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Construction Health, Safety and Environmental Management Plan (C.H.S.E.M.P)

Meriden Senior School

Centre for Music and Drama (CMD)

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Project No: BN1067

Record of revisions of HSE Site Management Plan

Edition Revision	Date	Section	Page	Revision Details

References

This C.H.S.E.M.P has been developed to address Part C of State Significant Development SSD-9692:

Condition	Description	Location in Document
C7	Unexpected contamination finds protection	Appendix D – Page 146
C11	Environmental Management Plan	Chapter 13 – Pages 81
C12	Construction Environmental Management Plan	Appendix A – Page 133
C12 (g)	Unexpected Finds Protocol For Aboriginal and Non-Aboriginal Heritage	Appendix D and E – Page 146 and 147
C15	Construction Traffic Management Plan	Appendix I – Page 156
C16	Construction Noise and Vibration Plan	Appendix B – Page 136
C17	Construction Waste Management Plan	Appendix F – Page 148
C18	Construction Soil and Water Management Plan	Appendix C – Page 144
C19	Driver Code of Conduct	Appendix I – Page 156
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Key Elements

Responsibility Abbreviations

Code	Name
DM	Design Manager
PM	Project Manager
SM	Site Manager
PS	Project Supervisor
HSEC	HSE Coordinator
HSES	HSE Supervisor
CA	Contract Administrators
SC	Subcontractor

Knowledge Resources

Knowledge resource document	Requirement	Responsibility	Relevant Section of Plan	Notes
Health and safety policy	Displayed in all amenity areas on site	SM / PS	1 Introduction to HSE	Available to the public at www.buildcorp.com.au
Environmental policy	Displayed in all amenity areas on site	SM / PS	1 Introduction to HSE	Available to the public at www.buildcorp.com.au
Sun protection policy	Displayed in all amenity areas on site	SM / PS	1 Introduction to HSE 13 On site HSE controls	
Drug and alcohol program policy	Displayed in all amenity areas on site	SM / PS	1 Introduction to HSE 13 On site HSE controls	
Rehabilitation policy	Displayed in all amenity areas on site	SM / PS	1. Introduction to HSE 13 On site HSE controls	
HSE Site Rules	Displayed in all amenity areas on site	SM / PS	10 Training 13 On site HSE controls	
Injury investigation report process	Displayed in all amenity areas on site	SM / PS	14 Emergency planning, preparedness and investigation	
Injury Reporting Flowchart	Displayed in all amenity areas on site	SM / PS	14 Emergency planning, preparedness and investigation	
Class of licences	Use this to check the abbreviations on licences.	SM / PS	10 Training	

Forms

See Systems Matrix (form F0756) for more details on locating all HS&E forms within the system.

Form name / Issue	Requirement	Responsibility	Relevant Section of Plan	Notes
HSE Site Management Plan	Prior to a project starting, prepared after the WPRA, reviewed as required	PM	1 Introduction to HSE 10 Training	Review as required to ensure the plan meets the changing requirement of the project
HSE Site Management Plan subcontractor registration	Record all subcontractors who have been issued a copy of the HSE Site Management Plan	PM	1 Introduction to HSE 10 Training	

Form name / Issue	Requirement	Responsibility	Relevant Section of Plan	Notes
Roles and Responsibilities	Appendix C to the HSE Site Plan, to be issued with the HSE Plan	PM/ SM/ PS	3 Roles and responsibilities	
Reducing Risk and Increasing Opportunity (RRIO)	RRIO completed after tender documentation complete	DM / PM	6 Risk Management 7 Design Management	Discussed and reviewed at design meetings
HSE Whole Project Risk Assessment (WPRA)	Prior to project commencing then reviewed as required. Subcontractors to undertake prior to commencing on site.	PM / SM / PS	6 Risk Management	
Safe Work Method Statements	Submitted prior to start on site	SM / PS	6 Risk Management 10 Training 12 Subcontractor Control	Must be reviewed by SM / PS before work commences
Subcontractor SWMS review	A checklist to ensure all SWMS are compliant	SM / PS / PM	10 Training 12 Subcontractor Control	Review completed for each SWMS
Registration of SWMS reviews	A record all SWMS that have undergone a SWMS review	SM / PS	10 Training 12 Subcontractor control	
Site Access Register	Daily	All workers / visitors to site	10 Training 12 Subcontractor control	
Community Issues Register	As required	All team / PM / SM	15 First aid, accidents and incidents	Report lodged and PM / SM to co-ordinate action plan
HSE Site Emergency Procedures	Displayed in amenity areas	PM / SM / PS	15 First Aid, accidents and incidents	Covers Injury, Fire, Evacuation, Evacuation Plan, Person in water, arrested fall, material into harbour, electrocution
Register of injury	Record any injuries in this book		15 First Aid, accidents and incidents	
Accident Incident Investigation report	Record all details of incident	PM / SM / PS	15 First Aid, accidents and incidents	
First Aid treatment register	Record any First Aid administered on site	PM / SM / PS	15 First Aid, accidents and incidents	
Workplace injury management checklist	Completed after an injury to a Buildcorp site employee	PM / SM / PS	15 First Aid, accidents and incidents	
Community issues register	Filled in when a complaint is raised	Project Team	15 First Aid, accidents and incidents	Closed out using the complaints procedure
Site Induction (Appendix A)	Carried out daily at 7:30am Each worker on site attends the site induction	SM / PS / HSEC	10 Training 12 Subcontractor control	Prepared prior to project commencement, includes all relevant hazards and impacts from WPRA
Site Induction register	Record of each worker who has completed a site induction	SM / PS / HSEC	10 Training 12 Subcontractor control	
Individual worker registration	Filled in at the site induction by subcontractor prior to starting on site	SM / PS / HSEC	10 Training 12 Subcontractor control	

Form name / Issue	Requirement	Responsibility	Relevant Section of Plan	Notes
Hazardous Substances (SDS) Register	Prior to start on site All SDS to be recorded in SDS register	SM/ PS	13 On site HSE controls	Copy to be given to First Aid.
Agenda for Site HSE consultation meeting	Use this agenda at the meeting held for determining the method of consultation on site	Site HS&E Committee	11 Workplace consultation	
Consultation statement – Alternative arrangement	Filled in and displayed in amenity areas if an alternative arrangement is the method of consultation for the project	SM/ PS	11 Workplace consultation	At project commencement this is the automatic method of consultation until there are minimum 20 workers on site, then a vote on the method of consultation can be carried out.
Consultation statement – HSE representative	Filled in and displayed in amenity areas if an HSE representative is the method of consultation for the site	SM/ PS	11 Workplace consultation	
Consultation statement – HSE Committee	Filled in and displayed in amenity areas if an HSE Committee is the method of consultation voted for the project	HSE Committee	11 Workplace consultation	
HSE Committee constitution	Completed if an HSE committee is the voted method of consultation on site	HSE Committee	11 Workplace consultation	
HSE Committee checklist	A checklist for HSE committee walks	HSE Committee	11 Workplace consultation	
HSE Committee inspection / meeting / minutes	Record all activities carried out by the HSE Committee Display in amenity areas	HSE Committee	11 Workplace consultation	
Tool box talks minutes	Records of meetings submitted weekly	SC	10 Training 11 Workplace consultation	
HSE Meeting Minutes	A record of weekly HSE committee meetings	SM / Chairman of HSE committee	11 Workplace consultation	
HSE Improvement notice	Issued to companies as required, when defects are identified (R1, R2 or R3)	All team / SM / PS	10 Training 12 Subcontractor control	Actioned and closed out within the specified timeframe
HSE Breach Notification	Issued to individuals as required, when defects are identified (R1, R2 or R3)	All team / SM / PS	10 Training 12 Subcontractor control	Actioned and closed out within the specified timeframe
HSE Breach Register	Record each breach issued	All team / SM / PS	10 Training 12 Subcontractor control	Data collected by HSE Department weekly

Form name / Issue	Requirement	Responsibility	Relevant Section of Plan	Notes
External monthly HSE site audit	Carried out monthly by external HSE consultant	PS/ SM/ HSES	13 On site controls	
Internal monthly HSE site audit	Carried out monthly by nominated Buildcorp person	Internal – PM / SM / PS / HSES External - HSE consultant	13 On site controls	Any action items to be rectified within a minimum one week of audit or sooner if required
Weekly HSE reports	Weekly report filled in on all HSE statistics for the site	HSES	13 On site controls	Submitted to HSE Manager for review
Electrical equipment registers	Record all electrical equipment on site	SM / PS	13 On site controls	
A / C filter cleaning register	Record when AC filters are cleaned	SM / PS	13 On site controls	
Hot works permit	Filled in when a worker needs to use equipment	SM / PS	13 On site controls	
Hot work permit register	Record all hot work permits that are issued	SM / PS	13 On site controls	
Personal Protective Equipment Register	Record all workers who have been issued with PPE	SM / PS	13 On site controls	
Plant risk assessment	Record a risk assessment on plant equipment	SM / PS	13 On site controls	
Plant inspection checklist – Unfixed plant on site	Completed each time unfixed plant is brought to site	SM / PS	13 On site controls	
Plant inspection checklist – Mobile crane	Completed each time a mobile crane is brought to site	SM / PS	13 On site controls	
Plant inspection checklist – Bobcat	Completed each time a bobcat is brought to site	SM / PS	13 On site controls	
Plant inspection checklist – Concrete pump	Completed each time a concrete pump is brought to site	SM / PS	13 On site controls	
Waste Management Plan	Completed prior to commencing the project	PM / CA	13 HSE Site conditions	Updated as required during the project
Emergency Procedures	Appendix B to the HSE Site Plan. Displayed in all site sheds and lunch rooms	PM/ SM/ PS	14 Emergency planning, preparedness and investigation	Updated as required during the project. Reviewed by the HSE Department and Senior Management Group
Plant/Equipment Register	Login plant details when each item of plant comes to site. Use this to track the inspection frequency of all plant on site.	SM/PS/HSEC	13 On site controls	

HSE Forms and Knowledge Resources

A full list of the HSE forms are available on the Buildcorp intranet: Intrabuild – Buildcorp HSE Dashboard

Definitions

Term	Definition
Damage	Is physical harm to plant, material or equipment.
Incident	Is an unplanned and uncontrolled event that may or may not result in injury, illness or damage.
Injury	Is the physical harm to a person resulting from an incident.
Illness	Is an adverse effect on a person's health resulting from an incident.
Risk Assessment	Is a 'best judgement' evaluation of the level of danger associated with a hazard encountered in a work process. Risk Assessment are conducted before any task is commenced.
Tool Box Meeting	Consultation process conducted on a regular basis before, during and after work activities. Toolbox meetings are to include all persons involved in the work activities whether employees, subcontractors or others. Toolbox meetings are used to establish work organisation performance and safety.
Competent Person	A person who, through a combination of training, education and experience, has acquired the knowledge and skills necessary to correctly perform a specific task under a variety of work conditions.
Hazard	An objective and measurable thing or action that poses a threat to a desired state. Hazards may be Dormant, Potential, Active or Mitigated.
Risk	Is a subjective estimate of outcome. Likelihood of occurrence x Seriousness of outcome
Assessment	Best judgement/evaluation of a possible situation. Where specific assessment documentation is required, all such documentation covering an assessment must be completed and filed as required.
Shall / Must	Statement is mandatory.
Should	A recommendation.
Personal protective equipment	Is the protective device provided to an individual for protection of some part of the body or sensory part of the person from harm due to an adverse effect from work processes? All such equipment provided must carry the Standards Australia approval mark and is to be approved for use with product or process being worked on in the immediate area where the person making use of this equipment is located.
Standards Australia	Is the organisation responsible for the production of Australian Standard documents for the many processes and items of equipment available across Australia
RRIO	Reduce Risk Increase Opportunity - Project Specific Design Risk Assessment
Whole Project Risk Assessment	Buildcorp's Whole Project Risk Assessment that identifies all hazards and risks onsite and outlines the control methods to be used to reduce, control or eliminate possible risks or hazards
Site Specific Company Induction	A compulsory meeting to be held for all new workers or regular visitors to Buildcorp worksites. This induction explains the company site safety rules and highlights site specific hazards and emergency procedures.
Subcontractor	Is an organisation engaged by Buildcorp to undertake a particular part of the works or contract and is responsible for the general running and control of their business.
Audit	An audit is an evidence gathering process. Audit evidence is used to evaluate how well audit criteria are being met. Audits must be both objective and independent and the audit process must be both systematic and documented.
Continual Improvement	Continual improvement is a recurring process that enhances an organisation's HSE management system and improves its overall HSE performance. Continual improvements must be consistent with the organisation's HSE policy and can be achieved by carrying out internal audits, performing management reviews, analysing data, and implementing corrective and preventive actions.
Corrective Action	Corrective actions are steps that are taken to remove the cause or causes of an existing nonconformity or other undesirable situation. Corrective actions address actual problems. In general, the corrective action process can be thought of as a problem-solving process.
Interested Party	An interested party is a person or group that has a stake in the HSE performance of an organisation. Interested parties may be directly affected by the organisation's HSE performance or actively concerned about it. They come from both inside and outside of the workplace.
Preventive Action	Preventive actions are steps that are taken to remove the causes of potential nonconformities or other undesirable situations that have not yet occurred. Preventive actions address

Term	Definition
	potential problems. In general, the preventive action process can be thought of as a risk analysis process.

1 Introduction to Health Safety and Environment (HSE)

Buildcorp is committed to the health and safety of all its employees and subcontractors as well as ensuring that the activities of the organisation have minimal impact upon the environment. Buildcorp uses an integrated approach for managing HSE in all aspects of the organisation.

Buildcorp has a group Health Safety and Environment Management System (HSEMS) to ensure the systematic management of the Health, Safety and Environment (HSE) and welfare of our people, the health and safety of all others who work with us or are likely to be affected by our work and the protection of the environment affected by our construction work. Buildcorp's HSEMS adopts the Australian standards for:

- HSEM, AS/NZS 4801:2001, to ensure that the company, its employees and our subcontractors can comply with the legislative requirements for ensuring health, safety and welfare in our workplaces
- Environmental management systems ISO 14001 to ensure that the company, its employees and our subcontractors can comply with the legislative requirements for controlling the impacts of their activities, products and services on the environment, consistent with Buildcorp's environmental policy and objectives. This is to be done with consideration for the product life cycle.

The scope of our EMS (environmental management systems) is covered in topic T0021 (Buildcorp Business Structures) on Intrabuild. To expand on T0021, Buildcorp's operations include the management of Subcontractors to construct our client's new build, fit-out, refurbishment and remedial projects. We consider the following environmental impacts apply due to our operations and our EMS has been developed to manage and improve these impacts; such as, dust & air emissions, flora & fauna, sediment & erosion, waste management and the product life cycle.

In addition, Buildcorp also utilises the legislation, codes and guidelines as they are issued from time to time in all of the jurisdictions where we operate.

The HSEMS as documented in this HSE Site Management Plan (HSESMP) is under the authority of the Senior Management Group, which is the final authority for ensuring the health, safety and welfare of all Buildcorp personnel, the health and safety of all persons affected by Buildcorp work and the protection of the environment as it is affected by our construction work. The Senior Management Group comprises the:

- Managing Director
- General Manager
- State Manager
- Construction Manager

1.1 Commitment and Policy

Buildcorp employees and subcontractors must conduct their activities in such a way as to take account of the health and safety of all employees and others on workplaces controlled by Buildcorp and give proper regard to the protection of the physical environment.

To implement this action statement Buildcorp not only complies with requirements of relevant legislation, but promotes appropriate measures for the protection of health, safety and environment for those who may be affected directly or indirectly by Buildcorp activities.

In the event of injury or illness through work practices, Buildcorp will provide the highest possible standard of rehabilitation to assist the person(s) to return to his/her normal work activities in the shortest possible time.

1.2 Management commitment

There is a requirement for management to take an active interest in the health and safety of persons working on or visiting Buildcorp Workplaces.

Buildcorp's Managing Director Tony Sukkar requires that all persons filling positions within Buildcorp hold the necessary qualifications and experience to fulfil the tasks to be performed, in a way that does not place the health and safety of others at risk. Buildcorp's HR Department ensures this occurs during recruitment and arranges ongoing HSE training with staff to ensure they have the relevant HSE knowledge while working with Buildcorp.

The Managing Director ensures that financial, HS&E and human resources are available to fulfil requirements under HSE legislation. In addition, planning and resources are made available for continuous improvement of the Buildcorp HSEMS.

The Managing Director ensures that changes to legislation are identified through the Group HSE Manager and that updates arising from those changes are provided with the necessary resources available to ensure continuous improvement of the Buildcorp HSEMS. Buildcorp's Legal Register is updated ad hoc and formally reviewed and updated annually by the Managing Director and Group HSE Manager (typically at the EOFY).

The Managing Director ensures there is time and resources allocated to the ongoing maintenance of the HSE Management System. In addition, the Managing Director and the Group HSE Manager do formal annual HSE System reviews. This is done to ensure our systems stay relevant and up-to-date with changes to legislation and industry standards.

The Managing Director ensures Buildcorp's annual Business Plans incorporates HSE which are set with KPIs for the General Managers to achieve for their business units. These HSE KPIs are set by the Managing Director in consultation with the Group HSE Manager. The General Manager sets actions to achieve their HSE KPIs which the Group HSE Manager must formally agree to before the Business Plan is finally approved by the Managing Director. Business Plans are reviewed and updated at the EOFY with the revised Business Plan commencing on July 1 each year. The General Managers are held accountable to implementing and achieving their Business Plan's KPIs. The General Manger and HSE Manager review the Business Plans progress on a monthly basis to ensure we are on track with our HS&E objectives.

The General Manager consults with their Senior Manager(s), such as their Construction Manager, about the Business Plan KPIs and their actions required in helping achieve their HSE KPIs.

The General Manager's performance is reviewed by the Managing Director at the EOFY. Their performance is assessed against how well the General Manager executes their Business Plan during the financial year. Prior to this performance review, the Managing Director consults with the Group HSE Manager to fully understand how well or if the HSE KPIs were achieved by the General Manager's business.

The HSE KPIs set in the Business Plan align with the HSESMP so our Construction Managers, Project Managers and project teams are aware of the Business Plan's objective and targets in relation to HSE during each construction project.

The Construction Manger reviews and approves all HSESMP along with their appendices prior to the project's start date to ensure the HSESMP is accurate and the project's HSE risk register aligns with the anticipated HSE risks in the scope of work which we are engaged to complete.

Buildcorp's Project Managers consult and actively listen to their staff regarding HSE. The Buildcorp Project Managers formally discuss HSE during their project team meetings which typically occur on a weekly basis.

Senior Management are determined to consult and actively listen to Buildcorp's frontline-staff to better understand the operational issues to make better decisions on how to improve Buildcorp's HSE performance. Buildcorp's Senior Managers are committed to consulting with staff and subcontractors about HSE. Consultation with staff and subcontractors on site is formally done during the Senior Manger's Site HSE Walk. Consultation with all front-line staff is formally done during Buildcorp's internal meetings such as the monthly Project Manager meetings, the bi-monthly Site Supervisor meetings, and monthly CA/CM meetings which one or more senior managers along with the Group HSE Manager will attend and discuss HSE as topic number one on all internal meeting minutes.

The Managing Director ensures he meets with the Group HSE Manager on monthly basis to discuss and review Buildcorp's HSE topics such as; overall assessment of progress against the Business Plans, current hotspots within Buildcorp and/or industry, team performance, planning and continuously improve the HSE Management System.

Buildcorp's Senior Management Group conducts Senior Manager Site HSE Inspections which involves doing a site HSE walk, inspecting for hazards on site and identifying areas needing improvement. The senior manager will attempt to consult with staff and Subcontractors regarding the site's HSE. This site HSE inspection is done with one or more Buildcorp people involved on the project. The Senior Management Group is committed to do at least 24 site HSE inspections per financial year per Senior Manager.

Management ensure every construction project forecast for the monthly cost of site safety audits conducted by an external safety consultants, such as; the MBA, GTSS, GCG or Bsafe. The audit reports are automatically issued to the Project Team, Group HSE Manager and the Construction Manager. All audit results are displayed on the Buildcorp HSE Dashboard for all staff and management to review at any time.

The Project Managers ensure their project's HSE reporting is complete every week with the following reporting; all injuries, safety notices, notifiable incidents, senior manager HSE walks, programmed high risk construction work, HSE Initiatives (opportunities) and man-hours worked. The projects reported data gets emailed to various staff and management and the reported data is displayed on the Buildcorp HSE Dashboard for all staff and management to review. Our Project Managers are committed to ensure all their weekly HSE reports are complete (100% completion rate).

The Managing Director presents a company talk to all staff and this presentation is called State of the Nation (SOTN). The SOTN is presented at least annually and it covers an overview of the business, what we have done, where we are heading and the importance of HSE is also discussed.

1.3 HSE Site Management Plan

Under the direction of the Project Manager, and as advised by the HSE Department, Project Teams must produce an HSE Site Management Plan (HSESMP) for all construction projects prior to commencement.

The following summarises the key elements of the plan:

- The Project Manager is responsible for the preparation and maintenance of the HSE Site Management Plan which is specific to the relevant work site.
- The Project Manager may delegate the HSE tasks to the Project Team but is not authorised to delegate the responsibility for those tasks.
- Employees and subcontractors and their employees must adhere to the site HSE requirements outlined within the HSE Site Management Plan and the Buildcorp HSEMS.
- Subcontractors must provide completed copies of their site-specific Safe Work Method Statements on their high-risk construction work and other HSE documentation prior to starting work on site.
- Regular site HSE inspections are carried out on each site and a record of statistics kept for the safety and environmental compliance of that site.
- Statistics are reviewed to ensure that objectives and targets for HSE compliance to legislation and company requirements are met.
- Subcontractor compliance is also monitored to ensure they meet legislation and company requirements.
- The HSE Site Management Plan is prepared by appropriately trained Buildcorp employees in consultation with the specific project team and reviewed by management such as Buildcorp Project Manager.

1.4 Auditing and updating the HSE Site Management Plan

All site-specific HSE Site Management Plans must be maintained to the highest standard, the project team lead by the Project Manager and Project Supervisor must review the HSE Site Management Plan on a regular basis at least every six months. If conditions change or corrective actions are updated, then the plan must be reviewed and updated to reflect these and saved to the project's job file on Intrabuild (HSE Folder). The HSE Coordinator checks and ensures that corrective actions are implemented both administratively and physically onsite. Any outstanding corrective actions are reported in the weekly online HSE Report which gets logged on the system and the person responsible is notified via email.

Internal audits (conducted by HSEQ Advisor) on the HSE Site Management Plan are conducted on a bi-monthly basis to ensure that the systems and procedures are current and effective. Any changes to the HSE Site Management Plan or HSEMS must be recorded in the record of revisions stating the section, the reason it was changed and by whom.

1.5 Inspection, review and compliance monitoring

The Site Supervisor conducts regular HSE Site inspections on the project and a statistical record is kept for safety and environmental compliance purposes.

After the HSE Site Management Plan has been approved and signed-off, all relevant members of the Project Management Team must sign it to indicate that they have read and understood it.

The Senior Management Group, HSE Department and Site Managers review site statistics and reports regularly to ensure that work complies with Legislation and HSE objectives and targets set by Buildcorp.

The Site Supervisor monitors subcontractor compliance with the HSE Site Management Plan and carries out regular checks to ensure that they meet legislative and Buildcorp HSE requirements.

1.6 HSE Policies

Health, Safety and Environment policies are displayed on site in all amenity areas. The policies are communicated to all workers and site employees at the site-specific induction. Copies of the Health & Safety and Environmental policies are available to interested parties on the Buildcorp website.

In addition, Buildcorp also has the following policies which are displayed in all amenity areas on site:

- Drug and Alcohol
- Sun Protection
- Rehabilitation

Buildcorp undertakes to review the HSE policies regularly to ensure that they remain current and relevant. The policies are reviewed annually as a minimum, sooner if changes in legislation or corrective actions become apparent.

A copy of the group HSEMS is available from the Project Supervisors, HSE Department or on Intrabuild.

