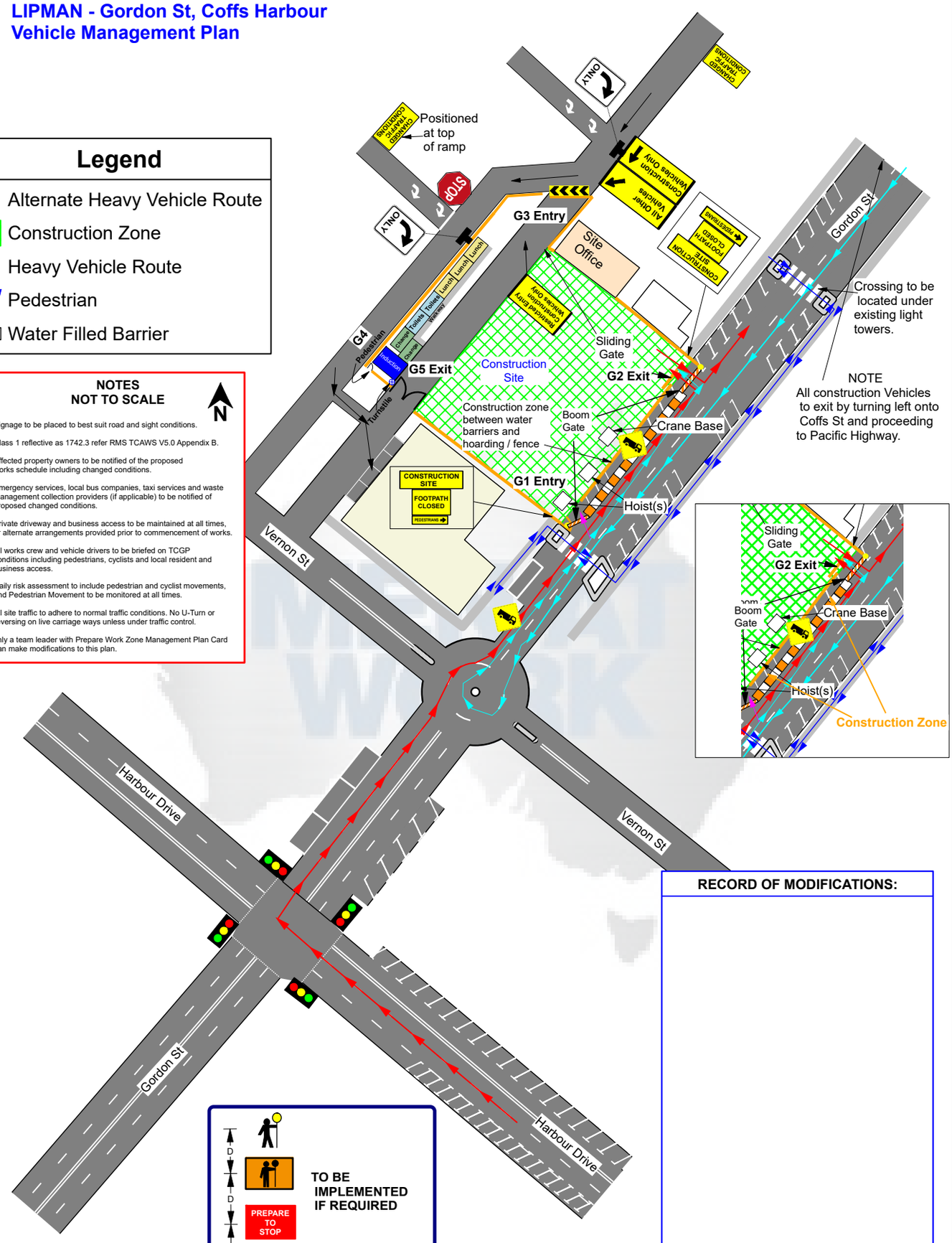
LIPMAN - Gordon St, Coffs Harbour
Vehicle Management Plan

Legend

- Alternate Heavy Vehicle Route
- Construction Zone
- Heavy Vehicle Route
- Pedestrian
- Water Filled Barrier

NOTES
NOT TO SCALE

1. Signage to be placed to best suit road and sight conditions.
2. Class 1 reflective as 1742.3 refer RMS TCAWS V5.0 Appendix B.
3. Effected property owners to be notified of the proposed works schedule including changed conditions.
4. Emergency services, local bus companies, taxi services and waste management collection providers (if applicable) to be notified of proposed changed conditions.
5. Private driveway and business access to be maintained at all times, or alternate arrangements provided prior to commencement of works.
6. All works crew and vehicle drivers to be briefed on TCGP conditions including pedestrians, cyclists and local resident and business access.
7. Daily risk assessment to include pedestrian and cyclist movements, and Pedestrian Movement to be monitored at all times.
8. All site traffic to adhere to normal traffic conditions. No U-Turn or reversing on live carriage ways unless under traffic control.
9. Only a team leader with Prepare Work Zone Management Plan Card can make modifications to this plan.



D
D
D

PREPARE TO STOP

TO BE IMPLEMENTED IF REQUIRED

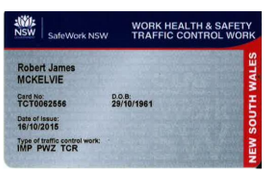
RECORD OF MODIFICATIONS:

DATE MODIFIED: ___ / ___ / _____

NAME: _____

CERTIFICATE NO: _____ EXPIRY DATE: ___ / ___ / _____

SIGNATURE: _____



MEN AT WORK

Date: 05.03.2021 **Author:** Rob McKelvie TCT0062556 **Project:** Lipman - Gordon St Coffs Harbour

