

# SITE SAFETY PLAN FOR TARGETED HAZARDOUS MATERIALS SURVEY

Office of Finance & Services

Ultimo Public School, Quarry Street, Ultimo NSW

September 2015

C107477:J140648 - PJB

Prepared for:

Office of Finance & Services

Prepared by:



Paul Brown

Property Risk Consultant

LAA-001011

Reviewed/Approved by:



Helen Pearce

Manager - Property Risk

(NSW)



Table 1: Emergency Contact Numbers

AMBULANCE/ FIRE BRIGADE/ POLICE		000 (or 112 from mobile)
HOSPITAL	Royal Prince Alfred Hospital Missenden Rd, Camperdown NSW	(02) 9515 6111
POISON INFORMATION	NSW Poisons Information Centre	13 11 26
LOCAL WATER AUTHORITY	Sydney Water	(02) 9350 4558
LOCAL POWER AUTHORITY	AusGrid	13 13 88
LOCAL GAS AUTHORITY	AusGrid	13 13 88
COMMUNICATIONS	Telstra	13 22 03
LOCAL COUNCIL	Sydney Council	(02) 9265 9333
CLIENT	Office of Finance & Services	
SUB CONTRACTOR	N/A	
NAA PROJECT MANAGER	Helen Pearce	0481 037 251
NAA PROJECT DIRECTOR	Nigel Johnson	0457 755 777

A Hospital Location Map is provided on the following page. The route to the nearest medical facility is highlighted on this map.

Ultimo Public School (Quarry St) Location Map to Royal Prince Alfred Hospital (Missenden Rd, Camperdown)

Google Maps

Royal Prince Alfred Hospital to Ultimo Public School

Drive 2.9 km, 9 min



Imagery ©2015 Aerometrex, Map data ©2015 Google 200 m

Courtesy Google Maps 2014

# SITE SAFETY PLAN FOR A HAZARDOUS MATERIALS SURVEY

## Office of Finance & Technology

Ultimo Public School, Quarry Street, Ultimo NSW 2007

### Table of Contents:

Introduction .....	1
Scope of Works .....	1
Site Conditions .....	1
Access Controls .....	2
5. Project Structure and Responsibilities .....	2
6. Competency Requirements.....	2
7. Induction.....	2
8. Risk Assessment.....	3
9. Potential Contaminants of Concern .....	4
10. Personal Protective Equipment (PPE) .....	4
11. Emergency Procedures.....	4
12. Incident Reporting and Investigation .....	5

### List of Appendices:

Appendix A: Grencap WHS Policy.....	6
Appendix B: Sign In/Sign Out Register .....	7
Appendix C: Site Induction Register .....	9
Appendix D: Safe Work Method Statement .....	11
Appendix E: Daily Field Safety Check Form .....	12
Appendix F: Incident Report Form .....	25

## 1. Introduction

The objectives of this Site Safety Plan (SSP) are:

- To outline how work health and safety (WHS) and environmental risks associated with the nominated works will be managed;
- To confirm responsibilities and accountabilities for the implementation of the SSP and the management of risks; &
- To establish procedures for the management of project WHS and environmental risks.

Note:

- The SSP is to be used in conjunction with the GreencapNAA (formerly Noel Arnold & Associates (NAA)) WHSE Management System (GCWHSE001 WHSE Management System) and WHS Policy (GCWHSE101 WHS Policy v1), see Appendix A;
- The SSP has been developed by the GreencapNAA Project Manager to reflect site/project specific activities and associated risks;
- A Site Safety Briefing will be conducted by the GreencapNAA Site Supervisor (in addition to a site or client specific induction), where applicable, to familiarise all GreencapNAA staff with the contents of the SSP, determine a readily accessible location of the SSP for all staff during work activities, and obtain a signoff by all GreencapNAA staff to demonstrate understanding of the SSP;
- A first aid kit will be located in the GreencapNAA field vehicle used on site. If treatment is required for an injury greater than a basic workplace first aider can administer, an ambulance should be called immediately;
- The site emergency response procedures must be followed at all times by personnel covered under this Site Safety Plan, i.e.
  1. Stop work;
  2. Make the work area as safe as practicable; &
  3. Proceed to the nearest emergency assembly point and check in.
- The emergency assembly point for the Site is located: As per the school's emergency evacuation plan.