1.7 Promotion of Group Health, Safety and Environmental policies

Buildcorp senior management promote the Buildcorp HSE policies, thus ensuring that they are at the forefront of our HSE culture. This promotion includes:

- Making sure that the HSE policies are understood by all employees by ensuring that they are written in simple and effective language and transparent in their vision and objectives.
- Buildcorp promotes its HSE policies internally through State of the Nation meetings and internal HSE meetings.
- Buildcorp site-specific HSE induction includes the policies as the first items and they are explained in a clear and precise manner to all persons receiving the induction.
- HSE policies are on the Buildcorp website www.buildcorp.com.au and on its internal Intrabuild system.
- Buildcorp's HSE and Marketing Departments use methods of promotion such as advertising materials and site HSE BBQs to help promote the HSE policies across all levels from clients to subcontractors.
- Included in both Buildcorp tender documentation for clients to read and review and in HSE tender packages for subcontractors to read and review prior to tendering on Buildcorp projects

The current Group Occupational Health and Safety Policy is displayed on all sheds and notice boards for all workers to review on a day to day basis

1.8 Group Workplace Health & Safety Policy

Group Workplace Health and Safety Policy

Our safety policy's overarching goal is to ensure that everyone, on every Buildcorp site, goes home safe - every day.

Commitments

To achieve this goal, it is Group policy to:

- Have comprehensive safety management systems, documented in an online system that links HSE Site Management Plans, Whole Project Risk Assessment and Safe Work Method Statements
- Use hazard identification and risk management programs
- Educate everyone working on a Buildcorp site about the relevant safety systems
- Escort all site visitors for their safety
- Ensure adherence to these safety systems is a first priority for all
- Keep training current and compliant with regulatory standards
- Consult freely and effectively with site workers to ensure we address their safety concerns
- Make site workers responsible for reporting and responding immediately to safety hazards - including unsafe acts by others.
- Consistent and accurate weekly health and safety reports to be compete across all projects.
- Capture our reported safety data, measure it, manage it and ultimately improve our health and safety.
- Comply with legal and other requirements.

Accountability

The Buildcorp senior management is responsible for safety performance, which is measured against:

- Challenging, but achievable, and constantly raised health and safety performance targets, including Lost Time Injuries, Medical Treatment Injuries, reporting complete on time and measure external monthly health and safety audits across all projects.
- Informal spot checks and formal daily site inspections, weekly site HSE walks and monthly health and safety system audits

Buildcorp managers are responsible for implementing, promoting and maintaining a health and safety system for employees, clients and subcontractors. Managers are to ensure their teams are aware of and fulfill their health and safety responsibilities according to this policy.

Managers must provide sufficient supervision and training to ensure safe and healthy procedures are followed and Buildcorp systematically identifies and controls unsafe methods and hazards.

This policy, and our safety management systems, will be reviewed at least annually and updated as required to take legislative changes into account.



Tony Sukkar AM
Group Managing Director
January 2019

Buildcorp

1.9 Group Environment Policy

Group Environmental Policy

Buildcorp aims to ensure that every site:

- Thoroughly prevents pollution, controls and minimises the impact of waste, air emissions, erosion, water pollution and noise associated with our construction and other business activities on the community, flora and fauna.
- Uses environmental management best practice.

Commitments

To ensure we meet these objectives, it is Group policy to:

- Make protecting the environment a high priority in the planning, design and construction phases of all projects while considering a life cycle perspective
- Conduct our activities in accordance with legislative requirements, global best practice guidelines, our company policies and our internal Health, Safety and Environment (HS&E) initiatives
- Establish and maintain our Environmental Management System in line with AS/NZ ISO 14001
- Engage and educate our staff on the importance of environmental preservation and facilitating the processes and procedures required to mitigate environmental risk and identify opportunities
- Keep training current and compliant
- Implement hazard identification and risk management programs
- Make site workers responsible for reporting and responding immediately to any environmental hazards
- Communicate any significant environmental incidents to our staff and senior management
- In order to ensure that our environmental management is sustained as a major priority, Buildcorp is committed to a proactive system of design, implementation and review to ensure continuous improvement in our systems (Plan-Do-Check-Act Model)

Accountability

Buildcorp's senior management is responsible for environmental performance, which is measured against:

- Challenging, but achievable, and constantly raised environmental performance targets, including Zero Significant Environmental Incidents
- Work practice audits including at least 24 site inspections per senior manager per year

Buildcorp managers are responsible for implementing, promoting and maintaining an environmental management system for employees, clients and subcontractors. Managers are to ensure their teams are aware of and fulfil their environmental responsibilities according to this policy.

Managers must provide sufficient supervision and training to ensure environmental procedures are followed and Buildcorp systematically identifies and controls environmental risk and hazards.

This policy, and our environmental management systems, will be reviewed at least annually and updated as required to take legislative changes into account.



Tony Sukkar
Group Managing Director
3 October 2018

Buildcorp

1.10 Objectives and Targets

In addition to the objectives outlined in Buildcorp HSE policies, other specific HSE targets for Buildcorp across the organisation are outlined below. Progress against these targets is measured and reported to management annually and to all staff in an annual HSE update. The adequacy of the HSE objectives and targets is reviewed on an annual basis.

Lead indicators for HS&E performance	
Planned Action	**HS&E Objectives (measurable)**
Senior Management (MD, GM, SM, and CM) will lead by example by doing site HSE inspections; check and reinforce the importance of safe site conditions with compliance to our environmental requirements. Consult with the Project Team and our Subcontractors.	▪ Senior Management Group to conduct at least 24 site HSE inspections per financial year per senior manager. ▪ The 24 inspections will be done across mixed projects and not per project. ▪ All inspections to be formally recorded in the Senior Manager HSE Inspection form (via app) and corrective actions allocate to a Buildcorp person responsible on site. ▪ 100% close out of issues identified. See 'Senior Manager HSE Walks' on the HSE Dashboard to view all inspections.
Achieve a good safety culture by finding innovative ways to go above and beyond the current safety standard. Challenge the status quo to find new ways to improve safety.	▪ Possible outcomes: 1) Proactive; going above and beyond. 2) Active; implementing current safety standard. 3) Reactive; struggling to maintain safety standard. 4) Inactive; no evidence in doing it the Buildcorp way. ▪ Achieve an average safety rating of at least Active.
Demonstrated commitment to the HSE management system used to control safety and environment risks across the company	▪ Full employee both Buildcorp and subcontractor participation in H&E consultation framework. ▪ Regular annual reviews of the HSE policies and management system, internal audits of training and induction process and HSE audits of site conditions.
Yearly internal Management review of the HSE Management System	▪ Senior management involvement in the function role and effectiveness of the HSE Management System – formally review the system once per year. ▪ 100% close out of issues identified.
At least Monthly external independent audit	▪ Audit score > 90% ▪ 100% close out of issues identified.
Bi-monthly internal HSE system compliance audits	▪ Audit score > 90% ▪ 100% close out of issues identified.
Trend analysis	▪ Analyse incident statistics annually ▪ Results of analysis to be incorporated in HSEMS processes ▪ Create HSE Alerts or other guidance material where appropriate based on analysis.
HS&E Opportunities get reported and shared with staff within a week of being reported.	▪ Capture any HSE opportunities or initiatives from our work. ▪ Use online HSE Report to capture those opportunities. ▪ Share reported HSE Initiatives every week with staff (email) ▪ Acknowledge projects who declare adequate HSE Initiatives. ▪ In the long-term, add the good initiatives back into our HSE system to help with continuous improvement.

Lag indicators	
Recording of Medical Treatment Injury Frequency Rate (MTIFR)	MTIFR ≤ 25.0
Recording of Lost Time Injury Frequency Rate (LTIFR)	LTIFR ≤ 8.0
Recording of serious Lost Time Injury Frequency Rate *serious = more than 7 days off work.	Serious LTIFR ≤ 2.5

Recording of environmental incidents	▪ 0 reported significant environmental incidents.

***Notes**

- A Medical Treatment Injury (MTI) is defined as an injury, which results in a journey to a medical facility where a medical practitioner provides treatment.
- A lost time injury/disease (LTI) is defined as those occurrences that resulted in a fatality, permanent disability or time lost from work of 1 day or more.
- The formula for lost time injury frequency rate is: no. of occurrences in the period / no. of hours worked in the period (x1,000,000)

Source: AS1885.1

1.11 Measuring HSE performance against group objectives

For Buildcorp to achieve our group objectives in HSE it is essential that we continuously and rigorously monitor our performance in this area. The process of how Buildcorp management, employees and contractors measure their performance and therefore our joint performance in ensuring a healthy and safe workplace is detailed below.

The benchmarks which Buildcorp uses to measure our HSE Objectives are:

- Having a comprehensive HSE management system, documented in an HSE Manual and on our internal intranet, Intrabuild that links with HSE Site Management Plans, Risk Assessment Registers and Safe Work Method Statements implemented across all business units and across all projects. This is audited on a biannual basis onsite and on an annual basis with the Senior Management Group.
- Educating everyone working on a Buildcorp site about the relevant HSE systems, having a site-specific safety induction on all projects and a “no induction, no start” rule.
- All site visitors to be escorted, for their safety, by an appropriate Buildcorp representative.
- Ensuring that adherence to these HSE systems is a priority for all employees by educating and consulting with them and assessing their performance regularly.
- Using accredited training organisations to ensure that training always remains current and compliant with regulatory standards.
- Consulting freely and effectively with site workers to ensure we address their safety concerns and making HSE consultation onsite a priority. Closing out their concerns and ensuring that they have a voice that is listened to. We measure this by checking that consultation is performed and that all areas are closed out.
- Making site workers responsible for reporting, and responding immediately to, safety hazards and environmental impacts – including unsafe acts by others through our induction education system.
- Regularly reviewing this policy and our HSE management system to consider legislative changes on an as-needed basis, or at the annual review with Senior Management.
- Using informal spot checks and formal daily site inspections, weekly site HSE walks and monthly HSE system audits to capture a snapshot of our level of compliance each week or month.
- Enabling Buildcorp employees and subcontractors to contribute to continuously improving HSE procedures by having them develop systems and encouraging participation by all levels of staff and contractors.
- Setting challenging but achievable HSE performance targets and raising the bar each year at the review, by evaluating our outcomes and compliance.
- Internal meetings with staff, agenda item one is typically HSE. Staff will use the Buildcorp HSE Dashboard at the start of internal meetings to review our safety performance against the Group’s objectives such as KPIs for audit results and the frequency of serious injuries.

1.12 Update and implement change in our HSE processes, policies and procedures

All information relating to HSE which is derived from audits, reporting processes, consultation with employees or via any other means is collated and acted upon according to its assessed level of urgency and

seriousness. All these activities are collated and analysed by the HSE Department and consolidated reports provided to the relevant parties, in accordance with Buildcorp reporting requirements.

1.13 Senior management commitment / involvement on site

Senior management including the Construction Manager, General Manager and Managing Director is committed to HSE. Buildcorp has established the following site attendance and reporting procedure to demonstrate their commitment.

Reporting

The Project Manager must ensure his project's "HSE Weekly Report on Intrabuild" by COB Friday of each week.

Findings from both internal and external audits (with Buildcorp's audit tool) are collected on Intrabuild.

Buildcorp HSE Dashboard on Intrabuild displays our project's HSE reported data and our audit findings.

Senior management review the HSE Dashboard to stay informed with HSE performance across our business units and projects.

The frequency of Senior Management site visits and a detailed commitment flowchart is outlined below and is available to all interested parties through the Buildcorp Project Team.

Site visits

Construction Manager:

- Regular visits to each project (at last 24 formal HSE inspections per financial year).
- On each visit the Project Manager and Project Supervisor is questioned in relation to HSE performance on the project
- Senior Manager's HSE Site checklist (F0536) is completed as part of the site visits (this inspection form is also available online through Intrabuild and it can be completed within an app).
- Conducts a Site HSE Inspection Walk at least 24 per year on a project of his own choice. The safety walk is an example of Buildcorp's Safety Leadership. This safety inspection is documented in Buildcorp's Senior Manager's HSE Site checklist (F0536). The safety inspection is completed in either paper format or in an app. The Construction Manager shares his safety inspection with the Project Manager and site staff. The Project Manager then ensures the Senior Manager's safety inspection is recorded in the project's weekly online HSE Report, so all Senior Management site safety inspections are tracked and recorded in Intrabuild.
- Attends HSE Audit where possible
- As required, attend HSE Committee Meetings, Consultation Meetings, Tool Box Talks
- On request from the project team or HSE Manager, holds safety meetings with Subcontractor managers whose company and/or employees are not conducting their work to a safe standard.

General Manager:

- On each visit the Project Manager and Project Supervisor is questioned in relation to HSE Performance on the project
- Senior Manager's HSE Site checklist (F0536) is completed as part of the site visits (this inspection form is also available online through Intrabuild and it can be completed within an app).
- Conducts a Site HSE Inspection Walk at least 24 per year on a project of his own choice. The safety walk is an example of Buildcorp's Safety Leadership. This safety inspection is documented in Buildcorp's Senior Manager's HSE Site checklist (F0536). The safety inspection is completed in either paper format or in an app. The General Manager shares his safety inspection with the Project Manager and site staff. The Project Manager then ensures the Senior Manager's safety inspection is recorded in the project's weekly online HSE Report, so all Senior Management site safety inspections are tracked and recorded in Intrabuild.

Managing Director (MD):

- On each visit the Project Manager and Project Supervisor is questioned in relation to HSE Performance on the project

- Conducts a Site HSE Inspection Walk at least 24 per year on a project of his own choice. The MD's safety walk is an example of Buildcorp's Safety Leadership. This safety inspection is documented in Buildcorp's Senior Manager's HSE Site checklist (F0536). The safety inspection is completed in either paper format or in an app. The MD shares his safety inspection with the Project Manager and site staff. The Project Manager then ensures the Senior Manager's safety inspection is recorded in the project's weekly online HSE Report, so all Senior Management site safety inspections are tracked and recorded in Intrabuild.

1.1 Buildcorp Group HSE Operational System

Buildcorp Group HSE Policies

The group policies are the instruments through which Buildcorp's duties, obligations, process and procedures are described and enforced. They are the most important policies within Buildcorp's Group Management and are promoted by Buildcorp and its Senior Management Group.

Buildcorp Group HSE Intranet

The intranet stores the policies and procedures for the management of HSE within Buildcorp. They also establish the duties and obligations of all personnel. See HSE System Matrix (F0756).

Buildcorp Group HSE Site Management Plan

The HSE Site Management Plan establishes the onsite conditions and sets the control measures that are put in place to ensure all HSE obligations are identified and addressed.

Buildcorp Whole Project Risk Assessment

The Whole Project Risk Assessment (WPRA) specifically identifies risks and hazards that may or will be encountered on a specific project. It sets the procedures and tools used in identifying risks and in implementing the control methods that Buildcorp uses to reduce risk, advance health and safety performance and protect the environment. The WPRA is completed and stored in the HSE Dashboard which all staff and management can view from their Buildcorp laptops.

Buildcorp Group Officers Due Diligence

Buildcorp's officers take reasonable steps to ensure compliance mechanisms are in place within our HSEMS that enables Buildcorp to meet our health and safety responsibilities under the WHS legislation. Buildcorp Officers show due diligence by being involved in the following:

- Acquire safety knowledge and keep up to date (reviewing the Buildcorp HSE Dashboard, site safety inspections and internal meetings)
- Understand business health & safety risks (site safety inspections, internal meetings and review HSE Dashboard)
- Provide resources to identify and control risks (HSE Department, external safety auditors and staff training)
- Receive and consider business incidents, hazards & risks (internal alerts via email, Intrabuild's 'Safety Updates', Injury Man on the HSE Dashboard and internal meetings)
- Ensure WHS legal compliance (external WHS audits)
- Audit & review WHS processes and use of resources. (internal meetings, performance reviews and review HSE Dashboard)

2 Document Control

2.1 Control of the HSE Site Management Plan on site

The Project Team, with the assistance of the HSE Department, prepares, issues, revises and reviews the HSE Site Management Plan.

A draft HSE Site Management Plan for the project is created before work commences on site.

The Project Manager is responsible for ensuring that an up-to-date version of the HSE Site Management Plan is maintained on the project files, on-site and with the HSE Department.

A record of all revisions that occur is kept in the Record of Revision Table at the front of this plan. All obsolete pages are removed with each revision.

The Project Manager maintains a register of key people to whom the HSE Site Management Plan is issued, using the projects Procurement Schedule and ensures that revisions are distributed to all registered people.

The Senior Management Group and the HSE Department review the HSE Site Management Plan documentation at regular intervals to ensure that it is up to date.

2.2 Control of the online HSE documentation

Buildcorp utilises a customised SharePoint document management system called Intrabuild to develop, maintain, approve and publish its business system documentation, including HSE documentation.

Business system documents are Ready Reference topics, Forms, and Knowledge Resource documents. As documents are developed, the Status field is changed to accurately indicate the current state.

Document status

As documents are developed a status value is applied that reflects its last saved state. Status values are:

Preliminary	There is no content yet or the document only contains preliminary notes.
Draft	Contains draft content. Not yet ready for publication.
Ready	The author is satisfied that the document is complete and ready for review and approval by the authoriser. If the document is a ready reference topic tagged as 'compliance-related' (that is relevant to an element of a certified standard) the persons responsible for Standards compliance can mark it as ready and thereby 'stamp' their approval on the version history.
Approved	The authoriser is satisfied that the documents contents are correct and ready to be published.
Obsolete	The document is no longer relevant but needs to be kept for record purposes. For example, it may necessary to see what process or reference information applied in the past.

When documents are saved the version, number is automatically updated. If the document is

- Approved it has a whole version number (e.g. 1.0, 4.0) indicating that this is the current published version
- in a Preliminary, Draft or Ready state it will have decimal point version number, (e.g. 0.1, 1.2, 4.1) indicating that it has been edited and that it is not the current published version.

All Buildcorp staff can view published documents in the Intrabuild system.

All physical records are archived for 7 years and then destroyed.

Buildcorp's IT Department archives all digital documentation.

3 Roles and Responsibilities

3.1 Introduction

Buildcorp is the Principal contractor and is responsible for the overall management of the project's health safety and environmental aspects. All Buildcorp subcontractors, consultants and visitors are responsible for complying with the HSE management system, the HSE Site Management Plan and legislative requirements.

Buildcorp staff are required to:

- lead by example
- utilise the project HSE Site Management Plan and review and update it throughout the project duration
- set priorities that reinforce safe and environmentally aware activities
- display ownership of areas under their control and assist the Project Team in overall HSE management.

Detailed HSE responsibilities relating to each employee's role in Buildcorp are available in Buildcorp's Intrabuild system and as an appendix to this plan (see Appendix C – HSE Roles and Responsibilities).

Project Roles and responsibilities for HSE are also detailed throughout this HSE Site Management Plan.

3.2 Organisational commitment to the HSEMS

Buildcorp's HSEMS is based on principles and elements from AS/NZS 4801:2001 and ISO14001. Buildcorp has commitment from all levels of the organisation, especially senior management, towards the successful implementation of the HSEMS as well as consultation between management and employees.

Improvements resulting from monitoring and reviewing provide a basis for continuous improvement of company policies and procedures.

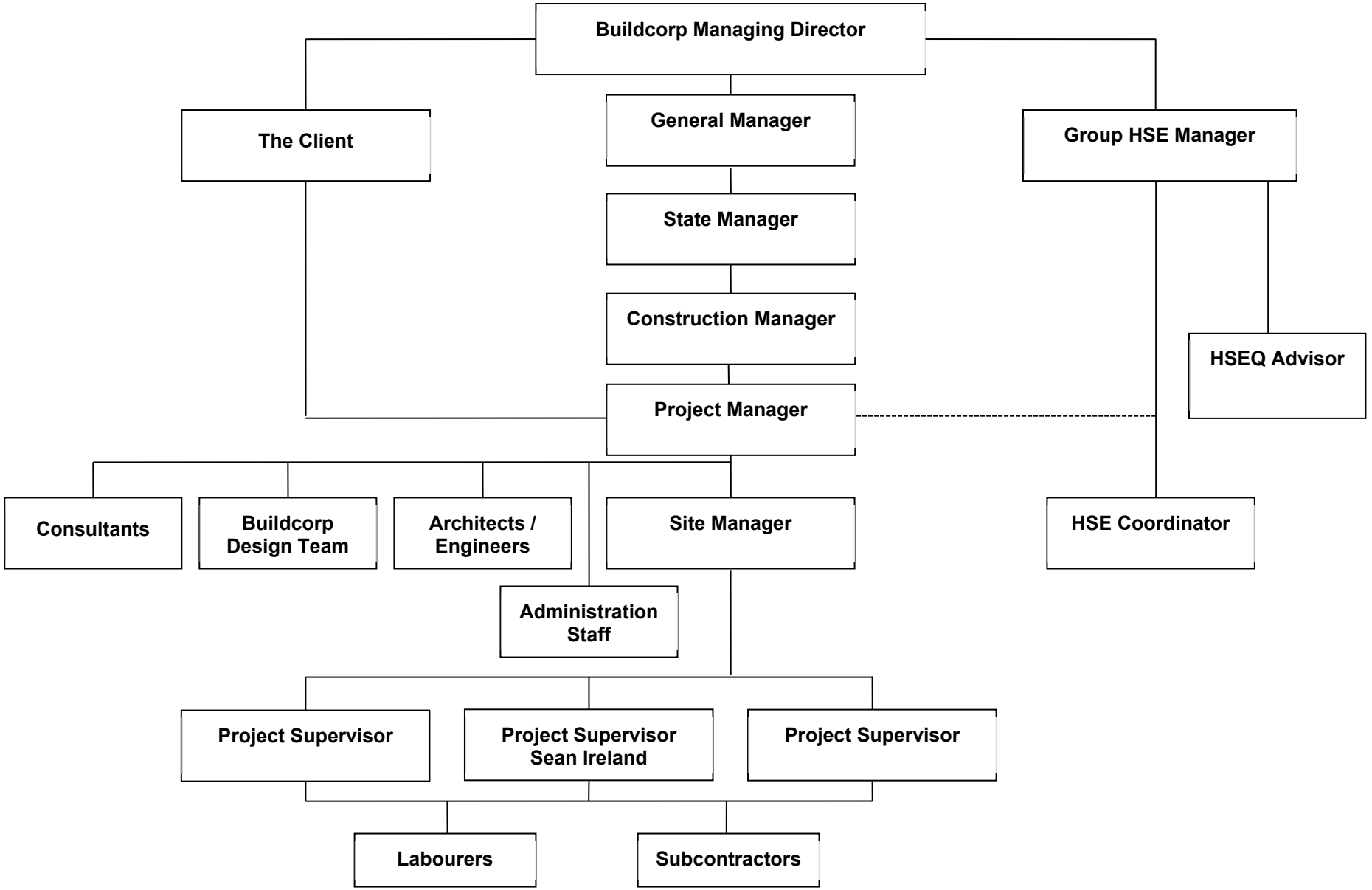
3.3 Resources

Buildcorp makes available human, physical and financial resources to implement safe and environmentally sound work practices at each Buildcorp workplace. Subcontractors are responsible for making resources available to undertake their works to comply with HSE legislation and Buildcorp's HSE Site Management Plan at Buildcorp workplaces.

3.4 Organisational chart

The organisational structure for Buildcorp on the following page shows the reporting hierarchy followed by individual responsibilities for all Buildcorp staff.

Organisational chart – reporting, roles and responsibilities



4 Legislation, Codes of Practice and Guidelines

4.1 WHS Act (2011) and WHS Regulation

In NSW and QLD our workplace health and safety are legislated and regulated by the Workplace Health and Safety Act 2011 (WHS Act 2011) and the Workplace, Health and Safety Regulation (WHS Regulation). These legislative instruments also draw up a wide range of WHS Codes of Practice, and Australian Standards. The regulator enforces compliance with the law.

The WHS Act 2011 establishes the obligations of employers, employees, designers, manufacturers, suppliers and importers. As well, the Act and the Regulation provide a framework by which employers and employees address health, safety and welfare issues through consultative processes as well as setting a range of processes for safe work in the construction industry.

A duty under the WHS Act is owed by a person conducting a business or undertaking (PCBU). Definition – A **PCBU** conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader. A volunteer organisation which employs any person to carry out work is considered a PCBU. Householders where there is an employment relationship between the householder and the worker are also considered a PCBU.

The WHS Act 2011 Section 19 outlines the primary duty of care which states; a Person Conducting a Business or Undertaking (PCBU) must ensure, so far as is reasonably practicable, the health and safety at work of:

- workers engaged or caused to be engaged by the person
- and workers whose activities in carrying out work are influenced or directed by the person.

