



**57-59 CARRINGTON STREET  
WEST WALLSEND**

**CONSTRUCTION/ENVIRONMENTAL  
MANAGEMENT PLAN**



## Issue A – November 2021

### AMENDMENT RECORD

Amendment No	Date of amendment	Description of amendment
Issue A	1/11/21	
Issue B	13/12/2012	Updated information added

## **Construction Management Plan**

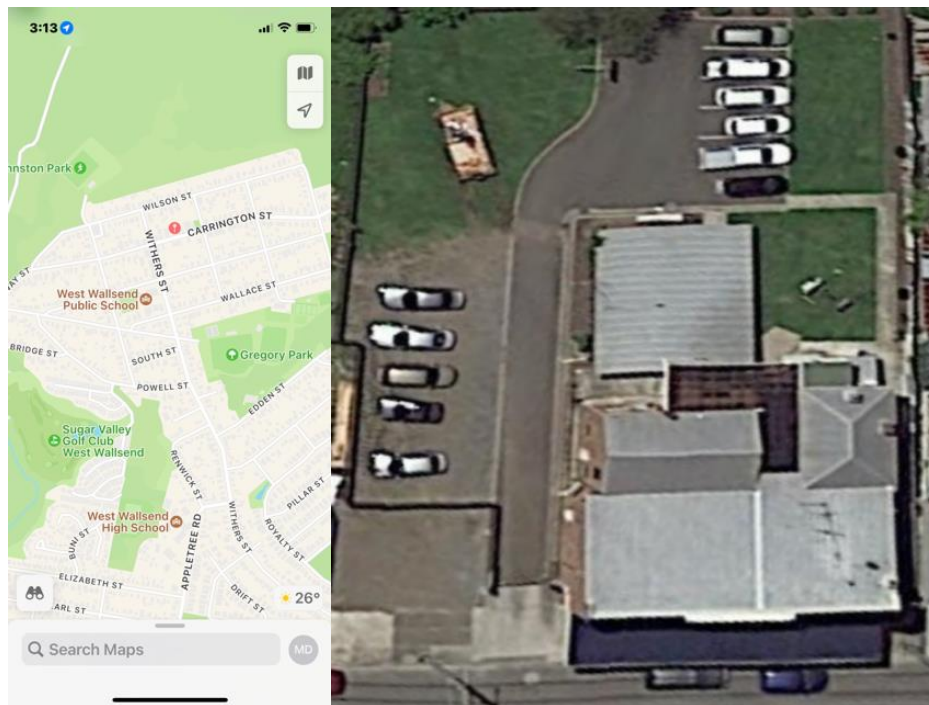
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## 1. Background/Location

The development is for the purpose of a new school. The ground floor of the building known as the “The Clyde” was identified as an area that could be subject to a change in use application and conversation

The works include minor internal conversion to the ground floor into offices and training to enable the building to operate as a school.



**Site Location**

## 2. Introduction

Ceres Property Pty Ltd has been engaged to provide Construction Management Services to the proposed commercial development located at 57-59 Carrington Street West Wallsend.

Details of the development approval is as follows:



Development Consent No: SSD-21822247

Property Address: 57-59 Carrington Street West Wallsend

Description of Development: Minor Internal Renovations

Determination: Approved

Determination Date: 1 November 2021

### **3. Contact Telephone Number**

Contact Details of Project Manager

The Project Manager, Mr Mark Donnelly, may be via mobile phone on 0417 557883. These numbers will be displayed on the site notice board. Further numbers will be provided as the site is established

### **4. Site Sign (Not applicable)**

A site notice board will be provided. The notice board will provide information to the public of project details. The notice will comply with the following requirements:

(1) Minimum dimensions of the notice are to measure 841mm x 594mm (A1) with any text on the notice to be a minimum of 30 point type size;

(2) The notice is to be durable and weatherproof and is to be displayed through the works period;

(3) The approved hours of work, the name of the site/project manager, the responsible managing company (if any), its address and 24 hour contact phone number for any enquires, including construction/noise complaint are to be displayed on the site notice; and

(4) The notice(s) is to be mounted at eye level on the perimeter hoarding/fencing and is to state that unauthorised entry to the site is not permitted.

(5) List of major consultants and their phone numbers.

## **5. External Fencing**

External temporary site fencing (1.8m high) will be erected where demarcation is deemed applicable.

Appropriate “Construction Safety Signs” will be erected on the temporary fence to inform unauthorised person not to enter site.

## **6. Construction Traffic**

The Construction traffic flows and controls, both on site and to and from site and as follows:-

- a. All material deliveries to site will be encouraged to contact the site manager prior to delivery where appropriate arrangements will be made for material handling.
- b. Contract Traffic control (if required) will suitable accreditation will be utilised during delivery of materials and plant as required. This will be undertaken on an as need basis.
- c. Trucks carrying demolition material and waste will be securely covered.
- d. Footpaths and roads to be kept clean

## **7. Materials Handling**

Access for material handling will be from Carrington Street .Cranage of structural steel and materials as applicable will be co-ordinate by the site manager on the day prior to erection.

Notification of any expected inconvenience will be notified where possible to adjoining property owners.

Materials will be stored in designated areas on site.

No materials will be unloaded or stored on the roads or footpaths.