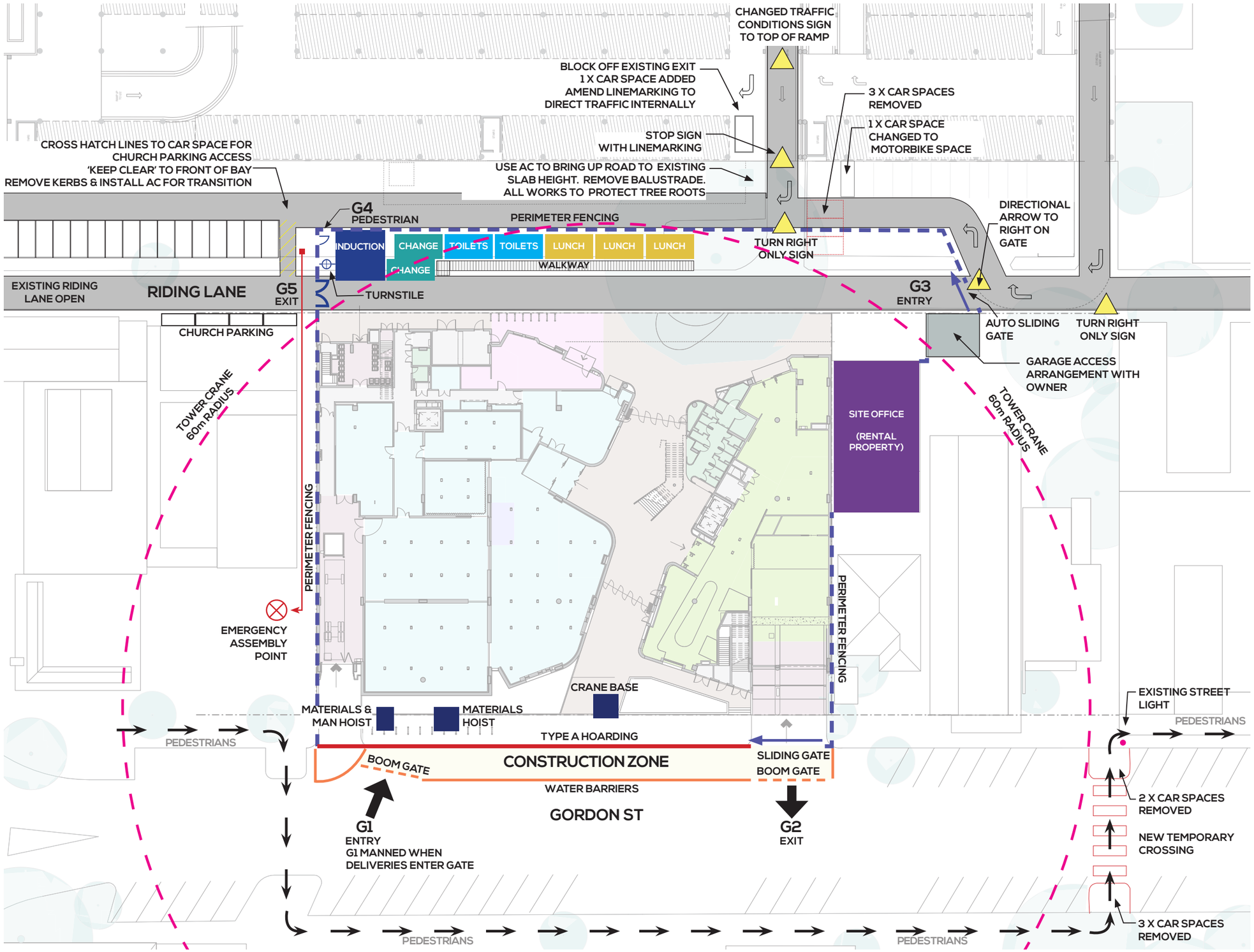
Comments:
Site Specific Vehicle Management Plan

Appendix D –Site Vehicle Movement Plan

LIPMAN
DESIGNED TO PERFORM · BUILT TO LAST
ESTABLISHED 1966

CULTURE & CIVIC SPACE, COFFS HARBOUR
TRAFFIC MANAGEMENT PLAN

Revision -
Date 18/03/2021



NOTES

- SITE VEHICLE ACCESS FOR DELIVERY DROP OFF ONLY
- **NO CONTRCTOR PARKING ON SITE GROUNDS**

Appendix E – Emergency Response Procedure / Plan

EMERGENCY EVACUATION PROCEDURE

- Notify the Lipman site office or Lipman staff member of the emergency.
- On hearing the evacuation siren or receiving instructions to evacuate, **cease work** (switch off electrical tools & gas equipment).
- Inform Lipman staff if you require assistance.
- Make your way to the nearest exit and proceed to the **Emergency Assembly Point** immediately.
- **DO NOT** use lifts in the event of evacuation.
- Supervisors will check names of employee's against the daily attendance sheets and report any missing persons to Lipman who will inform the relevant authorities.
- Remain at the Evacuation Assembly point until directed by Lipman management.
- **Note**: Visitors are to be directed to designated assembly area by their Host. Nurse Calls **MUST NOT** be used as the alarm for evacuation.

EMERGENCY EVACUATION RESPONSE PLAN

ROLE	ACTION
All Personnel including Other Entities.	1. Immediately notify the Lipman Site Office and provide details on the type of emergency, location and extent of risk. (Refer Emergency Contacts List)
Lipman Chief Warden	2. Activate evacuation siren located in the Lipman Site Office. One continuous blast will signify an emergency requiring an evacuation.
Lipman Chief Warden	3. Contact Emergency Services. (Refer Emergency Contacts List).
Lipman Chief Warden	4. Contact Area Wardens via radio and Other Entities by phone and coordinate evacuation of the site to the assembly point. (Lipman Warden to contact Other Entities in person if unable to reach them by phone).
Area Warden & Other Entity Contact	5. Ensure their designated areas are evacuated (visual check) but are not to put themselves at risk. Provide assistance to persons where required.
Lipman Chief Warden	6. Take Lipman site attendance registers to the assembly point and distribute to the relevant Subcontractor Supervisors.
Lipman Chief Warden & Subcontract Supervisor & Other Entity	7. Ensure all persons under their control have evacuated and are accounted for.
Lipman Chief Warden & Other Entity Contact	8. Notify emergency services or authorities of those not accounted for, or refusing to leave site.
Lipman Chief Warden & Other Entity Contact	9. Advise their workers and subcontractors when it is safe to return to site and resume work.

Other Entities: Persons affected by the emergency other than Lipman site personnel such as Client Representative, Client's Subcontractor, Building Manager, Building/Site Security, etc.

EMERGENCY CONTACTS

Lipman Project Manager – Brad Gleeson – 0402 124 492	
Lipman Site Manager – Nigel Della – 0439 563 571	
Lipman First Aid Officer – Nigel Della - 0439 563 571	
Lipman Project Safety Supervisor – Alex De Cosmi – 0431 908 049	
Medical Centre – 113 W High St, Coffs Harbour 2450 Tel: 6652 8699	
Fire, Police, Ambulance	000
Essential Energy	13 20 80
Gas (emergencies)	131 245
Coffs Harbour Water Services	6648 4000
NSW EPA (Environmental Authority)	131 555
SafeWork NSW	131 050
Poisons Information Centre	131 126

EMERGENCY RESPONSE - WARDENS

ROLES	NAME	RESPONSIBILITY
Chief Warden	Nigel Della	The Chief Warden makes sure that the site is evacuated and provides a brief to Emergency Services when they arrive at the incident site.
Deputy Chief Warden	Paul Burke	The Deputy Chief Warden shall assist as required, and assume all responsibilities of the Chief Warden in their absence.
Area Warden	Foreman TBA	Area Warden(s) ensure that areas of the site are evacuated and report to the Chief Warden.
Area Warden		As Above
Area Warden		As Above
Area Warden		As Above
Area Warden		As Above

EMERGENCY RESPONSE EQUIPMENT

Equipment	Role	Purpose
Fire Extinguisher (ABE Dry Powder)	Wardens	Respond to small fires if safe to do so.
First aid kit	First Aid Officer	Respond to and treat injuries on site.
Spill Kit	Wardens	Respond to minor spills
Oxy viva	First Aid Officer with Advanced Resuscitation	Respond to and treat injuries on site.
Defibulator	First Aid Officer	Respond to and treat injuries on site.
Mobile/Tower Crane	Crane Driver	Follow directions given by Lipman Site Manager, emergency services and dogman
Emergency Eye Wash	First Aid Officer	Respond to chemical splashes.
Emergency shower	First Aid Officer	Respond to contamination from hazardous substances.
Stretcher	First Aid Officer	Coordinate persons to safely remove injured person from work area.
Man-Material Hoist	Operator	Follow directions given by Lipman Site Manager, emergency services.
Scaffold Stretcher access	Lipman Supervisor	Provide and maintain clear access at all times.

