

PEOPLE WHO BUILD



ENVIRONMENTAL MANAGEMENT PLAN

RISK REGISTER

PROJECT NAME

LIVERPOOL HOSPITAL & ACADEMIC
PRECINCT - MULTI STOREY CAR PARK

PROJECT NO.

CLIENT – HI20174
ADC O – 3460

ENVIRONMENTAL MANAGEMENT PLAN



VERSION CONTROL

Rev. No.	Issue Date	Approved By	Position	Details
V0	26/05/2020	Kristian Anthony	Project Construction Manager	Initial Plan
V1	26/08/2020	Kristian Anthony	Project Construction Manager	For construction
V2	25/11/20	Stefan Chalouhi	Project Engineer	For Construction

ADCO PROJECT PERSONNEL CONSULTATION AND SIGN OFF

We, the undersigned, confirm that we have been consulted on the contents of this document, read and understood the contents of this document, and agree to implement the requirements of this Plan on this project site

Name	Position	Signature	Date

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INTRODUCTION

PURPOSE

ADCO Constructions (ADCO) implements an integrated safety and environmental management system on all projects. Our HSE (Health, Safety and Environment) Management System, documents the manner in which construction-related activities are required to be completed on ADCO project sites. This Management Plan provides information on how workplace health, safety and environment will be managed on this project to provide a safe, injury and incident free workplace for workers and the general community.

MANAGEMENT SYSTEM AND DOCUMENTATION

System documents which are referenced in this Plan or any associated Plan or Risk Register can be sourced by accessing the ADCO Constructions Intranet. (ADCO personnel only). Additional information can be obtained from the HSE Manager in each State.

ADCO PERSONNEL SIGN OFF

ADCO project personnel will be inducted into the requirements of this Plan and any associated Plan or Risk Register by the relevant Project Manager. Evidence of induction and discussion will be recorded within section ADCO Project Personnel Consultation and Sign off.

INFORMATION SUPPLY TO SUBCONTRACTORS

This Plan and any associated Plan or Risk Register (including any future revisions) will be supplied to subcontractors for review through the Aconex portal or another approved format.

PLAN REVIEW

This document will be reviewed on a periodic basis, not exceeding 6-monthly, to ensure its compliance to legislative and operational requirements of the. Project. Review and updates to this plan will initiate a change to the plan revision number and be recorded in the "Version Control" section of the document. Superseded Plans will be marked as such and will be located within the Management Plan Folder located in the Site Office.

SITE FILING

A hard copy of this Plan and any associated Plan or Risk Register (including any future revisions) will be held on site

PLAN ARCHIVING

Copies of this and superseded Project Management Plans and associated Risk Registers will also be maintained (archived) by ADCO for a period of at least 24 months following an update completion.

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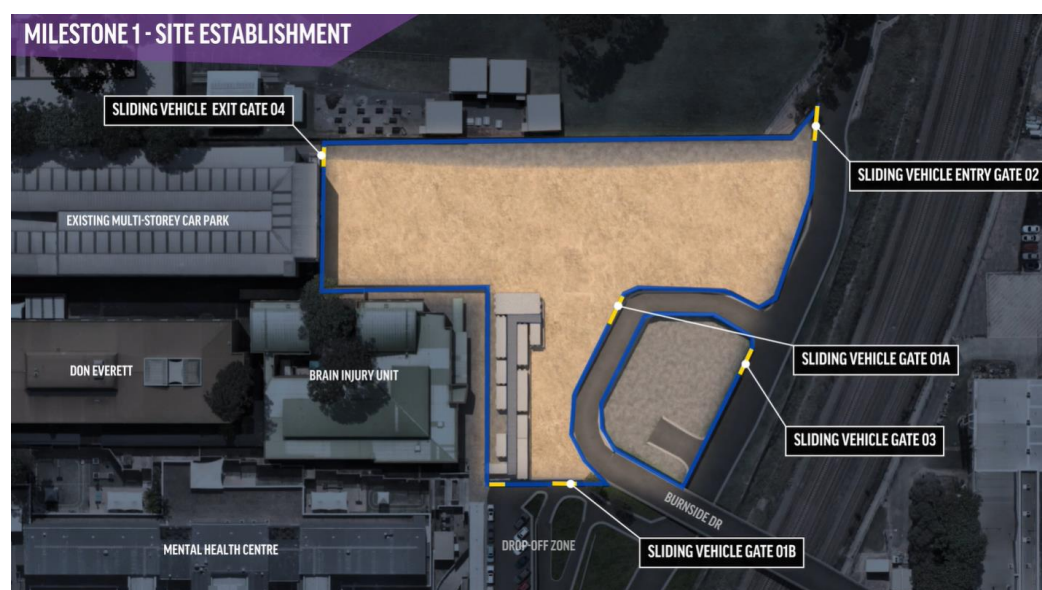
PRINCIPAL CONTRACTORS DETAILS

Name	State Address	ABN
ADCO Constructions Pty Ltd	Address	L2, 7-9 West Street
		46 001 044 391
	Suburb	North Sydney, 2040
	State	NSW
	Phone	02 8437 5000

PROJECT INFORMATION

Project Description	Liverpool Health & Academic Precinct – Multi Storey Car Park
Project Address	Liverpool Hospital – Cnr Elizabeth & Goulburn Streets, Liverpool NSW 2170

SITE VIEW



Site Establishment Plan is subject to change throughout project delivery. Any changes will be communicated to workers through project consultative forums.

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SITE REQUIREMENTS

OBJECTIVES AND TARGETS

Environmental Management On all projects, ADCO will manage construction activities and operations are conducted in a manner which, so far as is practicable, minimises any impact upon natural or heritage protected environments. In general, construction activities will seek to:

- Minimise land disturbance.
- Where required (e.g. DA conditions), restore the area to pre-disturbed conditions.
- Protect flora and fauna ecosystems.
- Implement controls to prevent the pollution of surface and ground water quality.
- Implement air quality control measures (e.g. dust suppression, contained work area).
- Implement waste control / management strategies including (where practicable) recycling, recovering and re-using resources from waste.
- Implement noise and vibration reduction strategies (where practicable).
- Ensure compliance with all laws, regulations and rules pertaining to the environment that are applicable to the site.
- Identify the potential direct and indirect impacts on groundwater flows and/or quality to maintain the quality of groundwater and surface water so that environmental values are protected.

Incident Management

- Zero reportable incidents.
- All incidents are reported to ADCO site management immediately on occurrence.
- Incidents investigated within two hours of notification.
- Corrective actions are implemented according to the ADCO risk management time frame.
- Incident reports are completed within 7 days of occurrence.
- Incident reports are closed out within 28 days of occurrence.
- Preventative actions implemented across the project and noted in Incident Reports.

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Waste Management

A form of waste minimisation, recycling and reuse program is established and promoted throughout the project period.

Where waste minimisation is a requirement of project compliance (e.g. green star), waste strategies are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

Fauna and Flora Management

Where fauna and flora minimisation is a requirement of project compliance, work activities are completed with consideration and protection of the same.

Management requirements are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

Air and Water Quality Management

Work activities are completed with nil to minimal impact on air and water quality in and around the site.

Mitigation strategies (e.g. dust suppression, nominated trade waste wash off areas and refuelling locations) are identified for the project and per work activity (i.e. SWMS).

Management requirements are included in the site induction.

Work activities are monitored for compliance through the Weekly Site Inspection.

Cultural Heritage Management

Where heritage management is a requirement of project compliance, work activities are completed with due consideration and protection

Management requirements are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

Employee Health and Wellbeing

Work activities which may impact on employee health and well-being are identified at project design / tender / commencement / construction stages.

Information and management requirements are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

LEGAL AND OTHER REQUIREMENTS

COMPLIANCE

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Risks, hazards and controls on this project will be implemented in accordance with legislation, Codes of Practice and Standards applicable in this State. Legislation, Codes of Practice and Standards which will be applied to this project are noted in the Environmental Risk Register.

IDENTIFICATION

The identification and assessment of environmental risks (aspects and impacts) that could eventuate during construction of the project will be completed by ADCO at any / all of the following project stages:

- / Design
- / Tender
- / Project planning
- / Project construction

Aspects and impacts will be assessed relative to:

- / The potential to cause the discharge or release of pollutants to water, air, or land.
- / The impact on flora, fauna or heritage.
- / The potential to impact on the surrounding neighbourhood (e.g. noise, vibration).

The identification, assessment and risk mitigation of environmental risks is documented in the Risk Register (Environmental).

MONITORING

Actions taken to mitigate environmental risks must be reviewed for ongoing compliance by the Project Manager, Site Manager and HSE Adviser. Verification of monitoring should be noted on the Weekly Site Inspection form

RISK AND HAZARD MANAGEMENT

The Project Manager, Site Manager and HSE Adviser are responsible for ensuring that all site personnel comply with environmental risk mitigation requirements.

NOISE AND VIBRATION

ADCO will implement working hours that are compliant with legislative requirements. To ensure that plant and equipment used throughout construction is the quietest reasonably available ADCO Constructions will:

- / Ensure that Plant is inspected at first entry to site and then at regular intervals. Refer to Procedure: Operating Plant (mobile plant).
- / Where practicable, position Plant / equipment (e.g. start-up, parking, refuelling) away from noise-sensitive areas and security sensitive areas.
- / Where practicable, avoid simultaneous operation of noisy Plant /or equipment.
- / Ensure that Plant / equipment is serviced as per the manufacturer's instruction and maintained in good working order.
- / Ensure that Plant / equipment is switched off when not in use.
- / Where practicable, select alternative Plant or equipment to complete the activity.

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The ADCO Project team will ensure compliance to noise management controls through:

- / Carrying out works within approved Construction Hours.
- / Regular inspections (documented in the Weekly Site Inspection) and completion of corrective actions where required.
- / Inclusion of noise and vibration awareness and control requirements through consultative forums.
- / The use of the daily Pre-Start Meeting to discuss awareness, control compliance and requirements.
- / Ensuring, so far as is practicable, that personnel involved in or working near noise generating activities on the construction site, wear PPE applicable to the activity.
- / Ensuring, that signage advising of the hazard/s are posted in visible locations around the work activity area.
- / Where construction activities may result in noise / vibration impacts Facility, notification will be provided to the affected parties.



MATTHEW PALAVIDIS
VICTOR FATTORETTO
MATTHEW SHIELDS

Multi-Storey Carpark, Liverpool Hospital

Stage 1 - Construction Noise and Vibration Management Plan

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DUST

ADCO will prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like on to persons or property. Strategies to be implemented to prevent dust generation and potential nuisance includes but is not limited to:

- / Restrict vehicle movements to designated routes.
- / Apply water sprays to earthwork locations as required during periods of dry weather, strong winds or dust generating activities.
- / In the event that excavated materials will be stockpiled, onsite stockpile management practices will be carried out. These include water sprays and locating stockpiles away from public and residential properties as much is reasonably practicable.
- / Minimise dust generating construction activities during periods of high winds or adverse weather.
- / Cease relevant construction activities should they be found to be generating excessive dust until effective control measures are implemented.
- / As required, implement regular sweeping (including road sweeping) and cleaning activities.
- / Monitor and manage the incidence of dust deposition from construction activities and construction vehicles.
- / Daily and Weekly visual monitoring of dust and dust management controls will be carried out by the Site team..
- / Ensure that subcontract personnel adopt work methods to include dust minimisation practices.
- / Implement corrective action in response to diminished air quality as a consequence of construction activities or vehicles.
- / Restrict construction traffic to designated / sign posted traffic routes.
- / No burning off will occur on the site.
- / Site amenities areas will have nil dust generating activities that will require additional dust management strategies in place.

WASTE

Waste categories / types on the project will consist of:

1. Solid Waste;
2. Liquid Waste; and
3. Food waste.

Waste management of the project will consist of co-mingled bins to collect waste material. All waste (excluding hazardous waste) will be collected in a single waste bins onsite and will be separated into different waste streams at an offsite recycling facility. The project will manage waste by:

- / Designating waste storage areas.

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- / Waste storage areas will be located in accessible areas for both vehicles and personnel to allow for easy access for collection and transport.
- / Waste bins will be maintained in good condition to prevent leaks and spills.
- / Defective containers will not be used for waste storage or transport.
- / Hazardous waste will be contained and separated from other waste categories.
- / If applicable – Material contaminated by spills i.e. fuel, oil, lubricants etc. will be stored in sealed containers and disposed of at an approved facility.
- / Generate a Waste Management Report detailing percentage waste recycled and waste to landfill to determine if construction targets have been achieved
- / Actively encouraging Contractors and Suppliers to use non-toxic or recycled products and recycled packaging.
- / Encouraging Contractors and Suppliers to reduce the amount of packaging materials brought on to site.
- / Ensuring that all persons working on our projects are made aware of their responsibility for achieving a green working environment.

Food waste will be managed to prevent birds and vermin accessing the waste.

- / Lidded food waste bins will be located in the site amenities areas i.e. offices / lunchrooms.
- / Designated food waste bins will be emptied on a daily basis.
- / Food waste bins are to be kept covered
- / Food waste will be contained in bags which will be secured / tied when emptied
- / Work areas are to be kept free of rubbish and other debris at all times.
- / No food waste to be deposited directly into external construction waste skips.
- / Active rodent control established on the site i.e. baits around site perimeter.

MATERIALS STORAGE

Construction material required to carry out project works will be stored within designated storage areas within the site compound. Prior to any delivery of materials, mobile plant or tools, subcontractors to consult with ADCO Site Management on the following:

- / Permissible items permitted on site including DG/Hazardous Substances.
- / Storage areas for trades / materials / substances / Plant.
- / Permits or pre- entry inspections including documentation (e.g. Safety Data Sheets, Validation Certificates etc.) required for Plant, tools or substances.
- / Hazardous substances and flammable goods to be stored in an approved lockable storage cage. Subcontractors to provide their own lockable cages.
- / Pre- delivery inspections to ensure that materials are in accordance with SHE requirements.
- / Items found not to be conforming are to be secured and removed from site.

In relation to the storage of substances the following applies:

- / Documentation (SWMS and current SDS) to be supplied to and approved by ADCO prior to the storage and use of such items on site.
- / Register for substances to be maintained on site by user company and supplied to ADCO on request.
- / Substances and containers to be compliant and correctly labelled.

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- / Substances only to be stored in approved locations on site. No storage within shipping containers permitted.
- / Bunds to be of sufficient size and capacity to accommodate substances stored in the event of a spill.
- / Persons using the substance to have knowledge of, and training in the use of the substance.
- / "DANGER" signage to be placed in visible positions to warn of dangers (flammable substances).
- / Fire suppression equipment to be located with the substances.
- / Spill management requirements to be implemented.

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

ADCO will have appropriate measures in place to use and store hazardous substances / dangerous goods to prevent accidental or intentional release to the natural environment leading to environmental harm, including impacts to air and water. The following management protocols will be implemented and monitored for implementation on a daily basis:

- / Maintaining a limit of 250 litres of each substance on site at any one time. Note: Any requirement to use or store more than this quantity, requires a ATW Permit issued.
- / Subcontractors providing a site-specific SWMS detailing the work activities, risks and control measures. (No work will proceed until ADCO Constructions has accepted the SWMS).
- / Current MSDS for each substance will be available for reference. MSDSs are to be Australian and issued within the previous 5 years. MSDS information will be located in the Site Office.
- / Current Register for such substances as used on the site. (The Register detailing the nature, quantity and location of all hazardous material must be maintained and regularly updated).
- / Ensuring that the substances and their containers are correctly labelled and contained.
- / Storing the substances in a manner which complies with the Code (and with AS 1940, AS 4332 and any other applicable legislation or standards) and which does not endanger the work area or storage area of other subcontractors or ADCO Constructions. (i.e. not stored in the back of containers).
- / Erection of appropriate warning/emergency panel signage to warn of the location of the substance.
- / Ensuring that the substances are safe from use or access by other parties.
- / Completing regular inspections of vehicles, containers, bunding and equipment to check for any leaks or spills.
- / Providing appropriate fire suppression equipment.
- / Providing details for ensuring that at the completion of the works, all residual stocks of substances are guaranteed to be removed from the construction area.

REFUELLING

The following management protocols will be implemented to ensure that target performance is achieved:

- / Fuels, oils and chemicals are to be stored in accordance with the relevant Standards and all appropriate measures taken to ensure that environmental performance is being fulfilled
- / Regular inspections of vehicles, containers and equipment to be completed to check for any leaks or spills.
- / Ensure that appropriate storage facilities and fire suppression, spill management is used.
- / Ensure that containers are correctly labelled and that minimal quantities are stored on site.
- / Where possible, request substitution of substance with less harmful substances.

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- / Major servicing of machinery to be completed off site.
- / Refuelling to occur in a designated area and not within 30m of a water body.
- / Hoses to be fitted with a stop valve
- / Spill response kit to be readily available during refuelling activities.

SEDIMENT CONTROL AND WATER QUALITY

To control the risk of erosion or sediment impacting on the natural environment, ADCO will:

- / Install erosion and sediment control devices to mitigate and manage the impact of excess soils on nearby roads, surface water quality, air quality, fauna and flora.
- / Erosion and sedimentation controls to be monitored on a weekly basis or immediately following a rainfall event.
- / Ensure that the handling and placement of excavated material is in accordance with WMS, Client instructions, EPA requirements etc.
- / Complete daily inspections of stockpiles, excavated areas and control methods for erosion and sediment management.
- / Residue to be disposed of in an appropriate manner.

ADCO Constructions will ensure that all drains and gutters leading to the storm water system within the Site have sediment control measures installed to prevent sediment entering into the drainage system and waterways.

Entering Site

- / Identify vulnerable locations on site and install control devices to halt or alter course of water.
- / Inspections prior to a major weather event.

Exiting Site

- / Identify vulnerable drains, low points and stormwater runoff points.
- / Install control devices (i.e. silt fencing, bunding, diversion devices, sand bags, etc).
- / Daily inspections and maintenance of control

GROUNDWATER MANAGEMENT

- / Monitor areas identified as high-risk areas where groundwater dependent systems have been identified and potential impacts are significant
- / Where indications of potential impacts on groundwater levels and/or quality, implement contingency actions
- / Conduct progressive rehabilitation of disturbed areas no longer required for operations

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FOREIGN OBJECT DAMAGE

All materials handling and storage on the Site will be in accordance with the Site Management Plan, WHS Management Plan and Environmental Management Plan.

Site Compound

- / Area to be fully contained.
- / Appropriate storage containers based on the nature of the product being stored will be provided and located in a designated area.
- / Containers must be closed except for when personnel are accessing or working within the container.
- / Items within containers must be secured.
- / Waste must be placed into supplied receptacles fitted with lids.
- / Waste lids are to be closed at all times.
- / Material or equipment stored external to site sheds or containers must not have any fittings, fixtures or wrapping which could come loose and cause a hazard.

Work Areas

- / Material or equipment transported to the work area must be secured to ensure that no fittings, fixtures or wrapping could come loose and cause a hazard during transportation
- / Work areas are to be maintained with a high standard of housekeeping at all times and must be free of loose material, packaging, debris etc. at the close of each shift.

HAULAGE

To ensure that no fuel, lubricant, mud, dirt, stones or other materials is spilled, or other materials is spilled or deposited onto roads or footpaths resulting in damage, loss, injury or nuisance ADCO will:

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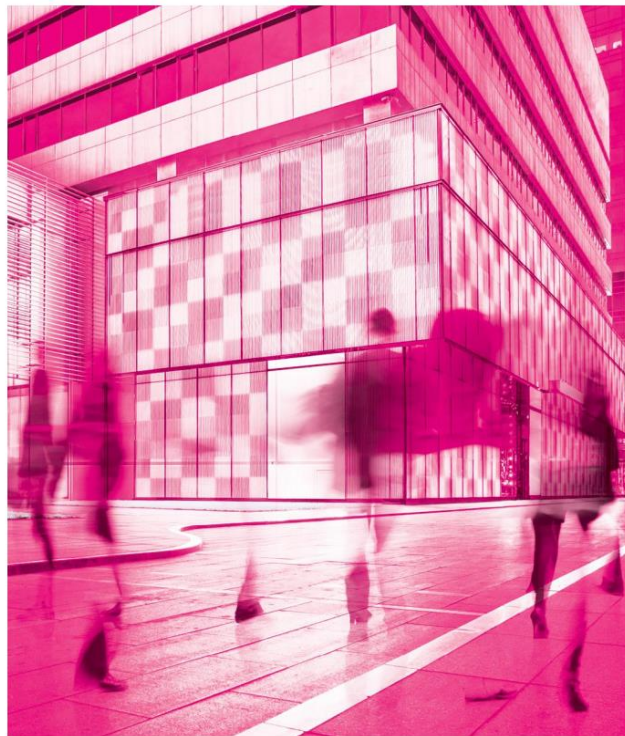
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General

- / Install control measures (i.e. water spraying, rumble grids, road sweepers) which limit the opportunity for dust, noise or spillage to occur.
- / Limit site speed Limits.
- / Loads to be covered prior to leaving the site.
- / Daily inspections of control measures to be conducted and immediately rectified as required.
- / Work activity requirements to be included in the Site Induction.

Traffic Management / Movement

- / Comply with any approved Traffic Management Plan for external site traffic management.
- / Where practicable, co-ordinate deliveries and site activities with out of peak traffic hours.
- / Monitor traffic flows and implement corrective actions in response to traffic impacts as a consequence of construction activities.
- / Daily inspections of control measures to be conducted and immediately rectified as required.
- / Work activity requirements to be included in the Site Induction.
- / If required under planning, inform local community about the timing and scale of construction traffic impacts.



CTPMSP;

Liverpool Hospital and Academic
Precinct, Construction Traffic
Management Plan
For Adco Construction
1 December 2020

parking;
traffic;
civil design;
wayfinding;
ptc.

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Roads And Footpaths

- / Protect footpaths, kerbs and roads from damage through (e.g.) use of metal plates, restriction of heavy vehicles, prohibition for storing equipment or material on roads and footpaths etc.
- / Daily inspections of control measures to be conducted and immediately rectified as required.
- / Work activity requirements to be included in the Site Induction.

COMPLAINT MANAGEMENT

Complaints can be raised for issues such as, but not limited to:

- / Noise
- / Vibration
- / Dust
- / Pollution
- / Harassment
- / Perceived safety or environmental management issues.
- / Breaches of legislation, DA/BA conditions

A person wishing to register a complaint with ADCO directly through verbal or consultative forums.

Information relating to complaints is documented on the ADCO Constructions Complaints Form. Complaints are registered on the Register - Project Complaints.

Complaints must:

- / Immediately - Be reviewed and Investigated by the Project Manager, Site Manager and/or HSE Adviser.
- / 48 Hours - Be actioned by the Project Manager, Site Manager and/or HSE Adviser. Actions to be noted on the form. This includes a response (email or verbal) to the person generating the complaint.