## **8. Demolition and Hazardous Materials (Completed)**

Demolition works on site involve the following areas only:-

- a. Protection of existing structures
- b. Dust suppression
- c. using reasonable endeavours to mitigate noise pollution

Demolition works to be carried by a WorkCover approved contractor. All materials that can be recycled will be separated and recycled accordingly. It is proposed to recycle all masonry and concrete where possible.

## **9. Dust Control**

The following measures will be taken to prevent dust from affecting the amenity of the neighbourhood during construction:-

- (1) all vehicles carrying spoil or rubble to or from the site will at all times be covered to prevent the escape of dust or other material;
- (2) covers to vehicles to be adequately secured;
- (3) cleaning of road and footpaths;

## **10. Erosion and Sediment Controls**

The erosion and sediment site controls will be installed along the perimeter of the carpark construction area.

## **11. Waste Management**

The Waste Management Plan will complete in line with Lake Macquarie Council DCP regarding their guidelines for disposal of on-site waste.

Waste management on site will be applicable to demolition works, green waste, and erection of new buildings.

### **a. Demolition works**

- All materials that can be removed and reused as used building items, including windows, doors, air conditioning units, carpet, architraves etc, will be removed separately to minimise waste disposal.
- Other building materials including roof tiles, masonry, concrete and the like will be separated in the demolition process, crushed and reused on site as temporary road base.
- Structural timbers to be separated and recycled.
- Reinforcement to be separated from concrete and recycled.
- All other materials that can be recycled from the process will also be separated and recycled.
- Any remaining material after the waste minimization process will be disposed in approved Council disposal sites only.



- Due to the very minor amount of demolition materials All waste for disposal will be removed by hand and removed from site utilizing 2 tonne tipper and transported to council's summer hill waste management facility.
- Where possible, demolition waste from existing structures on the site will be separated into different materials. This will allow reuse and recycling opportunities to be identified by material type and appropriately managed as part of the process. In this regard the following general strategies are proposed to give effect to waste minimisation:
- Any brick work or concrete will be broken up and reused or taken to a recycling facility where it can be processed for re-use.
- Metal sheeting or partitions will be separated and taken to a metals recycler.
- Useable timber will, to the extent possible, be separated from the general waste and made available for recycling opportunities off site.
- Any fibrous cement sheeting, lagging, or any other material that may contain asbestos, will be inspected and if found to be contaminated it will be removed by a licensed contractor to landfill in accordance with the relevant guidelines and controls.
- Any waste collected during the dismantling will be disposed of offsite to the appropriate waste management facility and/ or recycled where possible, for example concrete to Concrush.
- The material contained in the above bins is to be separated, placed in designated bin, for removal by EPA and Work Cover approved and licensed Waste Contractor, to be disposed in approved recycle yards.
- All waste material that cannot be recycled will be disposed by recognized waste disposal contractors and disposed at approved Council or EPA disposal sites.

- A licensed Demolition Contractor who is Work Cover approved, will be used in the demolition process, whereby they will submit a comprehensive demolition and recycling plan for approval prior to commencement on site.
- b. Green Waste (NA)**
- Trees that have been approved for removal in the building process, will mulched and re-used as compost or wood chip, either on site or by other landscape works.
- c. New Building Works**
- Contractors will be instructed to prepare a Construction Management Plan in accordance with Council's Waste Management Guidelines (2019). This plan will include various operational components of construction and seek to minimise construction waste where possible. In order to reduce waste, and also costs, only appropriate levels and amounts of materials will be obtained. Should oversupply occur and where the appropriate discussions between parties have occurred, materials may be returned or utilised on alternative sites to ensure waste is minimised.
- Throughout construction, waste will be carefully managed to ensure impacts on street drainage systems are minimal. This will include storage of waste being located (where possible) away from stormwater drainage areas and areas where adverse impacts on adjoining development might occur. The exact location of storage areas will be determined through the construction phase
- Areas on site will designate waste storage and/or recycling areas.
- All waste or recycled materials will be housed in approved storage containers.
- All waste and/or material for recycling will be removed from site by recognized waste disposal contractors as known to the Council.

- All waste receptacles will be located within the site security fencing.
- Waste receptacles will be of approved type and precautions to be taken to eliminate dust emanating from containers.
- Waste approved type bins will be designated for particular materials
  - Masonry, roof tiles
  - Timber
  - Metals
  - Plasterboard
  - Paper
  - General rubbish

## **12. Hours Of Work**

Work inside normal working hours as follows:-

- Monday to Friday between 7.00am and 5.00 pm
- Saturdays between 8.00am and 1.00pm
- No work Sundays and Public Holidays

## **13. Construction Noise Management**

All noise and potential vibration concerns will be managed in relation to specific site requirements.

- In the event works that pertain to the following are required, then:  
schedule rock breaking, rock hammering and any similar activity only between  
the following hours
- 8 am – 6 pm, Monday to Friday.
- 9am – 12pm Saturday

#### **14. Occupation Health, Safety & Rehabilitation Management Manual**

A site OH&S site policy has been established by OH&S accredited consultant. The policy is to be in accordance with State Government Legislation. The policy is to be provided and adopted for the health, well being and safety of all who attend and work on site.

This site safety policy is to be adopted by all contractors and workforce on site.

As well as the site safety policy, all contractors are to provide their company safety policy, and provide their own company site specific safety policy.

All persons entering or working on site are to 'inducted' on site with regards the site safety policy and contractors site specific policy where applicable.