EMERGENCY COMMUNICATION EQUIPMENT

Equipment	Role	Purpose
Nurse Calls	All	Activate nurse calls to alert First Aid Officers of an incident.
Two Way Radio	Supervisor	Contact First Aid Officer/Wardens and provide details on the incident.
Air Horn	Warden	To evacuate the excavation area/site

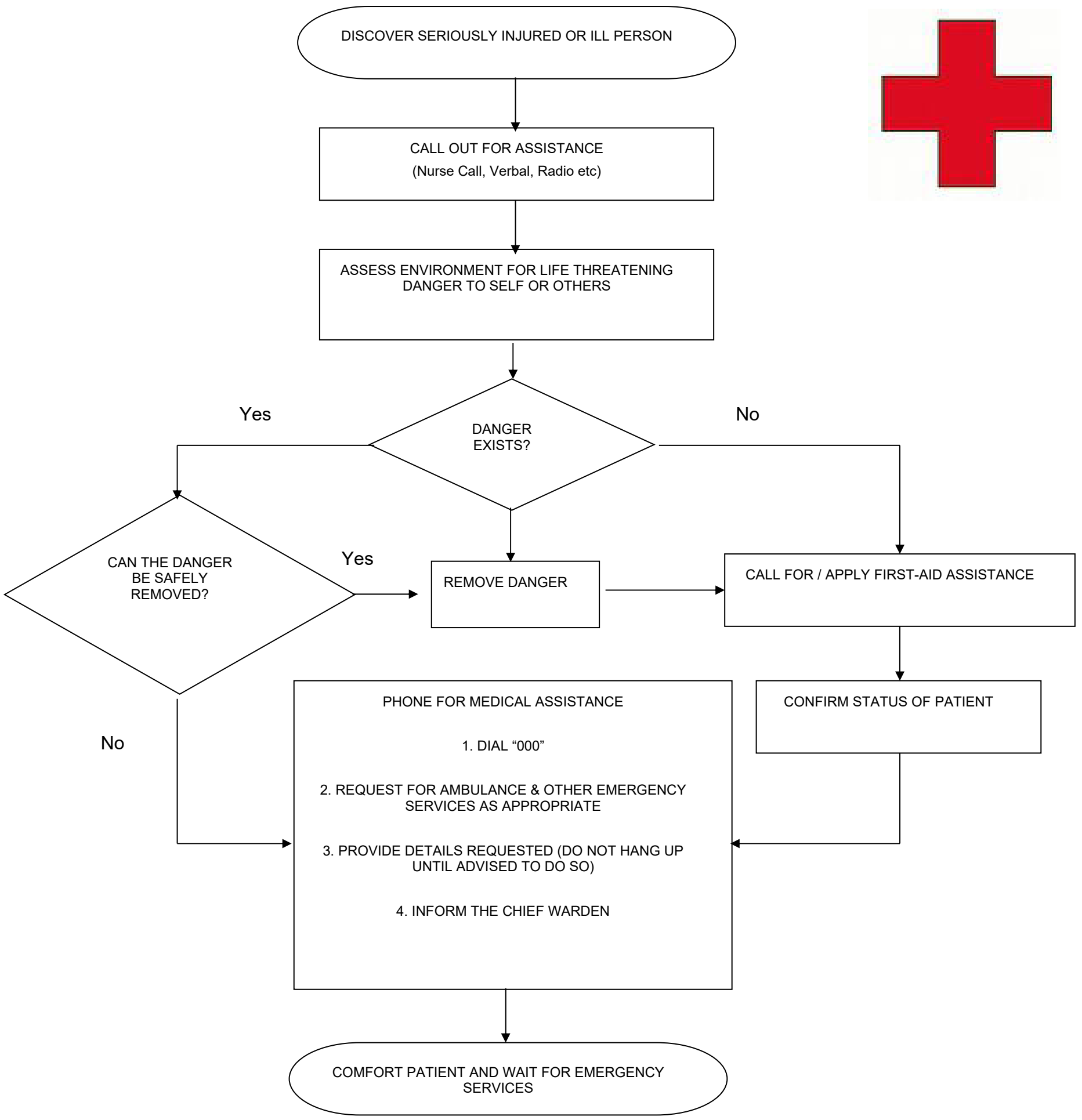
Refer to SITE PLAN for location of all emergency equipment

EMERGENCY PROCEDURE
EXCAVATION

TRENCH COLLAPSE / CAVE IN

Role	Procedure
All	Immediately contact First Aid Officer or Lipman Supervisor using Nurse Call & Verbal, Radio etc. On arrival advise of situation and any immediate hazards if known.
All	Stop work and shut down plant if required.
Lipman Supervisor	Confirm location of all workers and any injured or trapped workers. Secure area and restrict entry.
First Aid Officer/Lipman Supervisor	Assess the situation and assist in the releasing the injured workers from being trapped if safe to do so. Select the most appropriate tools to use to minimise further injury to the injured workers (by hand, hand tools, lifting equipment, etc)
Lipman Supervisor/Chief Warden	Contact emergency services where people are trapped, suspected of being buried, or have a serious injury.
Chief Warden	If called, direct emergency services into the site and to the location of the incident.
First Aid Officer	Attend to and treat injured worker at the location if safe to do so.
First Aid Officer	Remove injured workers from areas where there is potential for further collapse or harm.
Lipman Project Manager	Once all workers are rescued, secure the area. Notify Lipman's senior management team (General Manager and Group Manager – Safety) Notify relevant authorities as required (SafeWork NSW, OFSC) Commence gathering information for incident investigation.

MEDICAL EMERGENCY PROCEDURE



- Do not move a patient unless it is unsafe to leave them where they are.
- The Chief Warden to direct emergency services to the incident site.
- Only disturb the incident site as necessary to administer first-aid.
- Report the incident to Lipman Supervisor / Manager.
- Staff involved in the incident will be provided with post-trauma counselling as necessary.

FIRE EMERGENCY PROCEDURE

FIRE / SMOKE IS DISCOVERED
(Notifv Others)

FIRE IS MINOR?

No

Yes

EXTINGUISH FIRE IF SAFE TO DO SO
(Use Correct Fire Extinguisher or Fire Blanket)

FIRE IS OUT?

No

EVACUATE AREA OR SITE AS PER EMERGENCY EVACUATION PLAN/PROCEDURES)

Yes

FIRES ON SITE:

1. ENSURE FIRE IS FULLY EXTINGUISHED BEFORE LEAVING WORKSITE
2. ADVISE SUPERVISOR OF INCIDENT
3. PREPARE INCIDENT REPORT

- Always test extinguisher before approaching fire. Remember, fire extinguishers are for small fires only, so never put your life in danger when using them.

FIRE FIGHTING EQUIPMENT

*Type of fire extinguisher used on this project is a **Dry Chemical (Powder) Type ABE**.*

"Ordinary" combustibles

Paper, wood, rubber, plastics and textiles.

"Flammable liquids"

Oil, petrol, solvents

"Live Electrical equipment"

Electrical appliances and equipment

FIRE EXTINGUISHER OPERATION

Know the PASS-word for using portable fire extinguishers.

Pull the pin. TEST it to the side.

Aim low, pointing the extinguisher at the base of the fire.

Squeeze the handle. This releases the extinguishing agent.

Sweep from side to side, at the base of the fire until it appears to be out.