In general, the below recommended actions should be followed:

- / Respond to the complainant in an objective, polite and courteous manner.
- / Engage with the complainant to correctly understand the complaint.
- / Seek clarification and confirm the issues, relevant information, and outcomes sought (i.e. summarise the main points).
- / Clarify the application of any relevant legislation, policies or procedures.
- / Resolve the complaint and acknowledge the complainant.
- / If the complaint cannot be resolved within a reasonable time frame, advise the complainant about the complaints process and indicative response.
- / Take reasonable action to prevent similar complaints in the future.

INCIDENT MANAGEMENT

REPORTING

The reporting of all incidents is mandatory on ADCO project sites.

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Workers are advised at the site induction that all incidents – irrespective of type or severity – must be reported to the Site Manager or HSE Adviser immediately upon occurrence.

MANAGEMENT

All incidents will be recorded by the Site Manager or HSE Adviser.

- / Environmental incidents will be recorded in the Incident Report located on HammerTech.

INVESTIGATION

Incidents recorded in an Incident Report must be investigated by the Site Manager and HSE Adviser. The investigation is intended to:

- / Collate information / documentation associated with the incident.
- / Identify non-conformances leading to the incident.
- / Identify corrective and preventative action to mitigate recurrence of the incident.
- / The extent to which additional positions (e.g. Project Manager, HSE Manager, Construction Manager) are involved in the investigation of an incident is dependent on the severity and complexity of the incident and the requirements for participation are noted within the ADCO Corporate HSE Management System.

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NOTIFICATION

Where an incident is notifiable under the WHS/ Environmental legislation of the state in which it occurred, notification to the regulator will be made by any of the following positions: HSE Manager, Construction Manager, State Manager.

MONITORING

The Project Manager, Site Manager and HSE Adviser are responsible for ensuring that actions (corrective / preventative) arising out of an incident investigation are implemented and monitored for compliance. monitoring and review

MONITORING AND REVIEW

MONITORING

Progress against project targets is monitored by the project team (Project Manager, Site Manager, HSE Adviser) through:

- / Regular daily visual inspections of work activities.
- / Completion of the Weekly Site Inspection report.
- / Close out of identified actions for non-conformances.

REVIEW

Confirmation of achievement of project targets is reviewed through:

- / Project audits.
- / Other internal or external audits (e.g. client, FSC).
- / HammerTech Reporting
- / A reduction in incident and non-conformances across the State and nationally.

INSPECTIONS

ADCO will complete daily and weekly workplace inspections to review and confirm compliance to approved work practices and controls.

- / Regular daily visual inspections of work activities and work areas will be completed by the Site Manager, HSE Adviser and Health and Safety Representative (if applicable)
- / Formal inspections will be completed by the Project Manager, Site Manager, HSE Adviser using the Weekly Site Inspection form.

The inspection is required to reflect the project's level of compliance to:

- / Control measures required per active work permits.
- / Accepted subcontractor SWMS for high risk work activities.
- / General site conditions.

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AUDITS

Project audits, completed by the HSE Manager are a formal a review of project compliance against select criteria of the Corporate HSE Management System.

Applicable projects are required to be audited against national and project criteria listed on the Audit Report which is located in HammerTech.

The level of compliance to the requirements of the Corporate HSE System is determined by the audit score achieved. Any corrective action (e.g. non-conformances) identified in the audit must, depending on the level of risk associated with the non-conformance, be addressed by the site team within a maximum of seven working days of receipt of the audit report.

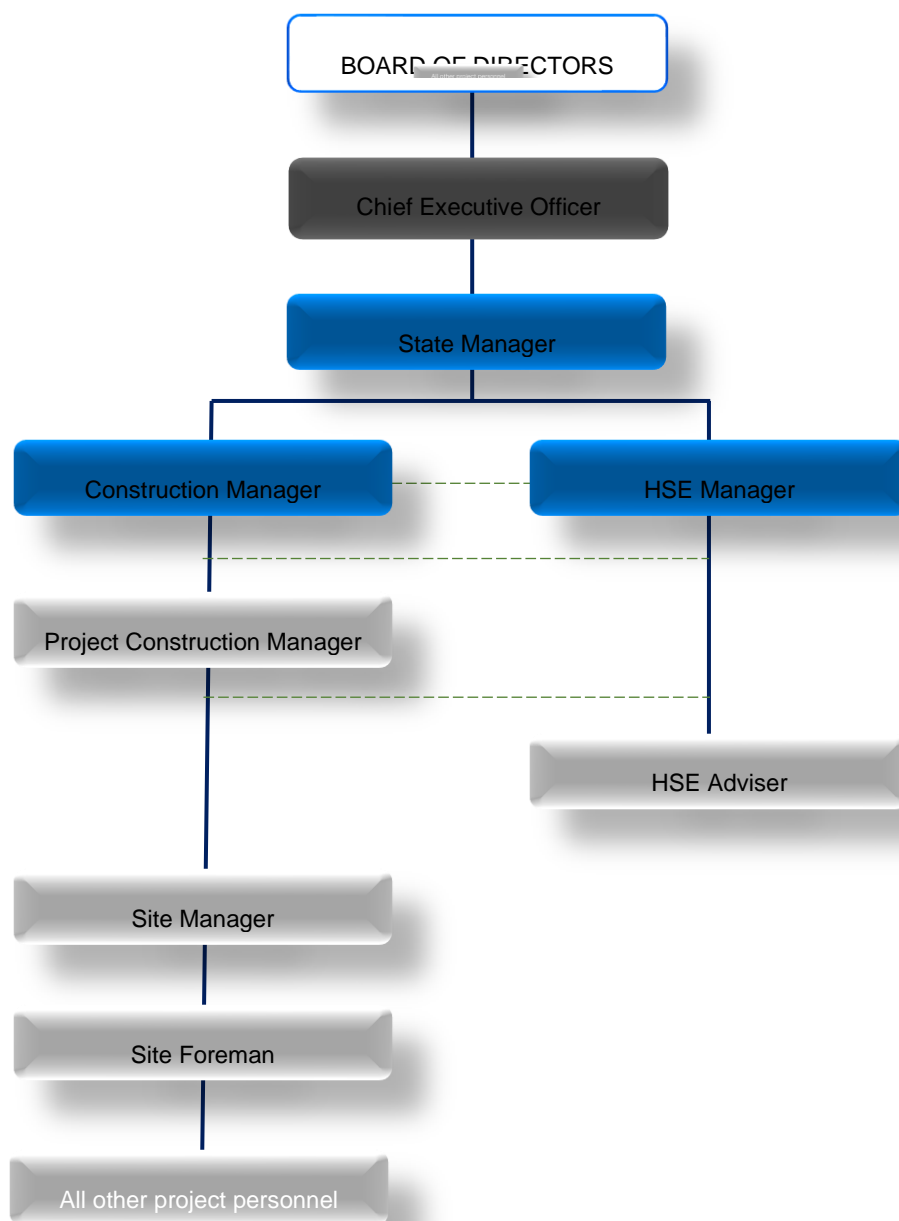
Corrective actions and supporting evidence must be attached to the Audit Report in HammerTech.

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PROJECT MANAGEMENT STRUCTURE



Chief Executive Officer

Neil Harding

State Manager

John Basilisco

Construction Manager

Michael Kouknas

HSE Manager

Phil Provenzano

Project Construction Manager

Kristian Anthony

HSE Adviser

Matthew Mangin

Site Manager

Mark Robinson

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In accordance with the Construction Certificate item B13 for the Liverpool Hospital and Academic Precinct Multi-Storey Carpark Development, ADCO Constructions hereby confirms that the Construction and Environmental Management Plan has been made in accordance with the below requirements:

- B12. Prior to the commencement of construction, the Applicant must submit a Construction Environmental Management Plan (CEMP) to the Certifier and provide a copy to the Planning Secretary. The CEMP must include, but not be limited to, the following:
- (a) Details of:
 - (i) hours of work;
 - (ii) 24-hour contact details of site manager;
 - (iii) management of dust and odour to protect the amenity of the neighbourhood;
 - (iv) stormwater control and discharge;
 - (v) measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site;
 - (vi) groundwater management plan including measures to prevent groundwater contamination;
 - (vii) external lighting in compliance with AS 4282-2019 Control of the obtrusive effects of outdoor lighting;
 - (viii) community consultation and complaints handling;
 - (b) Construction Traffic and Pedestrian Management Sub-Plan (see condition B14);
 - (c) Construction Noise and Vibration Management Sub-Plan (see condition B15);
 - (d) Construction Waste Management Sub-Plan (see condition B16);
 - (e) an unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure;
 - (f) waste classification (for materials to be removed) and validation (for materials to remain) be undertaken to confirm the contamination status in these areas of the site.

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POSITION DESCRIPTION

Chief Executive Officer Provide commitment, leadership and direction in the development, implementation and management of the Corporate Management Systems, including but not limited to:

- / Development of a corporate strategic plan incorporating safety, environment, quality and health management risks and controls.
- / An assessment of the effectiveness of the Corporate Management Systems. (e.g. review of incidents and non-conformances to identify non-conformance trends and areas of improvement to the Corporate Management Systems.)
- / Full management obligations including continual improvement of the Corporate Safety, Environment and Quality Management Systems.
- / Ensure that appropriate resources are allocated to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.
- / Ensure that resources are competent to deliver the requirements of the Corporate Management Systems.

State Manager Ensure that:

- / Corporate Management Systems are implemented at all levels in the State.
- / Appropriate resources are allocated to project teams to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.
- / Project operations are in compliance with applicable state or federal legislation.
- / A review of the safety, environment, quality and health management performance of the State is completed regularly to identify non-conformances, trends and areas of improvement.

Construction Manager Ensure that:

- / Corporate Management Systems are implemented on projects within the State.
- / HSE requirements have been identified and accounted for during project tender processes.
- / Project operations are in compliance with applicable state or federal legislation.
- / Appropriate resources are allocated to project teams to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.
- / Project team personnel have received training to fulfil their duties and responsibilities with the Corporate Management Systems.
- / A review of the safety, environment, quality and health management performance of the State is completed regularly to identify non-conformances, trends and areas of improvement.

Health, Safety & Environment (HSE) Manager Ensure that:

- / Legislative requirements for HSE management are implemented and maintained on project sites.

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- / The requirements of the Corporate HSE Management System are implemented on project sites.
- / Where required, project HSE requirements and risks are identified during project tender and/or trade tender processes and incorporated into project management plans.
- / Reviews of HSE performance are completed on all projects to ensure compliance with legislative and corporate requirements.

Project Manager

Ensure that:

- / HSE requirements are identified and assessed during trade tender evaluations.
- / In conjunction with the HSE Manager, project management plans are developed and implemented on projects.
- / Resources are allocated to implement and maintain the HSE requirements on the project.
- / ADCO project personnel have received training to fulfil their HSE responsibilities.
- / Project personnel are aware of current HSE legislation and their obligations.
- / HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.

Site Manager

Ensure that:

- / Legislative requirements for HSE management are implemented and maintained on the project site.
- / The requirements of project HSE Management Plans are implemented and managed on the project.
- / The requirements of the Corporate Management Systems are implemented and managed on the project.
- / Any issues which may arise over HSE requirements (legislative or Corporate) are managed on site.
- / Employees and subcontractors complete their work in compliance with legislative and Corporate Management System requirements.
- / Open lines of communication and consultation are maintained with the HSE Adviser and other parties (i.e. subcontractors, employee representatives) to ensure that the site operates in a safe manner and in compliance with regulatory and corporate requirements.
- / HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.

HSE Adviser

Ensure that:

- / Legislative requirements for HSE management are implemented and maintained on project sites.
- / The requirements of the Corporate Management Systems are implemented on project sites.
- / HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.

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Health and Safety Representative (HSR)	In general: <ul style="list-style-type: none">/ Participate in risk and hazard identification and control./ Participate in incident investigations and management./ Participate in workplace inspections (e.g. with the Committee, with the project team)./ Participate in project consultative forums. (e.g. HSE Committee)/ Consult with and represent workers (i.e. work group) in health and safety issues.
All Other Project Personnel	<p>All personnel are responsible for actively promoting and complying with Safety, Health and Environmental Management requirements as determined / advised / required by ADCO. Activities that all personnel are required to participate in include, but are not limited to:</p> <ul style="list-style-type: none">/ Attend pre-start meetings./ Conduct pre-start tasks analysis./ Adhere to all permit requirements./ Report all hazards, near misses and incidents (including injuries)./ Immediately stop any “at risk behaviour” identified during daily work activities./ Attend safety presentations and toolbox meetings./ Assist in achieving project HSE objectives and targets.

ENVIRONMENTAL RISK REGISTER

REFERENCE LEGISLATION

Acts and Regulations –

- / Environment Protection and Biodiversity Conservation Act 1999
- / Environmental Protection and Biodiversity Conservation Regulations 2000
- / Environmental Protection Act 1994
- / Environmental Protection Regulation 2008
- / Contaminated Land Act 1991
- / Protection of the Environmental Operations (POEO) Act 1997
- / Protection of the Environmental Operations (Clean Air) Regulation 2002
- / Protection of the Environmental Operations (Waste) Regulation 2005
- / Protection of the Environmental Operations (General) Regulation 2009
- / Contaminated Land Management Act 1997
- / Waste Avoidance and Resource Recovery Act 2001
- / Contaminated Land Management Regulation 2008
- / Environmental Protection Act 1997
- / Environmental Protection Regulation 2005
- / Environmental Protection Act 1970
- / Environmental Protection Act 1993
- / Environmental Protection Regulation 2009
- / Environmental Protection Act 1986
- / Environmental Protection Regulation 1987

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- / Environmental Protection (Noise) Regulations 1997
- / Contaminated Sites Act 2003
- / Contaminated Sites Regulations 2006

Policy -

- / Environmental Protection (Waste Management) Regulation 2000
- / Environmental Protection (Air) Policy 2008
- / Environmental Protection (Waste Management) Policy 2000
- / Plant Protection Regulation 2002
- / Environmental Protection (Noise) Policy 2008
- / Nature Conservation Act 1992
- / Environmental Protection (Water) Policy 2009
- / General Environmental Protection Policy 2007
- / Contaminated Sites 2009
- / Noise 2010
- / Hazardous Material 2010
- / Air 1999
- / Water Quality 2008
- / State Environment Protection Policy (Ambient Air Quality) 1999
- / State Environment Protection Policy (Groundwater's of Victoria) 1997
- / Industrial Waste Management Policy (Waste Acid Sulphate Soils) 1999
- / State Environment Protection Policy (Air Quality Management) 2001.
- / State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) 1989
- / State Environment Protection Policy (Prevention and Management of Contamination of Land) 2002
- / State Environment Protection Policy (Waters of Victoria) 1988
- / Code of Practice for the Building and Construction Industry – Stormwater Pollution Prevention 1999

Cultural Heritage -

- / The Native Title Act 1993 (Cth)
- / Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)
- / Aboriginal Cultural Heritage Act 2003
- / Torres Strait Islander Cultural Heritage Act 2003
- / Queensland Heritage Act 1992
- / National Parks and Wildlife Amendment (Aboriginal Ownership) Act 1996
- / Heritage Act 1977
- / Aboriginal Land Rights Act 1983
- / Heritage Objects Act 1991
- / Heritage Act 2004
- / Aboriginal Heritage Act 2006
- / Aboriginal Heritage Regulations 2007
- / Aboriginal Heritage Act 1988
- / Heritage Act 1994
- / Heritage Places Act 1993
- / Aboriginal Heritage Act 1972

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HSE System References

Procedure

- / Environmental Management

General Requirements

- / Erosion and Sediment Management
- / Air Quality Management
- / Water Quality Management
- / Noise and Vibration Management
- / Contaminants
- / Heritage Management
- / Waste Management
- / Spills Management
- / Fauna and Flora Protection
- / Potable Water Management
- / Non-potable Water Management

RISK ASSESSMENT FRAMEWORK

Risk controls are implemented by ADCO and subcontractor companies through any or all of: SWMS, Authority to Work Permits, Risk Assessments, consultation mechanisms, engineering approvals, etc.

HIERARCHY OF CONTROL

Eliminate

Can the risk or hazard be eliminated or removed?

Substitute

Can the activity or product be substituted by something else (a substance or a process) that has less potential to cause injury or damage?

Engineer or Isolate

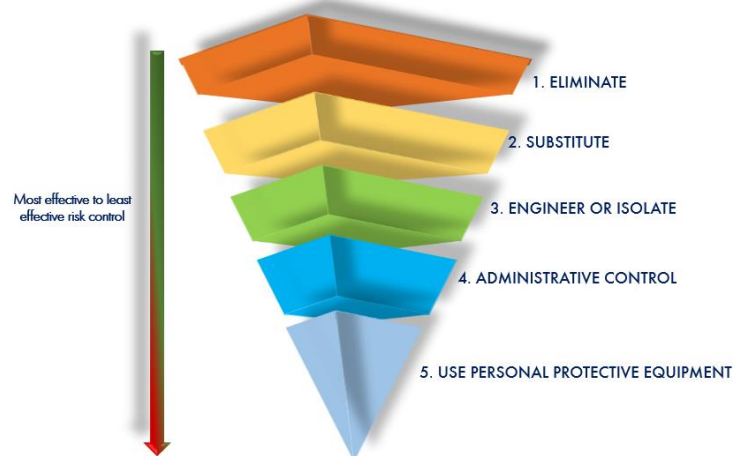
Can a structural change to the work environment or work process be made to interrupt the path between the worker and the risk?

Admin Control

Will an administrative change (i.e. by upgrading training, changing rosters) reduce the risk?

Personal Protective Equipment (PPE)

Can personal protective equipment (gloves, goggles, etc.) or clothing be worn to safe-guard against the hazard?



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RISK MATRIX

			CONSEQUENCE (C) - The outcome or impact of an event			
			1	2	3	4
			Permanent disability or death.	Serious bodily injury.	Hospitalisation resulting in LTI.	External medical treatment. No LTI.
(P) PROBABILITY - A measure of the chance of the occurrence	SAFETY					
	ENVIRONMENT		Toxic release off site with detrimental environmental impact	Offsite release contained with outside treatment/assistance. Minimal detrimental environmental impact.	On site release contained with outside treatment/assistance. No detrimental environmental impact.	On site release contained. No environmental impact
	Expected to occur in most circumstances.	ALMOST CERTAIN	E	E	H	M
	Probably occur at some time.	LIKELY	E	H	M	M
	May occur at some time.	POSSIBLE	H	H	M	L
	Not likely to occur in normal circumstances.	UNLIKELY	H	M	M	L

ACTION TIME FRAME			
EXTREME (E)	HIGH (H)	MEDIUM (M)	LOW (L)
IMMEDIATE action required	Action IN THE SAME SHIFT.	Action in < 48 HOURS.	Action AS AGREED.
Involvement and approval of Construction Manager / SHE Manager National SHEQ Manager required.	Construction Manager / SHE Manager to be advised of actions to be taken, prior to continuation.	Site Manager and S&E Adviser to review and agree on actions to be taken, prior to continuation.	SWMS review by contractor supervisor. Observation by ADCO.

In accordance with the Standard, impacts resulting in a residual risk rating of (E) Extreme or (H) High will be defined as "Significant". Communicating impacts falling into these categories will be undertaken through the following but not limited to; induction process, contractor meeting and client meetings.

PROJECT RISKS - DESIGN

RISKS IN THE DESIGN OF THIS PROJECT WHICH MAY IMPACT ON BUILDABILITY OR WORKER SAFETY

IR	Potential Risks	Actions and Controls	RR

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PROJECT RISKS – ENVIRONMENTAL

ESTABLISHMENT AND USE OF PROJECT OFFICES

Description

Project operations, Use of consumables - paper, cups, cutlery, Use of electricity – Lighting, Air-conditioning, Heating

IR	Potential Risks	Actions and Controls	RR
M	/ Increase in environmental impact and associated cost with disposal / recycling	/ Where possible; use electronic devices for communications. / Where possible; use recycled paper. / Lights only to be turned on as required. / Use long life globes (low voltage where possible) / Switch off all lights on departure from office / Doors to be closed when cooling / heating is used. / General waste to be disposed of in appropriate designated waste facilities. / Use environmentally friendly cleaning products for amenities cleaning.	L

VEGETATION CLEARING / REVEGETATION

Description

Clearing of vegetation (trees / shrubs) in accordance with planning / building approvals.

IR	Potential Risks	Actions and Controls	RR
H	/ Decrease in air and water quality. / Build-up of sediment in water systems from land run off.	Clearing / Clearing methods to follow approved (DA or other) procedures. / Trees (including root zones where possible) to be retained will be identified with visible warning tape (at 900 mm above ground) to ensure that workers are aware of their presence and they are not inadvertently damaged. / Limited disturbance of ground covers to excavation areas.	M

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	<ul style="list-style-type: none"> / No burning off-on site. / Stockpile excavated material into areas which have no impact on the eco system. / Stockpiles to be vegetated (where practicable) to improve soil stability. / Vegetative material brought to site to meet appropriate standards and be free of debris, seeds, etc. / Noxious or banned vegetative material to be segregated and removed from site. / Appropriate control measures to be installed to ensure containment of disturbed areas and stockpiles. / Dust mitigation to be implemented as required. / Daily inspections and inspections following a major weather event (i.e. storm, high wind). / Work activity locations to be identified on the Traffic Movement Plan. / Environmental management requirements will be included in the Site Induction. 	
/ Introduction of invasive species	<p>Revegetation</p> <ul style="list-style-type: none"> / Vegetative material brought to site to meet appropriate standards and be free of debris, seeds, etc. / Landscaping, so far as is practicable is to be completed as soon as possible after disturbance in accordance with the approved landscaping plans. / Revegetated areas to be excised to prevent unauthorised access or damage by animals, unauthorized persons or workers. / Areas of revegetation are to be inspected monthly by an accredited horticulturist to ensure that no weed infestation has occurred / Noxious or banned vegetative material prohibited from being brought to the project site. 	

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EROSION AND SEDIMENT MANAGEMENT

Description

Construction works potentially impacting on the surrounding environment through the erosion of ground.

IR	Potential Risks	Actions and Controls	RR
H	<ul style="list-style-type: none"> / Dust emissions degrade air quality. / Degradation of water from contamination of watercourses through silt and sediment build-up. / Sediment impacting on the external environment / public areas. 	General <ul style="list-style-type: none"> / Determine control methods to mitigate against erosion and sediment creation. / Identify areas susceptible to erosion and sediment impacts and if required - Install erosion and sediment control devices to mitigate and manage the impact of excess soils on surface water quality, air quality, fauna and flora. / Complete inspections of stockpiles, excavated areas and control methods for erosion and sediment management. / Wheel wash / rumble grid etc. to be implemented to minimize tracking of soil into public areas. / Erosion and sedimentation controls to be monitored regularly and immediately rectified as required. / Erosion and sedimentation controls to be immediately inspected following a severe weather event. / Environmental management requirements will be included in the Site Induction. 	M
	<ul style="list-style-type: none"> / Contamination of watercourses. / Potential dust emission which degrade air quality 	Stockpile management <ul style="list-style-type: none"> / Topsoil stockpiles to be located on flat areas, clear of drainage lines and at significant distance away from waterways, roads, and slopes of greater than 10%. / Stockpiles to be located at least 3 metres from tree drip lines. / Stockpiled materials not to be placed inside VPO areas or within 5 metres of retained trees. 	

