



# **Webb Property Investments Pty Limited**

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## **Construction Management Plan**

### **Over The Proposed Construction of a 13 Storey Commercial Office Building at 89 George Street Parramatta.**

07 December 2009

Prepared by  
Portfolio Projects Consultancy Pty Limited  
c/- PO Box 281  
StClair NSW 2759

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Amendments:

Revision	Revision Date	Details	Prepared By	Reviewed By	Approved By
				Name/Position	Name/Position

# **TABLE OF CONTENTS**

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## **1:00 SITE SPECIFIC MANAGEMENT PLAN**

- **General Matters**
- **Responsible Parties**
- **The Plan Review Process**
- **Insurance**
- **Site Task Checklist (Appendix No 7.00)**
- **Trade Contractual Requirements**
- **Construction Program**
- **Principal Certifying Authority**
- **On Completion Requirements**

## **2.00 THE PLAN OVERVIEW**

## **3.00 MANAGEMENT OF THE PLAN PRIOR TO COMMENCEMENT OF THE WORKS.**

## **4.00 SITE ESTABLISHMENT**

## **5.00 SITE SERVICES**

## **6.00 SITE SECURITY**

## **7.00 CONTRACT ADMINISTRATION**

## **8.00 QUALITY, OH&S & ENVIRONMENTAL MANAGEMENT**

## **9.00 PROJECT MANAGEMENT PLAN**

## **10.00 QUALITY MANAGEMENT PLAN**

## **11.00 DILAPIDATION PLAN**

## **12.00 INSPECTION & TESTING PLAN**

## **13.00NOTICES TO SPECIALIST CONSULTANTS, TRADES & SUPPLIERS**

## **14.00 SITE DIARY**

## **15.00 OFF SITE PURCHASING**

## **16.00 DELIVERIES**

## **17.00 ON & OFFSITE EQUIPMENT TESTING & CALIBRATION**

## **18.00 ASSET REGISTER**

*Contents Continued*

**19.00 DEFECTS LIST/S**

**20.00 PROACTICAL COMPLETION**

**21.00 CONSTRUCTION VEHICLE ACCES & EGRESS**

- General Note
- Access & Environmental Matters
- Entry/Exit
- Exiting the Site
- Construction Vehicle Parking

**22.00 PHASING/STAGING THE CONSTRUCTION WORK**

**23.00 SAFE WORK METHOD STATEMENT**

- OH&S Management Plan
- OH&S Safety
- Site Establishment
- Risk Management
- Site Engineering Plan

**24.00 GENERAL PROCEDURES**

**25.00 ADJOINING OWNERS**

**26.00 LOADING & UNLOADING OF CONSTRUCTION VEHICLES**

**27.00 SITE SETOUT**

**28.00 SITE SHEDS**

**29.00 WASTE STORAGE AREA**

**30.00 CONSTRUCTION VEHICLE PARKING**

**31.00 REMOVAL of DIRT from CONSTRUCTION VEHICLES**

**32.00 EXCAVATION REPORT**

**33.00 PROTECTION of ADJOINING PROPERTIES**

- Adjoining Property Access
- Site Security During the Construction Phase
- NG Cgener3:00 CONSTRUCTION VEHICLE ACCESS AND EGRESS

**34:00 CRANE OPERATIONS**

- Arrival of Cranes
- Site Conditions
- Removal of Cranes from the Site

*Contents Continued:*

**35.00 CONSTRUCTION ZONE**

**36.00 CODE REQUIREMENTS**

**APPENDIX No1 – Architectural Drawings (Reduced Size)**

**APPENDIX No 2 – Project Management Plan – Roles & Responsibilities**

**APPENDIX No 3 – Project Insurance Checklist**

**APPENDIX No 4 – List of Trade Requirements**

**APPENDIX No 5 – Project Completion Checklist**

**APPENDIX No 6 – Construction Program**

**APPENDIX No 7 – Site Establishment & Planning Checklist**

**APPENDIX No 8 – Principal Certifying Authority Requirements.**

# **1:00 SITE SPECIFIC MANAGEMENT PLAN**

## **General Matters.**

The comments, actions, directions & responsible parties as nominated within the following Plan relate to the Works (as yet to be defined) over the design & construction of a 13 x storey commercial office building to be erected at 89 George Street Parramatta.

All involved parties are to acknowledge their role & responsibilities prior to the Works commencing.

At no time can any involved party redirect their responsibilities to another person, organisation or entity without the others knowledge and formal acceptance by way of an agreement in writing signed & dated by each party inclusive of the Works Project Manager.

## **The Works Plan.**

The Enclosed Plan relates specifically to the proposed 13 storey commercial office building to be constructed over 89 George Street Parramatta.

All works are to conform to the specific requirements of Work Cover NSW, Parramatta City Council, The Building Code of Australia and the requirements for Good Building Practise as required under the guidelines defined within the Risk Assessment and Control Plan to be prepared by the “appointed” builder all in concert with the awarding of a formal building contract.

As the project is yet to achieve development approval this Construction Management Plan (*the Plan*) makes reference to the requirement for a Project Management Plan which will be prepared in concert with the developer & designated builder on awarding the formal building contract.

Prior to the Works being undertaken the Site Specific and Project Management Plans are to be reviewed and signed –off by a recognised Occupational Health & Safety Manager (OHS&R) who will be responsible for the ongoing management of the Plan.

All onsite activity is to be controlled by the site foremen & Project Manager all in accordance with the specific requirements of the Plan and the OHS&R manager.