The PCBU must also ensure, so far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Other PCBU duties include primary duty of care plus

- Consultation
- Issue resolution
- Incident notification
- Complying with regulations

Reasonably practicable in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, considering and weighing up all relevant matters including:

1. Likelihood
2. Degree of harm
3. State of Knowledge
4. Availability and suitability of controls
5. Cost

Overall the following owes a duty in relation to construction work;

- PCBU
- Officers
- Designers
- Commissioner
- Principal Contractor
- Subcontractor
- Workers

A person is a Worker if the person carries out work in any capacity for a PCBU. A Workers duty is to take reasonable care for own health and safety. A worker is to take reasonable care that his or her acts or omissions do not adversely affect health and safety of others. A worker is to comply, so far as the worker is reasonably able, with any reasonable instruction that is given by PCBU to allow the PCBU to comply with the WHS Act. A worker's duty is to co-operate with any reasonable policy or procedure of the PCBU relating to health and safety at the workplace that has been notified to workers.

The penalty structure under the WHS legislation is as follows:

Category 1 – Reckless Conduct:

- Corporation: $3m
- Individual as a PCBU or Officer of a PCBU $600,000 / 5years jail
- Other individuals: $300,000 / 5 years jail

Category 2 – Breach High Risk

- Corporations: $1.5m
- Individuals as a PCBU or Officers of a PCBU: $300,000
- Other individuals: $150,000

Category 3 – Duty Breach:

- Corporation: $500,000
- Individuals as a PCBU or Officers of a PCBU: $100,000
- Other individuals: $50,000

4.2 Objectives of the WHS Act 2011 and WHS Regulation

The Federal Government is committed to developing a 'seamless economy'

The objects of harmonising work health & safety laws through a model framework are:

- to protect the health and safety of workers
- to improve safety outcomes in workplaces
- to reduce compliance cost for business
- to improve efficiency for regulatory agencies
- to achieve consistency across Australia

4.3 Environmental legislation

Unlike Work, Health and Safety which is covered by the above Act and Regulation, there are numerous environmental Acts and Regulations, both Commonwealth and NSW that Buildcorp workplaces must comply with. These are all designed to ensure our activities minimise negative impacts on our environmental. One of the most relevant Acts and Regulation related to all Buildcorp construction activities is the:

Environmental Planning and Assessment Act 1979 No 203

This Act is to protect NSW environment while allowing for development that improves the total quality of life, now and in the future, in a way that maintains ecological processes on which life depends. This approach is termed 'ecologically sustainable development' and the Environmental Planning and Assessment Regulation 2000

The above legislative instruments draw up a wide range of National Codes of Practice, NSW SafeWork Codes and Australian Standards. The NSW SafeWork Authority enforces compliance with the law. For a full list of legislation applicable to this project refer to section 4.9.

Protection of the Environment Operations Act 1997

There is a classification of offences within the POEO legislation which is outlined as Tier 1, 2 or 3. The offences are as follows.

Tier 1 offences continue as the most serious offences. These are the wilful or negligent disposal of waste causing or likely to cause harm to the environment (section 115), wilfully or negligently causing a substance to leak, spill or otherwise escape in a manner that harms or is likely to harm the environment (section 116), and the wilful or negligent emission of an ozone-depleting substance in breach of the Ozone Protection Regulations in a manner that harms or is likely to harm the environment (section 117).

Tier 1 offences can attract penalties of up to $5 million- and 7-years gaol.

Tier 2 offences are set out according to the medium involved. Water pollution is prohibited under section 120 (previously section 16 of the Clean Waters Act). It is a defence in any court proceedings for water pollution that an environment protection licence or regulations regulated the pollution and that the conditions attached to the licence or the regulations were not contravened. Air and noise pollution offences are like those in the repealed legislation. Waste offences include littering, unlawful transporting of waste and permitting land to be used unlawfully as a waste facility.

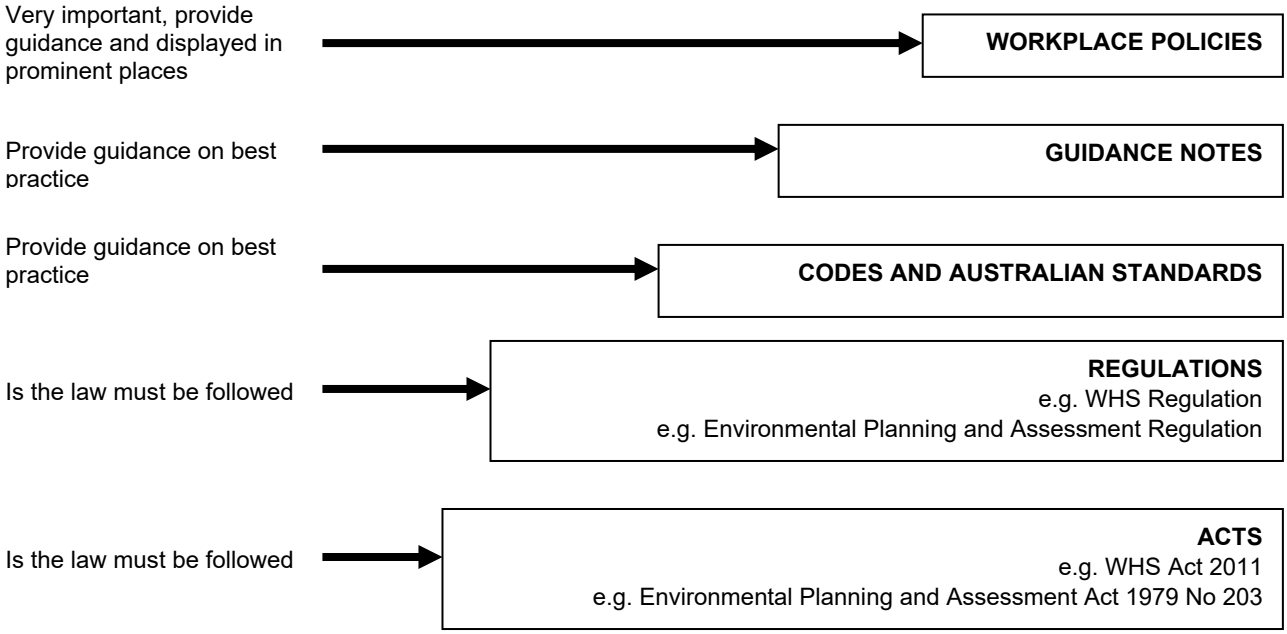
Land pollution is prohibited under section 142A. It is a defence in any court proceedings for land pollution that an environment protection licence or the regulations regulated the pollution, and that the conditions of the licence were not contravened. Other defences include defences related to use of pesticides and fertilisers.

The maximum penalties for the Tier 2 offence of failing to notify a pollution incident are $2 million in the case of a corporation and $500,000 in the case of an individual. The maximum penalties for Tier 2 offences other than failure to notify pollution incidents are $1 million in the case of a corporation and $250,000 in the case of an individual. Further daily penalties apply to continuing offences.

Tier 3 offences are dealt with by penalty notices (sometimes known as 'on-the-spot fines' or 'penalty infringement notices'). These notices impose a fine that can be paid or can be defended in court.

The maximum possible penalty that a penalty notice can impose may not exceed the maximum penalty that can be imposed by a court for the offence. The Protection of the Environment Operations (General) Regulation 2009 lists the Tier 2 offences that can be dealt with by penalty notice

4.4 The building blocks of HSE legislation



4.5 Worksafe NSW and Worksafe QLD

The NSW WorkSafe Authority and QLD Worksafe Authority is the statutory body responsible for workplace health, safety and welfare in NSW and QLD. SafeWork and Worksafe is to ensure compliance with OHS legislation to ensure safe workplaces and to achieve effective return to work outcomes and security for injured workers. WorkSafe NSW and Worksafe QLD administer WHS and compensation (including rehabilitation) legislation.

4.6 Office of Environment and Heritage (OEH)

The Office of Environment and Heritage (OEH) is a separate office within the NSW Department of Premier and Cabinet. OEH was formed on 4 April 2011 and works to protect and conserve the NSW environment, including the natural environment, Aboriginal country, culture and heritage and our built heritage, and manages NSW national parks and reserves. The Environment Protection Authority (EPA) became a separate statutory authority on 29 February 2012. The EPA is responsible for environmental regulation and associated activities throughout NSW.

OEH has a broad range of responsibilities and administers more than 50 pieces of legislation in respect of environment protection, conservation, heritage, national parks, Aboriginal heritage, flora, fauna and threatened species. Broadly, OEH:
works towards a healthy environment cared for and enjoyed by the whole NSW community

manages much of the State's natural resources, including biodiversity and native vegetation

manages natural, cultural and built heritage across the State

promotes sustainable consumption, resource use and waste management

regulates activities to protect the environment, and

undertakes biodiversity, plant, environmental and cultural heritage science and

Research to improve decision making.

OEH's wide-ranging responsibilities include:

- protecting the environment and improving air and water quality
- minimising pollution and any risks to human health associated with the use of chemicals, pesticides and radiation
- programs to reduce waste, litter and illegal dumping
- managing national parks and reserves
- biodiversity threatened species and native vegetation management
- Aboriginal culture and heritage protection
- built, natural heritage and historic houses protection
- sustainability programs, including environmental education; energy efficiency and water conservation programs and renewable energy policy
- managing botanic gardens – Sydney's Royal Botanic Gardens and Domain, Mount Annan and Mount Tomah Botanic Gardens, and
- managing urban parks including Centennial Park and Moore Park Trust, Western Sydney Parklands Trust and Parramatta Park Trust.

OEH operates under several well-recognised 'brands' and legislative authorities.
The National Parks and Wildlife Service logo remains associated with our national parks. In regulatory matters for environment protection, OEH acts under the powers of the EPA. Officers of the Botanic Gardens Trust, Centennial Park and Moore Park Trust, Western Sydney Parklands Trust and Parramatta Park Trust are part of OEH, although the Trusts and their Board of Trustees are responsible separately to the Minister for the Environment. OEH also administers programs on behalf of the Environmental Trust.

4.7 Management of the HSE legal obligation within Buildcorp

Buildcorp's key value is to meet all our obligations to be a good corporate citizen and one of the major elements in abiding by this value is compliance with the law including HSE law. Buildcorp uses the HSEMS to meet our obligations under the law and, more importantly, to ensure that no individual suffers harm because of our work, Buildcorp has developed a Health, Safety and Environmental Management System (HSEMS). The HSEMS is the way Buildcorp ensures the health, safety and welfare of our employees and the health and safety of all others with whom we work. The HSEMS is an intrinsic part of our everyday activity and is controlled by senior management.

Buildcorp's HSE Department regularly updates all staff with HSE hazards and aspects, other legislative changes and legal requirements as necessary through employee consultation, HSE Alerts and other internal mediums.

4.8 Scope of the HSEMS

Buildcorp policies and procedures provide a framework to manage risk and accident prevention at the company's workplaces. The HSEMS and the Roles and Responsibilities appendix identifies the positions within the company that are responsible for designing, developing, implementing and enforcing health, safety and welfare in accordance with legislation. The HSEMS is valid under all Commonwealth, State and Territory HSE laws if it has been modified to reflect the requirements of the jurisdiction within which it is to be used.

The version of Buildcorp's HSEMS that applies to this Site Management Plan covers the jurisdiction of NSW. Any works conducted by Buildcorp outside NSW refer to the individual state/territory law under which it operates its business.

4.9 Monitoring of the process

The HSEMS is used to establish this HSE Site Management Plan that covers all the specific information needed for all workers and contractors to understand the project. A risk register is developed to assess all specific risks on the project and used to establish the HSE Site Management Plan, training schedule and any specialist activity or equipment that may be required to be incorporated in dealing with risks during the life of the project.

4.10 Health, Safety and Environmental legal and other requirements

The specific Legislation, Codes of Practice, standards, guidelines or other requirements that are applicable to this project have been taken from our HSE Legal Register on Intrabuild and explained in the project WPRA. The legislation that is required by this project is available on Intrabuild for all persons to access. If you require assistance in obtaining or understanding the relevant legislative requirements, please contact the HSE Department or go to our HSE Legal Register on Intrabuild.

4.11 Legal Guidance

Buildcorp obtains legal advice from legal firms contracted by the company insurance agencies industry bodies and consultancy firms. This process is ongoing and continues with relationships being managed by the HSE Manager and overseen by the Senior Management group.

Deacons Law firm provide updates on legislative changes and recent prosecutions regularly, these are reviewed by the HSE Manager who distributes them as appropriate.

The SafetyLaw and EnviroLaw (Environmental essentials websites) are web-based information subscriptions available to all employees. They provide a monthly update of changes to all HSE legislation from all states. This email is sent to the HSE Manager who makes changes to the HSEMS as needed.

4.12 Access to legislation

Buildcorp regularly updates all staff with Health and Safety hazards and Environmental impacts, legislative changes and their current legal requirements as necessary through consultation, HSE alerts and other internal mediums.

Copies of legislation and appropriate standards are available on the main server in the HSE folder and on the intranet (not the standards). Alternatively, it can be accessed by contacting the Regulator or any member of the HSE Department.

NSW:

NSW Authority: SafeWork NSW

Web address: www.SafeWork.nsw.gov.au

QLD:

QLD Authority: Worksafe

Web address: www.deir.qld.gov.au/workplace

Safe Work Australia is an Australian Government statutory agency established in 2009, with the primary responsibility of improving work health and safety and workers' compensation arrangements across Australia. All information regarding the harmonisation of the WHS legislation is found on their website along with the Act, Regulation, Model Codes of Practice and draft Codes of Practice, go to: www.safeworkaustralia.gov.au

Environment and Heritage:

To report pollution, contact the Office of Environment and Heritage (OEH) on 131 555 24 hours a day, 7 days a week. To view the OEH website go to www.environment.nsw.gov.au

Access to legislation on site

Buildcorp provides all employees and subcontractors onsite access to the relevant WHS Acts, legislation, codes of practice and Australian Standards that are applicable to the project or the individual work tasks being undertaken.

Buildcorp Project Team will make all legislation available to employees or subcontractors who require access.

Other relevant Acts, Regulations, Codes of Practice and Australian Standards specific to the project are listed in this HSE Site Management Plan, Buildcorp Legal Register and are available through Buildcorp's Intranet, Intrabuild.

Australian Standards that are relevant for the overall project are made available by Buildcorp. Australian Standards that are specific to the subcontractor's works are also made available through Australian Standards online (SAI Global). Buildcorp HSE Department have the company login details to SAI Global for access to Australian Standards.

Buildcorp Project Team will determine what relevant safety documents (legislation, codes etc.) should be kept in hard copy on-site with the project's HSE Folders. Any person/worker on-site can request a Buildcorp Supervisor or HSE Coordinator for access to a safety document such as a code of practice or regulation. The Buildcorp Project Team will facilitate the persons request by reviewing the document on a Buildcorp laptop with the person and if required a hard copy can be printed by the Buildcorp Supervisor. The Buildcorp Supervisor can request assistance from the Buildcorp HSE Department.

Buildcorp staff has access to Intrabuild's 'Safety Updates'. From time to time the Safety Updates may be relevant to legislative or other industry changes or requirements to a work activity. If an update is relevant to the work onsite, the safety update should be printed and displayed on the site notice board. A Toolbox Talk may be held with relevant workers on site to raise further awareness and understanding on the recent safety update.

4.13 Legal update policy

Buildcorp obtains legal advice from nominated legal firms contracted by the company insurance agencies, industry bodies (such as the MBA) and subscriptions (such as OHS Alert). This process is ongoing and continues with relationships being managed by the HSE Manager and overseen by the Senior Management Group. Contact the Buildcorp site team if you would like to review the HSEMS.

Buildcorp's WHS Policy is reviewed and updated at least annually which is done with the consideration of any recent legislative updates/changes.

The Buildcorp HSE Legal Register will be updated when a known legislative change occurs.

4.14 Maintaining legal compliance and updating the HSEMS

Responsibility for ensuring that legal compliance changes are identified lies with the Buildcorp Group HSE Manager.

Buildcorp utilises a variety of information workshops and publications provided by government agencies, industry bodies and firms providing consultancy services in HSE. Updates are communicated with Buildcorp staff via ‘Safety Updates’ on Intrabuild’s homepage and/or the Buildcorp HSEMS are updated to include legislative changes.

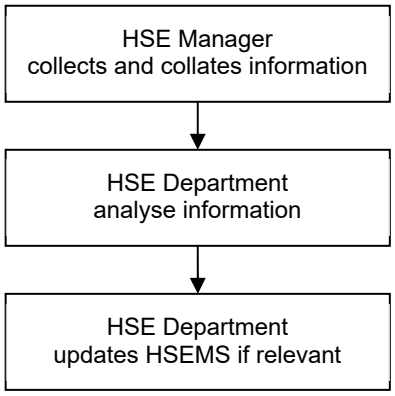
Further information provided via meetings, conferences and consultation are also made available to Buildcorp management on an ad hoc basis.

Buildcorp may decide to provide information on our major updates of our HSEMS to external stakeholders in the form of a meeting/presentation and/or website article. This information sharing exercise will be a proactive approach to involve our external stakeholders on any of our major changes/updates to managing health and safety within Buildcorp. Our external stakeholders would be WHS regulators, our Subcontractors, Federal Safety Commissioner, our clients, MBA etc.

Notifying changes

Changes are notified via the Buildcorp ’Safety Update’ on Intrabuild.

Changes are incorporated into the Buildcorp HSEMS, in consultation with staff and management, by using the following process:



5 Measuring HSE effectiveness and improvement

Buildcorp ensures that measurement, monitoring and evaluation of HSE performance and preventative and corrective actions in put into place to rectify non-conformances or HSE breaches.

HSE inspection checklists are developed to determine compliance to policies, objectives and targets.

5.1 Measurement of HSE effectiveness and improvement

Buildcorp have 8 safety KPIs which are displayed on the Buildcorp HSE Dashboard via Intrabuild. The 5 KPIs are as follows;

1. Safety Leadership; each Senior Manager to do at least 24 site HSE inspections per year across multiple projects of their own choosing. (*24 per manager* and *not 24 per project*)
2. Monthly external WHS audits ≥ 90% (*focus on work's legal compliance and Buildcorp requirement*)
3. Bi-monthly internal HSE compliance audits ≥ 90% (*focus on project's process and system compliance*)
4. Project's Weekly HSE Reports completion rate must be 100%
5. LTIFR ≤ 8.0 (*LTI is one day/shift or more off work due to work related injury per million man-hours*)
6. Serious LTIFR ≤ 2.5 (*more than 7 days off work*)
7. MTIFR < 25.0
8. Promote a proactive safety culture with a rating of at least Active.
9. Capture and share our environmental opportunities via the HSE Initiatives reporting process

We use our Intrabuild system to capture the necessary safety data for the above KPIs and we then use Intrabuild to display Buildcorp's conformance to our KPIs which all Buildcorp staff have access to see.

The safety data required to determine the above 8 KPIs is collected from every Buildcorp project. The data is then combined to determine each Buildcorp Business Unit's safety performance as per each safety KPI. Buildcorp's overall safety performance is a combination of all Business Units safety data.

Buildcorp is very open and transparent on how each project, each Business Unit and Buildcorp overall is performing in terms of safety by displaying the results for all KPIs at every possible level (e.g. project level to Buildcorp overall). The KPI results are displayed in real time on our Buildcorp HSE Dashboard. This allows our staff to find safety trends and this gives our people a target to focus on with maintaining safe compliant construction sites with the aim of getting everyone home safe, every day.

Buildcorp conduct internal meetings with staff which usually occur monthly. The Buildcorp HSE Dashboard is displayed at the start of our internal meetings to help educate everyone on how we are tracking with our safety KPIs.

Buildcorp construction projects can also display digital noticeboards (TV monitors) which is also linked to our Intrabuild system and it displays project specific safety data. These digital notice boards are called Buildcorp SafeTV. The project specific safety data displayed on the SafeTV contributes to the overall results of the 8 safety KPIs. The SafeTV helps inform our people on site with our site-specific safety performance and it also displays the site's current hazards such as what high-risk work which everyone must be aware of when walking or working on-site.

5.2 HS&E Opportunities

Buildcorp's Senior Management always try and find ways to achieve a 'win-win situation' by identify opportunities in our operations to improve on how we manage and implement our HS&E compliance. As well as managing the risks and investigating incidents, Buildcorp also want to understand how we can find opportunities to make our operations safer, healthier and friendlier to the environment. To help Buildcorp's management seek out opportunities, we have setup a reporting system for project staff to declare any opportunities identified on site. We call this reporting process our 'HSE Initiatives'. The reported opportunities (or initiatives) are shared with staff and if feasible the initiative will get implemented into our HS&E system to allow future projects to adopt and benefit from the same initiative. We believe some of the best ideas, initiatives and opportunities are identified by our good people on our projects who see firsthand what works

and what does not. So, our HSE Initiatives reporting helps Buildcorp learn from our people's creative thinking to solving everyday complex problems relating to health, safety and/or environment.

5.3 Inspection testing and monitoring

Buildcorp has established and maintains procedures for planning and conducting on-going inspection testing and monitoring of HSE goals and targets to evaluate against legal compliance. This is conducted, and inspection records are maintained onsite for the duration of the project and for a period of seven years, or other period as required by law, in the archive.

Other records that are maintained as above include:

- Inductions and training records
- Safe work method statements
- Work site Inspection.
- Annual review of our HSE Management System by Group Managing Director and Group HSE Manager.

Auditing is a fundamental tool in ensuring that Buildcorp's workplaces pose no threat to the health, safety and welfare of employees, the health and safety of others within those workplaces, or the condition of the local environment. Audits are conducted on a regular basis:

- Weekly HSE walks conducted as per the HSE consultation statement arranged per individual sites, hazard reporting, safety committee meetings, site-based walks with site employees.
- HSE bi-monthly internal audits conducted by Buildcorp's HSEQ Advisor – these audits are to ensure that all project teams are using the available materials effectively and ensuring a high HSE standard on site and compliant with the HSE Management Plan, the law and Australian Standards.
- External consultant audits conducted on projects with anticipated high-risk construction work. Group HSE Manager responsible for planning these audits. These audits will be scheduled on a risk-based approach by reviewing each projects volume of high-risk work items in their WPRA and then booked in consultation with the relevant Construction Manager to determine the project's dates of high-risk work as per the project's programme (typically one audit per month). Audit pass score is 90%.
- Subcontractor SWMS Review Compliance Audits onsite should be conducted at least once for every high-risk work item per Subcontractor during the project by the Buildcorp Supervisor. This compliance audit will observe the task as per the Subcontractor's SWMS for high risk work. This compliance is focused on 3 key areas of the high-risk work: 1) People's actions observed 2) Plant/Equipment's safety devices checked 3) Processes verified. The audit determines if the work has hazards which are not identified and/or controlled in the SWMS. Corrective action will follow the audit if required.
- Ad hoc audits following any incident where equipment was damaged, or persons injured. Serious incidents and accidents are audited by senior management and an external consultant to ensure that all aspects of incident analysis are covered comprehensively.
- Corrective Action Review will take place every month to ensure all corrective actions identified during the month has been followed and this review identifies if the corrective actions have been effective. This is reviewed by the Project Manager and sent to the HSE Manager.
- The project team will prepare a Weekly HSE report which records the site HSE information. The weekly HSE report is to be complete on Intrabuild by COB every Friday for every project. The completion of the weekly HSE Report is the responsibility of the Project Manager. Group HSE Manager will remind all Project Managers to do the report every Friday via email. Completion rate of HSE Reports is recorded and it is expected that all weekly HSE Reports are completed for every project which has man-hours.
- All Subcontractors' HSE performance is reviewed by the Project Team at the end of the project. Results are saved on Intrabuild under 'Subcontractor Reviews'. HSE Improvement Notices and HSE Breach Notices issued to a Subcontractor during the project are attached to the Subcontractor's profile in our Subcontractor Reviews, this allows all staff to view the number of notices issued to a Subcontractor via the Subcontractor Review tool on Intrabuild. The Subcontractor Reviews score and HSE notices issued are considered when determining if a Subcontractor will be selected for future work.