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	<ul style="list-style-type: none"> / Stockpiled materials not to be placed within 5 metres of waterways or stormwater inlets. / Clean topsoil and friable subsoil to be stockpiled separately and re-spread in areas to be revegetated / Weed infested topsoil to be stockpiled separately and removed from site or re-spread in a manner which mitigates the spread or re-introduction of weeds. / Install bunding/silt fencing around stockpiles to prevent against water runoff. / Dampen stockpiles by means of water sprays to management dust emissions. / Where practicable, vegetate stockpiles to improve soil stability. / Limit the height and volume of stockpiles so that control measures can be implemented. / Stockpiles and control measures to be monitored regularly and immediately rectified as required. / Environmental management requirements will be included in the Site Induction. 	
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FAUNA AND FLORA MANAGEMENT

Description

Impact on nearby flora and fauna

IR	Potential Risks	Actions and Controls	RR
M	<ul style="list-style-type: none"> / Loss, damage or harm to local and/or protected flora and fauna. / Environmental pollution 	<ul style="list-style-type: none"> / Manage in accordance with requirements of an applicable Act and/or DA requirements. / Where required, ADCO to engage a competent person to spot / manage Act / DA requirements. / Where applicable, complete a dilapidation / aerial survey of existing retained or removed plant to form a baseline comparison during construction works. / Implement approved protection controls around flora to be preserved or fauna to be protected. / Utilise accredited Spotters to assist with fauna identification and relocation. 	L

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	<ul style="list-style-type: none"> / Utilise accredited Personnel to identify and relocate protected species. / Daily inspections of control measures to be conducted and immediately rectified as required. / Environmental management requirements will be included in the Site Induction. 	
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CULTURAL HERITAGE

Description

Archaeological artefacts, Unexpected finds.

IR	Potential Risks	Actions and Controls	RR
M	<ul style="list-style-type: none"> / Construction activities damage or destroy archaeological artefacts or heritage listed items. 	<ul style="list-style-type: none"> / Prior to the commencement of the project, determine heritage / cultural significance of the project site. / Where required, ADCO to engage a competent person to develop an applicable management plan. / Approved management plan requirements to be included in site induction. / Report all finds to Site Management immediately. / Identified locations to be noted on the Traffic Movement Plan. / Where required, information on Cultural Heritage Management to be posted on site notice boards. 	L

AIR QUALITY

Description

Dust generation, Plant emissions

IR	Potential Risks	Actions and Controls	RR
H	<ul style="list-style-type: none"> / Erosion of soil. / Discomfort to site personnel and neighbouring properties or persons. / Breach of legislation or development conditions 	<ul style="list-style-type: none"> / Monitor and manage the incidence of dust from construction activities / vehicles. / Minimise dust generating construction activities during periods of high winds or adverse weather. 	M

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	<ul style="list-style-type: none"> / Ensure that contract personnel adopt work methods to include dust minimisation practices. / Apply water sprays as required during periods of dry weather, strong winds or dust generating activities. / As required, implement regular sweeping (including road sweeping) and cleaning activities. / Vegetate, cover and/or dampen stockpiles. / Mobile plant on site to be in good working order. / Daily inspections of control measures to be conducted and immediately rectified as required. / Environmental management requirements will be included in the Site Induction. 	
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WATER QUALITY

Description

Potential for impact on water quality within the area due to poor construction practices

IR	Potential Risks	Actions and Controls	RR
M	<ul style="list-style-type: none"> / Deterioration of ground or storm water quality. / Increased disposal costs. / Increased housekeeping requirements to maintain the site in a clean and tidy condition. / Environmental pollution into waterways, roads etc. / Flora / Fauna impact due to contaminated water. 	<ul style="list-style-type: none"> / Where required, prior to major surface disturbances, install drainage structures for waterways, catch drains to intercept flow. / If required in approval conditions - monitor water quality and implement a testing regime (i.e. pH, solids, etc) where degrade water quality is suspected. / Identify vulnerable locations on site and install control devices to halt or alter course of water. (e.g. sand bags, hay bales, spoon drains etc.) / Take all reasonable and practicable measures to minimise the potential for the release of contaminants to surface waters that could adversely affect the environment. / Conducted a site inspection after significant weather events to check status of control measures 	L

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	<ul style="list-style-type: none"> / Ensure work areas as listed above are banded. / Daily inspections of control measures to be conducted and immediately rectified as required. / Environmental management requirements will be included in the Site Induction. 	
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NOISE AND VIBRATION

Description

Noise and Vibration attributed to building and construction activities

IR	Potential Risks	Actions and Controls	RR
E	<ul style="list-style-type: none"> / Noise pollution. / Discomfort to site personnel and adjoining neighbours and properties. 	<ul style="list-style-type: none"> / Review equipment on an ongoing basis to ensure condition and suitability for use. / Plant, equipment and machinery to be fitted with noise reducing attachments (i.e. mufflers). / Plant, equipment and machinery to be maintained in accordance with manufacturers specifications. / Works (so far as is practicable) to be completed during approved work hours (i.e. per DA, Council or EPA conditions). / As applicable (e.g. condition of licence, complaint management), install noise and vibration monitors to measure and record discomfort levels. / Investigate noise complaints or causes of excessive noise and implement control measures as required to manage noise emissions. / Daily inspections of control measures to be conducted and immediately rectified as required. / Environmental management requirements will be included in the Site Induction. 	M

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WASTE MANAGEMENT

Description

Waste generated from building and construction activities

IR	Potential Risks	Actions and Controls	RR
E	<ul style="list-style-type: none"> / Environmental pollution into waterways, roads etc. / Contamination of ground soil, sewerage systems and storm water systems. / Health hazards to site personnel and other non-construction personnel. / Increased housekeeping and waste removal requirements and costs. 	General <ul style="list-style-type: none"> / Provide waste bins to accommodate construction waste (i.e. concrete, paint, plaster). / Where practicable, install waste bins for separate waste streams. / Ensure that regulated or contaminated waste is disposed of licensed disposal locations by licensed contractors. / All materials, packaging etc is to be made secure at all times and to be disposed of using allocated sealed waste bins. / No debris to be dropped/left outside of the waste skips. / Waste bins to be located in a suitable location with minimal impact from environmental conditions i.e. wind. / Include waste minimisation requirements in Subcontract Agreements, trade requirements and during trade tendering. / Daily inspections of control measures to be conducted and immediately rectified as required. / Environmental management requirements will be included in the Site Induction. 	M
	<ul style="list-style-type: none"> / Discomfort to site personnel and neighbouring properties or persons. / Health hazards to site personnel and other non-construction personnel. 	Odour management <ul style="list-style-type: none"> / Waste bins to be kept covered preventing odour and secured at all times. / Work areas are to be kept free of rubbish and other debris at all times. / No food waste to be deposited in external construction waste skips. (i.e. to prevent bird access) 	

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

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Description

Use of Hazardous Substances and Dangerous Goods

IR	Potential Risks	Actions and Controls	RR
H	Contamination of ground, air or water from spillage or leakage.	<ul style="list-style-type: none"> Comply with the requirements of applicable legislation and Australian Standards. Ensure that appropriate storage facilities are used. Ensure that appropriate fire suppression and spill management is provided. Ensure that containers are correctly labelled and that minimal quantities are stored on site. Ensure that refuelling is completed in approved locations. Where possible, request substitution of substance with less harmful substances. Manage spills or leakage in a manner which inhibits further contamination. Advise relevant personnel or authorities of reportable incidents. Include substances management in the project Emergency Plan. Ensure that substances use/storage has been included in worker SWMS. Ensure that site personnel comply with the conditions of use of such substances. Daily inspections of control measures to be conducted and immediately rectified as required. Environmental management requirements will be included in the Site Induction. 	M

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HAULAGE

Description

Access and Egress of vehicles throughout project delivery.

IR	Potential Risks	Actions and Controls	RR
H	<ul style="list-style-type: none"> / Potential dust emission which degrade air quality. / Exhaust emissions which exceed accepted standards. / Noise generation. / Fuel/oil spills which impact on environment quality. 	General <ul style="list-style-type: none"> / Install control measures (i.e. water spraying, rumble grids, road sweepers) which limit the opportunity for dust, noise or spillage to occur. / Limit site speed Limits. / Loads to be covered prior to leaving the site. / Daily inspections of control measures to be conducted and immediately rectified as required. / Work activity requirements to be included in the Site Induction. 	L
	<ul style="list-style-type: none"> / Impact on other road users due to uncontrolled traffic management into/out of the site. / On site congestion, hazards or incidents due to uncontrolled haulage routes. 	Traffic Management / Movement <ul style="list-style-type: none"> / Comply with any approved Traffic Management Plan for external site traffic management. / If required under planning, inform local community about the timing and scale of construction traffic impacts. / Where practicable, co-ordinate deliveries and site activities with out of peak traffic hours. / Monitor traffic flows and implement corrective actions in response to traffic impacts as a consequence of construction activities. / Daily inspections of control measures to be conducted and immediately rectified as required. / Work activity requirements to be included in the Site Induction. 	M

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ENVIRONMENTAL MANAGEMENT PLAN



	/ Degradation of surfaces and kerbs due to excessive force or weight of heavy vehicles and plant.	Roads and footpaths	M
	/ Impact on the safety of pedestrians and other road users from obstructions and degradation of surfaces.		
		/ Protect footpaths, kerbs and roads from damage through (e.g.) use of metal plates, restriction of heavy vehicles, prohibition for storing equipment or material on roads and footpaths etc.	
		/ Daily inspections of control measures to be conducted and immediately rectified as required.	
		/ Work activity requirements to be included in the Site Induction.	

FOREIGN OBJECT DAMAGE

Description

Adverse impact from loose or windborne material

IR	Potential Risks	Actions and Controls	RR
H	/ Loose or windborne material	Site Compound	M
		<ul style="list-style-type: none"> / Within the site compound all material and equipment to be secured or securely stored. / Containers to be closed except for when personnel are accessing or working within the container. Items within containers to be secured. / Waste to be placed into supplied receptacles and with cover nets or lids fastened. / Material or equipment stored external to site sheds or containers must not have any fittings, fixtures or wrapping which could come loose and cause a hazard. 	
	/ Loose or windborne material	Work areas	
		<ul style="list-style-type: none"> / Material or equipment transported to the work area must be secured to ensure that no fittings, fixtures or wrapping could come loose and cause a hazard during transportation / Work areas to be maintained with a high standard of housekeeping at all times and 	

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ENVIRONMENTAL MANAGEMENT PLAN



		must be free of loose material, packaging, debris etc at the close of each shift.	
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PEOPLE WHO BUILD

QUALITY MANAGEMENT PLAN

PROJECT NAME

**LIVERPOOL HOSPITAL & ACADEMIC
PRECINCT - MULTI STOREY CAR PARK**

PROJECT NO.

**CLIENT - HI20174
ADCO - 3460**

QUALITY MANAGEMENT PLAN



VERSION CONTROL

Rev. No.	Issue Date	Approved By	Position	Details
V0	26/05/2020	Kristian Anthony	Project Construction Manager	For tender
V1	26/08/2020	Kristian Anthony	Project Construction Manager	For construction

ADCO PROJECT PERSONNEL CONSULTATION AND SIGN OFF

We, the undersigned, confirm that we have been consulted on the contents of this document, read and understood the contents of this document, and agree to implement the requirements of this Plan on this project site

Name	Position	Signature	Date

QUALITY MANAGEMENT PLAN



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INTRODUCTION

QUALITY MANAGEMENT PLAN



PURPOSE OF THIS PLAN

Our Corporate QA Management System prescribes the way construction-related activities are required to be completed on **ADCO** project sites.

- This Quality Management Plan (QMP) has been produced for the following purposes:
- Define **ADCO** Constructions quality processes for the delivery of this project.
- Provide guidance to project personnel of their responsibilities under this Management Plan.
- Establishment of quality objectives for the project.
- Define subcontractor quality management requirements.
- Define any other quality management requirements per contract as required for this project

CORPORATE MANAGEMENT SYSTEM AND DOCUMENTATION

System documents which are referenced in this Plan can be sourced by accessing the **ADCO** Constructions Intranet. (**ADCO** personnel only).

INFORMATION SUPPLY TO SUBCONTRACTORS

This Plan will be supplied to subcontractors through the Aconex portal or another approved format.

PLAN REVIEW

This document will be reviewed on a periodic basis, not exceeding 6-monthly, to ensure its compliance to the operational requirements of this project.

Review and updates to this Management plan will be recorded in the "Plan Review" table located at the start of this document.

Changes to this Plan will initiate a change to the Plan revision number on the cover page and on the footer of each page. Superseded Plans will be marked as such and will be located at the back of the Management Plan file.

PLAN ARCHIVING

Copies of this and superseded Project Management Plans will also be maintained (archived) by ADCO for a period of at least 24 months following an update completion.

QUALITY MANAGEMENT PLAN



PRINCIPAL QA OBJECTIVES

- Provide assurance to customers that its products and services will meet the customer's specified requirements.
- Ensure that purchased items conform to specification before incorporating them in the works.
- Plan and control work processes.
- Plan and carry out inspection and testing to verify that the work processes are effective and that all finished work complies with the contract.
- Ensure selection of subcontractors and confirmation that their work complies with the contract.
- Acknowledge and rectify any nonconforming work and improve work processes to prevent recurrence of nonconformities.
- Keep orderly records to demonstrate that the works comply with the contract.
- Improve procedures and work practices when opportunities are identified to minimise errors, waste and product nonconformities.

PERFORMANCE INDICATORS

This Plan should be read in conjunction with the **Corporate QA Management Plan**. Refer to the Appendices section of this Plan.

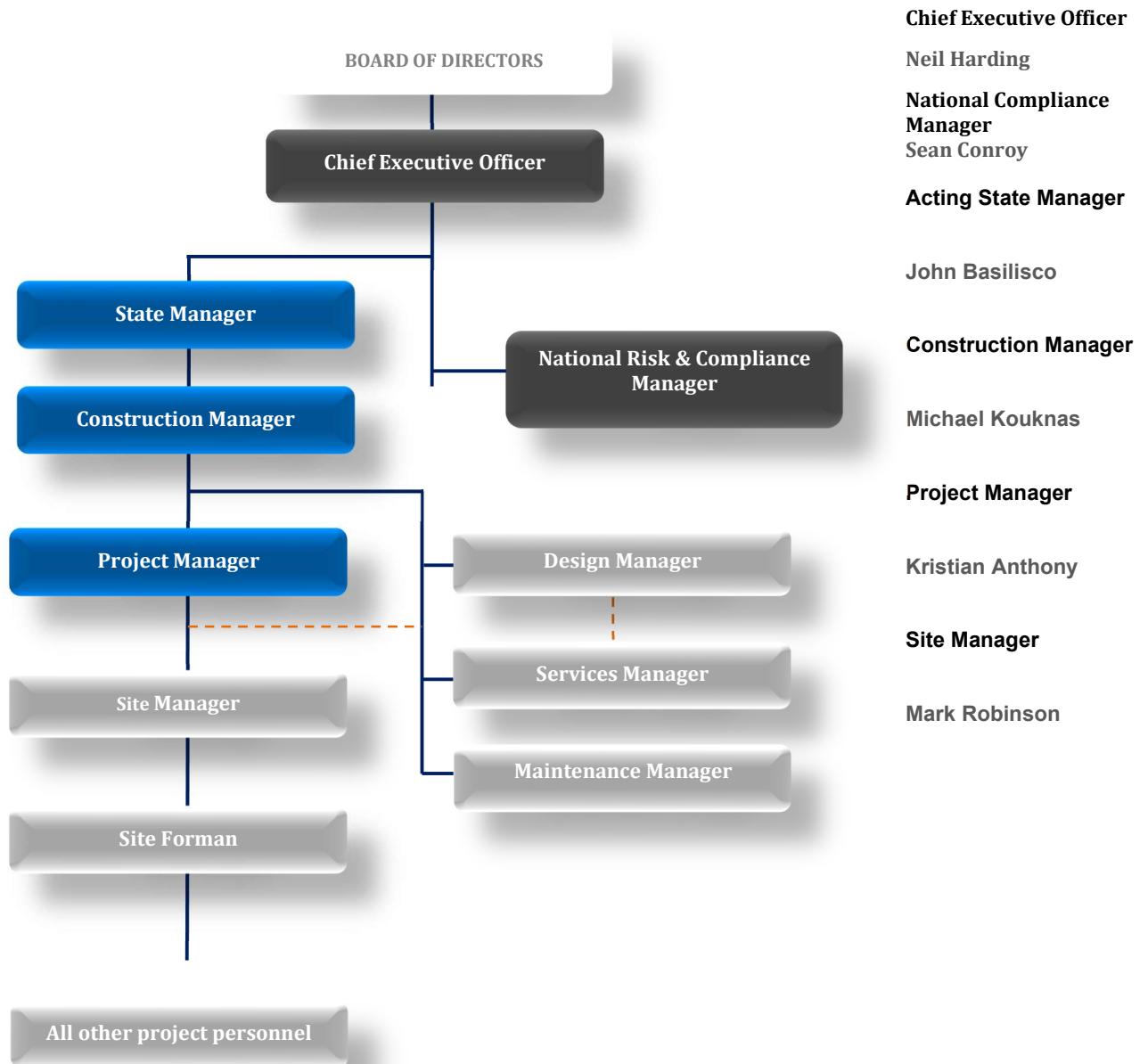
PROJECT TARGETS

DESCRIPTION	TARGET
Major non-conformances	Nil per project
Defects	Defect-Free upon Project Handover
Corrective action – time to close	Within agreed or required time frame.

QUALITY MANAGEMENT PLAN



PROJECT MANAGEMENT STRUCTURE



QUALITY MANAGEMENT PLAN



POSITION RESPONSIBILITIES

TITLE	DESCRIPTION
Chief Executive Officer	<ul style="list-style-type: none"> ▶ Provide commitment, leadership and direction in the development, implementation and management of the Corporate QA Management System.
National Risk & Compliance Manager	<p>Responsible for:</p> <ul style="list-style-type: none"> ▶ Management of the Corporate Safety, Environment and Quality Management Systems. ▶ Ensuring that the Corporate Management Plans are maintained in accordance with applicable Standards and industry requirements. ▶ Facilitating the development of work process controls/instructions ▶ Liaising, where needed, with external parties on matters relating to compliance. ▶ Reviewing client feedback to identify opportunities for improvement.
State Manager	<p>Ensure that:</p> <ul style="list-style-type: none"> ▶ The Corporate QA Management System is implemented across all State projects. ▶ Appropriate resources are allocated to project teams to ensure compliance to requirements of the Corporate QA Management System. ▶ A review of the QA performance of the State is completed on a predetermined basis to identify non-conformance trends and areas of improvement.
Construction Manager	<p>Responsible for monitoring the progress of each project, including:</p> <ul style="list-style-type: none"> ▶ Approving major purchases and subcontractors. ▶ Technical advice, cost control and ongoing project review. ▶ Non-conformance review and management.
Project Manager	<ul style="list-style-type: none"> ▶ Overseeing the preparation, maintenance and implementation the Project Quality Plan on the project. ▶ Preparing the works program for each project. ▶ Liaison with the client on project quality issues. ▶ Assessing and monitoring the capability of service providers in the supply chain, and verifying that they meet quality requirements. ▶ Providing service providers in the contract chain with the quality plans and any updates. ▶ Maintaining a non-conformance reporting system ▶ Approving subcontractors' quality plans and systems.
Safety, Health & Environment (SHE) Manager	<p>Ensure that:</p> <ul style="list-style-type: none"> ▽ Legislative requirements for QA management is implemented and maintained on project sites. ▽ The requirements of the Corporate QA Management System are implemented on project sites. ▽ Where required, project QA requirements and risks are identified during project tender and/or trade tender processes and incorporated into project management plans. ▽ Reviews of QA performance are completed on all projects to ensure compliance with legislative and corporate requirements.

QUALITY MANAGEMENT PLAN



TITLE	DESCRIPTION
Contracts Administrator	Responsible for: <ul style="list-style-type: none">▶ Preparing documentation for subcontracts and purchases.▶ Administration of subcontractors and suppliers.▶ Processing variations.▶ Preparing progress claims for submission to Client.▶ Preparing progress payments to subcontractors and suppliers.
Site Manager/Foreman or Leading Hand	Responsible for: <ul style="list-style-type: none">▶ Day-to-day co-ordination, site control of labour, sub- contractors and quality inspectors.▶ In-process inspection to verify that subcontractors are following work procedures.▶ Surveillance of subcontractors.▶ Inspection of incoming supplied goods.▶ Reviewing non-conformance and their disposition in the absence of the Project Manager.▶ Initiation and review of corrective action.▶ Keeping quality records.
Other project personnel	Responsible for: <ul style="list-style-type: none">▶ Reporting nonconformities to the Site Manager.▶ Notifying the project team of impending hold points and witness points.▶ Controlling the movement and storage of records.▶ Ensuring that project records are created (checklists are completed and signed off; forms are filled-in with complete and accurate data).▶ Respond to the client's requests for records and the client's record-keeping requirements.

QUALITY MANAGEMENT PLAN



PROJECT INFORMATION

Project Description	Liverpool Health & Academic Precinct – Multi Storey Car Park
Project Address	Liverpool Hospital – Cnr Elizabeth & Goulburn Streets, Liverpool NSW 2170
Project Period	September 2020 – March 2022
Separable Portions	Milestone 1 & Milestone 2

Please note that the above dates are for broad information and planning purposes only. Refer to contract programme for specific programme information.



QUALITY MANAGEMENT PLAN



PROJECT GENERAL INFORMATION

PURCHASING AND SUPPLY

Purchased products (including subcontractor's work) are subject to verification by the Site Manager at the time of purchase and/or at delivery to ensure conformance to contract requirements.

Goods delivered to the site will be subject to a receiving inspection by the project team member who takes delivery. Evidence of review and acceptance (i.e. manufacturing certificates, standards verification, origin of supply, etc.) will be held in the project site office for the duration of the project. At project completion, such documentation will be collated with "As Built" documentation or archived.

Goods will be stored in designated areas and in accordance with the manufacturer's requirements and the responsibility for this rests with the subcontractor and **ADC O** project personnel.

The Site Manager will be responsible for reviewing any Inspection and Test documentation required from and/or generated by the subcontractor in verification that their process/goods meet the requirements of the contract.

