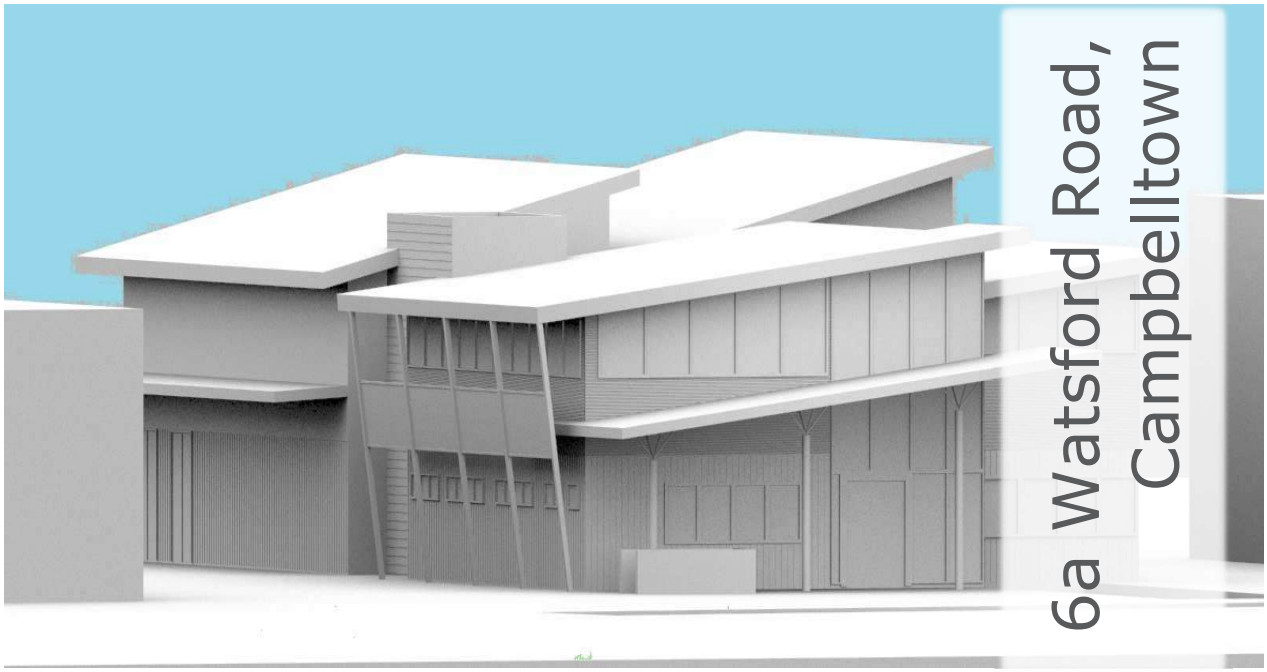
# Construction & Environmental Management Plan




ibiz design.

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## 1 PROJECT DESCRIPTION

*The project involves the construction of an underground car park, and two storeys above, a new education facility. Located in the industrial business district of Campbelltown at 6a Watsford Road, Campbelltown, its bounded by Watsford Road. To the East, the property backs onto a railway line, the site on side boundaries have two industrial buildings situated in the middle of their site;*

- **Overview of the Project:** the project involves the straight two storey buildings with new underground basement carpark.
- **Scope of Construction Works:** The upper levels have been designed with light weight construction, with a combination of steel and concrete with new glass façade to all new elevations. No amplifications of existing footings / foundations including excavation or disturbance of ground water is required.
- **Description of the Construction (Disturbance) Footprint:** The foundations outside the site will not be disturbed, nor the surround areas outside the boundaries. Footpaths and some industrial tenants will be disturbed during the construction works mainly to those immediately adjacent. It is anticipated that all street Frontage and side boundaries will have chain wire and mesh fence erected and in place during the entire construction timeline.
- **Timing of Works:** The project timeline shows a construction periods of 10 months, however with expected normal construction delays, council approvals, we expect the total duration of the works 12 months is more likely. The latter also include consideration of expected climate during this time (e.g. anticipated rainfall / cyclone events, wind direction and speeds);
- **Site Plan:** The project site plan shown below as figure A shows the boundaries to the site as well as proposed footpath hoards, street hoardings, footpath or partial street closures, loading zones.

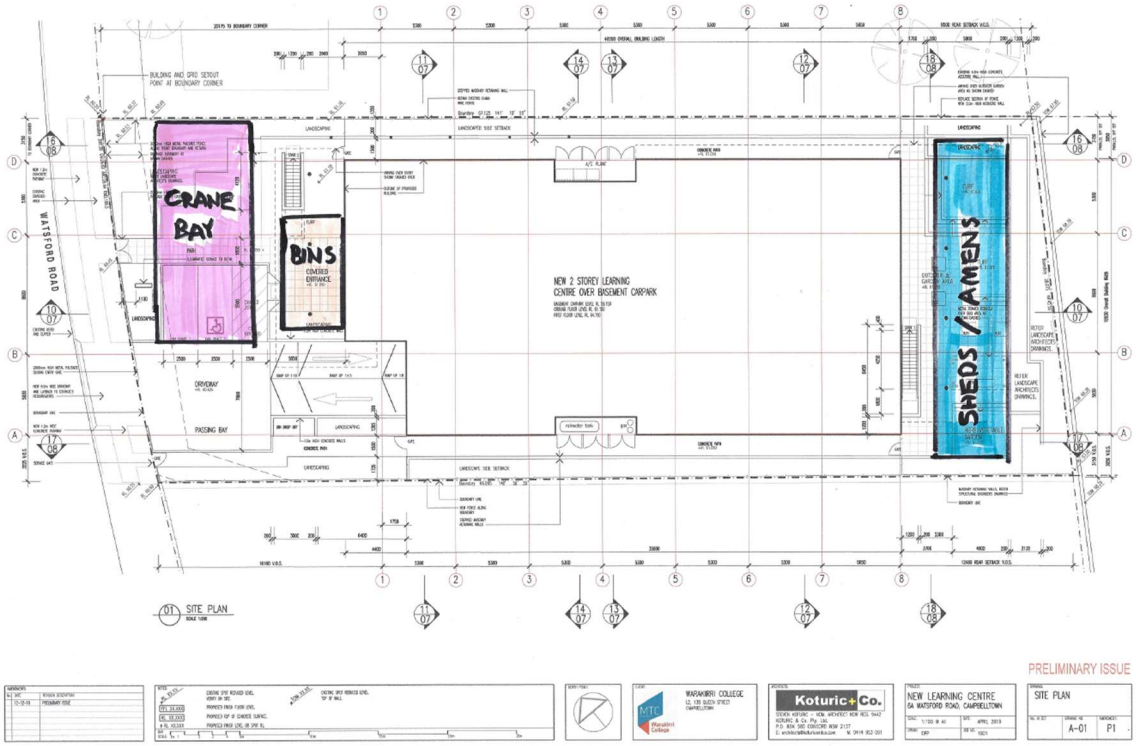


**Figure A**: Locality of Project Area and Total Disturbance Footprint

## 2 PROJECT ROLES, RESPONSIBILITIES AND CONTACTS

*All positions across the project have environmental responsibilities to some extent. These vary in relation to duties described in Table 2, but everyone has a base level Duty of Care to prevent Environmental Harm as described in the Environmental Protection Act 1986.*

*The interdependencies of positions on the project are shown in Table **2** (over page). Names and contact numbers are correct for this revision, but may change during the project.*

**Table 2**: Project Roles, Responsibilities and Contact Details

| POSITION | RESPONSIBILITIES | LINE MANAGER | NAME | CONTACT DETAILS* |
|---|---|---|---|---|
| **Project Manager** | TBA | | | |
| **Site Supervisor** | TBA | | | |
| **Environment Officer** | TBA | | | |
| **HSE Representative** | TBA | | | |

** Contact details (e.g. email addresses, landline and/or mobiles phone numbers) for all of these roles should be provided.*

# 3 TRAINING, AWARENESS AND COMPETENCY

*Blow is the relevant aspects of environmental and Occupation health and Safety Outline how environmental training, awareness and competency will be delivered / assessed throughout the project, to ensure the relevant aspects of this CEMP are communicated to the project team and front-line staff (including contractors and sub-contractors).*

## 3.1 OHS Consultation & Communication

OHS Consultation Policy & Site Consultation Poster

The Site Supervisor SHALL ensure the OHS Consultation Policy (which can be found in the Appendix section) and the **Site Consultation Poster** are displayed on site.

Consultation Arrangements & Training Requirement

Both the Company and its subcontractors SHALL comply with legal requirements on consultation. Generally, there are 3 types of consultation arrangements:

- OHS Committee (established where an employer employs 20 or more employees and the majority requests establishment of the Committee, or where Work Cover so directs)
- OHS Rep (elected if requested by an employee, or where Work Cover so directs)
- Other agreed arrangements

Wherever OHS Committees or Safety Reps are elected, personnel involved SHALL be trained promptly through accredited training courses at their employer's expense.

Adopted Consultation Arrangement

Our employees have been consulted and have elected the Safety Coordinator as their Safety Rep, who can be contacted regarding all matters relating to Health, Safety and Welfare.

A poster will be displayed on site which informs workers (including subcontractor personnel) that, safety issues and concerns can be raised within the Daily Pre-Starts or Toolbox Talks, or by speaking with their direct supervisor on site or Ibiz's Site Supervisor. If the worker is not happy with the response, they can also contact our Safety Coordinator directly whose mobile telephone number is displayed on the poster (anonymously if preferred).

Where Ibiz's Safety Coordinator is contacted through these Consultation arrangements, all complaints, concerns, queries or suggestions will be logged on a central register. The Safety Coordinator will consult with the Site Supervisor and team to decide what the required actions are to resolve the issue. The Safety Coordinator will log all corrective actions taken on the register.

Daily Pre-Starts

Daily Pre-Starts SHALL be completed by the Site Supervisor and recorded using **SM-02 Daily Pre-Start and Site Attendance Register** to discuss the activities for the day. This is both a consultation and communication tool, which may cover informal training/awareness. Content SHALL include as a minimum, any changes to the workplace, risks/impacts (OHS, Environmental and Quality) involved in the activities, and consultation on products/services to use or have been used (in the latter case, feedback). All site personnel and visitors are required sign the form to acknowledge that they were present and understood the contents.

Toolbox Talks

Toolbox Talks SHALL be held regularly (frequency is a minimum one per week per site), attended by personnel deemed required by the Site Supervisor, and recorded on form **SM-09 Record of Training Consultation Toolbox Talk**. This mechanism can be used for consultation, communication, training or issue resolution. Examples of items that can be covered include incidents that have occurred on this or other projects, Work Cover alerts, items raised during

inspections or audits, and any change in industry COPs or site-specific Emergency Response Procedures or the Site Rules, etc

Other Consultation Methods

OHS consultation can also occur through meetings, phone conversation or email correspondence. As a general rule, records of consultation SHALL be kept. If an OHS Committee is formed, meetings SHALL be recorded using form **SM-11 OHS Committee Meeting Record**.

Formal meetings should have clear objectives and should result in measurable actions or outcomes. All those attending should log their attendance and site management should ensure anyone meant to be but not present is informed of the outcome of the meeting. Minutes should also be displayed on site for a reasonable period of time.

OHS Complaints & Concerns from Workers

Where a worker raises a complaint or concern to the Site Supervisor outside inspections and meetings (recorded on standard forms), the Site Supervisor SHALL record the complaint or concern on the Site Diary, take appropriate actions to resolve, and if unable to resolve, seek advice from both the Project Manager and Safety Coordinator.

Where the Safety Coordinator is approached by a worker directly, the Safety Coordinator SHALL log the complaint or concern, discuss with the Site Supervisor and/or Project Manager as appropriate, and ensure corrective actions are implemented and recorded in appropriate means (whether within the Log or referenced to an external report).

The above process SHALL also be followed for OHS complaints and concerns received from the public and visitors to the site.

## 3.2 Site Induction

The Site Supervisor SHALL ensure workers and visitors are inducted in accordance with the **Site Induction Procedure**, which to summarise it covers Site Rules, Emergency Response Procedures, consultation arrangements, SWMS, site specific hazards and control measures, and collection of evidence of qualification or competency, etc.

**SM-01 Site Induction Register** SHALL be used for logging all inductions provided, and **SM-03 Site Induction Personnel Record** SHALL be read, filled out and signed by each person inducted and also the inductor. Copies of qualifications and licenses etc SHALL be kept.

The Site Supervisor SHALL further ensure:

- Where a person's language skills preclude a proper understanding, that person is not allowed to commence on site unless supervision is provided, and an interpreter is provided for the Site Induction and Daily Pre-Start. The interpreter must sign the form.
- No person is allowed to work on site unless they have completed General Induction for Construction Induction (green or white card) and have been trained into their SWMS and specific work activities.
- Where formal training is required for safe operation of equipment or safe work, or hazardous processes, evidence is current and recognised.
- Where refresher training may be required for a certain safety-related qualification, that is, considerable time has elapsed, or equipment or rules have been changed since the initial training was provided, seek further advice from the Safety Coordinator.

## 3.3 Site Attendance Record (Sign In/Out) & PPE Issue

The Site Supervisor SHALL provide a site attendance register (**SM-02 Daily Pre-Start and Site Attendance Register**) and display clear signs to ensure all persons including visitors to the site sign in and sign out properly.

When the need to issue PPE and back charge a subcontractor arises, form **SM-16 PPE Issue Record** may be used by the Site Supervisor.

## 3.4 Training Needs of the Project Team

The Project Manager and Site Supervisor SHALL ensure training needs of the Project team (including themselves) are identified, and through consulting with the Construction Manager where required, training needs are met.

Training needs may result from contractual requirements (e.g. RISI card, EA training), Project Risk Assessment, Project Audit report recommendations, external audit report findings, changes in legislation, incident investigations, etc. Training needs may also be identified through discussions and recommendations during meetings or consultations.

Note that for certain safety qualifications (e.g. First Aid), refresher training is required, and this SHALL be monitored by the Construction Manager via the **Training Register**.

## 3.5 Training Materials

The intranet IMS hosts an extensive library of software guidebooks (Build tools, Job Express, MS Project, etc), peer presentations and externally acquired training materials.

## 3.6 Training Register & Training Feedback Review

For formal training provided to employees, the Construction Manager SHALL:

- Update the **Training Register**
- Photocopy and file any certificates, cards, passes, etc gained
- Keep record of course outlines, purchase order and invoice etc if applicable and available
- Collect trainees' feedbacks using **Training Feedback Form**
- **R**eview feedback forms and record any actions/decisions (which may include re-training or a decision to seek alternative training providers) using the separate form **Training Feedback Review Summary**, and act accordingly
- Where appropriate, obtain training materials for uploading to the intranet IMS (by the IMS Administrators)

## 3.7 Training Needs of Service Providers

Prior to letting a subcontract, the subcontractor is required to go through a pre-qualification process. The Project Manager SHALL check evidence to verify that the subcontractor holds current and valid qualification, licence and/or registration relevant to the work under the subcontract. Any contract specific requirements for workers on site (e.g. RISI card, EA training) SHALL be arranged upfront.

The Site Supervisor SHALL identify qualification/competency requirements of individual workers and collect evidence at Induction. Qualification/competency requirements may be identified from contract requirements, **SM-03 Site Induction Personnel Record**, **SM-17 Plant & Machinery Checklist**, completed **SM-33 Design & Project Risk Assessment**, various Permits, SWMS and ITPs. Examples include:

- Plant operator licensing requirements
- Confined space training requirements
- Contractual training requirements (e.g. RISI card, EA training)

Any site-specific training or awareness needs SHALL be met through Site Inductions, Daily Pre-Starts, or Toolbox Talks.

Where a subcontractor's worker (including supervisor) is found incompetent, the Site Supervisor SHALL resolve promptly and effectively. For example, this may involve:

- Stopping the work
- Communicating with the subcontractor
- Conducting a Toolbox Talk (record on form **SM-09 Record of Training Consultation Toolbox Talk**)

- Raising and issuing a NCR (**SM-32 Non-Conformance Report**) or Safety Infringement Notice (**SM-10 Safety Infringement Notice**)

### 3.8 HR Change Management

Throughout project execution, any changes in human resources, whether temporary or permanent, SHALL be managed to minimise impact on project (time, cost, quality, environment, and OHS).

Depending on where in the organisational chart the change occurs, it SHALL be the responsibility of the person to whom they report, to proactively and effectively manage the change in consultation with upper management if appropriate.

Note that there may be contract requirements, for example, to notify the Client (if a key person is leaving) on reason for the personnel change, potential impact on the project, and how the impact will be minimised.

Evidence of timely and effective change management SHALL be kept. This can be in the form of reports or meeting minutes.

## 4 ENVIRONMENT AND HERITAGE RISK MANAGEMENT & PROJECT PLANNING & MANAGEMENT

### 4.1 Compliance with Legal & Contractual Requirements

Head Contract & Development Consent Conditions

The Project Manager SHALL:

- Summarise contract conditions (including any preliminaries etc referenced documents that form part of the contract) using the **PM-04 Head Contract Summary Template**.
- If applicable, summarise Development Consent (or equivalent) conditions in the Appendix section.
- Ensure overall compliance.

Special Legal & Contractual Requirements

The Project Manager SHALL identify special legal and contractual requirements with which the project must comply (if any), document them in the Appendix section, and ensure compliance. Examples include RISI card, EA training, Prohibited Employment Declaration (PED), Aboriginal Participation, Industrial Relations Management, Training Management, and vehicle entry permit (**SM-26 Vehicular Entry Permit**).

### 4.2 Scope of Works, Methodology & Risk Profile

The Project Manager SHALL plan how the works will be delivered, identify the greatest OHS, Environmental and Quality risks, and document these in the Appendix section. Note that this activity is usually an iterative process starting with an initial concept then revised after Project Risk Assessment.

In preparing this information, the Project Manager SHALL review the tender/contract documents, identify if there is any specific expectation/requirement on content of the Methodology and ensure compliance with them. For examples, for works involving a heritage building, both the Client and the Company would expect/require the Methodology to detail processes and measures for protection of the heritage building.