5.4 Methodology

For audits to be effective it is essential that they are conducted in a standardised way. As a result, all audits must be conducted using the various forms in the Buildcorp HSEMS:

- HSE Meeting minutes/toolbox talks
- HSE Weekly Safety Walks
- HSE bi-monthly inspections (HSEQ Advisor)
- Subcontractor SWMS Compliance Audit.
- Accident Incident Reports
- External HSE audit.
- Corrective Action Review
- HSE Management System review by Group Managing Director and Group HSE Manager
- Review the above findings and then develop improved processes in consultation with Senior Management

All Buildcorp HSE audits are conducted in line with the guidelines under AS/NZS 4801:2001 self-assessment checklist and ISO 14001 Environmental management systems.

All this documentation is kept in the job files and subjected to analysis in aid of identifying trends in HSE incidents and used to control ongoing concerns effectively.

5.5 Review of project HSE performance

Buildcorp have several tools which are used to capture the site conditions on a daily, weekly and monthly basis as outlined in sections 5.2 and 5.3. This information and data are recorded in the project's Weekly HSE Report which is completed online every Friday. The Weekly HSE Report is essential to capture the HSE issues on site during the week and over the project's life. To accurately record the projects safety performance, the report records injuries to date, breaches issued, improvement notices issued, man-hours, outstanding corrective actions, high-risk work on-site etc.

The HSE Manager will review the report's information and compare to previous weeks reports to identify the projects HSE performance. The HSE Weekly Reports can determine if the Buildcorp staff and Subcontractor workers are learning from their mistakes. Buildcorp are determined to improve our safety culture through continuous improvement, educating and learning.

Each project can review their performance on the Buildcorp HSE Dashboard which is displayed for all staff on Intrabuild.

Each project's HSE performance gets feed into the business plans which senior management review monthly.

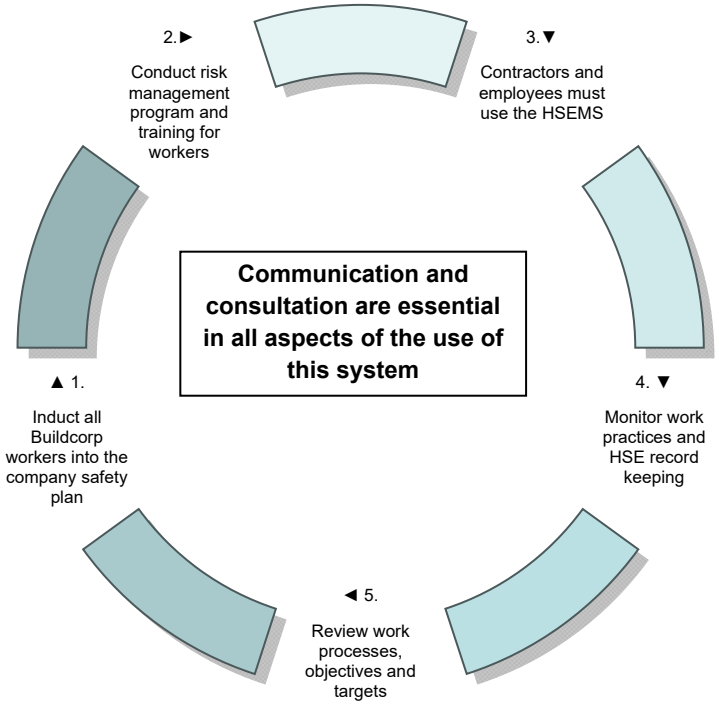
5.6 Continuous improvement

To ensure that HSE is sustained as our priority, Buildcorp is committed to a proactive system of design, implementation and review to ensure continuous improvement in our systems. All HSE activity is subject to periodic review on a daily, weekly, monthly or quarterly basis depending on the risk assessment of the activities.

We keep a register on Intrabuild of all opportunities identified from our projects which we call 'HSE Initiatives'. The HSE Initiatives are declared in the weekly online HSE Report by our staff. The HSE Initiatives designed to promote better ways to improve and enhance our HSE process with the overall aim to improve our HSE performance. The HSE Initiatives are opportunities to improve on our current HSE system and processes. Worthwhile HSE Initiatives are shared with staff via email every week from the HSE Manager to staff and senior management. The projects that develop and implement a good HSE Initiative is shared with all staff to help give recognition to the project teams with the best HSE initiatives.

The HSEMS Continuous Improvement Process

Continuous improvement is an ongoing process that enables Buildcorp to develop quality HSE systems and become HSE leaders in the construction industry.



5.7 Review of the HSE Management System

Responsibility for review of the performance of the group HSEMS lies with the Senior Management Group (SMG). More information regarding the review process is outlined in the HSEMS.

5.8 Functional area review

All functional areas are required to conduct on-going reviews of HSE matters within their area of responsibility. Each functional area is to maintain a record of their review process and the actions taken to deal with issues identified.

All staff are required to actively engage in the HSE reporting and review system.

Evaluation of the effectiveness of the HSEMS and the need for changes is determined by:

- Changes in HSE legislation may require parts of HSEMS to be modified.
- Changes to work procedures or processes.
- Changes in company structure.
- Improvement of process learned from investigating HSE incidents.
- In response to employee and subcontractor feedback.

5.9 Reporting project HSE performance

Project Managers complete the HSE Report on Intrabuild by COB every Friday. The reports data is collected to identify trends within our business to help prevent serious injuries. The reporting populates the company's injury registers which are accessible by all Buildcorp staff. All staff are encouraged to review the Buildcorp HSE Dashboard to identify tends, see lessons learnt and implement controls to prevent injury.

Project HSE are discussed in the project team meetings and HSE is an item in the meeting agenda. The Project Team meetings typically occur on a weekly basis. HSE performance is discussed at the project team meetings. The Buildcorp HSE Dashboard can be used to quickly identify the project's HSE Performance prior to or during the project team meetings.

Buildcorp's Business Units hold internal meetings with their staff and senior management. These meetings are typically monthly or bi-monthly basis (depends on availability of staff). Project and Business Unit HSE Performance are discussed during these internal meetings and HSE is always item number one in the internal meetings. An example of these meetings is the Monthly Project Managers Meeting.

Buildcorp's Managing Director formally reviews Buildcorp safety performance with the Group HSE Manager. This meeting is conducted once per month. The Business safety performance is cross checked against the business safety KPIs. Incidents are reviewed to better understand the lessons learnt. The Managing Directors safety observations from his Site Safety Inspections are discussed. The core purpose of the meetings is to identify opportunity to improve our HSE system and to improve our HSE performance.

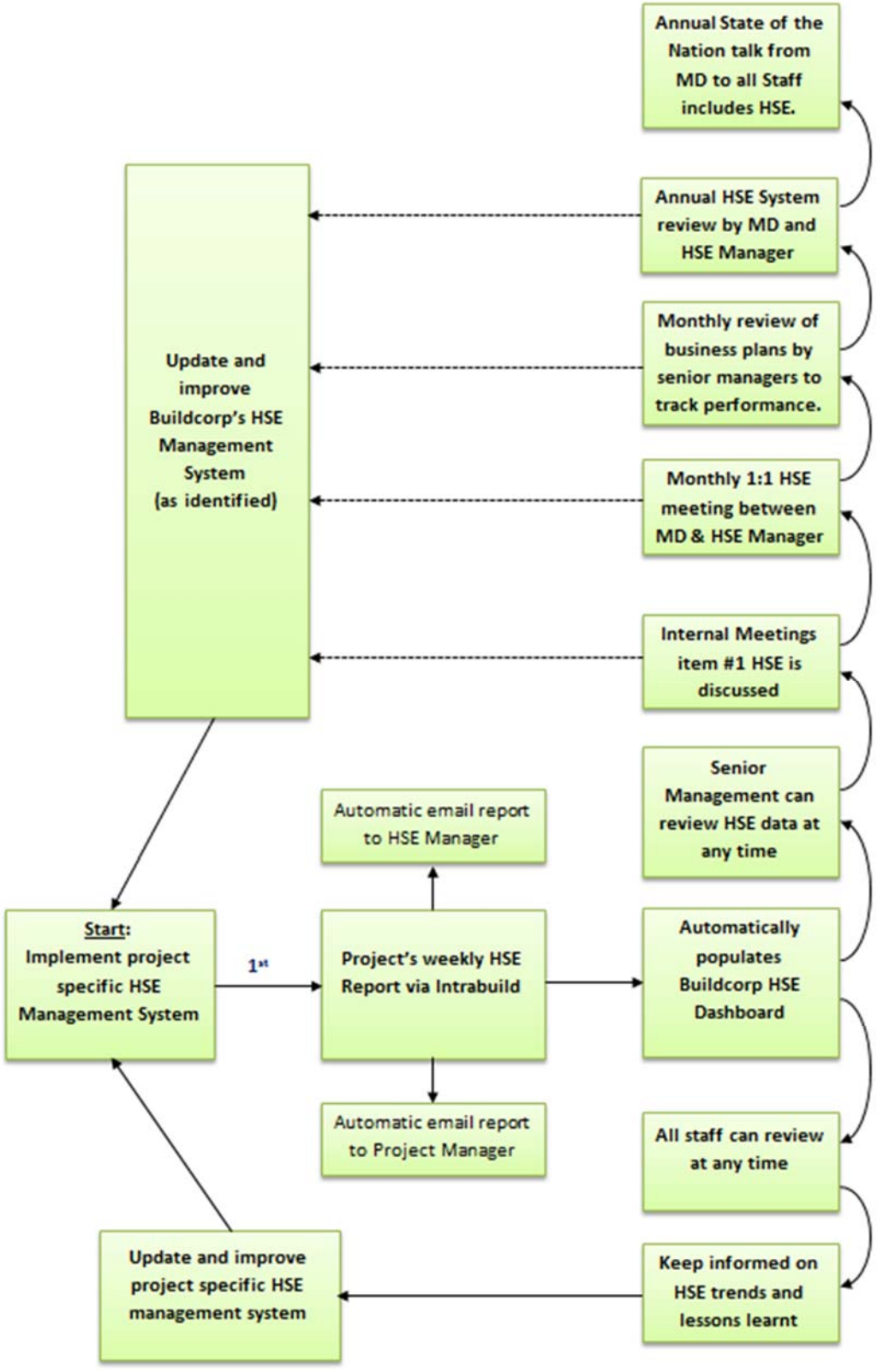
Managing Director conducts a State of the Nation talk at least once per year with all Buildcorp staff where the company's safety performance is discussed.

Buildcorp also published ad hoc safety stories on the Buildcorp website to help share our safety journey to the community.

Buildcorp does communicate its significant environmental aspects externally with the following procedure:

- What we communicate; significate environmental incidents
- When we communicate; within 48 hours of incident if reasonably practicable.
- Whom we communicate to; the public
- Who communicates the incident externally; Buildcorp's marketing team.
- How will the marketing team communicate the incident; via Buildcorp's website.
- How will communications be retained; via Buildcorp's IT Department (T0617).

The following flowchart outlines our HS&E reporting process which contributes to our continual improvement:



6 Risk Management

6.1 Introduction

Buildcorp is committed to providing safe and healthy construction sites that have minimal environmental impact. Buildcorp understands that to do this effectively there must be procedures in place that control or mitigate any associated hazards / impacts and risks to the project and or its workforce. An approach to risk management, outlined below, has been developed by Buildcorp to guide and support all projects which considers the life cycle.

6.2 Definitions

Term	Definition
Health and safety hazard	An objective and measurable thing or action that poses a threat to a safe and stable state. Hazards may be dormant, potential, active or mitigated.
Risk	Is a subjective estimate of outcome, i.e. Risk = Likelihood of occurrence X Seriousness of consequence.
Environmental aspect	Any activity your organisation carries out that has the potential for a positive or negative interaction (impact) with the environment.
Environmental impact	Any change to the environment whether positive or negative resulting from an organisation's activities products or services.

Health and safety example of hazard and risk

When carrying out excavation, a potential hazard is working around plant and equipment. The risk is considered the likelihood that an accident / incident will occur and the seriousness of it.

Environmental example of aspect and impact

When carrying out excavation the potential impact is dust generation. The risk is considered the likelihood of a negative impact on the environment and seriousness of it.

6.3 Methods of risk assessment

Risk identification, assessment and control of potential safety hazardous situations are the keys to providing a safe workplace with minimal environmental impact.

Buildcorp's method of assessing risk is described in the following table:

Risk Assessment Method	Description
HSE Whole Project Risk Assessment (WPRA)	An overall project planning tool used to identify, and control significant hazards / impacts associated with the scope of works of the project and their potential risk level.
Designer risk assessment and/or design reviews.	A planning tool used in the design phase to identify significant hazards / impacts associated with the scope of works of the project and their potential risk level.
Safe Work Method Statements (SWMS)	The SWMS details the hazards / impacts associated with the task and the controls used to eliminate or control the risk. The SWMS details how the Scope of Work are carried out on a specific project and breaks each task down into steps.
Workplace consultation	In consultation with employees performing work activities, controls for potential hazards / impacts are identified e.g. HSE Committees, Tool box talks.

6.4 The risk management process

After defining the scope of the activities for a task, the risk management process includes four steps:

- Step 1: Identify hazards / impacts
- Step 2: Measure the risk

- Step 3: Control the risk
- Step 4: Measure residual risk

6.4.1 Identifying hazards / impacts

To identify both health and safety hazards and environmental impacts, each project's scope of works is broken down into stages so that associated major and minor hazards / impacts are identified.

In addition, each activity performed by employees of either Buildcorp or its subcontractors is broken down into steps and hazards / impacts identified.

6.4.2 Measuring risk

Once a hazard / impact is identified a subjective estimate of the risk is determined by asessing the likelihood and seriousness of consequence that could result from the hazard / impact and it is given a rating of R1, R2 or R3. For each identified hazard / impact, consider the qualitative likelihood.

Qualitative likelihood

Level	Description
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur in exceptional circumstances

Qualitative seriousness of consequence

Level	Description of Consequence or Impact	
H - High level of harm	**H&S**	Potential death or permanent disability, major damage
	Environment	Potential environmental disaster, death or permanent disability to humans, flora or fauna **Off-site release not contained, major remediation required with outside assistance, significant environmental impact.**
M - Medium level of harm	**H&S**	Potential for long term illness or serious injury, medical attention or lost time, significant damage
	Environment	Potential for significant environmental impact **On-site release contained, minor remediation required without outside assistance, short-term significant environmental impact**
L - Low level of harm	**H&S**	Potential for First Aid treatment or minor damage
	Environment	Potential for minor environmental impact **On-site release immediately contained, minor level clean-up with minor short-term environmental impact**

Qualitative measure of risk

Consequence	Likelihood		
	Likely	**Moderate**	**Unlikely**
High	R1	R1	R2
Medium	R1	R2	R3
Low	R2	R3	R3

R1	First risk priority
R2	Second risk priority
R3	Third risk priority
No hazard or impact	No risk

6.4.3 Controlling risk

A control is defined as the action / method used to address a risk. Control actions / methods are generally categorised as elimination, substitution, isolation, engineered, administrative or personally protective.

When all the risks for an activity or task have been identified they are then prioritised with the most severe / dangerous being actioned first.

The following table lists the priority order that risks are actioned:

Risk Priority	Possible Actions Based on Risk Level
R1	Situation is high risk, consider an alternate work process. Must be controlled immediately or as priority.
R2	Must be controlled as soon as practicable, if not immediately.
R3	Must be controlled in a reasonable timeframe. However, if solution is quick and easy then action immediately.

All risks are considered and controlled no matter how minor. If uncertainty about HSE risks arises where the level or seriousness of the risk cannot be determined satisfactorily then the following is carried out:

- Re-review each hazard / impact, considering all possible options to reduce the risk to the lowest possible level, applying good practice to minimise exposure.
- Obtain more information.
- Seek specialist advice from the HSE Department.

After prioritising the risks, Buildcorp establishes how best to deal with the hazard / impact to eliminate or reduce the risk. The measures taken are based upon the “Hierarchy of Control” which involves the selection of the most appropriate risk control measures for the hazard / impact.

Hierarchies of risk control measures have been established on the basis that the higher the control strategy is in the hierarchy, the preferable and effective the control is. Put another way, they run from most favourable and effective to least favourable and effective (see below for a diagrammatic representation of the hierarchy).

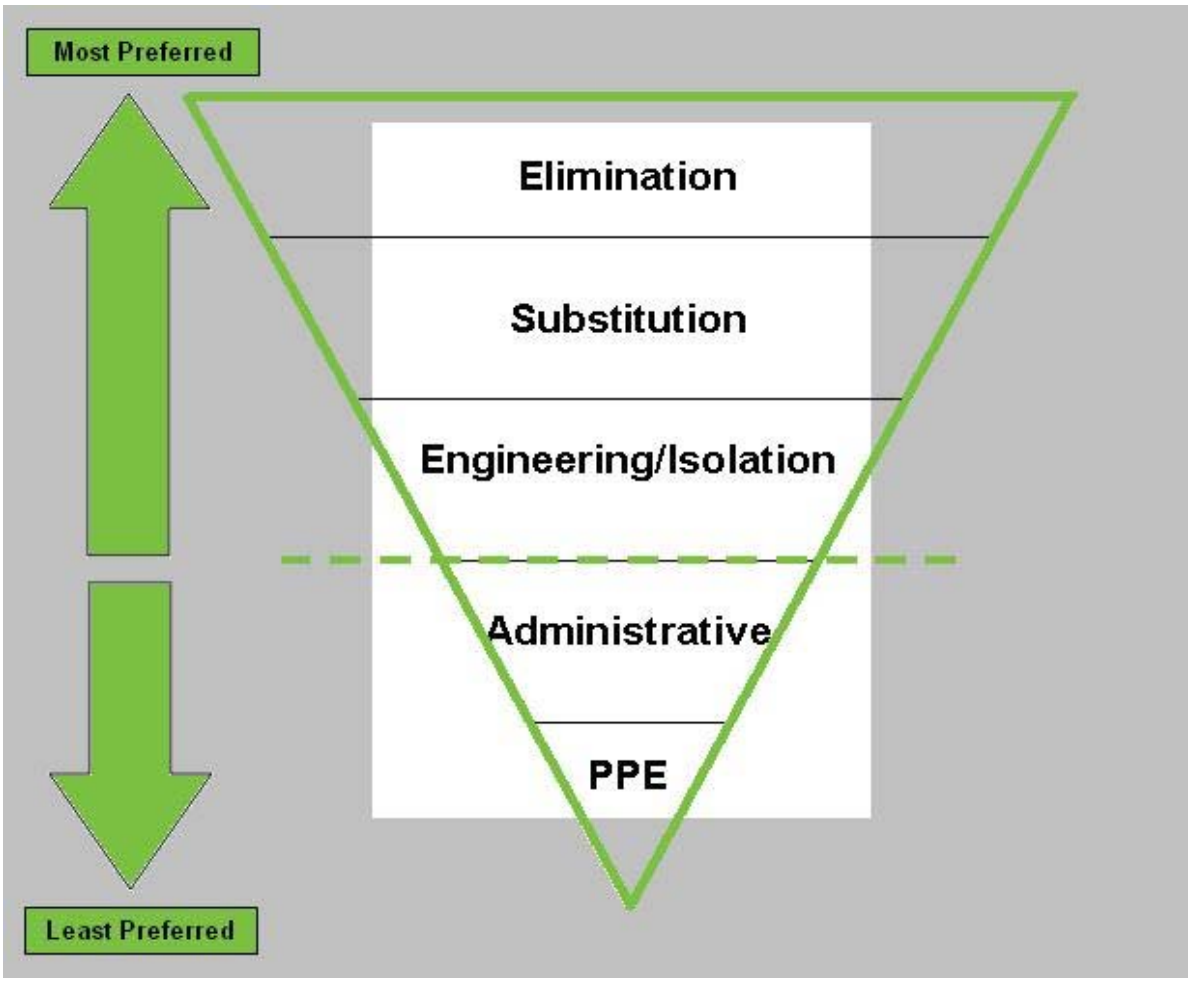
When applying the hierarchy, Buildcorp considers the controls in turn, working from the top first before moving down the hierarchy.

6.4.4 Residual Risk

Once controls are in place or identified, reassessment of the activity is completed and the residual risk (risk left over after controls are in place) is measured. Buildcorp requires the residual risk to be reduced to an acceptable level (R3) for any task to go ahead.

If after controls are in place an activity or step still measures at a R1 level (i.e. high likelihood X serious consequence) this activity does not proceed, and further investigation is carried out.

6.5 Hierarchy of Controls



The following table is based upon the Hierarchy of Controls and suggests examples of applying the hierarchy starting from the top and working down to the least effective controls.

Control Options	Description of Control
1. Eliminate	Elimination of hazards and impacts is the most e effective and the preferred option for control. Always try to eliminate the hazard / impact. This can be done by changing a work process in a way that will get rid of a hazard e.g. by using a non-toxic chemical for to substitute for a toxic substance, having workers perform tasks at ground level rather than working at heights and other methods that remove the hazard altogether.
2. Substitute	If the hazard cannot be eliminated you may have to redesign / change or substitute the equipment / materials or activity. This can be done by substituting something else in its place that would be non-hazardous or less hazardous to workers or the environment. For example, a non-toxic (or less toxic) chemical could be used as a substitute for a hazardous one.
3. Engineer or Isolate	If a hazard cannot be eliminated or a safer substitute cannot be found, the next best approach is to use engineering controls to keep the hazard from reaching the worker. This could include methods such as using noise dampening technology to reduce noise levels; using mechanical lifting devices; or using local exhaust ventilation that captures and carries away the contaminants before they can get in the breathing zone of workers.
4. Administrate	If engineering controls cannot be implemented, or cannot be implemented right away, administrative controls should be considered. Administrative controls involve changes in workplace policies and procedures. This could include, reducing exposure times to hazards, training and changes to current Safe Work Method Statements, alarm systems, warning signs or sounds.

Control Options	Description of Control
5. Personal Protective Equipment	Personal Protective Equipment (PPE) is considered as a last resort as it is the least effective control. This is not to be confused with the general role that PPE has as a back-up control on construction sites. This could include glasses and dust masks.

6.6 Reasonably Practicable

The controls used to eliminate or control the hazards are assessed by Buildcorp in terms of what is reasonably practicable. The following factors are used to determine if a control is reasonably practicable:

1. Likelihood
2. Degree of harm
3. State of knowledge
4. Availability and suitability of controls
5. Cost (last factor to be considered)

1. Likelihood:

Estimating **likelihood** can be based on what we know about a risk (e.g. how often particular risks result in injury). It will also be based on the actual circumstances on the construction project and the way work is done.

We can ask the following questions to help work out the likelihood:

- How often does the risk situation occur?
- How long might people be exposed to the risk?
- How might operating conditions increase risk?
- How effective are current controls in minimising risk?

2. Degree of harm

Accounting for the **degree of harm** or the likely consequence of a risk resulting in injury means looking at what injuries or incidents could result from the hazard; how many people might be affected and how widespread could the effects be.

We can ask the following questions to understand the degree of harm or likely consequences:

- Is there available information on consequences?
- What factors could influence the severity of an injury?
- How many people could be injured?
- Are there circumstances that could magnify the severity of an injury or incident?

3. State of knowledge:

Accounting for what a person knows or ought to reasonably know is sometimes referred to as the **state of knowledge** about a hazard or risk and ways of controlling it.

We can ask the following questions to find out about the hazard or risk:

- Are there specific regulations that apply?
- Are there approved codes of practice that apply?
- Are there reputable technical standards that apply?
- Are there published guidelines from regulators or industry associations that apply?
- What industry practices are currently used?
- What expert advice is available?

4. Availability and suitability of controls:

Identifying ways to eliminate or minimise the risk that are available means that ways of eliminating or reducing risk are available to purchase or apply on the construction project. Risk controls are suitable if they are feasible to apply on the construction project and have been shown to be effective in similar circumstances.

We can ask the following questions to find out about availability and suitability of controls:

- Is an available product or process feasible to use?
- Is an available product or process suitable to use?
- Is there an effective way of eliminating the risk?
- Is there an effective way of minimising the risk?

