

# APPENDIX A

## HSEQ MANAGEMENT PLAN



Woolworths Customer Fulfilment Centre, Marrickville

Details	Title	Name	Signature	Date
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### HSEQMP - Revision Control

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# 01

## 1 – General

## 1.0 General

### 1.1 Application

This HSEQ Management Plan is designed to provide a management strategy to effectively manage all significant health and safety risks during the demolition of 74 Edinburgh Road, Marrickville.

Health and Safety associated with works not under the direct control of Central Civil (NSW), including those works undertaken by other sub-contractors must abide by this HSEQ Management Plan.

### 1.2 Confidentiality

This HSEQ Management Plan and any associated plans including any attachment thereto shall not be copied or reproduced without the express permission of an authorised representative of Central Civil (NSW).

### 1.3 Precedence

Where an ambiguity is detected between the detailed procedures in this HSEQ Management Plan and the Central Civil (NSW) Management System, then the procedures referred to in this Plan shall take precedence.

### 1.4 Authorisation

It is the policy of Central Civil (NSW) to provide and ensure a safe workplace for all personnel at or in the near vicinity of this site.

To meet these objectives, a systematic and planned control system for health and safety management will be implemented on this project.

To contribute to a successful outcome, all supervisory staff shall be fully familiar with the Central Civil (NSW) Health, Safety, Environment and Quality Management System.

Signed: .....HSEQ Manager

Dated:

The issue and use of this Health and Safety Plan is issued with my authority. All personnel employed at this Workplace shall perform their duties in accordance with the requirements of this Plan and in compliance with company procedures and Workplace specific Work Procedures.

Signed: .....Project Manager

Dated:

# 02

## 1 – Project Description

## 2.0 Project Description

This HSEQ Management Plan shall cover all works to be undertaken for the demolition of 74 Edinburgh Road, Marrickville site and will cover a range of activities to be undertaken at the site.

These works include:

- Demolition and removal of external buildings and structures
- Asbestos removal, and
- Site crushing of concrete and brick

This HSEQ Management Plan is intended to incorporate all works undertaken for this contract and will apply to all personnel employed on this site.

Work areas will be designated for each activity. Central Civil (NSW) will not work outside the designated areas.



# 03

## 3 – Organisation and Responsibilities

### 3.0 Organisation and Responsibilities

#### 3.1 Approach to Safety

Central Civil (NSW) has long held that tolerance of accidents and resulting injury is not acceptable. Injury to the workforce is morally indefensible and indicates an inefficient business operation. Accordingly Central Civil (NSW) has instituted HSEQ Management Plans for all contracts.

HSEQ Management Plans outline the management practices and procedures for identifying, assessing and controlling the risks to health and safety of a project. The Central Civil (NSW) approach requires that the HSEQ Management Plan is an integral part of daily operations, not an adjunct to them.

#### 3.2 Management Personnel & Responsibilities

Key Personnel for this project include but not limited to the following.

Contact	Title	Phone	Email
Sarkis Elias	Demolition Manager	0499 010 000	sarkis@centralcivilnsw.com.au
Ryan Bonakey	Project Manager	0426 454 096	ryan@centralcivilnsw.com.au
Charlie Elias	Senior Supervisor	0450 170 630	charlie@centralcivilnsw.com.au
Bob Brady	HSEQ Manager	0419 494 041	info@centralcivilnsw.com.au
Robbie Sarkis	HSEQ Officer	0424 840 891	robby@centralcivilnsw.com.au

Responsibilities for HSEQ can be found in the Central Civil (NSW) Quality Manual. In addition, project management personnel are responsible for:

- implementing, monitoring and enforcing employee compliance with all aspects of this HSEQMP
- ensuring the correct tools and equipment are provided for completing the job safely
- providing training in HSEQ for employees to ensure the work is allocated to personnel competent to carry out the task safely
- ensuring that all levels of supervision are trained in the efficient implementation of this HSEQMP
- conducting workplace inspections, audits and meetings in accordance with this HSEQMP
- implementing actions to correct reported or observed deficiencies in health and safety conditions
- ensuring any incident involving HSEQ is fully investigated and root causes identified
- enforcing project work rules

#### 3.3 Employee Responsibilities

Employee responsibilities for Health, Safety and the Environment can be found in the Central Civil (NSW) Induction Handbook for New Employees and the Safe Operations Manual. In addition, project employees are responsible for:

- learning and implementing the health and safety rules of this HSEQMP, and their own work tasks
- correcting and assisting in the correction of deficient work practices or conditions when it is within their authority/ability to do so
- reporting deficient work practices or conditions to their “competent person” or supervisor when the condition is beyond their authority/ability to correct it themselves
- participate in structured programs to identify, eliminate, isolate and/or control hazards in the workplace
- promptly reporting all injuries to their supervisor
- working in a safe manner at all times
- ensuring all equipment meets the requirement of SafeWork
- ensuring any incident/accident involving HSEQ or environment is reported immediately to the Project Manager, who will report the same urgently to the client.

#### 3.4 Site Responsibilities

Refer to Appendix A and Appendix B.

# 04

## 4 – Health and Safety Procedures

## 4.0 Health and Safety Procedures

### 4.1 Procedure Implementation

The safety procedures described in the Central Civil (NSW) HSEQ Management System Manual shall apply to the workplace and form part of this HSEQ Management Plan. The following index identifies the personnel responsible for completion of various activities associated with implementation of the safety procedures.

#### Chart of Authorities:

Contact	Title	Phone	Fax
Sarkis Elias	Demolition Manager	0499 010 000	sarkis@centralcivilnsw.com.au
Ryan Bonakey	Project Manager	0426 454 096	ryan@centralcivilnsw.com.au
Charlie Elias	Senior Supervisor	0450 170 630	charlie@centralcivilnsw.com.au
Bob Brady	HSEQ Manager	0419 494 041	info@centralcivilnsw.com.au
Robbie Sarkis	HSEQ Officer	0424 840 891	robby@centralcivilnsw.com.au
Sarkis Elias	Demolition Manager	0499 010 000	sarkis@centralcivilnsw.com.au
Nenab Younan	First-Aid Officer	0413 920 489	nenab@centralcivilnsw.com.au