As a general rule, the Methodology SHALL detail any uncertainties identified and assumptions made at time of preparation, and as the project progresses, the Methodology should be updated to reflect actual methods used (at least during the mandatory regular reviews of this PMP).

## 4.3 Construction Program

The Project Manager SHALL prepare an overall Program (using MS Project) for the delivery of the works.

In preparing the Program, the Project Manager SHALL review the tender/contract documents, identify if there is any specific requirement or expectation on content of the Program, and ensure conformance. For examples, the contract may require inclusion of notices, hold points, witness points, and submissions (of documents, drawings or samples, etc) in the Program.

As a general rule, the Program should include as a minimum all key activities, hold and witness points, critical paths and milestones, and the Program SHALL be updated regularly to reflect progress and any changes that affect time and activities.

Where required by the Project Director or Construction Manager, a target Program SHALL be developed in addition to the contract Program.

Commissioning & Handover

The Project Manager SHALL identify any specific contract requirement in relation to commissioning and handover and plan accordingly. The process may include:

- Collecting manuals, test certificates, certificates of conformance, warranty certificates, and guarantees etc.
- Collection of As Built drawings
- Final testing and certifications
- Authority certification
- Preparation of Operations and Maintenance Manual
- Defects inspections by the Project Manager and Site Supervisor
- Notifying the Client
- Inspection by Client
- Provision of user training
- Removal of site construction facilities, plant and equipment
- Clean up
- Lock up

The Project Manager should include commissioning and handover activities in the Program to an appropriate level of details that assure a smooth handover.

Defects Liability Period

The Project Manager SHALL identify any specific contract requirements in relation to Defects Liability Period and plan accordingly. For example, the contract may include:

- Servicing, maintenance or regular inspections.
- Specific record keeping protocol of calls, attendances and any agreements, discussions, reports made and actions taken.
- Report requirement. For example, we may be required to, within 14 days after the end of the Defects Liability Period, submit a report to the Client detailing all calls, attendances, recommendations and actions taken.

If there are regular activities during the Defects Liability Period, the Project Manager should include such activities in the Program to ensure they are planned upfront and undertaken at the right times.

## 4.4 Four-Weekly Program

At the site level, on a weekly basis the Site Supervisor SHALL develop a Four-Weekly Program (based on the overall target Program) to control daily site activities.

The Four-Weekly Program SHALL be included in the weekly submission (**SM-38 Foreman's Weekly Admin Submission**).

## 4.5 Project Start-Up

Following the handover of all information from Estimating (conducted using **EF-06 Day One Handover Meeting**), the Project Manager SHALL:

- Schedule the Project Start-Up Meeting. Invitees SHALL include the Construction Manager, Site Supervisor, Safety Coordinator and Systems Manager as a minimum.
- Prior to the meeting, complete form **PM-01 Project Start-up Checklist**, and this PMP SHALL have been completed or be nearly completed.
- Update Job Express for the project adding information based on the accepted conditions.
- Establish a Job File.
- Set up the project in Build tools.
- Finalise the target construction Program.

## 4.6 Meetings & Reports

The Project Manager SHALL identify meetings and reports required, and document in the Appendix section. Some meetings and reports may be included in the Program.

Mandatory internal meetings SHALL include:

- Day One Handover Meeting (**EF-06 Day One Handover Meeting**)
- Project Start-up Meeting (**PM-01 Project Start-up Checklist**)
- Project Risk Assessment workshop
- Day 30 Meeting (**Day 30 Proforma**)
- Monthly Cost Report meetings
- Day 75 Meeting as required (**Day 75 Proforma**)
- Project Team site meetings (frequency to be decided)
- End-of-Job Meeting (**End-of-Job Proforma**)

External meetings may include for examples:

- Project Control Group (PCG) meetings
- Design meetings
- Subcontractors meetings
- Services Coordination meetings

Mandatory internal reports SHALL include:

- Monthly Project Manager's Reports (**Monthly Project Manager's Report Template**)
- Site Supervisor's weekly submission (**SM-38 Foreman's Weekly Admin Submission**)
- Safety Coordinator's regular inspection reports (**SM-08A Site Inspection Record**)
- System Manager's project audit report (**Audit Report Template**)

Reports for Client may include for examples:

- Project Progress Reports and updated Contract Program
- Monthly OHS and EMS Reports
- Bi-monthly Waste Management Report
- Final Waste Management Report after Practical completion

## 4.7 Ecologically Sustainable Development (ESD)

Where the contract requires formulation of strategies and objectives to maximise Ecologically Sustainable Development, the Project Manager SHALL formulate strategies and objectives (to

the extent within our control based on the Scope of Works). This is ideally undertaken at the tendering stage, as actions/decisions may have an impact on cost, time, and demolition/construction methodology.

Such strategies and objectives SHALL be documented in the Appendix section, and SHALL be adhered to in procurement and demolition/construction.

## 4.8 Design Risk Assessment - OHS

Objective

The aim of Design Risk Assessment is to identify significant potential OHS hazards (attributable to the design) to persons during construction, maintenance, repair and demolition of the new building designed.

Client to Provide Design Risk Assessment

For Construction Only projects, at the tendering stage the Estimating Department SHALL request a Design Risk Assessment from the Client, and give it to the Project Manager at the handover meeting (using from **EF-06 Day One Handover Meeting**).

Workshop

Where the Client is unable to provide a Design Risk Assessment and our scope of work includes design or design development, a Design Risk Assessment workshop SHALL be conducted (using form **SM-33 Design & Project Risk Assessment**) prior to commencing work on site.

If the Design Manager and consultants haven't carried out a Design Risk Assessment during the design phase, this SHALL become the responsibility of the Project Manager, and:

- Attendees SHALL include as a minimum, the Project Manager, Design Manager, Site Supervisor and Safety Coordinator.
- Risks SHALL be rated in accordance with the guidelines included in the form (**SM-33 Design & Project Risk Assessment**).
- Where a risk rating is HIGH, every effort reasonably practicable SHALL be made to eliminate the hazard or source of the hazard, that is, through design change.
- Where elimination is not practicable, the risk will have to be carried forward for the constructors, maintainers, repairers and demolishers to manage in accordance with the hierarchy of control measures in the form (**SM-33 Design & Project Risk Assessment**).

## 4.9 Project Risk Assessment – OHS & Environment

Objective

The aim of Project Risk Assessment is to identify significant potential OHS hazards to workers, visitors and the general public during demolition/construction, as well as aspects of the activities, products and services involved during demolition/construction that may have an impact on the environment.

Workshop

Prior to commencing work on site, the Project Manager SHALL conduct a Project Risk Assessment workshop (using form **SM-33 Design & Project Risk Assessment**).

Attendees SHALL include as a minimum, the Project Manager, Site Supervisor and Safety Coordinator.

As inputs to the Project Risk Assessment workshop, the following SHALL be taken into account:

- Any site specific hazards/aspects identified by the Estimating Department during the tender stage (which should have been highlighted on form **EF-05 Tender Project Risk Summary** and given to the Project team in the Day One Handover meeting **EF-06 Day One Handover Meeting**)
- Applicable OHS hazards identified in the Design Risk Assessment, if there is one.

- Hazardous materials highlighted within the Hazardous substance report for the project

Risks/impacts SHALL be rated in accordance with the Risk Matrix included in the form (**SM-33 Design & Project Risk Assessment**). Several factors should be considered when calculating the level of risk that a hazard poses. These include:

- Company or industry statistics regarding injuries, illness and diseases
- Frequency of exposure to a hazard
- Likelihood and consequence of an incident or injury occurring due to a hazard

Control Measures

Where a final/residual risk/impact rating is 1, 2 or 3, every effort reasonably practicable SHALL be made to eliminate the hazard/aspect or source of the hazard/aspect.

Where elimination is not practicable, risks/impacts SHALL be minimised through the use of effective controls in accordance with the hierarchy of control measures in the form (**SM-33 Design & Project Risk Assessment**).

See also sections Health Surveillance & Environmental Monitoring Needs, and Environmental Checklist & Weekly Review Form which describes activities that SHALL be completed in the workshop.

Regular Review

Project Risk Assessment is an ongoing process. The Project Manager SHALL ensure that the completed Project Risk Assessment is reviewed and updated on an ongoing basis, at least every three months or sooner as the need arises. Examples of when the completed Project Risk Assessment SHALL be reviewed include:

- When the scope of work or method significantly changes from the original scope and design
- When new hazards are identified (e.g. through consultations, hazard reporting, inspections, audits, incident investigations, and individuals raising issues with management or Safety Reps)

Subcontractors' Responsibilities

**SUBCONTRACTORS PLEASE NOTE:**

**Subcontractors MUST identify hazards/aspects, risks/impacts and control measures that are relevant to their scope of work, and take them into account when developing SWMS and any Plans required (such as Demolition Plan) for the project.**

**SWMS and Plans will be reviewed by Ibiz using our SWMS and Plans Checklists before work can commence.**

**Non-conforming SWMS and Plans will be rejected for rework at the subcontractors' own costs. Failure to rectify may result in termination of the subcontract.**

## 4.10 Health Surveillance & Environmental Monitoring Needs

In the Project Risk Assessment workshop, the team SHALL assess:

- If health surveillance is required, taking into considerations any hazardous substances that may be or are known to be present, the type of exposure, likelihood/duration of exposures, and any legislative requirements or guidelines.
- If environmental monitoring is required.

In addition, the Project Manager SHALL identify if there are any contractual requirements on periodic or random health surveillance (for example, drug and alcohol testing) or environmental monitoring, and devise appropriate mechanisms in consultation with the Safety Coordinator as

needed. Any health surveillance or environmental monitoring needed SHALL be documented as control measures on **SM-33 Design & Project Risk Assessment**.

## 4.11 Environmental Checklist & Weekly Review Form

In the Project Risk Assessment workshop, the team SHALL complete form **SM-36 Project Environmental Checklist**. Compliance with Development Consent conditions (if applicable) SHALL be ensured.

Following the Project Risk Assessment workshop, the Project Manager SHALL tailor form **SM-35 Supervisors Weekly Environmental Review** for use by the Site Supervisor. Site reports shall consider the following;

- *Noise Management*
- *Dust Management*
- *Use of Marine Water for Dust Suppression*
- *Sediment and Erosion Control*
- *Oil and Other Noxious Substances*
- *Housekeeping and Waste*

## 4.12 Safe Work Method Statements (SWMS) & Job Safety Analysis (JSA)

SWMS Preparation

The Site Supervisor SHALL ensure that all site work activities having potential for significant risk have SWMS prepared in consultation with those who will perform the work.

For activities that are performed by our employees, it SHALL be the responsibility of the Site Supervisor to ensure SWMS are prepared (using **SWM-05 SWMS Template**). This template can also be used if a subcontractor doesn't have a template or if its template is deemed unacceptable (see SWMS Review below).

SWMS Content

SWMS SHALL incorporate site specific hazards identified within the Project Risk Assessment and the corresponding control measures.

SWMS SHALL at least contain the following information:

- Company letterhead or equivalent
- Signature of a senior manager of the company for approval
- The work to be performed and tasks in sequence
- Hazards for each task
- A calculation of the risks that can result and who could be affected
- Control measures that must be implemented to minimise the risk of the hazard
- Training or qualifications /experience of personnel
- Names of those who will inspect work and who will train personnel in the SWMS
- The use of plant and equipment, and hazardous substances;
- Personal Protective Equipment (PPE)
- Maintenance of equipment
- Reference to Regulations, Codes & Standards (including workers compensation and injury management) that apply & will be complied with
- Work Cover or other permits required e.g. hot work permit, confined spaces permit, asbestos work permit, demolition permit, traffic control and traffic management plan, scaffold hand-over certificates, engineers' certificates for formwork and load bearing structures etc.
- Evidence that there has been consultation with those who will carry out the work (e.g. signatures attesting to consultation)

SWMS Review & JSA

The Contract Administrator and Site Supervisor SHALL review SWMS using form **SM-06 SWMS Review Checklist** to ensure they comply with the measures listed above prior to the works commencing on site. This applies to Ibiz prepared SWMS too.

The **Standards & COP Matrix** (accessible via IMS) SHALL be used to ensure that the SWMS references the applicable documents.

Where a SWMS is too generic (that is, adequate in covering the activity in general but lacks consideration of site-specific factors), the reviewer SHALL ensure at least one of the following occurs:

- Revision of the SWMS to incorporate additional site specific hazards and controls.
- Undertaking of a Job Safety Analysis (using **SM-34 Site JSA Risk Assessment**) for use in conjunction with the generic SWMS. The JSA SHALL be attached to the SWMS.

SWMS Register

The Site Supervisor SHALL ensure all SWMS are registered on the site's **SM-04 Register of SWMS**.

SWMS Verification – Task Observation

As a minimum requirement, the Site Supervisor SHALL undertake a SWMS task verification with one subcontractor per week using (**SM-07 SWMS Verification – Task Observation**) and include this form in the weekly submission (using checklist **SM-38 Foreman's Weekly Admin Submission**).

Where a deficiency is noted in a work method through task observation (**SM-07 SWMS Verification – Task Observation**) or general observation, the following process SHALL be initiated by the Site Supervisor:

- Stop the work
- Retrieve SWMS from the site files
- Request subcontractor to (if the work is carried out by a subcontractor, otherwise the Site Supervisor to) document the new hazards and controls in consultation with the workers
- Ensure that all workers have signed off on the adjusted SWMS
- Update the SWMS register (**SM-04 Register of SWMS**) with the revised SWMS

## 4.13 Inspection & Testing (ITP)

General

The Site Supervisor SHALL ensure that all products and services are checked prior to acceptance. In instances of non-compliance, they SHALL not be accepted or put to use.

Inspection & Test Plans (ITPs)

The Project Manager SHALL complete the ITP Register in the Appendix section detailing what ITPs are required by the contract as well as those products/processes deemed as high risk by the Project Team. ITPs may be developed progressively throughout the project.

In establishing what inspection, testing, certification, submission, and hold/witness points required, the Project Manager SHALL review all contract requirements, consider the critical processes and products, and identify any relevant legislative requirements. The architectural and engineering specifications typically set out notices, submissions, and hold and witness points required.

The Project Manager SHALL ensure those processes where the resulting output cannot be verified by subsequent inspection or testing (and as a consequence product defects or process deficiencies will only become apparent after the product is in use) are given careful considerations.

Generic ITP templates covering an extensive list of trades are available via IMS and should be used as the basis. If deemed adequate, a template may be used as is without further modification. Where a subcontractor has its own ITP, the Project Manager or delegate SHALL review its correctness, adequacy and appropriateness before acceptance for use in the project.

An ITP SHALL clearly identify what, when, who and how (that is, reference to method and acceptance criteria) to inspect and test, and as applicable witness points, hold points, sign-off points, notifications, certifications and submissions.

The Site Supervisor SHALL ensure ITPs are completed, and where required submitted to the Project Manager in a timely manner for inclusion with progress claims.

Mandatory ITPs

Where applicable to the project, the Project Manager and Site Supervisor SHALL ensure the following ITPs are used to control the processes/activities, and any tailoring to suit the specifics of the project does not result in a reduced level of control:

- ITP03 – Earthworks
- ITP12 – Demolition
- ITP14 – Waterproofing
- ITP22 – Suspended Formwork
- ITP29 – Asbestos Removal

## 4.14 Transportation, Handling, Storage & Preservation

The Project Manager SHALL, in consultation with the Site Supervisor, identify any materials and products that are prone to damage, deterioration, contamination or loss if special process is not implemented in transportation, handling, storage or preservation. Examples include:

- Materials or items that must be preserved and safeguarded for later re-use (e.g. paintings, displays, air conditioner, building materials etc)
- Prime cost (PC) items

The Project Manager SHALL, in consultation with the Site Supervisor, devise and document special methods required in the Appendix section.

The following table show activities that will be allowable for particular street frontages – Please refer to the site management plan Figure A when refererencing this table

Of the is no “ • “ black dot on the table, that activity will not be allowed.

All conditions and permits pertaining to loadings zones, Hoardings, pump permits and other premits required by Council will be annexed to this contract when relevant applications have been made.

No guranttee in the report has been given that Council will provide such permits.

Traffic Management – This report does not include any traffic management reports. Traffic management reports will be provided upon a successful development applications and submitted with relevant activities, dates and fees. However, what can be addressed at this stage is the following

Deliveries – All deliveries will be made directly onto the site. All reversing and existing the site will be monitored and patrolled by a Traffic controller based on site at all time. Double parking is not permitted.

Parking – Parking for all works will be readily available in the street. Note that no time limits applicable in this council area

**HOARDINGS – CRANES – LOADING ZONES CHART**

| 6a Watsford Road, Campbelltown NSW | Allowable activities | | | | | | | | | | Activities not allowed | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Activities | Parking on Street | Loading from Street | Concrete pump placement | Traffic Control required | Police Permit required | Council special permit | Loading zone require | Lifting tops of hoardings | | | Street parking | Street Loading / unloading | Lifting by cranes / forklifts | Concrete Pump | External works |
| Street Frontage | • | | | • | | • | | | | | | • | • | • | • |

Additional information required for work carried out in the construction of hoardings contractor that require:

- **Pedestrian lighting** – There is no installed.
- **Council work permits** – These will be applied for by Builder.

## 4.15 Archaeology & Heritage

The Project Manager SHALL identify any sites or relics of cultural heritage that may be within the direct vicinity of operations, devise protection methods in compliance with any relevant legislation and Client requirements, and document them in the Appendix.

Examples of protection methods include:

- Erection of fencing
- Erection of signage
- Covering of site with specified material
- Structural support of building during construction / excavation
- Specific vibration control measures to maintain structural integrity

Communication and contact shall be maintained with the appropriate authority regarding the protection of any identified site or relic.

Where land of significant Aboriginal heritage value is identified in the contract documents, the Project Manager may engage the services of the local land council representative to assist in locating Aboriginal relics during site clearing and stripping activities.

## 4.16 Demolition Plan

Where demolition of structure is involved, the Project Manager and Site Supervisor SHALL ensure the work is controlled by using **ITP12 - Demolition**, which involves the demolition subcontractor preparing a demolition plan, reviewing the demolition plan using **SM-41 Demolition Plan Checklist**, notification to Work Cover, and other control measures and checks that must be in place.