Non-conforming products will be labelled and segregated from conforming products and will be subject to the Non-conformance management process.

INFRASTRUCTURE

ADC O site office space and other on-site facilities will be catered for in line with the project resource histogram and in accordance with the approved code under section 274 of the Work Health and Safety Act.

The project manager will forecast project personnel quantities from project start-up which will be used to determine project infrastructure. This is also closely monitored throughout the project for any risks which may arise which will result in the need for additional and/or reduced infrastructure.

QUALITY MANAGEMENT PLAN



HANDLING, STORAGE, PACKAGING AND DELIVERY

ADCO recognises the importance of implementing procedures to manage the handling, storage, packaging and delivery of goods and materials (as appropriate) to ensure that product quality is not impaired.

The Site Manager is responsible for the preparation of storage areas, in locations approved by the Client and/or identified during pre-construction review as being most appropriate for storage and on-ward transportation.

The following general guidelines should be observed:

Store bulk materials (i.e. aggregates, sands) on paved or firm cleared ground in separate stockpiles or bins to avoid mixing or contamination.

Store steel, roof sheeting etc. on firm ground and in a location which provides clear access for mobile plant.

Store timber on a support above the ground.

Store fuels, chemicals and explosives in accordance with regulatory requirements in a readily accessible location on site.

Store products that may degrade after becoming wet under shelter.

As required, per suppliers or Contract specification, the Site Manager is responsible for identifying packaging and handling procedures for specialised items.

The Site Manager is responsible for handling operations and will ensure that products are handled carefully to avoid damage.

IDENTIFICATION AND TRACEABILITY

Inspection and test activities to verify conformance for the phases of the project will be set out in trade specific Inspection Test Plans (ITP) developed by either **ADCO** or the applicable subcontractor.

Each ITP will indicate the area of reference, materials used and conformance requirements.

Inspection and testing (as required) of completed work will be completed to confirm that the quality requirements specified for the project have been met.

QUALITY MANAGEMENT PLAN



Receiving and inspection of incoming goods

A receiving inspection will be completed prior to use of the product to ensure that only products, which have achieved conformance, are incorporated in the finished work.

Where material is produced in batches, each batch will be identified uniquely to facilitate verification of conformance.

Where traceability is required by the Contract, details of the batch(es) incorporated in each lot or component, will be included in quality records.

Hold and Witness points

The Project Manager is required to ensure that Hold and Witness points are clearly identified within the Inspection and Test Plans (ITP's).

The Site Manager is responsible for ensuring on site compliance to identified ITP requirements, Hold and Witness points.

The Project Engineer is responsible for the final review and sign off of the relevant trade ITP. Sign off will not occur until all relevant inspections, reports, certificates, etc. have been supplied and verified.

Relevant support information relating to ITP verification must be maintained by the project team (i.e. Project Engineer, Site Manager and Contracts Administrator) and forwarded to the State office at project completion.

Samples and Results

HOLD Point	WITNESS Point
A hold point is a point in a process beyond which work may not proceed without the authorisation of a designated organisation or authority.	A witness point is a point in a process where prior notice to the designated organisation, client or authority that work is ready for inspection.
The Project Engineer is responsible for the monitoring of the sample submission, review and approval process. All samples to be detailed in the sample register, referenced to	

QUALITY MANAGEMENT PLAN



In process inspections

ADCO will identify, plan and document construction processes required by the project progressively during construction of the works.

Each process will be reviewed while in progress to evaluate how effectively the work methods achieve product conformance. Improvements will be implemented where necessary in consultation with the project team.

Authorities

When a section of the works is ready for Authority inspections, the Subcontractor will be required to arrange for the relevant Authority to attend site and complete the inspection.

The Subcontractor will be required to provide **ADCO** with a minimum of two working days' notice of the intended date and time of the inspection so that an **ADCO** representative can be present to witness the inspection.

On receipt of relevant Authority Approvals, **ADCO** will file (per the agreed system) the certificate or documentation provided by the Inspecting Authority.

Final inspection

To review conformity of the work to specified requirements a final or acceptance inspection will be completed by the Project and Site Managers.

Nonconformity will be managed in accordance with a Non-Conformance Procedure.

MEASURING AND TEST EQUIPMENT

Users of equipment used for inspection, measuring and testing may be required to provide calibration certification attesting to the regular calibration of such equipment.

A Calibration Register and a copy of relevant certification may be maintained in the site project office for the duration of the project.

Where an item of equipment is knocked or dropped or if out-of-calibration is suspected, the user will be required to immediately check its calibration, where possible, by comparing measurement against a similar item.

If equipment is damaged, the user will be required to tag it as "NOT TO BE USED" and arrange for replacement equipment to be brought on to site.

QUALITY MANAGEMENT PLAN



NON CONFORMANCE MANAGEMENT

ADCO personnel are required to minimise, so far as is practicable, any non-conformances arising out of the construction activities completed during the project.

Where a product or activity non-conformance is identified, they are required to be documented using the required format within Aconex.

The Project Manager will be required to:

Consider the significance of the non-conformance (i.e. project progress, contractual verification, breach of Hold/Witness point) and determine the action required by **ADCO** and/or the subcontractor or supplier to rectify the non-conformance.

Where the proposed rectification involves a change from the Contract specifications, discuss the non-conformance with the Client.

Inspect or test the rework, repair or replacement in accordance with the relevant ITP or otherwise agreed with the Client to ensure that the required quality has been achieved.

Where required by the Contract, apply a HOLD Point prior to proceeding with the work activities.

NON-CONFORMANCE	NON-CONFORMING PRODUCTS
Non-conformance is defined as a deviation from documented procedure or contract requirement which directly affects the quality or service life of the product or service.	Nonconforming product is product that fails to meet specified requirements (i.e. the product fails inspection at an inspection point, or test results shows that the product does not comply with specifications).

QUALITY MANAGEMENT PLAN



SUBCONTRACTOR MANAGEMENT

Selecting and engaging subcontractors

ADCO will only engage suppliers and subcontractors who have the applicable competencies and experience to perform the work satisfactorily.

In the project planning process, the Project Manager will identify work to be subcontracted and determine:

The method of selecting subcontractors — from preferred suppliers list, by tender, Expression of Interests or other means.

The method of assessing subcontractors.

The type and level of subcontractor control required.

The Project Manager and Contracts Administrator are responsible for developing a list of potential subcontractors and assessing them against contract requirements.

Receiving and Inspection of Incoming Goods

A receiving inspection will be completed prior to use of the product to ensure that only products, which have achieved conformance, are incorporated in the finished work.

Where material is produced in batches, each batch will be identified uniquely to facilitate verification of conformance. Where traceability is required by the Contract, details of the batch(es) incorporated in each lot or component, will be included in quality records.

QUALITY MANAGEMENT PLAN



Contract documentation

The **ADCO** Subcontract Agreement coupled with relevant Annexures will be used for all subcontracts on this project.

Any additional contractual requirements nominated in the Head Contract will be communicated to the subcontractor within the Subcontract Agreement.

A copy of the signed, numbered and authorised Subcontract Agreement will be maintained in the State Office.

Subcontractor QA documentation

Any documentation which is required to be supplied by the subcontractor as part of their contractual obligations (i.e. As Built and Warranty documentation, ITP's etc.) will be maintained by the Project Manager and Contracts Administrator and provided to the Client on request or on completion of the project.

Prior to completion of the Subcontract Works, ensure the frequency of inspections is elevated (minimum weekly) to identify and close-out known defects and non-conformances. Mud maps of areas inspected shall be submitted with sign-off sheets to be used as identification. Where succeeding tasks must commence, consultant approval must be granted prior to continuation of work.

The Project Manager and Site Manager are responsible for monitoring and observing the working progress of subcontract personnel tasked to complete work activities.

IDENTIFICATION

The Project Manager and Site Manager are responsible for conducting regular (as agreed at project commencement) inspections of work areas and reviews of work in progress to determine progress against the construction program.

REPORTING

Where / as required, the Project Manager is responsible for collating information and data on project quality performance and compiling the information into a monthly quality report to be submitted to the Client on an agreed date.

The project team will apply a level of control over subcontractors appropriate to the risks associated with the subcontracted works, including, but not limited to:

- ▶ Advising subcontractors of their responsibilities through subcontract documentation and on site communication
- ▶ Providing instruction on systems or documentation that the subcontractor is expected to work under or use.
- ▶ Monitoring subcontractor work for compliance with quality requirements (i.e. inspections and audits).
- ▶ Ensuring that materials and equipment used for the works are of the highest quality and are suitable for the use for which they were designed.
- ▶ Ensuring that only appropriately licensed and/or qualified skilled tradesman are employed for the delivery of the works.

On site management

QUALITY MANAGEMENT PLAN



COMMUNICATION, CONSULTATION AND IMPROVEMENT

IMPROVEMENTS AND FEEDBACK

Where a non-conformance/complaint occurs or where the potential for a non-conformance/complaint becomes apparent, a review will be completed by the project team to investigate the cause and determine appropriate actions that will prevent future occurrence of the non-conformance.

The Project Manager is required to notify the National SHEQ Manager (QA representative) of any deficiencies with procedures or suggestions for improvement.

DEFECTS MANAGEMENT

During construction

During construction, a documented review and inspection of works being completed will be undertaken by **ADCO** (Project and Site Manager) and relevant Consultants.

Noted defects (i.e. those which will materially affect project programming or contractual obligations) must be advised through the non-conformance format in Aconex.

A **Non-conformance Notice** will be issued to the applicable Subcontractor. The Advice will detail: the noted defect, supporting photographic or documentary evidence, rectification requirements and the date by which the rectification is to occur.

Non-conformances will be discussed during the relevant project meeting.

As part of ADCO's defect free completion declaration, protection of all finished surfaces and products are protected by their respective sub-contractor, ensuring the final product is preserved until handover. This is regularly monitored through site inspections.

At Practical Completion

Prior to Practical Completion, **ADCO** will arrange for the Client representative and/or relevant Consultants to inspect the works to identify further defects.

Once a Defects List has been generated, the process for rectification will follow that noted above.

General

Generally, the following communication methodologies will be used t:

QUALITY MANAGEMENT PLAN



COMMUNICATION AND CONSULTATION

Induction	<p>Completed by all contract personnel attending the site to complete construction work.</p> <p>Records are maintained in the site office.</p>
Communications	<p>Completed by way of the agreed consultation forums for the project (i.e. induction, Pre-start Meetings, Subcontractor Meetings, PCG's, etc.</p> <p>Records will be maintained in the site office.</p>
Client, consultant meetings	<p>Completed by way of an agreed schedule of meetings over the life of the project and held between relevant parties.</p> <p>Records are maintained by the Project Manager.</p>

Project specific

Where project specific communication requirements are required, such information will be detailed in the relevant project plan

INDUCTION AND TRAINING

Induction

ADCO will ensure that all on site personnel engaged on the project have undergone an induction programme which ensures they are aware of how the quality system is to be implemented on the project.

The programme will focus on their specific roles and responsibilities, the Project Quality Plan, rectification requirements, Inspection and Test requirements, etc.

Records of training will be maintained for the duration of the project and then archived.

Training

All project management personnel will receive training in the Corporate Quality Management System.

Additionally, project specific training needs will be identified at the commencement of the project or during project review meetings.

As required, informal training (i.e. Toolbox meetings) will be delivered when required in topics such as: specific methods of work, appropriate use of trades tools, hold and witness points, non-conformance, corrective action and record keeping, etc.

QUALITY MANAGEMENT PLAN



AUDIT AND REVIEW

QMP review

The Construction Manager in conjunction with the Project Manager is responsible for developing a schedule to review applicability and currency of the Quality Plan to project operations.

Project audits – internal

Site based activities will be subject to periodic inspections and audits by the Construction Manager in conjunction with the Project Manager.

Project audits - external

Subject to Contract requirements, the project may be required to undergo audits/inspection by an independent external auditor. The Project Manager is responsible for liaising with the external auditor for the completion of such audits.

Non conformances

Non-conformances identified during inspections and audits will be required to be addressed by the project team through the corrective action section of the audit.

QA System review

At each two-year interval, the Corporate Quality Management System will be comprehensively reviewed by the senior management team to evaluate the system's effectiveness and continuing suitability for projects undertaken by the Company.

This management review will take into consideration but is not limited to:

- ▶ Internal and external audit reports
- ▶ Site inspections
- ▶ Non-conformance report and registers
- ▶ Post project reviews
- ▶ Client feedback
- ▶ Company personnel feedback

DOCUMENT CONTROL

DOCUMENT CONTROL

QA MANAGEMENT SYSTEM DOCUMENTS	PROJECT DOCUMENTATION
Approved QA Management System documentation used by this project will be controlled as follows: <ul style="list-style-type: none">▶ Revision number (top left corner of the document).▶ Date on which the document was approved for use (bottom right corner of the document).▶ Footer identifying the file location within the management system.	QA documentation generated by the project will be controlled as follows: <ul style="list-style-type: none">▶ Identification related to the document type (i.e. Memo, RFI).▶ Version number (visible on the document).▶ Date on which the document was approved for use (bottom right corner of the document).▶ Footer identifying the file location within the project filing system.

CONTRACT DOCUMENT CONTROL

Amended contract related documents are identified and notified by way of Aconex correspondence. Any changes must be reviewed and approved by ADCO commercial manager prior to engagement in any agreement. These changes are then acknowledged as amendment to the contract by way of written agreement and updated in the contract with superseded clauses and/or documentation strikethrough.

QUALITY MANAGEMENT PLAN



PROJECT RECORDS

ADCO is committed to ensuring that records required to manage the project according to the contract requirements, as well as our own requirements, are created, stored and disposed of according to specified requirements.

The Site Manager is the records controller during the project period and is responsible for:

- ▶ Ensuring that project records are created.
- ▶ Ensuring that records are filed such that they can be easily retrieved when required.
- ▶ Protecting records from loss, damage, tampering and corruption.
- ▶ Providing records or copies of records to the Client's representative on request.

PROJECT DOCUMENT MANAGEMENT

ASPECT	ACTIVITY
Project Quality Plan	Produced at commencement of the project, reviewed periodically for applicability.
Processes	Maintained on the ADCO Intranet, accessible by all project personnel.
Inspection and Test Plans	Developed by ADCO and/or nominated subcontractors. Completed by subcontractors and ADCO site management on site. Copies provided to the Client as per Contract requirements.
Non-conformance reports	Completed during the life of the project. Copies provided to the Client as per Contract requirements.
Test results, etc.	Attached to relevant ITP's and provided to the Client if requested or per Contract requirements.
ASPECT	ACTIVITY
"As Completed" drawings	As required - after completion of that portion of the work or at the end of the project
Statutory requirements	Provided to the Client if requested or per Contract requirements.
Guarantees Warranties	Provided to the Client if requested or per Contract requirements.

The above documentation will be archived by **ADCO** for a period not less than 7 years from the date of Practical Completion.

QUALITY MANAGEMENT PLAN



DESIGN AND DEVELOPMENT

DESIGN DEVELOPMENT & MANAGEMENT

Throughout the design development, ensure that the requirements of the Contract and the PPR are satisfied, including:

- ▶ facilitating workshops to review design risk, co-ordination, buildability, and stakeholder expectations;
- ▶ co-ordinating the development of detailed designs and drafting with the appointed Consultants and D & C subcontractors;
- ▶ co-ordinating the design team in the resolution of design and risk issues;
- ▶ Principal initiated variations and Value Engineering management;
- ▶ evaluating the cost efficiency and value engineering of the design with the Contracts Administrator and Project Manager at key decision milestones through regular Cost Management workshops (cost review hold-points);
- ▶ co-ordinating the design development and Cost Management workshops to dovetail with the procurement program and the construction program, respectively (i.e. a cost reviewed matrix of documents for each trade package in advance of procurement);
- ▶ facilitating key submission milestones to achieve program critical authority approvals; and
- ▶ maintaining both design development and cost efficiency within the overall D & C Program to meet procurement milestones.

NON-CONFORMANCE MANAGEMENT

Where a member of the ADCO design management team identifies a design non-conformance during the review process, the issue must be brought to the attention of the relevant Consultant as follows:

- ▶ complete and issue a Non-Conformance Notice (Aconex);
- ▶ track the Non-Conformance Notice (Aconex) through the Non-Conformance Register (Aconex);
- ▶ review the Register on a regular basis to close-out outstanding non-conformances.
- ▶ retain and file all correspondence and of evidence which supports the close-out of the non-conformance.
- ▶ Co-ordinate design meetings and workshops to resolve the design in accordance with the design guidelines

PEOPLE WHO BUILD



HEALTH AND SAFETY MANAGEMENT PLAN

RISK REGISTER

PROJECT NAME

LIVERPOOL HOSPITAL & ACADEMIC
PRECINCT - MULTI STOREY CAR PARK

PROJECT NO.

CLIENT – HI20174
ADCO – 3460

HEALTH AND SAFETY MANAGEMENT PLAN



VERSION CONTROL

Rev. No.	Issue Date	Approved By	Position	Details
V0	26/05/2020	Kristian Anthony	Project Construction Manager	For tender
V1	26/08/2020	Kristian Anthony	Project Construction Manager	For Construction

ADCO PROJECT PERSONNEL CONSULTATION AND SIGN OFF

We, the undersigned, confirm that we have been consulted on the contents of this document, read and understood the contents of this document, and agree to implement the requirements of this Plan on this project site

Name	Position	Signature	Date

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INTRODUCTION

PURPOSE

ADCO Constructions (ADCO) implements an integrated safety and environmental management system on all projects. Our HSE (Health, Safety and Environment) Management System, documents the manner in which construction-related activities are required to be completed on ADCO project sites. This Management Plan provides information on how workplace health, safety and environment will be managed on this project to provide a safe, injury and incident free workplace for workers and the general community.

MANAGEMENT SYSTEM AND DOCUMENTATION

System documents which are referenced in this Plan or any associated Plan or Risk Register can be sourced by accessing the ADCO Constructions Intranet. (ADCO personnel only). Additional information can be obtained from the HSE Manager in each State.

ADCO PERSONNEL SIGN OFF

ADCO project personnel will be inducted into the requirements of this Plan and any associated Plan or Risk Register by the relevant Project Manager. Evidence of induction and discussion will be recorded within section ADCO Project Personnel Consultation and Sign off.

INFORMATION SUPPLY TO SUBCONTRACTORS

This Plan and any associated Plan or Risk Register (including any future revisions) will be supplied to subcontractors for review through the Aconex portal or another approved format.

PLAN REVIEW

This document will be reviewed on a periodic basis, not exceeding 6-monthly, to ensure its compliance to legislative and operational requirements of the. Project. Review and updates to this plan will initiate a change to the plan revision number and be recorded in the "Version Control" section of the document. Superseded Plans will be marked as such and will be located within the Management Plan Folder located in the Site Office.

SITE FILING

A hard copy of this Plan and any associated Plan or Risk Register (including any future revisions) will be held on site

PLAN ARCHIVING

Copies of this and superseded Project Management Plans and associated Risk Registers will also be maintained (archived) by ADCO for a period of at least 24 months following an update completion.

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PRINCIPAL CONTRACTORS DETAILS

Name	State Address	ABN
ADCO Constructions Pty Ltd	Address	L2, 7-9 West Street
		46 001 044 391
	Suburb	North Sydney, 2040
	State	NSW
	Phone	02 8437 5000

PROJECT INFORMATION

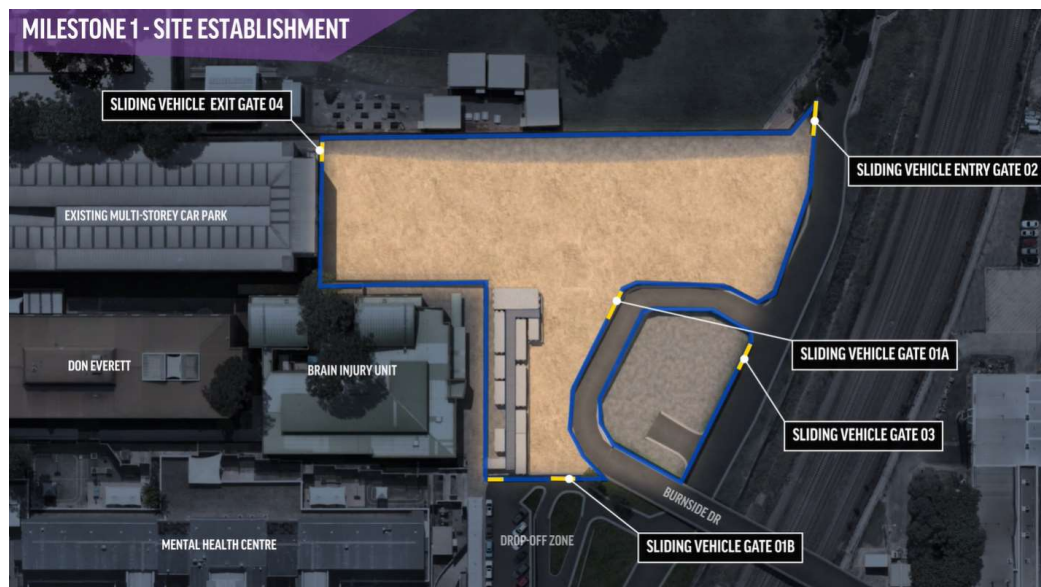
Project Description	Liverpool Health & Academic Precinct – Multi Storey Car Park
Project Address	Liverpool Hospital – Cnr Elizabeth & Goulburn Streets, Liverpool NSW 2170
Project Period	September 2020 – March 2022
Separable Portions	Milestone 1 & Milestone 2



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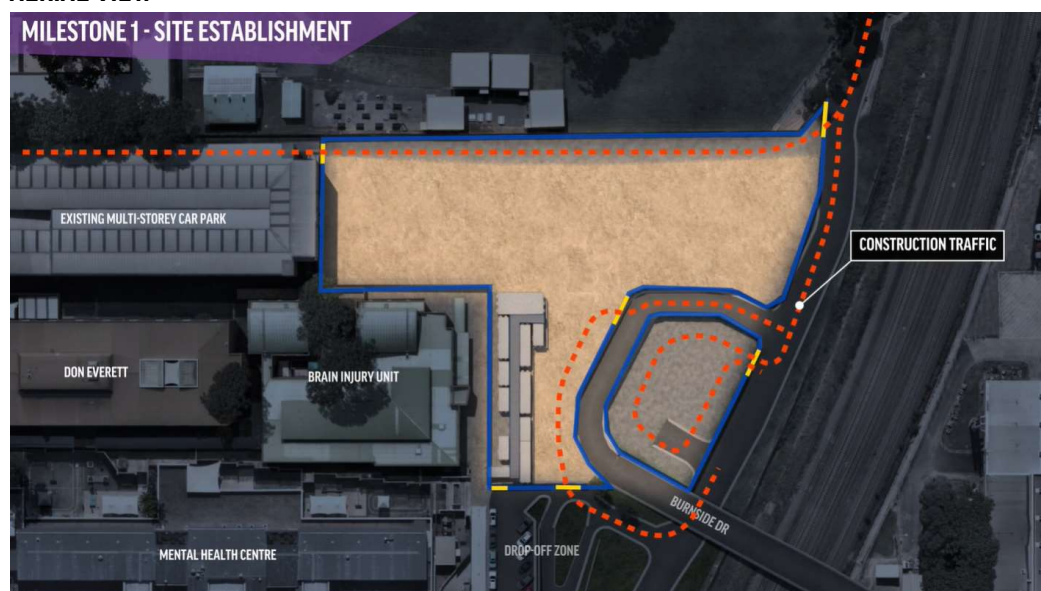
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SITE VIEW



Site Establishment Plan is subject to change throughout project delivery. Any changes will be communicated to workers through project consultative forums.