Refer attachment - OH&S Management Plan

#### **15. Approved Plans**

Full sets of DA approved and CC approved documentation will be maintained in the site Office readily available for authorised persons.

As well as the above, all consultants' documents will be held in same office.

#### **16. Finds of Heritage Significant**

- In the event of an item of Aboriginal heritage significance being uncovered during the construction phase (a 'chance find'), works will cease in the vicinity of the find and OEHS is to be contacted immediately. Works will not recommence until an investigation has been completed by a suitably qualified persons in accordance with OEHS guidelines

- If skeletal remains are discovered cease work immediately and contact OEHS and NSW Police.



## **ATTACHMENT “A”**

### **OH&S MANAGEMENT PLAN**



**SITE SPECIFIC HEALTH AND SAFETY**

**MANAGEMENT PLAN**

**For**

**Allambi Care**

**at**

**57-59 CARRINGTON STREET**

**WEST WALLSEND**

**ADDRESS: 57-59 CARRINGTON STREET WEST WALLSEND**

**PROJECT MANAGER: Mark Donnelly**

**SITE MANAGER: Steve Marsh**

**CONTACT DETAILS: Tel. 0417557883**

**PROJECT: Minor Internal Renovations and landscape**

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## 1.0 INTRODUCTION:

This Site Specific Health and Safety Management Plan is to be used by all Allambi Care employees and sub-contractors during the life of this project.

The project involves the demolition of existing buildings, the excavation of the site for car parking under and the construction of a three storey – including the car park- building on the site.

- Clearing of existing infrastructure;
- Excavation to predetermined levels;
- Installation of reinforcing steel;
- Placement of concrete;
- Formwork installation;
- Concrete block / brick laying;
- The erection of frames and trusses;
- Internal fitout.

This plan covers the following concerns:

- Statements of Responsibilities;
- Occupational Health and Safety Training;
- Incident Management;
- Site Specific Safety Rules;
- Safe Work Method Statements.

## 2.0 STATEMENT OF RESPONSIBILITIES:

The following table outlines the responsibilities of nominated employees and/or subcontractors in relation to OHS issues for this project:

ACTIVITY	Responsible Person	Type of Action and Records
Hazard Identification, Assessment and Control	Project Manager / Site Supervision – CPS Pty Ltd	Hazard Identification process as detailed in the OHS Management programme.
Compliance with OHS legislation & performance on the job	Project Manager / Site Supervision – CPS Pty Ltd	Surveillance and observation of work practices.
Assessment of subcontractors OHS capabilities and performance on the job.	Project Manager / Site Supervision – CPS Pty Ltd	Review of subcontractor's OHS safety management programme.  Review of Safe Work Method Statements.  Observation of work practices on site.
Workplace injury Management & Rehabilitation	Subcontractor's Return to Work Coordinator; and  Project Manager / Site Supervision – CPS Pty Ltd	Incident Reporting requirements  First Aid Treatment Register Workplace Injury Rehabilitation Programme
Communication of OHS information to site personnel	Project Manager / Site Supervision – CPS Pty Ltd  Subcontractor's Site Supervision	Tool Box Talks with all site personnel.  Distribution of OHS information to personnel – such as posters, pamphlets, meetings minutes.

Provide Site Specific Induction Training for all site personnel	Project Manager / Site Supervision – CPS Pty Ltd	<p>Generic Construction Induction training is to be completed by all site personnel – prior to starting work on site.</p> <p>Site Specific induction is to be completed by all personnel working on site</p>
Provide Work Activity Induction Training for site personnel	Contractor Site Manager	<p>Assessment by observation of work activities to determine needs</p> <p>Develop and deliver training as necessary – See NSW Approved Industry Code of Practice – “OH&amp;S Induction Training for Construction Work”.</p>
Provide and Maintain Site Emergency Plan, including First Aid provisions	Project Manager / Site Supervision – CPS Pty Ltd	<p>Document an Emergency Response Plan for this project</p> <p>Install First Aid Room in Site amenities</p> <p>Names of qualified personnel are to be posted adjacent to First Aid Box</p> <p>List emergency contact telephone numbers in site amenities.</p>
Manage vehicular traffic movements adjacent to sites.	Project Manager / Site Supervision – CPS Pty Ltd	<p>Document Traffic Control Plan for site to Australian Standard requirements – See AS 1742.3 – 1996</p> <p>Trained Traffic Controllers on duty when required.</p> <p>Traffic Control personnel are to wear high visibility clothing at all times</p>

Manage the movement of pedestrian traffic.	Project Manager / Site Supervision – CPS Pty Ltd	<p>Detailed plan for the control of pedestrian movements.</p> <p>Pedestrian Control personnel are to make proper use of all necessary PPE associated with the work being completed in the area.</p>
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### 3.0 OCCUPATIONAL HEALTH AND SAFETY TRAINING

#### 3.1 Induction Training

- a. All personnel working on site will have either completed the Generic Construction OH&S Induction or another acceptable induction training programme.
- b. All personnel working on this project will attend a Site Specific Induction, prior to entry to site. This induction is to be in documented form and is to be presented by the Allambi Care nominated Site representative.
- c. Topics to be covered during the Site Specific Induction training include:-
  - Site Management;
  - Site Layout;
  - Job performance requirements;
  - Vehicular traffic hazards;
  - Vehicle parking arrangements;
  - Injury Reporting and First Aid Treatments;
  - Personal Protection necessary;
  - General hazards likely to be encountered;
  - Site emergency procedures;
  - Chemical use and control on site;
  - Electrical safety requirements;
  - Safety signs used on site & their placement;
  - Site Safety Rules – as listed as part of this document.