## 4.17 First Aid Requirements

The Site Supervisor SHALL appoint qualified First Aiders. Each site SHALL have at least one qualified First Aider (usually but not necessarily the Site Supervisor), and at least one equipped first aid kit suitably located for access when needed. The statutory First Aid requirements as follows SHALL be complied with:

- On sites where the number of personnel does not exceed 24, a Category B First Aid Kit must be available at all times while the site is operating
- On sites where the number of personnel exceeds 24 but is less than 100, a Senior First Aider and a Category A First Aid Kit must be available at all times while the site is operating
- On sites where the number of personnel exceeds 99, an Occupational First Aider and a fully furnished First Aid shed or room must be available at all times while the site is operating

In addition, the Site Supervisor SHALL assess whether a portable first aid kit and/or other first aid equipment or facilities (e.g. splint, towel, blanket and stretcher) are required taking into considerations the site layout, number of workers, risks associated with certain work areas (e.g. ease of egress), and the works being performed.

Signage containing names, photographs and contact details of the First Aider(s) SHALL be displayed near First Aid facilities to ensure that the First Aiders can be identified and contacted. The standard template can be found on the IMS under Site Displays.

## 4.18 Emergency Response Planning

The Site Supervisor SHALL analyse and identify possible emergency situations, determine emergency equipment needs (e.g. air horn, emergency lighting, first aid kits, spill kits, fire extinguishers, fire blanket, etc), develop site specific Emergency Response Procedures for inclusion in the Appendix section, assign Wardens, and ensure Wardens are aware of their responsibilities in emergency situations.

AS3745 may be used as the reference standard for emergency planning. The Emergency Response Procedures, which form part of this PMP, SHALL be subject to review and comments by the Safety Coordinator (who is deemed a competent emergency planner) before this PMP is issued for use.

Note - Where the works involve confined space entry and the use of fall arrest systems, Rescue Plans SHALL be developed separately as part of SWMS for the activity.

The Site Supervisor SHALL carry out an evacuation drill every 3 months to assess the effectiveness of the Emergency Control Procedures and to familiarise all personnel with emergency equipment, emergency exits, evacuation routes, Assembly Point and responsibilities during an emergency situation. The first drill SHALL be conducted within 4 weeks of commencement on site.

The Site Supervisor SHALL assess the effectiveness of each evacuation drill (using form **SM-14 Emergency Response Debrief**). Any deficiencies detected SHALL prompt a review of the Emergency Response Procedures, or further training/awareness to be provided (as the case may be). Where required, deficiencies may also prompt a review of management system.

Any changes to the Emergency Response Procedures SHALL be communicated to previously inducted site personnel through Daily Pre-Starts or Toolbox Talks to ensure that all site personnel are aware of the most up-to-date procedures. Any previously displayed procedures SHALL be replaced with the latest.

## 4.19 Hazmat Report

Prior to the commencing on site, the Project Manager SHALL assess and where deemed required, obtain from Client or commission a Hazardous Material Report.

Where hazardous materials are identified, the Site Supervisor SHALL ensure they are handled in accordance with the Pre-existing Asbestos & other Hazardous Materials section under Support Processes.

## 4.20 Objectives & Targets

The Project Manager SHALL, in consultation with the Construction Manager, establish Objectives around OHS, Environmental and Quality performance, and document them in the Appendix section.

Objectives SHALL be measurable, and targets SHALL be realistic.

## 4.21 OHS Metrics

Across projects, the Company measures and evaluates OHS information such as First Aid Injuries (FAI's), Medical Treatment Injuries (MTI's) and Lost Time Injuries (LTI's) throughout the life of each project and collects this information company wide.

The Site Supervisor SHALL submit a weekly report (**SM-38 Foreman's Weekly Admin Submission**) to the Construction Manager which SHALL contain information including man hours that have been worked on the project, number of incidents and number of injuries that have occurred.

This information SHALL be monitored by the Safety Coordinator who SHALL then calculate the company's injury frequency rates which include First Aid Injury, Medical Treatment Injury and Lost Time Injury Frequency Rates (FAIFR, MTIFR and LTIFR). This is the number of each injury the company is likely to have per million man hours worked.

These Frequency rates help the company to set goals and objectives with an aim to reducing each statistic and also benchmark their statistics against the industry average.

Incidents and injuries SHALL be reviewed by the Safety Coordinator to identify trends so that corrective actions can be put in place to prevent further injuries occurring.

## 4.22 Instructions, Variations & Change Management

Variations to Head Contract

The Project Manager SHALL ensure all Variations to the Head Contract, regardless of the value or impact on the Program, is registered in Job Express. See the Job Express Handbook in the Training section of IMS.

Client Instructions or Variations

Client instructions to Ibiz can be verbal or written. Where an instruction changes the contract scope of work or design, it is deemed a Variation, and the Project Manager SHALL review and submit any time or cost implications to the Client for approval before proceeding.

Verbally given Variations SHALL be confirmed in writing, and if deemed necessary, the Variation should not be undertaken until written confirmation has been received.

The Project Manager SHALL ensure that the Client instruction (whether or not a Variation) is communicated downstream to those who are affected (which may include the Site team and service providers), if applicable.

Design Change

The Project Manager SHALL ensure design change is followed by risk assessment, that is, review of the project-specific **SM-33 Design & Project Risk Assessment**.

Altering a Service Provider's Scope of Work

When the need to alter a service provider's scope of work arises, one of the two methods below SHALL be used:

- The Project Manager issues a notification of a Variation to the service provider.
- The Site Supervisor issues a Site Instruction to the service provider, followed by notification of Variation issued by the Project Manager.

Site Instructions or Variations issued to Service Providers

All Ibiz issued Variations and Site Instructions SHALL prompt a review, as the change in the subcontract's scope of work may have introduced new hazards and risks to the workers performing the work and/or others.

Where new hazards are identified:

- The SWMS SHALL be revised to reflect the new hazards and controls.
- The workers performing the work, as well as any other persons affected by the change, SHALL be consulted.
- Record of consultation SHALL be kept. This can be in the form of the workers signing off the revised SWMS, and where other persons are affected, consultation can be carried out during Daily Pre-Start or Toolbox Talk and recorded on the corresponding forms.

## 4.23 Notification of Delay (NOD), Potential Delay (NOPD) & Extension of Time (EOT)

The Project Manager SHALL ensure:

- Any delay is attended to immediately to ensure the project is completed within the contracted construction period.
- The Client is notified of any delays (NOD) or potential delays (NOPD) as soon as they are known. These include delays encountered or caused by Ibiz.
- Extension of time (EOT) is claimed within the contractual timeframe as set out in the Head Contract.

## 4.24 Practical Completion / Handover

When the project is approaching Practical Completion / Handover, the Project Manager SHALL confirm with the Construction Manager, Client and consultants, and:

- Arrange for a pre-inspection by the Certifying Authority and consultants to pick up any issues that may affect handover.
- Prepare a Defects List and sent to subcontractors as required. Items SHALL be signed off when completed.
- Complete and sign off on all ITPs including final inspections.
- Prepare and submit client manuals as required by the contract or supplied by subcontractors. These should include warrantees and "as built" drawings.
- Prepare maintenance program as required and schedule "completion inspection" at the end of any liability period
- Submit to the Client notification of Practical Completion, final progress claim and request release of retention (usually 50%).

It is noted that there may be works not completed due to variations or Client specific items that do not form justification for Practical Completion not to be granted.

It is also noted that the Client may be able to take possession prior to all works being complete that may constitute Practical Completion.

### 4.25 Client Feedback

Within four weeks after Practical Completion / Handover, the Project Manager SHALL discuss with the Project Director, and agree on who will approach the Client for feedback.

Clients usually provide a Testimonial as well as a completed DSTA Client Referee Report (which is available on IMS).

### 4.26 Defects Liability / Maintenance Period

The Project Manager SHALL ensure that:

- A final inspection is undertaken, and any outstanding items are completed as per Defects Lists or variations.
- Final variation claims are submitted.
- Subcontract Valuation Agreements are prepared and signed off.
- Job Express (Levy's) and Build tools are updated.
- Servicing is performed as scheduled where required.
- Any requests by the Client for maintenance/defects are attended to promptly and records are kept.
- An End of Job meeting is held with the Estimating Department to share feedback on the project and subcontractor's performance.

### 4.27 Completion

On completion, the Project manager SHALL ensure:

- All outstanding items have been completed.
- A claim for release of the final retention is made where applicable, and any subcontractors are advised to claim where applicable.
- Job Express (Levey's) and Build tools are updated with final data.
- All electronic and hard copy files are reviewed and completed/updated and archived as applicable.
- Professional photos have been taken of the completed project.
- A reference/testimonial is requested from the Client.

## 5 PROCUREMENT

All purchases of plant, equipment, materials and services generally SHALL be based on Client specifications, legal compliance, risk controls devised from Project Risk Assessment (PRA), and where applicable Ecologically Sustainable Development (ESD) strategies and objectives.

### 5.1 Procurement Schedule

The Project Manager SHALL prepare a **Procurement Schedule** for the project based on the Program and known lead times. Any public holidays (Christmas shutdowns) that fall within SHALL be considered and adjustment made to the normal due dates (for letting subcontracts or placing orders) accordingly.

### 5.2 Consultation with Workers on Products/Services

Wherever possible, workers SHALL be given the opportunity to give inputs on goods and services (that may have an impact on their health or safety) to use for the project. These include site sheds, amenities, plant, equipment, tools, consumables, minor services (such as waste collection, inspections, testing, cleaning and pest control), major trades (demolition, excavation, brick work, electrical, plumbing etc), as well as materials or products for incorporation in the works.

Sheds, amenities, plant, equipment and tools etc are typically specified and/or arranged by the Site team directly, who in most cases are the actual users.

For products and services procured by the office team, the site team is consulted through access to and review of the **Procurement Schedule**.

However, due to the timing of procurement deadlines, it may not be possible to consult certain workers that have not been engaged at time of letting a subcontract or placing an order. Wherever possible, the Site Supervisor SHALL ensure consultation before purchase, as well as obtaining feedback on products and services, take place during the following two-way communication opportunities and any comments are recorded and acted accordingly:

- Daily Pre-Starts (record on form **SM-02 Daily Pre-Start & Attendance Register**)
- Toolbox Talks (record on form **SM-09 Record of Training Consultation Toolbox talk**)
- Weekly Site Inspections (record on form **SM-08 Site Inspection Record**)

## 5.3 Subcontracts

The Project Manager SHALL ensure subcontracts are back to back the Head Contract where required, and include a copy of the target Program, this PMP and other document or data as required.

## 5.4 Re-pricing

Some trades may require re-pricing where either a budget estimate was used in the tender, details in scope have changed, a subcontractor used at tender is unable to complete the project, or more competitive prices need to be sourced.

## 5.5 Specifying Product/Service Requirements

The Project Manager SHALL ensure both the requests for quote (or invitations to tender) and final purchasing documents fully describe the scope of work, compliance standards of goods, qualifications of personnel, and OHSE requirements as applicable (Plans, SWMS, plant risk assessments, MSDS, hazardous substance risk assessments, etc).

Any requirements on samples, inspection at manufacturer's site, notifications, and approval method/procedure SHALL also be included in purchasing documents where applicable.

## 5.6 Subcontractor Pre-qualifications

Prior to letting a subcontract, the Project Manager SHALL ensure form **PM-03 Subcontractor Prequalification Form** is completed to confirm that the subcontractor has capability and capacity to fulfil the subcontract.

If needed, Project Manager SHALL ensure meetings with subcontractors and suppliers are held to confirm scope and contract conditions.

## 5.7 Comparison & Selection

The Project Manager SHALL ensure comparison spreadsheets are prepared and used for all trade and supply tenders.

## 5.8 Letting Subcontracts, Placing Orders & Client Approvals

Note that the Head Contract may require certain trades to be approved. Where applies, the Project Manager SHALL ensure compliance.

The Project manager SHALL ensure:

- Prior to letting any trade or supply agreement that has come in over budget, the Construction Manager or Project Director is consulted and has given approval.

- Subcontracts are let, and orders are placed before the due dates in the **Procurement Schedule**.
- Subcontractors and suppliers have their purchases approved/confirmed by a purchase order being raised in Job Express (Levey's) and Build tools. This is usually the responsibility of the Contract Administrator.

### 5.9 Feedback to Estimating Department

Once a majority of the trades have been procured a Day 30 Meeting SHALL be arranged by the Project Manager to give feedback to the Estimating Department on budgets and any items excluded.

Where required, another meeting can be undertaken to give feedback to Estimating when most contracts have been let, that is, Day 75 Meeting.

See the Meetings & Reports section.

### 5.10 Service Provider Management

Service providers include subcontractors, suppliers, installers, consultants, service people and others providing their products/services to the Company. Service providers must comply with relevant OHSE legislative requirements, this PMP, and requirements in the purchase contract.

The Project Manager and Site Supervisor SHALL ensure:

- Service providers are provided with a copy of this PMP.
- Service providers supply Safe Work Method Statements (SWMS) and any other plans as required (e.g. Demolition Plan, Safety Plan, Environmental Plan).
- SWMS and plans submitted are reviewed and confirmed compliant with our requirements (e.g. **SM-06 SWMS Review Checklist** and **SM-41 Demolition Plan Checklist**) before the service provider commences services.
- Service providers provide all appropriate information relating to OHSE with their plant, equipment and materials before they commence services. These include maintenance records, plant risk assessment, MSDS, hazardous substance risk assessment, etc. as outlined in this PMP.
- Subcontractors and suppliers perform work or deliver materials to site as required. All product/service are inspected on receipt to ensure quality, on time and completeness. Any deficiency is recorded and reported to the relevant persons for remedial actions. Subsequent invoices are then approved.
- Variations, RFIs, progress claims, etc are managed in accordance with contract conditions.
- Site performance of service providers is monitored on an ongoing basis and where compliance with this PMP, SWMS, their specific plan, or legislative OHSE requirements is not in place, corrective action, warnings or if necessary, termination of contracts are instituted.
- Supplier compliance and performance issues are discussed throughout the project in project team meetings and reported in Site Supervisor's and Project Manager's reports.

## 6 AUDITS & SITE INSPECTIONS

### 6.1 Project Audit

The Systems Manager shall carry out Project Audits (at times agreed during Project Start-up Meeting), report findings using the **Audit Report template**, and work with the Project Manager and Site Supervisor to ensure any issues identified are rectified within an appropriate timeframe.

An objective of Project Audits SHALL be to evaluate effectiveness of the OHS, Environmental and Quality management systems, and the ability of the system to assure contractual/legal compliance and Client satisfaction.

Where a Project Audit reveals a weakness in any aspect of the systems, the Systems Manager SHALL ensure appropriate corrective and preventive actions are undertaken.

## 6.2 Site Supervisor's Regular Site Inspections

The Site Supervisor SHALL carry out safety inspections (using form **SM-08 Site Inspection Record**) and environmental reviews (using form **SM-35 Supervisor's Weekly Environmental Review**) on at least a weekly basis. An objective SHALL be to monitor the implementation, effectiveness and continued suitability of this PMP.

Both forms can be tailored to suit the site-specific activities, work methods and hazards/aspects and any specific client requirements (identified through Project Risk Assessment).

For the safety inspections, the Site Supervisor SHALL, wherever possible, request each major subcontractor on site at the time to make a person from its crew available to participate in the safety inspection. Any participants SHALL be encouraged to raise safety/health issues.

Safety inspections cover for examples, checking service records for plant and equipment; tagging of electrical items; scaffold compliance; information accompanying the delivery of materials, substances, plant and equipment; access and egress; perimeter security and signage; amenities; general safety and work activities; compliance with SWMS; use of PPE; and compliance with Site Rules, etc.

Environmental reviews cover for examples, checking storm water and sediment control, dust control, noise control, etc.

Copies of the safety inspection and environmental review SHALL be displayed on the site notice board and forwarded to the Construction Manager within **SM-38 Foreman's Weekly Admin Submission** for management review.

Any major issues should be communicated to workers within the Daily Pre-Start for the following day.

## 6.3 Safety Coordinator's Regular Site Inspections

The Safety Coordinator SHALL carry out regular safety inspections of the site. An objective SHALL be to monitor the implementation, effectiveness and continued suitability of this PMP.

The actual frequency SHALL be set by the Project Director / Construction Manager taking into consideration the site risks and activities at the time.

The Safety Coordinator SHALL use form **SM-08A Site Inspection Record** and work with the Project Manager and Site Supervisor to ensure any issues identified are rectified within an appropriate timeframe.

# 7 SUPPORT PROCESSES

## 7.1 Document & Data Control

Intranet IMS

The IMS Administrators SHALL ensure company policies, procedures, forms, templates etc company level system documents are available on IMS.

Company Policies

The key Company Policies are also enclosed in this PMP in the Appendix section. These include OHS Policy, OHS Consultation Policy, Rehabilitation Policy, Environmental Policy, Quality Policy, Equal Employment Opportunity (EEO) Policy, Industrial Relations Policy and Grievance Resolution Policy.

OHSE Acts, Regulations, COPs, Standards and Guides

At company level, the Systems Manager and OHS Coordinator together SHALL ensure that:

- OHSE related Acts, Regulations, COPs, Standards and Guidelines relevant to the Company are identified
- Any change in relevant documents results in a company level review for the need to change any company policies, procedures, plans and any undocumented practice, and that record of such reviews are kept

COPs that are frequently used by site personnel have been listed in the Appendix section. Other documents that may be required to be referenced SHALL be identified within the initial Project Risk Assessment. The Site Supervisor SHALL ensure hardcopies are available on site.

Australian Standards and guides to Australian Standards can be accessed via our subscription to Standards Online Select. Other documents which are freely available (Acts, regulations, COPs, Work Cover guides etc) can be accessed through a list of web sites. Refer to the procedure **Standards Online Select – General User Access** for login details to Standards Online Select as well as links websites that host freely available legal documents.