### 4.2 Procedure Records Matrix

Procedure Title	Without Limiting the Chart of Authorities Applicable to this Project the following personnel are delegated the following actions	
Accident Reporting / Investigation	Notification to HSEQ Manager Notification to client Sub-Contractor accident reports to be referred to: SafeWork	Project Manager Project Manager HSEQ Manager Project Manager
Competency Assessment for Operators	Assessment Criteria Verification: VOC is to be provided prior to work starting by all sub-contractors.	Sub-contractors Supervisor
Disciplinary Action for HSEQ Management Breaches	Issue of written warnings (employees) Completion of disciplinary procedure reports Issue of Site Safety Instructions	Project Manager Project Manager Supervisor
Drugs and Alcohol	Explanation of procedure at Induction	Project Manager and/or HSEQ Manager
Fire Precautions & Emergency Procedures	Wardens Co-ordinator	Supervisor Supervisor and/or HSEQ Manager
First Aid	First Aid Officers First Aid Co-ordinator	Nenab Younan HSEQ Manager
Hazard / Workplace Inspections	Weekly Inspection	HSEQ Manager, HSEQ Officer and Supervisor
HSEQ Management Audits	Audits undertaken by	HSEQ Manager and/or Project Manager
HSEQ Courses and Induction Training	SWMS Inductions	Supervisor & HSEQ Manager
HSEQ Management Promotion	Compilation and Revision By	Project Manager
Health and Safety Promotion	Hazard Report Booklets issued to Signage/Posters by	Project Manager Project Manager
Management Reporting	Compilation and referral of monthly report	General Manager
Plant Certification	Issue of Operators Daily Check Reports Collection of Maintenance Records Collection of Plant Risk Assessments Collection of Static Plant Reports	Supervisor Supervisor Supervisor Supervisor
Preparation & Control of Safe Work Procedure	Prepare SWP's	Project Manager

		&/or Supervisor
Pre-placement Medical Assessments	Doctor: Priority Care Health Solutions  Phone No: 1800 782 322 Co-ordinator: Greg Banks	General Manager
Risk Management	Risk Assessments undertaken by	Supervisor
Smoking in the Workplace	Central Civil (NSW) Policy Communicated by	Project Manager
Workers Compensation	Employer Report completed by Documents Co-ordination	Project Manager General Manager
Workplace Rehabilitation	On Site Rehabilitation Co-ordinator	Supervisor
Danger and Lock out Service Tags and Isolation procedures.	All tags and locks obtained from	Supervisor
Manual Handling	Completion of Identification Assessment and Control	HSEQ Manager
Protection Against UV Radiation	Risk Assessment completed by PPE Supplied by	HSEQ Manager Supervisor
Storage Use & Handling of Hazardous Substances	Hazardous Substances Register Compiled by MSDS obtained by	HSEQ Manager HSEQ Manager
Electrical Equipment and Leads	Electrical Inspection and Tagging by Register located at	Jim's Test and Tag Brendon 0423 232 332 Site Office
Trenching and Excavation	Inspection by	Supervisor
Entry and Work in Confined Spaces per AS2865:2009	Atmosphere Tested by authorised person	Trinitas Group
Entry and exit of site personnel	Site personnel register	Supervisor
Entry and exit of site vehicles	Vehicle traffic register	Supervisor
Lifting Gear	Lifting Gear Checklist completed by	Supervisor
Provision & use of Personal Protective Equipment	PPE issued by PPE record kept by	Supervisor/Project Manager
HSEQ Training	HSEQ training by	HSEQ Manager

Procedure Title	Record Document	Frequency					
		Pre-start	Weekly	Monthly	3 Months	6 Months	As required
Accident Reporting / Investigation							•
Competency Assessment for Operators	Skills & Competencies	•				•	
Disciplinary Action for Health and Safety Breaches	Discipline Safety Instruction						•
Drugs and Alcohol	Discipline						•
Fire Precautions and Emergency Procedures	Extinguisher Register	•				•	
First Aid	Injury treatment book						•
Hazard/Safety Workplace Inspections	Inspection Checklist		•				
HSEQ Committee and Toolbox Meetings	Toolbox Talk Record		•				
HSEQ Management Audits	HSEQ Audit Checklist		•	•			
Visual deterrents and barricades in place for the protection of the public and workers.	Traffic Management Plan & SWMS	•					•
HSEQ Courses and Induction Training	Induction Training Attendance	•					•
HSEQ Planning	Minor Sub-contractor	•					
HSEQ Promotion	Hazard Report						•
Management Reporting	Discipline			•			
Plant Certification	Manufacturer	•		•			
Preparation and Control of Safe Work Procedures	SWMS	•					•
Pre-placement Medical Assessment	Medical Certificate	•					•

Risk Management	Risk Assessment	•					•
Smoking in the Workplace	Induction	•					
Workers Compensation	Induction	•					
Workplace Rehabilitation	Induction						•
Environment Management Planning	Refer EMP	•					
Manual Handling	SWP	•					•
Noise Control	Noise Management Plan	•		•			
Protection Against UV Radiation	Induction	•		•			
Hazardous Substance Register		•					•
Electrical Equipment	Test & Tag Isolation Certificates	•		•			
Trenching and Excavation	SWMS & COP		•				•
Entry and Work in Confined Spaces	Confined Entry Permit						<b>Pre-entry</b>
Lifting Gear	Register & Certification	•		•			
Provision and Use of PPE	Register	•					•



# 05

## 5 – Site Specific Health and Safety Requirements

## 5.0 Site Specific Health and Safety Requirements

### 5.1 Emergency Response

#### 5.1.1 General

The following conditions may require implementation of the emergency response plan:

- personal injury
- a fire or explosion on site
- an unknown, unexpected chemical emission or reaction
- discovery of an unknown material
- If an injury occurs due to an accident, the Supervisor and HSEQ Manager will be immediately notified so appropriate first aid can begin and medical attention arranged, if necessary. The Project Manager and Supervisor will investigate the cause of the injury so that necessary changes in work procedures can be made to prevent the incident recurring
- In case of an emergency or hazardous situation, the person who observes this condition shall immediately activate the following emergency response
  - The Supervisor will be notified immediately
  - At the direction of the Supervisor, powered equipment and plant will be shut down and operators will stand by for instruction
  - At the direction of the Supervisor, crew members will proceed to the site facilities area.
  - Actions to be taken will be dictated by the emergency
  - Procedures to be followed in an emergency situation will be in accordance with the Emergency Response Plan (see section 5.2.1 Flow Chart and Appendix C)

#### 5.1.2 Emergency Services Contacts

Should any emergency arise that requires outside support services at the site, the appropriate contacts should be made by the Supervisor, HSEQ Officer or attending First Aid Officer. Contact details are given in the Emergency Response Plan and are to be posted in all site facilities.

The direct access route to the local emergency hospital services is shown in the Emergency Response Plan. In most circumstances the 000 emergency telephone procedure will be utilised.

## 5.2 Risk and Hazard Control-Safe Work Method Statement

### 5.2.1 Overall Concepts

Central Civil (NSW) operates on the principal of addressing HSEQ risks “at the coal face” wherever possible. Each person is responsible for attempting to minimise any risk to themselves or other persons, and where possible to fix the problem at hand. This concept is illustrated in the below flow chart.