All other health and safety issues that become relevant during the project will be the subject of a Tool Box meeting, to be attended by all site personnel. These additional topics shall be added to the Site Specific Induction for new employees.

All personnel attending Site Training shall be required to register their attendance on either the Induction Registration Form or the Tool Box Meeting Register. All completed forms shall be placed in the Allambi Care Site Manager's site records.

Only personnel who have conformed to the above Induction and training requirements will be permitted to enter the Allambi Care work site on this project.

### 3.2 Other Induction Requirements

All Allambi Care employees working on this project are required to ensure that they comply with the organization's induction programme for construction work sites.

Records of this training are held at the office of Allambi Care at the Site , these records may be viewed there.

### 3.3 Competency Based Training and Assessment

Allambi Care has undertaken the necessary assessment of their employee's skills as part of the on-going development of the necessary OHS programme. These skills are assessed against competency standards that are under constant review.

Information related to the structured training programmes can be made available on request from the head office of Allambi Care .

Only personnel holding appropriate, current licenses and Certificates of Competency are allowed to operate plant and equipment on Allambi Care work sites. There are exceptions to this where a person is working under a Log Book process and is directly supervised by a Allambi Care approved and appointed person.

A register of Certificate holders on site is maintained.

## 4.0 INCIDENT MANAGEMENT

All incidents that occur on this project shall be reported immediately to the Allambi Care Site Manager. The incident is to be recorded on the Initial Incident Report Form.

The Initial Incident Report Form is to be facsimiled to the Project Manger Should an incident lead to a claim for insurance – Workers' Compensation or Third Party Property or other – then the Site Manager shall immediately commence an investigation into the events leading to the occurrence of the incident. Completed Incident Investigation Report Forms are to be forwarded to the Allambi Care Project Manager within 24 hours of the incident occurring.

Should it be necessary the Site Manager shall contact the Allambi Care Project Manager – Mr. Mark Donnelly – at any time day or night.

Allambi Care shall notify the Workers' Compensation Insurance Company, responsible for the provision of such insurance within 48 hours of occurrence.

Should Rehabilitation be required the Project Manager is to notify the Allambi Care Return to Work Coordinator so that the process may be immediately commenced, to maximize the rehabilitation process.

## 5.0 SITE SAFETY RULES

Every Allambi Care employee, subcontractor, supplier and all visitors to the Allambi Care site shall comply with the following site safety rules. A copy of these rules is to be given to everyone during their Site-Specific Induction training and a copy of the rules is to be displayed in both the Site Manager's Office and any crib hut provided on site.

⇒ All persons working on the Allambi Care workplace will have completed a Site Specific Health and Safety Induction. A register, recording the names of all personnel inducted to this project is to be maintained and all personnel are to complete the details on this register.

⇒ The Allambi Care Site Manager is the person with responsibility for the project health and safety performance. Should there be an issue concerning a non-standard act or condition likely to affect the health and / or safety of personnel, he/she can be contacted on 0419 621 116.

⇒ Demolition activities on existing infrastructure are to be completed by a licensed, qualified Demolition contractor. Any and all other demolition work will only be completed during construction with the express permission of the Allambi Care Site Manager.

Site Safety Management plans will be collected from each subcontractor employed on this site prior to work commencing. These plans will include all and any Safe Work Method Statement required for the work activities being completed.

Risk management processes will be completed by each subcontractor and their employees in an on-going effort to minimise the possibility of injury occurring on site.

⇒ High visibility clothing – either vests or shirts – along with steel toe capped boots or shoes and head protection are to be worn at all times when on site. Shirts worn on site will have sleeves and a collar. This requirement includes delivery drivers. Other personal protective equipment

needs, will be determined by assessment of the task being completed. All personal protective equipment issued on site will be properly worn at all times.

- ⇒ Only personal protective equipment carrying the mark of Standards Australia will be used on this project.
- ⇒ Personnel who do not make proper use of the necessary personal protection will be instructed to do so by the Allambi Care Site Manager. If this instruction is not followed then the person will be required to leave the site.
- ⇒ **There is no area nominated on or adjacent to this site for vehicle parking.** The areas in the immediate vicinity are paid ticketed sites and the **driver / operator of each motor car, utility or truck is responsible for any parking or traffic infringement** notice received during any working shift.
- ⇒ All traffic control signs are to be manufactured to Australian Standard standards and are to be placed in accordance with the appropriate Traffic Control Plan [TCP].
- ⇒ Traffic Control signs are to be strictly adhered to at all times by project vehicles.
- ⇒ All potentially confusing warning signs are to be covered when not effecting vehicular traffic flows or movements around this work site.
- ⇒ Only approved, trained traffic controllers are to direct the movements of vehicular traffic around the project work site. Traffic controllers must carry their current endorsed Traffic Controllers Certificate and wear reflective clothing carrying an approved identification badge.
- ⇒ All trucks and mobile plant on this project are to be fitted with an operating movement/reversing alarm. All such alarms are to be audible at a distance of six [6] metres from the moving plant and/or equipment.



- ⇒ All chemical substances used on site are to be accompanied by a Material Safety Data Sheet. A copy of all such data sheets is to be supplied to the Allambi Care Site Manager.
  