HARASSMENT/ ASSAULT PROCEDURE

- Follow the following steps in managing threat / incident of physical or armed assault.
- Violence on site is not tolerated and is grounds for instant dismissal or removal from site (Refer to Site Induction for site rules)

INCREASING THREAT / AGGRESSION

1. TRY TO CALM THE PERSON

- Immediately contact Lipman Supervisor using radio, phone etc.
- Acknowledge their feeling of frustration
- Ask them to explain their needs in a civil manner to enable you to help them

2. GET HELP

- If the behaviour continues, withdraw and seek assistance from your Supervisor, or if not available, another staff member

3. WITHDRAW

- If the person is becoming increasingly aggressive or threatens violence, withdraw from the situation immediately
- Do not put yourself or others at risk or make the situation worse

4. TAKE REFUGE

-Try to establish a physical barrier between yourself and the offender, such as a room that can be locked

- Try to get to a safe secure place

5. PROTECT YOURSELF

- If you cannot withdraw, you are entitled to use reasonable force to protect yourself
- Allow the offender to leave the premises
- Lock gates/doors to prevent the offender from re-entering the premises

Lipman Supervisor

6. GET MEDICAL ASSISTANCE

- Initiate Medical Emergency Procedures if required
- Seek First-Aid if required

Lipman First Aid Officer

7. REPORT THE INCIDENT

- Report the incident to the Police (if required)
- Complete an Incident Report (Procedure 18 – "Incident Management")

Lipman Supervisor

SPILL RESPONSE PROCEDURE

Spill has occurred

↓

Immediately advise Lipman

↓

For major-hazardous spills call the Fire Brigade immediately on 000)

↓

Stop the source of the spill immediately if safe to do so (All)

↓

Contain the spill using the spill kit and follow SDS precautions (Site Manager / Foreman)

↓

- Place mini booms around spill area and protect drains inlets (if applicable).
- Place absorbent material over the spill.
- Clean up contaminated absorbent material (including Soil) and place in plastic bags.

(Lipman Site Manager / Foreman)

↓

Arrange for the contaminated material to be disposed of through the Waste Services provider (Lipman Site Manager)

↓

Obtain disposal receipts to ensure waste has been disposed of at an authorised depot. (Site Manager)

↓

Prepare Incident Report (Procedure 18 – "Incident Management") for all spills where emergency services are called or EPA is notified.

Use Site Works to record all other spills.

(Project Manager)

↓

Re-Stock Spill kit

BOMB THREAT PROCEDURE

:

TELEPHONE

RECORD DETAILS USING BOMB THREAT CHECKLIST (FORM 22.3)

DON'T HANG UP!

MAIL

AVOID UNNECESSARY HA... PLACE IN A BAG OR FOLDER

(Articles with suspect origin, labelling or physical condition)

- ADVISE SUPERVISOR or PROJECT MANAGER & CONSTRUCTION/REGIONAL MANAGER
- ADVISE CHIEF WARDEN
- PHONE FOR EMERGENCY ASSISTANCE:
- DIAL "000", REQUEST FOR POLICE
- PROVIDE DETAILS OF:
  - BOMB THREAT & DELIVERY METHOD
  - LOCATION OF BOMB IF APPLICABLE
  - LOCATION OF WHERE THREAT HAS BEEN RECEIVED

EVALUATE THE THREAT

NON-SPECIFIC THREAT

THREAT DETAILS ARE VAGUE OR LIMITED INFORMATION PROVIDED

SEARCH WITHOUT EVACUATION STAFF ON STANDBY TO EVACUATE

(E.G: CALLER MAKES THREAT & IMMEDIATELY HANGS-UP LETTER DOES NOT PROVIDE ANY ADDITIONAL INFORMATION, OTHER THAN A BOMB HAS BEEN PLACED)

SPECIFIC THREAT

DETAILED INFORMATION PROVIDED

EVACUATE IMMEDIATE AREA & CONDUCT SEARCH STAFF ON STANDBY TO EVACUATE.

FOLLOW POLICE INSTRUCTIONS

(E.G: LOCATION OF BOMB IS PROVIDED. TIME OF DETONATION PROVIDED)

QUALIFIED THREAT

ARTICLE IS LOCATED

EVACUATE WITHOUT SEARCHING

(E.G: SUSPECT ARTICLE IS LOCATED PHONE/LETTER THREAT PROVIDES VERY DETAILED INFORMATION.)

WATER EMERGENCY RESPONSE PROCEDURE

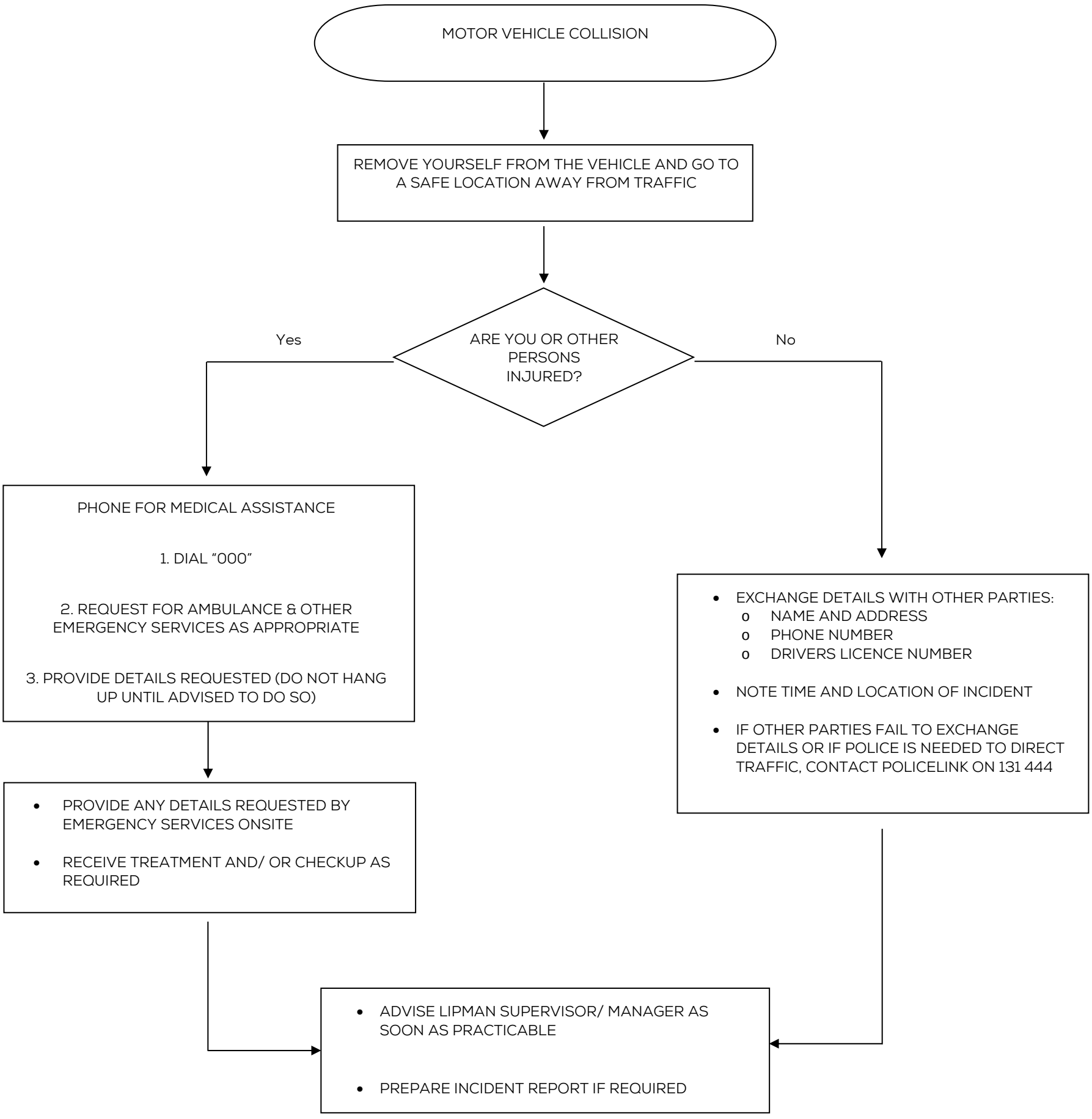
Person Falling into Water

ROLE	ACTION
All Personnel	**Do Not** dive in and attempt to rescue persons in the water.
All Personnel	If the person is conscious, immediately Deploy a life ring.
All Personnel	Notify the Site Office and provide details on the type of emergency, location and extent of risk.
Lipman Site Manager / Foreman	Respond with boat to retrieve the person if safe to do so. **Do Not** enter the water.
First Aid Officer	Administer CPR as required.
Lipman Site Manager / Foreman	Contact Emergency Services and relevant authorities as required.
Lipman Site Manager / Foreman	Cease works and Coordinate response of emergency services with workers on site.
Lipman Site Manager / Foreman	Advise workers when it is safe to return to site / work.