## 2. Scope of Works

This project involves conducting of a targeted destructive Hazardous Materials Survey by GreencapNAA within the school buildings located on the site known as Ultimo Public School site located on Quarry Street, Ultimo NSW. Key activities and types of work to be performed are:

- Conduct site safety induction for all GreencapNAA personnel.
- Inspect the site's buildings for the potential presence of hazardous materials, in accordance with the *Code of Practice: How to Manage & Control Asbestos in the Workplace (WorkCover, 2011)* and the *Demolition Work Code of Practice (Safe Work Australia, 2012)*. Although no destructive techniques will be undertaken in public areas.

## 3. Site Conditions

On arrival at the site, the general site conditions shall be observed and recorded. These conditions include, but are not limited to:

- The size of the site and the proposed work/sampling area.
- The location of nearby buildings/open space/greenfields.
- Obvious hazards eg. Uneven terrain, holes/pits, traffic, and vegetation.
- Prevailing weather conditions.



#### 4. Access Controls

Procedures for access to the project site shall include:

- A project site sign in/sign out sheet – Provided in Appendix B.
- Establishment of exclusion zones using appropriate barriers and signs as applicable whilst the survey is being undertaken i.e. entire buildings, where applicable. However, as no samples are to be taken during this survey, exclusion zones may not be required.

#### 5. Project Structure and Responsibilities

The management and implementation of the SSP will be undertaken in accordance with the following project structure and responsibilities.

Position	Name	Responsibilities
GreencapNAA Project Manager	Helen Pearce	<ul style="list-style-type: none"> <li>• Establish SSP</li> <li>• Induct NAA personnel in SSP and safety requirements</li> <li>• Review project specific SWMS/risk assessments</li> <li>• Monitor SSP implementation and performance</li> <li>• Liaise with client on SSP requirements</li> </ul>
GreencapNAA Field Staff & Site Supervisor	Paul Brown	<ul style="list-style-type: none"> <li>• Complete daily field safety checks</li> <li>• Monitor site conformance with SWMS/risk assessments and ensure corrective action is taken where necessary</li> <li>• Understand and follow requirements of SSP and SWMS/risk assessments</li> <li>• Report hazards, risk issues or incidents to NAA site supervisor</li> <li>• Wear/maintain appropriate PPE (as designated)</li> </ul>

#### 6. Competency Requirements

NAA site personnel supervising the abovementioned scope of works have been appropriately trained in the safe work practices of all tasks to be completed, in accordance with the NAA Skills Matrix.

Site Responsibility Level	Name	First Aid Training (Level & Date)	NAA Skill Matrix Status for Work Scope	Industry Qualified/Licensed for Work Scope
GreencapNAA Site Supervisor	Paul Brown	-	Accredited	Competent Surveyor

#### 7. Induction

Induction of personnel undertaking activities in relation to the project will conform to the following process:

1. Client/Site Induction: Induction for Ultimo Public School is understood to not be required, but we expect to sign in at reception.
2. Project Specific Induction: to be conducted by GreencapNAA Project Manager and encompass requirements of the Site Safety Plan.

Records of induction will be retained by the GreencapNAA Project Manager (refer to the Site Induction register Appendix C).

## 8. Risk Assessment

### 8.1 General

Hazards, risks and associated control measures for the nominated scope of works will be identified through Safe Work Method Statement (SWMS) in accordance with GreencapNAA WHS Procedure No. 2.04, *Risk Management*. The 'take five' principal will also be adopted to support the risk assessment/management process of site activities.

1. Stop, Step Back, Observe the Work Zone.
2. Walk - Through the Task.
3. Identify the Hazards & Implement Risk Controls.
4. Control and Communicate Hazards.
5. Safely Complete the Task.

Risk assessment/SWMS established for the project are located in Appendix D and will be progressively updated as additional risk assessments/SWMS are developed. We will also undertake a Job Safety Analysis (JSA) on site each day prior to works commencing. A copy of this form is in Appendix D.