- ⇒ Any liquid chemical spill shall be cleared up immediately. This includes Diesel fuel and oils. Large spillage shall be contained, by whatever means are available to construct bund retaining walls at the extremity of the spilled product.
  
- ⇒ All injuries, no matter how serious, are to be reported to the Allambi Care Site Manager, before the injured person leaves the site. A register of all injuries is to be maintained on site.
  
- ⇒ First Aid officers, if required on the project, will be identified at the first aid box, along with a contact method. Portable First Aid Kits, complying with Kit 'B' requirements are available in the Site Manager's office. These kits have handles fitted and are therefore mobile.
  
- ⇒ Electrical safety for portable electric powered equipment shall be ensured through compliance with the NSW Industry Approved Code of Practice titled "Electrical Practices for Construction Work". All testing, completed on a monthly basis shall only be completed by a competent, trained person. All construction, single phase power outlets [240 volt] are to be protected by a core balance earth leakage device fitted to the power supply system. This includes any portable electric power generating sets/units to be used.
  
- ⇒ Plant and equipment requiring operators to hold a certificate of competency or a license shall only be operated by an approved, certificate of competency/license holder. If a person is working on a logbook to gain a certificate of competency he/she shall only operate the piece of plant or equipment whilst under the direct supervision of a competent person, approved by the Allambi Care Site Manager. Licenses or Competency Cards are to be carried by the person operating any such plant or equipment at all times.
  
- ⇒ Amenities provided on site are to be maintained in a clean and tidy state. All personnel on site are responsible for maintaining these conditions and anyone identified as not complying will be accountable to the Allambi Care Site Manager.

## **6.0 HAZARD CONTROL AND SAFE WORK METHOD STATEMENTS**

Allambi Care requires that a hazard identification process be completed throughout the life of this project. These requirements are to be completed on an on-going basis throughout the life of this project and appropriate control measures identified and implemented to reduce the risks associated with work practices used during this project.

Risk analysis processes including a scoring mechanism for each individual hazard identified are to be employed on site. Where a hazard is considered to have a high risk, a Work Method Statement is to be documented and used as a training tool at a Tool Box meeting. All site personnel likely to be affected by the task are to be alerted to the possible dangers of the process being undertaken at this Tool Box Meeting.

## SITE INDUCTION:

The Allambi Care is concerned for your well being and through the proper management of our sites we will endeavor to reduce the risks of serious injury/illness associated with the completion of construction works. It is necessary for the success of an Accident Prevention program that each and every person working or visiting a construction be fully committed to the reduction of risk and the control of hazards and hazardous situations. We therefore seek your cooperation in making this workplace incident free.

The following rules will be enforced on this site and personnel found not abiding with these may be removed from site or have some other penalty inflicted on them – at the discretion of the Allambi Care Site Supervisor. Please take the time to read and understand these rules so that conflict can be minimised as we progress through this project.

**1. Working Hours:**

This site is working a six [6] day week.

Starting at 7:00 am unless notified otherwise by the Allambi Care Site Supervisor you are expected to be on time. The latest possible finishing time on a weekday is 6:00 pm.

Saturday hours of work are between 8:00 am and 1:00 pm., if required.

Finishing times can be arranged with the Site Supervisor. Unless you have made arrangements with this person extended hours, beyond 3:30 pm, will not be permitted.

**2. Site Supervisor:** The Site Supervisor is Steve Marsh and he is available on site at all times. The Project Manager for this work is Mark Donnelly.

**3. OH&S Induction:**

All personnel working on or visiting this site will be required to have completed an induction. The initial induction necessary is the General OH&S Induction, as detailed in the Industry Approved Code of Practice – Occupational Health and Safety Induction Training for Construction Work. Evidence may be required of your having completed this induction. This will require production of a certificate number or other approved information.

A Site Specific Induction also to be completed prior to work commencing on site, for all personnel. This process will detail many of the site's rules for the efficient operation of the work processes. These rules will be followed at all times.

Regular visitors to site will also complete the induction process. A Allambi Care representative will accompany people who are considered to be one off visitors at all times that they are on site.

#### 4. **Site Personal Protection:**

When at work or visiting this site you will be expected to make proper use of the following personal protective equipment: -

- Stout boots or shoes – canvas shoes or sneakers will not be allowed.
- Personnel working outdoors, away from cover will wear a shirt with a collar and sleeves at all times.
- Should the need arise – loud noise – hearing protection, either ear plugs or muffs.
- When working in dusty areas, such as using a power saw to cut wood, bricks or other materials, safety glasses.
- When working with an angle grinder you will wear close fitting goggles.
- When handling rough materials or hot metal pieces you will wear heat resistant gloves.
- When working in close proximity to earth moving equipment, within 2 metres of the full swing radius of the machine – such as excavators; backhoes; trucks; loaders etc. – a high visibility vest and head protection are to be used at all times.
- When working in areas with overhead hazards, head protection.

#### 5. **Excavation Safety:**

Holes in the ground can be very dangerous if they are left open. It is necessary for any person or organisation responsible for digging a hole – no matter how big or deep it is – to make sure that the hole or trench is left in a safe state. This could require a fence to be placed around the edges or a cover to be placed over the excavation. Should a cover be used it must be capable of carrying any possible loads that might be expected through the area. If there is any doubt contact the Allambi Care Site Supervisor and discuss with him the best possible solution for protecting the hole or trench.