Chemical Spills

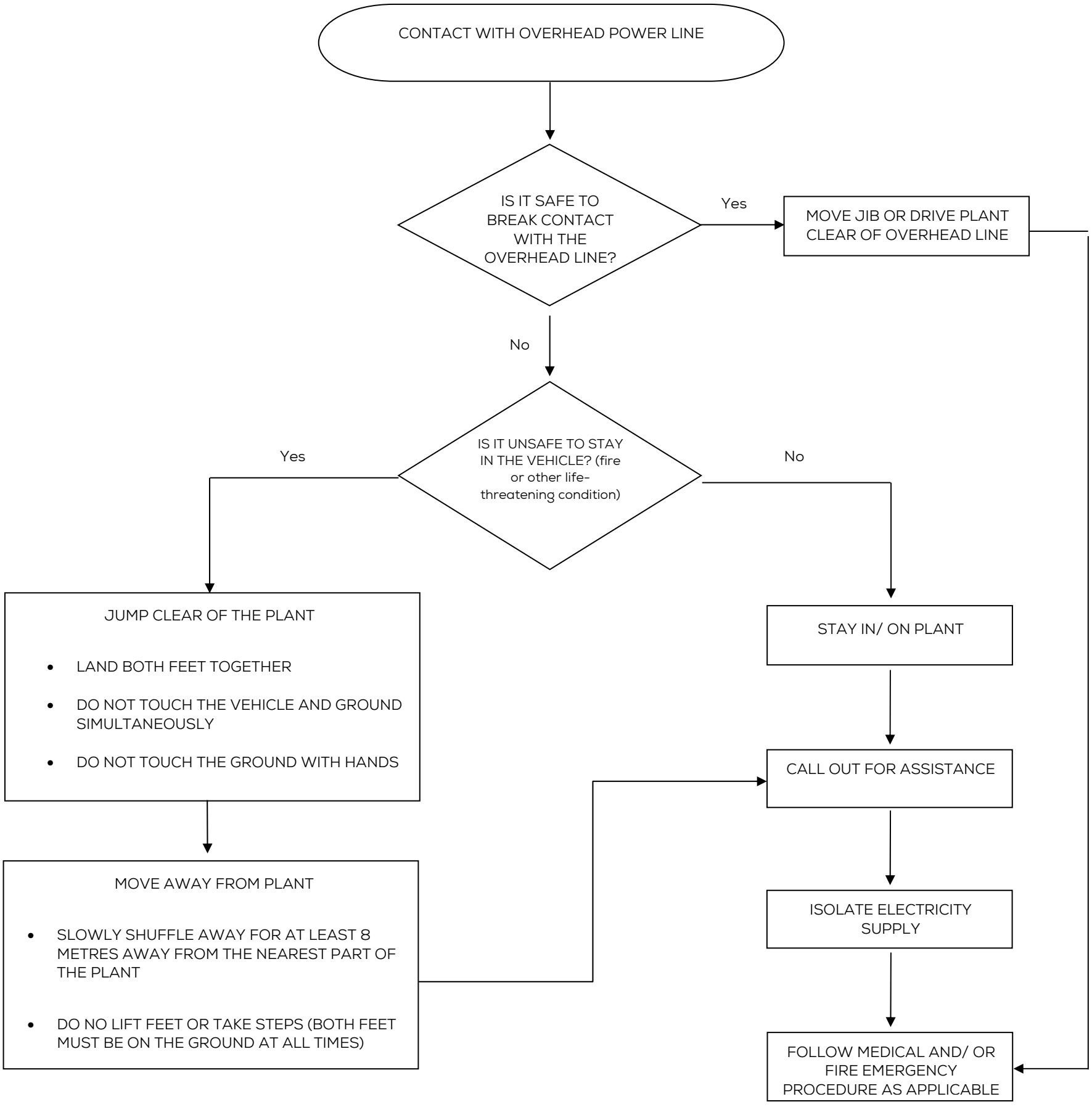
ROLE	ACTION
All Personnel	Stop the source of the spill immediately and Notify the Site Office and provide details on the type of incident, location and extent of damage.
Lipman Site Manager / Foreman	Assess the spill. For major-hazardous spills call the Fire Brigade immediately on 000.
Lipman Site Manager / Foreman	For minor spills, contain and collect the spill using the marine spill kit and boom.
Lipman Supervisor	Notify the relevant authorities (Client & EPA)
Lipman Supervisor	Arrange for the contaminated material to be disposed through the Waste Services

TRAFFIC INCIDENT PROCEDURE



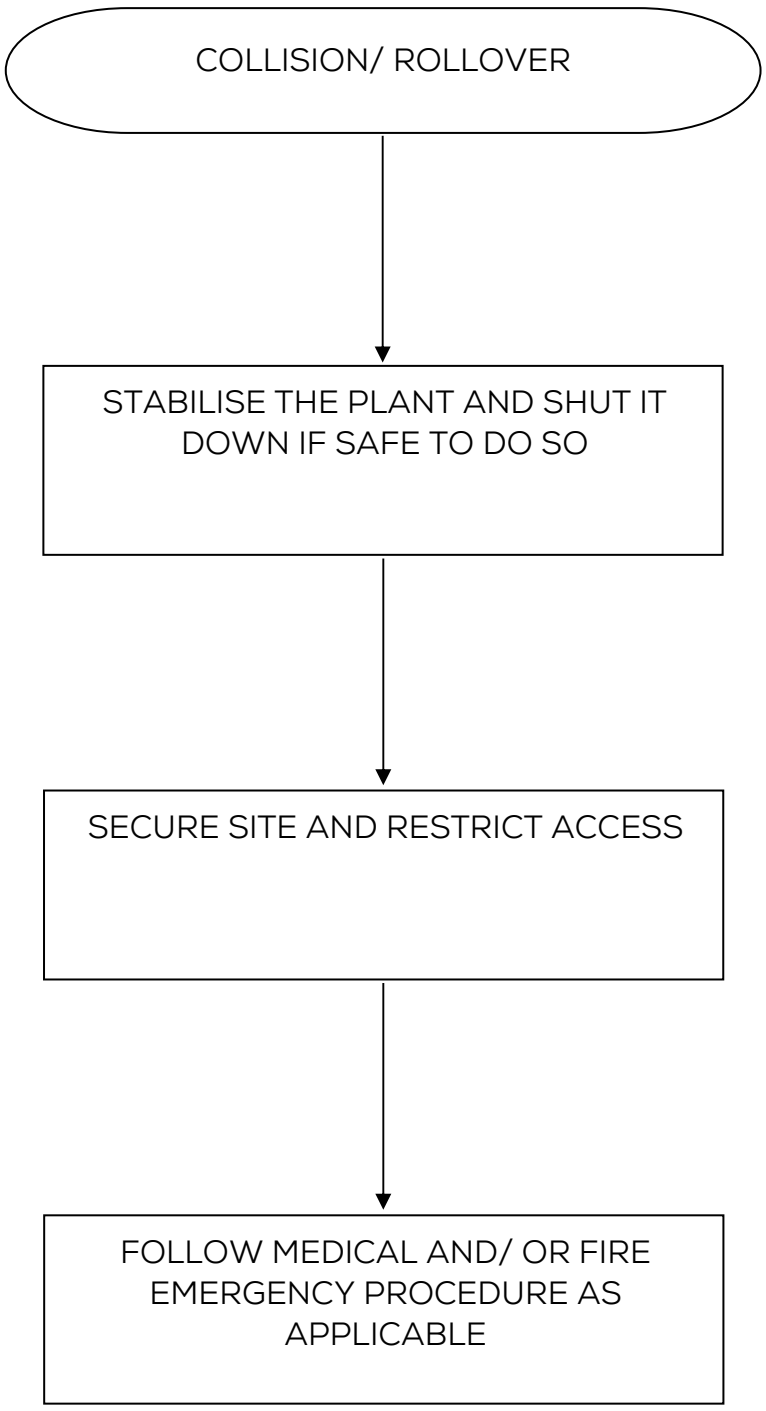
- Although there might not be physical signs of injury, depending on the magnitude of the collision you should seek medical assistance to ensure there are no internal or delayed injuries