### 8.2 Risk Assessment Procedure

The following risk assessment procedure will assist in determining the likelihood and consequence of each identified hazard causing injury or illness to persons in the workplace.

#### *Measures of Likelihood*

Likelihood refers to the probability and frequency of the event occurring.

Likelihood Table		
Likelihood	Description	Frequency at Location
Almost Certain	Expected to happen	Occurs once a week
Likely	May easily happen	Occurs once a month
Possible	May happen	Occurs once every year
Unlikely	May happen sometime	Occurs once every 10 years
Rare	May happen in extreme circumstances	Occurs once every 100 years

#### *Measures of Consequence*

Consequence refers to the outcome of an event or situation expressed in terms of loss, injury or disadvantage.

Consequence Table			
Consequence	Health and Safety	Environment	Loss / Damage
Low	First aid	Short term environmental impact managed on-site.	\$0-\$5K
Minor	Medical Treatment	Medium term on-site environmental impact managed on site.	\$5K-\$50K
Moderate	Classified Injury (LTI or restricted work case)	Medium term on-site environmental impact needing external assistance.	\$50K-\$500K
Major	Fatality or severe permanent disability	Very serious, long-term environment impairment of ecosystem functions.	\$500K-\$5M

#### *Determination of Risk Level*

The risk level is determined by assessing the consequence and likelihood of an event occurring and is categorised in the following manner:

Likelihood	Consequence			
	Low	Minor	Moderate	Major
Almost Certain	High	High	Extreme	Extreme
Likely	Moderate	High	High	Extreme
Possible	Low	Moderate	High	Extreme
Unlikely	Low	Low	Moderate	High
Rare	Low	Low	Moderate	High

Ensure that risk levels are assigned for each site-specific hazard identified within the SWMS.

Site-specific hazards will be identified daily and when work conditions change (i.e. change of weather, deliveries to site after a lunch break etc.) and recorded in the Daily Field Safety Check Form included as Appendix E. Also, if the client has special requirements in regard to the procedures or timing that works can be undertaken, these will be discussed at the daily filed safety check meeting.

The GreencapNAA supervisor is responsible for ensuring that risk assessments/SWMS and appropriate control measures are documented and communicated to relevant site personnel.

Contractors/subcontractors shall submit completed risk assessments/SWMS to the GreencapNAA Site Supervisor for review prior to commencing works.

## 9. Potential Contaminants of Concern

The site is currently utilised as a special school for disabled children consisting of numerous buildings. We understand that all will be operational at the time of or inspection. The buildings located on the site are of original build, dating back to approx. 1950 with some refurbishment which may have taken place over the years. As such, the hazardous materials that may be encountered (but not limited to) on the site includes:

- Asbestos-Containing Material (ACM);
- SMF (Synthetic Mineral Fibre);
- PCB's (Polychlorinated Biphenyl's);
- Lead-containing paints;
- Lead-containing dust; &
- Ozone Depleting Substances.

We are also inspecting for the following materials, as is required under the *Demolition Work Code of Practice (Safe Work Australia, 2013)*:

- Underground/above ground fuel storage tanks; &
- Flammable or combustible materials.

Potential exposure risks and control measures for these contaminants have been considered in risk assessment as documented in the SWMS in Appendix D.

## 10. Personal Protective Equipment (PPE)

All field staff (including contractors) must wear the following PPE while on site.

- P2 respiratory during sampling;
- A hard hat (where overhead structures/machinery are present).
- Safety glasses;
- Steel-toed boots;
- Coveralls/long pants & long sleeved shirt; &
- Protective gloves may be worn when destructive techniques are being undertaken.

Other PPE (including, but not limited to, protective gloves [leather and Nitrile], respirators and ear plugs) must be available to all staff while on-site. PPE shall be inspected on a daily basis by the owner to ensure that it is in good condition and appropriate for site conditions. PPE should be used as outlined in the task specific SWMS.