Any amendment to the Plan is to be in writing and made by the Project Manager who will reissue the amended pages (suitably dated with all amendments noted). All involved parties who receive an amended page are to formally acknowledge receipt by way of a signature and date notation on the Plan Register – such Register is to be in duplicate with copies held on and off site. The off-site location should be a suitably secure location such as the Builders Head Office security store.

All involved parties will review the Plan at the following intervals;

1. Project Start-up date.
2. At intervals not exceeding 4 x months.
3. At such time as the onsite personnel reach full strength and scheduled Tool Box Meetings are programmed.
4. At the discretion of the Project Manager

### **Responsible Parties**

The parties responsible for the implementation & ongoing management of the Plan are;

1. Construction Director – including phone/email details -TBA
2. Project Manager – as above
3. Site Foreman – as above
4. Contract Administrator – as above
5. OH&S Manager – as above
6. Site Safety Committee – as above

The Project Manager has responsibility for the control, approval, maintenance and issue of the Plan including any amendments.

### **Plan Review Process**

The Project Manager will undertake periodic Risk Assessment Reviews throughout the construction period and where and as necessary the Plan will be updated to reflect any new risks as introduced by the “specific” onsite conditions, design modifications and workplace methodology as defined by each specific trade.

At no stage of the Works is the Plan to be discarded or amended without the specific knowledge of the Project Manager, the OHS&R Manager and the onsite safety committee by way of agreement that the Works have completed or the site conditions have dramatically changed which make the existing Plan obsolete.

### **Insurance**

The Works and all onsite Personnel are to be suitably insured by way of;

1. Contractors All Risk Policy
2. Public Liability Insurance to a minimum value of not less than \$20 million dollars
3. Workers Compensation as applicable to all onsite personnel

Prior to the Works commencing a “Project Insurance Check List” is to be reviewed and approved by the Project Manager. All involved subcontractors are to provide the Project Manager with copies of “current” insurance policies for all applicable insurances prior to commencing any works onsite.

The Project Insurance Check-list is to be attached to the Plan prior to sign-off.

### **Site Task Checklist.**

The Site Foreman is to monitor and review a “Site Task Checklist” in concert with all other responsible parties to ensure the daily/weekly/monthly duties are maintained.



The Project Manager will ensure all responsible parties enter their name & initials and date of insertion over the various elements of the Plan that they are responsible for.

### **Trade Contractual Requirements.**

The Project Manager is to ensure each Trade associated with the project has been made aware of its responsibilities and such responsibility has been embodied within the contracted entered into by the particular Trade.

### **Program.**

A detailed Construction Program is to be attached to the Plan on awarding a tender for the building works – Such “attachment” is to be identified as Appendix 1.

### **Principal Certifying Authority (PCA).**

The Project Manager is to nominate & contact the Principal Certifying Authority (PCA) as soon as practicable after awarding the Building Contract and review the following;

1. Objectives, program and specific statutory requirements associated with the Works.
2. Review & agree the schedule of mandatory inspection requirements & timing.
3. Other matters as identified by the PCA during such discussions that pertain to the Works.

At all time during the construction phase a copy of the Construction Certificate and approved Plans is/are to be maintained onsite in a legible condition.

### **On Completion Requirements.**

Prior to the Works reaching Practical Completion (as defined within the contract conditions) the Project Manager will prepare a Schedule of “incomplete Items” – such schedule is to be reviewed and noted with the names of all responsible parties to carryout the Works as necessary to achieve Practical Completion.

Practical Completion will only be recognised by way of;

1. Satisfactory completion of the “Defect/incomplete Works” Schedule.
2. Issue of the Final Occupation Certificate and notification to Parramatta City Council.

## **2:00 THE PLAN OVERVIEW**

The Plan has been prepared to provide sufficient information over the design, construction and day-to-day management of the construction process inclusive of the general requirements for;

1. Construction staging & safety procedures
2. Site establishment & protection of adjoining owners and public property.
3. Information & design addressing the erosion & sedimentation control as required over the subject property.
4. Stormwater management over the site.
5. Traffic management & movement of vehicles & pedestrians during the construction of the building.

The procedures & implementation of the Plan is to be addressed by all parties involved with the design & construction of the building all in accordance with the conditions of development consent (yet to be issued)

As necessary, the Plan is/can be reviewed by all involved parties including Parramatta City Council – where & if necessary the Plan can/will be amended during the pre & construction phase.

### **3.00 MANAGEMENT OF THE PLAN PRIOR TO THE COMMENCEMENT OF THE WORKS.**

All involved parties are to review and agree on the contents of the Management Construction Plan to enable the Works to be undertaken in such a way as to satisfy the requirement of the Development Application Approval (yet to be obtained), the Construction Certificate (yet to be obtained) and the specific requirements of Parramatta City Council the adjoining neighbours and Work Cover NSW.

The Plan is to be flexible to allow modification & change without any detrimental effect to the Works Program inclusive of;

1. The on and off site building personnel.
2. All involved statutory bodies
3. The design team.
4. The developer and associated organisations including any pre-committed tenant/s
5. The financier and stake-holders.

Prior to any site establishment the Project Manager will convene a “Project Start-up Group” inclusive of the following personnel to ensure the Works proceed in accordance with all statutory requirements and safe working practices.

The Project Review Group will establish the procedures and methodology to be adopted by all onsite personnel to ensure the safety of all involved whilst onsite.