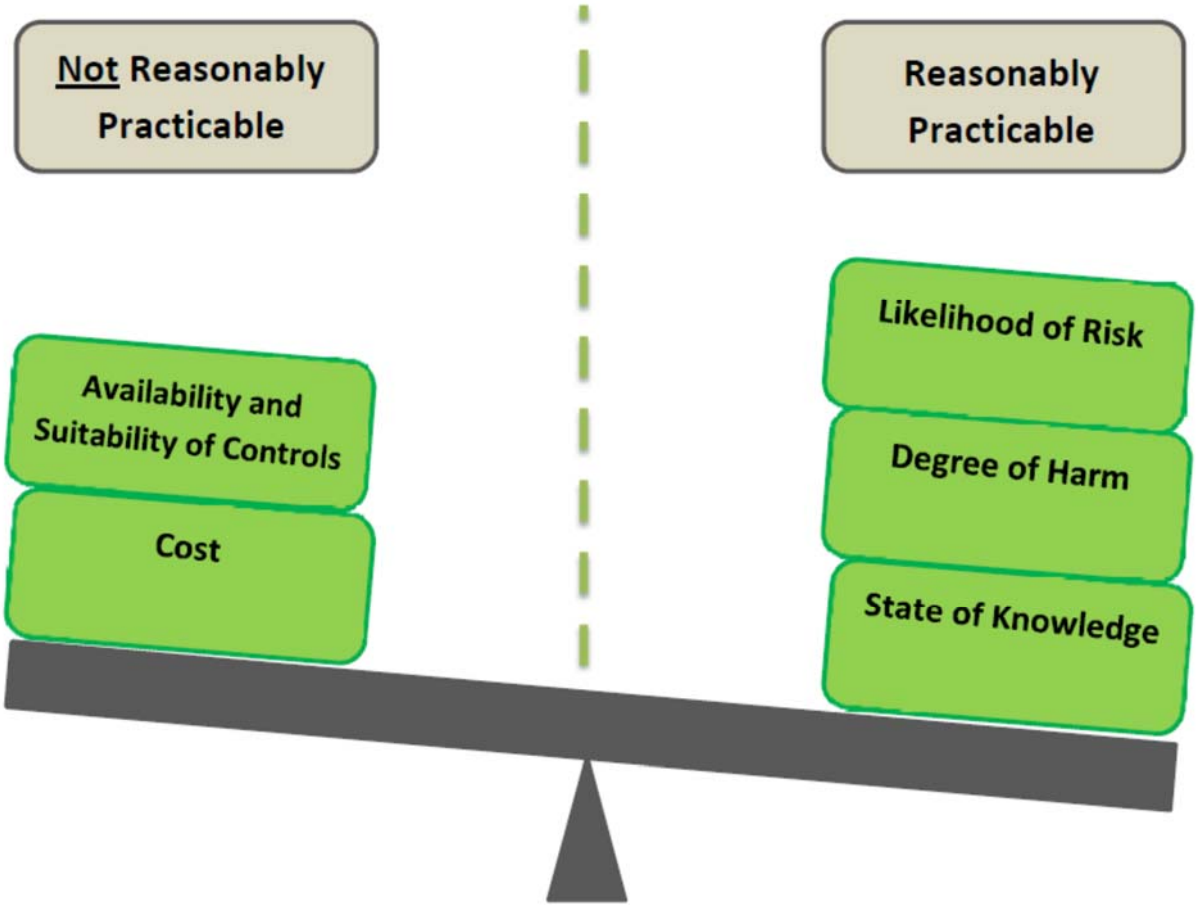
5. Cost

Only after all the other factors have been considered does cost get considered. Risk controls should be implemented unless the cost of doing so is so disproportionate to the benefit (in terms of reduction in the level of the risk) that it would be clearly unreasonable to require the expenditure.

We can ask the following questions to consider cost:

- Will the control significantly reduce the risk?
- Will the control significantly reduce the degree of harm?
- Are their cost-effective alternatives to eliminate or minimise risk?
- Should the activity be discontinued?

Reasonably practicable – getting the balance right



Reasonably practicable within Buildcorp's risk management process

Buildcorp implement's our Risk Management process (see Section 6.4) on all construction projects which is used to identify hazards and determine controls so far as reasonably practicable.

The most common decisions about reasonably practicable relate to the type of risk control to be used by applying the hierarchy of control (see Section 6.5). Buildcorp will consider the highest level of protection that is reasonably practicable.

6.7 Whole Project Risk Assessment (WPRA)

Before project commencement the entire Project Team, led by the HSE Department, use all available project information and design documentation to complete a WPRA. The WPRA matrix is found on Intrabuild at the following intranet link: http://intrabuild.buildcorp.com/HSE/SiteAssets/RiskTools.aspx . The WPRA's identified information is recorded on the WPRA matrix and updated throughout the life of the project. An HSE WPRA is completed as follows:

- The project scope of works is broken down into stages.
- Potential hazards / impacts that may influence the project are identified.
- Potential Emergency Situations for sites and the procedures needed to plan for emergencies are identified and controlled.
- Risks levels are measured for each hazard / impact.
- Risks are prioritised in order of severity.
- Controls are determined to reduce the risk level so far as reasonably practicable (the most preferred controls from the hierarchy of controls must be used first).
- Activities are reassessed to establish residual risk.
- Activities with a satisfactory risk level (no risk or R3) can proceed.
- Activities with no change or an unsatisfactory risk level (R1 / R2) cannot proceed and must be investigated further.

Once complete the relevant hazard assessments of the WPRA applicable to each trade are issued to subcontractors at Contract time. The subcontractors must use the information identified in the WPRA to help further develop their SWMS to be site-specific and determine appropriate controls to manage high risk construction work.

The WPRA is issued to all Sub Contractors prior to starting onsite, to give information on the hazards and risks identified by Buildcorp for the project and how those hazards and risks should be controlled and monitored.

Sub-contractors are to use the WPRA to ensure they have identified and controlled all risks and hazards associated with their works onsite and developed controls that either match or exceed the controls within Buildcorp's WPRA. SWMS will be checked against the WPRA in the SWMS review stage to ensure that all risks and Hazards are controlled and that controls are appropriate.

The WPRA identifies the type of control:

- Elimination
- Substitution
- Engineer/Isolation
- Administrative
- Personal Protective Equipment

Buildcorp attempts to use administrative and personal protective equipment controls as the last resort, the WPRA allocates responsibility for each control or monitoring activity to a member of the Buildcorp team or the operator/employee onsite.

The WPRA identifies the initial risk and the residual risk after all controls and monitoring activities are in place, Buildcorp employees / subcontractors cannot proceed with any activity onsite that has not had its risk level reduced to, or below, R3. If the risk level of an activity cannot be reduced it is reported to the HSE Department and specialist help is provided.

Where a situation presents that a activity or trade has not been identified within the WPRA and the contractor has not been issued with the material required to align the SWMS with the WPRA, onsite action can be taken to review the SWMS, ensure it is in good condition and reduces or eliminates all risk and controls hazards, task hazards analysis, tool box talks and pre start checks can be performed to further reinforce the method of work and ensure workers are trained and aware before undertaking the activity.

Failure to meet with this results in disciplinary action.

6.8 Safe Work Method Statements (SWMS)

A SWMS is an administrative control where steps of a specific high-risk construction work activity are broken down, explained and assessed for hazards / impacts. The risks are measured for each step involved and appropriate controls are assigned to reduce these risks, using the Hierarchy of Controls.

It is essential that SWMS are broken into steps, risks and controls individually, and that the risks and controls are aligned.

SWMS are developed using information including project documentation and the Buildcorp WPRA as well as specific experience, qualifications and expertise of the subcontractor / worker performing the works.

All information detailed within the SWMS is in accordance with legislative requirements. SWMS are project and task-specific to determine that all identified hazards / impacts are controlled, and risk is reduced or eliminated for workers.

SWMS are submitted for review by the Buildcorp Project Supervisor and Project Manager 7 days prior to attending site. The review is done using the Subcontractor SWMS Review form – see the High-Risk Work Matrix form on Intrabuild (F0753).

The Project Supervisor uses the Subcontractor SWMS Review checklist to review the subcontractor's SWMS for high risk construction work. If all areas are covered and the method of work is deemed safe, then it is approved. Once the initial approval is given a second review is carried out by the Project Manager. If all areas are satisfied the SWMS is given final approval by signing off the Subcontractor SWMS Review as accepted.

SWMS are submitted for review to the Buildcorp Project Supervisor and Project Manager prior to attending site.

All workers involved in activities onsite are inducted into a SWMS that covers that high-risk work. They could alter and further develop the SWMS at any time through consultation e.g. tool box talks, HSE committee or if activities differ from the SWMS. The supervisor of the activity makes sure that all work is carried in accordance with the SWMS, workers understand the SWMS and that they have access to all resources needed to complete the works in accordance with the SWMS.

SWMS are reviewed at regular intervals and when changes occur in (but not limited to) the following areas:

- Legislation
- Activities
- Conditions onsite
- Workforce
- Design.

When a new hazard / impact is identified, do the following:

- use the risk table to assess the level of risk for the new hazard / aspect
- revise the SWMS for high risk work.
- issue a copy of the revised SWMS to all relevant parties for approval
- update the original SWMS
- train / educate all workers.

Any activity/Subcontractor with known high-risk work will have a site-specific Work Pack. The Work Pack form is found on Intrabuild (F0745). Every Subcontractor with high risk work will have a Work Pack which includes relevant SWMS review forms, SWMS Compliance forms, Plant Inspections and high-risk work

permits. The forms within each Work Pack will be based on the Subcontractor's high-risk work as per the WPRA process. Work Packs are printed off from the WPRA and hard copies are filed in HSE Folder 7.

6.9 Non-high-risk work method statements.

All non-high-risk work method statements are reviewed using the Subcontractor Safety Review form which is found on Intrabuild (F0684).

Non-high-risk work is identified during from the WPRA process. Examples of non-high-risk work would be environment impacts and/or medium risk work such as manual handling and hand tools.

The method statement issued by a Subcontractor for medium risk and/or environment impacts does not have to be in a site-specific SWMS format. The method statement needs to be the Subcontractor's documented process to manage the medium risk and environment impacts which is identified in the WPRA process. The documented method statement may be issued to Buildcorp in the following formats, for example; Safe Operating Procedure, Job Safety Analysis, generic SWMS, Toolbox Talk etc. Buildcorp will require the documented process to be easy to follow, determine the risks, determine the controls and allow workers to review and sign the documented process prior to starting work onsite.

When Buildcorp review the non-high-risk method statements, using the Buildcorp Subcontractor Safety review form, we will determine if more documented processes are required to outline the controls for the workers prior to starting work onsite. When more documented processes are required Buildcorp may require the Subcontractor's Supervisor to provide additional HSE processes or else complete a 'Task Hazard Analysis' prior to starting work.

The Task Hazard Analysis may also be used onsite following an incident and/or if additional medium risk identified.

See the Task Hazard Analysis procedure to further understand the process.

Buildcorp's Safety System (Intrabuild) has a list of Subcontractor Safe Work Procedures (SWPs) which have been pre-reviewed by Buildcorp's HSE Department. The list of pre-reviewed SWPs is offered to our more commonly used Subcontractors who have generally performed well with health and safety on completed Buildcorp projects. Buildcorp's HSE Manager has consulted with the Senior Manager of each Subcontractor company and together we have developed Subcontractor specific SWPs for non-high-risk work which is always developed in consultation with the Subcontractor's workers. Buildcorp site staff have access to all pre-reviewed Subcontractor SWPs on Intrabuild via the Safety page (HSE Dashboard) which are printed out on site for the Subcontractor workers to refresh themselves on and to sign-off once reviewed prior to starting work on new Buildcorp sites.

6.10 Task Hazard Analysis

The Task Hazard Analysis form is found on Intrabuild (F0749). The Task Hazard Analysis (THA) is used with the Subcontractor Supervisor and the Supervisor's workers. The THA is used to further improve the documented process to manage potential medium risk work and/or environment impacts involved with the Subcontractors work. Any relevant Industry HS&E guidance material (example: a fact sheet with easy to follow pictures) and/or a Subcontractor's procedure (example: safe ladder use policy) may be attached to the THA to help educate and train the workers into the THA.

Note: THA is for training persons to perform work which is medium risk and/or has environmental impacts.

Example health, safety hazards and environmental Impacts:		
Noise and Vibration	Existing services (electricity, gas, etc)	Hot Works
Manual Handling	Falling Objects	Glass and glazing install

Electrical Tool Use	Explosive Power tools	Chemicals use and storage (SDS)
Post Tension	Hand held power tools	Mobile scaffolding
Excavation depth < 1.5 meters	Sun and heat exposure	Ladders use
MDF cutting	Slips, trips and falls	Strip out/back to base (light demo)
Waste management	Community complaints	Dust and air emissions
Flora and Fauna	Heritage	Sediment and erosion

The THA process allows the workers and their Supervisor to assess potential risks with their work and to then write their proposed controls to manage the risk. The Supervisor then uses the THA form to document the safe method of work (similar to a Toolbox Talk). Once all workers are aware of the potential risks, the controls required and trained into the safe method of work, all involved then sign the THA. The Subcontractor Supervisor signs the THA and issues it to the Buildcorp Project Supervisor to review and sign if agreed to be the safest and most sustainable method of work. Work then proceeds as per the documented THA.

Note: This THA process must not be used to replace a site-specific SWMS for high risk construction work.

High Risk Work Items		
Asbestos removal	Hoist	Scaffold (platform > 4m)
Crane work	Jump form	Perimeter Screen
Concrete Boom Pump	Masonry walls >1.5m height	Precast install
Confined Space Entry	Telehandler	Swing Stage
Demolition (structural)	Forklift	Traffic Management
Electrical (energised work)	Civil Plant	Working near water
Excavation > 1.5m deep	EWP	Working near overhead power lines
Formwork > 2m height deck	Pressured Gas	Working at height >2m

6.11 Consultation

In accordance with legislative requirements Buildcorp undertakes open forums of HSE Consultation on site, in the form of HSE Committees or HSE Representatives.

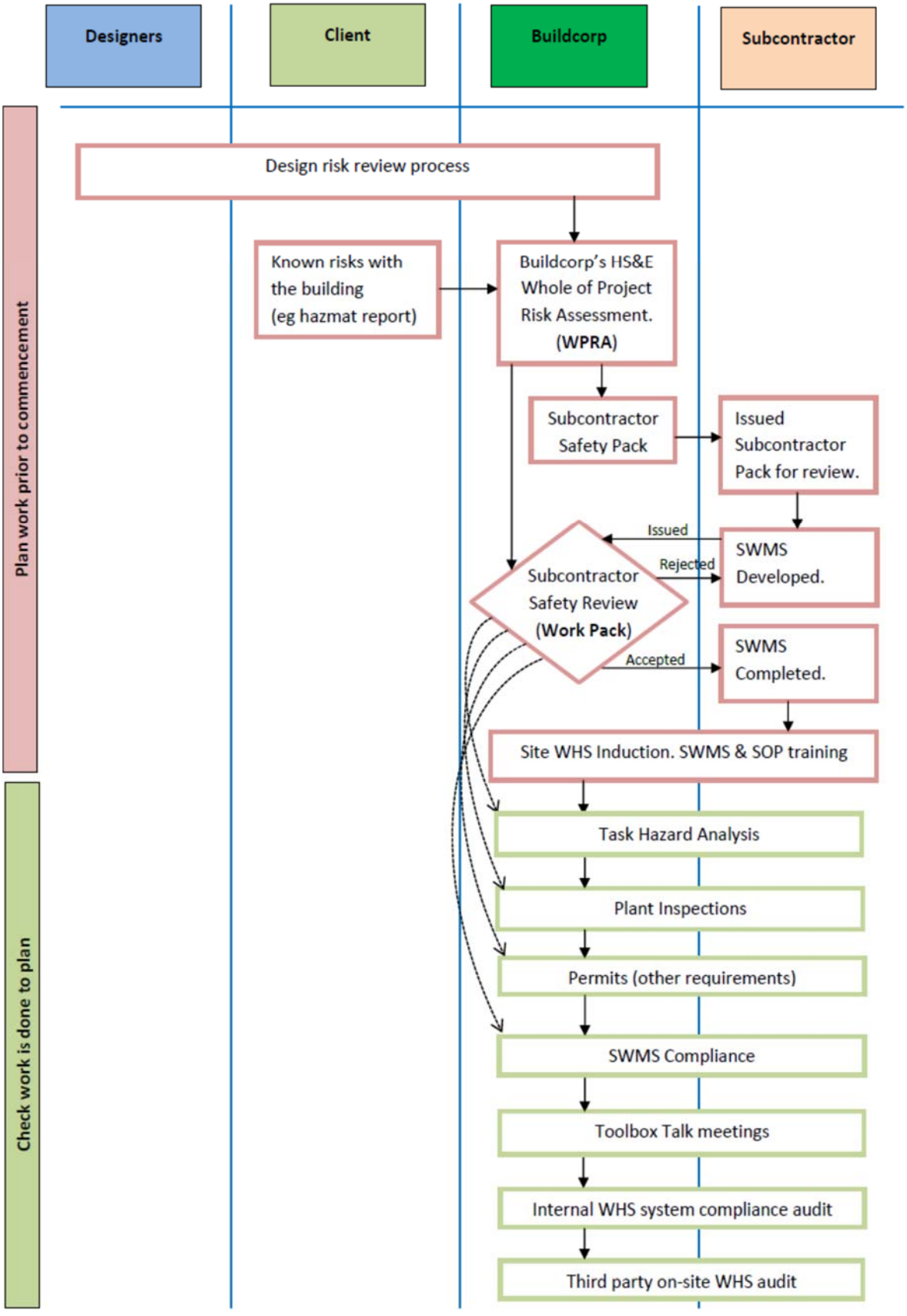
Through consultation workers are given a clear avenue to identify any hazards / impacts that have not been controlled previously or which have not had controls improved to benefit their work environment.

Buildcorp addresses all issues raised through consultation promptly and to the satisfaction of all parties involved.

Buildcorp also uses open and clear communication to ensure workers, or their safety representatives, are involved in the development of site safety procedures including SWMS.

Buildcorp also ensures workers or their representatives are consulted regarding proposed changes to the work environment, processes or practices, proposed corrective actions and purchasing decisions that could affect their health and safety, or to resolve issues and disputes onsite, this is done as part of HSE consultation.

6.12 Risk Management Flowchart



7 Design management

7.1 Safe design

The designers are to consider the life cycle of their design to minimise the impact on the environment. Under the WHS 2011 legislation the designer of a structure has a duty to ensure, so far as reasonably practicable, the structure is designed to be without risks to the health and safety for those who construct, maintain, use and demolish the structure. The designer must give a written safety report to Buildcorp that specifies the hazards associated with the specific design of the structure (not a generic safety report for a similar building). Buildcorp will then incorporate the safety report into the Whole Project Risk Assessment which will be issued to the Subcontractor at the tender stage.

7.2 Request for design risk information

Buildcorp will request design risk assessments from the designers either directly from the designers or indirectly through the client, depending on the contractual arrangement between Buildcorp and the designers.

Buildcorp advise the designers to use a risk management process to identify hazards and controls required to reduce the risk. The risk management process should include a register of hazards associated with each element of the building. A risk assessment should then be conducted on each element of the building to identify how each hazard will be eliminated or minimised. The risk management process will give the residual safety risk of the design of the building.

7.3 Design risk management process

Design risk assessments are to be conducted on all new construct or design and construct projects undertaken by Buildcorp in consultation with the designers. The risk management process is outlined below.

Construction Management or Lump Sum projects (where Buildcorp have no contractual control over the designers) – Buildcorp will request a design risk assessment from the designers either directly or indirectly via the client. Buildcorp will consult with the client and the designers to identify all foreseeable hazards and risk with the design.

Buildcorp may need to track designers risk assessments with a design risk assessment register.

Buildcorp requests all designers to give Buildcorp their design risk assessment.

Buildcorp will review the design to understand the risks associated with the construction of the design, this may be done in consultation with the designers and/or client.

Buildcorp's WPRA workshop will be done after reviewing the designer's risk assessments and consulting with the designers.

Design meetings between Buildcorp will address any ongoing safety concerns with the design.

The risk management process will need to be documented by the designers and issued to Buildcorp via the client or direct prior to construction. This design risk information will be assessed by the Buildcorp team and used to help develop a Whole Project Risk Assessment as outlined in section 6 of this HSE Plan. The WPRA will be issued to the subcontractors at the tender stage to inform the subcontractor of all hazards which relate to their proposed works and these hazards need to be controlled during construction as outlined in section 12 of this HSE Plan. The subcontractor is to use the site HSE and WPRA information at the tender stage to plan and ensure they provide the correct training for their workers and to supply adequate construction equipment to complete their construction activity competently and safely.

The WPRA may be updated during construction if a new risk is identified due to design changes.

7.4 Design risk management in SWMS

When a Design risk is identified, reviewed and controlled it is paramount that this is reflected in the Buildcorp Project Risk Assessment and relevant Safe Work Method Statement for subcontractors or employees undertaking the work.

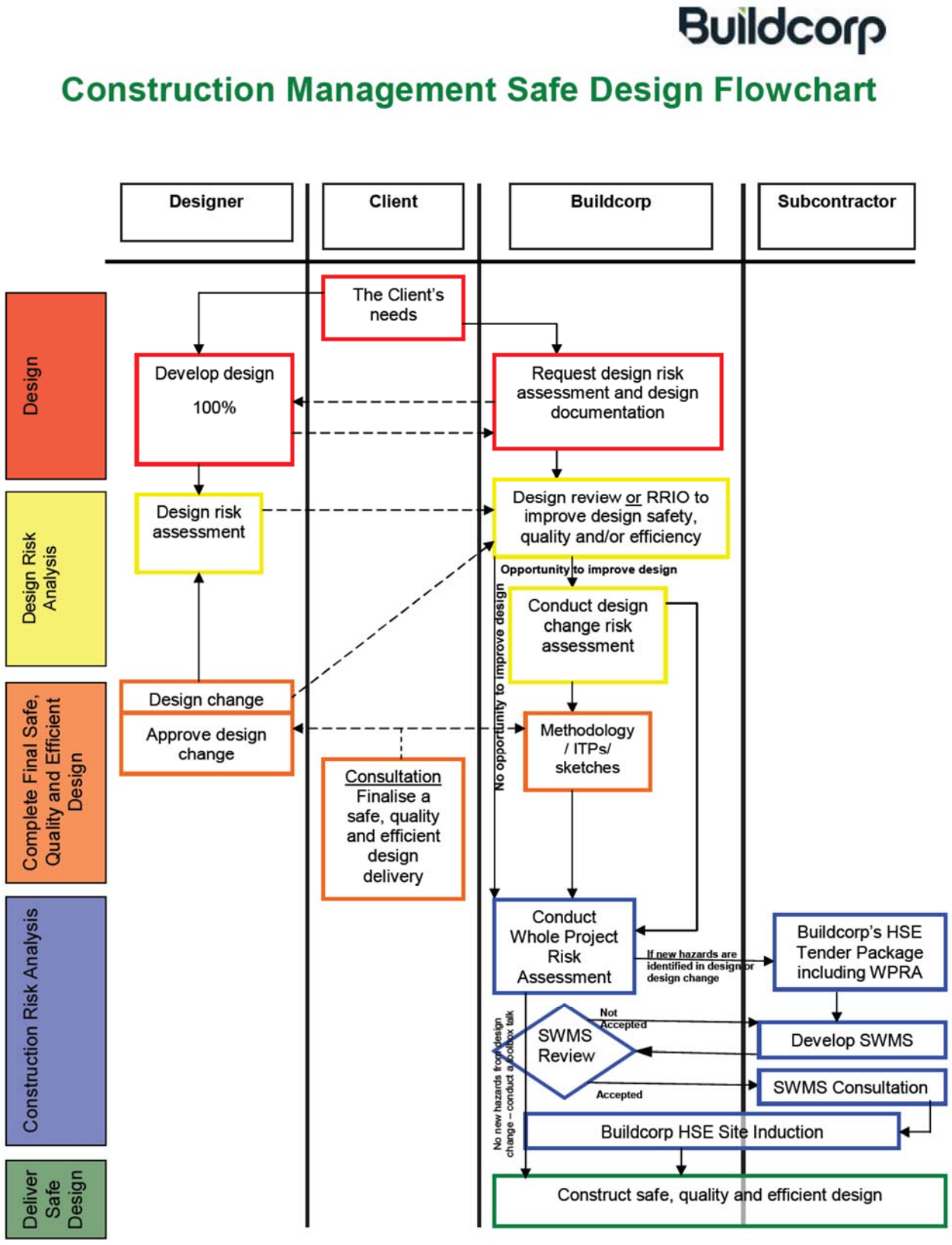
All Safe Work Method Statements are reviewed by the Buildcorp Project team in accordance with the Safe Work Method Statement Review forms and against the Whole Project Risk Assessment to ensure that all areas are covered sufficiently, risks and hazards are controlled appropriately, and workers are trained and informed.