Document & Data Approval, Access & Storage

The Project Manager (at project level) and Site Supervisor (at site level) SHALL ensure that:

- Documents (of internal and external origin alike) are reviewed by an appropriate person for correctness (in terms of both the information contained and the format), adequacy, and usability, and where it is deemed required formally approved by an appropriate authority, prior to issue for use.
- Document and data issued for use are current and relevant to the project.
- Document and data are readily available or accessible at point of use. For external users including the Client, subcontractors and suppliers, documents should be transmitted using Document Transmittal in Build tools.
- Superseded or obsolete document and data are removed from point of use or identified properly to eliminate chance of misuse.
- Document and data are stored in such a way that, likelihood of unauthorised use (where it matters), tampering with, and accidental loss/corruption is minimised if not eliminated. For files stored on the server or master copy uploaded to Build tools, the company back-up process is deemed adequate for preventing permanent loss or corruption.

Request For Information (RFI)

When information is required from the Client, the Project Manager SHALL send an RFI to the Client. RFIs SHALL be registered in Build tools and responses communicated to those who are affected.

## 7.2 Records Control

Examples of project records include RFIs, EOT applications, NOPDs, NODs, progress claims, meeting minutes, induction records, inspections records, audit reports, injury reports, SWMS reviews, Toolbox Talk records, Hazmat reports, incident investigation reports, risk assessments, plant & equipment checklists, and permits issued, etc.

The Project Manager (at project level) and Site Supervisor (at site level) SHALL ensure that:

- Project records are stored in such a way that, likelihood of unauthorised use (where it matters), tampering with, and accidental loss/corruption is minimised if not eliminated. For files stored on the server or minutes etc stored in Build tools, the company back-up process is deemed adequate for preventing permanent loss or corruption.
- After handover, documents and records that were held on site are transferred to the head office for filing. Duplicates may be destroyed. Documents and records are then held inin the office for a minimum of 12 months before archival.

- Archived documents and records are retained for a minimum of 7 years before considered for permanent disposal, except where contract or legislative requirements stipulate a longer period.

## 7.3 Monitoring & Measuring Equipment

Monitoring and measurement equipment used for product quality control, health surveillance or environmental conditions monitoring, or for establishing OHS and environmental compliance SHALL be controlled as follows.

For Company owned equipment, the Site Supervisor SHALL ensure that:

- The equipment is registered in the company-wide **Monitoring & Measuring Equipment Register**.
- The equipment is calibrated/verified at specified intervals or prior to use, against measurement standards traceable to international or national measurement standards. Where no such standards exist, the calibration or verification method is documented.
- Records of calibration/verification are maintained.
- Calibration/verification status is identified on the equipment.
- The equipment is safeguarded from adjustments that would invalidate the monitoring or measurement result, and protected from damage and deterioration during handling, maintenance and storage.
- If and when an equipment is found to be non-conforming (for example, inaccurate), validity of previous monitoring or measurement results are assessed, and appropriate actions taken in accordance with outcome of the assessment.

For equipment owned by service providers, generally the use of prequalified subcontractors or ISO9001 certified service providers is adequate assurance.

## 7.4 Plant Management

Before plant or equipment is used on site, the Site Supervisor SHALL ensure:

- Where required, the plant is registered with Work Cover.
- Copies of all relevant statutory certification (such as certification for lifting equipment, ten-year crane inspection) have been supplied and copied.
- The plant has been checked using **SM-17 Plant and Machinery Checklist** and signed by the provider.
- Maintenance records have been sighted which showed the plant has been maintained by a qualified person (such as a mechanic) as per the manufacturer's specifications or within the last three months.
- The plant has been registered on the site's **SM-19 Plant and Equipment Register**.
- Risk assessment for the plant has been carried out. **SM-17A Plant Risk Assessment** SHALL be used unless the provider can provide an equivalent form.
- SWMS for the safe operation of the plant or equipment, which includes hazards highlighted within the Plant Risk Assessment, has been prepared by or provided to the Company (as the case may be), reviewed and approved.
- The operator of the plant has provided evidence of training (licence where required) in the safe operation of the plant, and such evidence has been copied at Induction.

Notes:

- Operator licensing requirements are listed on form **SM-17 Plant and Machinery Checklist** and also within **SM-03 Site Induction Personnel Record** as a prompt for collection of licenses at the time of the induction.
- Where plant is on site for an extended period of time, the Site Supervisor SHALL ensure the plant is regularly inspected and maintained.
- Where there is a relevant Australian Standard (for example, AS2550 for cranes), the service provider SHALL ensure its inspection, use (that is, the SWMS) and maintenance comply as

a minimum with the Standard. Where there is no relevant Australian Standard, the plant manufacturer's recommendations SHALL be followed.

- Plant risk assessments SHALL include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers and the operator of the machine. When identifying potential hazards, consideration shall be given to all aspects of the plant including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

**WORKING NEAR RAILWAYS - CRANES**

Specific requirements for cranes and other aerial equipment in the road or rail corridor A crane, concrete pump or other equipment must not be used in airspace over the rail corridor without approval in writing from the rail authority. No loads should pass over overhead wiring or transmission lines located within the corridor at any time. Proposed aerial movements may require power outages or track possession for the period of the proposed airspace movement and therefore the relevant authority should be contacted at the earliest opportunity. Minimum working clearances to exposed electrical equipment within the corridor should also be adhered to (refer 5.11). All concrete pumps, cranes, hoists and winches must be used in accordance with the AS 2550 series of Australian Standards, Cranes, Hoist and Winches, including AS 2550 15-1994 Cranes – Safe Use – Concrete Placing Equipment.

## 7.5 Electrical Safety

General

The Site Supervisor SHALL ensure:

- Temporary electrical installations comply with AS/NZS3012.
- Overall compliance with Code of Practice – Electrical practices for construction work (the Code).

Shock protection from contact with earth leakage current

All final sub-circuits that supply power to equipment, hand held power tools and lighting used on site SHALL be protected by a safety switch or residual current device (RCD). The RCD SHALL be installed at the switchboard where the circuits originate. To reduce the risk of injury if lighting or power is interrupted in artificially lit areas, a separate RCD SHALL be provided for each final sub-circuit.

Portable generators that supply more than one lighting point, appliance or socket outlet SHALL have its supply protected with an RCD. All RCDs installed to protect workers from shock current should have a sensitivity of 30 milliamps and be marked accordingly.

Flexible cords, hand-held power tools or electrical plant and equipment SHALL be protected through a portable RCD where their supply source is from a permanently wired socket outlet (power point) and are required for construction or demolition purposes.

Temporary switchboards

Temporary switchboards in general SHALL have:

- A latching door or a non-removable lid.
- Rounded and smooth-edged access holes or a recess under the door for connection of extension cords to switchboard mounted socket outlets.
- At least one 15 amp socket outlet.
- A weatherproof construction.
- Protection against mechanical damage.

- A stable stand or be fixed to a wall and post mounted switchboards must be coach screwed or bolted.
- Reasonable frontal access (1.2 metres clearance unless otherwise approved by the Safety Coordinator) to be maintained.

Any power or lighting circuit that is not protected by an RCD SHALL not be used.

An RCD which has tripped SHALL not be reset until the reason is established by an electrician.

Extension Leads

- All extension leads in work areas SHALL be of heavy-duty type.
- Leads SHALL not exceed the lengths specified in Table 1 of AS/NZS3012.
- Extension lead SHALL not run from one floor to another on multi-level sites.
- Leads used around structural steel and sheet metal SHALL be protected from possible mechanical damage.
- Cords SHALL be raised on insulated stands or hooks to protect them from damage and to provide clear access for personnel and vehicles.
- Cords SHALL never run through water or be on the ground where mobile plant and machinery is used.
- Double adaptors and piggyback plugs SHALL not be used on site.

Inspection and tagging

All 240 and 415 volt electrical equipment that are connecting to the power supply by a flexible lead and/or connecting device SHALL be inspected and tagged prior to first use and then at the prescribed inspection intervals by a competent person or a licensed electrician as set out in AS/NZS3760. Where the equipment is owned by Ibiz, it SHALL be registered on the site's **SM-18 Electrical Plant & Equipment Register**, and the record of calibration of the equipment used for testing (including RCD trip test) SHALL be sought, copied and filed together with the register.

All items tested should carry a test tag. Tags SHALL have a valid test date that is within the nominated prescribed period of Table 4 in AS/NZS3760 or indicate a re-test date, and include the tester's name, the tester's company name, or the electrician's license number.

Unless otherwise established through risk assessment and approved by the Safety Coordinator, the tagging and testing frequency SHALL be monthly.

Live cables, energised plant & other services

The Site Supervisor SHALL ensure any live cables, plant and services are located and marked clearly before work commences, whether they be underground, overhead, contained within plant or structures (e.g. in a concrete slab) or clearly visible.

Any electrical wiring which cannot be isolated for whatever reasons, SHALL be 'Danger Tagged' by a licensed electrician and marked using appropriate warning tape and/or signage.

**WORKING NEAR RAILWAYS**

Minimum electrical safety distances to protect workers and equipment which should be adhered to: Work clearances to rail cables and structures: 8 metres. Travelling work clearances to rail cables and conductors: 4.6 metres. At any time, workers, tools, equipment and material should not come within 2 metres of exposed low voltage, 1500 volt DC overhead wiring or any high voltage equipment. No metal scaffolding or ladders within 6 metres of exposed 1500 volt DC or high voltage equipment. No cranes within 3 metres horizontally to any electrified infrastructure or within the vertical envelope (see also 5.3). No metal measuring tapes within 3 metres of exposed electrical equipment. No excavation within 3 metres of poles, masts or rail signals.

## 7.6 Confined Space

The Site Supervisor SHALL ensure any work in confined space (as per definition in AS2865) is identified and controlled in accordance with the procedure (**SM-21 Confined Space Procedure**).

The procedure involves risk assessment (**SM-22 Confined Space Risk Assessment**), confined space entry permit (**SM-23 Confined Space Entry Permit**), and the development of rescue plan.

## 7.7 Chemical & Hazardous Substances Management

For any potentially hazardous substance or material that is brought on site, the Site Supervisor SHALL:

- Obtain MSDS (material safety data sheets) ensuring that each MSDS is issued within the last 5 years.
- Register the MSDS on the site's **SM-13 MSDS / Hazardous Substances Register** and classify as hazardous / nonhazardous
- If substance is classified as hazardous, request the service provider to provide a risk assessment, or alternatively, carry out risk assessment using **SM-13A Hazardous Substance Risk Assessment**.
- Attach the Hazardous Substance Risk Assessment to the SWMS of the service provider required to use the substance
- Implement control measures as agreed with personnel involved. Wherever possible, minimise the amount of hazardous substances used and stored on site.
- File MSDS on site in close proximity to first aid kit(s) and make them readily accessible to workers, First Aiders and Emergency Services if the need arises.
- Inform First Aiders of any new substance or material and instruct them to familiarise themselves with the MSDS and emergency procedures.
- On completion of work, manage proper disposal of unused substances. Where required, further advice may be sought from the relevant authority (such as the Department of Environment, Climate Change and Water) or the waste disposal contractor. In all cases where the Company arranges for disposal, waste depot documentation SHALL be obtained to verify the correct disposal methods.

## 7.8 Pre-existing Asbestos & other Hazardous Materials

Where asbestos, lead paint or PCB (Polychlorinated Bi-Phenyls) etc hazardous materials are identified (through Hazmat report or later discovery), the Site Supervisor SHALL ensure the following actions are taken:

- Immediately mark the location of the hazardous material on the site with signage or a physical marker.
- Where needed, mark up a plan and display on the site notice board to identify the locations of the hazardous material on site.
- Record the information on the site's **SM-28 Asbestos & Hazardous Materials Register**.
- Inform the workers of the hazardous material and the requirements (at the time of Site Induction for new workers or Pre Start or Toolbox Talk for workers previously inducted).
- Where practicable, have the hazardous material removed by a licensed contractor prior to other subcontractors commencing work in the vicinity.
- Update the register progressively as the materials are removed.

Where asbestos removal is required, the Site Supervisor SHALL use **ITP29 - Asbestos Removal** to control the overall activity, and ensure no removal work is allowed to commence without a permit (**SM-29 Asbestos Works to Proceed**) issued by the Site Supervisor.

## 7.9 Hazard Reporting

The Site Supervisor SHALL ensure blank copies of **SM-12 Hazard Report Form** are available on site and can be easily accessed by workers.

This form can be used by anyone who identified a hazard on site, to formally report the hazard to the Site Supervisor.

The Site Supervisor SHALL review, determine who is responsible for completion, forward accordingly and follow through until satisfaction completion. Completed forms SHALL be retained.

## 7.10 Incident Management

Incident Reporting

When an incident, injury or emergency occurs, the Site Supervisor SHALL ensure that this is reported to Head Office immediately by following the chain of report listed on the front of form **SM-15 Incident Report and Investigation**, and fill out Part 1 of the form.

All incidents SHALL be reported and investigated so that corrective action can be planned to prevent or minimise harm and to strengthen and improve measures for avoiding a re-occurrence.

Senior management SHALL decide on the reporting requirements to Work Cover and all other interested parties.

Incident Investigation

When the incident is reported to Head Office, the Safety Coordinator in consultation with the Directors SHALL make a decision on who is required to carry out an investigation and complete Part 2 of the form.

When the incident is considered minor in nature, the Site Supervisor may be required to carry out the investigation and complete Part 2 of the above form under guidance of the Safety Coordinator.

Where the incident is more serious in nature and has caused or had the potential to cause a fatality, permanent disablement, lost time injury or serious damage to plant and equipment, the Safety Coordinator (who has undertaken an accredited Incident Investigation and Analysis course) as well as the Construction Manager (and Project Director if possible) SHALL attend the site to carry out timely investigation.

Corrective & Preventive Actions

Investigators SHALL try to establish the root cause of the incident, and devise appropriate corrective and preventive actions to rectify any unsafe conditions as a result of the incident, as well as prevent re-occurrence of similar incidents on this and other projects.

## 7.11 Workers Compensation & Injury Management

The Return to Work Poster SHALL be displayed on site (preferably in the lunch room). This poster contains the name and contact details of our RTW Coordinator and the insurance company.

The injury management procedure SHALL be as follows:

- All injuries and illnesses are reported to a First Aider.
- The First Aider reports the injury/illness to the Safety Coordinator immediately.
- The First Aider completes and signs a **First Aid / Injury report** and gets the injured person to countersign.
- Where off site medical treatment is required, service providers are expected to manage the injury to avoid unnecessary Lost Time due to the injury.
- Suitable duties must are provided for our employees and service providers, and the medical practitioner is advised on first contact that suitable duties are available.
- Where an injury may lead to lost time (the loss of a full shift of 8 hours), form **SM-15 Incident Report & Investigation** is completed.
- Where the injured person is our employee, a claim form is made available, and this together with the medical certificate, are submitted to senior management for forwarding on to the Insurer within 48 hours.
- Details of the Insurer as well as the Return-to-Work (RTW) Coordinator (where appropriate) or other such person are given to the injured person so that a suitable RTW Plan can be formulated.

## 7.12 NCR Report & Corrective/Preventive Actions

When to use NCR

The Company has multiple tools for identifying, recording and closing out **MINOR TO MODERATE** non-conforming issues related to OHS, Environment and Quality, that requires corrective/preventive actions. Examples include the Safety Coordinator's inspection records, the Site Supervisor's weekly safety and environmental inspections, Daily Pre Starts, Toolbox Talks, SWMS task verifications, safety infringement notices, ITPs, permits and specific checklists.

Where non-conformance is identified in product or process that has an actual or potential **MAJOR IMPACT** on quality, OHS or environment, or notice is received from the Client or an authority, it SHALL be recorded and tracked using the NCR form (**SM-32 Non-conformance Report**).

Exclusions – Incidents & Safety Breaches

Incidents that have an impact on OHS or environment SHALL be managed as per Incident Management (see the Incident Management section).

If the non-conformance is a breach of site OHS rules or non-conformance against SWMS by a subcontractor, form **SM-10 Safety Infringement Notice** should be used instead.

Importance of Consultation & Communication

No matter what triggers the non-conformance, the person responsible for raising the corrective/preventive actions SHALL ensure that the health/safety aspect of the corrective/preventive actions is discussed with workers concerned (that is, consultation and communication). As an example, consultation and communication can be achieved through company-wide memos, such as a Safety Alert for safety matters.

Prevent Re-occurrence at Systems Level

Where required, adjustment to the management systems SHALL result to prevent reoccurrence.

NCR Procedure

Non-conformance related matters can be raised by anyone. If the non-conformance is within the scope described above, it SHALL be reported to the Project Manager as soon as possible.

The Project Manager or delegate SHALL:

- Raise an NCR (**SM-32 Non-conformance Report**)
- Investigate to establish the root cause(s)
- Devise appropriate corrective and preventive actions
- Where the non-conformance was solely or partially caused by a supplier/subcontractor, the NCR may be issued to the supplier/subcontractor for completion
- Where consultation is required, consult people who perform the work accordingly and finalise the actions
- Implement the actions
- Forward the NCR to the Systems Manager or Safety Coordinator for registering
- Monitor regularly and at the same time evaluate effectiveness of actions, make any adjustments if needed, until satisfactory completion of all actions
- Close out NCR and forward to the Systems Manager or Safety Coordinator

The Systems Manager / Safety Coordinator SHALL:

- Maintain **NCR Register**, that is, create entry and update status upon closure
- Proactively offer OHS, Environmental or Quality advice/support as needed and appropriate
- Scan and save NCR on server as a company level (as opposed to project level) record

## 7.13 Control of Nonconforming Material, Equipment, etc.

Where a material, substance, plant, equipment or part of the works is regarded as non-conforming, the Site Supervisor SHALL ensure it is segregated or removed from service, and/or

identified to prevent chance of misuse by others. The actual method will vary depending on circumstances. Examples of acceptable methods include:

- Stop work immediately upon observing unsafe work practices
- Tag Out / Lock Out of faulty plant or equipment
- Segregation of non-conforming materials from conforming materials

In all cases, the Site Supervisor SHALL ensure appropriate remedial actions (e.g. make good a defect, repair a faulty tool, arrange for replacement of non-conforming supplies) are taken in a timely manner to minimise impact on the project.

