

**Site Management Plan
(NSPS) – Update**
**North Sydney Public
School**
**182 Pacific Highway,
North Sydney**

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Document control	Name	Position	Signature	Date
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Introduction

This is an addendum to Section 5 of the *Construction Environmental Plan* prepared by Turner and Townsend which accompanied SSD 11869481.

5. Site Management Plan

5.1 Site Layout

Site accommodation will be established prior to construction works commencing. A draft layout of the proposed accommodation is attached in appendix 1. The layouts at this stage are preliminary and subject to change by the awarded contractor and to be agreed with Department of Education prior to installing any site accommodation and amenities facilities.

In addition, the main contractor will ensure that the site is set up with the following prior to the commencement of any works:

- Signage which clearly sets out access, health & safety, contact details and public information.
- Temporary utilities for the works are in place and functional (such as electricity, water).
- Temporary facilities and equipment for the works are in place and functional (such as Portaloos, air conditioning, drinking water, security systems, external and internal lighting).
- Maintenance, cleaning, and medical equipment is in place and functional.

5.2 Traffic Management

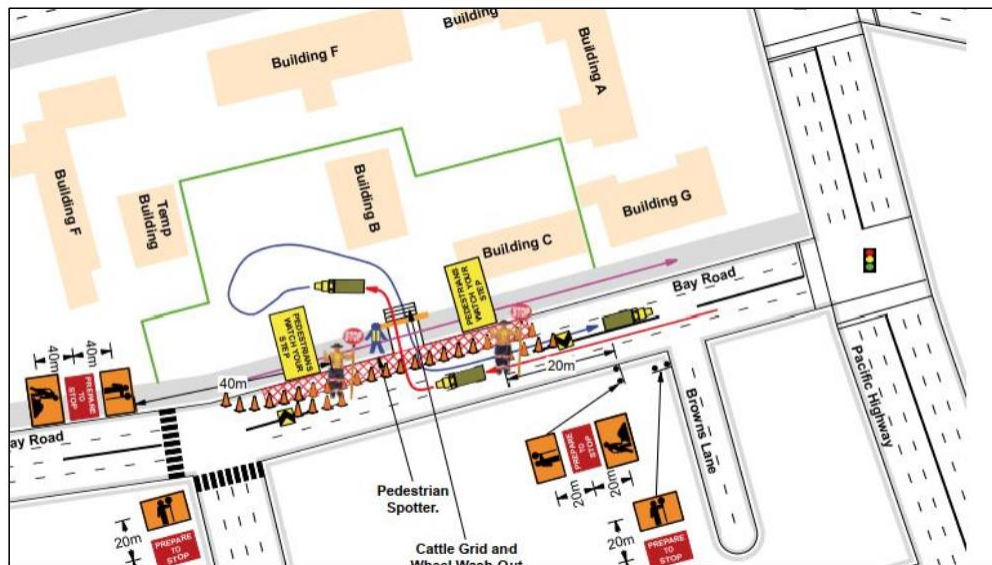
Ason Group have prepared a Construction Traffic Management Plan which accompanied SSD 11869481. The following includes a summary of requirements for the main contractor. Removal of the heritage fencing will allow for a streamlined ingress & egress of traffic/trucks from site. Justification is provided in Appendix 1

5.2.1 Access

5.2.1.1 Construction Personnel

Construction vehicles accessing the site are expected to travel in a forward-in and forward-out direction to / from the work zone on Bay Road. The proposed work zone is to temporarily replace the 1/4P parking area on Bay Road per Figure 02: Bay Road Work Zone.

Figure 1. Vehicle entry & exit from site



As seen above in Figure 1, vehicles for construction will be enter through the Bay Rd entrance. A turning circle will be provided on site which will allow for all vehicles to both enter and exit the site front first, this will mitigate the risk of extended periods time spent on the road by eliminating the need for reverse entries and exits.

At the entrance to the driveway, the public domain works to occur include the removal and safe storage of the heritage stone gutter on site for later reinstallation; as well as the construction of a temporary driveway which includes a cattle grid to reduce debris brought onto the road from exiting trucks.