A “Procedure Manuel” is to be established and maintained both on and off site in a safe location accessible by all responsible parties. The identification of the Procedure Manual’s is to be noted on the Plan as Appendix 2.

### **4.00 SITE ESTABLISHMENT**

The Project Manager is to coordinate all activity associated with the Site Establishment process in concert with the Site Foremen, relevant officers of Parramatta City Council, the Conditions of Development Approval and the Construction Certificate.

In concert with the activity associated with the Site Establishment process the Project Manager will implement a “Site Establishment & Planning Checklist (Appendix 3)

The Site Establishment & Planning Checklist is to be maintained at all times without change unless so agreed between the Project Manager and the responsible parties as noted in paragraph 1 as above.

As each element of the Site Establishment & Planning Checklist is completed it will be “closed-off” on the Plan with suitable notation applied by the Project Manager or Site Foremen as necessary.

## **5.00 SITE SERVICES**

Underground Services – Prior to any work being undertaken onsite the Project Manager will ensure a “*dial before you dig*” application has been made and reviewed

Any, underground services identified by way of such application are to be identified and noted on the Site Plan where necessary onsite so as to ensure no services is effected/damaged or terminated without due consideration to the effect of such termination on existing business and the public.

The successful builder is to ensure adequate insurance cover is provided to cater for any effect sustained by damage or termination of an underground service during the building process.

## **6.00 SITE SECURITY.**

The Site Foremen is to be responsible for the management of all onsite security inclusive of;

1. Site Fencing, gates and shedding
2. Onsite personnel
3. Public pavements & crossovers.
4. Security lighting for both public and onsite personnel.

The Site Foremen will ensure a Key Register is maintained onsite at all times with all keys recorded as necessary to maintain a suitable level of control. Master keys will not be issued to any personnel without written authority from the Project Manger.

Padlocks and associated security locks are to be maintained by the Site Foremen at all times.

## **7.00 CONTRACT ADMINISTRATION.**

The successful builder is to establish Contract Administration procedure (Appendix 6) immediately upon signing the formal building contract. Such procedure will cater for all activity associated with the awarding of subcontract contracts as an extension to the Main Contract.

## **8.00 QUALITY, OH&S and ENVIRONMENTAL MANAGEMENT**

The builder is to implement a system that encompasses all requirements for the management of Quality, Occupational Health & Safety and Environmental matters

Prior to commencement of works onsite the Builder will implement suitable Procedures by way of Appendix 7 inclusive of;

1. Management Systems to control on & off-site quality over the Works and issue of documentation all in accordance with the Quality Management System as applied by the successful builder.
2. Environmental matters inclusive of provision of a safe work place, provision of clean water, waste disposal systems and facilities as suitable for the trades who will frequent the Works on a day-to-day basis.
3. The OH&S Manager will ensure a suitable Indenture system is in place prior to the commencement of the Works. Such system is to provide for the implementation of Tool Box Safety Meetings at regular intervals by the onsite trades together with the

- establishment of an onsite Safety Committee whose responsibility will be to advise & support the implementation of a safe work environment for all involved trades.
4. The OH&S Manager will maintain a Works Safety Register onsite at all times so as to monitor the Works and allow the registration of any safety issue be it an injury or recommendation to improve the work environment.
  5. A proforma document is to be provided by the builder (Appendix 7) prior to the Works commencing.
  6. Environmental matters should not be limited to the health & cleanliness of the work place – the builder & all trades are to implement a suitable Plan to ensure the work & amenity areas are readily accessible, clean and where applicable water tight to ensure the surface areas are as dry as possible to allow the trades to work without slipping and falling.
  7. Where necessary the works will provide suitable access ladders, personnel lifts and access stairs to allow direct access to the work place for all trades involved onsite.

## **9.00 PROJECT MANAGEMENT PLAN.**

The Works are to be controlled by a designated Project Manager who will be responsible for the overall design & construction of the building all in accordance with the Plans & Specification as prepared by Woods Bagot Architects and it's associated consultant bodies with regard to the building site services, building structure, environmental matters, site management, delivery of goods, traffic management and overall safety of the onsite personnel involved with the construction of the building.

A detailed Plan is to be developed by the “appointed” builder all in accordance with good building practice and the Conditions of Development Consent yet to be issued.

## **10.0 QUALITY MANAGEMENT PLAN.**

A detailed Quality Management Procedure incorporating all aspects for risk assessment, document preparation & transmittal/issue, on & offsite management, purchasing and awarding subcontract agreements shall be in accordance with the terms of the Head Contract and Good Building Practise for such Works. The Plan shall be developed by the appointed builder within 28 days of awarding the contract.

In concert with the erection of site fencing and positioning of hoarding/s and builders Site Shedding the Project Manager is to convene a “Project Start-up Workshop” in concert with the initial trades establishing onsite.

The Workshop should be attended by;

1. Construction Manager
2. OHSQE Manager
3. Systems Manager
4. Site Foreman and
5. Contracts Administrator.

All aspects of the Works are to be discussed with the Meeting appropriately Minuted.

A Site Establishment & Planning Checklist is to be developed and managed by the Project Manager. All involved parties are to be responsible for their element of the Checklist and shall make appropriate notations as the Works progress.

All Items noted “for Action” shall be progressively “closed-off” as the Works progress. The Site Foreman shall be responsible for all Site Security inclusive of the management & issue of keys, site fencing, lighting, gates and telephone services.