## 7.14 Client Supplied Products

In the event a Client property is lost, damaged, deteriorated, contaminated or otherwise becomes unsuitable for use, the Site Supervisor SHALL report to the Project Manager immediately, who SHALL report to and discuss with the Client (or otherwise follow the process as required by the relevant contract conditions, if any) to resolve.

In such case, an NCR should be raised by the Project Manager or Site Supervisor.

## 7.15 Discovery of Sites or Relics of Cultural Heritage

If any item, site or material is encountered that is suspected to be of significant heritage value, the Site Supervisor SHALL ensure work in that area is ceased immediately, and the material/items is protected from damage and/or disturbance.

The Site Supervisor or Project Manager SHALL notify the Client and/or Heritage Office as appropriate.

Works within the vicinity of the identified area SHALL not continue until clearance has been received from the Client or from the relevant authority.

# Appendix 1 - Project, Site & Contact Details

| | | |
|---|---|---|
| Project num & name | **30470 – 6a Watsford Road** | |
| Project site address | **6a Watsford Road** | |
| Normal working hours | **Monday to Friday**<br>**Saturday** | **07:00 to 17:00**<br>**07:00 to 17:00** |
| Commencement | **Phase 1 – 29/5/2020** | |
| Anticipated completion | | |

| | |
|---|---|
| Project Director | |
| Project Manager | **Tony Whaling**<br>**Email:** tw@Ibizdesign.com.au |
| Site Supervisor | |

| | |
|---|---|
| Client name | |
| Client contact person | |
| Superintendent (if applicable) | |
| PCA (if applicable) | |
| Council | |

# Appendix 2 - DA Consent Conditions Summary

**Development Consent Conditions Summary**

| Description | Clause | Summary |
|---|---|---|
| TBA | | |
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**Notes (optional)**

# Appendix 3 - Special Legal & Contractual Requirements

The following legal requirements have been identified and SHALL be complied with:

| Reference to the requirements or pre-requisites | Comments (compliance status, or detailed compliance strategy or plan) |
|---|---|
| Fair Work Act 2009 | Complies |
| COP for the Building and Construction Industry 1999 | Complies |
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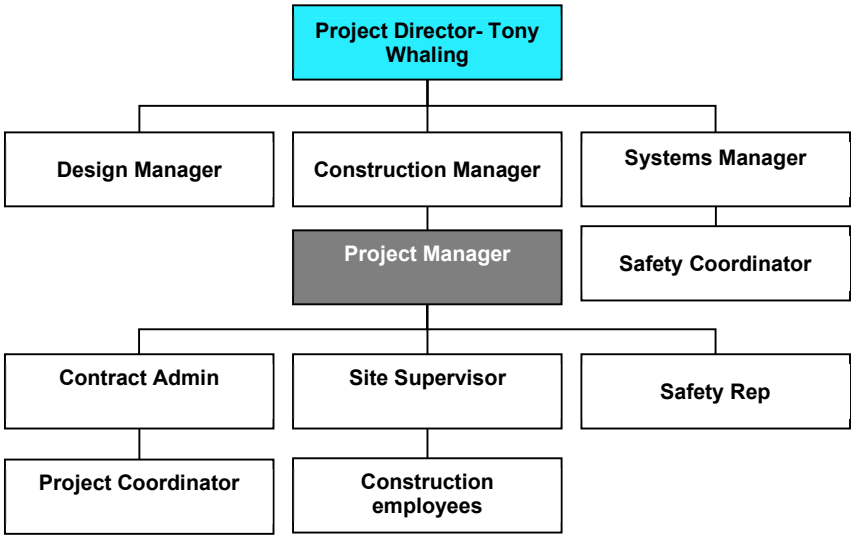
# Appendix 4 - Project Organisational Chart




Click on the shapes to add full names of project team members.
Add/delete/move shapes and connectors to reflect the adopted structure.

# Appendix 5 - Responsibilities (RACI) Matrix

| 6a Watsford Road, Campbelltown NSW 2450 | Site Implementation of the Project Management Plan | | | | | | | | | | Business Systems Management | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Initials | | | | | | | | | | | | | | | |
| Project Tasks and Duties<br>*(Insert ● In box for nominee, delete or add rows as required for tasks required / not required)* | Design Manager | Project Manager | Site Manager | Contract Administrator | Project Coordinator | Foreman | Leading Hand | Labourer | Other | Subcontractors | Construction | Systems Manager | Safety Coordinator | Co-Rehabilitation | External Auditors |
| **PART A - PROJECT MANAGEMENT AND QUALITY MANAGEMENT** | | | | | | | | | | | | | | | |
| Commission dilapidation reports | | ● | | | | | | | | | | | | | |
| Preparation and review of monthly cost reporting | | ● | | ● | | | | | | | | | | | |
| Overall program | | ● | | ● | | | | | | | | | | | |
| 4-weekly program | | ● | ● | | | | | | | | | | | | |
| Design program | ● | | | | | | | | | | | | | | |
| Job contact list | | | | | ● | | | | | | | | | | |
| Head contract invoicing/administration | | ● | | ● | | | | | | | | | | | |
| Implementation of P M P | | ● | ● | ● | ● | | | | | | | | | | |
| Document and data control | | | | ● | ● | | | | | ● | | | | | |
| Obtain construction certificate approvals | ● | | | | | | | | | | | | | | |
| For construction issue drawings | ● | | | ● | | | | | | | | | | | |
| Obtain BCA compliance reports and specifications / distribution thereof | ● | | | ● | | | | | | | | | | | |
| Obtain infrastructure documents / distribution thereof | ● | | | ● | | | | | | | | | | | |
| Obtain civil and landscaping documents / distribution thereof | ● | | | ● | | | | | | | | | | | |
| Maintenance of drawing registers | | | | ● | ● | | | | | | | | | | |
| Finishes schedule production and sign-off | ● | | | | | | | | | | | | | | |
| Sample submission and records | ● | ● | | | | | | | | ● | | | | | |
| Requests for Information | | ● | | ● | | | | | | ● | | | | | |
| Design consultant coordination and approvals | ● | | | | | | | | | | | | | | |
| Obtain client approval on design documents | ● | | | | | | | | | | | | | | |
| Head contract documents execution / distribution thereof | ● | | | ● | | | | | | | | | | | |

| 6a Watsford Road, Campbelltown NSW 2450 | Site Implementation of the Project Management Plan | | | | | | | | | | Business Systems Management | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Initials | | | | | | | | | | | | | | | |
| Project Tasks and Duties<br>*(Insert ● In box for nominee, delete or add rows as required for tasks required / not required)* | Design Manager | Project Manager | Site Manager | Contract Administrator | Project Coordinator | Foreman | Leading Hand | Labourer | Other | Subcontractors | Construction | Systems Manager | Safety Coordinator | Co-Rehabilitation | External Auditors |
| **PART A - PROJECT MANAGEMENT AND QUALITY MANAGEMENT** | | | | | | | | | | | | | | | |
| Client Instructions / Architect's Instructions / Site Instructions, Variations | ● | ● | | | | | | | | | | | | | |
| Submission of Extensions of Time claims | | ● | | | | | | | | | | | | | |
| Issue and close out Site Instructions, NCRs & Other Notices | | ● | ● | | | | | | | ● | | | | | |
| Procurement schedule | | | | ● | ● | | | | | | | | | | |
| Subcontract letting, invoicing, back charges etc | | | | ● | ● | | | | | | | | | | |
| Approval to let orders and let contracts | | ● | | | | | | | | | | | | | |
| Shop drawing submission and approvals | ● | ● | | ● | | | | | | | | | | | |
| Supplier invoices / delivery dockets | | | | ● | ● | | | | | | | | | | |
| Develop and review ITPs & checklists, verify work completed | | ● | ● | ● | | | | | | ● | | | | | |
| Organize testing & maintain test & tag registers, calibration registers, tool registers etc | | | ● | | | | | | | ● | | | | | |
| General filing, records & archiving | | | | ● | ● | | | | | ● | | | | | |
| External Consultant Inspections, notification of parties on reaching Hold/Witness Points | | ● | ● | | | | | | | | | | | | |
| Organize Client, subcontractor and team meetings, communicate & action the outcomes | | ● | ● | ● | | | | | | ● | | | | | |
| Foreman's weekly admin checklist (SM-38) | | | ● | | ● | | | | | | | | | | |
| Project Manager's fortnightly report (SM-37) | | ● | | | | | | | | | | | | | |
| Establish and close out defect list | | | ● | ● | ● | | | | | ● | | | | | |
| Establish Practical completion checklist. Obtain operational manuals, warranty certificates, compliance certificates etc. | | | | ● | ● | | | | | | | | | | |
| Site Diary | | | ● | | | | | | | | | | | | |
| Audits | | | | | | | | | | ● | ● | | ● | | |
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| 6a Watsford Road, Campbelltown NSW 2450 | Site Implementation of the Project Management Plan | | | | | | | | | | Business Systems Management | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Initials | | | | | | | | | | | | | | | |
| Project Tasks and Duties<br>*(Insert ● In box for nominee, delete or add rows as required for tasks required / not required)* | Design Manager | Project Manager | Site Manager | Contract Administrator | Project Coordinator | Foreman | Leading Hand | Laborer | Other | Subcontractors | Construction | Systems Manager | Safety Coordinator | Co-Rehabilitation | External Auditors |
| **PART B - OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT** | | | | | | | | | | | | | | | |
| Management of OHS design issues / RFIs | ● | ● | ● | ● | | | | | | | | | | | |
| Identify hazards, assessing & controlling risks (SM-33) | | ● | ● | ● | | | | | | ● | | | | | |
| Preparing & implementing our own SWMS | | | ● | | | | | | | ● | | | ● | | |
| Establishing & implementing OHS consultation arrangements | | | ● | | | | | | | ● | | | ● | | |
| Provision of PPE and first aid supplies | | | ● | | ● | | | | | ● | | | | | |
| Planning & conducting OHS training – induction, task & refresher training | | | ● | | | | | | | ● | | ● | ● | ● | |
| Assessing Ibiz service providers ability to comply with OHS requirements | | | ● | ● | | | | | | | | | ● | | |
| Review subcontractor SWMS & compliance with SWMS / Site Plans (where supplied) | | | ● | ● | | | | | | | | | ● | | |
| Emergency planning, communications, assigning responsibilities, conducting trials, notifying adjacent properties / stakeholders | | | ● | | | | | | | ● | | | ● | | |
| Ensure compliance with site rules | | | ● | | | | | | | ● | | | | | |
| Verify by inspection and/or testing that work area, methods, material, plant, equipment comply with OHS legislation, codes of practice etc. | | | ● | | | | | | | | | | | | |
| Stopping/rejecting/quarantining unsafe work methods, areas, material, plant & equipment | | | ● | | | | | | | ● | | | ● | | |
| Reporting injury & illness, providing & collating information & statistics | | | ● | | | | | | | ● | | | ● | ● | ● |
| Investigating near miss, incidents & accidents. Initiating corrective/preventative action | | | ● | | | | | | | | | | ● | | |
| Internal audit & review | | | | | | | | | | ● | ● | ● | ● | | |
| Safety Coordinator's site safety inspections | | | | | | | | | | | | | ● | | |
| Identification of competency, allocation of OHS responsibilities | | | | | | | | | | | ● | | ● | | |
| Acquiring & disseminating OHS related information, incl. site-based toolbox talks | | ● | ● | | | | | | | | ● | ● | ● | | |

| 6a Watsford Road, Campbelltown NSW 2450 | Site Implementation of the Project Management Plan | | | | | | | | | | Business Systems Management | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Initials | | | | | | | | | | | | | | | |
| Project Tasks and Duties<br>*(Insert ● In box for nominee, delete or add rows as required for tasks required / not required)* | Design Manager | Project Manager | Site Manager | Contract Administrator | Project Coordinator | Foreman | Leading Hand | Laborer | Other | Subcontractors | Construction | Systems Manager | Safety Coordinator | Co-Rehabilitation | External Auditors |
| **PART B - OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT** | | | | | | | | | | | | | | | |
| Resolution of grievances & disputes | | ● | ● | | | | | | | | ● | | ● | ● | |
| Compliance with legal & other requirements | | ● | ● | | | | | | | | ● | | ● | | |
| Injury management programs & coordinating rehabilitation | | | | | | | | | | | ● | | ● | ● | ● |
| Liaise with regulatory authorities, WorkCover | | ● | ● | | | | | | | | | | ● | | |
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| 6a Watsford Road, Campbelltown NSW 2450 | Site Implementation of the Project Management Plan | | | | | | | | | | Business Systems Management | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Initials | | | | | | | | | | | | | | | |
| Project Tasks and Duties<br>*(Insert ● In box for nominee, delete or add rows as required for tasks required / not required)* | Design Manager | Project Manager | Site Manager | Contract Administrator | Project Coordinator | Foreman | Leading Hand | Labourer | Other | Subcontractors | Construction | Systems Manager | Safety Coordinator | Co-Rehabilitation | External Auditors |
| **PART C - ENVIRONMENTAL MANAGEMENT** | | | | | | | | | | | | | | | |
| Identification of project environmental risks (aspects & impacts) and development of the EMP to document controls | | ● | ● | ● | | | | | | | | ● | ● | | |
| Planning & conducting training incl. inductions | | | ● | | | | | | | | | ● | ● | | |
| Inspections (SM-35), monitoring & testing | | | ● | | | | | | | | | | | | |
| Compliance with the EMP, corrective & preventative action | | ● | ● | | | | | | | | ● | ● | | | |
| Verification of compliance (audits) and review of system effectiveness (i.e. is it working as planned?) | | | | | | | | | | | ● | ● | | | |
| Incident management & emergency response | | | ● | | | | | | | | ● | | ● | | |
| Assessing suppliers/subcontractors abilities to comply with the EMS (PM-03) | | ● | | ● | | | | | | | | | | | |
| Liaise with regulatory authorities (Local Council, Heritage Office, DECC etc) | | ● | ● | ● | | | | | | | | ● | | | |
| Management of community complaints | | ● | | | | | | | | | ● | | | | |
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| 6a Watsford Road, Campbelltown NSW 2450 | Site Implementation of the Project Management Plan | | | | | | | | | | Business Systems Management | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Initials | GC | DW | GC | JC | DG | | | | | | JV | DN | DB | | |
| Project Tasks and Duties<br>*(Insert ● In box for nominee, delete or add rows as required for tasks required / not required)* | Design Manager | Project Manager | Site Manager | Contract Administrator | Project Coordinator | Foreman | Leading Hand | Labourer | Other | Subcontractors | Construction | Systems Manager | Safety Coordinator | Co-Rehabilitation | External Auditors |
| **PART D - NATIONAL CODE COMPLIANCE (WHERE REQUIRED) / INDUSTRIAL RELATIONS** | | | | | | | | | | | | | | | |
| Identify funding source and record | | | | | | | | | | ● | | | | | |
| Discuss Code requirements and other IR issues during Project Risk Workshop | | ● | ● | | | | | | | | ● | ● | ● | | |
| Requests for tender to include Code and Guidelines compliance requirements | | | | ● | | | | | | | | | | | |
| Subcontracts, Consultant Agreements, Supply Agreements and Purchase Orders to include Model Clauses | | ● | | ● | | | | | | | ● | | | | |
| Issue Letter of Offer listing Code requirements to be provided prior to starting onsite | | | | ● | | | | | | | | | | | |
| Maintain register to ensure subcontractors comply with their industrial agreements. Report noncompliance to PM and CM. | | | | ● | ● | | | | | | | | | | |
| Site inductions to cover Code requirements | | | ● | | | | | | | | | | ● | | |
| Record Union & ABCC visits in site diary | | | ● | | | | | | | | | | | | |
| Follow Rights of Entry provision described in Ibiz IR Guide | | | ● | | | | | | | | | | | | |
| Report breaches in subcontractor meetings, Ibiz to respond. | | ● | ● | | | | | | | | | | | | |
| Report potential IR issues to Ibiz Senior Management | | ● | ● | | | | | | | | ● | | | | |
| Organize and carry out Ibiz systems and site IR audits | | | | | | | | | | | ● | ● | | | |
| Set Ibiz policy regarding IR issues, respond to changes in legislation and stakeholder concerns | | | | | | | | | | | ● | ● | | | |
| Communicate changes, implement training, update manuals, procedures, forms etc | | | | | | | | | | | ● | ● | ● | | |
| Review overall Ibiz compliance with legal and other requirements | | | | | | | | | | | ● | ● | | | |
| Report any potential breaches to ABCC | | ● | | | | | | | | | ● | | | | |
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# Appendix 6 - Scope of Works, Methodology & Risk Profile

**Scope of Works**

Construction of new office floors including:

- Construction of news suspended slabs
- Provision of the following services – electrical, hydraulic, mechanical, fire, lift and kitchen and bar.

**Methodology**

- Small components lifted by crane from the street
- Provision of the following services – electrical, hydraulic, mechanical, fire, lift and kitchen and bar.

**Greatest OHS Risks**

- Structural steel installation.
- Construction of suspended concrete slab.
- Working off perimeter scaffold / working at heights.
- Disturbance of petroleum and natural gas pipelines.

**Greatest Environmental Impacts or Potential Impacts**

- Disturbance of neighbouring building

**Greatest Quality Risks**

- External cladding.
- Roofing.