## 11. Emergency Procedures

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to the nominated works. These may include, but are not limited to:

- Minor first aid, eg. scratches;
- Collapse of walls and/or ceilings;
- Discovery and/or accidental damage to underground services;
- Electrical;
- Fire or explosion; or
- Flood.

The site emergency response procedures must be followed at all times by personnel covered under this Site Safety Plan, i.e.

1. Stop work
2. Make work area safe as practicable



3. Proceed to nearest emergency assembly point and check in with GreencapNAA Site Supervisor.

In addition to the above, the following information should be documented and read in conjunction with Client Emergency Procedures.

- Evacuation area in the event of an emergency. Detail below
- Site evacuation point – to be confirmed by site contact on Thursday 1<sup>st</sup> October
- Emergency equipment and locations i.e. first aid equipment, fire extinguishers.
- First aid kit will be located within the driver's car of the NAA field vehicle. Each consultant will have a first aid kit in their car.
- Register of current qualified first aiders.

The consultant on site hold first aid qualifications, but all is aware of basic first aid, the location of Concord Hospital and emergency services phone number 000.

A first aid kit will be located in each GreencapNAA field vehicle used on site. If treatment is required for an injury greater than a basic workplace first aider can administer, an ambulance should be called immediately. A list of emergency contact numbers has been provided at the front of this document, along with a map showing the route to the closest hospital.

## 12. Incident Reporting and Investigation

The Project Manager and/or Project Director must be contacted ASAP for all incidents and emergencies as per the GreencapNAA procedure.

Documentation (including photos) of the incident must be initiated as soon as all personnel involved in the incident (including the public) have been attended to and the work zone has been isolated from access and/or made safe.

The Client will be informed of all incidents ASAP (within one hour of the incident occurring) and will be forwarded a copy of the GreencapNAA incident report (Refer to Appendix F) within 24 hours of the incident occurring.

The GreencapNAA Project Manager shall, in conjunction with relevant personnel undertake an incident investigation and identify/implement appropriate corrective actions.

## Office of Finance & Services

### Site Safety Plan – Hazardous Materials Survey

#### Ultimo Public School, Quarry Street, Ultimo NSW

##### Appendix A: Grencap WHS Policy

# 1.1 WORKPLACE HEALTH AND SAFETY (WHS) POLICY

Wesfarmers Industrial & Safety (WIS) is committed to ensuring the health and safety of all workers. Workplace health and safety is one of our highest priorities and we strive to prevent harm through effective policies, good practices and improvement programs.

## We are committed to:

- Making every practicable and reasonable effort to provide a healthy and safe place of work,
- Integrating WHS considerations into all business activities,
- Proactively identifying emerging risks and managing hazards,
- Ensuring worker well-being and assurance that all workers are treated fairly, sensitively and with respect at all times,
- Consulting with workers and external parties (e.g. unions, suppliers, customers, contractors and regulators) so as to ensure they are included in decision making processes,
- Complying with WHS legislative and regulatory requirements,
- Establishing measureable WHS objectives and targets to ensure continuous improvement aimed at the elimination of work related illnesses and injuries,
- Offering training programs that involve and broaden worker skills, competence and WHS awareness,
- Allocating appropriate internal/external expertise and resources to maintain effective WHS Management,
- Resolving any WHS issues in a professional and timely manner,
- Disseminating WHS information to all workers, and
- The effective implementation of this WHS Policy across all WIS.

## We encourage awareness through:

- Hazard, incident and near miss reporting, investigation and WHS event management programs,
- Talking about achievements and learning at all levels,
- Not compromising WHS values as it is integrated in all we do,
- Encouraging people to take personal WHS responsibility and leadership regardless of where they sit in the hierarchy,

- Communicating good practice, setting clear expectations, standards and managing WHS performance improvement,
- Executive Management demonstrating visible WHS leadership,
- Promoting off-the-job WHS and wellbeing practices.