AERIAL VIEW



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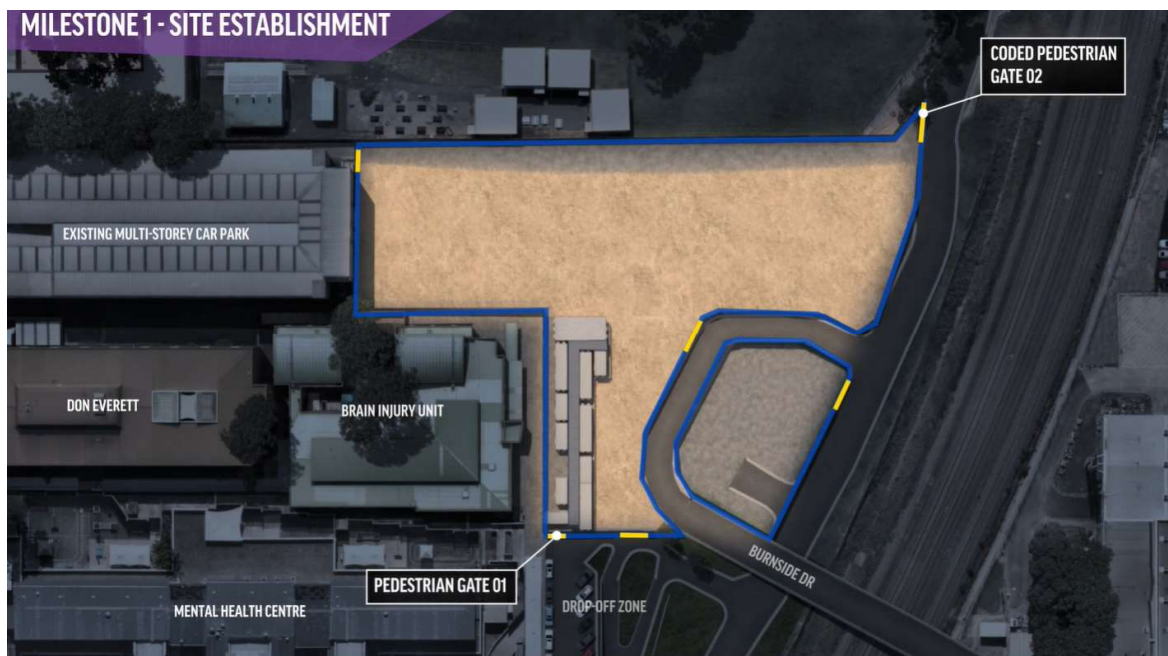
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PROJECT NO. DRAWING NO. ISSU 181652 UNAP-C3-TTW-ORG-CP-003001 8	

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SITE REQUIREMENTS

SITE ACCESS

Main Site Entry Location	Main Vehicle Gate 01A – Secondary Vehicle Gates 01B, 02 & 03, – 97 – Burnside Drive
Other Entry Points	Gate 2 - 97 – 103 Bowral Street
Worker Entry Locations	Main Entry Pedestrian Gate 01 – Secondary Entry Pedestrian Gate 02
Visitor Entry Locations	Main Entry Pedestrian Gate 01

WORK HOURS – TBC on SSDA Receipt

Monday to Friday	7am to 6pm
Saturday	8am to 1pm

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Sunday/Public Holidays	No Work
By Exception	The Site Manager's approval is required for work outside of the normal construction hours listed above. No person is permitted to work on site alone or without at least one member of the ADCO site management team in attendance

CLIENT/COUNCIL REQUIREMENTS

The Contractor & its Subcontractors are bound by the conditions referred to in the approved **Development Consent specifically "SSD TBC"** and made available to the subcontractors in their contract document transmittal and in the site office.

Strictly **No access to any Hospital facilities without prior agreement** from ADCO Constructions.

Strictly **No closure or interruption of any services feeding the facility without prior agreement** from the ADCO Constructions, the Principal and Hospital/LHD (e.g. water, comms, medical gas, electricity etc) via the Disruptive Works Notice (DN) process;

Strictly **NO SMOKING anywhere on the Hospital Campus or on the Construction site**. Fines will apply to those caught smoking either on site or within the hospital grounds.

All Contractor/Subcontractor Employees must gain permission to enter the hospital before commencing work and may only enter approved areas. The Contractor's representative or where a subcontractor is working without the supervision of the Contractor, the subcontractor's representative must report their presence to the person in charge of the hospital on arrival each day (as part of hospital sign-in requirements) and record, in the hospital Sign-In Log, the details of all Contractor's or subcontractor's employees working at that site that day.

Contractor/Subcontractor Employees should avoid talking with, touching or interacting with any children or residents or other users of the hospital except where the work requires it or in an emergency or safety situation.

Contractor/Subcontractor Employees must wear or carry an identity card at all times when on the Hospital Site.

Use only designated roads or agreed roads and access ways. Hospital Car parks shall not be used without the prior written approval of the Principal. The Contractor/Subcontractor is to utilise designated parking areas as advised by ADCO Constructions & the **Construction & Pedestrian Traffic Management Plan**.

For visits, inspections and work to be carried out, outside of ADCO's Site, the Contractor (and their agents or representatives) **must have an approved DN issued by ADCO in place**. They must present themselves to the appropriate Liverpool Hospital & Academic Precinct representatives, show identification that confirm their association with the Project and comply with any requirements, **including undertake a site induction by the Hospital/LHD and provide any documentation required**;

Provide a Disruptive Works Notice (DN) for any proposed disruptive works for approval by ADCO Constructions. This applies to works outside the Construction Site, Hospital campus and surrounding areas

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or works that will affect the hospital operations. A minimum two week's notice is required for normal disruptions, three weeks or more for significant disruptions (blocking an access road etc) and up to twenty-six weeks for major shutdowns such as substation installations or major services feed interruptions. The appropriate timeframe for Disruptive Works Notices (DN's) is to be agreed to in consultation with ADCO at commencement of the project. The Disruptive Works Notice must clearly state the service disruption, affected areas, duration and include all required information/diagrams in a clear format, with any ambiguities investigated or confirmed with the Hospital prior to submission of the notice. It is noted that the approval process can take up to ten business days for standard disruptions from the date the Disruptive Works Notice is submitted to the Hospital/LHD for approval;

For Proposed Disruptions to Fire Safety Systems – a specific Disruptive Works Notice procedure must be provided with a minimum of 4 weeks' notice. The notice must include the following checklist:

- **No shutdown without prior approval**
- **Insurer's notified of fire system shutdown and duration**
- **Fire Brigade notified of fire system shutdown and duration and approval**
- **Implementation of additional substitute fire fighting measures e.g. additional local fire extinguishers/blankets etc**
- **A description of fire system/service to be shutdown**
- **Duration of shutdown**
- **Procedure to shutdown and re-liven up service**

Sequencing of works by the Contractor/Subcontractor is to minimise impacts on the existing Hospital, department operations and services feeds, and is to be developed by the Contractor in consultation with the Principal and Hospital/LHD;

Works being undertaken by the Contractor/Subcontractor may cause interruption and requires proactive management and mitigation by the Contractor/Subcontractor. This must be coordinated with the ADCO and Hospital/LHD through the Disruptive Works Notice process. The Contractor/Subcontractor is to ensure its personnel and subcontractors are available for immediate contact and rectification of such events. (It is noted that the Contractor/Subcontractor is to be contactable by the ADCO at all times as part of the Works);

For works and activities outside of the Site, the Contractor/Subcontractor will prepare detailed safe work method statements and risk assessments and seek approval in a timely manner from ADCO and Hospital/LHD. The Contractor/Subcontractor must comply with the requirements and directions of the ADCO, Hospital/LHD at all times while planning and undertaking Works outside of the Site;

Identity cards will be required for all workers undertaking any Works outside of the Site;

No access or contact with any patients of the Hospital is permitted, and patient and public privacy is to be maintained at all times;

No photography of any person within the Hospital site is permitted.

Disruptive Works within or around occupied premises may be required to be undertaken outside of the Contractor/Subcontractor's normal working hours to suit the needs to the Hospital;

The Contractor/Subcontractor is to liaise with the ADCO regarding impacts to external service providers;

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The Contractor/Subcontractor is to liaise with ADCO, Hospital/LHD and any other stakeholders regarding noise, vibration and/or dusty works prior to the commencement of these works; a Disruptive Works Notice will be required prior to the works commencing. Regular stakeholder briefings may be required as advised by ADCO;

ASBESTOS

Works are conducted under as per the attached Remediation Action Plan and the ADCO unexpected finds procedure

TRAFFIC MANAGEMENT

Where required for work activities outside of the site boundary (e.g. construction of access roads into a site from a gazetted road, construction of footpaths) or nominated in planning conditions, A Traffic Management Plan (TMP) will be developed by an accredited company and submitted to the local authority where required.

Traffic management requirements will be implemented by competent personnel with the appropriate qualifications and followed to by all site personnel.

Refer attached Construction Traffic & Pedestrian Management Plan which is always to be adhered to. This forms part of every subcontractors document transmittal also and found be found on Aconex.

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11th May 2020

Ellis Lamond
Adco Construction
Level 2, 7-9 West Street
North Sydney
NSW, 2060

ptc.

Dear Ellis

1. Liverpool Health and Academic Precinct, Multi Storey Car Park (LHAP, MSCP) – Preliminary Construction Traffic Management Statement

2. Introduction

ptc. have been engaged by Adco Construction to prepare a statement outlining the preliminary construction traffic management for the construction of the LHAP, MSCP at Liverpool Hospital.

This statement has been prepared to accompany the tender submission and outlines the construction traffic management procedures and control that will be in place during the works.

3. The Development

This proposal relates to the proposed MSCP, as shown in Figure 1.

The proposed MSCP is bounded by Burnside Drive to the east, Forbes Street to the west, Liverpool Boys High School to the north and Liverpool Hospital to the south and is located within the Liverpool Health and Academic Precinct.



Figure 1 – MSCP Location Plan

Parking & Traffic Consultants Pty Ltd
ACN 114 561 223 ABN 38 813 202 919

Suite 502, 1 James Place
North Sydney NSW 2060
info@ptcconsultants.co
t + 61 2 8920 0800
ptcconsultants.co

**parking;
traffic;
civil design;
wayfinding;
ptc.**

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Refer annexure for further detailed tmp's

TRAFFIC MOVEMENT

ADCO is responsible for the management of logistics and people, vehicular and material movement on the Site in connection with the construction activities. Information on traffic movement will be communicated to workers prior to project commencement, during the site induction and other consultative forums.

Controls for material deliveries include but are not limited to:

- / Communications sent to suppliers e.g. concrete prior to arrival on site.
- / Prior to any deliveries on site, subcontractors must ensure all deliveries have been pre - arranged and approved by ADCO Site Management.
- / Deliveries to access the site compound via designated and signed gates and roadways.
- / Subcontractors are to confirm traffic control requirements with Site Management prior to deliveries.
- / Subcontractors are to communicate traffic control requirements with own suppliers and deliveries to ensure understanding of site requirements.
- / Delivery drivers are to report to the Site Office for directions before unloading or loading.
- / Deliveries must be offloaded at the approved location within the Site Compound. No materials to be unloaded in public areas.
- / No materials are to be unloaded or left in public areas.

Delivery schedules and vehicles will not impact on:

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- / Usability of the site compound, public access or emergency requirements.
- / Site access/egress provisions.
- / Gates to remain locked at all times (only open for delivery and then re-lock)
- / If reversing is required to access or exit site, a Spotter may be required to direct vehicles as required to minimise potential danger to site workers and public personnel.
- / Delivery drivers must not roam the site and must stay close to their vehicles at all times. Ignition is to be switched off at any time when the vehicle is not moving or is unattended. Personnel protective equipment rules apply.

OBJECTIVES AND TARGETS

Project HSE Objectives

Risk Management Activity Checklists and Authority to Work Permits (ATW Permits) are completed for identified high-risk work activities completed by subcontractors or ADCO.

Hazard Management Hazards are proactively identified through preparation of Project Risk Registers, Site Inspections, Internal Audits and regular consultative forums.

Hazards are noted in the Weekly Site Inspection form with corrective action identified and actioned within a timely manner.

Incident Management Project LTIFR < 5.

All incidents are reported to ADCO site management immediately on occurrence.

Incidents investigated within two hours of notification.

Corrective actions are implemented according to the ADCO risk management time frame.

Incident reports are completed within 7 days of occurrence.

Incident reports are closed out within 28 days of occurrence.

Preventative actions implemented across the project and noted in Incident reports.

Plant All Plant is registered at first entry to the site through the completion of a Plant Checklist.

All Plant is reviewed at subsequent re-entry.

Plant operational activities are monitored through the Weekly Site Inspection, for compliance.

Inductions All persons who complete construction work is inducted prior to starting work.

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All induction evidence is collated and filed in site filing system or cloud-based storage system (HammerTech).

Safe Work Method Statements

SWMS supplied by subcontractors are reviewed, assessed and accepted prior to the subcontractor commencing work.

Register – SWMS / Subcontractor Documentation is up to date and accessible to the ADCO project team.

Consultation

As per Procedure – Consultation and Communication.

Consultation forums include but are not limited to: daily pre-start meetings, site team meetings, HSC Committee Meetings, high risk work pre-start meetings, SWMS review meetings and toolbox meetings.

Pre-start meetings are held daily by the Site Manager with participation by subcontractor supervisors.

Non-Conformance

Non-conformances identified through visual inspections, site inspections or task observations are documented and actioned.

Register – Non- Conformances is up to date and accessible to the ADCO project team.

Employee Health and Wellbeing

Work activities which may impact on employee health and well-being are identified at project design / tender / commencement / construction stages.

Information and management requirements are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

LEGAL AND OTHER REQUIREMENTS

LEGISLATION

Risks, hazards and controls on this project will be implemented in accordance with state Work Health and Safety / OHS legislation, Codes of Practice and Standards. Legislation, Codes of Practice and Standards which will be applied to this project are noted in a relevant Plan or Risk Register

Access to current Legislation, Codes of Practice and Standards is available to all project personnel. Subcontract workers should liaise with the Site Manager or HSE Adviser for access through IT Forums.

SITE RULES

Site Rules are applicable to all workers on this project and are:

- / Discussed during the Site Induction.

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- / Posted on site noticeboards – for review while on site.
- / Re-iterated as required during project consultative forums.

The objectives of the Site Rules are to:

:

- / Meet legislative requirement for WHS and environmental management.
- / Define ADCOs minimum operational standards.
- / Prevent harm to people and the environment.
- / Provide a safe working environment.

RIGHT OF ENTRY AND FREEDOM OF ASSOCIATION

Information on employer and employee requirements and obligations under WHS legislation, the Fair Work Act and the relevant state Code of Practice for the Building and Construction Industry are located as follows:

- / Workplace Relations Management Plan (WRMP) issue for the project
- / Site Induction
- / Regulatory publications on Site Notice Boards

WORKER RIGHTS

All workers have the following rights:

- / Be provided with a safe working environment.
- / Be consulted on health and safety issues that affect them.
- / Refuse to perform work that they believe would expose them to a serious risk.
- / Be provided with information, instruction, training and supervision and resources that they need to do perform their job safely.
- / Be provided with facilities for their welfare at work.
- / Protection from discrimination, coercion or threats in relation to a health and safety matter.

Where a worker is of the view that a situation possesses an immediate or imminent risk of serious injury or harm, the worker must:

- / Immediately notify their supervisor of their concern / the hazard or risk.
- / If the supervisor is not available or is unable to resolve the issue, the worker should discuss their concern with the ADCO Site Manager or HSE Adviser.

Discussion with a Health and Safety Representative (who represents the worker) can be conducted at any stage.

DISPUTE RESOLUTION

Wherever possible, any safety concerns will be resolved through consultation between workers, their representatives and/or the project management team. If the concern cannot be resolved, it must be referred to the Construction Manager / HSE Manager and / or HSE Committee (as applicable) for resolution. Where the

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issue remains unresolved the default procedure for issue resolution set out in WHS Regulations must be followed.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask the State Regulator to appoint an inspector to assist in resolving the matter.

CONDUCT ON SITE

All persons entering the site are required to:

- / Wear clothing such as shirts, shorts, trousers, etc. in a neat and tidy condition at all times. (No singlets, sleeveless shirts or inappropriate shorts permitted).
- / Comply with site rules and procedures
- / Observe restraint in the use of inappropriate language.
- / Not use amenities except those expressly provided for construction personnel.
- / Not bully or victimise any worker or management personnel.
- / Not use amenities except those expressly provided for construction personnel.
- / Report hazards and incidents immediately.
- / Ensure that work area/s are kept fenced to not permit public access.
- / Wear identification at all times. (e.g. Site Induction sticker)
- / Wear the mandatory signed PPE at all times.
- / Feel free to discuss any issues troubling you with our HSE Advisor or Site Manager (confidentiality will apply)

YOUNG WORKERS - AGE REQUIREMENTS

All workers on a project site must be at least 16 years of age. Additionally, persons who are under 18 years of age:

- / Must produce a form of "proof of age" verification.
- / Must have their Supervisor co-sign their induction.
- / Are not permitted to operate any equipment or Plant for which they cannot produce a License/Ticket or Competency verification.
- / Must work in the same work vicinity as their Supervisor and must remain within line of sight of their Supervisor at all times.
- / Must work in the same work vicinity as their Supervisor.
- / Never be left alone on site.

ALCOHOL AND ILLICIT SUBSTANCES

The possession, consumption or sale of alcohol or illicit substances on site is prohibited and will lead to instant dismissal from all ADCO project sites.

RISK AND HAZARD MANAGEMENT

HIERARCHY OF PROJECT DOCUMENTATION

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ADCO has robust systems in place to manage the delivery of the project works. Project documentation across the various disciplines generally follows the below hierarchy:

- / Policies – Vision and Values
- / Project Management Plan and Risk Register documentation
- / Procedures and Protocols in line with relevant Australian Standards
- / Forms / Checklists / SWMS / ITPs
- / Records - Measuring and Testing.

IDENTIFICATION

Design

Where ADCO has responsibility for the design of the building / components of the building, the Design Manager will co-ordinate the compilation of a Safety in Design (SID) Register. The Register will be completed with input from, but not limited to: Consultants and nominated ADCO personnel (e.g. HSE Manager, Project Manager, Services Manager).

Information (risks and controls) detailed in the Register will be used to support Project Management Plans, Risk Registers and other supporting Plans. This may be supplied via Aconex or another approved format.

Changes to design during the design phase, which have the potential to impact on the safety of persons or the environment will be risk assessed including the determination of control measures.

Changes to design will be supplied to subcontractors as an addendum to the Register.

Tender

Where ADCO does not have responsibility for the design of a building / component, a review of the buildability of the design may be completed by any/all of the following: Design Manager, HSE Manager Project Manager, Estimator, Consultants, etc.

Information (risks and controls) detailed in the Register may be used to develop the Project Management Plan, Risk Registers and other supporting Plans.

Information within the Register will be supplied to subcontractors for trade pricing and development of their SWMS. This may be supplied via Aconex or another approved format.

Project Preparation

Prior to commencement of the project, the Project Manager and HSE Manager are required to develop the Project Management Plan, Risk Registers and any other supporting Plans.

An assessment of project operating conditions will be made by completing the Project Review (Part A) – Commencement form.

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The Plan / Risk Register will be made available to subcontractors through the Aconex portal, for development of their SWMS. Soft copies are available on site.

Project Construction

During project construction, risks / hazards will be assessed and managed through, but not limited to:

- / Site daily pre-start meetings.
- / Pre-start meetings with individual trade contractors.
- / Authority to Work Permits (ATW Permits) for high risk work activities.
- / Regular visual site inspections.

CONSIDERATIONS

The identification of risks or hazards in the workplace will consider:

- / Situations / events that have the potential to give rise to injury or illness.
- / The nature of potential injury or illness relevant to the activity, product or service.
- / Past incidents, audit reports, etc.

The identification process will consider but not be limited to:

- / The way work is arranged, managed, completed.
- / The fabrication, installation and commissioning and handling and disposal (of materials, plant and equipment).
- / The purchasing of goods and services.
- / The inspection, maintenance, testing, repair and replacement of plant and equipment.

REPORTING

ADCO encourages all site personnel to identify, report and action (where practicable and within their capacity to fix) hazards on the site whether within their work area or in any other accessed area.

Risk and hazards will be identified by the ADCO project team, but not limited to the following:

- / Completing regular visual site inspections.
- / Completing the Weekly Site Inspection.
- / Issuing ATW Permits.
- / Conducting daily pre-start meetings.

Risks or hazards, which cannot be actioned by the identifying person, must be reported to the Site Manager or HSE Adviser. The methods for reporting risks and hazards, include:

- / Verbal notification.
- / Advice at any of the consultative forums (e.g. pre-start meeting, committee meeting, subcontractor meeting).
- / Completion of the Issues Notification form.

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ACTION

Where a Site Manager or HSE Adviser is notified of a risk or hazard the following must occur:

- / The risk or hazard must be reviewed.
- / The risk or hazard should be assessed, and appropriate controls developed according to the principles of the hierarchy of controls.

MONITORING

Worker compliance to approved risk controls will be monitored through but not limited to:

- / Daily visual inspections by the project team.
- / Reviews of subcontractor SWMS.
- / Completion of a Weekly Site Inspection by the project team.

RISK REGISTER REVIEW

This document will be reviewed on a periodic basis, not exceeding 6-monthly, to ensure its compliance to legislative and operational requirements. Review and updates to this plan will initiate a change to the plan revision number and be recorded in the "Version Control" section of the document. Superseded Plans will be marked as such and will be located within the Management Plan Folder located in the Site Office or electronically.

Amendments to the Register / supporting Plan are noted in the "Authorisation" table at the front of the document. The amended Plan / Risk Register will be made available to subcontractors through the Aconex portal.