# Appendix 7 - Meetings & Reports

## Internal & External Meetings agreed for this Project

| Description | Timing/Freq | Chairperson | Venue, required attendees etc |
|---|---|---|---|
| Day One Handover Meeting | Pre start-up | Estimator | PD, Estimator, CM, PM, CA |
| Project Start-up Meeting | Start-up | PM | Project team |
| Day 30 Meeting | ~ day 30 | PM | Project team |
| Day 75 Meeting | ~ day 75 | PM | Project team |
| Project Team Meetings | Fortnightly | PM | Project team |
| End-of-Job Meeting | End of job | PM | PD, Estimator, CM, PM, CA |
| PCG Meetings | Monthly | Client | Site, Project team |
| Design Meetings | Fortnightly | DM | H/O, PM, SM, CA |
| Subcontractor Meetings | As required by PM | PM | Site, Project team |
| | | | |
| | | | |
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## Internal & External Reports Required for this Project

| Description | By | For | Comments |
|---|---|---|---|
| Monthly Project Manager's Report | PM | PD, CM | |
| Weekly Admin Submission | Site Supervisor | PM | |
| Project Audit Report | Sys M | PD, CM, PM | |
| Progress Report w/ Program | PM | Client | Upon request |
| Monthly OHS Report | PM | Client | Work with Safety Coordinator |
| Monthly ENV Report | PM | Client | Work with Systems Manager |
| Bi-monthly Waste Report | PM | Client | |
| Final Waste Report | PM | Client | Work with Systems Manager |
| | | | |
| | | | |

# Appendix 8 - ESD Strategies & Objectives

| Strategies | Objectives / Details |
|---|---|
| Low-maintenance building materials | Opportunity exists to propose to the Client to change to low-maintenance (re-painting, re-retreatment, re-waterproofing etc) designs in the following areas ...<br>Opportunity also exists to use LED light fittings in.....<br>Also if the carpeted area is changed to tiled, it would last much longer and maintenance cost will likely reduce by ..% |
| Use recycled materials | Opportunity exists to use recycled materials in ... ... |
| Purchase timbers from legal and sustainable sources | Structural timbers used must be certified under the Forest Stewardship Council (FSC) or Australian Forestry Standard (AFS) and other schemes endorsed by the Programme for the Endorsement of Forestry Certification (PEFC) |
| Buy locally produced building materials | The current design requires imported ... in the foyer area. Opportunity exists to propose to the Client to change to locally produced ... which is available at a lower price.<br>The effect on appearance and function would be ... |
| Use low embodied energy building materials | The current design requires heavily processed .... Opportunity exists to propose to the Client to change to ... |
| Use durable products and materials | The ... specified for the basement is known to last a maximum of 5 years before... Opportunity exists to replace this specified ... to ... which has a design life of 20 years plus. |
| Use building materials low in VOC | Use Dulux/Berger “Breathe Easy” for... rooms |
| Enhance ease of future demolition / decommissioning | The way the concrete slab on level 2 is designed would make future demolition.... opportunity exists to ... |
| | |
| | |

Full ESD analysis will be carried out after contract award.

If ESD is not relevant to the project, blank out the red texts but do not delete this Appendix, as ESD is becoming more and more important in design and construction, we want to show the Client that we are ready and have the capability to comply with ESD that may be required for other projects they have, now or in future.

# Appendix 9 - ITP Register

| Product or process | Contractual or Needed | Ibiz ITP | Or subby's? |
|---|---|---|---|
| Site Preliminaries | N | ITP01 | - |
| Site Establishment | N | ITP02 | - |
| Earthworks | N | ITP03 | Yes |
| Electrical | N | ITP04 | Yes |
| Hydraulic | N | ITP05 | Yes |
| Concrete / Formwork / Reinforcement | N | ITP06 | Yes |
| Structural steel | N | ITP10 | Yes |
| Waterproofing | N | ITP14 | Yes |
| Mechanical | N | ITP17 | Yes |
| Windows | N | ITP19 | Yes |
| Suspended formwork | N | ITP22 | Yes |
| Floor Finishes | N | ITP27 | Yes |
| Tiling | N | ITP28 | Yes |
| AFS | N | ITP39 | Yes |
| Partitions | N | ITP40 | Yes |
| Metal Roofing and Wall Cladding | N | ITP41 | Yes |
| | | | |

# Appendix 10 - Special Handling & Storage etc Methods

| Material or Product | Special methods (describe in sufficient details) |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

# Appendix 11 - Site Rules

The following items along with any other items specified by the contract / Client must be covered in Site Induction, and those inducted told that a copy of these is posted on the noticeboard:

## 1. Site Entry & Security Conditions

All personnel requiring access to the site must and sign the daily attendance register and report to the Site Office prior to proceeding to other areas within the site.
Visitors must not enter the site without making the Site Management aware of their presence and must be escorted by a fully inducted person.

## 2. Site Working Hours

Monday to Friday 7:00am to 5:00pm
Saturday 7:00 am to 5:00pm

## 3. Site Specific Induction

All site workers must complete a site-specific Induction which will include any specific requirements or safety rules and regulations taken from relevant contract information.
When the induction is completed the worker will be issued with a sticker which can be placed on their safety helmet as proof of undertaking the induction.

## 4. Parking

There shall be no parking on-site.

## 5. Personal Protective Equipment (PPE)

Safety helmets, high visibility clothing and Australian Standards approved footwear SHALL be worn by all persons entering the site.

Additional PPE must be worn where stipulated by site signage or a SWMS, and in all cases PPE must comply with appropriate Australian Standards.

Where PPE is damaged or lost, personnel must report the item to the Site Supervisor or their own Supervisor and have it replaced.

## 6. Glass Containers

Glass containers are not allowed on the site other than in the lunchroom.

## 7. Playing Radio/Music & Taking Photos/Videos

The playing of radio or music (including the use of personal entertainment devices such as iPod) is prohibited on the site at all times.
No subcontractor or visitor is permitted to take photos or videos.
Use of photographic or video recording equipment by Ibiz is subject to approval from the Client.

## 8. Alcohols, Drugs & Smoking

The consumption of alcohol, use of illegal substances and smoking are prohibited on this site at all times. If you are taking medication which may affect your work performance, please let your supervisor know.

## 9. Reporting Hazards

All hazards must be reported to the Site Supervisor or your own Supervisor unless you can attend to them safely yourself, all issues must then be reported through to the Site Supervisor.

## 10. Emergency Response Procedures

Refer to the procedures displayed on site.

## 11. Work Areas / Housekeeping

All work areas must be kept clean and tidy from rubbish and other safety hazards. Designated access and egress routes must be maintained and free from debris and rubbish at all times. Access must also be maintained to all emergency fire doors, emergency equipment such as fire extinguishers and also electrical distribution boards.

It is the responsibility of each contractor to ensure that all rubbish and waste generated by their activities is to be cleaned up as and when required and placed in the bins provided.

## 12. Excavations / Penetrations

Prior to any excavation on site the following process must occur:

- Approval is required from the Site Supervisor
- Current Dial Before You Dig plans must be obtained and on site
- Ibiz form **SM-25 Ground Works Permit** must be completed
- Ibiz **ITP03 - Earthworks** must be established with all relevant points signed off prior to Excavation

Where underground assets are identified, the Work Cover Guide “Work Near Underground Assets 2007” must be followed.
All excavations must comply with the Work Cover Code of Practice for Excavation 2000.
Contractors are responsible for ensuring any trenches or holes they create are made safe and are protected using approved means.
All footings and lift pits to be barricaded off at close of work each day where the drop is greater than 1.5 metres or as their risk assessment dictates which ever provides the greatest protection.

## 13. Plant & Equipment

Prior to a piece of plant starting work the following requirements must be met:

- **SM-17 Plant and Machinery Checklist** is signed and supplied by the service provider to ensure that the plant meets legislative requirements.

- An individual Plant Risk Assessment is provided which assesses the risks which are specific to that item of plant and its use (this can be completed on form **SM-17A Plant Risk Assessment** if required.)
- Maintenance records have been supplied which shows that the machine has been serviced by a qualified mechanic within the last three months.
- The item of plant is placed on the sites Plant Register which is recorded on form **SM-19 Plant and Equipment Register**.
- Operators of machinery have provided evidence of training in the safe use and operation of the machine and a copied at the induction and kept on file.
- Copies of all statutory certification have been supplied and copied – such as certification for lifting equipment, ten year Crane Inspection
- A Safe Work Method Statement which identifies, assesses and controls the hazards associated with the use of the plant on the worksite has been supplied, reviewed and accepted.

No item of Plant will be allowed to commence work on site until the requirements listed above have been met.

## 14. Work at Heights

When required to work at heights Ibiz and subcontractors must ensure that the risk associated with Falls from Height have been assessed and controlled through the SWMS and workers are protected by use of the following:

- A stable and securely fenced work platform (such as scaffolding or other form of portable work platform) or if this is not reasonably practicable
- Secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person, or is this is not reasonably practicable
- Other forms of physical restraints that are capable of arresting the fall of a person from a height of more than 2 meters (PPE is the last resort for fall protection)

If a fall arrest/restraint device is provided for use as a means of safeguarding against a fall from height the relevant employer must ensure that:

- All anchorage points for the device are inspected by a competent person before their first use and then on a regular basis so they are capable of supporting the design loads
- If the load-bearing capacity of an anchorage point is impaired, the anchorage is immediately made inoperable so as to prevent its use
- Any harness, safety line or other component of the device that shows wear or weakness to the extent it may cause the device to fail is not used, and all persons using the device have received training in the selection, assembly and use of the system
- Adequate provision is made for the rescue of a person whose fall is arrested by a fall arrest device.

Working from ladders (other than platform ladders) is not permitted on Ibiz Construction sites. All ladders used on site must be marked as industrial any ladder not marked “industrial” will be removed site. Ladders must be subject to plant and equipment controls.

All work at heights must comply with the Work Cover Code of Practice for work at heights and the National Code of Practice for the Prevention of falls in construction. Where workers are required to work on roofs Ibiz form **SM-27 Permit to Work on Roofs** must be completed.

## 15. Hot Works

Hot works includes any activity that generates a naked flame, heat or sparks. This generally includes activities such as, welding, grinding and cutting using oxy / acetylene.

When carrying out hot works, workers must follow and comply with the controls listed within Ibiz form **SM-24 Hot Works Permit**.

All relevant controls must also be listed within the SWMS for the task which is being completed.

## 16. Electrical Safety

All electrical plant and equipment must be checked each day before first use and tested and tagged by a licensed electrician or competent person monthly as per Work Cover Code of Practice - Electrical Practices for Construction Work 2007.

All leads and power cables must be supported above any work area by insulated means and at least 2 meters above floor levels and passageway to provide clear access for personnel.

Temporary boards must have leads fed from insulated base holes and lids to boards must not be removed.

If power is tripped by a safety switch, it must be reported to the Site Supervisor immediately. No one is permitted to re-set the RCD safety switch unless authorised by site management.

## 17. Consultation Arrangements

These consultation arrangements SHALL be agreed as per the site rules. All personnel should be aware that the site conducts Daily Pre Starts and regular Toolbox Talks to allow consultation between management and personnel over OHSR&E issues. These meetings provide an opportunity for matters to be raised openly with management so that safety can be continuously improved.

In addition the site has a Safety Rep who can be approached at any time if a person cannot make a direct approach to their own management or to the site management.

## 18. Training

All work on site must be carried out in a competent manner. This means that everyone should be confident that they can carry or work safely and in line with their SWMS. Where training is required or additional training is needed personnel should approach their supervisors or the Site Safety Rep or raise the matter with site management or through a Tool Box meeting for further action.

In addition, Ibiz's Safety Coordinator can be approached at any time if a person cannot make a direct approach to their own management or to the site management (this process is detailed on the Site Consultation Poster displayed on the site notice board.

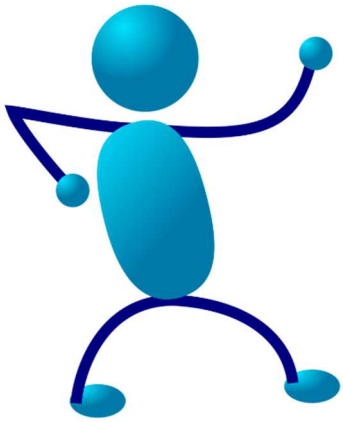
All concerns and Site safety Issues raised with Ibiz's Safety Coordinator through this process will be logged on a central register along with any corrective actions taken to address the issue.

## 19. Safety Breaches & Infringements

Ibiz has a Safety Breach procedure in place and where a worker or company has breached Site Safety Rules or Regulations they may be issued with a Safety Infringement Notice which will be recorded on form **SM-10 Safety Infringement Notice**.

Continual breaches of safety may lead to a worker being dismissed from site.

## Appendix 12 - Emergency Response Procedures

| | | |
|---|---|---|
|  | **Dial 000<br>(or 112 only from a mobile phone)** | |
| Wardens | | |
| First Aiders | | |
|  |  | |
| **Mr P Body** | **Mr P Body** | |

**Air Horn**

- Evacuation tone - **BEEP BEEP BEEP**
- Injury etc call for help - **BEEEEEEEEEEEEP**

**Details required when you call the Emergency Services (000)**

- Name of building/site — **6a Watsford Road, Cambelltown**
- Address of above — **As above**
- Location of entry — **As Above**
- Site phone number — **TBA**
- Location of accident / emergency
- Type of injury / emergency
- Severity of injury / emergency
- What Emergency Services are required (Ambulance / Fire Brigade / Police)

## Evacuation Procedure

- Upon sounding of the evacuation tone or instructed/alerted to evacuate, stop work immediately, stay calm and proceed immediately to the Assembly Point via the designated exit and egress route
- Take instructions from the Wardens (for example, to help others or try to control the hazard) only if safe to do so
- Report any known missing person to the Wardens or Emergency Services
- Do re-enter the site until advised by the Wardens or Emergency Services

## Emergency Situation Requiring Evacuation

- Examples include **explosion**, **fire**, **gas leak**, **structural instability**, and external **bush fire**, **flash flooding** and **tsunami** etc
- Upon identifying an emergency situation, alert any persons in the immediate area of the hazard
- Notify a Warden or the Site Supervisor immediately
- Take any instructions to help others or try to contain the hazard only if it is safe to do so
- If you are unable to notify a Warden, the Site Supervisor or other persons by any means safely, evacuate immediately alerting any persons you see, and contact Emergency Services (**000**)

## Medical Emergency or Accident Requiring Rescue

- Notify the First Aider or Site Supervisor immediately or contact the Emergency Services (**000**) directly and notify ASAP after
- For arrested falls or trapped in confined space etc accidents, attempt to rescue but only if safe to do so (refer to any Rescue Plan in place for the situation)
- Do not move an injured person unless there is a higher risk if he/she is not moved
- Send a person to the site access to alert the Emergency Services when they arrive

## Hazardous Substance Spill

- Notify the Warden or Site Supervisor
- If you are unable to notify a Warden, the Site Supervisor or other persons by any means safely, and the spill is a threat (for example, may cause explosion or fire), evacuate immediately alerting any persons you see, and contact Emergency Services (**000**)
- Only if safe to do so, try to:
  - - Identify the source of spill and stop the source
  - - Contain the spill or control/divert the flow
  - - Block any storm water drains down slope of the spill
  - - Clean up small spills to eliminate hazard

## Identification of Asbestos etc Hazardous Materials

- Fence off the area as No Go zone
- Notify the Site Supervisor immediately

## Miscellaneous Emergency Situations

- If the event of a bomb threat via telephone, record the caller's requests/comments word by word, listen carefully for background noises, accent etc which might give a clue to the age, sex and location of the caller, and report to a Site Supervisor or a Warden immediately after hang up
- If you are taken hostage, stay quiet and try to remain calm, do as you are told, and do not single yourself out by being aggressive or argumentative

## Wardens Responsibilities during Evacuation

- Contact the Emergency Services (**000**)
- Do not out yourself or others at risk
- Only if safe to do so:
  - - Try to contain or put out the hazard
  - - Conduct a sweep of the site to ensure all occupants are clear
  - - Grab the daily attendance record
- If the hazard is uncontrollable, evacuate the site
- Perform a roll call and account for any missing person
- If a threat to the neighbours exists, send someone to notify the neighbours immediately
- If gas leak, contact the gas provider immediately
- Wait for the Emergency Services
- Report any person missing to the Emergency Services

## Site Supervisor's Responsibilities

- Notify the Project Manager ASAP on any accidents or emergency situations occurred

## Project Manager's Responsibilities

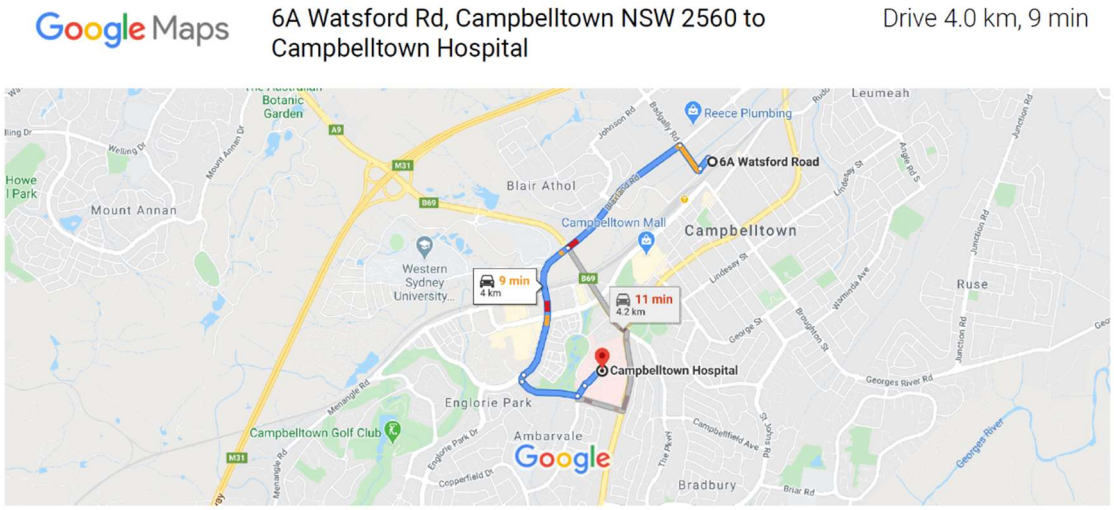
- For injuries and illnesses, assess whether or not we are required to report to Work Cover the Client
- For incidents that may impact the environment, assess whether or not we are required to report to the authorities (e.g. Dept of Environment, Climate Change & Water NSW) and the Client
- Report accordingly and manage subsequent queries/investigations in conjunction with the Site Supervisor, Construction Manager and Safety Coordinator