A key register is to be maintained onsite at all times – all keys are to be numbered and recorded within the Register whether held on site or issued to 3<sup>rd</sup> parties as necessary.

All padlocks used for Site Security purposes are to be issued & maintained by the appointed builder.

In concert with the Quality Management Plan the following “Plans” with appropriate Procedures are to be prepared and utilised by the appointed builder and all associated subcontractors.

1. Contract Administration Plan/procedure
2. Quality & Environmental Management Plan/procedure.
3. Design Management Plan/procedure
4. Site Audit inclusive of an Occupational Health & Safety Plan/procedure.

The Project Manager shall be responsible for the control and issue of all Project Control Procedures inclusive of the issue of documentation relating to plans, specifications, contracts, program/s, certification and Safe Working Method Statements as necessary to allow the Works to proceed to completion.

All received & issued documentation shall be recorded by way of an appropriate computer management system. A full register shall be maintained onsite and at the Head Office of the appointed builder.

Should a document be amended onsite by way of a “written” note the “amendment” shall be recorded as soon as practicable in the document Register.

A computer system suitable for receiving & issuing emails together with an A4 printer, fax & copier shall be maintained onsite at all times.

Inn concert with all on & off-site Project Meetings the builder shall ensure Minutes are taken, issued with all actions monitored to completion. A procedure for the preparation & issue of Project Meeting Minutes shall be developed by the appointed builder – all associated subcontractors and involved parties will maintain the same Procedure throughout the course of the Works.

Where the Works involve a review of the design or modification or amendment a “Design Review Procedure” shall be prepared by the builder and managed by the Project Manager – any amendment to the design shall be recorded, dated and identified on the “plan” document. Only Plans issued by the Project Manager will be recognised.

On and off-site Safety shall be managed by way of “Tool Box” meetings – a Procedure shall be developed to manage the Meetings so as any determination is reviewed & actioned as necessary to maintain the onsite safety of all involved personnel.

## **11.00 DILAPIDATION REPORT**

The existing and adjacent buildings shall be inspected prior to the project start-up date whereby a full & detailed “Dilapidation Report” is to be prepared inclusive of;

1. Photo survey over all internal & external elements of the buildings dated & recorded in a register of “photos” as applicable for the Report.
2. Written Report prepared by a suitably qualified independent consultant well versed with the preparation of such Surveys shall be prepared inclusive of any relevant plans, drawings or statutory documentation that qualifies the “current” status of the building.
3. Each Survey Report is to be dated, numbered and signed-off when issued to a party having an interest in the building.
4. On completion of the Works a full survey of the neighbouring buildings will be undertaken by the involved parties so as to identify any matters of concern.
5. Any rectification required to bring the building back to it’s “pre Works” condition shall be undertaken by the builder after consultation with the effected parties and agreement over the extent of Works is achieved.
6. On completion of any rectification work the involved parties will “sign-off” as accepting the works as complete and to an acceptable standard.

## **12.00 INSPECTION & TESTING PLAN.**

The Project Manager shall establish an “Inspection & Testing Plan” at the start of the Project. Key areas of the Works associated with each trade, supplier, & service shall be reviewed to ensure the appropriate inspection and or test is undertaken to ensure the Works satisfy all aspects of the building Code and statutory requirements for the issue of an Occupation Certificate at the completion of the Works.

## **13.00 NOTICES TO SPECIALIST CONSULTANTS, TRADES & SUPPLIERS.**

The builder shall ensure a procedure is available to issue Notices to all involved consultants, trades & suppliers involved with the Works.

Any written Notice issued shall take precedence to a verbal instruction – the person/organisation receiving such Notice shall take immediate action to address the requirements of the Notice without question.

Should the receiver not undertake the appropriate action as identified within the Notice the builder will be at liberty to undertake any or all work as required and rectify the matter at the cost of the receiver.

On completion of any work associated with such Notice the parties shall review & sign-off as appropriate to ensure satisfactory completion of the item.

## **14.00 SITE DIARY.**

The Site Foreman shall establish a Site Diary. Daily recordings of daily events on site together with the ongoing status statement are to be maintained with respect to the Works. The Diary is to be located within the Site Office and secured at the end of each days activity.

As a minimum requirement the Diary shall include;

1. Project Name, Address, Phone number, Job Number, Responsible Parties.
2. Day/date – day per page layout is preferred.
3. Weather – Current Climatic conditions in the AM & PM periods
4. Delays – All delays whether site or off-site generated to be noted.
5. Plant on Hire – Each Item listed including received & returned date.
6. Accidents – Any/all accidents whether of a major or minor nature to be noted together with any action taken ie: onsite First Aid, Hospital etc.
7. Inspection/Visitors – Record all attendees to site that are not regular workers.
8. Instructions/Variations – Record all instructions & or variations received.
9. Trade Details – Record the trade & number of personnel onsite each day including a general overview of activity undertaken.
10. General Note/s – Items of a General Nature to be noted on a daily basis all as required.
11. Each & every week a copy of the pages relating to the preceding weeks activity are to be sent to the Project Manager for review.
12. The Contract Administrator will review the Diary in concert with any “Extensions of Time” claims. As required details embodied within the Diary will be attached to any Extension of Time Claim as applicable.
13. Where the project runs over a calendar year the diary will be filed by the Contract Administrator in the Job File.
14. At the completion of the onsite Works the Site Diary shall be recorded & filed (archived) with the Project Files.
15. All Diary Books are to be “related to the particular job – no partially used Diaries are to be taken & used on another project.