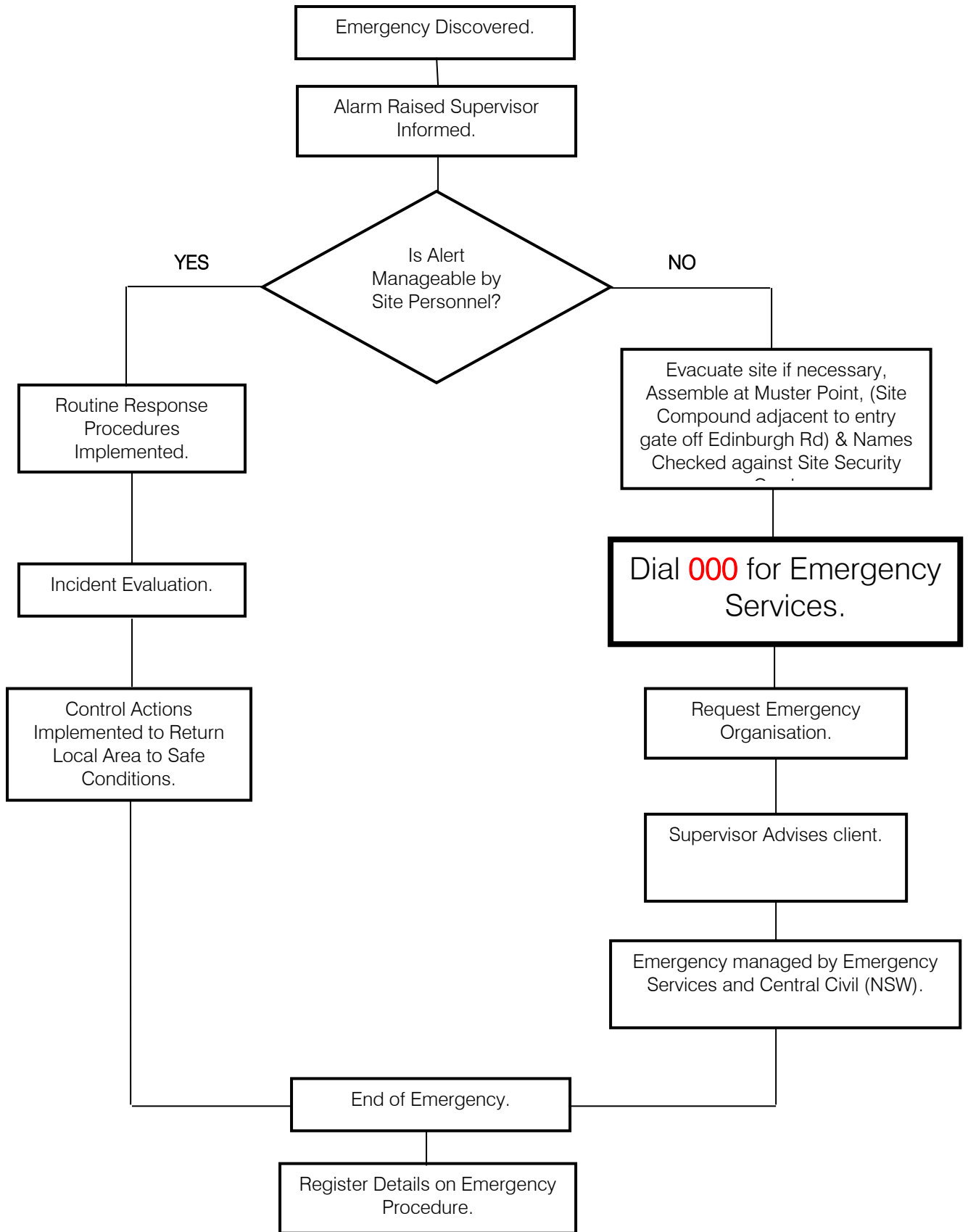
Implementation of this scheme requires all levels of employees to be aware of the requirements under HSEQ legislation, the safety requirements of the task at hand, and the hazards posed by the worksite on which they are working. This can only be accomplished through the thorough training of all persons involved.

The main tool for controlling the risks on site is the Safe Work Method Statement and Risk Assessment. This document sets out the Task Steps, the Potential Hazards encountered at each step, and the Control Mechanisms necessary to reduce the risk posed by each hazard.

Demolition projects require two levels of Safe Work Method Statements to be prepared. The first is a High Risk Safe Work Method Statement, HRSWMS which sets out the broad range of risks to be addressed. Specialists and managers familiar with the project normally prepare this document. The second is an area/building specific Safe Work Method Statement along with a daily prestart, which addresses the specific operations being performed on that day. The work supervisor and the work team performing the operation usually prepare this document.

In the event that something unexpected is uncovered, or the work situation changes in a way that was not anticipated work is to cease until a modified SWMS can be prepared to address the situation.

# EMERGENCY RESPONSE PLAN



## 5.2.2 Safe Work Method Statement's (SWMS) and Hazard Reporting

The methodology for the preparation of a Safe Work Method Statement is described in the Central Civil (NSW) Safe Operations Manual. The responsibilities for safe implementation of the Safe Work Method Statement are as set out below.

### Project Manager (Ryan Bonakey)

- Ensure all supervisors and employees undertaking the analysis are suitably trained and experienced.
- To review generic Safe Work Method Statement's written by the OH&S manager to ensure they are appropriate for the task to be undertaken.

### Senior Supervisor (Charlie Elias)

- Conducting Safe Work Method Statement 's with the work crew at the beginning of each shift.
- Implementation of any changes required to task design.
- Implementation of training required for task redesign.

### Employees

- To actively participate in the development/production of the Safe Work Method Statement.
- To fully understand all hazards and precautions set out in the Safe Work Method Statement.

### Process

Project Manager and Supervisor inspect task and complete a Safe Work Method Statement, noting any hazards produced by the client.

If it's a major task, the HSEQ Manager assists them in writing a generic Safe Work Method Statement for all known task related hazards.

Once satisfied that all hazards have been addressed, the supervisor or manager then conducts a toolbox meeting with all employees involved in the task to discuss the generic Safe Work Method Statement. Once satisfied that all employees understand all task hazards noted on the Safe Work Method Statement., employees then proceed to the task location and in conjunction with their supervisor undertake a task specific Safe Work Method Statement.

### Follow up

If the task becomes a regular occurrence (at least 10 times per annum) the HSEQ Manager and the employees and supervisors most familiar with the task, are to prepare a Standard Operating Procedure to replace the generic Safe Work Method Statement. The relevant manager then reviews the procedure and authorises it if he believes it is appropriate.

## 5.3 Physical Hazards/Risk Assessment

Physical hazards also require consideration relevant to works to be performed on the site. Operations undertaken on site that potentially pose physical hazards will include:

- Excavate, haul & stockpile
- Heavy Metal Remediation
- De-watering operations
- Termination and removal of above and below ground services
- Removal of above ground structures/vessels
- Crushing operations
- Asbestos Removal
- Working above 1.8m in height

A Risk Assessment will be undertaken for the abovementioned operations and the results used to determine control measures to reduce or eliminate risk.

## 5.4 Work Areas

Work areas which are presented in Figure 1 will be delineated on site by the use of the existing perimeter security fencing. The following work zones have been determined as applicable on this project:

### Exclusion Zone

Exclusion Zones are areas of the site with a particular hazard level which require the adoption of certain occupational health and safety requirements and work practices. In this Contract exclusion zones will correspond to areas of the site where there is a potential for exposure to contaminants.

Work areas will be classified as exclusion zones at the commencement of removal of contaminated materials and will cease to be exclusion zones once validation is confirmed by the Project Manager.