MOBILE PLANT CONTACT WITH OVERHEAD POWER LINE PROCEDURE



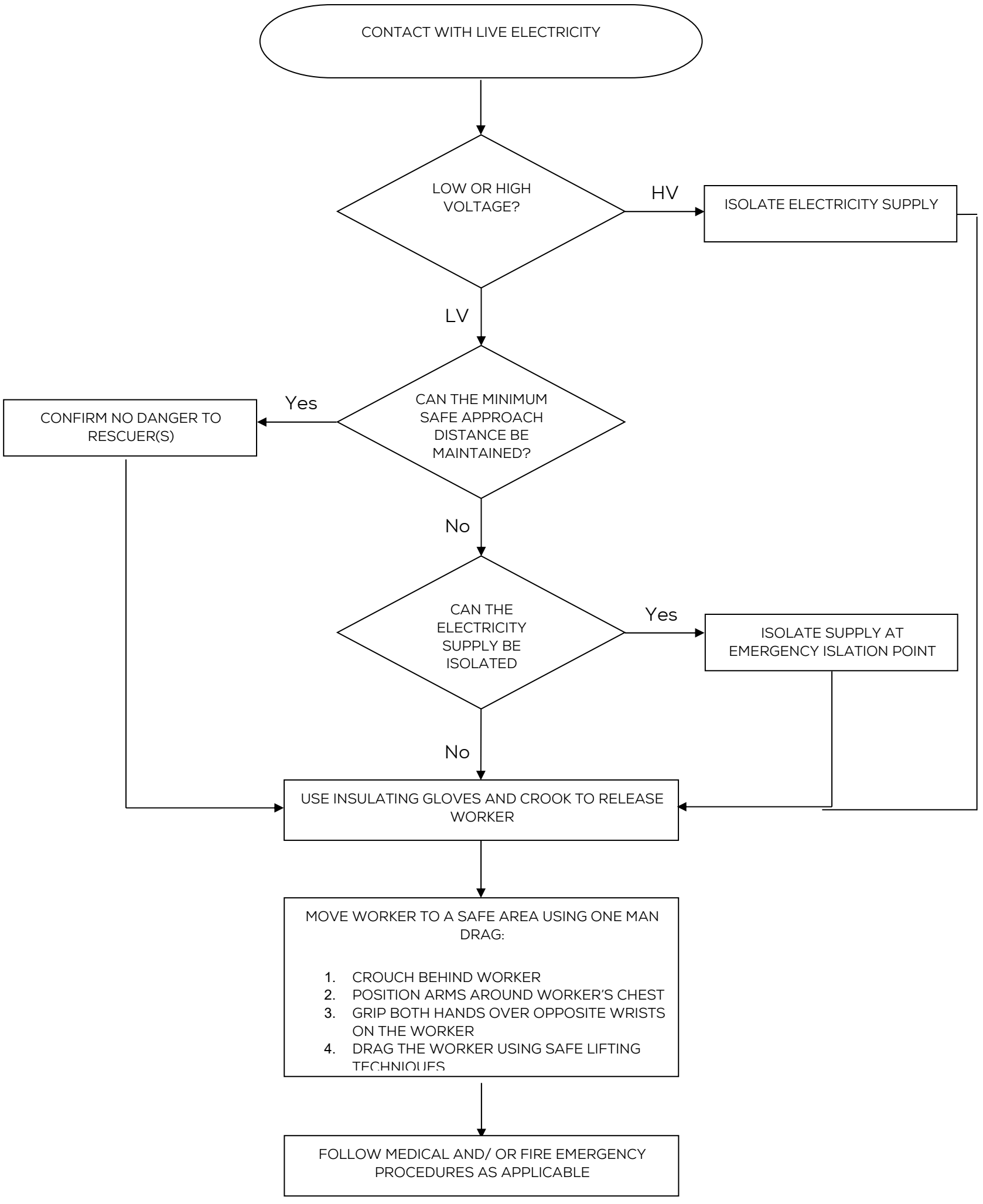
- The incident site must be secured, and access is restricted from 8 metres of the plant
- Access into the vicinity of affected plant is only permitted once the supply has been confirmed to be isolated. This also applies to emergency service personnel.
- Unauthorised and unequipped persons must not attempt to rescue a person receiving an electric shock
- Report the incident to Lipman Supervisor/ Manager
- If the affected plant has rubber tyres, it must be segregated (at least 300 metre radius) for 24 hours and firefighting services are to be notified