## Workplace Health and Safety Management Systems:

We develop and maintain systems in alignment with AS/NZS 4801 OHS Management Systems to ensure that we:

- Have a systematic approach to identifying, managing and controlling WHS risk to as low as reasonably practicable,
- Integrate WHS expectations in position descriptions and performance plans with regular reviews,
- Have safe systems of work, equipment, plant and practices,
- Have effective contractor selection, management and monitoring processes,
- Reward and recognise WHS improvements and achievements,
- Have effective injury management and return to work programs,
- Promote a positive WHS culture and behaviours that are embraced by all our people.

## Industry Leading Practice and Continuous Improvement:

We analyse trends, identify opportunities, and leading practices, including new technology, to seek ways of improving our performance, processes and practices to prevent harm and reduce our risk exposure.

**WIS has embedded detailed accountabilities and responsibilities within WHS Management System Standards and related documents that underpin this policy.**

## All Management have responsibility to:

- ✓ To ensure people undertaking work at/for/on behalf of WIS are not put at risk from the works being carried out, where the risk (s) are reasonably foreseeable,
- ✓ Develop, implement and monitor WHS policies, training and systems, ensuring appropriate resources and investment,
- ✓ Maintain and communicate performance/compliance expectations through effective training and supervision,
- ✓ Provide regular WHS communications to all people undertaking work at/for/on behalf of WIS on general WHS matters and other organisational policies and procedures,
- ✓ Ensure accurate and timely WHS reporting, planning and incident management,
- ✓ Role model and encourage positive WHS practices,
- ✓ Undertake our positive obligation to exercise due diligence to ensure that WIS complies with its duties under WHS legislation and WIS policy commitments.

## All workers undertaking work at/for or on behalf of WIS have responsibility to:

- ✓ Understand their responsibilities, be self aware and demonstrate positive WHS behaviours and learning's,
- ✓ Treat everyone with respect and fairness at all times,
- ✓ Step-in whenever an unacceptable behaviour/practice is observed, and discourage others from working unsafely,
- ✓ Report and where possible take immediate action on unsafe acts, conditions, equipment or behaviours,
- ✓ Comply with WIS policy, practices and local legislation at all times. Any breaches may result in disciplinary action, that if substantiated could lead to dismissal/contract termination.

  
Olivier Chretien, Managing Director

08/07/2013  
Date:

## Office of Finance & Services

### Site Safety Plan for Hazardous Materials Survey

#### Ultimo Public School, Quarry Street, Ultimo NSW

##### Appendix B: Sign In/Sign Out Register

## Ultimo Public School, Quarry Street, Ultimo NSW

## Sign In/Sign Out Register

Please sign below when entering and leaving the worksite.

Name	Company	Date	Time In	Time Out	Signature



## Office of Finance & Services

### Site Safety Plan for Hazardous Materials Survey

#### Ultimo Public School, Quarry Street, Ultimo NSW

##### Appendix C: Site Induction Register

## Ultimo Public School, Quarry Street, Ultimo NSW

### Site Induction Register

Please sign below to acknowledge that you have been inducted into the work zone via this GreencapNAA Site Safety Plan and please tick the relevant box below to acknowledge that you understand the SWMS prior to commencing work.

Name	Company	Date	Understand / Accept of NAA SWMS	Signature

Office of Finance & Services

Site Safety Plan for Hazardous Materials Survey

Ultimo Public School, Quarry Street, Ultimo NSW

Appendix D: Safe Work Method Statement

## Office of Finance & Services

### Site Safety Plan for Hazardous Materials Survey

#### Ultimo Public School, Quarry Street, Ultimo NSW

##### Appendix E: Daily Field Safety Check Form

### Daily Field Start Up Sheet/Toolbox Talks

Date:	
GreencapNAA Staff On Site:	
Contractors On Site:	
Visitors to Site:	

#### Weather Conditions:

Cloud Cover %:		Rain:	
Wind Direction:		Wind Speed:	

#### Work Area:

Nearby Sensitive Items:	
Nearby Services:	

#### Local Hazards:

Identify key site-specific hazards for the day's works and control hazards.

Site Specific Hazard	Risk	Risk Control Action Required



Office of Finance & Services

Site Safety Plan for Hazardous Materials Survey

Ultimo Public School, Quarry Street, Ultimo NSW

Appendix F: Incident Report Form