### Support Zone

All areas outside the Exclusion Zone shall be regarded as Support Zones. Potentially contaminated clothing and equipment shall not be permitted in this zone.

## 5.5 Personal Protective Equipment

The following table summarises the levels of personal protective equipment (PPE) deemed suitable for this project. PPE selection will be dictated by the results of the occupational monitoring program. PPE will be immediately accessible to all personnel at all times.

### Personal Protective Equipment

Level of Protection	Equipment	Areas Required
Base Level	<ul style="list-style-type: none"> <li>Steel-toed boots</li> <li>Hard hats</li> <li>Safety vests</li> <li>Hearing protection (if required)</li> <li>Long sleeved cotton shirts</li> <li>Long cotton trousers or cotton overalls</li> </ul>	Support zones
D	<ul style="list-style-type: none"> <li>Coveralls with long sleeves or Tyvek Coveralls or Kleenguard coveralls</li> <li>Steel-toed boots</li> <li>Hard hat</li> <li>Hearing protection</li> <li>Safety glasses or goggles</li> <li>Face shield (optional)</li> <li>Leather gloves or nitrile gloves</li> </ul>	Exclusion zones
C	<ul style="list-style-type: none"> <li>Level D equipment plus</li> <li>Half face piece, air purifying respirator, Type AB2, Class P2 cartridges, to AS 1716</li> </ul>	As per exclusion zone
B	<ul style="list-style-type: none"> <li>Level D equipment plus</li> <li>Full face piece, positive pressure-demand, self-contained breathing apparatus [SCBA] meeting AS1716 or</li> <li>Full face piece, positive pressure-demand airline respirator with a 5-10 minute escape bottle, meeting AS1716</li> </ul>	As per exclusion zone

Male personnel working in Level C or B environments are required to be cleanly shaven and all personnel are required to perform positive and negative pressure fit tests prior to entering a contaminated area requiring respiratory protection.

The selection of the appropriate PPE level will be based upon the results obtained from the air quality monitoring programs. The level of PPE required may be upgraded if air monitoring results exceed relevant action levels. A requirement to stop work may eventuate should air quality monitoring results exceed relevant action levels.

## 5.6 Personal Decontamination

Decontamination of personnel will be performed to limit the transport of contaminants out of the Exclusion Zone and off-site. All personnel exiting the Exclusion Zone will be decontaminated prior to movement to other areas.

## 5.7 Occupational Air Monitoring Program

The primary objective of the Occupational Monitoring Program is to confirm that a safe working environment is being maintained on site in terms of gases and airborne particulates. The following table summarises the air monitoring program and the action levels proposed.

### Air Monitoring Program

Visual Analysis	Frequency	Action Level	Response When Action Level Exceeded
Inspirable Dust	Daily	1mg/m <sup>3</sup>	Improve dust suppression
Asbestos	Daily	0.005 fibres/ml	Improve dust suppression, upgrade PPE
Methane (combustible gases)	2-3 hour intervals	10% LEL	Evaluate work practices and ventilation
Oxygen	Confined space entry	19.5%	Evaluate work practices and ventilation

## 5.8 Site Safety Rules

All employees and visitors, regardless of whether working or visiting the site, will be familiar with the Site Safety Rules before entering the site. Attachment 1 contains the Site Safety Rules and will be displayed at site office and other suitable locations.

## 5.9 Medical Inductions

Central Civil (NSW) employees involved in hazardous materials removal on site for a consecutive period in excess of four weeks over the duration of the Contract will have completed a medical examination.

Medical examinations are not required for truck drivers who are only transporting materials to and from the site.

The medical examination comprises a full blood test, urine test, physical examination and chest x-ray. The medical examination will be carried out by an Occupational Physician.

## 5.10 Site Induction Procedures

The workplace safety induction will be undertaken in the sites induction shed with the completion of a Site Specific Induction Form in accordance with System Procedure and shall provide each worker with the following information:

1. Plan of the site layout showing:
  - First aid facilities
  - Fire extinguisher locations
  - Work Zones
  - Amenity's location
2. Site History
3. Expected Site Contaminants
4. Hazard Reporting Procedure
5. Incident/Accident reporting
6. Emergency Evacuation
7. Environmental issues
8. Serious Injury Evacuation
9. HSEQ Management Meetings and Toolbox Meetings
10. Specific Work Procedures
11. Personal Protective Equipment
12. Hazardous Substances Procedure
13. Plant Safety requirements
14. Drugs and Alcohol Procedures
15. Site Safety Rules

All visitors to the site shall undergo an induction which will include:

- Location/Site orientation
- Emergency Procedures
- Personal Protective Equipment requirements, and
- Any other relevant information at the time of the induction.

The induction program will be presented by the Project Manager at the beginning of the project and at any time when conditions vary from those anticipated prior to commencement. As part of the site induction, Central Civil (NSW) personnel will be briefed on the project Safe Work Method Statement where they will be advised of the work scope, project hazards and the control measures to be adopted.

### **5.11 First Aid**

A first aid kit will be located on site (see site drawing Attachment 2 for locations). Nenab Younan and is the qualified First Aid person and will be responsible for minor treatments and contents replacement.

An injury treatment book is to be maintained and all treatments, no matter how insignificant must be recorded by the First Aider.

### **5.12 Electrical Safety**

All use of electrical wiring, portable tools and extension cords will be in accordance with WH&S legislation. All leads, portable power tools and earth leakage devices will not be brought on site unless tested, inspected and tagged by a licensed electrician. A register of the electrical items used on site shall be kept in accordance with the quality assurance procedures.

While on site all electrical equipment shall be tested, inspected and tagged by a licensed electrician at intervals specified in the regulations and records matrix. Further information on the safe use of electrical equipment can be found in the Central Civil (NSW) Induction Handbook.

### 5.13 Hazardous Substances

It is not anticipated that hazardous substances will be required to be brought on site. However, where such materials are required (eg for equipment maintenance) the following shall apply.

- Safety Data Sheets will be obtained for hazardous substances brought on site.
- All hazardous substances shall be stored in accordance with the information on the SDS.
- Prior to using the hazardous substance all workers involved will be provided with the information and training to allow a safe completion of the task.

It is more likely that the hazardous substances encountered during this project are already part of the site. All employees shall be made aware of the appropriate work practises should an unknown or hazardous substance be encountered. Training shall address the degree of the hazard, precautions to be taken, PPE required, and response to an emergency situation such as spillage or poisoning. All employees are directed to obtain guidance from their supervisor prior to working with unfamiliar materials.

### 5.14 Lifting Gear

All lifting gear (chains, slings, wire rope, shackles, hooks etc.) brought on site shall be documented in a register. This register shall be maintained during the course of the project.

All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of steel or alloy. A Central Civil (NSW) identification marking will also be affixed.

A copy of the appropriate test certificate is to be kept in the site office. Prior to use all lifting gear is to be inspected by a competent person to check for defects.

### 5.15 Fire Control

Fire control for this project can be divided into two distinct areas. The first is a fire in some demolition refuse or plant and equipment somehow started by the works in progress, the so called "industrial fire". The second is from a bush fire which encroaches onto the work site. Control methods are described below.

