

UNEXPECTED FINDS PROCEDURE

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1. SCOPE

This procedure covers the method of operation to be adopted onsite when an unexpected find has been identified at the Sydney Business Park API project.

2. POLICY

All personnel starting work at this project will be inducted into the procedure during the site-specific induction process prior to starting work onsite.

3. OBJECTIVES

- The objectives of this guideline are to ensure that:
- Site personnel and visitors are not placed at risk to their health, safety or welfare
- Incidence of an Unexpected find are managed and dealt with quickly and efficiently
- Good communication is maintained throughout the site to enable proper management of active work areas

4. SPECIFIC DEFINITIONS

Unexpected Find – relates to but not confined to the following:

- Unexpected materials / substances
- Unexpected liquids
- Objects of possible cultural significance
- Unexpected active or redundant services, power, water, gas.

Training:

Awareness training conducted with all site personnel at the time of site induction before starting work onsite.

Unexpected Find Perimeter – 10m no go zone identified by bollards with hazard tape and signage (“Unexpected Find Keep Out”)

5. METHOD

5.1 As a result of site activity Unexpected Find may be identified through earthworks and movement of plant and equipment about the site.

When an Unexpected Find is located a person (s) locating it will carry out the following actions

- Stop work in the immediate area of the **Unexpected Find**
- Notify the Site Foreman and or Site Safety Coordinator
- Establish a **Unexpected Find** perimeter

5.2 **Site foreman** on being notified of the location of a **Unexpected Find** the will ensure that:

- **Unexpected Find** perimeter is clearly defined and maintained.
- Assess that the **Unexpected Find** does not present any hazard to work in the surrounding area.
- Contact the Project Manager
- Where additional risks are caused by the **Unexpected Find** measures are to be put in place to manage the additional risk.
- Make contact with offsite resources to properly identify the nature and risk of the **Unexpected Find**

5.3 **Project Manager** on being notified of a **Unexpected Find** will:

- Check that the perimeter has been established
- Appropriate off site resources have been contacted from the contacts list. (please see attached)
- **Unexpected Find** is identified and appropriate measures are put in place
- Determine if any there is a requirement to notify any government agencies
- Make contact with the OHS Manager for the project.

5.4 **Consultation.** When an **Unexpected Find** has been located the site management team will ensure that the site work force is informed A.S.A.P by the established site safety committee.

6. RECORDS

6.1 The details of the **Unexpected Find** will be recorded initially in the site project diary. When further details are available and actions decided / carried out the incident will be recorded using the incident reporting mechanism in the safety plan if applicable.