MOBILE PLANT COLLISION/ ROLLOVER PROCEDURE



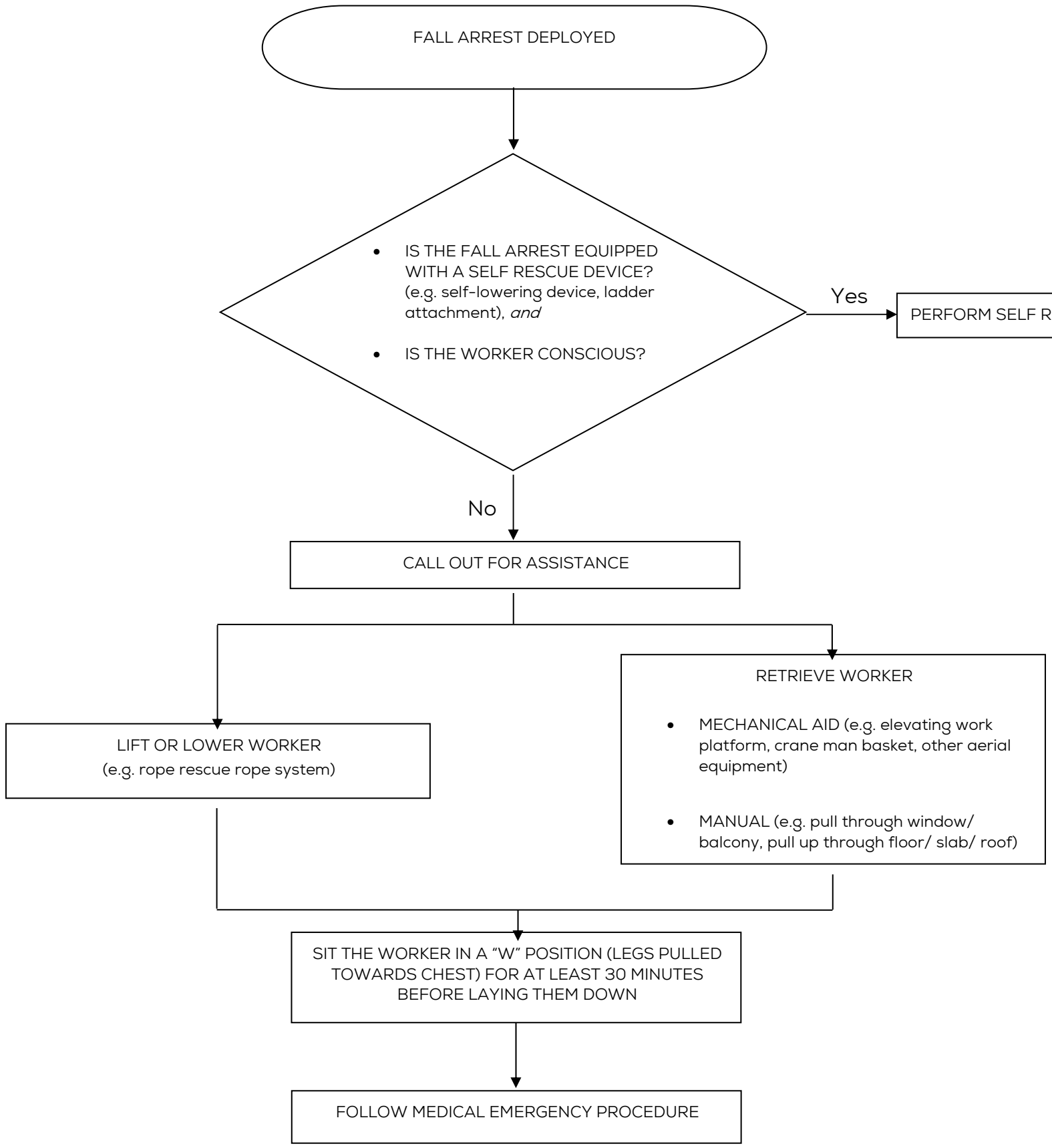
- Observe for fuel leaks and be prepared to extinguish any fires or evacuate as per fire emergency procedures
- Do not move plant or persons unless it is unsafe to leave them where they are
- The Chief Warden to direct emergency services to the incident site
- Only disturb the incident site as necessary to administer first-aid.
- Report the incident to Lipman Supervisor/ Manager and ensure that an incident report is prepared

ELECTRICAL EMERGENCY PROCEDURE



- Safe approach distances (SAD) depend on the electrical installation's voltage and whether it is insulated or not. Refer to relevant Legislation and Codes of Practice for SADs.
- The incident site must be secured, and access is restricted according to SADs. Take into consideration the type of persons present (i.e. authorised persons, general workers, members of the public)

FALL ARREST PROCEDURE



- Suspended workers are to use stirrups or similar devices/ attachments to stand on. If such attachments are not available, they must elevate their knees or keep their legs moving if safe to do so.
- During and after lifting/ lowering and retrieval of suspended workers, they must not be laid flat at any time
- Rescuers must be trained and competent in rescue procedures and equipment
- This flowchart must be read in conjunction with the specific rescue plan for the work activity/ site

Appendix F – Project Legal Requirements

Tick ☑ applicable activities undertaken on the project.

Commonwealth Requirements	☑	**Commonwealth Requirements**	
Legislation **(Acts and Regulation)**		Codes of Practice	
Airports Act and Regulation	☐	Code for the Tendering and Performance of Building Work 2016	☐
Environment Protection and Biodiversity Conservation Act and Regulation	☐	National Construction Code	☑

Client Requirements	☑
Head Contract	☑
Development Consent	☑

NSW **Requirements**	☑	NSW **Requirements**	☑
Legislation **(Acts and Regulation)**		Codes of Practice (Continued)	
Protection of the Environment Operations (General) Act and Regulation	☐	Managing Risks of Hazardous Chemicals in the Workplace	☐
Work Health and Safety Act and Regulation	☐	Excavation Work	☐
Heritage Act and Regulation	☐	Safe Design of Structures	☐
Local Government Act and Regulation	☐	First Aid in the Workplace	☐
Contaminated Land Management Act and Regulation	☐	Welding Processes	☐
		Labelling of Workplace Hazardous Chemicals	☐
Codes of Practice		Procurement: Building and Construction	☐
WHS Consultation Cooperation Coordination	☐	Formwork	☐
Managing Risks Falls Workplaces	☐	Government	
Managing Noise Preventing Hearing Loss	☐	GC21 Head Contract	☐
How to Manage & Control Asbestos at the Workplace	☐	Work Health Safety management guidelines for construction	☐
Confined Spaces	☐	Environmental management guidelines for construction	☐
Managing Risks of Plant in the Workplace	☐	Quality management guidelines for construction	☐
Demolition Work	☐	Performance Management Practice Guide (CPR)	☐
Construction Work	☐	Implementation Guidelines to COP for Procurement: Building and Construction	☑
Managing Electrical Risks in the Workplace	☐		
How to Manage Work Health Safety Risks	☐		
How to Safely Remove Asbestos	☐		
Hazardous Manual Tasks	☐		

QLD Requirements	☑	QLD Requirements	☑
Legislation **(Acts and Regulation)**		Codes of Practice (Continued)	
Electrical Safety Act and Regulation	☐	Hazardous Manual Tasks	☐
Environment Protection Act and Regulation	☐	How to Manage Work Health and Safety Risks	☐
Waste Reduction and Recycling Act and Regulation	☐	How to Manage and Control Asbestos in the Workplace	☐
Work Health and Safety Act and Regulation	☐	How to Safely Remove Asbestos	☐
Heritage Act and Regulation	☐	Labelling of Workplace Hazardous Chemicals	☐
Land Act and Regulation	☐	Managing Risks of Hazardous Chemicals in the Workplace	☐
Local Government Act and Regulation	☐	Managing Noise & Preventing Hearing Loss at Work	☐
		Managing Risks of Plant in the Workplace	☐
Codes of Practice		Managing the Risk of Falls at Workplaces	☐
Confined Spaces	☐	Managing the Work Environment and Facilities	☐
Concrete Pumping	☐	Mobile Cranes	☐
Demolition Work	☐	Tower Cranes	☐
Electrical Safety - Works	☐	Traffic Management for Construction or Maintenance Work	☐
Electrical Safety - Managing Electrical Risks in the Workplace	☐	Scaffolding	☐
Electrical Safety - Work near Overhead & Underground Lines	☐	Safe Design of Structures	☐
Excavation Work	☐	Tilt-up and Pre-cast Construction	☐
First Aid in the Workplace	☐	Steel Construction	☐
Confined Spaces	☐	Welding Process	☐
Concrete Pumping	☐	WH&S Consultation, Cooperation and Coordination	☐
Demolition Work	☐	Building and Construction Code of Practice	☐
Electrical Safety - Works	☐		
Electrical Safety - Managing Electrical Risks in the Workplace	☐	Government	
Electrical Safety - Work near Overhead & Underground Lines	☐	Building and Construction Training Policy	☐
Excavation Work	☐	Building guidelines	☐
First Aid in the Workplace	☐	Implementation Guidelines to COP for the Building and Construction Industry	☐
Formwork	☐		