7.5 Communicating design changes

Buildcorp also request the designers to conduct a design risk assessment when there is a change in design. This request is part of the Buildcorp Design Risk Management Guide. The designers are to send the design risk assessment to Buildcorp prior to construction or as soon as reasonably practicable. The design risk assessment will be reviewed by the Buildcorp Project Team. The Buildcorp Project Team will review the WPRA if required. If there are additional hazards identified due to the design change Buildcorp will issue the revised WPRA to the subcontractors as part of the HSE Tender package. The subcontractor will then need to submit a new SWMS for the design change work where Buildcorp will then put the subcontractor's new SWMS through the SWMS review process. Buildcorp will further explain design changes to other workers through a Toolbox Talk prior to work commencing on the design change.

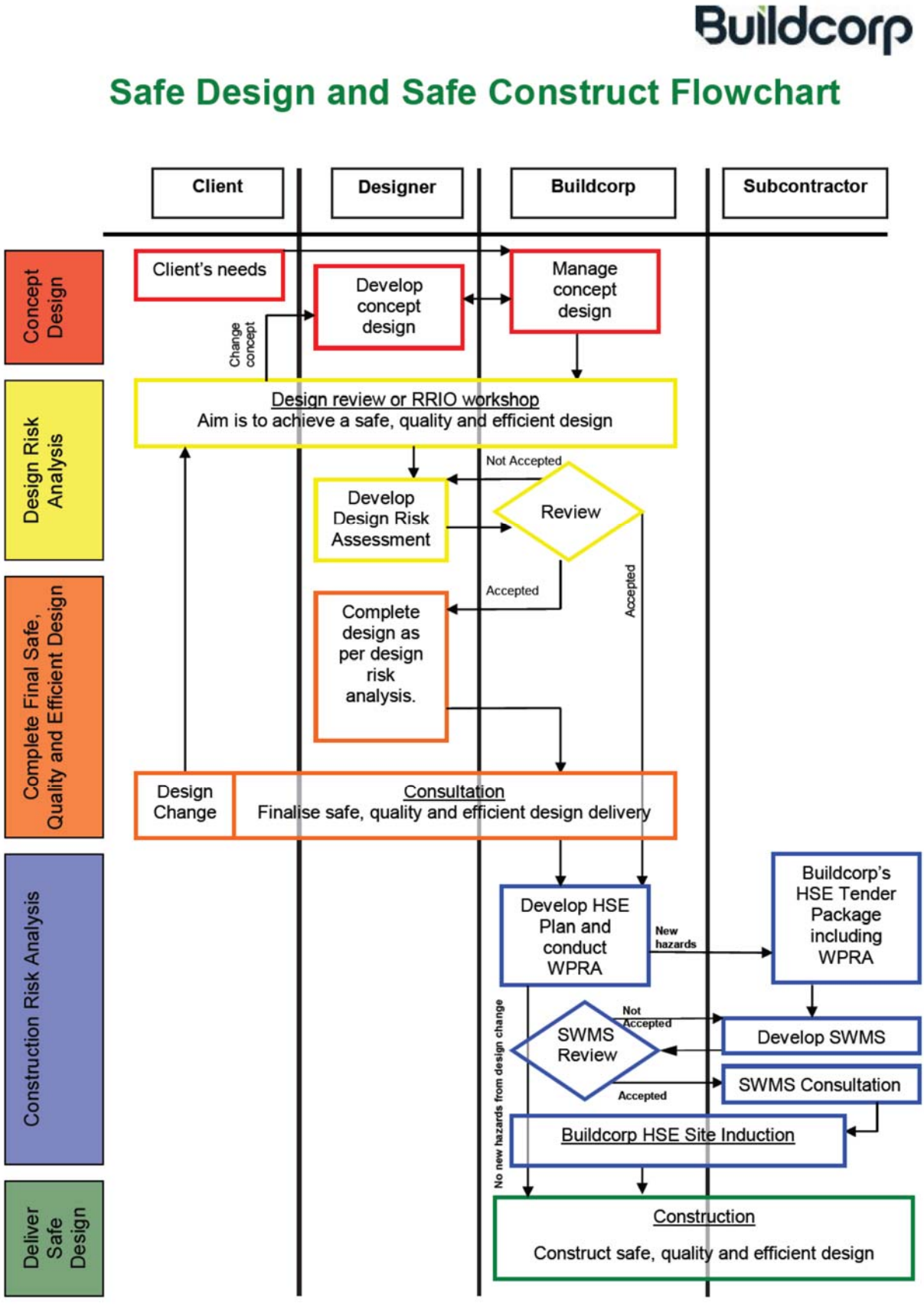
7.6 Construction Management safe design flowchart

There are several processes involved in safe design management for Construction Management projects – see flowchart which clarifies this process.



7.7 Design and Construct safe design flowchart

There are several processes involved in safe design management for Design and Construct projects – see flowchart which clarifies this process.



8 Purchasing goods or services

Buildcorp takes the life cycle and HSE principles into account when purchasing goods, services and equipment and the potential HSE issues that may be related to the above and the way in which they are used in our workplaces. Review of purchasing occurs at the following stages:

Stage 1: Contract specification. Determine the HSE issues in tender and contract requirements

Stage 2: Tender Evaluation. Evaluate all supplier's HSE Systems and capabilities

Stage 3: Contract Management. Monitor and supervise contractors and their employee's HSE performance against objectives.

All suppliers of goods and services to Buildcorp conform to the requirements of the HSEMS and are regarded as contractors and are subject to the contractual obligations contained in their agreements.

Buildcorp requires that all equipment, goods and substances supplied to it by any other party, either individual or corporation, be 'fit-for-purpose' in that it performs the stated tasks or function in the manner prescribed by Buildcorp and described by the supplier or manufacturer. This includes all aspects of safety and environmental for the equipment, material or substance such as environmental product declarations.

Buildcorp will attempt to seek out environmental opportunities when purchasing goods and services.

8.1 Assessment Process for Materials and Substances

Buildcorp considers the life cycle such as ordering concrete from locations close to our site to minimise the transport. Buildcorp will seek, request and review the environmental product declaration (EPD) from suppliers/manufacturers to understand what has the most sustainable life cycle. Buildcorp maintains an EPD Register (F0810) which all staff has access to. An EPD is not a mandatory requirement for Buildcorp.

Buildcorp site management authorises all substances and materials brought to any site via its site specific SDS Register which is maintained onsite by the project team or in head office by the reception desk. Any materials or substances that are intended to be brought on a site/office must be notified to the Project Team/ Head office reception and have a current SDS is kept onsite and in date, the item is added to the SDS Register onsite and quantities are recorded.

8.2 Assessment Process for Equipment

All equipment purchased, rented or leased by or on behalf of Buildcorp must be certified for use under the relevant Australian standards, codes or guidelines and must be certified as being free from modifications by parties other than the manufacturer or importer. Any equipment brought onto a Buildcorp workplace that is found to have been modified illegally will be banned immediately and removed from the site in question.

The Operations Area maintains a list of acceptable equipment and suppliers of equipment that can be used by Buildcorp personnel. These suppliers are notified by the HSE Department of their obligation when supplying equipment to Buildcorp and HSE must be considered in the purchasing, renting or leasing of all goods and equipment prior to any agreement being entered.

Any breach of the above requirements may result in action being taken by Buildcorp against a supplier or manufacturer of equipment, goods, materials, substances or services. This action may range from ceasing trading with the offending entity to implementing legal action to recover any losses or damages sustained by Buildcorp.

Buildcorp considers the life cycle such as the manufacturing process of equipment to help minimise the environmental impact and identify environmental opportunities where possible.

8.3 Possible safety hazards and environmental impacts

The purchase of plant, materials and substances has, in every instance, implications relating to health, safety and the environment. It is imperative to Buildcorp to ensure that we are aware of all possible safety hazards or environmental impacts that may arise in relation to the purchase and that when it arrives on site, we deal with it in a satisfactory manner.

Before any item is purchased, it is necessary to determine whether that product poses a risk to the health and safety of the employees, whilst also considering the impact it may have on the environment. To determine whether a product has the potential for a hazardous risk, the following need to be considered:

- If the product is used incorrectly, is it possible that it could pose the risk of significant injury to the user and the environment?
- Are there legislative, code of practice or Australian Standards associated with the compliance of this product?
- Does the product contain instructions relating to its safe operation and use?

If this is the case, then HSE requirements need to be identified during the purchasing process.

8.4 Purchasing procedure

When purchasing goods or services for site:

1. From an environmental perspective, before ordering goods and services consider the life cycle of the goods and services such as raw materials, transport, manufacturing process, product use and the end-use such as recycling and disposal. If available from the supplier, an EPD (environmental product declaration) will greatly help with explaining the product's life cycle.

   Click here (*www.environdec.com/en/EPD-search*) to search the international EPD database.
2. Where possible consult all purchasing decisions with the HS&E Committee onsite
3. The committee can test products and research the most appropriate material or equipment required and put all findings forward to management
4. Where no committee is available consult with workers/employees who may be affected by the purchasing decision, whether through application or use or within the work environment.
5. When ordering chemicals or substances whether cleaning or other request a material safety data sheet (SDS) from the supplier.
6. Evaluate the SDS and determine the HSE issues that need to be addressed.
7. When ordering plant or other equipment address issues such as maintenance, test tag, ITPs that may be required.
8. Ensure that there are enough control measures in place to nullify any potential issues that may arise.
9. When you are satisfied that the control measures are or can be put in place, order the product.
10. Test all spill, first aid and emergency equipment to ensure they are available and can be implemented.
11. Prior to delivery, ensure that the supplier is aware of the HSE requirements of the project and that their delivery driver is made aware of this.
12. Take delivery of the product and store in accordance with the manufacturer's instructions and the relevant legislation.

8.5 Chain of Responsibility

Buildcorp staff and management do not encourage deliveries to and from our sites to cause any breach to the National Heavy Vehicle Laws 2018. Buildcorp use a risk management approach to, so far as reasonably practicable, ensure all deliveries to and from our sites are done so in a safe manner so not to cause any health and safety risk to anyone. Buildcorp encourage all deliveries to arrive safely on time to our site as per the Heavy Vehicle National Law 2018. Delivery company's must take a safety risk management approach and use effective consultation processes to allow their drivers to safely deliver material to our site, ensure all delivery trucks are safely maintained prior to transport and ensure each load is safely secure to their truck while in transport as per the Load Restraint Guide 2018. While safely planning deliveries to and from our site we encourage delivery companies to consult with Buildcorp, as needed, to ensure we work together to mitigate any potential health and safety risks involved with delivering material to and from our site.

9 Corrective and preventive action

All persons on Buildcorp sites are responsible for initiating corrective and preventative action if they identify a health and safety hazard or environmental impact. Corrective and preventative action must be taken as soon as possible after the need is identified or work is to cease until such action is initiated. Buildcorp policy is that every worker has the right to control or to stop work where a risk to their safety is identified and to seek the effective control of the identified risk before restarting the work.

Categories of corrective and preventative action

Corrective and preventative action falls into one of three possible categories, early, immediate and remedial. This categorisation recognises that the best way to take corrective and preventative action is pre-emptively, that is during the design and planning phase of projects, work or tasks.

Early	All projects, work and tasks are subjected to pre-emptive hazard identification and risk management. The earlier a risk is identified the sooner it can be controlled and the more likely it is that it can be eliminated. Corrective and preventative action is actively incorporated in the planning and design phase of all projects, work and tasks.
Immediate	Hazards or risk that have not been identified or which have arisen during actual operations on a project or during the conduct of a task. It is vital that all workers and staff understand their obligation and freedom to take immediate corrective or preventative action to control unexpected hazards and risks. Where immediate corrective and preventative action must be taken it is an indication that the risk management system may have failed or that the agreed system of work being used has been modified or ignored. This means that all incidents where immediate corrective or preventative action must be taken is reportable as a near-miss. The reporting of these incidents allows the specific root causes of the hazard or risk to be identified so that it can be managed as an Early category of corrective or preventative action.
Remedial	Controls which need to be implemented at substantial cost or time because a substantial hazard or risk has been identified or because an accident or incident has occurred. Action falling under this category is the least effective as it being implemented after an incident or after work has been started. Buildcorp requires that no corrective or preventative actions should fall into this category.

9.1 Corrective and preventative action process

The process for corrective and preventative action consists of identification of the need for action, design of the control and implementation of the action.

Identification	The need for corrective and preventative action can be identified at any time during work, during conceptualisation, design, planning, conduct and review phases of activity, tasks, work or projects. The need for action can be sourced from many sources ranging from direct observation of actual work to experience of previous problems arising from similar work or tasks. Amongst the sources of information Buildcorp relies upon to identify the need for corrective and preventative action are: ▪ HSE information provided by government, industry or professional bodies ▪ Accident and incident reports source of information ▪ Bulletins and safety alerts ▪ Experience, knowledge and skills of all workers involved ▪ Direct observation of work and tasks
Design of control	The responsibility for the design of corrective and preventative actions lies with the individual who first identifies the need for any such action. If, for whatever reason, the individual is unable to take effective corrective or preventative action, they are to cease the work or task and seek assistance from Buildcorp's Project Supervisors or management team. The purpose of the corrective or preventative action is to eliminate the risk or hazard identified if this is possible. If not, then the risk or hazard needs to be managed using the hierarchy of control. If the risk or hazard cannot be effectively controlled, then it may be necessary for a complete redesign of the task or work being undertaken.

9.2 Corrective and preventative action tools

The tools used by Buildcorp to implement corrective and preventative actions are:

HSE Alerts

Directives issued by Buildcorp senior management via the HSE Department to all employees, sites, subcontractors and associated entities detailing an identified hazard or risk and the corrective or preventative actions that are to be implemented to control the hazards or risks on Buildcorp sites.

Authority to Issue	Senior Management, HSE Manager
Information to be communicated	The HSE Alert must describe the: ▪ work to which the corrective or preventative action applies ▪ hazards and risks identified ▪ detailed specific actions and standards that Buildcorp requires to be taken to comply with Buildcorp safety standards
Requirement	All recipients must implement the HSE Alert's corrective actions when applicable to their work such as a Toolbox Talk to site or the alert displayed on notice board
Penalties	Buildcorp reserves the right to terminate any company or firm that fails to comply with an HSE Alert and to recover any loss incurred via legal means. Any failure by employees to comply with an HSE Alert is treated as a disciplinary matter.

HSE Improvement Notice

A directive issued by Buildcorp to any company or sub-contracting firm ordering corrective or preventative actions to be taken by that company or firm for them to effectively control a hazard or risk arising from the performance of their work for Buildcorp.

Authority to Issue	Project Manager, Site Manager, Project Supervisors, Contracts Administrator, HSE Department.
Information to be communicated	The HSE Improvement Notice must describe the: ▪ work to which the corrective or preventative action applies ▪ hazards and risks identified ▪ the specific actions and standards that Buildcorp requires the subject company or firm to undertake to comply with Buildcorp safety standards ▪ The time frames being imposed
Requirement	The HSE Improvement Notice must detail the specific steps or actions to be taken by the subject company or firm for it to comply with Buildcorp standards.
Penalties	Buildcorp reserves the right to terminate any company or firm that fails to comply with an HSE Improvement Notice and to recover any loss incurred via legal means.

HSE Breach Notification

A directive issued by Buildcorp to an individual identifying a hazard or risk caused by an individual whilst on a Buildcorp site and detailing the corrective or preventative action that the individual must take to control that hazard or risk.

Authority to Issue	Project Manager, Site Manager, Project Supervisors, Contracts Administrator, and HSE Department.
Information to be communicated	The HSE Breach Notification must describe the: ▪ activity or work for which the breach is issued ▪ hazards and risks identified ▪ specific actions and standards the individual is now to take to comply with Buildcorp safety standards ▪ time frames being imposed

Penalties	Buildcorp reserves the right to stop the work or task being undertaken and, in serious cases, to remove the individual or individuals concerned from the workplace. HSE Breach Notification – If a breach of the site safety rules a SWMS, Code of Practice, Australian Standard or HSE Legislation is identified the following procedure may be initiated:
First Notice	A Safety Breach Notification will be issued noting that this is the second notification and it will be issued to the offender and their employer. The person will be asked to be re-inducted into the SWMS and the site induction. If there is an inadequate response:
Second Notice	A Safety Breach Notification will be issued noting that this is the second notification and it will be issued to the offender and their employer. The person will be asked to be re-inducted into the SWMS and the site induction. If there is an inadequate response:
Third Notice	Buildcorp may direct the removal from of any person employed by the Subcontractor or who the Subcontractor is responsible for whom in the opinion of Buildcorp is incompetent, unsuitable or misconducts him or herself. For example; if a person is found to have intentionally breached one of Buildcorp's 11 lifesaving rules, this can (and most likely will) result in the person been instantly removal from site.
First & Final Notice	Buildcorp may direct the removal from of any person employed by the Subcontractor or who the Subcontractor is responsible for whom in the opinion of Buildcorp is incompetent, unsuitable or misconducts him or herself. For example; if a person is found to have intentionally breached one of Buildcorp's 11 lifesaving rules, this can (and most likely will) result in the person being instantly removal from site.
	All HSE Breach Notifications must remain up-to-date. This is the responsibility of the Buildcorp site staff.

All issued HSE Improvement Notices and HSE Breach Notices must be recorded in the project's online weekly HSE Report. All notices are recorded in one register called 'Notices Issued'. All staff have access to the Notices Issued.

Supervision and enforcement

Responsibility for supervising and enforcing compliance with Buildcorp directives on corrective and preventative action lies with the Project Manager and all members of the Buildcorp Project Team. The principal responsibility for confirming that directed corrective and preventative actions have been implemented lies with the Project Supervisor who is required to inspect and review the work being undertaken before certifying that it now complies with Buildcorp standards. The Project Manager is required to sign off that the standard required has been met. A Corrective Action Review form (F0527) is completed by the Project Manager monthly to document the corrective actions taken have been adequate.

Copies of all HSE Improvement notices and HSE Breach Notifications must be forwarded to the HSE Department via the online HSE Report.

Review and Effectiveness of Corrective Actions

The specific purpose of the corrective action review is to examine the systemic changes that have resulted from implemented corrective actions.

The Project Manager and Site Manager / Project Supervisor undertake a review of corrective actions implemented onsite after an accident/incident or breech has occurred. The Corrective actions review form is contained on Intrabuild in HSE Folder 1 (see HSE System Matrix).

Outstanding Corrective Actions

When outstanding corrective action is identified it must be reported in the weekly HSE Report on Intrabuild. The Outstanding Corrective Action requires the following information;

- Name the outstanding corrective action

- Identify where the corrective action was identified
- Once the issue is understood then we must outline what corrective action is required to fix the issue.
- Identify the person responsible to close the outstanding corrective action.
- Select the status of the corrective action (In progress or Complete)
- Give the corrective action a due date to be complete.
- If possible, attach any evidence of the outstanding corrective action such as the report where the issue was identified and/or photos of the issue.

Once the corrective action is submitted the person responsible will receive the details of what action is required to fix the outstanding issue. The Outstanding Corrective Action details will be saved on a Register on Intrabuild. Once the person responsible completes the corrective action they can update the status of the corrective action as complete on their email and this will update the status of the corrective action on the register.

Root Cause Analysis

Root cause analysis is required in the Buildcorp Accident Incident Investigation Report (AIIR), form F0747 on Intrabuild. The AIIR is complete for the following incidents;

- Serious injuries such as medical treatment, lost time or an injury reportable to the regulator
- Unusual first aid treatment
- Near miss or dangerous incident reportable to the regulator
- Property damage
- Environmental impact

Safety Updates

Safety Updates is a section of Intrabuild which all staff has immediate access to every day from their Buildcorp laptop. This is used to communicate industry health, safety and environment updates as well as internal safety updates. Updated processes may be communicated on the safety update section of Intrabuild if needed.

10 Training

10.1 Introduction

Buildcorp is committed to high quality work gained through training and education of all employees and subcontractors, through their contractual obligations. Buildcorp understands that training and education are a continuum, requiring constant updating and attention. Accordingly, Buildcorp operates within a continuous professional development training framework that enables staff to constantly upgrade their existing knowledge and skill levels in construction and its associated disciplines.

All training undertaken in HSE by Buildcorp is recognised under the National Competency Standards. Employees training is recorded and maintained on a central training register. Employees are responsible for producing evidence of training on site when required.

10.2 Minimum training requirements for Buildcorp Employees

As a company minimum all Buildcorp employees on construction sites may be called on to supervise trades or activities. To do this they must have:

- Senior First Aid
- Fire Warden Training
- Industry WHS Construction Induction Training
- OHS Risk Management for Supervisors & Managers and/or equivalent such as SuperSafe for Supervisors, Safety fundamentals for supervisors, Cert IV Frontline Management with OHS etc.
- Spills training
- Site specific Induction.
- Company HSE Induction.
- Must have read, reviewed and signed off on all SWMS for trades onsite or under supervision

Apart from WHS Construction Induction training and the Buildcorp HSE induction training, new staff members have 12 months to obtain the above certifications.

The delegation of positions such as Chief Fire Warden, First Aiders and other emergency personnel will be decided by the Project Manager in conjunction and agreement with the HSE department. Staff selected must be trained and show the experience, confidence and ability necessary to do the job.

Additional training is provided for site staff such as;

- Buildcorp HS&E Training Videos
- Working safely at heights
- Asbestos removal awareness
- Scaffolding awareness
- Traffic control ticket
- Scissor Lift ticket
- Forklift Licence
- Telescopic Handler ticket
- Employees are encouraged to request safety training as needed.

Buildcorp employees who attend site for administration tasks should have the following minimum qualifications:

- WHS General induction for construction work

- Senior First Aid
- Site specific Induction

Corporate Training

Buildcorp is responsible for ensuring that all Buildcorp personnel have the training necessary for them to effectively carry out their duties. Training is organised through either the HR or HSE departments. Specialist training is sourced from the most appropriate providers including universities, TAFE, Registered Training Organisation and specialist training organisations.

Project Managers, Site Managers and Project Supervisors must be competent to undertake supervisory roles onsite and training for these positions must be kept current and compliant. Training is reviewed on an annual basis at the individual performance appraisal, against the position descriptions requirements and any deficiencies will be identified and then individuals must arrange training through the HSE and HR Department

10.3 Minimum training requirements for construction workers

The three levels of induction training required by SafeWork NSW (as per the Code of Practice) for any worker working on a construction site are:

- General induction for construction work- Proof of attendance at an accredited course or other state equivalent qualification
- Employee records - Proof of training in the work activity they are performing, e.g. SWMS, Job safety analysis and required licences i.e. crane operator licence.
- Site-specific induction - attendance at a site-specific induction conducted by Buildcorp.

For workers operating moving plant they must hold a valid licence or ticket to confirm they have been safely trained in the use of the plant.

When a high-risk work licence is required the worker will need to have the licence on site when conducting the relevant high-risk work task, for example; a person building scaffolding will need to have their scaffolding licence on site, so they can produce the licence if requested by a safety regulator inspector.

Construction workers must also be trained into the relevant site-specific SWMS for their high-risk construction work and work in accordance to their SWMS.

Site Management checks

Buildcorp Site Managers, Project Supervisors

Check that:

- workers hold the appropriate qualifications and competencies to undertake the work for which they are being contracted
- each worker on site has completed a site-specific induction
- (if there are unforeseen workforce requirements) ensure that workers have the qualifications to undertake the work or that additional training is provided

10.4 Site Specific Induction

A site-specific induction must be undertaken by anyone engaged to work at any Buildcorp site, the induction will be performed by a Buildcorp representative.

Inductions usually take place at 7.30am, although this can change onsite. This training is only provided after the workers show their HSE Construction Induction card and that they are trained for their site-specific tasks, and any other licences/qualifications or permits required to perform the works.

Inductions must be conducted in a professional manner; participants are to be seated in a room that provides an environment conducive to learning and listening. Inductions booklets will be given out and or a presentation by projector/computer available for viewing.

Buildcorp try where possible to provide inductions using clear pictures and simple statements. Many workers have literacy and language barriers that need to be considered. Where translators are required, it is the responsibility of the contractor involved to provide a translator.