Finally, two traffic controllers, equipped with the required equipment will be stationed on both sides of the road to halt traffic and pedestrians during the movements of vehicles both entering and exiting site.

Figure 2. Bay Rd works zone



All construction vehicle loading / unloading is proposed to take place within the work zone with some construction vehicles permitted to park within the work zone when deliveries are not scheduled.

Access to the work zone will be managed via construction scheduling set by the incumbent contractor to ensure no queuing or parking on local streets occur. Work zone access is stopped during school drop off / pick up hours (7:30am to 9:00am, and between 1:30pm to 3:00pm on school days) and work zone cleared by 1/4P parking for student pick up / drop off. In addition, the pedestrian entry of Bay Rd, will be a dedicated entry into the construction zone. Staff and students will be redirected to enter the site through McHatton St during the construction period. The school community will be made aware in advance and pedestrians will be directed to alternate entry points.

The bus stop on Bay Road accommodates one regular route and three school routes shown in Figure 02: Bay Road Work Zone. As the work zone will be cleared for pick up / drop off, the school bus routes will not be affected by construction traffic. The work zone proposed is situated clear of the existing bus zone so access to the bus stop will not be affected and construction vehicle drivers will be briefed to prioritise bus egress.

The existing kiss and drop zone on McHatton Street will not be affected by construction traffic per the route proposed in Figure 03: Construction Vehicle Haulage Routes.

Figure 03: Construction Vehicle Haulage Routes



5.2.1.2 Emergency Vehicles and Personnel

Construction works will not affect access for emergency vehicles and personnel during the course of the project. However, if in the event that a particular construction activity affects the access path, the contractor will ensure suitable alternative access is maintained at all times for emergency vehicles.

5.2.1.3 Deliveries

All deliveries of material to site will be carried out in between approved hours of work and all material movements will be carried out in accordance with the contractor's material handling procedures and the main contractors Construction Traffic Management Plan (CTMP).

5.2.1.4 Site Visitation

Visitations by non-construction personnel (such as DoE staff) will not be permitted unless prior arrangements have been made with and approved by the contractor's site supervisor or appropriate representative. If access is granted, visitors must be accompanied by a representative of the contractor, have undertaken any relevant site inductions and be wearing appropriate PPE.

Visitors wishing to gain access to the construction site on a regular basis during the course of the project will undertake the site induction and obtain an Industry White card.

5.3 Communications

5.3.1 Information

The contractor is to provide a communications plan which outlines their methodology of informing and responding to the community during construction. DoE webpage will host details of the project as construction progresses. The webpage hosts a DoE email address should any visitors choose to leave a message.

Prior to Construction the main contractor is to:

- Prepare an induction procedure for all personnel (including subcontractors) attending the site. The induction is to address all environmental issues relevant to the activities that could be undertaken by the personnel. Personnel are not to be allowed to enter the site until the induction has been completed. A record is to be kept of all inductions.
- Display appropriate signage providing the contractors name and contact number / email address for the community to lodge any concerns.
- Erect signs and barriers around work sites to eliminate the possibility of personnel injuries or placing the public at risk.
- Inform the local residents via letter box drop a minimum of 48 hour prior to any construction activities outside standard operating hours.
- Establish a community complaints and emergency information hotline.

5.4 Stakeholder Consultation

5.4.1 Stakeholder identification

Key stakeholders involved within the scheme include:

- Department of Education
- North Sydney Public School staff and Students
- North Sydney Council
- Department of Education
- North Sydney Public School Upgrade
- Local community businesses, residents (adjoining property owners in particular)
- Transport NSW
- Other relevant statutory and utility authorities

5.4.2 Communication Strategy

The contractor shall take all reasonable measures to liaise, inform and involve each of the above stakeholders, in relation to their level of interest and investment in the scheme.

An open, accountable and recordable communication and consultation strategy should be employed and managed by the contractor throughout the project lifecycle.