Where the Site experiences any “incidental” incident the matter is to be recorded inclusive of any police attendance, union directive or Council comment as necessary.

## **15.00 OFF-SITE PURCHASING.**

All Purchasing related to the Works will be subject to the “appointed” builders own Q&A Procedures and will be advised prior to the Works commencing.

## **16.00 DELIVERIES**

All deliveries to the site shall be coordinated in accordance the Conditions of Development Consent (yet to be issued) ie: timing, Loading Zone location etc.

The readily accessible location will be established onsite for the delivery & storage of products/goods not immediately required to be “built-in” – all other goods are to be delivered and stored at the place of installation.

Where a “site crane” is provided (ie Tower Crane) a dedicated area immediately adjacent to the crane will be dedicated to the “short-term” storage of goods prior to lifting to position.

The Site Foreman shall be responsible for the determination of the onsite storage area and it’s associated management.

## **17.00 ON & OFF-SITE EQUIPMENT TESTING & CALIBRATION.**

The Project Manager shall ensure an appropriate “testing/monitoring regime is established for the testing & approval of all electrical, hoisting and safety equipment all in accordance with statutory & code requirements.

The Site Foreman shall be responsible for the implementation & management of the procedure. All subcontractors are to ensure equipment is properly “tagged” – details of such tagging are to be issued on a periodic basis to the Site Foreman for review & file.

Where equipment/tools are not appropriately tag the Site Foremen shall be at liberty to disconnect (safely) and have the contractor remove the item until such time at it is tested & tagged as OK for use.

## **18.00 ASSET REGISTER.**

The builder shall establish a “Asset Register” to monitor all owned equipment held onsite.

Where any Asset is transferred between the site, builders yard or the head office it shall be recorded so as to determine if “still in use” or “to be/has been disposed”.

The Site Foreman & Contract Administrator will be responsible for the management of the Asset Register.

## **19.00 DEFECT LIST/S**

All/any Defects are to be progressively identified and rectified so as the Works aim for a zero Defect List at completion of the Works.

The Defect List is to be developed & managed by the Site Foreman & Project Manager.

All Defects are to be entered in a “Defect Register” so as the management of any rectification can be coordinated on a progressive basis.

The Defects List/Register shall be progressively issued to the responsible trade for rectification.

The “appointed builder” is to develop a “Procedure” to ensure all defects are managed to completion on or before Practical Completion is achieved.

Where the client identifies a defect the works necessary to rectify will be undertaken as if they were a “builders” defect.

At the completion of the Works all Defects are to be formally “signed-off” as complete so as no items roll-over to the “defect liability” stage.

## **20.00 PRACTICAL COMPLETION.**

In accordance with “Good Building Practice” the builder shall develop a “Procedure” to ensure the Practical Completion stage includes for the receipt of all necessary



Certificates & notifications as required to allow the issue of the “Occupation Certificate” – Practical Completion shall not be awarded unless the client is issued with the Occupation Certificate to allow occupation of the premises.

The builder shall ensure a detailed “as-built” manual is issued to the client inclusive of;

1. As-built drawings in both hard copy & electronic form (pdf).
2. All warranties, certificates & documentation applicable to the Works.
3. Schedule of contractors & suppliers involved with the construction of the Works.
4. Schedule of Maintenance Items as necessary to maintain the building.
5. Original copies of the Essential Fire Services Certificate of Compliance together with any documents (if developed) associated with the Certification of the building & any “Alternate Solution” documentation relating the installation of the fire services.
6. Other as necessary.

## **21:00 CONSTRUCTION VEHICLE ACCESS AND EGRESS**

### **General Note:**

The builder is to ensure all adjoining properties are not unduly affected by the movement of construction vehicles during the construction phase of the Works.

At all times Emergency Vehicles are to have a clear passage to and from the Work site.

All vehicles capable of entering or exiting the Work site are to be fitted with a “reversing sound” device so as to provide adequate warning to any personnel working in close proximity to the vehicle.

### **Access & Environmental Matters:**

The location of the main site entry is to provide a safe and effective entry point for the site with out interfering with the activities of the local community

A suitable access and egress point is required to the site to reduce the risk of injury to persons and property while constructions vehicles are entering and exiting the site

Environmental aspects are also to be taken into consideration

- (a) Control of run off from the site
- (b) Removal of material from vehicles
- (c) Conflict with other vehicles
- (d) Access to site offices
- (e) Access through the site

Loading and unloading construction vehicles is also to be considered when locating the main entry

Site deliveries construction vehicles, storage of on site materials all require suitable and safe access and egress from the site

It is also important that delivery vehicles and construction vehicles entering and exiting the site do not interfere with the day to day operation of the site and that they carry out their task with out delays

### **Entry /Exit**

All access to the subject Work site are to enter in a forward direction - no deliveries are to be made through adjoining properties.

A construction pad is to be located at the main entry/exit point (crossing) to reduce dirt exiting the site from vehicle tyres.

### **Exiting the Site**

All vehicles leaving the subject site are to drive out in a forward direction; vehicles are to turn “right” only into George Street.

### **Construction Vehicle Parking**

All construction vehicles parked on the site are to be located in accordance with the Traffic Management Plan (drawing to be prepared by appointed builder prior to the works commencing) - the builder shall establish a vehicle “Loading Zone” in George Street all to satisfy the requirements of Parramatta City Council & the RTA prior to the works commencing.