#### 5.15.1 Industrial Fire

An adequate number of fire extinguishers of the appropriate type shall be located on each work site. The extinguishers shall be marked and maintained in accordance with AS 1851.

There shall be an appropriate extinguisher near the crib room, office, store and workshop, on all mobile plant and other designated equipment where petroleum products are stored or decanted.

Temporary water supply shall be maintained until the last possible point in the demolition schedule so that maximum fire fighting capability is maintained on site.

All employees shall be trained in basic fire prevention strategies and in the proper use of the various types of fire extinguishers on site.

Employees at the remote sites shall be trained into fire teams to be able to combat moderate sized fires.



### 5.15.2 Bush Fires

There is a relatively low risk of bush fire impacting the work, given that most of the work will be taking place away from native forests. However, temporary water supply shall be maintained until the last possible point in the demolition schedule so that maximum fire fighting capability is maintained on site.

### 5.16 Polychlorinated Biphenyl (PCB) Waste

The oil within light fittings may be contaminated with Polychlorinated Biphenyl (PCB) waste oil. As such, personnel involved in the removal, transport and disposal of the waste oil shall adhere to the Central Civil (NSW) SWMS and The National Strategy for the Management of Scheduled Waste. The document requires that the removal and disposal of PCB waste is to be managed under the Polychlorinated Biphenyls Management Plan revised edition April 2003.

### 5.17 Asbestos

Prensa has developed an intrusive Asbestos Register for the site which details the location of building materials and equipment that may contain asbestos material. No work shall be undertaken on any building material or electrical equipment until Central Civil (NSW) has been provided confirmation that asbestos material has been removed and a clearance certificate issued from its environmental hygienist.

### 5.18 Working at Heights

Whenever the work involves a situation where a person could fall 2 metres or more, the work must be carried out with a minimum of two persons trained and assessed as competent for working at heights for the relevant structures, equipment or techniques.

When work at heights is being planned, all risks associated with the work must be addressed using the hierarchy of controls and documented in the Safe Work Method Statement.

# 06

## 5 – Inspections and Meetings

## 6.0 Inspections and Meetings

### 6.1 Safety Inspections / Audits

Four types of inspections / audits shall be undertaken:

1. informal daily Supervisor / leading hand inspection / audit
2. weekly Safety Observation carried out by the Supervisor / Project Manager
3. monthly inspection / audit by Management
4. Central Civil (NSW) senior management external to the site perform a systems audit and site safety inspection on an unscheduled and unannounced basis.

### 6.2 Pre-Start Safety Meetings (Following Site induction)

A Prestart safety meeting is to be undertaken by the relevant supervisor / leading hand prior to commencing any work. This inspection will address but not be limited to the following areas.

- The exact nature and scope of work.
- A SWMS for the task hazards.
- Safety Work Permit Systems.
- Maintenance and housekeeping standards of the site.
- P.P.E. and equipment required for the task.

### 6.3 Central Civil (NSW) Weekly Safety Observation

As a minimum One Weekly Safety Observation will be undertaken by the Central Civil (NSW) Supervisor / Project Manager and an employee (Minimum of 2 people in the team). The audit shall be performed and documented using the Central Civil (NSW) Safety Observation Form, with the copies being filed at the relevant office. The results of the Safety Observation may be used:

- to assess requirements for additional safety procedures or work instructions, safety training or safety equipment
- to suggest agenda items for Toolbox Meetings
- to prove compliance with the Central Civil (NSW) Safety Management Plan in daily operations
- for review at monthly Management and HSEQ Meetings.

### 6.4 Central Civil (NSW) Unscheduled Audits

Unscheduled Audits shall be undertaken by senior Central Civil (NSW) Management not involved with the day to day operations of the site in conjunction with the relevant Managers at intervals not exceeding three (3) months.

The audit shall be performed and documented using the Central Civil (NSW) Health Safety Environmental and Quality Management System. Any deficiencies detected during the audit shall be documented on the Central Civil (NSW) Non Conformance Report sheet (NCR). If deficiencies are detected, the corrective action, date by which it will occur and who is responsible for instigating the action will be documented on the Central Civil (NSW) Corrective Action Review Form (CAR). The CAR then dictates who and when the corrective action should be reviewed by.

Management shall ensure that the deficient area is re-audited at the next regular Safety Plan Audit.

### 6.5 Purpose of Meetings

Meetings where safety is the only or major item on the agenda are held to ensure effective communication systems are in place, to resolve outstanding safety issues and to provide a mechanism for coordinating Safety initiatives during all phases of our operations.

### 6.6 Prestart Meetings

Prestart Meetings will be carried out by the relevant Supervisor / Leading Hand with the work crew to discuss the task to ensure that:

- the task hazards and safety precautions are understood
- the work crew has the relevant Clients documentation
- personal Protective Equipment is available
- training to safely carry out the task has been completed.

For hazardous and high risk operations these meetings shall include a High Risk Safe Work Method Statement / Review which is carried out by the Supervisor / Leading Hand and Work Crew on a daily basis which would form the basis of a site specific Safe Work Practice.

## 6.7 Toolbox Meetings

As a minimum a weekly Toolbox Meeting will be held on site with the Site Supervisor, Employees and sub-contractors to discuss related safety issues. All toolbox meetings will be reported as per the Central Civil (NSW) Toolbox Meeting Report Form.

A Toolbox Meeting should be held with all employees and contractors whenever there is an accident or incident or a significant change to safety procedures so that all employees are aware of the issues and proposed corrective actions.

Any issues that cannot be resolved at Toolbox Meetings should be tabled at the weekly Operations Meetings and Monthly Occupational HSEQ Management Meetings for evaluation, action and review.

All information from Toolbox meetings and HSEQ Meetings to be discussed at Central Civil (NSW) Monthly Meetings to review HSEQ Committee corrective action which acts as an umbrella for Central Civil (NSW) employees and contractors.

## 6.8 Occupational Health and Safety Committee Meetings

Chairperson – Worker Safety Representative

Membership – All Central Civil (NSW) and Sub-Contractor Safety Representatives, Employer Representative and the Safety Officer.

Frequency – Monthly if required, or every three months as a minimum.

## 6.9 Constitution for the HSEQ Committee.

The HSEQ Committee shall be constituted in line with the New South Wales legislation as such it will have a constitution which will address the following points:

1. Keep under review the measures taken to ensure the health and safety of the persons at the place of work.
2. Investigate any matter at the place of work which a member of the committee or another person from the place of work considers is not safe or is a risk to health
3. Attempt to resolve any such matter within limits of authority.
4. To review and endorse all Company Policies and Procedures at set intervals to ensure that they are still effective and appropriate.
5. To implement corrective action as required.
6. To review corrective action at regular intervals to ensure its appropriateness, and
7. To assist in the ongoing auditing and monitoring of the Central Civil (NSW) Safety Management Plan.

NOTE: Minor safety issues should be taken up immediately with the Supervisor or if they can wait at weekly Toolbox meetings. If they cannot be resolved they should be passed on to the HSEQ Committee.