## Evacuation Diagram

TBA

## Nearest Hospital

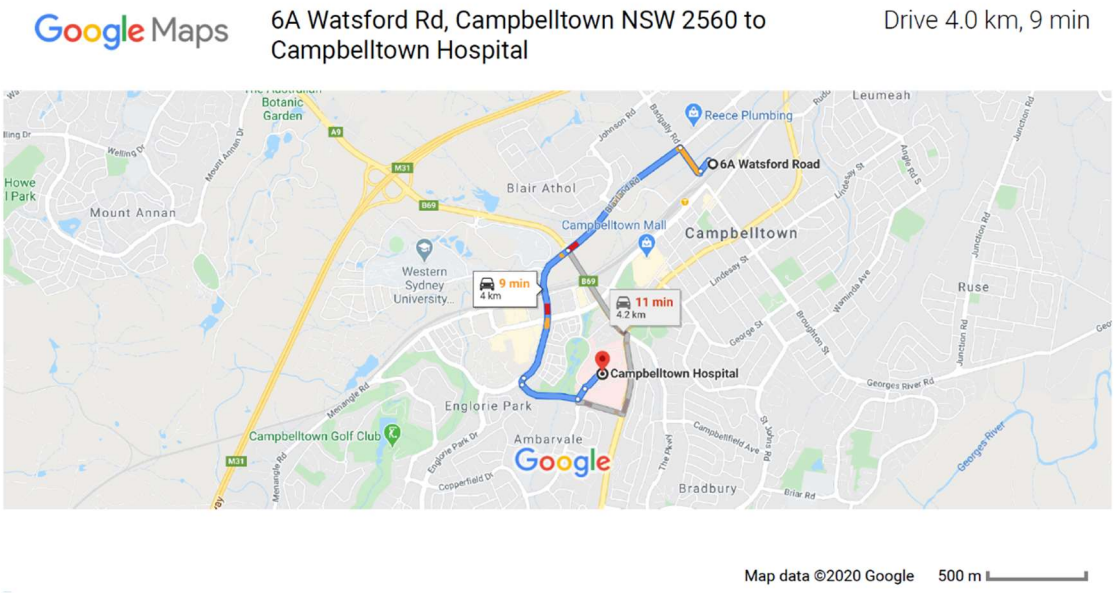
- The nearest hospital with an Emergency Department is:
  **Campbelltown Hospital –** Therry Rd, Campbelltown NSW 2560



## Nearest Medical Centre

- Where off-site medical treatment may be required (other than hospital treatment), the nearest medical centre is:

**Campbelltown Hospital –** Therry Rd, Campbelltown NSW 2560



# Appendix 13 - OHS, Environment & Quality Objectives

| Category | Objectives | Metrics & Targets |
|---|---|---|
| Safety/Health, Environment & Quality | No infringement notices from any safety/heath or environment authority. | Number of infringement notices. Target zero throughout the project. |
| | Be seen as a good corporate citizen. | Number of complaint received from the public (health/safety or environment). Target zero throughout the project. |
| | ITPs required are completed. | Number of ITPs that are not completed properly or on-time. Target is zero throughout the project. |
| | No major non-conformances from Safety Coordinator's inspections, System Manager's audits, and external Client or third party audits. | Number of major non-conformances. Target zero throughout the project. |
| | No re-occurrence of any safety/health, environment or quality issues that are raised within Safety Coordinator's inspections, System Manager's audits, and external Client or third party audits. | Number of re-occurrence. Target zero for the remainder of the project since first raised. |
| | All injuries, first aid treatments, and environmental incidents including near misses are reported. | Number of unreported injuries and incidents discovered (e.g. during inspections, audits and incident investigations). Target zero throughout the project. |
| | All issues identified during Safety Coordinator's inspections, System manager's audits, and any Client or third party audits are closed out on time (within the agreed time frame). | Number of occurrence of overdue actions. Target zero throughout the project. |
| Client satisfaction | On-time completion of project. | Days overdue excluding approved EOT. Target is finished on or ahead of the date for practical completion. |
| | Client is satisfied. | Favourable client reference. (use the DSTA Client Referee Report form available on intranet IMS) |

# Appendix 14 - Revision History

This PMP SHALL be reviewed at least every six months, or sooner as the need arises.

| Rev | Issue date | Details |
|---|---|---|
| 1 | 11/11/18 | Initial release based on PMP template revision number 1, issued 11/11/18 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

## Template Revision History

This PMP template SHALL be reviewed at least once a year, or sooner as the need arises.

| Rev | Issue date | Details | Approved by |
|---|---|---|---|
| 1 | 11/11/18 | Initial release (Project OHSE Plan) | Tony Whaling |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

# Appendix 15 - Code of Practice (COP) Register

This following list includes only hard copies of frequently used COPs that are issued to the site. A full list of external documents including Acts, Regulations and Standards etc is accessible via IMS.

| No. | TITLE | N- NATIONAL WC –WORKCOVER | ISSUE | DOC. NO. |
|---|---|---|---|---|
| 1 | INDUCTION FOR CONSTRUCTION WORK | NCOP | 2007 | |
| 2 | RISK ASSESSMENT | WCCOP | 2001 | WC00963 |
| 3 | AMMENITIES FOR CONSTRUCTION WORK | WCCOP | 1997 | WC00317 |
| 4 | OHS CONSULTATION | WCCOP | 2001 | WC00311 |
| 5 | FIRST AID IN THE WORKPLACE | WC GUIDE | 2001 | WC00121 |
| 6 | NOISE | WC COP | 2004 | WC00150 |
| 7 | PREVENTING SLIPS TRIPS AND FALLS | WC GUIDE | 2007 | WC01401 |
| 8 | PREVENTION OF FALLS IN GENERAL CONSTRUCTIONS | NCOP | 2008 | |
| 9 | SAFE WORK ON ROOFS PART 1 COMMERCIAL | WCCOP | 2009 | WC00304 |
| 10 | ELECTRICAL PRACTICE FOR CONSTRUCTION | WCCOP | 2007 | WC |
| 11 | LOW VOLTAGE ELECTRICAL WORK | WCCOP | 2007 | WC00964 |
| 12 | MOVING PLANT ON CONSTRUCTION SITES | WCCOP | 2004 | WC01310 |
| 13 | WORK NEAR UNDERGROUND ASSETS | WC GUIDE | 2007 | WC01419 |
| 14 | EXCAVATION | WCCOP | 2000 | WC00312 |
| 15 | FORMWORK | WCCOP | 1998 | WC00009 |
| 16 | SAFE WORK IN A CONFINED SPACE | AS2865 | 2005 | |
| 17 | CONTROL OF HAZARDOUS SUBSTANCES | WCCOP | 2006 | WC00143 |
| 18 | WORKING WITH ASBESTOS | WCGUIDE | 2008 | WC05484 |
| 19 | CONTROL AND SAFE USE OF INORGANIC LEAD | NCOP | 1994 | |
| 20 | SCAFFOLDING IN NSW | WC POLICY | 2004 | |
| 21 | WORK NEAR OVERHEAD POWER LINES | WCCOP | 2006 | WC01394 |
| 22 | FAÇADE RETENTION | WCCOP | 1992 | WC00013 |
| 23 | OVERHEAD PROTECTIVE STRUCTURES | WCCOP | 1995 | WC00017 |
| 24 | PRECAST, TILTUP SLABS AND CONCRETE ELEMENTS | NCOP | 2008 | |
| 25 | CUTTING AND DRILLING CONCRETE & MASONARY | WCCOP | 1997 | WC00316 |
| 26 | MONO STRANDED POST TENSIONING OF CONCRETE | WCCOP | 1993 | WC00303 |

# Appendix 16 - Company Policies

The following Company Policies are enclosed on the subsequent pages:

- OHS Policy
- Environmental Management Policy
- Quality Policy
- OHS Consultation Policy
- Rehabilitation Policy
- Equal Employment Opportunity (EEO) Policy
- Industrial Relations Policy
- Grievance Resolution Policy

## 17.1 Template

| TEMPLATE | | | |
|---|---|---|---|
| **Objective(s)** | | | |
| **Management Strategy** | | | |
| | | **Responsibility** | **Timing** |
| **Control(s)** | | | |
| **Performance Indicator(s)** | | | |
| **Monitoring** | | | |
| **Reporting** | | | |
| **Corrective Action(s)** | | | |

## 17.2 Heritage

| HERITAGE | | | |
|---|---|---|---|
| **Objective(s)** | To minimise the impacts of development, operation and maintenance of the Project on the heritage values in the Project area. | | |
| **Management Strategy** | Ensure heritage impacts are minimised and impacts outside of the approved disturbance area are avoided. | | |
| | | **Responsibility** | **Timing** |
| **Control(s)** | Identify heritage values within the project area (desktop research, consultation and surveys as appropriate).<br>Ensure personnel undertake appropriate inductions.<br>Develop and implement a Cultural Heritage Management Plan (CHMP) in consultation with PPA and other relevant stakeholders i.e. Traditional Owners, Statutory Authorities (such as Department of Aboriginal Affairs, Heritage Council). The CHMP should include but not be limited to:<br>• Identification all known heritage values within a development area;<br>• Strategies to avoid/minimise impacts such as buffer zones, fencing, signage, inductions, blast mats, salvage, relocation etc…;<br>• Site impact process i.e. consultation, surveys, statutory applications; and<br>• Heritage incident response procedures. | | |
| **Performance Indicator(s)** | No disturbance of heritage values outside of the approved disturbance area.<br>No complaints or allegations of unauthorised disturbance of heritage values. | | |
| **Monitoring** | Monitoring of first ground disturbance at terrestrial heritage sites.<br>Daily monitoring of disturbance footprint.<br>Regular monitoring of all heritage sites for impacts. | | |
| **Reporting** | Incidents are to be reported immediately to the PPA Project Manager and the Environment and Heritage Manager.<br>Copies of all heritage survey reports, statutory approval applications, CHMPs and any subsequent consents are to be provided to the PPA Environment and Heritage Manager. | | |

| HERITAGE | | | |
|---|---|---|---|
| | Copies of all report backs required by statutory approvals are to be provided to the PPA Environment and Heritage Manager.<br>Copies of incident investigations and outcomes are to be provided to the PPA Environment and Heritage Manager. | | |
| **Corrective Action(s)** | Cease works in the impact area immediately.<br>Implement measures outlined in CHMP.<br>Review and modify procedures/CHMP if necessary. | | |

## 17.3 Noise & Vibration Management

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| **Objective(s)** | 1. To minimise the impacts of noise on the amenity of the surrounding areas.<br>2. Construction activities undertaken in accordance with *AS 2436-1981 Guide to Noise Control on Construction, Maintenance and Demolition* Sites.<br>3. Construction activities undertaken in accordance with *Environmental Protection (Noise) Regulations 1997* | | |
| **Management Strategy** | Noise to be managed primarily through administrative and equipment controls during the construction phase. | | |
| | | **Responsibility** | **Timing** |
| **Control(s)** | All equipment used during the construction phase to be regularly maintained to ensure efficient operation;<br>Pre-start checks and maintenance schedules to ensure equipment performance is as required;<br>Noise-dampening equipment to be used on equipment with excessive noise generating characteristics;<br>Construction activities in accordance with AS2436-1981 Guide to Noise Control on Construction, Maintenance and Demolition Sites.<br>All noise transmissions shall comply with the Notice of Determination guidelines put forward by City of Campbelltown Council, and are expected to fall within typical construction output parameters.<br>'Where there is likelihood of annoyance due to noise from construction sites, conditions such as the following may be specified in a development consent or building application. This applies particularly to non-scheduled premises such as commercial buildings where a long construction time is not likely. The criteria may not be applicable to long-term construction such as coal mines, which may take several years. Variations should be made according to local conditions. | | |

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| | **Level restrictions**<br><br>1. Construction period of 44 weeks or under.<br>The $L_{10}$ level * measured over a period of not less than 15 minutes when the construction site is in operation must not exceed the background level by more than 10dB(A).<br><br>**Time restrictions**<br><br>Monday to Friday: To Be advised<br><br>**Silencing**<br><br>All possible steps should be taken to silence construction equipment. It is particularly important that silenced equipment should be used on road and rail works where 24-hour operation is necessary.'<br><br>*$L_{10}$ : Noise level exceeded for 10% of a specified time period<br><br>The guidelines of The Department of Environment and Climate Change shall also be adhered to<br><br>The following guidance is provided in the *Noise Control Guideline: Construction Site Noise* that was first published in 1985 by the State Pollution Control Commission.( see link below )<br><br>http://www.environment.nsw.gov.au/noise/constructnoise.htm<br>This report presents the strategy which will be followed to regulate noise emissions from the site. | | |

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| | Construction Noise Goals Noise associated with demolition and excavation activities on the site will be assessed in conjunction with the following guidelines.<br><br>Australian Standard AS2436 For the control and regulation of noise from demolition, excavation and construction sites the Australian Standard AS2436 nominates the following:<br><br>1. That all practicable measures be taken on the building site to regulate noise missions, including the sitting of noisy static processes on parts of the site where they can be shielded, selecting less noisy processes.<br>2. The undertaking of noise monitoring to assist in the management and control of noise emission from the building site.<br>3. That reasonable suitable noise criteria be established.<br><br>Cent Criteria for the assessment of potential noise impact to neighbouring premises are those required requires that the LA avg max noise emitted from activities on the construction.<br><br>site and measured over 15 minute period must not exceed the background noise levels measured in that time period in the absence of construction noise as detailed below.<br><br>**DAY TIME ZONE CATEGORY NOISE CRITERIA**<br><br>Monday to Friday 07:00 to 08:00 1<br>08:00 to 19:00 Background +5dB(A) Background +10dB(A)<br>Saturday 07:00 to 08:00 1<br>08:00 to 17:00 Background +5dB(A) Background +10dB(A)<br><br>Construction Noise Procedures<br><br>Based on these criteria the following procedure will be used to assess noise emissions: | | |

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| | - Predict noise levels produced by typical construction activities at the sensitive receivers.<br>- If locations, investigate and implement all practical techniques to limit noise emissions. For commercial receivers, a background + 10 dB(A) criterion has been adopted at all times given that the buildings are expected to predominantly be unoccupied between 7am and 8am and it does not make sense to restrict activity at a time when it would produce minimal impact.<br>- If the noise goal is still exceeded after applying all practical engineering controls to limit noise missions, review the management techniques to mitigate noise emissions in accordance with AS2436.<br><br>**VIBRATION ASSESSMENT**<br><br>This section of the report details the potential for vibration impact on the receivers surrounding<br>The site.<br><br>As part of the demolition and excavation period of the project monitoring of vibration within the neighbouring buildings will ***Not*** be required if the basement is not being built.<br><br>10.3.1 Specification of Vibration Criteria<br><br>The vibration levels for this project will be assessed for both structural damage and human Comfort. The applicable criteria are described below:<br><br>Explosives Code . AS2187.2:1993, Not applicable | | |

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| | | | |
| **Performance Indicator(s)** | No complaints from adjacent commercial premises and/or community. | | |
| **Monitoring** | Daily inspection of works sites to occur<br>Service logs for equipment/machinery used on site | | |
| **Reporting** | Any complaints or incidents to be reported to PPA project manager.<br>**NOISE AND VIBRATION MONITORING, REPORTING AND RESPONSE ROCEDURES**<br>Noise and vibration monitoring may either consist of manned and/or unmanned measurements.<br>**NOTIFICATION PROCEDURES**<br>Identification of Notification for Vibration : Neighbours that bound the site shall be notified at commencement of works. All other residents will be notified from general bulletin – placed beside the site contact details on the site sign provided on the side of the building. It has been determined that vibration for the excavation of footings will not influence any neighbours apart from the adjoining neighbour<br>Identification of Notification for Noise : Neighbours that bound the site shall be notified of the activities listed below at commencement of works. All other residents will be notified from general bulletin – placed beside the site contact details on the site sign provided on the side of the building. It has been determined that notices will be displayed for the following activities<br>- Use of jack hammers and quick cut saws<br>- Use of Concrete pump | | |

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| | All other noise generated by general building work will not need to be notified on a general notice displayed on the site notice board<br><br>A sign shall erected on site ( street frontage )displaying, the Company Details, Contact email address, Office Number and out of hours contact number<br><br>The notice shall include the words – " For any Noise complaints please call or email the contact details above " | | |
| **Corrective Action(s)** | **RESPONSE PROCEDURES - NOISE**<br>Investigate cause of excessive noise<br>Implement corrective measures prior to the recommencement of site works<br>Reschedule of noise-generating activities to reduce noise annoyance<br><br>**RESPONSE PROCEDURES - VIBRATION**<br><br>Complaints associated with noise and or vibration generated by site activities shall be recorded on a Noise Complaint Form.<br><br>If a noise complaint is received the complaint should be recorded on a Noise Complaint Form. The complaint form should list:<br><br>• The name and address of the complainant (if provided).<br>• The time and date the complaint was received.<br>• The nature of the complaint and the time and date the noise was heard.<br>• The name of the employee who received the complaint.<br>• Actions taken to investigate the complaint, and a summary of the results of the investigation. | | |

| NOISE & VIBRATION MANAGEMENT | | | |
|---|---|---|---|
| | • Indicate what operations were occurring on site at the time of the complaint.<br>• Required remedial action, if required Validation the remedial action.<br>• Summary of feedback to the complainant. | | |