## **22:00 PHASING/STAGING THE CONSTRUCTION WORK.**

As the Works relate to the construction of a multi-level commercial building over a 4 x level basement carpark it will be necessary to Stage the Works so as to allow the most advantageous construction methods to be adopted all in concert with the minimisation of building activity to the established business in located in close proximity to the subject work site.

The “appointed builder” is to establish and have approved by the clients Project Manager & officers of Parramatta City Council a detailed “Construction Program” with “staggering” schedule prior to the Works commencing onsite.

The “program” is to be a formalised document capable of amendment as the Works progress and in concert with any onsite issues that warrant modification to the Program.

The Project Manager shall be responsible for the development & management of the Construction Program.

## **23.00 SAFE WORK METHOD STATEMENT.**

### **OH&S Management Plan. (Occupational Health & Safety)**

The Project Team shall manage the Works in accordance with the OH&S Act (2000) and regulations (2001) and as required under the applicable NSW Work Cover & Australian Standards for the Codes of Practice as applicable for the Works.

All subcontractors employed on the project shall conform to the same standards..

The Builder is to establish an OH&S Management Plan prior to commencement of the Works onsite.

**OH&S Policy.**

A copy of the “builders” OH&S Policy shall be available within the Site Office (displayed in a prominent location) for all site personnel to view as necessary.

At all times the builder shall maintain a copy of the “latest” OH&S policy.

**Site Establishment.**

The Site Foreman & Project Manager shall ensure the site is established in accordance with all applicable OH&S legislation & policies & Codes of Practice prior to commencement of the Works.

A Site Establishment & Planning Checklist shall be developed & utilised for the Planning of the site establishment process.

NSW Work Cover shall be notified prior to the demolition of any existing structures over the subject property.

Prior to the Works commencing the Project Manager shall ensure all appropriate correspondence & Notices have been issued to the Council & Building Certifier confirming “commencement of the works”.

**Risk Assessment.**

The Project Manager shall ensure the risks associated with site are appropriately assessed prior to commencement of the Works.

A “Risk Assessment” Procedure shall be established by the builder – the Procedure is to ensure all Risks are identified, recorded and advised to the Site Foreman & subcontractors so as all parties have an understanding prior to commencement onsite.

The Site Foreman & Project shall ensure periodic “risk assessment” reviews are undertaken whereby the results are addressed & forwarded to all involved parties so as the onsite “trades” Tool Box Safety Meetings are aware of any new or ongoing safety risk.

Prior to commencing Work onsite all trades are to undertake a “site induction” course by way of the designated OH&S Officer – on completion of the course a Certificate of Completion will be issued – all personnel are to maintain the certificate with them whilst there are working on the subject site.

All personnel who have completed a Site Induction Course will be issued with a “sticker” to wear on their safety helmet – such sticker indicates not only the successful completion of the course but also competency as to the requirements for the ongoing safe work practices employed on the subject site.

Should a contractor leave the site for any period in excess of 1 x month it will be mandatory to attend a “refresher” Induction course before re-establishing onsite.

All employees, subcontractors & delivery drivers are to wear appropriate safety clothing at all times onsite. The builder is to establish the “minimum” requirement by way of a

Notice at the entry to the Site for all involved personnel to see. There will be NO exceptions to the wearing of Safety Clothing.

The Project manager shall establish a Traffic Management Plan & Procedure prior to commencement of the onsite Works.

The Plan is to conform to the requirements of OH&S, the RTA & Parramatta City Council.

The Plan shall take into account the following;

1. The established Public Traffic Movement within the immediate area.
2. Pedestrians
3. Site Personnel
4. Site Traffic Movement/s
5. Onsite Construction Equipment & Machinery.
6. Onsite Parking

A copy of the “approved” Traffic Management Plan is to be maintained onsite at all times.

The Site Foreman & Project Manager will conduct periodic safety inspections as necessary onsite – failure to meet the minimum standards will require the offending personnel to leave the site immediately unless they can immediately address the problem to conform to the minimum requirements.

#### **Site Emergency Plan.**

The Project Manager shall prepare a Site Emergency Plan to cater for the evacuation of all site personnel in the case of an emergency.

The Site Emergency Plan shall include as a minimum the following;

1. A Site Attendance Book
2. Emergency Phone Number Signage
3. Location of First Aid Station/s
4. Location of Emergency Muster Station/s
5. Emergency Procedure manual

The Site Emergency Plan shall be included in the Procedure manual.

The Site Foreman shall ensure a copy of the Emergency Plan is maintained onsite at all times within a secure area of the Site Office.

All Subcontractors employed on the project shall adopt the Site Emergency Plan as “policy” within their Works.

The Site Foreman shall establish a set of Site Safety Rules at the first Tool Box Safety Meeting – these rules shall be applied to all onsite personnel without question – the rules can be amended by agreement of the Site Safety Committee, the Site Foreman & Project Manager.

A copy of the Site Safety rules shall be maintained within the Site Office at all times.

The Site Foreman shall erect a “Site Incident” Board in a prominent location at Ground Level of the site – the Board shall include details over the “last Incident” and time lost.

The Project Manager through the Site Foreman shall ensure adequate safety training is provided to all onsite personnel by way of;

1. Site Safety Induction course.
2. Establishment of a Site Safety Committee to administer Onsite Emergency Procedures.
3. Establishment of OH&S procedures through a designated OH&S Manager.
4. Refresher training as necessary throughout the duration of the Works.

The Safe Work Method Statement (SWMS) and it’s associated activity is to be adhered to at all times by the onsite personnel. Failure to maintain the requirement of the SWMS may jeopardise the ongoing employment of personnel onsite.