The HSEQ Committee should not meet to try and resolve all problems. Instead at the meeting they should establish sub committees or set down proposed corrective action with persons responsible to resolve the problem, then at the next meeting have the sub committee or person responsible report back to the committee to review their progress.

07

5 – Training

## **7.0 TRAINING**

### **7.1 General**

Personnel employed on the project shall undergo or have undertaken the Central Civil (NSW) induction for new employees. This covers basic occupation health and safety and environmental awareness principles.

Training undertaken by any employee shall be recorded in their personnel records. Copies of licences, competency certificates or trade qualifications relevant to the work being performed on site shall be kept on site.

### **7.2 Construction Industry Inductions**

Under the new WorkCover Regulations which came into effect in April 2004 all employees in the construction (including demolition) industry are required to have a three-tier induction program.

The first is the general induction covering WHS principles. The second relates to the safety aspects of the types of tasks which the person is expected to perform. Lastly a site specific induction alerting the employee to aspects of the site hazards which impact on the employees' work.

Central Civil (NSW) was already operating under these principles on previous demolition contracts. The documentation of this process will be adjusted slightly to reflect the requirements of the new regulations with employees working on the site required to produce evidence that they have been trained in a WorkCover General Induction and shall carry their cards with them at all times. All employees will undergo a site specific induction as detailed in section 5.10 and will acknowledge their attendance by signing off on the Central Civil (NSW) Site Specific Induction Form.

### **7.3 First Aid**

There shall be at least one qualified first aider on site whenever work is being carried out. In practise, most employees shall be trained at least in basic techniques necessary to comply with the requirements of AS2865 – Safe Work in a Confined Space.

### **7.4 Confined Space**

Central Civil (NSW) has as part of its core business a requirement for working in confined spaces. Employees required to work in confined spaces shall work in accordance the NSW Occupational Health and Safety Regulation 2017-clauses 66 to 78 and Australian Standard AS 2865 "Safe Working in a Confined Space". Central Civil (NSW) will ensure that all staff are trained and assessed as competent under the Safety Rules as appropriate for the work to be undertaken in confined spaces.

### **7.5 Required Competencies**

Where regulations require an individual operating machinery, performing a specialised task, or having responsibility for the safe conduct of a process to have a specified certificate or qualification, only persons with the approved qualification shall be permitted to perform those functions. Records of the appropriate qualifications shall be held on site.

# Appendix A - Site Responsibilities



## Site Responsibilities

### Supervisor:

The Site Supervisor is responsible for managing the day to day safety of all employees on site, including but not limited to the following:

- Full-time on each Demolition Site and Portion during Central Civil (NSW)'s Activities and has the authority to act and implement Central Civil (NSW)'s contractual obligations.
- Execute works as per Management Plans, Work Plans, ITPs
- Supervision and Site Management
- Roles & Responsibilities as per Management Plans
- Supervise Subcontract Works
- Ensuring that sub-contractors are complying with recognised safe work practices and procedures.
- Ensuring that all contractors arriving on site have the required insurances and safety systems in place prior to commencing work on site. Ensuring that all site personnel and contractors have undertaken the site safety induction.
- To take charge in the event of an emergency or accident and to follow the site emergency evacuation plan when required.
- To ensure that the site is secure, by conducting a visual inspection of perimeter fencing and security gates prior to leaving site on a daily basis.
- To assist the HSEQ Manager in conducting weekly safety and environmental audits/observations.
- To submit safe work method statement for each new and ongoing task on a daily basis.
- To conduct one toolbox meeting per week with all employees.
- Assess sub-contractors' capabilities initially and ensure they meet occupational health and safety requirements during the contract.

### First-Aid Officer:

The site First-Aid Officer is responsible for the following:

- Treating and recording all first-aid injuries.
- Reporting all first-aid treatments to the site supervisor.
- Maintaining adequate stocks of first-aid equipment and to report to the site supervisor when more stocks are required.

### Project Manager:

The Project Manager is responsible for the following:

- Has the authority to act on behalf of Central Civil (NSW) in respect of the Central Civil (NSW)'s Activities.
- Engaged full-time and is on or around the relevant Portion during the Central Civil (NSW)'s Activities
- At all times implement, monitor, report and coordinate Central Civil (NSW)'s Activities including all community, environmental and workplace Requirements.
- Co-ordinate all authority consultations and approvals, stakeholder engagement, and mitigation measures.
- Co-ordinate and provide access for all Interface Contractors.
- Provide information and access for all independent verification, structural, and environmental consultants
- Manage provisional sum works.
- Roles & Responsibilities as per Management Plans
- Manage Subcontract Works

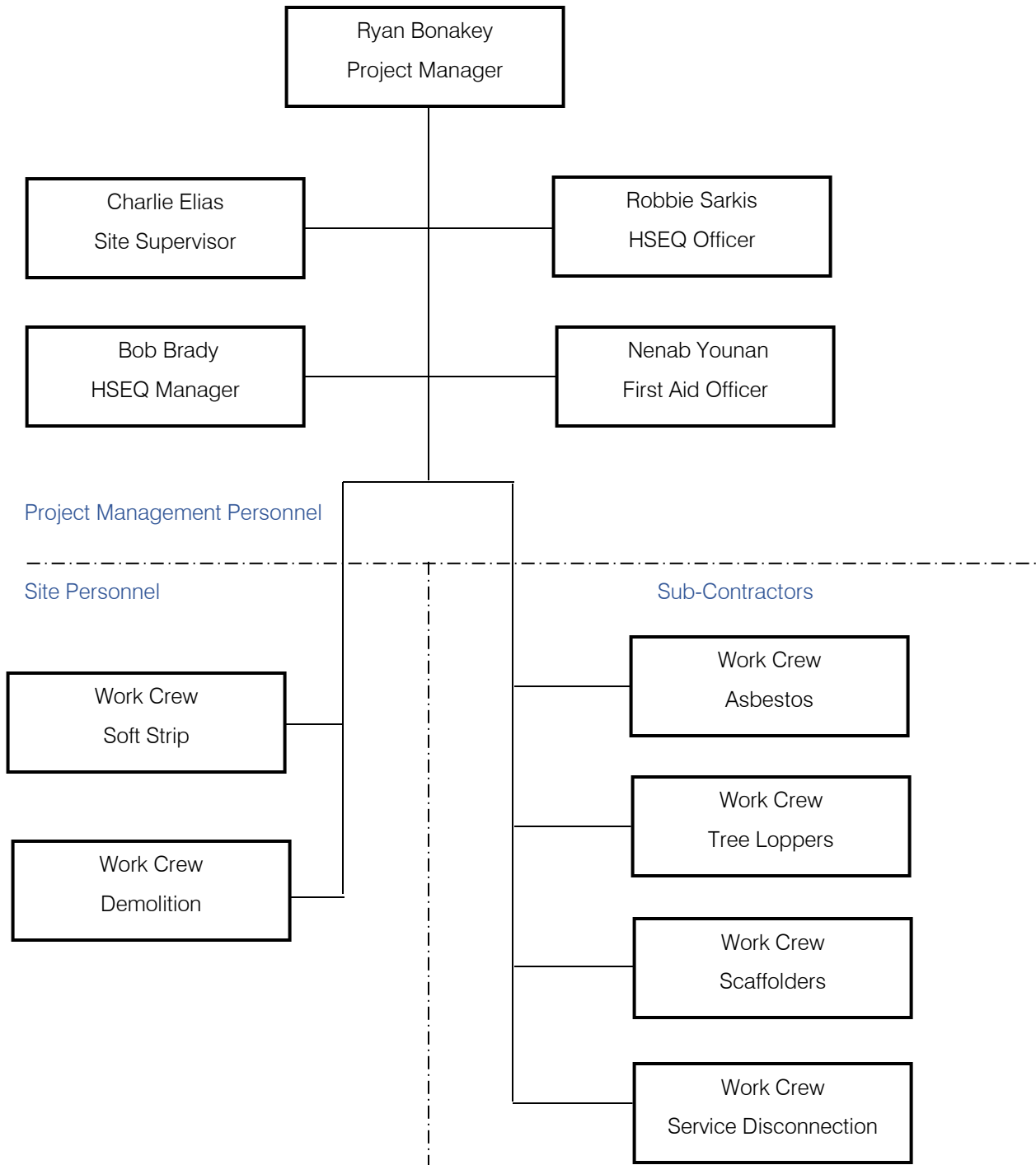
## HSEQ Manager:

- Implementing and maintaining the Safety Management Plan.
- Conduct internal audits and inspections of the safety management system
- Assist in the implementation of the safety management plan.
- Assist where possible to communicate to the workforce including toolbox meetings & inductions
- Understand the requirements of the contract.
- Providing advice and assistance on safety matters to employees.
- Advise when training required.
- Ensure that all defects and incidents are identified, actioned and closed out.
- Leading by example and promoting sound safety practices at every opportunity.
- Regular attendance at on-site meetings to ensure safety related issues are raised for review.
- Lead the process of ensuring safety audits undertaken periodically; and
- Other safety related duties as directed by the Project Director/GM.
- Roles & Responsibilities as per Management Plans
- Audit & Inspect Subcontract Works
- The Principal's Representative's primary contact with Central Civil (NSW) on environment matters.
- Responsible for all environmental compliance matters associated with Central Civil (NSW)'s Activities.
- Responsible for the environment performance of Central Civil (NSW)'s Activities.
- Responsible for and has the authority to develop and implement the Construction Environmental Management Plan, including supporting sub-plans.
- Has the authority to act freely and independently, to require all reasonable steps to be taken to achieve environmental compliance, to avoid or minimise environmental impacts and to stop the progress of the relevant part of Central Civil (NSW)'s Activities when any non-conformance with the environmental compliance requirements of the Contract is identified.
- Conducting internal audits and inspections of the site and compliance with the CEMP and Sub Plans.
- Participating in principle led site audits
- Assisting in the implementation of the CEMP.
- Understanding the requirements of the contract.
- Providing advice and assistance on environmental management matters to employees.
- Advising when training is required.
- Ensuring that all environmental defects and incidents are identified, actioned and closed out.
- Leading by example and promoting sound environmental management practices at every opportunity.
- Attending on-site meetings to ensure environmental management related issues are raised for review; and
- Other environmental management related duties as directed by the Project Manager.
- Roles & Responsibilities as per Management Plans
- Audit and Inspect Subcontract Works

Note: Role responsibilities should be read in conjunction with Section 4.1 Procedure Implementation

# Appendix B - Site Organisation Chart

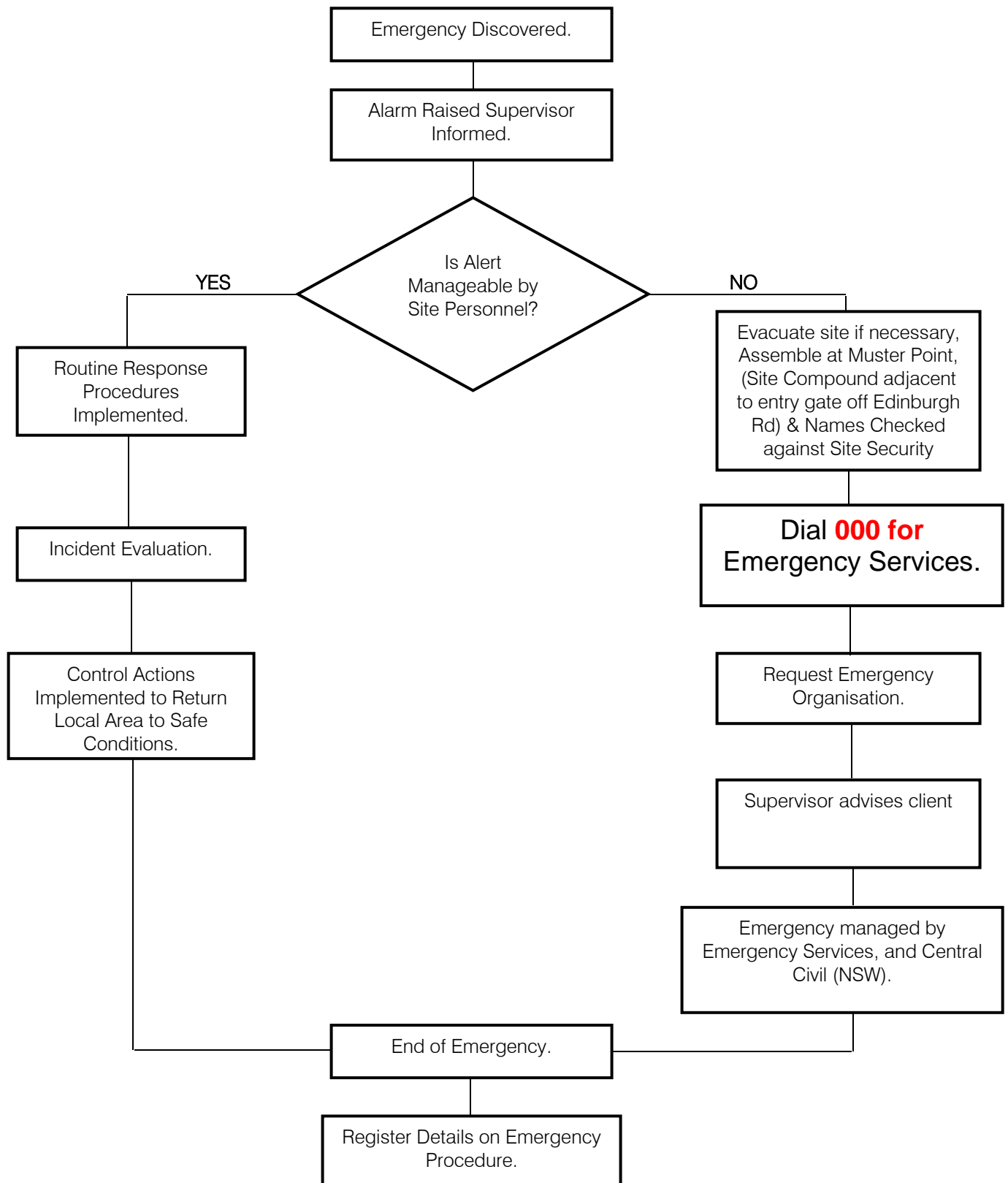
# Site Organisation Chart



Note: Role responsibilities should be referred to Section 4.1 Procedure Implementation and Appendix A-Site Responsibilities.