Deep holes or trenches – greater than 1.5 metres in depth – are to be protected from collapse by benching, battering or shoring. Whichever system is proposed there is a need to have the system agreed to so that it does not interfere with other proposed site works. Discuss the matter with the Site Supervisor before starting the excavation. These excavations must be fenced – using a continuous structure at least 1.8 metres high – to limit access to authorized personnel.

Access to excavations greater than 600 millimetres, in depth may require a ladder for safe access and egress. The person or organisation responsible for digging the excavation will be required to provide this ladder. Any such ladder supplied will extend beyond the top of the excavation a distance of not less than one [1] metre.

#### 6. **Motor Vehicles on Site:**

This is going to be a relatively busy site with a lot of people, material and equipment movements necessary to complete the work processes in the time that we have. Bringing unnecessary motor vehicles onto site will add greatly to the difficulty of completing your work. Therefore all private vehicles are to be parked off site, on local roads.

**7. Safety Signs Used on Site:**

Australian Standard signs will be displayed on this site.

The message that they each contain will be strictly adhered to and any one identified, as not obeying these signs will be dealt with by the Site Supervisor.

**8. Injury Reporting and First Aid:**

Should you be injured whilst working on this site you will be expected to have the injury treated on site. This can be completed at either of the two First Aid facilities that are provided by Allambi Care for this purpose. One First Aid facility is provided within the Site Supervisor's Office and the second First Aid facility is portable so that it can be taken to the scene of an injury. It does not matter whether or not the injury is thought to be serious or not – even a splinter is better removed at once, than to leave it for a day or two – the injury must be treated at site.

Allambi Care ' have First Aid trained personnel on site – these personnel wear a green safety helmet for easy identification. One of these persons should administer treatment. Once the treatment is complete it is necessary for you to record the injury and treatment on the First Aid Treatment Register that is at the First Aid Box where you received treatment. Please ensure that this recording process is completed before you leave the First Aid area.

More serious injuries – those requiring you to leave the site for treatment must be also reported to your supervisor – if he/she is on site – or to the Allambi Care Site Supervisor. Another person may do this if the treatment you require is urgent.

Injuries leading a claim for Workers' Compensation will be fully investigated and those injuries that require reporting to the WorkCover Authority will be so reported by both your employer and the Allambi Care Site Supervisor.

Serious near hits shall also be reported. Where these are to be reported to the WorkCover Authority this will be completed within the time limits established. Full investigation of these events will also be completed so that we may prevent a recurrence. The area in which the incident occurred will be isolated until the WorkCover Authority has completed any necessary investigation.

**9. Hazard Identification and Risk Assessment:**

Hazard identification and risk assessment processes will be completed for all work activities – before work commences. The purpose of these processes is to minimise the risk of injury to personnel on site. You may be required to participate in the processes so that you are made fully aware of the possible problems with different work activities to be completed.

**10. Safe Work Method Statements:**

Before you start a job it is necessary for you or your boss to submit a Risk Analysis sheet that details the possible risks that you may face as you complete your work.

It may also be necessary for a Work Method Statement to be prepared and submitted to the Site Supervisor before work starts on the job you have to complete. These work method statements will be completed using the format provided by the WorkCover Authority, in their Guide for Writing Work Method Statements in Plain English.

#### 11. **Electrical Safety:**

A qualified person shall inspect ALL portable electrical power tools, during the first week of each calendar month. As part of this inspection and test programme each portable power tool will be fitted with an appropriately coloured tag indicating the month of inspection and who completed the inspection. Other dates, during a calendar month, are acceptable for the completion of inspections, where a subcontractor has those arrangements in place, but subsequent inspections **MUST BE COMPLETED** by the due date or equipment may be removed from site.

All electric tools and equipment are to be listed on a Register and a copy of this register is to be provided to the Allambi Care Site Supervisor so that it may be filed in the site's records for future reference if required.

All of the requirements for electrical safety detailed in the Approved Industry Code of Practice Titled "Electrical practices for Construction Work" will be the minimum acceptable standard on this site.

All 240 volt power outlets to be used on this site are to be protected by an earth leakage protection device. Where it is necessary to use long leads, the maximum length of any lead is not to exceed 35 metres and all power tools used from these leads are to be protected by an RCD box placed between the long lead and the equipment. **You are not to join leads together to gain a length greater than 35 metres. All leads are to be placed on stands so that personnel can move about and work under them. Leads with GREEN on the external insulation covering are NOT to be used on this site.**

Double adapters, "Piggy Back" Plugs and domestic power distribution boards are not to be used on this site.

#### 12. **Site Control:**

The Allambi Care Site Supervisor has absolute responsibility for the performance of this site and as such he will issue instructions – in addition to those listed in this document. These instructions are to be adhered to at all times.

Should it be necessary to issue a second instruction, to a person or subcontract organisation, this will take the form a written document

Should a third occurrence be recorded then the offender may be removed from site and your employer notified of this fact. You may not be allowed to come back onto to site to complete your work if the Site Supervisor is not convinced that you are serious about obeying directions.

#### 13. **Housekeeping:**

While it is understood that the work being completed can and usually does create a mess, it is your responsibility to ensure that you have your work area in a clean and tidy state. Should it be necessary for Allambi Care to have an area tidied, it is at the discretion of the Site Supervisor as to whether or not you or your organisation will be back charged for this cleaning process.