CONSULTATION

ADCO project team personnel and subcontractors will be advised of amendments to the Register / supporting Plan through:

- / Site consultation forums
- / Aconex / other approved forums

NON-CONFORMANCES

Where a worker does not comply with a risk or behaviour control requirement, disciplinary action through the ADCO non-conformance system will be initiated. Dependent on the severity of the non-compliance, workers are subject to a tiered warning system and may receive up to 3 warnings for engaging in the same non-compliant activity.

Written warnings in the form of an Improvement Notice are issued to a company, when an individual of that company has engaged in a non-compliant activity.

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ADCO reserves the right to deny a person access to site - irrespective of the number of warnings required / issued - if the non-compliance could / has resulted in a dangerous occurrence. This determination will be made in consultation with Construction Manager, Project Manager, Site Manager and HSE Manager.

INCIDENT MANAGEMENT

REPORTING

The reporting of all incidents is mandatory on ADCO project sites.

Workers are advised at the site induction that all incidents – irrespective of type or severity – must be reported to the Site Manager or HSE Adviser immediately upon occurrence.

MANAGEMENT

All incidents will be recorded by the Site Manager or HSE Adviser.

- / First Aid incidents (incidents only requiring treatment by a First Aider – no external medical treatment) will be recorded in the Register – First Aid Treatment.
- / All other incidents – safety, environment, near miss and general – will be recorded in the Incident Report located on Hammertech.

INVESTIGATION

Incidents must be investigated by the Site Manager and HSE Adviser. The investigation is intended to:

- / Collate information / documentation associated with the incident.
- / Identify non-conformances leading to the incident.
- / Identify corrective and preventative action to mitigate recurrence of the incident.
- / The extent to which additional positions (e.g. Project Manager, HSE Manager, Construction Manager or National Compliance Manager) are involved in the investigation of an incident is dependent on the severity and complexity of the incident and the requirements for participation are noted within the ADCO HSE Management System.

NOTIFICATION

Where an incident is notifiable under the WHS legislation of the state in which it occurred, notification to the regulator will be made by any of the following positions: HSE Manager, Construction Manager, State Manager or National Compliance Manager.

MONITORING

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The Project Manager, Site Manager and HSE Adviser are responsible for ensuring that actions (corrective / preventative) arising out of an incident investigation are implemented and monitored for compliance.

RETURNING TO WORK

A worker who has undergone external medical treatment (e.g., Medical Centre or Hospital) after any work-related injury, will only be considered for return to a ADCO project site if they have provided a Workers Compensation Medical Certificate of Capacity.

The certificate must be presented to the Site Manager or HSE Adviser for recording and filing in the online HSE Management System. The certificate and any work conditions must be assessed by the HSE Manager and third-party providers if required to ensure that any work restrictions or risks can be managed by ADCO.

ADCO reserves the right to deny a person re-entry to the site if the conditions of return on a medical certificate cannot be safely managed on the site.

Subcontractors are responsible to manager their own employee Return to Work Programmes.

REHABILITATION

ADCO Employees

An authorised rehabilitation provider (e.g. MEND Services) may be engaged to assist ADCO workers returning to work after a work-related injury.

The rehabilitation provider will in consultation with selected personnel (e.g. the worker, their Manager, HSE Manager, Construction Manager), develop and manage the workers return to work plan.

Other Workers

Rehabilitation of non-ADCO workers must be managed by their employer.

ADCO reserves the right to deny a person re-entry to the site if the conditions of return on a medical certificate cannot be safely managed on the site.

PERMITS TO WORK

REQUIREMENT

ADCO's HSE standards require that high risk work be controlled through the completion of a relevant Checklist and the issue of an Authority to Work Permit prior to the work activity commencing. High risk work activities include:

- / Excavation
- / Work around live services
- / Static Plant erection / dismantling
- / Scaffold erection / dismantling

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- / Suspended formwork erection / dismantling
- / Demolition
- / Panel Erection
- / Asbestos Removal (friable / non-friable)
- / Substances > 250 litres (use / storage)
- / Hot Works
- / Mobile plant on engineered surfaces
- / Traffic Management
- / Core drilling and concrete cutting
- / Confined Spaces / Restricted areas
- / Aerial refuelling
- / Working at Height – Fall Prevention Devices
- / Protective Screens / Hoardings
- / Industrial Rope Access
- / Suspended Work Box

Refer to Procedure – Permit Management

ISSUE

Prior to the issue of the **ATW Permit**, the Site Manager together with the subcontractor supervisor must undertake an inspection of the work area. The purpose of the inspection is to:

- / Review the work area.
- / Agree on the work activity, work schedule, risks and control measures.
- / Obtain information required to complete the Permit and any associated Checklist.

A Permit may not be issued until the issuing person has:

- / Reviewed the method of work for the activity.
- / Reviewed the working environment of the activity to ensure that risks/hazards have been identified and control measures implemented.

MONITORING

Daily and on-going inspections of work areas, Plant, work practices etc. against the approved Permit conditions must be completed by the Site Manager and/or HSE Adviser.

Monitoring includes, but is not limited to:

- / Reviews of work activities.
- / Ensuring that competent personnel are completing the work activity.
- / Confirmation that risk control measures listed on the permit are in place.

Observations (e.g. notation and photos) are to be recorded in the Weekly Site Inspection.

NON-CONFORMANCE

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Where an inspection of the permit work area identifies that, controls are not in place, the Site Manager must suspend or cancel the Permit

TRAINING AND INSTRUCTION

Training and instruction are key requirements to ensuring that workers can perform their duties and tasks without risk to their health and safety or the health and safety of any other persons.

SITE INDUCTION

- / The ADCO induction process is a prescribed method of ensuring that workers are provided with information on:
- / The type of project being completed
- / The project teams
- / Site access / egress
- / Emergency management requirements
- / Consultation arrangements
- / Incident and hazard management
- / Compliance management
- / Permit to work management
- / Environmental management requirements
- / Industrial relations
- / Management of contractor's work activities

All persons who are attending the site for the purpose of completing construction activities must attend and complete the site induction (including the supply of skills competence evidence) before commencing any work activity on the site.

VISITORS

Visitors will not be site inducted and will be required to:

- / Report to the Site Office on entry and at exit from the site.
- / Sign in to and out of the Register – Visitors.
- / Be accompanied and remain within two metres of a site inducted person at all times.
- / Wear PPE mandated per signage.
- / Where footwear and clothing appropriate to a construction site.

Records

Induction information, including supporting documentation, will be maintained on site in a restricted storage facility, by the Site Manager and/or HSE Adviser or online HSE Management system.

Site induction information will be archived for a period of at least three years after completion of the project.

TRAINING

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Evidence of training and instruction must be provided / be available for all persons who work on our project sites.

ADC O Personnel

Training and competency requirements for ADC O personnel (mandatory and recommended) are noted in:

- / Position Descriptions
- / A matrix supplementary to the Procedure – Performance Management

State Managers, Construction Manager and Project Managers must ensure that project personnel are trained and competent in accordance with the requirements noted in these documents. Information related to completed training will be maintained on and filed with the National Skills Register.

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Subcontractors

Subcontractors are required to ensure that their personnel are in possession of the required licenses / tickets and, have undergone training/ instruction to complete work activities in a safe manner.

Evidence of mandatory work activity competency (e.g. high-risk work license, VOC, etc.) must be supplied to ADCO at the time of site induction. Evidence supplied to and approved by ADCO will be attached to the worker's induction records.

CONSULTATION AND COMMUNICATION

PRE-START MEETINGS

A daily pre-start meeting to identify and discuss safety issues / hazards / controls relative to daily work activities will be held by the Site Manager.

Subcontract personnel (i.e. Supervisors) are required to attend the meeting prior to commencing their daily work.

Issues to be discussed at the meeting, include but are not limited to:

- / The tasks being completed by each trade during the shift.
- / Risk and hazard management requirements including the requirement for any Permits.
- / Incidents, accidents and near misses from any previous shifts.
- / Health and safety issues raised by the workforce.

Details of the meetings (attendees, topics discussed, concerns arising, proposed actions) will be recorded on the Pre-Start Meeting form.

WHS (HSC) COMMITTEE MEETINGS &/OR OTHER CONSULTATIVE ARRANGEMENTS

At the initiation of ADCO or at the request of workers, a Health and Safety Committee (HSC) may be established on the project. All subcontract companies are required to ensure that a representative (elected or nominated) participates if requested by ADCO.

Details of the meetings (attendees, topics discussed, concerns arising, proposed actions) will be recorded on the HSE Meeting form. Copies of the meeting minutes will be issued to all committee members and placed on the site noticeboard for general site review.

It is envisaged that each member of the WHS committee undertakes the appropriate WHS consultation training.

At present other consultative arrangements (pre-start meetings, toolbox talks, other meetings) are in place until such time that a HSC is established as requested.

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TOOLBOX TALKS

- / At the initiation of ADCO (e.g. following an incident) or at the request of workers, topic-based Toolbox Meetings may be held on the project. The objectives of toolbox meetings are to:
- / Review the safety status in the work areas.
- / Discuss health and safety items which have not been resolved on a day-to-day basis.
- / Discuss health and safety aspects of work planned for the next week.
- / Discuss any proposed changes to work procedures.
- / Discuss any topical or promotional health and safety items.

Details of the discussion topic will be recorded on the Toolbox form.

OTHER MEETINGS

Other forums which may be used for the discussion of safety, health and environmental management issues include, but are not limited to:

- / Subcontractor Meetings
- / PCG Meetings
- / General site meetings.

Details of the meetings (attendees, topics discussed, concerns arising, proposed actions) will be recorded on an applicable form and as required distributed to other parties.

NOTICE BOARDS

Notice boards located external to site offices and within amenity areas will be used by ADCO to communicate safety and operational information to site workers. Such information includes but is not limited to:

- / Surveillance and air monitoring results
- / Regulatory notices
- / Notification of significant incidents / events
- / Changes in procedures and management processes
- / Reinforcing requirements for the management of risks / hazards
- / Weather information
- / Traffic movement requirements
- / Emergency management requirements
- / Health management (e.g. sun smart)
- / Confirmation of meeting times and venues

Notice Boards will be located in a prominent position and updated and maintained by the Site Manager and HSE Adviser.

NOTIFICATION

Details of the dates and times of consultative forums will be advised to site workers at/on:

- / Site Induction

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- / Pre-Start Meetings
- / Site Notice Boards

SUBCONTRACTOR MANAGEMENT

INFORMATION

ADCO's HSE standards are required to be adopted and maintained throughout the life of the project. Subcontract companies will be advised of the requirements through:

- / Discussions during the tender stage.
- / Discussion and agreement at the project award stage.
- / Provision of the Contractor HSE Requirements book. (annexed to the Subcontract Agreement)
- / Selection based on capacity of subcontractor's to comply with WHS requirements

SAFE WORK METHOD STATEMENTS (SWMS)

Prior to the commencement of any work activity on a project, a subcontract company must provide safe work method statements (SWMS) to ADCO for review and acceptance. The review and acceptance process will be:

- / Managed by the Site Manager and HSE Adviser.
- / Documented using a SWMS Review Form

MONITORING

The monitoring of subcontractor site activity compliance to accepted SWMS will be:

- / Managed by the Site Manager and HSE Adviser through regular visual inspections.
- / Documented on the Weekly Site Inspection Form.

NON-COMPLIANCE

Where a non-compliance (to accepted work methods) is observed, the Site Manager or HSE Adviser will do any/all of the following:

- / Stop the work activity.
- / Cancel / suspended any active ATW Permit.
- / Issue a non-compliance notice through Aconex or online HSE Management System.
- / Issue a verbal instruction.
- / Non-compliances will be listed in the Register – Non-Compliance or through Aconex.

ARCHIVING

Subcontractor supplied documentation will be archived by ADCO for a period no less than 24 months after project completion. Duration of archiving may be extended if the Safe Work Method Statement is applicable to an incident or in relation to use of hazardous substances etc.

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MONITORING AND REVIEW

MONITORING

Progress against project targets is monitored by the project team (Project Manager, Site Manager, HSE Adviser) through:

- / Regular daily visual inspections of work activities.
- / Completion of the Weekly Site Inspection report.
- / Close out of identified actions for non-conformances.
- / Internal Audits and Inspections.

REVIEW

Confirmation of achievement of project targets is reviewed through:

- / Project audits.
- / Other internal or external audits (e.g. client, FSC).
- / HammerTech reporting.
- / A reduction in incident and non-conformances across the State and nationally.

INSPECTIONS

ADCO will complete daily and weekly workplace inspections to review and confirm compliance to approved work practices and controls.

- / Regular daily visual inspections of work activities and work areas will be completed by the Site Manager, HSE Adviser and Health and Safety Representative (if applicable)
- / Formal inspections will be completed by the Project Manager, Site Manager, HSE Adviser using the Weekly Site Inspection form.

The inspection is required to reflect the project's level of compliance to:

- / Control measures required per active work permits.
- / Accepted subcontractor SWMS for high risk work activities.
- / General site conditions.

AUDITS

Project audits completed by the HSE Manager are a formal a review of project compliance against select criteria of the Corporate HSE Management System.

Applicable projects are required to be audited against both national (internal procedures) and project criteria (site specific)

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The level of compliance to the requirements of the HSE System is determined by the audit score achieved. Any corrective action (e.g. non-conformances) identified in the audit must, MUST be addressed by the site team within a maximum of seven working days of receipt of the audit report.

Corrective actions and supporting evidence must be attached to the Audit Report within the online HSE Management System.

SITE RULES

Incidents and Hazards

The Site Manager/HSE Adviser must be advised of all incidents and hazards on the same day of occurrence.

Alcohol and Drugs

Possession, consumption or sale of alcohol or illicit substances on site is strictly prohibited.

Persons who have consumed and/or who are under the influence of alcohol or illicit substances – whether consumed on site or off site - will be denied access.

Alteration to Equipment or Documentation

Alterations to any equipment, protective systems or work systems (methods) (i.e. handrails, scaffolding) may only be carried out by the subcontractor responsible for the equipment or system after approval by the Site Manager / HSE Adviser.

Amenities

Site amenities are to be used by all site personnel. Misuse or inappropriate behaviour will lead to removal from site.

Animals

Not permitted on site. (Note: Subject to approval from the National Compliance Manager, guide or assistance dogs may be permitted on site.)

Behaviour and Clothing

Inappropriate behaviours (fighting, harassment, theft etc.) will lead to removal from site and legal action may be taken.

Clothing such as shirts, trousers, etc. must be in a neat and tidy condition at all times. Sleeved shirts must be worn at all times. T shirts and Singlets or bare upper bodies are not permitted.

Competency Verification

Workers must verify that they are competent to operate machinery, equipment and Plant associated with their work activities. This can be done through the production of a High-Risk Work Licence, Certificate of Competency or VOC as deemed acceptable by ADCO. No evidence – no start.

Deliveries

Couriers, haulage/transport drivers must report to the Site Office prior to the offload of materials.

Domestic Items

No domestic items (ladders, power cords etc.) may be used on site.

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WHS Documentation

Subcontractors must provide Safe Work Method Statements (SWMS) for the work that they perform, and the documentation must be approved by ADCO before works may start. No approved documentation – no start.

Subcontractor supervisors must ensure that their team members read, sign and follow the information contained in their company's approved work method statements.

Changes to methods of work must be completed in writing and accepted by the Site Manager and/or HSE Adviser.

Emergencies

General information on emergency management is included within the Site Induction and posted on site-shed walls. Workers are required to familiarise themselves with the emergency procedures for the site.

Environmental Management

Dust, waste, water, noise, or any other environmental impacts must be managed at all times in accordance with legal and ADCO requirements.

Equipment and Plant - Use

All equipment used on site must be in good working order, with applicable certification, tagging and documentation available for inspection.

A flashing light and reversing beeper must be in use on all mobile equipment/Plant when operating on site.

Plant and equipment may only be operated by authorised and competent persons.

Equipment and Plant - Repairs

May only be completed by competent persons (i.e. authorised mechanics) engaged by the owner of the Plant or Equipment. May not be completed on site unless agreed to by the Site Manager / HSE Adviser.

Equipment and Plant - Refuelling

The activity may only occur with approval from ADCO, in a designated location and after supply of a SWMS, Fire Fighting Equipment (FFE) and environmental control measures.

First Aid

First Aid kits are located in the Site Office and at various other signed locations on site.

Only ADCO personnel may access these kits and an entry must be completed in the First Aid Register each time that first aid is administered.

Industrial Relations

Freedom of Association, Right of Entry and Grievance Management - ADCO adheres to the provisions of the Fair Work Act and requires that all persons who enter and work on our project sites comply with the same.

Glass

Glass containers are restricted to the site amenities area and are not permitted within the main site working areas.

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Hazardous Substances and Dangerous Goods

An SDS and SWMS must be supplied for each substance. Substances quantities in excess of 250 litres must be notified to ADCO and an ATW Permit obtained.

Housekeeping

Rubbish and waste must be removed from work areas on a regular basis and/or deposited in suitable bins.

Induction

At first entry to the project, workers must report to the site office and undergo a site-specific induction prior to commencement of any works. Site Induction will only be provided to workers in possession of a recognised State Construction Induction Card.

Identification

All workers are required to display the ADCO issued site identification at all times

Instruction and Compliance

All persons entering the site MUST comply with all site instructions (verbal and written). Any person, who fails to comply, may be suspended, or permanently removed from site.

Ladders

Only ladders with work platforms are permitted. Any requirement to use any other type of ladder must be discussed with and agreed in writing by the Site Manager and/or HSE Adviser.

Mobile Phones

Mobile phones are not permitted to be used while operating Plant, machinery or equipment.

Public

All enquiries from members of the public are to be directed to ADCO Site Manager or HSE Adviser. Harassment of any persons will not be tolerated under any circumstances.

Non-Compliance

Instructions and/or Improvement Notices will be issued to subcontract companies and workers who do not comply with legislative or ADCO requirements.

Up to 3 warnings MAY (depending on the type of non-compliance) is issued before a person is denied access to site. Notwithstanding, ADCO reserves the right to remove a person from site if their non-compliance could or has resulted in an Extreme or Significant event.

Permit to Work

A Permit - issued by the Site Manager or HSE Adviser is required for the following work activities:

- | | |
|---|---|
| / Excavation | / Mobile plant on engineered surfaces |
| / Work around live services | / Traffic Management |
| / Static Plant erection / dismantling | / Core drilling and concrete cutting |
| / Scaffold erection / dismantling | / Confined Spaces / Restricted areas |
| / Suspended formwork erection / dismantling | / Aerial refuelling |
| / Demolition | / Working at Height – Fall Prevention Devices |

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- / Panel Erection
- / Asbestos Removal (friable / non-friable)
- / Substances > 250 litres (use / storage)
- / Hot Works
- / Protective Screens / Hoardings
- / Industrial Rope Access
- / Suspended Work Box
- / **DISRUPTIVE WORKS**

PPE – Workers

Persons who are completing construction activities must wear the following protective equipment when on site: Hard Hat, safety footwear and hi-visibility (fluorescent) clothing.

As directed by ADCO, additional mandatory PPE such as eye protection, hand protection, long pants and long-sleeved shirts may also be required to be worn.

Site signage will advise of the mandatory and task specific PPE to be worn while completing construction activities. PPE must be in good condition and working order.

PPE is not supplied by ADCO.

PPE - Visitors

Visitors must wear the following at all times when on site: Hard Hat, closed resilient soled footwear or safety footwear, a hi-visibility (fluorescent) vest and any other as directed by the project team.

Visitors whose clothing is not appropriate to a construction site appropriate (i.e. skirts, sleeveless shirts/blouses) will not be permitted to access any working areas of the project.

Radios

Only licensed, 2-way radios used for communication between construction personnel are permitted on site.

Services on Site

Workers must be familiar with the location of underground, above ground and hidden services on the site. Refer to the Services Plan / Instructions located on the site notice boards.

Smoking Policy

STRICTLY NO SMOKING ANYWHERE ON THE SITE.

Traffic Movement

Workers must be familiar with the approved traffic movement routes for the site. Refer to the Traffic Movement Plan / Instructions located on the site notice boards.

Young Workers

Workers must be at least 16 years of age.

Workers who are under 18 years of age must produce a form of “proof of age” and must have their Supervisor co-sign their induction.

Workers who are under 18 years of age must work in the same work area as their Supervisor and remain within line of sight of their Supervisor at all times.

Visitors

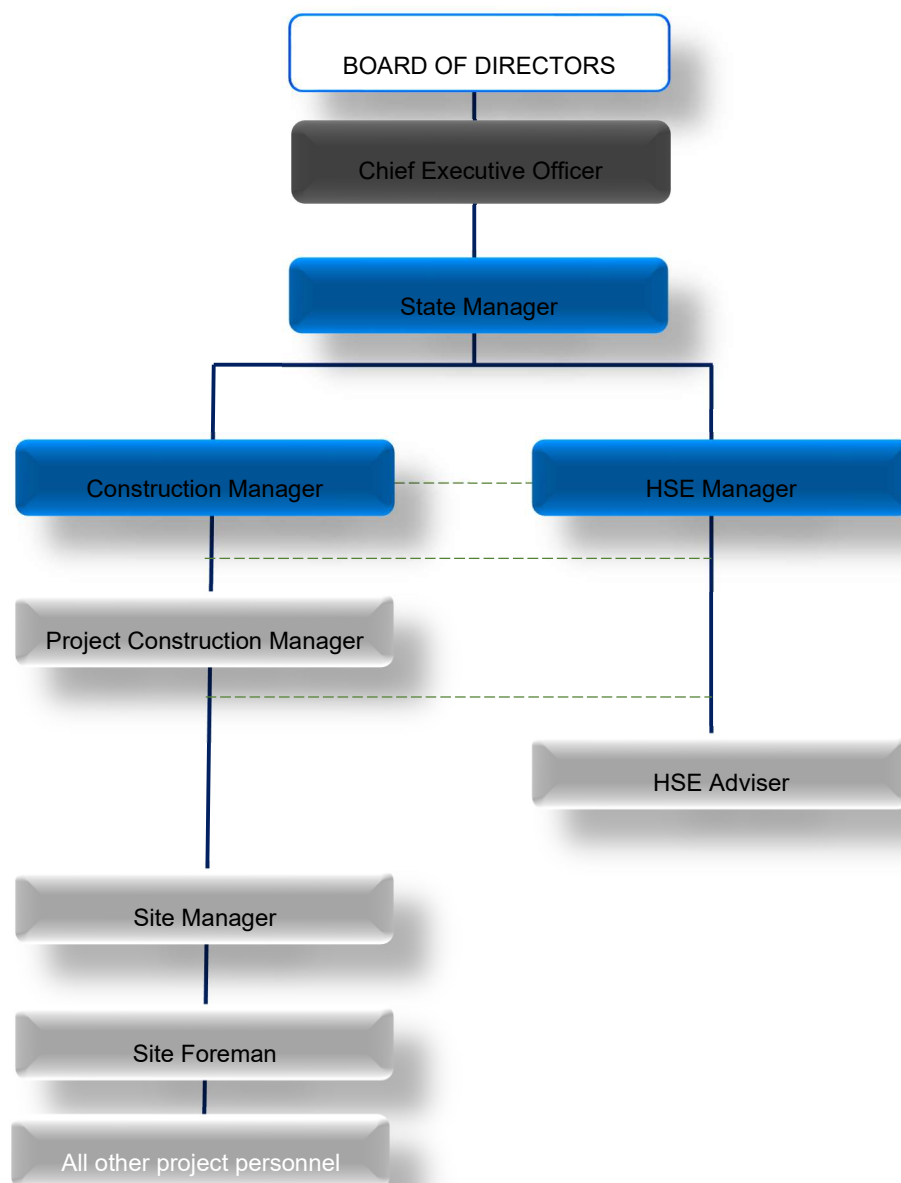
Must report to the site office at entry to site and must sign the Visitors Register at entry and exit from the site.