# Appendix C - Emergency Response Plan

# Emergency Response Plan



# Attachment 1 – Site Safety Rules

**CENTRAL CIVIL** PHONE #: \_\_\_\_\_  
LICENCE No \_\_\_\_\_

**ACCESS TO THIS SITE IS PERMITTED ONLY BY PREVIOUS ARRANGEMENT WITH THE BUILDER**

<p><b>DANGER</b></p> <p><b>CONSTRUCTION SITE</b></p> <p>UNAUTHORISED PERSONS KEEP OUT</p>	
---	--

**PROTECTIVE EQUIPMENT MUST BE WORN BEYOND THIS POINT**

**ALL CONTRACTORS MUST HAVE PROOF OF INDUSTRY SAFETY INDUCTION TRAINING PRIOR TO COMMENCING WORK**

<p>ALCOHOL AND DRUGS NOT PERMITTED ON THIS SITE</p>	<p>IN CASE OF EMERGENCY CALL 000 AND CONTACT THE SITE MANAGER ON MOBILE NUMBER PROVIDED</p>
---	---

**PROPERTY OWNERS SHOULD CONTACT THE BUILDER TO ARRANGE ACCESS**

<b>+</b> <b>SITE SAFETY</b> <b>+</b>	
<b>!</b> <b>ALL VISITORS ENTERING SITE MUST REPORT TO OFFICE</b>	
	<b>AUTHORISED PERSONNEL ONLY</b>
	<b>SAFETY HELMETS MUST BE WORN</b>
	<b>SAFETY GLASSES MUST BE WORN</b>
	<b>SAFETY FOOTWEAR MUST BE WORN</b>
	<b>HI VIS CLOTHING MUST BE WORN</b>
<b>!</b>	<b>SITE INDUCTION IS MANDATORY</b>
<b>+</b>	<b>IN CASE OF EMERGENCY DIAL 000</b>
	FIRST AID CONTACT: _____
	PHONE: _____
<b>SITE CONTACT</b> _____	<b>PHONE</b> _____



# Figure 1 – Work Areas

Site  
Carparking

Demolition  
Zone

Stormwater Protection

Personnel Walkway

Site  
Office



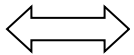
**EMERGENCY  
ASSEMBLY  
AREA**



**SITE  
OFFICE**

**LUNCH  
ROOM**

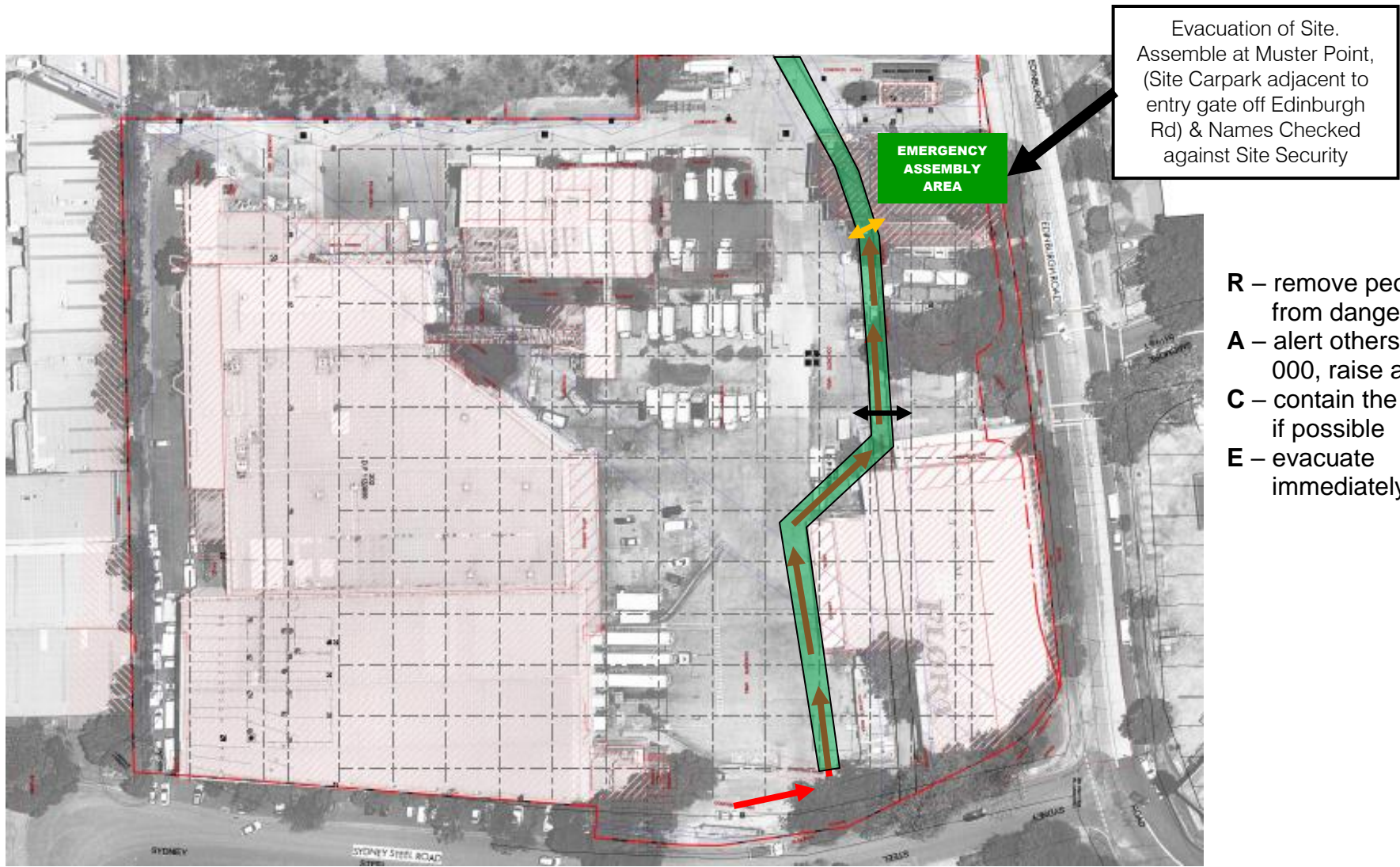
**REST  
ROOMS**





Site entry and exit point for waste truck movement

## Figure 2 – Emergency Evacuation Plan

# CALL 000 IN THE EVENT OF AN EMERGENCY



- R** – remove people from danger
- A** – alert others, call 000, raise alarm
- C** – contain the danger if possible
- E** – evacuate immediately

Evacuation Direction       Machine Cross Over       Personnel Cross Over 