If at the end of an induction the instructor from Buildcorp must be confident that everyone in the induction has understood and can answer the basic questions on their individual registration induction form. If there is a question of competency/understanding raised, the worker may not be permitted to work until the Buildcorp representative is confident the issue is resolved.

It is essential that the induction is site specific and covers in detail all areas contained HSE Site Management Plans;

- Appendix A HSE Site Specific Induction
- Appendix B HSE Emergency Procedures Plan

10.5 Licences and Permits to work

Buildcorp engages subcontractors to perform a wide range of construction activities onsite; some of these activities require a level of licensing of individuals above and beyond the minimum levels. Buildcorp ensures that licences of individuals and the registration and licences for plant and equipment are current and appropriate for the works being performed.

In the site-specific induction these licences are taken, validated and may be copied by the Buildcorp representative performing the induction. Buildcorp reserves the right to reject credentials which cannot be validated to its satisfaction.

A person must not operate or use certain types of plant or employ/direct another person to operate or use such plant if the person operating the plant or equipment does not possess a certificate of competency or recognised qualification to operate that plant.

Buildcorp maintains these certified copies of licences in the site induction in the HSE folders accessible on site for the life of the project. Buildcorp will produce them when required to authorities or individual workers to whom they pertain and then keep them in archive for a period of no less than 7 years.

10.6 Training into Safety Plans, SWMS and JSA's

Subcontractors are to ensure that their employees have attended all relevant HSE training before commencement on-site, including

- General Induction for construction work
- Site Specific Induction
- High Risk Work Licence where required.
- SWMS, Job safety analysis as prescribed under the HSE Legislation

Employers have an obligation to consult with their employees regarding the manner and method used to undertake work tasks.

Employees must also follow the methods set out, approved and agreed to in their SWMS or JSA's. Taking short cuts or cutting corners is not acceptable at any time.

Employees have the right to refuse to carry out works that they believe place them or any other person at risk, in addition they have a responsibility to report hazards they do find to management without delay and stop unsafe acts.

Following the completion of the risk assessment and the SWMS or JSA each employee must sign off on their SWMS and Safety plans as having had the opportunity to be involved in the development of the information, having read the information, understood it and agreed to abide by it.

10.7 HS&E training videos

Buildcorp has a corporate license to view 36 HS&E awareness videos which has been developed under the WHS 2011 legislation. All Buildcorp staff has access to the videos by clicking on the Health, Safety and Environment section on The Intrabuild home page and then clicking Videos. Each video has trainer guidance notes for the viewer and questions for the viewer to answer. The guidance notes and questionnaires are also located in the Health, Safety and Environment section of Intrabuild. Buildcorp Project Supervisors must view the videos and submit their completed questions and answers to HR who will then save their completed questions on the Training System.

When a Project Supervisors has reviewed the HS&E videos he may then induct subcontractor workers into the videos. The video selected for a worker to view will depend on the workers experience, associated risks with their task and their work environment. When the worker has completed watching the video they must then submit the completed questionnaire to the Project Supervisor who will then file this in the project's HS&E folders as evidence of training.

The titles of the 36 HS&E videos are as follows;

1. An Introduction
2. Accident Incident Reporting
3. Code of Conduct
4. Computer Ergonomics
5. Confined Space Safety
6. Consultation
7. Drugs and Alcohol
8. Electrical Safety
9. Emergency and Evacuation
10. Equal Employment Opportunity
11. Eye Safety
12. Fatigue Management
13. Fire Prevention
14. Forklift Safety
15. Handheld Power Tools
16. Harassment and Bullying
17. Hazard Identification and Risk Control
18. Hazardous Substances
19. Herbicides and Pesticides
20. Hot Work
21. Infection Control
22. Safe Work Method Statements
23. Lifting and Carrying
24. Lockout Tag Out
25. Machinery Safety
26. Manual Handling
27. Outdoor Tools
28. Personal Protective Equipment
29. Protecting Your Hearing

30. Road Safety
31. Skin Cancer
32. Slips Trips and Falls
33. The Environment
34. Working at Heights
35. Working with Gas
36. Working with Ladders

10.8 New Workers Policy

Buildcorp is committed to ensuring that young workers and workers new to the industry are given the required training, instruction and supervision to be able to identify hazards which may affect their health and safety whilst at work.

All young and new employees before commencing work on site are first required to attend a company induction and a site-specific induction for any project they are to attend, which details high risk activities and other hazards associated with the specific project and construction industry.

Buildcorp considers the following for everyone before starting work on a construction site:

- The size of the person and level of physical maturity
- Their general behaviour and maturity.
- Their work experience and training.
- Their confidence to raise problems with their supervisors.
- Their ability to make mature judgements about their own safety and the safety of others.
- Their ability to cope with unexpected and stressful situations.
- Special characteristics that mean young workers are more likely to be affected than adults in the same situation

Based on the outcomes of above special conditions may be put in place to help the individual adjust to their new work environment such as a buddy type system or restriction in duties such as weights allowed to lift, or machinery allowed to operate.

Buildcorp will ensure that all workers are trained in the correct and safe use and operation of all tools before being required to use these tools on work sites.

Buildcorp will provide ongoing training and supervision to ensure that young workers and inexperienced workers are shown the correct and safe way to carry out the any tasks without putting themselves or others at risk of injury or illness.

Inexperienced or young workers will be monitored throughout their first 2 years at Buildcorp and then as per the normal performance review process.

New Workers must wear Green Hard Hats to help identify them during works so the experienced people can help them to do their work in compliance with the HS&E requirements which should help them stay safe.

10.9 Unforeseen workforce requirements

If works cannot be carried out in accordance with the SWMS or JSA or unforeseen hazards present themselves, then they must be addressed, and alterations made to ensure all persons are trained and competent.

Buildcorp would require notification of all unforeseen workforce requirements and the contractor would need to submit a reviewed SWMS or JSA with all risks assessed and controlled and provide addition training to workers.

If the unforeseen workforce requirement affects the site, Buildcorp would review the WPRA and supply the risk assessment to all contractors it may affect.

10.10 Site Access

Site construction workers

Workers and employees, who attend site, have the qualifications and training required to undertake a site induction will have access to come and go from site. All workers must sign in and out from site on the worker register; Buildcorp must be able to identify how many people are onsite and who they are, who they are working for and what their contact number is.

In cases of emergencies and evacuations the worker and visitor registers are used to ensure all people have evacuated the site and are accounted for.

The worker induction will also ask if each worker is fit for work at the beginning of the day and if they have had an incident free day at the time of sign out. These questions are used to prompt workers into thinking about their welfare and activities through the day, the answers are checked daily by the Project Supervisor or HSE coordinator and any discrepancies are followed up.

If a worker reports having been involved in an incident, the site management is to follow up with the worker at the earliest opportunity either directly or through the workers employer (in the case of subcontractors).

Site Visitors

All site visitors to sites must sign onto the site visitor register, and be assigned an approved escort for site, this must be a Buildcorp Employee or Buildcorp Site Management approved escort. Escorts must be inducted, carry a current industry induction card and be trained in the process of signing in and supervising visitors.

All visitors must always stay with their escort; the escort must take full responsibility for the visitors and their safety.

Visitors must have suitable PPE and follow all instructions given to them by site staff; visitors are not to undertake any physical work or tasks.

If a visitor fails to follow directions given or stay with their escort and under adequate supervision, they will be ejected from site. To regain entry, they will be required to apply to site senior management, who will review their case.

If an escort fails to supervise a visitor, they will be issued a safety breach notification and unable to escort any other visitor until they re-gain approval from site senior management.

10.11 Information displayed onsite

Buildcorp Policies

Health, Safety and Environment policies are displayed on site in all amenity areas. The policies are communicated to all workers and site employees at the site-specific induction. Copies of the Health & Safety and Environmental policies are available to the public at the following location:

http://www.buildcorp.com.au/Operating_companies/Safety__quality_and_environment.aspx

In addition, Buildcorp also has the following policies which are displayed in all amenity areas on site:

- Drug and Alcohol
- Sun Protection

- Rehabilitation

Buildcorp undertakes to review the HSE policies annually at a minimum to ensure that they remain current and relevant. The policies are also reviewed if changes in legislation or corrective actions need to be complied with.

Buildcorp Emergency Procedures

The communication of Emergency Procedures on sites is of the upmost importance, Buildcorp will not allow any person, on any site, without adequate training or without being escorted by a suitable person.

Emergency Procedures are communicated at the time of Site-Specific Induction and are displayed on all notice board areas and in all amenities areas such as lunch and change rooms. They are also practiced in fire and evacuation drills and other training.

HSE Meetings and notices

Buildcorp will issue out minutes and outcomes of the HSE walks conducted onsite. These walks are conducted weekly as a minimum and may be undertaken by a committee, Buildcorp or an elected safety representative or any mix of the above.

These minutes will provide information to workers as to hazards onsite, the corrective actions, responsibility for them and whether they are closed out.

Site HSE rules

HSE rules are displayed in each amenity area on site; they may be updated or changed as the project progresses. Any, breach of the Site HSE rules will result in an HSE Breach Notification / Improvement notice or dismissal from site.

10.12 Labour Hire Policy

A Labour hire (or on-hire) employee is directly employed by one employer but subcontracted to work with another employer. Buildcorp uses Labour hire employees from time to time as required onsite. It is important that the HSE needs of these employees are monitored and protected as they have no direct employer supervision onsite.

To be confident that workers employed through labour hire agencies have been given appropriate HSE training and are competent to work using safe work methods and practices, the Buildcorp employee who contacts the labour hire agency must detail the specific work tasks that need to be undertaken by the worker.

Buildcorp provides the following information to the labour hire agency in the job summary:

- Plant or equipment to be operated
- Materials and substances to which the worker could be exposed
- Specific hazards / impacts associated with any operation or activity
- Workplace arrangements for consultation and supervision should be clear to both the labour hire agency
- Details of induction and other training required
- Any Personal Protective Equipment (PPE) that is required and clarify who provides it.

All work tasks are identified and approved from the agency, giving the agency the opportunity to arrange the right skilled worker for the tasks and that they have the relevant tickets or licences needed to undertake work tasks. Buildcorp checks that labour hire employees are covered under Safe Work Method Statements (SWMS).

Buildcorp requests copies of all relevant HSE qualifications and SWMS from the labour hire agency. The labour hire agency is to keep a training register to demonstrate that agency employees (permanent and temporary) have the required knowledge, skills and capabilities to carry out the roles assigned to them safely. The relevant sections of the labour hire agency training register are provided to Buildcorp.

The minimum training requirements for any labour hire employees on Buildcorp sites are:

- HSE General induction for construction work in NSW (White card)
- Manual handling training
- Proof of Labour Hire Agency Company Induction

10.13 Training records, competency and evaluation

Buildcorp's process for evaluating competencies is based on task-specific worker qualifications, and workplace evaluation of performance.

Buildcorp accepts records of educational credentials and other training documentation as proof that the individual has qualified or undertaken the training certified on the credentials.

Buildcorp reserves the right to challenge the competency of any individual to carryout work where, in the opinion of Buildcorp or its officers or employees, the performance of that individual worker demonstrates a lack of competency in the work activity being carried out or assessed.

Any challenge to competency is made clear and specific concerns are given to the individual(s) concerned.

Where Buildcorp's concerns cannot be met through consultation, the individual(s) concerned will be subjected to a competency assessment.

All competency assessments are conducted using the following process:

- Buildcorp details its specific concerns to the individual(s) concerned.
- The individual is given an immediate opportunity to demonstrate competency.
- If competency in the work is clearly demonstrated the matter is reverted to be a compliance issue and dealt with under that framework.
- Where the individual does not demonstrate competency, they are informed of the areas they are failing in.
- A time is set for the competency assessment agreeable to both parties.
- The individual can retain the assessment tool.
- The competency assessment is carried out.
- If the individual concerned now demonstrates competency the matter is resolved, and the competency assessment form is signed-off and forwarded to the HSE Department.
- If the individual concerned is found to be not yet competent, they cease the work and the process is repeated until they are deemed competent.

Registers of Training and Record Keeping

Buildcorp maintains a training register for all Buildcorp employees with copies of originals being stored within the HR department. The register is available on Intrabuild in the Group folder under HR

Intrabuild > Group > Human Resources > Training Register

This register is not available to all employees for privacy reasons but is available to those with a need to know on request from the HR or HSE department.

Subcontractors must submit training records or registers for their own employees. Buildcorp keeps records of training on the individual registration form for workers and takes copies of licences if needed.

Trainer Qualifications

Any trainers used must be under the direction or employment of a Registered Training Organisations (RTOs) holding the relevant qualifications on their Scope of Training. RTOs scope of training and course frameworks, as well as copies of qualifications, are reviewed and stored by the Buildcorp HSE department before training is approved.

Evaluation of training

All training provided by Buildcorp is evaluated internally and with the training provider. Feedback is collected from all participants and is reviewed by the training provider and by the relevant Buildcorp department (HR or HSE).

Where issues with training are identified the training provider will be required to make good any gaps or quality issues. If this is not done to Buildcorp's satisfaction, then that provider will not be used, and further action may be taken. Where training is found to have left gaps in knowledge or skills, further training is to be provided to close the gap as soon as possible.

10.14 Buildcorp internal training processes

Buildcorp has a comprehensive HR management system that includes performance appraisals and training requirements. The aim of the performance and development planning process is to assist Buildcorp in maintaining an environment of continuous improvement, where employees can grow and develop to their full potential. This process is for the use of all employees and their managers within all Buildcorp entities. All employees play a role in driving the success of the business.

Maintaining our high-performance culture at Buildcorp

Buildcorp is committed to maintaining our high-performance culture which:

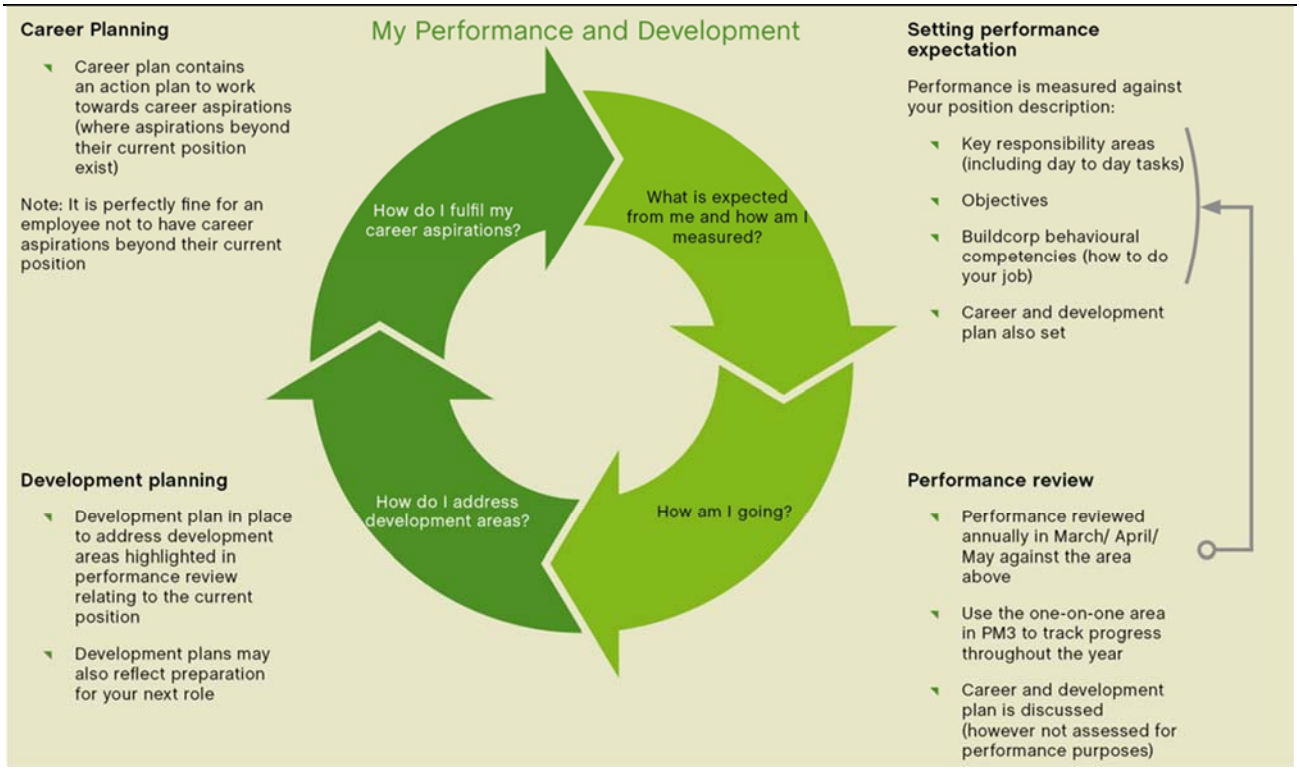
- Provides employees with a fulfilling place to work.
- Maximises the skills, abilities, experience and contribution which each employee brings to their position both now and in the future.
- Delivers superior business results.
- Rewards each employee fairly for their individual contribution.

The process in more detail

The performance and development planning process will assist employees in:

- Understanding ‘what’ they are required to achieve in their position, or the outcomes (e.g. performance against ‘key responsibility areas’ including day-to-day tasks and ‘objectives’).
- Understanding ‘how’ they are required to achieve those outcomes (e.g. the behaviours they are required to display within the Buildcorp behavioural competencies).
- Assessing their performance in their position against the ‘what’ and ‘how’ above.
- Understanding gaps in their performance and therefore the focus for development.
- Understanding their career aspirations and the steps they need to take to achieve those aspirations.
- The process also assists managers in working with employees in their team on the above areas.
- More detail can be found in the topic Participating in your performance and development plan

The following diagram summarises the activities involved in the performance and development planning process.



Buildcorp is committed to making sure as staff are prompted into supervisory positions that they are measured for competency and given the training and mentoring they require to adequately complete the task for their new position.

11 Workplace Consultation

11.1 Introduction

Consultation is essential for Buildcorp to maintain workplaces that have open communication leading to improved HSE conditions and where employees and workers are continuously developing work practices that help ensure a safe, healthy and green work environment.

Employees, subcontractors and management alike are engaged through consultation to partake in the identification and rectification of hazardous situations and practices identified in the workplace.

The workers on the project vote for the method of consultation that they decide are the most effective for the project. A review of the consultation method takes place as the project develops in size and worker numbers.

The method of consultation that is elected by the workers is used to develop safety on site ensuring the Buildcorp vision: *"Everyone, on every Buildcorp site, goes home safe – every day"*.

The WHS Regulation 2011 defines consultation with workers; a PCBU must consult, so far as reasonably practicable, with workers who carry out work for the business or undertaking and who are (or likely to be) directly affected by a health and safety matter.

For the purposes of 'HSE Communication', Buildcorp integrates environmental management into all health and safety matters, hence the term HSE is defined as HSE within this HSE Site Management Plan.

11.2 HSE consultation methods

In accordance with the HSE Regulation 2001 the methods of consultation available for a workplace are:

- HSE Committee
- Health and Safety Representative (HSR)
- Alternative Arrangements.

The agreed HSE Consultation Statement is signed by the Buildcorp Project Manager and posted in the amenity areas on site.

When a project commences, Buildcorp automatically nominates the Alternative Arrangement (consultation method C) until more than 5 workers are onsite and a vote can be held or if it is requested by workers or any regulatory authority.

A meeting is held with all available workers on site to determine what Consultation Arrangement is best for the site. The project conditions and needs affect the form of consultation used. If most workers decide upon another consultation arrangement the method is changed. The agreed consultation method is reviewed at least every three months.

11.3 Communication and Consultation regarding WHS information with workers onsite

Buildcorp ensures that as part of each method of consultation, whether it is a committee or an alternative arrangement that the main aim is communicating and consulting with workers onsite with regards to their work environment, their understanding of HSE requirements, their satisfaction with HSE standards onsite and any better methods or suggestions for HSE improvement. This is all formally documented in HSE Walks and in the Buildcorp HSE Site Meeting with Workers.

Buildcorp will provide workers with access to HSE legislation, codes of practice, Australian Standards ETC. upon request from a worker. Initial access will be online using a Buildcorp laptop, Intrabuild and the HSE Legal Register. Buildcorp will print copies of relevant documents which will be filed in the Site Office and workers have access to view these documents upon request. Workers are notified as part of their consultation arrangement that they can request access to HSE document with the aim to improve site HSE conditions.

This includes an avenue for reporting hazards, clear and understandable procedures for an election process for HSRs or HSE Committees allowing workers to choose who will represent them on WHS matters, a program to ensure regular meetings with minutes of the meetings available to all workers and appropriate training for an HSR when requested by the HSR or in any other agreed arrangements.

Buildcorp also uses this type of communication to ensure workers, or their HSR, are involved in the development of site safety procedures including SWMS. As part of the HSE Meeting the workers or their safety representative will review their current SWMS to ensure the correct hazards is adequately identified and controlled within the SWMS. If a SWMS is found to be out of date or incorrect, the Buildcorp will request the workers or their safety representative to amend their SWMS before the next HSE Meeting.

Buildcorp also ensures workers or their representatives are consulted regarding proposed changes to the work environment, processes or practices, proposed corrective actions and purchasing decisions that could affect their health and safety and regarding resolving disputes or issues.

11.4 Site HSE committee

If selected as the consultation method preferred by workers, site HSE Committee members are voted in by workers on site during a whole of site meeting. The Committee is comprised of more employee representatives than Management representatives.

A chair person is elected and an HSE Committee constitution is developed by the elected members using legislation and a record is kept on the project file. The Site HSE Committee operates as per the Code of Practice: WHS Consultation, Co-operation and Co-ordination.

Buildcorp encourages the use of a Site HSE Committee as it enables a planned and structured discussion of HSE matters with multiple inputs for effective hazard identification, reporting and rectification. The Site HSE Committee must meet at least once every three months and at any reasonable time when at least half of the HSE Committee members makes a request. HSE Committee Inspection / meeting / minutes are posted in amenity areas, sent to all subcontractors on site, sent to HSE Department and addressed at project meetings. There is a Buildcorp HSE committee checklist (Form F0318) available for the committee to use when carrying out HSE walks on site. All hazards identified are closed out in a reasonably designated timeframe.

The Site HSE Committee and Committee Constitution are reviewed for their effectiveness and specific nature at periods not exceeding 3 months.

The Site HSE Committee assists in the development of safe work practices and environments of subcontractors and Buildcorp. The Site HSE Committee assists in the planning for site amenities, access and egress and works that affect site worker, visitors and the public.

The actual size of the HSE Committee depends on the size and complexity of the construction project. At least half of the members must be workers who were not elected by a PCBU. Any HSR on the construction project is automatically a member of the HSE Committee unless they do not wish to participate. Representatives of the PCBU on the HSE Committee should be selected from project management, supervisors, project HSE Coordinators and other project personnel.

The Site HSE Committee may choose to determine its own procedures for organising and conducting meetings. For example, the HSE Committee could arrange a meeting programme which outlines the dates of the meetings for the next 6 months or even the next year. If an HSE Committee meeting is cancelled, then the meeting must reschedule as soon as practicable and communicated to all members in a reasonable timeframe, so they can arrange their time to attend the meeting.

The Site HSE Committee allows representatives of project employees the right and opportunity to be consulted by management on safety and environmental issues before management makes decisions ensuring a dynamic nature in site safety and environmental management and supporting Buildcorp's vision: *"Everyone, on every Buildcorp site, goes home safe – every day"*.

11.5 Health and Safety Representative (HSR)

If a site Health and Safety Representative (HSR) is chosen as the preferred consultation method by workers onsite, the HSR is elected by a vote from the site project personnel. The HSR is the contact for site workers to raise HSE concerns. The HSR raises these issues and seeks closure with Buildcorp Project Team.

Buildcorp gives commitment and support to the HSR to ensure hazard identification and rectification is carried out, developing a safety environment.

Buildcorp assists the HSR to engage PCBU representatives who have the authority to make decisions and increase the level of safety and environmental management on site. Buildcorp provides adequate facilities where the HSR can consult the workers they represent and assist our HSR with printing.

The role of the HSR is to represent worker's health and safety matters and not to fix health and safety problems in the workplace.