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PROJECT MANAGEMENT STRUCTURE



Chief Executive Officer

Neil Harding

State Manager

John Basilisco

Construction Manager

Michael Kouknas

HSE Manager

Phil Provenzano

Project Construction Manager

Kristian Anthony

HSE Adviser

Matthew Mangin

Site Manager

Mark Robinson

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POSITION DESCRIPTION – ROLES & RESPONSIBILITIES

Chief Executive Officer Provide commitment, leadership and direction in the development, implementation and management of the Corporate Management Systems, including but not limited to:

- / Development of a corporate strategic plan incorporating safety, environment, quality and health management risks and controls.
- / An assessment of the effectiveness of the Corporate Management Systems. (e.g. review of incidents and non-conformances to identify non-conformance trends and areas of improvement to the Corporate Management Systems.)
- / Full management obligations including continual improvement of the Corporate Safety, Environment and Quality Management Systems.
- / Ensure that appropriate resources are allocated to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.
- / Ensure that resources are competent to deliver the requirements of the Corporate Management Systems.

State Manager Ensure that:

- / Corporate Management Systems are implemented at all levels in the State.
- / Appropriate resources are allocated to project teams to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.
- / Project operations are in compliance with applicable state or federal legislation.
- / A review of the safety, environment, quality and health management performance of the State is completed regularly to identify non-conformances, trends and areas of improvement.

Construction Manager Ensure that:

- / Corporate Management Systems are implemented on projects within the State.
- / HSE requirements have been identified and accounted for during project tender processes.
- / Project operations are in compliance with applicable state or federal legislation.
- / Appropriate resources are allocated to project teams to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.
- / Project team personnel have received training to fulfil their duties and responsibilities with the Corporate Management Systems.
- / A review of the safety, environment, quality and health management performance of the State is completed regularly to identify non-conformances, trends and areas of improvement.

Health, Safety & Environment (HSE) Manager Ensure that:

- / Legislative requirements for HSE management are implemented and maintained on project sites.

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- / The requirements of the Corporate HSE Management System are implemented on project sites.
- / Where required, project HSE requirements and risks are identified during project tender and/or trade tender processes and incorporated into project management plans.
- / Reviews of HSE performance are completed on all projects to ensure compliance with legislative and corporate requirements.
- / Injury management and rehabilitation of injured workers and others

Project/Project Construction Manager

Ensure that:

- / HSE requirements are identified and assessed during trade tender evaluations.
- / In conjunction with the HSE Manager, project management plans are developed and implemented on projects.
- / Resources are allocated to implement and maintain the HSE requirements on the project.
- / ADCO project personnel have received training to fulfil their HSE responsibilities.
- / Project personnel are aware of current HSE legislation and their obligations.
- / HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.

Site Manager

Ensure that:

- / Legislative requirements for HSE management are implemented and maintained on the project site.
- / The requirements of project HSE Management Plans are implemented and managed on the project.
- / The requirements of the Corporate Management Systems are implemented and managed on the project.
- / Any issues which may arise over HSE requirements (legislative or Corporate) are managed on site.
- / Employees and subcontractors complete their work in compliance with legislative and Corporate Management System requirements.
- / Open lines of communication and consultation are maintained with the HSE Adviser and other parties (i.e. subcontractors, employee representatives) to ensure that the site operates in a safe manner and in compliance with regulatory and corporate requirements.
- / HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.

HSE Adviser

Ensure that:

- / Legislative requirements for HSE management are implemented and maintained on project sites.
- / The requirements of the Corporate Management Systems are implemented on project sites.

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- / HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.

Health and Safety Representative (HSR) (If no HSEW Advisor)

In general:

- / Participate in risk and hazard identification and control.
- / Participate in incident investigations and management.
- / Participate in workplace inspections (e.g. with the Committee, with the project team).
- / Participate in project consultative forums. (e.g. HSE Committee)
- / Consult with and represent workers (i.e. work group) in health and safety issues.

All Other Project Personnel

All personnel are responsible for actively promoting and complying with Safety, Health and Environmental Management requirements as determined / advised / required by ADCO. Activities that all personnel are required to participate in include, but are not limited to:

- / Attend pre-start meetings.
- / Conduct pre-start tasks analysis.
- / Adhere to all permit requirements.
- / Report all hazards, near misses and incidents (including injuries).
- / Immediately stop any "at risk behaviour" identified during daily work activities.
- / Attend safety presentations and toolbox meetings.
- / Assist in achieving project HSE objectives and targets.

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SAFETY RISK REGISTER

REFERENCE LEGISLATION

Acts and Regulations

- / Work Health and Safety Act 2011
- / Work Health and Safety Regulation 2017
- / Occupational Health and Safety Act 2004
- / Occupational Health and Safety Regulation 2007
- / Work Health and Safety Act 2012
- / Work Health and Safety Regulations 2012
- / Occupational Health and Safety Act 1984
- / Occupational Health and Safety Regulations 1996

Codes of Practice -

- / AS 1418 - Cranes
- / AS 1576 Scaffolding General Requirements
- / AS 2550 Cranes hoists and winches
- / AS 3610 Formwork for Concrete
- / AS 4576 Guidelines for Scaffolding
- / Concrete and Masonry Cutting and Drilling
- / Concrete Pumping
- / Confined Spaces
- / Construction Work
- / Cutting and drilling concrete and other masonry products
- / Demolition work
- / Electrical Safety Code of Practice - Working Near Exposed Live Parts
- / Excavation
- / Excavation work
- / First Aid in the Workplace
- / First Aid- Workplace Amenities- Personal Protective Equipment
- / Formwork
- / Hazardous Manual Tasks
- / Hazardous Substances
- / How to manage and control Asbestos in the workplace
- / How to manage work health and safety risks
- / How to safely remove Asbestos
- / National code of practice for the safe removal of asbestos 2nd edition [NOHSC:2002(2005)]
- / Induction for Construction Work
- / Licensing of Persons Performing High Risk Work
- / Managing asbestos in workplaces
- / Managing electrical risks in the workplace
- / Managing Noise and Preventing Hearing Loss at Work
- / Managing Noise at Workplaces

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- / Managing the risk of falls at the workplace
- / Managing the risk of Hazardous Chemicals in the Workplace
- / Managing the risk of Plant in the workplace
- / Managing the work environment and facilities
- / Manual Tasks
- / Mobile Crane
- / Overhead Protective Structures
- / Precast, Tilt Up and concrete elements in building construction
- / Prevention of Falls at Workplaces
- / Prevention of Falls in General Construction
- / Removing asbestos in workplaces
- / Safe design of buildings and structures
- / Safe design of Structures
- / Safeguarding of machinery and plant
- / Safe work on roofs (part 1)
- / Scaffolding
- / Steel Construction
- / Tower Crane
- / Traffic Management for construction or maintenance work
- / Tilt up and Precast Construction
- / Work health and safety consultation, co-operation and co-ordination
- / Work near overhead power lines
- / Working near the vicinity of overhead and underground electrical lines
- / Workplace amenities and work environment

HSE System References & Policies

- / Asbestos Management
- / Confined Spaces
- / Excavation
- / Operating Plant (Mobile Plant)
- / Precast and Tilt Up Panels
- / Static Plant
- / Demolition
- / Suspended Formwork
- / Traffic management & Movement
- / Work at height
- / Working around Live Services
- / Risk Management
- / Site Management
- / Consultation
- / Emergency Management
- / Health Management
- / Incident Management
- / Performance Management
- / Permit Management

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- / Subcontractor Management
- / Substances Management

RISK ASSESSMENT FRAMEWORK

Risk controls are implemented by ADCO and subcontractor companies through any or all of: SWMS, Authority to Work Permits, Risk Assessments, consultation mechanisms, engineering approvals, etc.

HIERARCHY OF CONTROL

Eliminate

Can the risk or hazard be eliminated or removed?

Substitute

Can the activity or product be substituted by something else (a substance or a process) that has less potential to cause injury or damage?

Engineer or Isolate

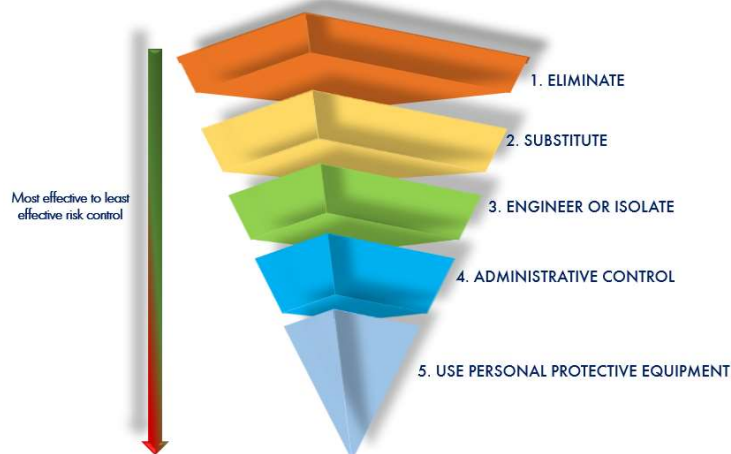
Can a structural change to the work environment or work process be made to interrupt the path between the worker and the risk?

Admin Control

Will an administrative change (i.e. by upgrading training, changing rosters) reduce the risk?

Personal Protective Equipment (PPE)

Can personal protective equipment (gloves, goggles, etc.) or clothing be worn to safe-guard against the hazard?



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HIERARCHY OF CONTROL - WORKING AT HEIGHT

Solid Ground

The most effective way to protect workers against falls from height.

Fall Prevention

Using equipment designed to prevent a fall for temporary work at heights

Fall Restraint

Using equipment designed to prevent workers falling over an unprotected edge

Fall Arrest

Using equipment designed to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall.

Other Systems

The LAST option for safely working at height.



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RISK MATRIX

			CONSEQUENCE (C) - The outcome or impact of an event			
			1	2	3	4
			Permanent disability or death.	Serious bodily injury.	Hospitalisation resulting in LTI.	External medical treatment. No LTI.
(P) PROBABILITY - A measure of the chance of the occurrence	SAFETY					
	ENVIRONMENT		Toxic release off site with detrimental environmental impact	Offsite release contained with outside treatment/assistance. Minimal detrimental environmental impact.	On site release contained with outside treatment/assistance. No detrimental environmental impact.	On site release contained. No environmental impact
	Expected to occur in most circumstances.	ALMOST CERTAIN	E	E	H	M
	Probably occur at some time.	LIKELY	E	H	M	M
	May occur at some time.	POSSIBLE	H	H	M	L
	Not likely to occur in normal circumstances.	UNLIKELY	H	M	M	L

ACTION TIME FRAME			
EXTREME (E)	HIGH (H)	MEDIUM (M)	LOW (L)
IMMEDIATE action required	Action IN THE SAME SHIFT.	Action in < 48 HOURS.	Action AS AGREED.
Involvement and approval of Construction Manager / SHE Manager National SHEQ Manager required.	Construction Manager / SHE Manager to be advised of actions to be taken, prior to continuation.	Site Manager and S&E Adviser to review and agree on actions to be taken, prior to continuation.	SWMS review by contractor supervisor. Observation by ADCO.

In accordance with the Standard, impacts resulting in a residual risk rating of (E) Extreme or (H) High will be defined as "Significant". Communicating impacts falling into these categories will be undertaken through the following but not limited to; induction process, contractor meeting and client meetings.

PROJECT RISKS - DESIGN

RISKS IN THE DESIGN OF THIS PROJECT WHICH MAY IMPACT ON BUILDABILITY OR WORKER SAFETY

Refer to Risk in Design Register

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PROJECT RISKS – HIGH RISK WORK

WORKING AT HEIGHTS/STATIC PLANT

Description

Potential to fall greater than 2 meters, Use of Fall Injury Prevention systems, Scaffolding – Erection, Modification, Dismantling

IR	Potential Risks	Actions and Controls	RR
H	Personnel Falling from Heights / Formwork (erection/dismantle) / Works from an EWP / Installation of roofing / Structural steel / Tower crane operations	Refer to Procedure – Working at Height / As required, activities to be controlled through applicable Checklist and Permit to Work. / Only platform ladders may be used. Any requirement for use of any other form of ladder is subject to risk assessment and review and approval by the Site Manager. / Harness work will not be required on the project if works change and a harness will be required an individual risk assessment and ADCO approval will be required / Work activity sequencing to be planned and agreed with subcontractors. / Subcontractors to provide site-specific SWMS for their work activities. “Hierarchy of Controls” to be implemented as far as practicable for safe work practices. / Emergency management procedures to be documented in the SWMS. / Licenced / Competent (verified) contract personnel to complete activities. / As required, engineering certification to be obtained for ground conditions prior to use of Plant. / Only approved mobile Plant permitted to be used for work at height activities. / Safe access and egress to be provided to work areas. / Exclusion zones are to be established below the work area with barricading and signage.	M

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		<ul style="list-style-type: none"> / Work area specific emergency management to be discussed, reviewed and approved. / Where required, engineer approved methodology / plans to be provided to ADCO for approval. 	
	<ul style="list-style-type: none"> / Materials Falling from Heights / Tower crane operations / Structural steel (erection) / Formwork (erection/dismantle) / Works from an EWP / Telehandler operations / Installation of roofing 	<ul style="list-style-type: none"> / Licenced / Competent (verified) contract personnel to complete activities. / Subcontractors to provide site-specific SWMS for their work activities. "Hierarchy of Controls" to be implemented as far as practicable for safe work practices. / Exclusion Zones to be established Around the potential fall area with barricading and signage / Only approved mobile Plant permitted to be used for work activities / Tools to be attached to workers/plant via lanyard / Where required spotters on ground level to be utilised / Work activity sequencing to be planned and agreed with subcontractors. / 	
	Scaffold (erection/dismantle)	Scaffolding	M

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		<ul style="list-style-type: none"> / As required, activities to be controlled through a Checklist and Permit to Work. <p>Scaffolder competency</p> <ul style="list-style-type: none"> / >4m National High-Risk Work Licence. / <4m Must be competent (e.g. have received instruction and training in the safe erection, dismantling, maintenance and alteration of the scaffold. <p>Scaffolds must be inspected by a competent person:</p> <ul style="list-style-type: none"> / At handover. / Every 30 days after handover. / After alteration / repair / an event likely to affect the stability of the scaffold (e.g. major weather event). / The inspection must be verified through a Handover Certificate and a Scaffold tag attached to the base entry point of the scaffold. 	
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USE OF POWERED MOBILE PLANT

Description

Construction works will require the use of Mobile Plant. Mobile Plant to be used on the project includes but is not limited to:

- / Elevated Work Platforms (Boom Lift / Scissor Lift).
- / Load Shifting Equipment.
- / Mobile Cranes
- / Forklift / Telescopic Handler.

IR	Potential Risks	Actions and Controls	RR
H	<ul style="list-style-type: none"> / Damage to structure and Plant through incorrect operation of Plant. / Injury to workers through incorrect work sequencing, incorrect works area management, inappropriate Traffic Movement. / Injury to the public from Plant operating outside of the site boundary. 	<p>Refer to Procedure – Operating Plant (Mobile Plant)</p> <ul style="list-style-type: none"> / As required, activities to be controlled through applicable Checklist and Permit to Work. / Plant operators to comply with the requirements of any Traffic Movement and Management Plans. 	M

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<ul style="list-style-type: none"> / Injury to workers from falls from heights through incorrect use of fall arrest/fall restraint equipment on EWP's. / Falling objects risk from Plant operated in an elevated position / location. / Contact with overhead or underground services. / Risk of environmental contamination from spills. / Vehicles impeding work areas, trafficable pathways, access points. 	<ul style="list-style-type: none"> / Where required and required by ADCO engineering certification to be obtained for ground conditions prior to use of mobile Plant. / Subcontractors to provide activity-specific SWMS to ADCO for review and acceptance prior to the commencement of works. / Operators to provide plant-specific risk assessments for review and acceptance prior to the commencement of works. / Only competent (licensed) personnel to operate Plant to be registered by ADCO prior to first use by completing the Plant Checklist. / Where required, Plant to be licensed and maintained in a roadworthy condition. / Plant to be equipped with a fire extinguisher / Refuelling procedures to be clearly documented within the subcontractors SWMS or risk assessment. / Operators to drive at a safe speed consistent with site conditions and site signage. / Daily pre-start inspection log to be available for inspection.
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STRUCTURAL ALTERATIONS / TEMPORARY SUPPORT SYSTEMS

Description

Temporary Support Systems will be installed to ensure the structural stability across the various levels.

IR	Potential Risks	Actions and Controls	RR
H	<ul style="list-style-type: none"> / Risk of injury to workers from falling components or structural collapse. / Risk of injury to the public from falling components or structural collapse. / Contact with overhead / underground services during erection / dismantling. 	<p>Refer to Procedure – Suspended Formwork</p> <ul style="list-style-type: none"> / As required, activities to be controlled through applicable Checklist and Permit to Work. / Where required, engineer approved methodology / plans to be provided to ADCO for approval. 	M

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	/ Risk of impact to structural integrity when erected in the same vicinity as operating Plant.	/ Subcontractors to provide activity-specific SWMS to ADCO for review and approval prior to the commencement of works / Non-propriety elements prohibited.	
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EXCAVATED DEPTHS GREATER THAN 1.5 METRES

Description

Excavations greater than 1.5m deep.

IR	Potential Risks	Actions and Controls	RR
M	/ Structural collapse from inadequate engineering review / support structure design and installation. / Injury to workers through incorrect works management, incorrect works. / Damage / structural collapse to other associated structure / Damage to Plant from incorrect work activity management. / Damage to services from incorrect work activity management.	Refer to Procedure – Excavation / As required, activities to be controlled through applicable Checklist and Permit to Work. / Where required, work activity support structures / sequencing to be approved by an Engineer. / Proprietary support equipment to be used. Supporting manufacture and installation documentation / evidence to be provided to ADCO prior to use. / Work activity sequencing to be planned and agreed with subcontractors. / Services to be identified and plotted on a Plan. Information to be provided to workers. / Competent (verified) personnel to complete activities. / Traffic Movement Plan to reflect excavations, services, mobile plant routes, etc. / Exclusion zone barriers / barricading / warning signage to be visibly located to advise of risks.	L

WORK ON OR NEAR ENERGISED ELECTRICAL INSTALLATIONS OR OTHER LIVE SERVICES

Description

The project scope will require connection to existing services.

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IR	Potential Risks	Actions and Controls	RR
E	<ul style="list-style-type: none"> Injury to workers from incorrect work activity management. Damage to Plant from contact with live overhead wires. Damage to structure / Plant through incorrect sequencing of the work activities and incorrect work activity management. 	<p>Refer to Procedure – Working around Live Services</p> <ul style="list-style-type: none"> As required, activities to be controlled through applicable Checklist and Permit to Work. Work activities / sequencing to be discussed and agreed between ADCO and relevant contractors. Contractors to provide activity-specific SWMS for their work activities, including isolation and commissioning protocols. Workers to ensure that Plant / equipment is isolated from all hazardous energy sources. Competent (verified) personnel to complete activities. Contractors to ensure that electrical equipment complies with a relevant Australian Standard and is used, inspected and maintained in accordance with the Standard. Work activities / sequencing to be planned and approved by an Engineer. 	M

CONFINED SPACE

Description

The project scope will require entry and works to the OSD tank

IR	Potential Risks	Actions and Controls	RR
E	<ul style="list-style-type: none"> Loss of consciousness Entrapment Possible oxygen deficiency. 	<p>Refer to Procedure – Confined Spaces</p> <ul style="list-style-type: none"> Subcontractors to provide activity-specific SWMS to ADCO for review and approval prior to the commencement of works Exclusion Zones and signage to be erected to prevent un authorised access Where required extraction fans to supply the work area with fresh air Subcontractors SWMS are to include 	M

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	/	Emergency management procedures	
	/	Access & Egress points	
	/	Competency / licenses of workers	
	/	Work methodology	

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WORK IN OR ADJACENT TO A ROAD,

Description

Project works may impact on pedestrian and vehicle movement external to the construction site.

IR	Potential Risks	Actions and Controls	RR
E	/ Injury to a worker or member of the public through: incorrect haulage sequencing, incorrect works area management, inappropriate Traffic Management, poor signage, etc. / Damage to road surfaces from overweight haulage. / Damage to other structures from: oversize haulage, incorrect haulage routing. / Traffic congestion through: incorrect haulage sequencing, incorrect works area management, inappropriate Traffic Management.	Refer to Procedure – Traffic Management Traffic Management / As required, activities to be controlled through applicable Checklist and Permit to Work. / As required, a Traffic Management Plan to be developed for and approved by Regulatory Authorities for traffic interfaces with roads external to the project site. / Traffic management requirements to be implemented by competent personnel and adhered to by all site personnel. / Requirements of the Traffic Management Plan to be implemented and verified daily by the Site Manager. / Haulage contractors to comply with MUTCD and local authority requirements (i.e. height and weights of loads). / Spotters are to be used for plant reversing on or off site into public areas. / Lay down areas for delivery trucks to be clearly sign posted or managed by traffic controllers.	M
	/	Traffic Movement / Daily traffic movement on the site will be subject to the traffic routes and conditions noted in the current site Traffic Movement Plan, located on the Site Notice Boards. / Trafficable paths are to be marked by way of (but not limited to) signage, barricade tape etc. / Speed limits to be adhered to at all times as noted on site. / Warning devices to be operable at all times.	