## 17.4 Dust Management

| DUST MANAGEMENT | | | |
|---|---|---|---|
| **Objective(s)** | 1. To ensure the impacts of dust on adjacent areas and the community are minimised. | | |
| **Management Strategy** | Dust issues managed principally by emission controls at source, and administrative controls during works. | | |
| | | **Responsibility** | **Timing** |
| **Control(s)** | Area to be disturbed minimised. Clearance lots to be approved by Project Manager.<br>Where dust is identified as an issue, dust control measures will be implemented. These will primarily be the use of water carts, but may include surface treatments.<br>Vehicle movements controlled (Traffic Management Plan) and kept to established tracks and haul roads.<br>Dust awareness issues in environmental induction process | | |
| **Performance Indicator(s)** | No complaints from adjacent commercial premises and/or community. | | |
| **Monitoring** | Daily inspection of works sites to occur, including:<br>• visual check for dust crossing the site boundaries<br>• visual check of high potential dust areas, such as haul roads, stockpiles and operational areas. | | |
| **Reporting** | Any complaints or incidents to be reported to PPA project manager. | | |
| **Corrective Action(s)** | Investigate cause of excessive dust<br>Implement controls immediately (e.g. water carts)<br>Implement corrective measures prior to the recommencement of site works | | |

| DUST MANAGEMENT | | | |
|---|---|---|---|
| | Implement administrative controls if required, such as rescheduling of dust generating activities to more favourable weather conditions. | | |

| SEDIMENT AND EROSION CONTROL | | | |
|---|---|---|---|
| **Objective(s)** | 1. To ensure that the effects of erosion and sedimentation on the environment and biological communities are minimised.<br>2. Minimise soil disturbance, degradation and erosion. | | |
| **Management Strategy** | Ensure that direct impacts (land disturbance) are limited to the works area, and that secondary impacts do not impact adjacent areas. | | |
| | | **Responsibility (Role)** | **Timing** |
| **Control(s)** | Disturbance area will be minimised and clearly demarcated.<br>Works will only be conducted within the works zone.<br>Vehicle movements will be restricted to the defined roads/tracks.<br>Where possible, works area will be designed to ensure stormwater runoff drains into the site.<br>Where runoff from the site is required, it will be via the longest flow path possible to ensure maximise sediment retention. Flows to undisturbed areas will be prioritised.<br>Where required, sediment controls will be put in place. These will include, but not be limited to, rock check dams, sediment basins, sediment fences and silt socks.<br>Sediment controls will be reviewed during site inspections and/or after significant rainfall (more than 10mm in 24hrs resulting in site runoff). | | |
| **Performance Indicator(s)** | No evidence of significant sediment deposition outside the works area. No evidence of significant drilling, gullies or other instances of run-off erosion. | | |
| **Monitoring** | Daily inspection of work site to occur.<br>Sediment controls will be reviewed during site inspections and/or after significant rainfall (more than 10mm in 24hrs resulting in site runoff). Review will include removal of accumulated sediments as required. | | |
| **Reporting** | Incident report for non-conformance of sediment control<br>Logging of sediment control structures - location and condition during weekly site inspection | | |
| **Corrective Action(s)** | Investigate cause of sediment control failure | | |

| SEDIMENT AND EROSION CONTROL | | | |
|---|---|---|---|
| | Review flow path and determine most appropriate controls are in place, additional controls which can be place in-stream and/or changes that can be made to flow path<br>Review similar controls on-site (even though these may not have failed) for similarities | | |

## 17.6 Oil and Other Noxious Substances

| OIL AND OTHER NOXIOUS SUBSTANCES | | | |
|---|---|---|---|
| **Objective(s)** | 1. To minimise the potential for spills of oils and other noxious substances to as low as reasonably practicable. | | |
| **Management Strategy** | Reduce quantity of hydrocarbons stored to that required, implement appropriate controls and provide appropriate training and resources for a spill response. | | |
| | | **Responsibility (Role)** | **Timing** |
| **Control(s)** | All hydrocarbons to be stored in an appropriate bund that is capable of holding 110% of a spill from the largest container, or 10% of total volume of stored liquids, whichever is greater.<br>Refuelling of vehicles/equipment will be undertaken on land (not over water), unless the task is not possible.<br>To reduce the impact of a spill, the lowest volume of hydrocarbons required will be stored in proximity to the marine environment and in the onshore lay down areas.<br>A copy of the current hydrocarbon MSDS will be kept at an appropriate location on site.<br>Drip trays shall be placed under mechanical stationary equipment such as gensets if such equipment is not internally bunded.<br>Onsite spill response training will be carried out on a periodic basis. All deficiencies identified through training and testing of the procedures will be documented and rectified immediately.<br>All equipment will be regularly serviced to reduce emissions and reduce the chance of oil leaks on site and in marine environments. Appropriate controls in place to contain hydrocarbon leaks should they occur whilst servicing. Controls may include use of drip trays when changing oil and transporting waste oils in bunded containers.<br>Only qualified personnel are to carry out services on plant, equipment and vessels.<br>A prescribed Isolation procedure must be followed prior to work on any plant or equipment.<br>Training / awareness to be included in site induction (including all staff, contractors, subbies etc.). | | |

| OIL AND OTHER NOXIOUS SUBSTANCES | | | |
|---|---|---|---|
| | Appropriate volume and type of spill response materials will be available at each work site<br>Spill will be contained and cleaned-up immediately. Resultant wastes (soils, rags and absorbent material) appropriately stored and disposed of by an appropriately licenced waste contractor as controlled waste.<br>All spills reported and investigated as required. | | |
| **Performance Indicator(s)** | Minor spills (<10L) to land contained, controlled and all contamination removed / cleaned-up within 24 hours.<br>No spills to marine waters.<br>Reporting to PPA within timeframes specified below<br>No contamination of soil or surface / ground waters.<br>No spills that require an emergency response | | |
| **Monitoring** | Incident report outlining corrective actions taken and preventative measures to be implemented sent to PPA with 48 hours<br>Statistics reported to PPA in weekly meetings and monthly reports. | | |
| **Reporting** | All marine spills (regardless of volume) to be reported to the PPA communications tower (Dampier) immediately (VHF 11 or 16, (08) 9159 6556, 24 hour emergency mobile 0428 888 800).<br>A spill of oil or any other hazardous or noxious substance to the deck of the Dampier Cargo Wharf, Bulk Liquids Berth or to a PPA road (i.e. no spill to the marine environment) is reportable immediately to the PPA Duty Landside Operations Coordinator on 0427 770 859.<br>The following incidents must be reported to PPA on a monthly basis (e.g. at KPI meetings)<br>• If there is less than 10L spilt, the spill is contained on site and it is able to be fully cleaned up.<br>The following types of spill incidents must be reported to the PPA Environment and Heritage team immediately (including a follow-up incident investigation report within 48 hours): | | |

| OIL AND OTHER NOXIOUS SUBSTANCES | | | |
|---|---|---|---|
| | • Any spill greater than 10L;<br>• Any spill which cannot be fully cleaned up / contained immediately; OR<br>• Any spill which leaves the lease area (e.g. as liquid discharge or dust emission). | | |
| **Corrective Action(s)** | Stop work immediately, contain spill (if safe). Investigate cause of spill and assess. Implement improvements as required.<br>Investigate and assess adequacy of response – implement improvements as required.<br>Implement corrective measures prior to the recommencement of site works. | | |

## 17.7 Housekeeping and Wastes

| HOUSEKEEPING AND WASTES | | | |
|---|---|---|---|
| **Objective(s)** | Reduce waste volume, maximise recycling, reuse and recovery, prevent any construction waste/litter entering the environment. | | |
| **Management Strategy** | Minimise environmental impacts through appropriate controls and site inductions of employees and sub-contractors. | | |
| | | **Responsibility (Role)** | **Timing** |
| **Control(s)** | Provide appropriate waste bins, type, volume and service frequency to accommodate anticipated waste streams.<br>All loads arriving or leaving the site will be appropriately secured.<br>Provide information regarding waste management in site specific inductions, including waste separation and importance of securing vehicle loads.<br>Ensure licensed contractors are used to collect controlled wastes | | |
| **Performance Indicator(s)** | Hazardous materials all appropriately disposed.<br>Recycling of all recyclable construction metal waste<br>Records kept of waste leaving site. | | |
| **Monitoring** | Daily inspection of work site to occur. Review of waste bins (% full, time to next service).<br>Waste volumes leaving site from waste contractors | | |
| **Reporting** | Environmental incident reports. | Project Manager | Throughout project |
| **Corrective Action(s)** | Investigate cause of inappropriate waste disposal<br>Review cause of issue and develop response, such as variation to bin size, service schedule or waste separation awareness.<br>Implement controls | Project Manager | Throughout project |

## 17.8 Waste Management Plan

### 17.8.1 INTRODUCTION

The enclosed waste management plan has been prepared as part of the conditions for consent as requested by the Council of the City of Campbelltown.

This section of the report does not cover pre existing contamination that may or may not exist on the site

### 17.8.2 IDENTIFIED KEY ISSUES

A site inspection revealed the following key issues that will need to be addressed during the construction of the works;

a) Consideration will have to be given to out of hours work for demolition and some drilling works. General noise from jack hammers and general building activity may be acceptable during normal working hours, however contingency plans should be set aside should these works become intolerable for neighbouring occupants nearby commercial buildings.

b) Dust control from the amenities and how excess dust from opening doors will be controlled

c) Tradesman passage and separation of passages and corridors from the general work from that of external areas.

d) Protection of other general openings in external areas

e) Lifting of demolition material and building materials during the course of the project

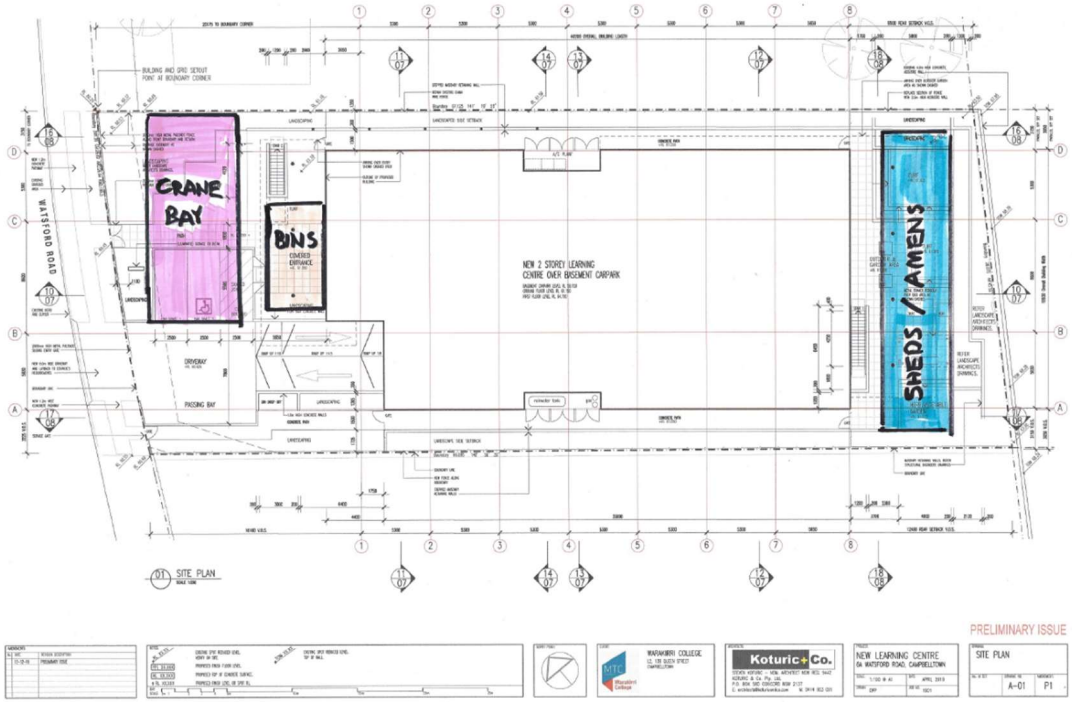
f) DA conditions may restrict works on Saturdays & Sundays. Work will be carried out between 7.00 am to 5.00 pm daily Monday to Friday. For all out of hours work, Campbelltown City Council approval may be required. The total time frame for construction will be 11 months from the time of commencement.

g) Essential Services must be maintained during the course of the works

### 17.8.3 THE SITE

A site plan showing various planning and access items has been prepared and is located within. Please refer to this site plan in conjunction with reading the enclosed.

*(Continued over page)*




The site has access from one street frontage, Watsford Road identified in the picture above.

Materials shall be removed via a telescopic boom or via Hiab from trucks onsite.

There is no garbage stored, so materials will have to be removed directly from the site on a regular basis with the use of skip bins.

## 17.8.4 TRADE WASTE MANAGENT & RECYCLING

The following materials are identified as recyclable products ( that can be recycled in the Sydney Metropolitan Area ) ;

1) Concrete, Timber, Bricks, tiles ( to be recycled at concrete crushing yard in St Peters )

2) Cardboard and Paper ( paper recyclers )

*(Continued over page)*

3) Carpet ( carpet recyclers )

All other materials shall be disposed by truck to designated rubbish depots in the Sydney Metropolitan area or via rubbish tip trucks.

It should be noted that any other commercial recycling companies of businesses that may come into existence will be considered during the project..

Its also acknowledge due to tight space restrictions on site, separate space for sorting on site is not possible and most waste products will be mixed in a single skip.

## WASTE QUANTITIES WSTIMATES

*(Continued over page)*

| DEMOLITION/SUBDIVISION STAGE | | | | |
|---|---|---|---|---|
| **MATERIALS ON-SITE** | | **DESTINATION** | | |
| | | REUSE AND RECYCLING | | DISPOSAL |
| Type of Material | Estimated Volume ($m^3$) | ON-SITE<br>• Specify proposed reuse or on- site recycling method. | OFF-SITE<br>• Specify relevant licensed facility or contractor. | • Specify contractor of licensed landfill facility. |
| *Excavation Material* | 2800 M^3 | None | Once material has been validated, approved tip or disposed in accordance with EPA guidelines | To be advised when material has been validated |
| *Green Waste* | | None | Once material has been validated, approved tip or disposed in accordance with EPA guidelines | To be advised when material has been validated |
| *Bricks* | None | | | |
| *Concrete* | None | | | |
| *Timber* | None | | | |

*(Continued over page)*

## 17.9 PART A

| DEMOLITION/SUBDIVISION STAGE (continued) | | | | |
|---|---|---|---|---|
| **MATERIALS ON-SITE** | | **DESTINATION** | | |
| | | REUSE AND RECYCLING | | DISPOSAL |
| Type of Material | Estimated Volume ($m^3$) | ON-SITE<br>• Specify proposed reuse or on- site recycling method. | OFF-SITE<br>• Specify relevant licensed facility or contractor. | • Specify contractor of licensed landfill facility. |
| *Plasterboard* | None | | | |
| *Metals - please specify* | None | | | |
| *Hazardous Materials e.g. Asbestos - please specify* | None | | | |
| *Other - please specify* | N/A | | | |

**NOTE:** Details of site area to be used for on-site separation, treatment and storage of waste, including method of weather protection shall be provided on the plans accompanying the Development Application. All demolition waste dockets must be retained on site to confirm which facility received the material for recycling or disposal.

| CONSTRUCTION STAGE | | | | |
|---|---|---|---|---|
| **MATERIALS ON-SITE** | | **DESTINATION** | | |
| | | REUSE AND RECYCLING | | DISPOSAL |
| Type of Material | Estimated Volume ($m^3$) | ON-SITE<br>• Specify proposed reuse or on- site recycling method. | OFF-SITE<br>• Specify relevant licensed facility or contractor. | • Specify contractor of licensed landfill facility. |
| *Excavation Material* | 80 M^3 | None | Once material has been validated, approved tip or disposed in accordance with EPA guidelines | To be advised when material has been validated |
| *Green Waste* | N/A | | | |
| *Bricks* | Trade waste bins 1 estimated | | Trade waste bins 10 estimated | Bingo bins |
| *Concrete* | Trade waste bins 1 estimated | | Trade waste bins 10 estimated | Bingo bins |
| *Timber* | Trade waste bins 1 estimated | | Trade waste bins 10 estimated | Bingo bins |

*(Continued over page)*

**17.10 PART B**

| CONSTRUCTION STAGE (continued) | | | | |
|---|---|---|---|---|
| **MATERIALS ON-SITE** | | **DESTINATION** | | |
| | | REUSE AND RECYCLING | | DISPOSAL |
| Type of Material | Estimated Volume ($m^3$) | ON-SITE<br>• Specify proposed reuse or on- site recycling method. | OFF-SITE<br>• Specify relevant licensed facility or contractor. | • Specify contractor of licensed landfill facility. |
| *Plasterboard* | Trade waste bins 2 estimated | | Trade waste bins For plasterboard | Bingo bins |
| *Metals - please specify* | | | | |
| *Hazardous Materials e.g. Asbestos - please specify* | N/A | | | |
| *Other - please specify* | N/A | | | |

**NOTE:** Details of site area to be used for on-site separation, treatment and storage of waste, including method of weather protection shall be provided on the plans accompanying the Development Application. All construction waste dockets must be retained on site to confirm which facility received the material for recycling or disposal.

## VIBRATION ASSESSMENT

This section of the report details the potential for vibration impact on the receivers surrounding The site.

As part of the demolition and excavation period of the project monitoring of vibration within the neighbouring buildings will ***Not*** be required if the basement is not being built.

10.3.1 Specification of Vibration Criteria

The vibration levels for this project will be assessed for both structural damage and human Comfort. The applicable criteria are described below:

Explosives Code . AS2187.2:1993, Not applicable

10.3.2. NOISE AND VIBRATION MONITORING, REPORTING AND RESPONSE ROCEDURES

Noise and vibration monitoring may either consist of manned and/or unmanned measurements.

## NOTIFICATION PROCEDURES

Identification of Notification for Vibration : Neighbours that bound the site shall be notified at commencement of works. All other residents will be notified from general bulletin – placed beside the site contact details on the site sign provided on the side of the building. It has been determined that vibration for the excavation of footings will not influence any neighbours apart from the adjoining neighbour

Identification of Notification for Noise : Neighbours that bound the site shall be notified of the activities listed below at commencement of works. All other residents will be notified from general bulletin – placed beside the site contact details on the site sign provided on the side of the building. It has been determined that notices will be displayed for the following activities



- Use of jack hammers and quick cut saws
- Use of Concrete pump

All other noise generated by general building work will not need to be notified on a general notice displayed on the site notice board

A sign shall erected on site ( street frontage )displaying, the Company Details, Contact email address, Office Number and out of hours contact number

The notice shall include the words – " For any Noise complaints please call or email the contact details above "

## RESPONSE PROCEDURES

Complaints associated with noise and or vibration generated by site activities shall be recorded on a Noise Complaint Form.

If a noise complaint is received the complaint should be recorded on a Noise Complaint Form. The complaint form should list:

- The name and address of the complainant (if provided).
- The time and date the complaint was received.
- The nature of the complaint and the time and date the noise was heard.
- The name of the employee who received the complaint.
- Actions taken to investigate the complaint, and a summary of the results of the investigation.
- Indicate what operations were occurring on site at the time of the complaint.
- Required remedial action, if required Validation the remedial action.
- Summary of feedback to the complainant.