## **24.00 GENERAL PROCEDURES.**

The Project Manager in concert with the Site Foreman shall establish Safe Practice Procedures with regard to the following matters prior to the Works commencing;

1. Certification of the Workers
2. Hazard Identification
3. Manual Handling of onsite goods
4. Safety Inspections.
5. Movement onsite of Plant & equipment.
6. Erection & Movement of onsite scaffolding
7. Electrical Equipment Register
8. Work at high levels
9. Hot/cold Works
10. Fire Watch & Prevention
11. Work within Confined Space
12. Location of Underground Services.
13. Work in the vicinity of High Voltage Cables & Overhead Wires
14. Working around Hazardous Substances
15. Accident & Incident Reporting

## **25.00 ADJOINING OWNERS.**

As the construction works will have an effect on the adjoining owners with regards to vehicle movement’s noise and the overall visual effect of the project Therefore consideration is to be given to those areas to minimise the effect of the construction phase on the adjoining owners

Prior to establishment of the site the Site Foreman along with the Project Manager will visit the adjoining owners and advise them of the start date anticipated completion date and a general overview of the project.

At critical stages during the course of the works eg crane lifts, early deliveries due to RTA traffic movements, and times of extended noise the adjoining owners will be advised of the pending activity that may affect them

Traffic movements will be monitored and in the event a delivery or pick up will have an effect on the adjoining owners they shall be advised of the pending task so as to make arrangements to enable them to continue their daily routine

## **26.00 LOADING AND UNLOADING CONSTRUCTION VEHICLES**

The Works are to ensure there is no interruption to the day-to-day activity of the adjoining owners when deliveries are made to the Work site.

At all times the delivery of goods is to ensure safe work practices are employed by drivers & personnel associated with the Works.

A clear drop-off area is to be provided at all times for the delivery of goods to the site.

All delivery drivers are to have clear vision as to the location of the Site Office when making a delivery.

The site access shall allow for the cranes and semi trailer deliveries a clear area within the work place to off load material and lift as required to load the site.

All site access areas are to allow equipment manoeuvring around the site to complete the task and exit the site in a forward direction

## **27.00 SITE SET OUT**

The Works associated with the building are to be set out by a registered surveyor all in accordance with the design drawings (as enclosed) and as provided by Woods Bagot Architects Pty Limited.

In consideration of the building work the set out is to take into consideration traffic movements involving the arrival and departure routes to be taken by delivery and equipment vehicles servicing the site during the construction phase

Consideration is to be given to reduce or minimise large vehicle movements through the established commercial core of the Parramatta CBD and if required preferred delivery and departure routes are to be established to ensure minimisation of truck construction vehicles to the day-to-day traffic movements within the immediate area.

The plan is to address the site set out to ensure the main control point delivery, storage, parking, waste storage and removal

## **28.00 SITE SHEDS.**

All site sheds and amenities are to be located above the street hoarding as established at the front of the site in George Street. As the Works progress the sheds & amenities will be relocated to appropriate positions within the building proper.

## **29.00 WASTE STORAGE AREA.**

Adjacent the deliveries area within a convenient location the site will be provided with a suitable Waste Storage Area (WSA) – such area will allow the stock piling materials to be removed from site.

The WSA will allow access from all required vehicles to remove material from the site and to make the required deliveries to the site wholly within the site and without interfering with the construction of the project

### **30.00 CONSTRUCTION VEHICLE PARKING**

Limited construction vehicle parking may be provided immediately adjacent to George Street once the Works reach Ground Level – such parking will all be subject to the Works allowing a safe & suitable facility to be provided without interruption to the ongoing Works schedule.

### **31.00 REMOVAL OF DIRT FROM CONSTRUCTION VEHICLES**

No vehicle is to leave the site & deposit mud, dirt or waste over George or any surrounding streets.

The Site Foreman is to ensure all loose material is removed from vehicles exiting the site and entering the road reserve.

If possible a suitable area shall be designated as a vehicle wash down precinct to ensure vehicle do not transport mud from the site to the road surface.

The Wash-down area is to be fully contained to ensure no waste leaves the site on the wheels of trucks.

Any blow-outs of concrete during concrete pour are to be contained within the site and will be disposed off through bins or trucked out with other waste material

### **32.00 EXCAVATION SUPPORT**

As the building is to be constructed over a 4 x basement level there will be a requirement for the builder to ensure the adjacent building & road surface of George Street are all taken into consideration with the design for a “support structure prior to the works commencing onsite.

The Works program & construction methods employed by the designated builder shall ensure any excavation over the site is adequately supported to prevent movement of the surrounding ground – such support structure shall be provided by way of a structural engineers design and will take into effect the geotechnical nature of the below-ground strata and foundations of the adjoining buildings

The works and procedures associated with this activity are to be developed in concert with the signing of the Works contract to ensure adequate consideration has been given to the “support” structure design.

The structural engineer shall certify the design as the works proceed.

Detailed drawings are to be provided with the tender documents for review by the client’s representative prior to awarding the building contract to ensure the “support structure” is adequate to allow the Works to be undertaken at NO risk to the adjoining properties.

As the site is affected by a Sydney Water Sewer Main (East/west) the “initial” design is to

provide for the requirements of the Consent Authority (Sydney Water) to either;

1. Relocate the line or
2. Support the line during construction so as to reposition the service within the building.

Note: Interruption to the service can only be provided by the Consent Authority.