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	/ Operators of Plant and vehicles to be in possession of required license or ticket.	
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COVID 19 – Infection and Transmission

IR	Potential Risks	Actions and Controls	RR
E	/ Infection and transmission / COVID – 19 infection	/ COVID-19 is spread from someone infected with COVID-19 virus to people they have been in 'close contact' with or by contact with contaminated hands, surfaces or objects contaminated by droplets spread by coughing or sneezing transmission / 'Close contact' refers to: / Having face-to-face contact with an infected person for at least 15 minutes / or been in the same closed space for at least 2 hours, as someone who has tested positive for the COVID-19 when that person was infectious. / Generally, symptoms first appear 5 to 6 days after exposure to the virus, although it can range from 2 to 14 days. For this reason, people who might have been in contact with a confirmed case are being asked to self-isolate for 14 days / Most COVID-19 cases appear to be spread from people who have symptoms. / Universal Standard Precautions assume that all people demonstrating flu-like symptoms are potentially infectious / Transmission of infection can be reduced by taking appropriate precautions. / Symptoms: / Fevers / Cough / Sneezing / Vomiting / Fatigue / Headaches / Sore throat / Runny nose	M

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	/	Respiratory distress	
	/	Training – Universal standard precautions for infection control of COVID19	
	/	All workers to understand universal precautions and follow the universal precautions for infection control:	
	/		
	/	Workers must avoid people experiencing fevers, sweats, chills or other flu-like symptoms	
	/	All workers should be encouraged to practise frequent handwashing	
	/	Where possible, practice social distancing (stay at least one and a half metres or more away from people)	
	/	Maintain good respiratory (cough) etiquette, i.e. cover the mouth with the elbow and do not cough onto people, objects or into the open air	
	/	Do not touch, kiss, or hug others	
	/	Undertake appropriate cleaning and disinfection activities	
	/	Use appropriate PPE as relevant	
	/	If a worker has been in 'close contact' with someone with a confirmed case of COVID-19, they MUST NOT be working.	
	/	Training – Hand hygiene	
	/	Hand washing method:	
	/	Remove all wrist and hand jewellery and watches	
	/	Wet hands	
	/	Using liquid antibacterial soap with running water, vigorously wash hands for a minimum of 20 seconds	
	/	Ensure all areas are washed including the back of hands and between fingers	
	/	Rinse with water	
	/	Dry thoroughly with single-use material, e.g. disposable paper towel	
	/	If manual taps are used, use a paper towel to turn off the tap to avoid recontamination	
	/	If soap and water are not available, use an alcohol-based hand sanitiser that contains at least 70% alcohol	
	/		

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	/	Avoid touching eyes, nose, or mouth with unwashed hands	
	/		
	/	Always clean hands:	
	/	After going to the toilet	
	/	Before eating, drinking or smoking	
	/	After removing gloves	
	/	If hands are visibly dirty	
	/	After handling any potentially infectious material without gloves	
	/	After handling surfaces that are potentially infectious.	
	/		
	/	Training – Equipment Hygiene	
	/	All equipment must be kept thoroughly clean	
	/	Cleaning items that can be immersed in water:	
	/	Dismantle items and rinse in warm water	
	/	Wearing heavy-duty gloves, thoroughly scrub with hot water and soap or detergent	
	/	Rinse in hot water (not less than 70°C) and allow to dry	
	/	Cleaning items that cannot be immersed in water: e.g. electrical equipment:	
	/	Wear heavy-duty gloves	
	/	Clean with a clean cotton pad saturated with 70% w/w ethyl alcohol	
	/	Allow airing to dry.	
	/	Reporting possible COVID19 infection:	
	/	- A WORKER MUST NOT PRESENT AT WORK IF:	
	/	You, or anyone you've been in close contact with, have travelled overseas in the last 14 days	
	/	You have been in close contact with someone with a confirmed case of COVID-19	
	/	If you exhibit any COVID-19 symptoms	
	/	Report to your supervisor	
	/	Seek medical advice immediately	
	/		
	/	If a worker is diagnosed with COVID-19, they must not return to work until medically cleared to do so.	
	/	Arrival at site & performing the activity:	
	/	Before attending the job, the supervisor will confirm the following:	

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	<ul style="list-style-type: none">/ Are you or anyone at the residence/workplace experiencing any of the following symptoms:<ul style="list-style-type: none">/ Fever/ Flu-like symptoms, such as coughing, sore throat and fatigue?/ Shortness of breath?/ Have you, or anyone at the residence/workplace been in close contact with, travelled overseas in the last 14 days?/ Have you or anyone at the residence/workplace been in close contact with someone with a confirmed case of COVID-19?/ If upon arrival or during the task anyone exhibits COVID-19 symptoms report to supervisor and leave the site immediately/ Workers must maintain good personal hygiene at all times/ Social Distancing:<ul style="list-style-type: none">/ Workers must follow social distancing rules/ Remain at least 1.5 metres from other individuals wherever possible (1 person per 4 square metre rule)/ Organise work to only have single people in small areas, e.g. rooms wherever possible/ Do not shake hands or hug anybody/ Avoid large gatherings/ Hold essential meetings outside in the open air if possible/ Use good hand and cough/sneeze hygiene/etiquette always. E.g into elbow or tissue/ Eat lunch outside rather than indoors if possible/ Do not share food or drinks in the workplace/ Ensure hands are washed:<ul style="list-style-type: none">/ Before any work is undertaken/ Before putting on and after removing gloves/ After skin contact with blood or other body substances/ After any activities, which may cause contamination of the hands and forearms, e.g. using the toilet/ After leaving an area and then returning to resume the job	
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	<ul style="list-style-type: none">/ In any other circumstances when infection risks are apparent/ All disposable PPE must be changed after each use/ Disposable PPE must never be washed or re-used./ A worker MUST STOP WORK IMMEDIATELY if they start to experience symptoms and report to their supervisor./ On Completion:/ Dispose of all cloths, paper towels and disposable PPE associated and wash hands thoroughly after every job./ Emergency response:/ If experiencing serious symptoms such as shortness of breath: seek immediate medical attention by calling national corona virus information and triage line (1800 020 080)/ Inform site projects site manager / project manager are notified immediately!/ (www.healthdirect.gov.au)
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PROJECT RISKS - GENERAL

Access / Egress / Vehicle and pedestrian pathways to be kept clear at all times.
/ Vehicles and pedestrians to use designated access and egress routes at all times

Common Plant / Common plant provided by ADCO, not to be tampered, altered or modified in anyway other than by a qualified person who has obtained approval from the Site Manager.

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	<ul style="list-style-type: none"> / Monitoring of common plant compliance to be conducted by ADCO Site Management daily. / Subcontractors to immediately inform ADCO site management of any safety issues relating to common plant. / Misuse of common plant (e.g. power boards, scaffold, hoists, loading bays etc) will result in instant dismissal from site.
Deliveries	<ul style="list-style-type: none"> / On-site traffic movement must be in accordance with (TMP) Traffic Movement Plan prepared by ADCO. / Information on traffic movement to be supplied by ADCO during site induction at with other consultative forums. / Prior to any deliveries on site, subcontractors must ensure all deliveries have been pre - arranged and approved by ADCO Site Management. / Deliveries to access the site compound via designated and signed gates and roadways. / Subcontractors are to confirm traffic control requirements with Site Management prior to deliveries. / Subcontractors are responsible for their own traffic management including Spotters. / Delivery drivers to report to the Site Office for direction and sign in. / Deliveries must be offloaded at the approved location. No materials to be unloaded in public areas. / Delivery schedules and vehicles not to impact on: / Usability of the site compound, public access or emergency requirements. <p>Site access/egress provisions.</p> <ul style="list-style-type: none"> / If reversing is required, Spotters must direct vehicles as required to minimize potential danger to site workers and public personnel. / When driving through the site, indicators/hazard lights must be switched on. / Delivery drivers must not roam the site and must stay close to their vehicles at all times. / Ignition is to be switched off at any time when the vehicle is not moving or is unattended. / PPE is to be worn in accordance with site rules.
Disconnection / Reconnection of Services	<p>Disconnections</p> <ul style="list-style-type: none"> / Only qualified trades people permitted to conduct activities associated with services. / Verification of disconnection, decommissioning, isolation or purging is to be provided from the tradespersons prior to works on the service. / ADCO to maintain Service Drawings/As - Built Drawings for any existing services on site. / Subcontractors to be informed during the site induction of current services and precautions to be taken. / Working on live electrical services is not permitted without an approval (Authority to Work permit) from ADCO site management.

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- / Services must be clearly identified by qualified tradespersons as being "LIVE" or "DEAD".
- / Identification tape to be used on all electrical wiring.
- / Water, gas and sewer should be clearly marked with paint, flagging signage etc.

Impacting Activity Management

- / Where a person wishes to DISCONNECT or CONNECT a service, the following applies:
- / Notification must be in writing, using the Notification of Impacting Activity form.
- / Submit the completed form to ADCO (Site Manager) at least 72 hours (2 working days) prior to the requirement to impact on the service the service.
- / Approval is granted by ADCO signing off the relevant part of the form.
- / No works may start on the service unless written approval has been provided by ADCO.
- / Note: Where the impacting activity will impact on other parties (i.e. cutting off power to neighbouring properties) the Site Manager is required to:
- / Submit a Notification of Impacting Activity to the Client (or other identified person) at least 24 hours (1 working day) prior to the required impacting date.
- / Approval is granted by the Client signing off the form.

Commissioning

- / All commissioning is to be conducted by approved trades' persons.
- / A documented Procedure must be provided and approved by ADCO, prior to the activity taking place.

Emergency Resources

- / Contractors to provide sufficient emergency management equipment and resources (e.g. first aid kits, fire extinguishers, spill kits) to manage the first response to an incident in their work area.
- / Contractors to ensure that workers are instructed in the basic operation and maintenance of emergency resources.

Exclusion Zones

- / Barricading to be erected and maintained around work areas where segregation, delineation or protection of works is required.
- / Work at height, excavations and areas where the risk of a fall exists are to be barricaded sufficient to the level of risk to prevent plant and persons from falling.
- / Signage to be used with all barricades
- / Workers are responsible for the daily maintenance of exclusion zones in their work areas.
- / Any requirement to remove or replace solid barricading must be approved by the Site Manager.

Housekeeping

- / Work areas, pathways and trafficable areas to be kept free of rubbish / debris.
- / Tools and equipment to be kept out of access/egress paths at all times.
- / Bins or containers suitable for the type of debris and waste at the workplace to be used.
- / Amenities to be maintained in a clean and hygienic condition.

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	<ul style="list-style-type: none"> / Rubbish to be removed from site on a regulated basis. / Materials and equipment to be stacked and stored correctly and in designated areas.
Ladders	<ul style="list-style-type: none"> / Only platform ladders may be used. Any requirement for use of any other form of ladder is subject to risk assessment and review and approval by the Site Manager. / Metal ladders and wire-reinforced ladders not to be used for any electrical work or where contact with electrical conductors is foreseeable. / Ladders must comply with relevant Australian Standard and Industrially Rated. / Ladders must be regularly inspected by a competent person. / The use of ladders as a working platform is restricted, must be incorporated in to a SWMS / risk assessment prior to commencing any task that requires the use of ladders as working a platform. / Personnel working from ladders must maintain three (3) points of contact at all times and/or be physically restrained from the risk of a fall (i.e. fall restraint PPE); / Ladders to be placed on a firm, stable footing to prevent the ladder feet from moving unexpectedly.
Lifting Equipment	<ul style="list-style-type: none"> / Lifting gear to be visibly marked in accordance with the relevant Australian Standards. Markings to be legible throughout the working life of the equipment. / Lifting equipment to be inspected regularly by a competent person for the purposes of determining their suitability for safe use. / Equipment inspections to be recorded in a register and provided to ADCO on demand. / A qualified engineer is required to approve any non-standard lifting attachments. Written evidence to be provided to ADCO prior to use on site. / All lifting gear will be tagged, or otherwise identified as having undergone an inspection s specified by legislation, an Australian Standard or the manufacturer.
Manual Handling	<ul style="list-style-type: none"> / Manual task risk management controls to be included in HSE documentation (e.g. SWMS) to be supplied to and approved by ADCO. / Good manual handling practices includes but is not limited to: / Determine if mechanical aids can be used. / Ask for assistance. / Assess the load. / Stand directly in front of the item you wish to lift. / Plan the route to be taken. / Position feet evenly (shoulder width apart) / Keep back straight. / Squat to the floor by bending your knees- DO NOT move your upper body. / Take hold of the object firmly with both hands. / Keep object close to the body. / Stand up slowly with knees. Do not move quickly or jerk when doing this. / When placing the item down, bend legs. / Remember to keep your back straight as you bend down again.

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Noise

- / Work activities (e.g. concrete deliveries, concrete cutting, etc) to be scheduled to minimise noise impacts.
- / Plant to be fitted with noise suppression devices (generally exhaust mufflers).
- / ADCO and subcontractors are responsible for reviewing operational conditions and implementing
- / WHS legislation requires hearing protection to be worn at dB (A) > 85.
- / Implement monitoring as required in the event that persons are exposed to high levels of noise.

Plant Operations

Elevated Work Platforms

- / EWP's to carry the current logbook and manufacturer's operation and maintenance manual(s). Details of maintenance history and modifications to be entered in the plant logbook;
- / EWP's to be operated in accordance with Australian Standards and manufacturer's instructions.
- / Logbooks to be maintained daily.
- / Operators / workers are not permitted to exit the basket whilst it is elevated unless there is no safer means of access/egress and the activity has been risk assessed.
- / EWP's may not be used as cranes/lifting devices unless engineered.
- / Plant only to be operated by licenced operators

Forklift and Telescopic Handlers

- / Plant to carry the current plant logbook and manufacturer's operation and maintenance manual/s. Details of maintenance history and modifications will be entered in the plant logbook
- / Where Plant is fitted with a seatbelt, it must be worn by the Operator
- / Where lifting attachments are fixed to the Plant, the Plant must not be loaded beyond its design capacity.
- / Attachments must be securely fastened to the machine to prevent dislodgement.
- / Where the load is large and obscures vision, a Spotter must be used.
- / Log books are to be maintained daily.
- / Plant only to be operated by licenced and competent operators.

Static Plant

Prior to erection of the Plant, the subcontractor engaged to supply the Plant is required to supply information relating to the erection, operation, maintenance and management of the Plant. At a minimum, the following (as applicable to the type of Plant) must be provided:

- / Technical information / specification. (e.g. lift / equipment / rigging data, operating radius plan, etc.)
- / Verification of engineering design of Plant components.
- / Verification of regulatory registration of the Plant.
- / Verification of the annual Plant and lifting equipment inspections.
- / Engineer approved sequential erection methodology.

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- / Plant risk assessment.
- / SWMS for erection, operation, maintenance and dismantling.
- / Lifting equipment registers.
- / Operator qualifications.
- / Evidence that site conditions have been considered.
- / Emergency Management procedures / plans.

Portable Leads

- / Lead lengths not to exceed 25 meters.
- / All connection plugs will be of a shrouded bonded type or made of transparent material.
- / Leads to be suitably restrained, supported above ground level using either cable stands or standard lead restraining clip.
- / Leads not to be routed along access ways, walkways or handrails unless supported by lead restraining clip/s;
- / Portable RCD units will be used to distribute power directly to power tools only and not as an adapter to extend the length of power leads or for multiple distribution of power leads.
- / Double adapters (piggy back adaptors) prohibited.
- / 9-inch grinders not permitted for use on site.

Portable Tools A portable tool is: Any hand tool or power tool (electric, pneumatic, hydraulic or fuel driven) that can be manually transported by one person.

- / Portable tools will be subject to inspection by ADCO during on site work. Non-compliant tools will be removed from the job site.
- / Contractors to ensure all portable tools comply with appropriate Australian Standards and are used in accordance with the manufacturer's instructions.
- / Tools to be in good state of repair and safe for the user and other people in the same area.
- / Tools only to be used only for the task for which they were designed.
- / Guarding to be used and maintained in accordance with manufacturer instructions.
- / Portable electrical equipment/tools to be inspected and tagged by a licenced electrician in accordance with AS 3012. Inspection and tagging Register to be maintained and produced to ADCO on demand.

Public Safety

- / Ensure that work activities completed in a safe / approved manner and without risk of injury or illness to members of the public at or near the workplace.
- / Authority to Work Permit to be issued by ADCO for any work activities outside of the site boundary.

Safe Work Method Statements

General

- / Prior to starting work on site, subcontractors to supply a detailed SWMS to be provided to ADCO for review and approval.
- / SWMS to identify safety critical work activities and define the safe work method, skills, competencies and resources required for execution of the work.
- / Subcontractors to ensure that workers have been consulted in the development of the SWMS/Risk Assessment.

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- / Subcontractor supervisor to ensure that the SWMS/Risk Assessments has been signed by all workers.
- / SWMS compliance to be subject to ongoing review by ADCO for relevance and effectiveness.

Change management

As required, SWMS to be amended to suit site conditions. Copy to be provided to ADCO Site Manager. The change management process should ensure the following:

- / changes are identified and recognise
- / careful consideration is given to managing the risks associated with any change
- / due diligence can be shown to have taken place
- / a reduction in the number of unsatisfactory or unnecessary changes
- / involvement of the right people in the change process
- / all statutory requirements are met

Security and Visitors

Security

- / As directed, workers to ensure that gates are closed after entering / leaving site.
- / Workers to ensure that Plant; tools and substances are securely locked away at the end of each day.
- / Fencing to be checked daily by ADCO for integrity and security.

Visitors

- / Visitors are required to sign the ADCO Visitors Register (in the ADCO office) and be accompanied at all times whilst on site by an inducted person.
- / Visitors are not permitted to perform any construction activities whilst on the site.

Site Establishment

- / Site layout to be planned to include for amenities, facilities, access, storage etc.
- / Services (e.g. water and power) to be connected by accredited trade persons.
- / As required, certification to be provided in compliance to legislation for temporary service connections.
- / As required, certification to be provided by hoarding installer / or temp fencing installers for compliance.
- / Warning and information signage to be installed to advise of amenities, facilities, access, storage, etc.

Site Information

Induction

- / All workers to complete the ADCO Site Induction at first entry to the site.
- / No worker or third-party subcontractor permitted to start work on site without undergoing the ADCO site induction.

Pre-start meetings

- / In addition to the pre-start meeting held by the ADCO Site Manager, subcontractors may, at ADCO discretion / instruction be required to conduct pre-

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start meetings at the beginning of their shift to discuss relevant HSE matters and planned work activities for the day.

- / Pre-start meeting minutes, relevant attendance records and records of notices etc. to be maintained on the contractor site files or provided to ADCO.

Storage

Prior to any delivery of materials, mobile plant or tools, subcontractors to consult with ADCO Site Management on the following:

- / Permissible items permitted on site including DG/Hazardous Substances.
- / Storage areas for trades / materials / substances / Plant.
- / Permits or pre-entry inspections including documentation (e.g. Safety Data Sheets, Validation Certificates etc.) required for Plant, tools or substances.
- / Hazardous substances and flammable goods to be stored in an approved lockable storage cage. Subcontractors to provide their own lockable cages.
- / Pre-delivery inspections to be conducted by ADCO to ensure that materials are in accordance with HSE requirements.
- / Items found not to be conforming are to be secured and removed from site.

Substance Management (HazSubs, DGs)

- / HSE documentation (SWMS and current SDS) to be supplied to and approved by ADCO prior to the storage and use of such items on site.
- / Register for substances to be maintained on site by user company and supplied to ADCO on request.
- / Substances and containers to be compliant and correctly labelled.
- / Substances only to be stored in approved locations on site. No storage within shipping containers permitted.
- / Persons using the substance to have knowledge of, and training in the use of the substance.
- / "DANGER" signage to be placed in visible positions to warn of dangers (flammable substances).
- / Fire suppression equipment to be located with the substances.
- / Spill management requirements to be implemented.
- / Authority to Work Permit to be issued by ADCO for the storage and use of any substances above the 250-litre limit.

Welding

- / Electric welding cables and gas welding/cutting lines in work areas, walkways and access ways to be protected against physical damage and routed to eliminate tripping or other hazards.
- / Electrical welding and gas welding/cutting units to be inspected and maintained in accordance with the relevant Australian Standards.
- / Flashback arrestors to be fitted on the hand piece and cylinder end of oxy/acetylene hoses.
- / Cylinders to be stored in an upright position in appropriate cages, cradles or trolleys and secured with a non-flammable material (e.g. Chain; wire rope).
- / Suitable fire-resistant screens are required when electric arc welding to ensure that adjacent workers are not adversely affected by the process.
- / Locate fire extinguishers at all work locations where hot work is being undertaken, or flammable gases are stored.

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Worker Health

- / Prior to the commencement of hot works, all combustible/flammable material to be removed or protected.
- / Cylinders will be kept at a safe distance and shielded from welding at cutting operations and not be exposed to electrical circuits or heat.
- / Acetylene and other fuel gases not permitted to be stored in enclosed spaces
- / Subcontractors to include appropriate management controls in HSE documentation supplied to and approved by ADCO.
- / ADCO to provide required amenities (e.g. lunch sheds, drinking fountains, etc.).

Alcohol and Other Drugs (AOD)

- / Subcontractors must ensure that their workers do not take or work under the influence of any AOD other than for evidenced medical purposes.
- / The use of prescribed drugs which may affect performance on the site must be reported on the Site Induction form.
- / Persons found in the possession of, or under the influence of alcohol or non-prescription drugs at the work site, may have their permission to enter the site withdrawn.
- / Testing for AOD may be carried out by ADCO on a random, for cause or incident occurrence basis.

Noise, Vibration, Dust, Fumes Etc.

- / Subcontractors are required to manage the risk of exposure to these hazards in accordance with legislative requirements. PPE in accordance with legislation, manufacturers recommendations or ADCO requirements to be worn.

Sun Protection

Subcontractors to implement a program for prevention of sun exposure and heat related illness. This will include but not be limited to:

- / provision of 30+ sunscreen
- / PPE and clothing requirements
- / provision of drinking water
- / arrangement for work scheduling

Fatigue

- / To manage fatigue risk, controls to be implemented include but are not limited to:
- / ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate
- / Scheduling high risk activities outside low body clock periods e.g. 2pm – 4pm where practicable.
- / Review project work hours to identify if there are any potential fatigue exposures.

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Competencies – High Risk Works

- / Basic Scaffolding
- / Intermediate Scaffolding
- / Advanced Scaffolding
- / Dogging
- / Basic rigging
- / Intermediate rigging
- / Advanced rigging
- / Tower crane
- / Self-erecting tower crane
- / Derrick crane
- / Portal boom crane
- / Bridge and gantry crane
- / Vehicle loading crane
- / Non-slewing mobile crane- with capacity exceeding 3 tonnes
- / Slewing mobile crane — capacity up to 20 tonnes
- / Slewing mobile crane — capacity up to 60 tonnes
- / Slewing mobile crane — capacity up to 100 tonnes
- / Slewing mobile crane — capacity over 100 tonnes
- / Materials hoist
- / Personnel and materials hoist
- / Boom type elevating work platform
- / Concrete placing boom
- / Reach stacker
- / Forklift truck
- / Order picking forklift truck
- / Standard boiler operation
- / Advanced boiler operation
- / Steam turbine operation
- / Reciprocating steam engine

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