Waste bins are provided across the site for the disposal of waste materials and these must be used effectively to reduce the risk of trip and fall type injuries.

It is extremely important that site amenities are maintained in a clean state at all times. Leaving food scraps and wrapping paper lying about will not be tolerated.

Anyone identified, as leaving the amenities in an untidy state will be dealt with severely.

All personnel on site will make proper use of the amenities provided. This includes eating meals and having breaks within the confines of the site sheds that are provided for this purpose.

**13. Starter Bars and Steel posts:**

All starter bars – in reinforcing for concrete – and steel posts used as temporary fencing are to be fitted with plastic caps so that the risk of injury is greatly reduced, should somebody fall onto or against them. Allambi Care will provide the plastic caps but it is your responsibility to ensure that they are properly fitted as required.

Anyone identified removing a plastic cap will be issued with a final warning letter and may be removed from site, at the discretion of the Site Supervisor.

**14. Ladder Safety:**

Only ladders that are marked as Commercial / Industrial units are to be used on this site. **Domestic style ladders are not to be bought onto site.**

Each and every ladder, no matter the type or length, to be used on site will be in a safe condition and suitable for the type of work to be completed.

No one is to climb a ladder passed the third rung or step from the top. Ladders are not to be packed at the base so that greater height can be gained. You will obtain a suitable length ladder for the task at hand.

Straight ladders will be securely held at the base, whenever anyone is ascending or descending, if the ladder is not secured at the top.

Straight ladders will be placed so that a vertical rise of 4 is compensated by a horizontal distance equal to one [1] is obtained before a person attempts to climb on the ladder.

Ladders, no matter what type will only be placed on firm even ground. The foot of a ladder is not to be packed to compensate for uneven ground.

**15. Working at Height:**

Where it is necessary to work at heights greater than 1.8 metres every attempt must be made to complete this work safely. It is better to make use of a scaffold, either a mobile unit or a fixed unit, than to attempt to do a job in an unsafe way.

All scaffolding to be used on this site will be erected in accordance with the requirements of Australian Standard 4576 – “Guide for Scaffolding”. Scaffolding with a working height greater than 4 metres will only be erected, altered or dismantled by a person holding a certificate of competence for this work. Where a person is learning this work and they are under the direct supervision of a suitable person they are also acceptably qualified for this work.

Where an open edge is encountered, and the possible fall distance exceeds 1.8 metres, that is not protected by scaffolding or a hand rail, personnel working within two meters of this edge are to make proper use of a full body safety harness. A

safety line is to be fitted to a permanent part of the structure from any safety harness, so that should a fall occur the person can not reach the surface below.

All areas beneath a scaffold set are to be maintained in a clear state. This includes the removal of brick and timber off cuts at the earliest possible time, after they have been allowed to accumulate in that area.

Persons required to work on the roof of a structure on this site will comply with the requirements of the Approved Industry Code Practice titled "Safe Work On Roofs – Commercial and Industrial" at all times.

#### **16. Electric Welding:**

Personnel who are qualified to use it will only complete the use of electric welding equipment.

Personnel using electric welding equipment will make proper use of the following personal protective equipment: -

- Cotton drill, long sleeved shirts and long legged trousers or combination overalls with long sleeves and legs.
- Safety glasses at all times.
- Leather apron or a half leather coat.
- Gauntlet leather gloves.
- Leather spats over boot tops.
- Head protection against burns.

Personnel working in close proximity, within a distance of three [3] metres, to any electric welding process will be protected by the use of screens and they will make proper use of safety eye protection whilst ever the electric welding process is being completed.

#### **17. Explosive Powered Tools:**

Explosive powered tools will only be used by personnel holding a certificate of competence for the use of such equipment. The only exemption to this will occur where a person is learning to use such equipment and they working the direct supervision of an acceptable person agreed to by the Allambi Care Site Supervisor.

Any explosive powered tool to be used on this site will be in a satisfactory, safe condition for the work to be completed. If necessary the Site Supervisor will request a copy of the latest inspection report for the equipment before it can be used on site.

Appropriate warning signs – to Australian Standard 1319 design – will be placed about the workplace when explosive powered tools are to be used on this site. The user of this equipment is responsible for the supply and placement of these signs.

#### **18. Fire Fighting Equipment:**

Should the work that you are going to complete be at risk of starting a fire – such as a electric welding, gas cutting and in certain cases the use of an angle grinder – it is your responsibility to supply and have nearby a fire fighting appliance that is adequate for the possible fire.

You should not leave an area unattended where there is a risk that a fire might start, because of your work processes.



If you bring a fire extinguisher on to site you should know how to use it properly so that you do not place your self or others at risk.

**19. Emergencies on Site:**

Should an emergency event occur in the immediate area to where you are working, it is necessary that you raise the alarm to alert others in the area of the possible danger.

An emergency can include an accident resulting in serious injury, a fire, and an explosion. There are other events that may also occur but here we will consider what to do in these cases.

Where an injury has been suffered alert the First Aid provider on site and have treatment provided so that life is not risked.

If it is necessary to alert an emergency service such as the police, ambulance or fire brigade and you do not have a mobile phone, move quickly to the Site Supervisor's office and use the Telstra phone located on his desk. Dial 000 and provide answers to the questions raised by the operator answering your call. If you have a Digital Mobile Phone dial 112, and answer the questions raised by the operator.