The aim of such a strategy is to create public awareness of the proposed development and garner favourable public opinion, develop effective working relationships to ensure the smooth progress of the developments deliverables, manage any complaints in a professional manner and efficiently keep all stakeholders informed of progress.

5.5 Safety Protocol

5.5.1 General site safety conditions

The contractor will develop and maintain a Safety Management Plan, which clearly outlines procedures for construction personnel. Details of this plan will be posted at the staff / office notice board and available at all times for reference by site personnel. This will be developed in line with recommendations made within the Construction Traffic Management Plan.

The contractor will ensure that all construction personnel have valid White Cards (including any other applicable ID cards) and are inducted prior to commencement of any works on site.

PPE will be worn by all personnel at all times whilst on site and will not be permitted to enter otherwise. The extent of PPE to be worn will be in line with the contractor's standards of practice and take into account the nature of the works.

A medical kit will be kept on site in an easily accessible location, with at least one member of the contractor team trained in CPR on site at all times.

5.5.2 Key site risks

- Undertaking site works while the school is operational
- Damaging the heritage fence or heritage buildings during construction
- Safety of staff, students, parents and local community that are traversing through or around the site, in proximity of construction works
- Demolition of existing buildings on site
- Excavation and removal of materials

5.5.3 Emergency procedures

In the event of an emergency situation, which includes (but is not limited to) the following:

- Emergency evacuation
- Fire
- Flooding
- Gas leak
- Mains power failure

- Explosions - Bomb threat
- Chemical spill
- Construction accident
- Medical emergency
- Theft
- Criminal or accidental damage

The contractor will be responsible to ensure that all construction personnel associated with the works are evacuated from the work site in accordance with the contractor's Safety Management Plan. On evacuation of the work site, the contractor's representative will notify DoE, advice of the status of the site and any further emergency procedures required.

The contractor will ensure that an Evacuation Plan, emergency exit routes and rallying points are displayed appropriately within the work site to assist construction personnel evacuating in the event of an emergency. This will also form part of all site inductions.

5.6 Insurance

The contractor will ensure all necessary insurances to undertake all works associated with the proposed development. This will be made available to DoE on award of contract.

5.7 Work Permits

The contractor will ensure that no works proceed until the relevant works permits and safety procedures have been obtained, in accordance with the associated statutory guidelines. The contractor will make these permits available on request to relevant authorities and keep copies on site and accessible at all times.

5.8 Smoking, Drugs & Alcohol Policy

A no smoking on site policy will be in effect on site which the contractor will enforce at all times amongst all construction personnel. This includes site offices and subcontractor's facilities. The use or being under the influence of drugs and alcohol while on site is strictly forbidden.

5.9 Adjoining Property

The site is surrounded by local residences on both Bay Road and McHatton St. There are also local businesses located on the corner of Bay Road and Pacific Highway.

The contractor will induct, and regularly promote, all construction personnel to behave in a manner that does not disrupt the daily operations of the surrounding businesses and is respectful of surrounding residences. The Main Contractor will be encouraged to project a professional workplace as a representation of Department of Education.

In addition, DoE and the Main Contractor will circulate regular communication to properties within close proximity of the site, to make them aware as to the works that will be occurring and the extent of impact it will have on the neighbouring properties.

5.10 Site Security

The contractor will secure the boundaries of the site for the duration of works using temporary hoardings to be designed and installed in accordance with AS 4687-2007 Temporary Fencing and Hoardings. Shade cloth will be placed on the temporary fencing to help minimize dust and present a clean and well-managed site.



Appropriate signage will be displayed at all access points to the site warning staff, visitors and the general public that an area which is fenced and/or hoarded off is a construction site.

All access points allowing entry to the construction site will be locked at all times with the exception of the main entry gate to the site which will remain open (ajar) during normal working hours. All entries to site will be notified to the site supervisor, with records kept of delivery times.

The contractor will implement an Emergency Site Access Procedure, with emergency site access maintained at all times.