Any excavation work outside the site boundary whereby an existing or new service is to be relocated or extended the builder “must” make an enquiry to Dial Before You Dig – before the Works are commenced.

Written authority approvals as required shall be obtained prior to the exposure and connection of all building services such as fire hydrant, stormwater and sewer.

Where rock anchors are to be utilised or removed the builder shall obtain the structural and geotechnical engineer’s formal consent and design detail prior to the works being implemented. Suitable structural support or underpinning shall be provided to any existing building located on a common boundary all in accordance with the structural engineer’s requirements prior to the works commencing.

On completion of the works any support structure shall be progressively removed so as the structural stability of the new & existing buildings is maintained at all times.

### **33:00 PROTECTION OF ADJOINING PROPERTIES**

The builder shall ensure all adjoining properties, council property and adjoining road reserves are protected from damage during the construction phase of the project.

The builder shall ensure the site security at all times in such manner that prohibits access during and after hours from the general public and adjoining properties while providing a secure environment for the work force.

Protection to adjoining properties and the property security will involve the combination of the existing and new fencing

#### **Adjoining Property Access**

There shall be no direct access through the adjoining property of 85 George Street Parramatta to the subject site unless approval has been obtained (in writing) from the property owner.

#### **Site Security during the Construction Phase**

The construction site shall be protected by way of permanent Street Hoarding facing George Street complete with access gates, security and pedestrian lighting all in accordance with statutory requirements for such structures.

Side boundaries shall be protected by way of permanent and temporary builders fencing.



## **34:00 CRANE OPERATIONS**

The site shall be serviced by way of Tower Crane to ensure all deliveries and construction operations are accommodated in the most efficient & expedient way.

The builder shall be responsible for the erection, operation & dismantling of the crane all in accordance with NSW Work Cover requirements. Service personnel shall be appropriately qualified and employed for the sole purpose of maintaining the efficient operation of the crane service.

Where a mobile crane is utilised it shall be operated as required to maintain a safe work environment for all personnel onsite. Such mobile cranes will be similar to but not limited to: Hyabs for lifting materials from their trucks, Frana cranes for moving materials around the site as required, removal of materials from trucks and transferring them around the site to their correct location for installation

Mobile cranes for removal of materials from delivery trucks into the required position for installation; Mobile cranes for the erection of the structural steel; Tower Crane for the lifting of goods to the high levels of the building during the construction phase.

### **Arrival of Cranes**

The scheduling of any crane to the site shall coordinate to limit any inconvenience to the public.

Crane operators shall be required to undertake a site induction prior to the operation of the crane

### **Site Conditions**

Site conditions shall be related to the operations along with site specific safety issues (overhead wires, trenching and building components,)

Crane operator will be required to carry out the works strictly in accordance with the required work cover regulations and are to ensure that the correct procedures have been adopted with regards to the set up of the cranes prior to their operation

### **Removal of Cranes from the Site**

Removal of the tower crane from site may require the provision of a semi trailer or float vehicle – such vehicle can only be provided during out-of-normal working hours so as to minimise any effect to the public or business that operate within the immediate area.

Mobile cranes and cranes not requiring float vehicles will enter and exit in a forward motion

Crane operators, operating cranes in close proximity to adjoining building, trees or overhead wires will be briefed prior to them carrying out the required task

## **35:00 CONSTRUCTION ZONE**

To maintain the regular traffic movement with the core CBD area of Parramatta the builder shall arrange for a Construction Zone to be established immediately in front of the site prior to the Works commencing. The cost & ongoing management of the Construction Zone shall be managed in its entirety by the builder.

### **36.00 BUILDING CODE REQUIREMENTS.**

The whole of the Works shall be designed & constructed in accordance with the requirements of the Building Code of Australia and all applicable statutory requirements of Parramatta City Council, Sydney Water, Integral Energy, Telstra and those other bodies having a statutory position with regard to the building services and fire protection facilities.

### **37.00 SUMMARY COMMENTS.**

The contents of this Plan are provided as the base from which the builder will undertake the Works. Where the Plan is to be modified to suit a particular design requirement or construction technique the builder shall amend the Plan as necessary to maintain the overall intent of this document however, the overall responsibility for the preparation & management of the final Plan will remain with the appointed builder on entering into a formal building contract.

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## **APPENDIX No 1**

Architectural Drawings – Reduced size.

## **APPENDIX No 2**

### **Project Management Plan – Roles & Responsibilities & Authorities**

This document to be provided by the appointed builder prior to commencement of the onsite Works.

## **APPENDIX No 3**

### **Project Insurance Checklist.**

This document to be provide by the appointed builder prior to commencement of the onsite Works.

## **APPENDIX No 4**

### **List of Trade Requirements.**

This document to be provided by the appointed builder prior to the commencement of the onsite Works.

## **APPENDIX No 5**

### **Practical Completion Checklist.**

This document to be provided by the appointed builder prior to the commencement of the onsite Works.

## **APPENDIX No 6**

### **Construction Program**

This document to be provided by the builder within 21 days of awarding the formal Building Contract.

## **APPENDIX No 7.**

### **Site Establishment , Tasks & Planning Checklist**

This document to be provided by the appointed builder prior to commencement of the onsite Works.

## **APPENDIX No 8.**

### **Principal Certifying Requirements**

This document is to be provided by the appointed builder within 21 days of the awarding of the formal building contact & prior to the lodgement of the Construction Certificate Application.