Where an evacuation of the site is necessary the area adjacent to the site entry gate, on the footpath near the Telstra Telephone box, will be used as an assembly point until a decision is made as to what actions are required and to ensure that all personnel are accounted for, and are out of danger.

**20. Vehicle Traffic Control:**

At interface points with private motor vehicles, trained Traffic Control personnel will be employed to direct traffic movements so that hazards resulting from the interface between site traffic and the private vehicles are properly managed.

Proof of the Roads and Traffic accreditation for each person controlling traffic is to be provided to the Allambi Care Site Supervisor, before this work is attempted.

Traffic management, to the requirements of Australian Standard 1742.3 are to be produced and will be adhered to by Traffic Control personnel.

**21. Compressed Air Use:**

The use of compressed air to operate portable tools and other equipment is considered to be safer than the use of electrical equipment. There are some specific safety requirements however for the safe operation of this type of equipment that will be adhered to on this site. These include: -

- The completion of an inspection of the air receiver tank on any compressor being used on site. This inspection is to be completed by a qualified Pressure Vessel Inspector, and it must have been completed during the past two [2] year period. A certificate of compliance will have been issued by the Inspector and this certificate should be carried to site for the Site Supervisor's information.
- All joins used in air lines and hoses will be completed so that they are not likely to come adrift during use.
- All pneumatic tools are to be in a satisfactory condition and safe for the task on which they are to be used.

## **22. Chemicals:**

All chemical substances to be used on this site are to be the subject of a risk assessment to identify the hazards associated with their use. This will need the supply of a current Material Safety Data Sheet [MSDS] for the substance. The MSDS is to be provided to the Site Supervisor along with the risk assessment documentation so that these can be added to the site's records.

A register of Chemicals is being maintained on site and all such substances will be added to this register.

Personnel using any chemical substance will do so in accordance with the requirements detailed on the MSDS. This will include the proper use of any necessary personal protective equipment. All necessary personal protective equipment is to be provided by the organisation using the chemical substance needing the protection.

Storage of chemicals, including Dangerous Goods is to be completed such that legal requirements are met and the risk from the chemical is minimised.

## **23. Demolition:**

All demolition work is to be approved by the Allambi Care Site Supervisor.

Where it is a legal requirement for a Registered Demolisher to be employed for the removal of structures, the Site Supervisor is to arrange for the necessary personnel to come to site.

If there is any doubt about what demolition can be completed discuss your concerns with the Site Supervisor before proceeding.

## **24. Consultation:**

Consultation between site employees and site management is an important tool in health and safety. Site Management will make every attempt to keep all site personnel informed of specific health and safety issues related to the work processes being completed on this site. Should you have any issues related to the management of health and safety on this site you should discuss them with your immediate supervisor so that corrective actions can be completed.

Regular meetings between Site Management and site personnel may be completed in an attempt to assist in the consultation process. Should such meetings be desired they will be completed on a two (2) week schedule, between Allambi Care Site Management and a nominated representative from each trade or subcontractor on site at the time.

Should there be issues that cannot be addressed by your supervisor then these can be discussed at referred to the Occupational Health Safety Committee representing the particular group.

Tool Box meetings are the preferred consultation process to keep site personnel informed about health and safety issues. It is proposed that each contractor / subcontractor on site hold regular tool box meetings as and when there is a need. A copy of the Minutes generated at subcontractor tool box talks are to be provided to

the Allambi Care site supervisor immediately following the completion of any such meeting.

Your participation in meetings of this type is expected and unless you have a very good reason and you can convince the Site Supervisor that you do not need to be at these meetings your attendance will be required.

**25. Alcohol and Drugs on Site:**

The use of alcohol and restricted drugs on this site will not be tolerated. Personnel found to be using or under the influence of either drugs or alcohol will be immediately removed from site. Where necessary, a breathe test may be arranged at the local police station to confirm the effects of alcohol. Should this be the case the person will not be allowed back to this site, until he/she can convince the Site Supervisor that they have learned their lesson and that they will comply with this requirement.

Use of alcohol after working hours on site is only permissible at the Site Supervisor's discretion and confined to a non-work area after all work has ceased.

**26. Theft From Site:**

Any person found stealing any item, whether company owned or privately owned will be immediately reported to the local police station for action to be taken against them. Where this occurs the person will be removed from site and not ever allowed to return to a Allambi Care site in the future.

## INDUCTION FORM

I have been provided with the Site Specific Induction for the site at 57-59 Carrington Street West Wallsend, NSW, managed by CPS Pty Ltd

During this Induction the site's health and safety rules were explained and I was provided with a copy of these rules for my future reference.

I believe that I have a full understanding of these rules and agree to complete my work procedures following them, to the best of my ability.

.....  
Print Your Name

.....  
Signature

.....  
Date

.....  
Your Employer's Name

.....  
Name of Inductor

.....  
Signature

Please complete the following table, indicating the certificates you hold. You may be asked to provide a copy of your qualification for site records.

General OH&S Induction		Confined Space	
Loader		Scaffolder	
Backhoe		Formwork/Falsework	
Skid Steer		Barrow Hoist	
Excavator		Man & Material Hoist	
Explosive Powered Tool		Mobile Crane	
First Aid		Dogman	
Traffic Controller		Rigger	

EMERGENCY CONTACT: .....  
Please Print Name

Telephone No: .....