Standards	☑	Standards	☑
Australian		Australian (Continued)	
AS 1269 Occupational Noise Management (series)	☑	AS 4373 Pruning of Amenity Trees	☐
AS 1379 Specification & Supply of Concrete	☑	AS 4389 Roof Safety mesh	☐
AS 1418.1 Cranes, Hoists and Winches (series)	☐	AS 4576 Guidelines for scaffolding	☐
AS 1554 Structural Steel Welding	☐	AS 4687 Temporary Fencing & Hoardings	☑
AS 1576 Scaffolding (series)	☐	AS 4772 Earth-moving machinery - Quick hitches	☐
AS 1596 Storage and Handling of LP Gas	☐	AS 4836 Safe Work on or near low-voltage electrical installations	☐
AS 1657 Fixed platforms, walkways, stairways and ladders	☑	AS 4839 The safe use of portable and mobile oxy-fuel gas systems	☐
AS 1670.1 Fire Detection, warning, control & intercom systems	☐	AS 4991 Lifting Devices	☐
AS 1742 Manual of uniform traffic control devices (series)	☐	AS 4994 Temporary edge protection (series)	☐
AS 1851 Maintenance of fire protection systems and equipment	☐	AS 5131 Structural Steelwork – Fabrication & Erection	☐
AS 1891.4 Industrial fall-arrest systems and devices	☐	AS 5601 Gas Installations (series)	☐
AS 1892.5 Portable ladders - Selection, safe use & care	☑		
AS 2294.1 Earth-moving machinery - Protective structures - General	☐		
AS 2436 Noise control in construction, maintenance and demolition	☑		
AS 2550 Cranes, hoists and winches (series)	☐		
AS 2601 Demolition of structures	☐		
AS 2865 Safe Working in a Confined Space	☐		
AS 3000 Electrical installations (Wiring Rules)	☑	International	
AS 3012 Electrical installations – Construction and Demolition	☑	ISO 8643 Earthmoving machinery – Requirements and tests.	☐
AS 3600 Concrete Structures	☐	ISO 9001 Quality Management Systems - Requirements	☑
AS 3610.1 Formwork for concrete	☐	ISO 14001 Environmental Management Systems – Requirements with guidance	☑
AS 3740 Waterproofing of domestic wet areas	☐	ISO 45001 OHS Management Systems - Requirements with guidance	☑
AS 3745 Planning for emergencies in facilities	☑	ISO 31000 Risk Management Principles & Guidelines	☑
AS 3760 In-service safety inspection & testing of electrical equipment	☐		
AS 3833 Storage and handling of mixed classes of dangerous goods	☐		
AS 3850 Prefabricated concrete elements	☐		
AS 3959 Construction of Buildings in bushfire prone areas	☐		

Appendix G - Site Objectives and Targets

Site Objectives And Targets

LIPMAN

PROJECT:	Coffs Harbour Cultural and Civic Centre		**PROJECT No.:**	82171
			ISSUE/REVISION DATE	Rev A 1/5/3/21

CONTEXT (Background or Reasons)	OBJECTIVE (Specific Goal)	METHOD/TARGET (Quantifiable Actions Required)	TIME FRAME (incl. Measures for Success)	RESPONSIBILITY
1. Create a safety conscious and environmentally responsible culture.	Increase awareness and understanding of safety requirements on the project.	Site Inductions conducted all Visitors, Subcontractors and Employees.	Prior to commencement of work on site.	Project Manager
		Establish site HSR/Safety Committee	Within 1 month of contract works commencing.	Project Manager
		Organise and conduct Daily Activities and Prestart meetings.	Within 1 month of contract works commencing Meeting conducted daily.	Project Manager/ Site Manager
		Establish and conduct project team meetings	Project Meetings conducted Monthly.	Project Manager
2. Providing appropriate training and consultation	Identify training needs, develop and maintain required competencies.	Conduct performance reviews	Quarterly	Project Management Team
	Establish and maintain effective communication and consultation.	Site Inductions conducted all Visitors, Subcontractors and Employees	Refer item 1 above	Refer item 1 above
		Establish and conduct project team meetings	Refer item 1 above	Refer item 1 above

CONTEXT (Background or Reasons)	OBJECTIVE (Specific Goal)	METHOD/TARGET (Quantifiable Actions Required)	TIME FRAME (incl. Measures for Success)	RESPONSIBILITY
3. Comply with ISO 45001/ISO 14001, WHS and Environmental laws, regulations codes of practice and statutory requirements.	Understand the legal and other requirements required for the project and managed project activities in compliance with these.	Develop implement and maintain Project Plan.	Within 1 month of commencement Project Plan reviewed monthly	Group Manager – Business Processes & Project Manager Project Manager
		External audits	Retain certification during external surveillance audit.	Project Manager
		Conduct Site Inspections by HSR/Safety Committee & Site Management.	Site Inspections conducted and recorded at least weekly.	Project Manager
		Action information on legal or other changes received from Head Office.	Review and record actions taken in project meeting minutes.	Project Manager

CONTEXT (Background or Reasons)	OBJECTIVE (Specific Goal)	METHOD/TARGET (Quantifiable Actions Required)	TIME FRAME (incl. Measures for Success)	RESPONSIBILITY
4. Eliminate hazards where reasonably practicable or reducing the risk of harm to it lowest possible level. Managing environmental hazards and risk where activities interact with the environment.	Identify, control and monitor projects hazards.	Complete risk assessment for the project and develop SWMS as identified.	Completed with employees and subcontractors (as required) prior to commencing works on site, and where new tasks present a hazard. Project Risk Assessment reviewed monthly SWMS developed and approved prior to work commencement Suitability of SWMS reviewed	Project Manager Project Manager/Site Manager/Group Manager – Safety /HSR/Safety Committee. Site Manager/HSR/Safety Committee Site Manager
		Conduct Site inspections	Refer item 3 above	Refer item 3 above
		Establish and conduct project meetings.	Refer item 1 above	Refer item 1 above
5. Incident free workplace and zero time lost through injury or illness Zero Environment incidents	Establish project systems to prevent workplace injuries and illness.	Develop, implement and maintain Project Plan.	Refer item 3 above	Refer item 3 above
	No lost time injuries on the project.	Raise awareness of hazards and monitor through: • Risk Assessments/SWMS • Site Inspections, • Audits, • Training, • Toolbox Talks, • Consultative meetings, etc	Refer to items to 4	Refer to items 1 to 4

CONTEXT (Background or Reasons)	OBJECTIVE (Specific Goal)	METHOD/TARGET (Quantifiable Actions Required)	TIME FRAME (incl. Measures for Success)	RESPONSIBILITY
6. Defects free at project completion	Agree on strategy for achieving defects free completion.	Defined methodology, responsibilities and timing for defect inspections prior to completion.	Confirm agreed strategy, responsibilities and timing within the first 3 PCG meetings.	Project Manager
	Establish clear expectations, quality and finish of works.	Plan for the development of prototypes in specified areas (under the contract or otherwise agreed)	Project program incorporating prototype development completed and communicated to all relevant parties by	Project Manager
	Planning for defect free completion.	Establish a schedule of Quality Focus Workshop topics. Workshop topics identified: 1. 2. 3. 4. 5. 6. .	Within 1 month of project commencement. Workshops to be held (**date**) 1. 2. 3. 4. 5. 6.	Project Manager
7. Claims free projects at practical completion	Nil	Nil	Nil	Nil
8. Projects are completed on time, every time	Nil	Nil	Nil	Nil

Appendix H – Managing Adjustments to Head Contract Cost & Time