5.11 Site Parking and Signage

A proposal covering the extent and design of pedestrian / visitor directional signage will be developed by the contractor in accordance with the contractor's management plans and systems and submitted to North Sydney Council for approval. This should be developed in line with the Traffic Impact Assessment recommendations prepared by Ason Group.

The contractor will install statutory / Council required signage to the entry of the site with relevant 24 hours site contractor details, insurances etc. for public notification.

The contractor will ensure that all construction vehicles remain within the site, on allocated parking areas, and that all personnel are inducted on the 'site parking' policy. Refer to Construction Traffic Management Plan prepared by Ason Group for the proposed parking arrangements for construction workers, which is to be developed in consultation with the Local Authority to establish relevant permits for road parking, signalling and traffic management.

5.12 Site Maintenance

5.12.1 Waste removal

The contractor will remove from the site all rubbish resulting from the works. Rubbish will be handled in a manner so as to confine the materials, minimize dust emissions and allow easy disposal.

5.12.2 Road and site cleaning

The contractor will ensure that the surrounding public roads are cleared of any materials resulting from the works in particular sand, rocks and other cleared material / debris resulting from demolition activities from the site that may fall off trucks as they leave site.

On completion of the works, the contractor will also ensure that the site is cleared of any building materials and is left in a tidy and safe condition.

5.12.3 Daily maintenance tasks

Prior to work commencement:

- The contractor's supervisor is to carry out the following operations before work starts to ensure acceptable safety at all times:
- Daily pre-start toolbox talk with subcontractors;
- Inspect all signs and devices, rectifying any defects, as well as inspecting the safety and effectiveness of the site set up in general.
- Inspect all emergency and pedestrian paths and ensure they are clear of any obstructions.
- Make any programmed adjustments to the site management provisions for the day;
- Clean and maintain the site in accordance with the stipulations of details of the contractors standard of practice.
- During Construction Work Hours, the contractor's supervisor shall:
- Immediately attend to any hazards to construction personnel or members of the public;
- Maintain signs, barriers, access paths throughout working hours;

- Carry out regular checks to ensure safety equipment and measures are functioning as required.
- Ensure all site vehicles (deliveries in particular) are adhering to the Construction Traffic Management Plan.

5.13 Record Keeping

5.13.1 Site quality assurance and daily records

The contractor will keep adequate records of daily activities and any significant departures or additions in a Project Diary. An Inspection and Test Plan (ITP) shall also be developed and administered to ensure compliance with the management plans.

5.13.2 Incident / accident management and reporting

Incident Management: The contractor will develop and maintain an incident plan in order to minimise disruptions and provide a clear and simple guideline for disruptive events. The Contractor's Incident Management Plans are to be implemented on the project upon award of the Contractor.

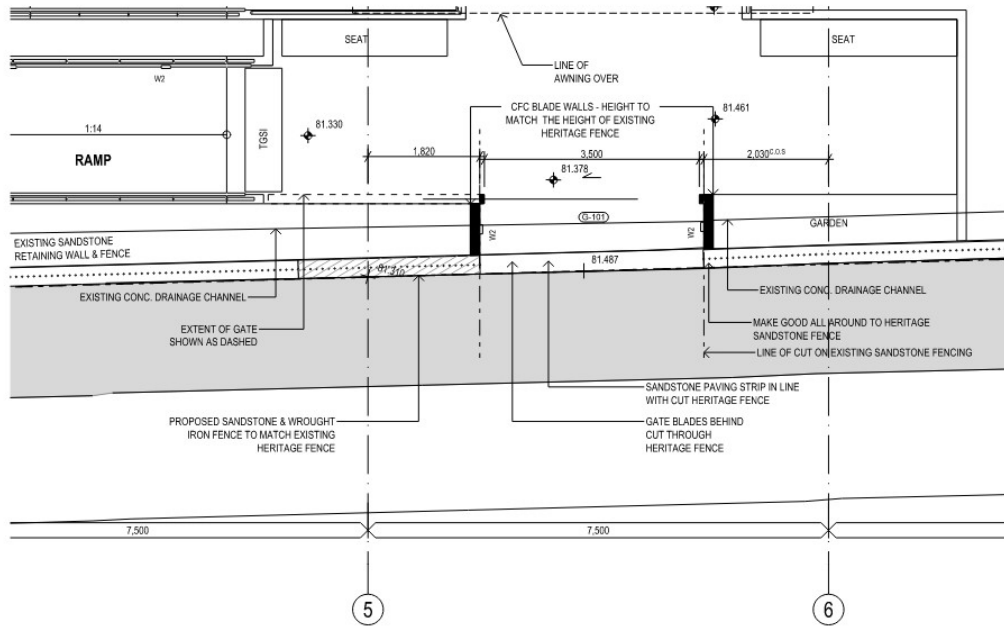
Accident Management: The Contractors will promptly notify DoE (through written report) of the occurrence of the following incidents and accidents:

- Accidents involving death or personal injury.
- Accidents involving lost time.
- Incidents with accident potential (for example equipment failure, slides, cave-ins, and near misses).

In the case of accidents, either witnessed or reported, involving Council staff or members of the public or from which legal proceedings might arise:

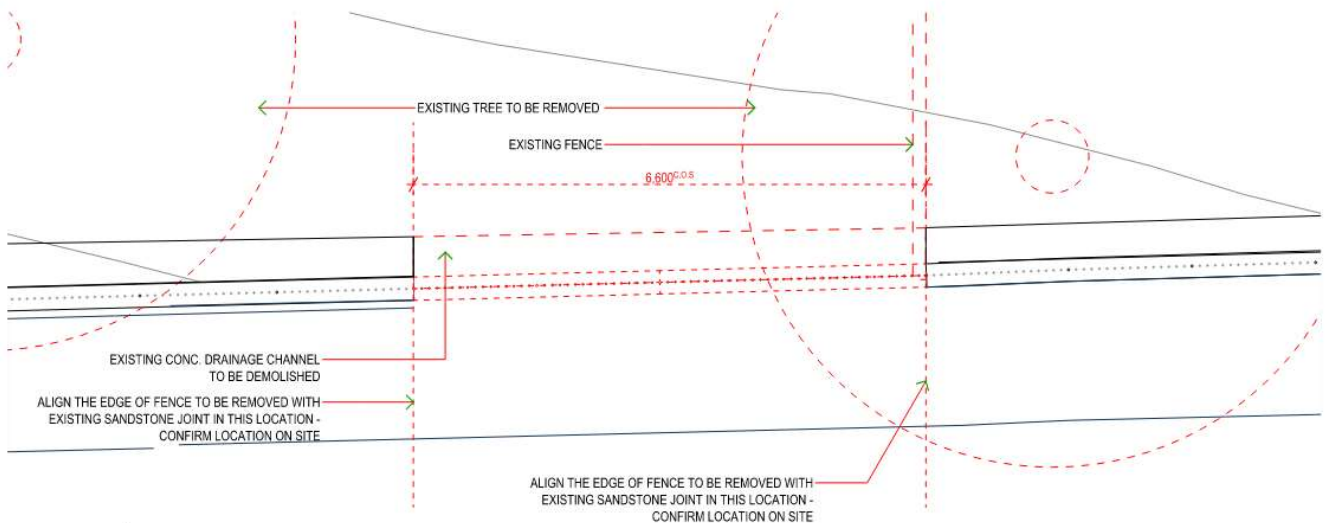
- Record the actual type, size and location of signs and devices in use at the time of the accident.
- Notify DoE as soon as possible;
- Take photographs of the arrangement for subsequent reporting. A file will be kept including any relevant information

Appendix 1 – Justification for removal of heritage fencing



SITE GATE

During construction period a gate with minimum width of 6m is required for trucks access and egress. The heritage sandstone blocks will be removed at the location of joints as to lessen the damage of the heritage fence when reinstated. Blocks will be stored and protected to be reused. To achieve the minimum width of 6m for the gate 6 sandstone blocks need to be removed. This will result in an opening with width of 6.6m as per below sketch.



Below photos are marked up to show location of sandstone joint.