HSRs and deputy HSRs must be elected by members of the work group they will represent. All workers in a work group must be provided with every reasonable opportunity to nominate HSRs and vote in the election. The workers from the work group determine how the election will be conducted if an election is needed. When there is more than one work group on the construction project there will need to be a separate process to elect HSRs for each work group. To be eligible for election, a worker must be a member of the work group they will represent and must not be currently disqualified from being an HSR.

The person conducting the election of an HSR;

- must inform the date of the election to their PCBU
- must invite all relevant work group members to nominate an HSR
- must advise the work group members and the PCBU of the election results.

Work groups will be formed by negotiation and agreement between Buildcorp and the Subcontractors.

The HSR has a clearly defined role, received appropriate training when requested and focuses on ways to improve and develop the systems for managing safety and the environment.

The HSR powers are to:

- represent the workers of their work group in terms of their health and safety
- monitor the measures taken by the PCBU to comply with the WHS Act related to their work group members
- inquire into anything that appears to be a risk to the health and safety of their work group members

The workgroup can elect a deputy HSR who will take over the role of the HSR when the elected HSR is absent from the workplace.

The HSR does not need the formal approved HSR course to perform the above duties however the HSR does need to complete approved HSR course before they gain the power to cease unsafe work and/or to issue a Provisional Improvement Notice (PIN) to members of the work group which they represent. The HSR must request their PCBU to arrange the approved HSR course for their HSR.

A Provisional Improvement Notice (PIN) is a notice that is issued to a person requiring them to address a health and safety concern in the workplace. A PIN may be issued if an HSR reasonably believes that a person is contravening or has contravened a provision of the WHS Act 20011 in circumstances that make it likely that the contravention will continue or be repeated. The PIN must be in writing, the HSR must inform the person/company who is receiving the PIN, the HSR must inform the PCBU of the PIN and the PIN must be displayed in a prominent place near the work group's work location.

11.6 Alternative arrangements

An alternative arrangement is the method of consultation automatically in place when a project commences. A site meeting is held when there are more than 20 workers onsite and workers can keep the alternative arrangement in place or vote in another method of consultation.

An alternative arrangement is where the Buildcorp Site Manager / Project Supervisor randomly select two or three workers onsite to conduct an HSE walk and discuss the outcomes or issues onsite in an HSE Meeting. The workers on the HSE Walk are encouraged to report any identified hazards to Buildcorp which can be minute.

HSE meetings are held specifically to address or review HSE on the Buildcorp worksite and to give the workers an opportunity to formally report identified workplace hazards to Buildcorp Site Management. The HSE Site Meetings with Workers allows the workers to be consulted in changes to the work environment, proposed corrective action, new hazardous material etc. An agenda is used for HSE Site Meeting with Workers to prompt positive and effective consultation during the meeting. HSE meetings are held with worker

representatives. HSE meetings can be called by any member of the Buildcorp management team or where requested by employees or subcontractors and their workers. The HSE meeting is a formal consultation activity and is documented (minuted). These minutes are posted in the amenities areas and issued to subcontractors. The minutes are forwarded to the Buildcorp HSE Manager and where any safety reports arise from site can then be reported at Senior Management meetings.

All issues raised are closed out in the set timeframe. The HSE meeting minutes are issued to all affected trades on site, kept on site files on site and with Buildcorp's HSE Department. When issues raised at an HSE Meeting cannot be corrected or are not resolved they are immediately referred in writing to the HSE Department for further action.

11.7 Toolbox talks

Buildcorp insists on frequent and thorough feedback between management and employees to ensure the development of safe, environmentally sound work practices. Toolbox talks are a useful element in ensuring consultation, communication, ongoing worker education, hazard / impact identification and allowing suggestions to be put forward that may develop the safety and environmental management on site.

Toolbox talks are held with employees on a minimum weekly basis or more frequently as required and the minutes are submitted to Buildcorp. Toolbox talks are held in an informal forum, minutes of this meeting are documented by the person conducting the toolbox and signed by all employees involved.

Changes in risk assessments, SWMS and information regarding the health and safety of persons / impacts on the work environment are conveyed via Toolbox talks. The Toolbox talk addresses any issue relevant to work in a consultative way between management and workers. All Toolbox summaries are maintained for a period of seven years following the end of the project.

Points to note:

- All consultation recorded complies with legislative requirements.
- Copies of any consultation report / minutes / forms are retained for the required period.
- Hazards / impacts raised in consultation meetings must have corrective actions, which are listed in order of priority and closed out according to the set timeframe and risk level.

11.8 Daily Pre-Start Talks

Buildcorp are committed to running safe and tidy sites where we and our Subcontractors are working effectively together as one team and to achieve this we need to maintain positive communication with all persons working on our site every day.

Our process for Daily Pre-Starts are as follows:

- Buildcorp site staff chair the talks and seek feedback from Subcontractor workers during the pre-starts.
- All workers attend the pre-start talks every morning (Saturdays may be exempt if many workers are off)
- Complete the talks before works start each morning.
- Buildcorp will keep the talks as effective as possible in the least amount of time so we aim to have the talks complete within 5 minutes (pass around the attendance register during the talk to save time).
- The talks are a good Site Management tool with Subcontractor coordination and access/logistics/housekeeping a big part of the talks as well as health and safety items discussed.
- The use of a whiteboard to better layout the site's access and logistics is a good option to use.
- Document the pre-start minutes with and have all attendees sign an attendance register.

11.9 Buildcorp's Communication both internal and onsite

Buildcorp considers the clear and open communication with all relevant stakeholders to be one of the most important elements in achieving both safe sites and a good safety culture. Many different methods of

communication are used to different levels to help achieve clear and open communication, including but not limited to;

- Verbal, internal and external – communicating verbally face to face or over the phone, helps to make sure all parties understand the topic and can agree to solutions or suggestions.
- Via electronic means, such as email, project centre, Intrabuild, HR management systems such as performance appraisals, and subscriptions to information websites or suppliers.
- Meetings and minutes such as toolbox talks, subcontractor meetings, client or PCG meetings etc
- Contract documents or other hard copy documents

Often the acquisition and exchange of information happens through many different types of mediums, Buildcorp encourages these exchanges and tries to use all information in a positive fashion, whether learning from mistakes or sharing new and different ways of operating.

There are many different types of stakeholders who need to be communicated with;

- Our own Buildcorp staff
- Clients
- Consultants
- Architects and Engineers
- Specialists
- Subcontractors and sub tier contractors
- Suppliers
- Public authorities
- Auditors
- And the public or others who may be affected by Buildcorp works.

The sharing of information amongst all parties is often facilitated through Buildcorp as the central contact for the sites and stakeholders.

12 Subcontractor Control

12.1 Introduction

The engagement, support and supervision of subcontractors are essential parts of Buildcorp work processes. This section details the system for the management of HSE performance by subcontractors and provides minimum acceptable levels of HSE performance in subcontractor control at a Buildcorp workplace.

12.2 Subcontractor HSE Management System

All subcontractors engaged, abide by Buildcorp's HSE requirements through relevant clauses within their subcontracts. Buildcorp reserves the right to audit, assess and modify subcontractor activity at Buildcorp sites at any time.

These clauses include, as a minimum, the following requirements:

- provide evidence of compliance with the requirements of current HSE legislation
- provide proof that they have current insurance cover for such areas as Workers' Compensation, Public Liability etc
- ensure that their employees have attended all relevant HSE training before commencement on-site, including HSE General induction for construction work and Site-Specific Induction, SWMS, Job safety analysis as prescribed under the HSE Legislation
- operate under Buildcorp systems and procedures where they do not have their own satisfactory HSE procedures in place.

To check a subcontractors HSE management system, Buildcorp:

- carries out the site-specific inductions, ensuring all workers are properly trained, licensed and comply with site HSE rules
- ensures that their employees are trained for the work processes that they are to perform
- ensures that induction processes are reviewed and undertaken by all workers on site before commencing work, or as conditions change, to refresh personnel on the HSE requirements.

Buildcorp audits subcontractors in respect of HSE performance during the HSE Monthly Audit.

Where a subcontractor's work procedure is identified as potentially hazardous to safety or the environment, either during the audit or in day-to-day operation, an HSE Breach Notification and/or an HSE Improvement Notice are issued stating corrective actions to be completed within a specific timeframe and responded to in writing.

12.3 Subcontractor education and training

Buildcorp understands the importance of sharing information and knowledge and assisting Subcontractors who tender for work with Buildcorp in identifying the project HSE requirements, risks and hazards that need to be controlled and the minimum standards of HSE administration required to meet or exceed Buildcorp's HSE systems requirements.

This is first identified at the project tender stage for Buildcorp, where the proposed project team look at the type of project and the HSE requirements, this information is then used once the project is awarded to establish the HSE Site Management Plan and its appendices.

Buildcorp provides all contractors with copies of the HSE Site Management Plan, its appendices and its Subcontractor HSE tender package for them to review and utilise to meet the HSE administration and risk assessment for the project when they tender for works. It is essential that all risk and hazards are identified where possible so that controls etc. can be priced in accordingly.

Buildcorp may also provide an Education and Training days for all subcontractors. This education and training are for any subcontractors working for, or hoping to work for, Buildcorp. The aim of the training is to provide subcontractors with information on HSE performance within Buildcorp and the directions outlined for the HSE Plan over the next 12 months. This also provides an opportunity for subcontractors to raise HSE issues of concern to them with Buildcorp management.

This training may be undertaken onsite or in the head office, where contractor documents and Buildcorp HSE management system are reviewed together to show areas of improvement and share beneficial knowledge, in a hope of benefiting the industry.

12.4 Site-specific training requirements

To make sure that all persons working on-site are trained in the site-specific procedures, Buildcorp ensures that:

- all persons coming to work on-site attend a site-specific induction prepared and conducted by Buildcorp
- all employee and subcontractor are consulted to ensure that they work to the Buildcorp HSE Site Management Plan and SWMS
- the SWMS and information regarding HSE practices are conveyed via toolbox talks which address issues in consultation with management and workers
- summaries of toolbox talks are relayed to other trades who are affected by the topics discussed at the toolbox talk
- regular site-specific meetings are held with senior representatives from each subcontractor in attendance and minutes distributed to attendees and other subcontractors affected by the works
- the Site Manager or Project Supervisor (or other Buildcorp personnel) issues an HSE Breach Notice and/or HSE Improvement Notice when non-compliance is observed
- all corrective actions are addressed in order of priority according to risk assessments
- records of all training qualifications, HSE consultations, assessments and meetings are kept and maintained in compliance with legislative requirements and Buildcorp policies
- all required records, including consultation reports / meetings / forms are provided and retained
- subcontractor employees who operate plant and equipment have the appropriate training and competencies
- subcontractors submit a skill register to provide evidence to Buildcorp that their employees are adequately trained.

12.5 Site-specific induction documents

The three levels of induction training for any worker working on a construction site are:

- HSE General induction for construction work
- Employee records
- Site-specific induction

The aim of site induction training is to ensure that all workers commencing on site:

- understand site details
- adhere to the Site Safety Rules
- can answer the Individual Safety Induction questionnaire
- can identify and report hazards
- follow the site emergency procedures.

12.6 Subcontractor HSE Tender Package process and documentation

The Buildcorp subcontractor HSE tender package is used to openly share HSE information regarding a specific project and how it may impact the tendering subcontractor's works and price. For projects to be undertaken and appropriately priced, all risks and hazards must be reviewed and communicated to all parties.

The subcontractor HSE tender package must include the following documents as a minimum;

- Buildcorp HSE Site Management Plan

- Buildcorp HSE Site Specific Induction
- Buildcorp HSE Emergency Procedures Plan
- Buildcorp HSE Roles and Responsibilities
- Buildcorp Waste Management Plan
- Subcontractor Pack which includes risk assessments, potential hazards and requirements for SWMS and plant.

These documents are issued to the Subcontractor prior to signing the contract; this may be done at a meeting, via post, via email or other electronic information service such as iTWOcx.

This information is of a large quantity and may need to be explained to an individual subcontractor with details of how to use the information provided to their best advantage.

The subcontractor must supply their SWMS for high-risk construction work and their company procedures/training for non-high-risk work.

Evidence of the subcontractor HSE tender package being issued must be provided to senior management upon request, the HSE package cover letter should be attached to the recommended subcontractor sign off sheet for management review.

12.7 Subcontractor letting with HSE assessed

Subcontractor Review process:

Buildcorp have an active and comprehensive Subcontractor review process which evaluates their performance on Buildcorp projects. The review criteria cover HSE performance as well as other performance criteria. For more details on this process, see Topic T0734 on Buildcorp's intranet system (Intrabuild).

Subcontractor Reviews database:

All performance reviews conducted on our Subcontractors are displayed on our Subcontractor Reviews database on Intrabuild. The Subcontractor Reviews database is an essential tool used by our project staff in the letting process of new work to Subcontractors. This Subcontractor performance data flows into the recommended Subcontractor signoff process. Warnings on very poor safety will be displayed so not to use.

Recommended Subcontractor signoff:

This signoff process is prepared by Buildcorp's Contracts Manager or Contracts Administrator (CA/CM) by using form F0206 prior to letting or awarding a scope of work to a Subcontractor. Buildcorp's management must first review and approve the proposed Recommended Subcontractor Signoff before the Subcontractor is awarded the work. This management review assesses the CA/CM comments of new Subcontractors or existing Subcontractors who scored less than 60% (orange or red) in previous Subcontractor Reviews.

Buildcorp management have the authority to not signoff a recommended Subcontractor due to concerns over the Subcontractor's ability to safely perform the works as required by Buildcorp's HSE management system. If this were to occur, then the Buildcorp Contracts Manager or Contracts Administrator will need to go back to the market to find another Subcontractor which is more suitable to complete the scope of works in a safe manor for Buildcorp. All Subcontractors must go through this review process prior to winning any work.

After Subcontractor awarded the work:

New Subcontractor's will be given more time by Buildcorp staff to help them work safely as per Buildcorp's HSE policies and procedures as well as HSE legislative requirements. In addition, Buildcorp engages third party safety consultants to conduct monthly safety audits and the safety consultants are required to also focus more of their inspection time on new Subcontractors to help confirm how compliant their work is performed in terms of working safely. Any unsafe work will be documented in the audit for Buildcorp's action.

Any Subcontractor identified as not working safely can be issued Buildcorp HSE Notices (Breach or Improvement Notices) and each Notice automatically links the number of notices to the Subcontractor in our Subcontractor Review database which is further assessed by Buildcorp management at the next Subcontractor Recommendation review. So, all HSE notices get recycled back into the Subcontractor letting process for new projects and this will help keep non-compliant Subcontractors from winning new work.

13 On-site HSE controls

13.1 Buildcorp's 11 Life Saving Rules

Buildcorp have selected 11 rules which all persons on-site are required to follow. These 11 rules are focused on saving a person's life. Any person in breach of a lifesaving rule may be asked to leave site permanently.

These 11 rules are only some of the safety requirements for construction work on Buildcorp sites. All other rules and requirements are documented within legislation and Buildcorp's health and safety processes.

Buildcorp's 11 lifesaving rules are as follows;

1. Do not work near a live edge with a fall more than 2 metres
2. Stand clear of mobile plant blind spots
3. Seat belt must be worn when driving mobile plant and vehicles
4. Stand clear of suspended loads
5. Do not enter an unspotted trench more than 1.5 metres deep
6. Keep a safe distance from overhead powerlines
7. Ensure isolation lock & tag is in place prior to working on services
8. Control objects from falling above 2 metres
9. Avoid driving across a steep incline with a suspended load
10. Test for gas prior to entry into a confined space
11. Mobile phones must not be used while driving mobile plant and vehicles

These 11 rules are displayed on all Buildcorp sites in a Buildcorp poster which looks like the following;



These 11 rules are documented within our SWMS Compliance checks and our WHS audit criteria.

13.2 HSE checklists and audits

The Project Manager ensures that daily HSE inspections are arranged, conducted and recorded in their site diaries by the Project Supervisor(s) and other personnel. Items requiring rectification are recorded using HSE Breach Notice forms and/or HSE Improvement Notice reports and are sent to Buildcorp head office for a response.

Inspections, audits and checks include both informal and formal processes.

Informal

- Continuous observation of work
- Spot-checks
- Supervision of tasks and processes
- Immediate feedback to employees and workers
- Start-up discussions

Formal

- Site-specific induction training
- HSE inspections
- HSE audits
- HSE Whole Project Risk Assessments
- SWMS.
- SWMS review before work starts
- SWMS Compliance audit to ensure SWMS are being followed
- Toolbox Talks
- Monthly external HSE audits
- Bi-monthly HSE System compliance audits

13.3 Site HSE inspections

The following site HSE inspections are used:

- **Daily HSE inspections** - Completed by the Site Manager / Project Supervisor. Daily walks are carried-out using the inspection checklist in the Site Diary to ensure compliance with site HSE requirements.
- **Monthly HSE site inspections** - Completed by the HSE Coordinator. Monthly walks are carried-out using the HSE monthly audit checklist to ensure compliance with all site HSE requirements.
- **HSE monthly audits** - External monthly HSE auditing of the site is carried-out to ensure the site complies with the requirements of the HSE Site Management Plan and that the Project Team is aware of their roles and responsibilities.

13.4 Health and safety hazards / environmental impacts

The HSE Site Management Plan assists Buildcorp in reducing the risks for potential health and safety hazards / environmental impacts that result from construction activities.

A Whole Project Risk Assessment (WPRA) is used to identify what construction activities on this project result in hazards / impacts and determine the necessary controls to be put in place to reduce the level of risk.

The following hazards / impacts have been identified for construction works and controls detailed further have been put in place to minimise their risk:

Potential High-Risk Construction Work to be aware of;

Crane - Tower	Moving Plant – EWP
Confined space work	Scaffolding work (height > 4m)
Concrete Boom Pump	pressurised gas
Energised electrical work	Temporary hoarding
Formwork (deck height > 2m)	Traffic near work – public roads
Masonry walls work (height > 1.5m)	Traffic near work – onsite
Moving Plant – Forklift	Work at height > 2m

Potential health and safety hazards to be aware of;

Access and logistics	Electrical Tool Use and leads
Fuel and oxy stored onsite	Glass and glazing install
Hand-held tool use	Hot Works
Ladders in use (Platform only)	MDF cutting
Mobile Scaffolding	Manual handling
Noise and Vibration	Post Tension work
Sun and heat exposure	Storage of products - Fuel, Oxy etc

Environmental impacts to be aware of;

Flora and Fauna	Community
Sediment and Errosion	Dust and Air emissions
Waste Management	Product Life Cycle

13.5 Mandatory Personal Protective Equipment

As a minimum, the following items are to be worn by workers on a construction site:

- Safety Glasses
- Gloves attached to a clip
- Safety boots or shoes,
- hard hats and
- Safety vests
- Green hard hats are to be worn by all apprentices and new workers (white card obtained within the last two years.

All workers are to use the additional PPE required by their work activity and their SWMS:

- Gloves – must be worn for manual handling of brittle/sharp objects and sharp hand tools. Gloves must also be worn as per the Subcontractor SWMS.
- Eye protection – worn by everyone on site always.
- Goggles / Shields – to be worn depending on the tool being used, SWMS or site requirements
- Hearing protection - muffs / ear plugs
- Exposure - Sunscreen, at a minimum 30+

- Chemical or vapour protection approved for the process following review of the current Material Safety Data Sheets (SDS) for the product being used
- Falls - Approved and functional harnesses

Buildcorp provides all its employees with minimum PPE as required.

Buildcorp does not supply PPE to subcontractor's employees.

All contractors, subcontractors and other agencies must provide:

- PPE for their staff, employees and agents
- appropriate training in the care and use of PPE.

Other special PPE may be provided where necessary, and as directed by Buildcorp, the Project Supervisor, or if requested by employees.

Refer to the following form:

- PPE Register

13.6 General housekeeping

Before the commencement of work general housekeeping is planned to provide the maximum protection of the environment as per environmental management plans.

General housekeeping includes:

- Signage is site-specific and is to be erected and maintained by the Site Manager/ Project Supervisor.
- Storage of incoming materials is organised to eliminate damage, spillage and to minimise waste.
- Waste bins to be located around the site for ease of access
- All workers are to place rubbish in bins after working in their area
- Surplus material on site is to stored or transferred to a safe location determined by the Site Manager.
- An Air Conditioning Filter Cleaning Register is used if the project has existing air conditioning.

Refer to the following form: Air Conditioning Filter Cleaning Register

13.7 Access and logistics

Works are carried out in accordance with the following:

- Public protection must be installed around the site, isolating the public from any construction hazards. Buildcorp will monitor the public's protection from construction hazards during work hours. Buildcorp Project Team will complete Site Hoarding Inspections monthly.
- Buildcorp's Access and Logistics Inspection form (F0759) can be used by the Project Supervisor or HSE Coordinator to check for safe access and logistics around site. The Buildcorp WHS Audit tool which is conducted by an external WHS consultant/auditor, also have the checks from the 'Access and Logistics Inspection Form' in the Buildcorp audit tool. The auditor is required to check for access and logistics during every site safety audit. Audits are usually conducted monthly and the audit's compliance scores are published on the Buildcorp HSE Dashboard for all staff to view.
- Subcontractors are given Buildcorp's requirements for safe access and logistics which is issued to the Subcontractor as part of their 'Subcontractor Pack' prior to commencing work – see section 6.12 & 12.7 of this document for more information on Subcontractor Packs.
- Pedestrian access to site off Gerard St and /or Winnie St.
- Vehicle access is via Gerard St, this access is for deliveries only and will be manned with traffic control.
- Site inspections are used to formulate and implement control measures for movement of employees, plant and equipment.
- Temporary site lighting will be provided by Buildcorp.
- Task specific lighting to be provided by Subcontractor, Buildcorp may provide task lighting to Subcontractors if required.
- No access allowed to areas with no lighting.

- Designated emergency access areas will have emergency lighting installed.
- List any other requirements by the project

13.8 Working in/around live environment

Buildcorp will aim to firstly programme our construction work away from live environments to control any potential health and safety risks to the Client, their people, their equipment, the public and other entities. However, if Buildcorp are required to complete some of our programmed work in or near a live environment, such as our Client's workplace, then the following procedure will apply.

Live environment definition; refers to an area which is the Client's (and/or other entities) workplace and this area is outside Buildcorp's construction site. A live environment may have the Client's people and/or equipment in operation as well as members of the public and other entities.

Prior to any construction work in a live environment, Buildcorp will assess the potential risks associated with the work. Buildcorp will also consult with the Client's representatives, and/or other relevant entities, in relation to the proposed work in a live environment. Work will not proceed in a live environment until the Client is firstly aware of the proposed scope of work and agree to the proposed safe work method.

The first step in assessing the risks with any work in a live environment will be to determine the degree of risk assessment and planning required to be conducted in consultation with the Client. To do this we will firstly determine the category of risk to the Client associated with the proposed work within or near a live environment. Once we determine the category of risk to the client, then this will determine the degree of detail to be covered in the risk assessment process and consultation process with the Client.

We have two categories of risk to the Client when working within or near a live environment. These two risk categories are defined as follows;

1. Major work
    - Construction work within or near a live environment which will have a direct effect on the Client, such as disrupting the daily operations of the Client's people and/or equipment. This work may involve serious risk to the Client, members of the public and/or other entities. Buildcorp will coordinate this work between the Client and any Subcontractors involved, to identify the potential hazards with the scope of work. Once the scope of works is agreed, then the work will be planned to control the associated hazards which may cause risk to the client. The proposed work method will be consulted with the Client and Buildcorp will seek approval from the Client prior to the major works commencing in a live environment.
2. Minor work
    - Construction work in or near a live environment which will not directly affect the client's people or equipment, but the works has the potential to cause disturbance to the Client such as noise, vibration and dust. Buildcorp will consult with the Client prior to minor works to raise awareness about the risks associated with the work. If required, the Client can then consult with their people about the minor works.

Minor work risk management process;

The following forums will help Buildcorp identify and communicate, with our Client, the associated hazards of any minor work within or near a live environment.

1. Whole Project Risk Assessment (WPRA)
2. Site Safety Induction
3. PCG meeting
4. Subcontractor meetings
5. Site Toolbox Talks

Major work risk management process;

Buildcorp will identify and communicate, with our Client, the associated hazards of any major work within or near a live environment.

Buildcorp will implement a 'Disruption Notice' process for major work in a live environment. A Disruption Notice is like an activity risk assessment, but it also includes the Client. The Disruption Notice will be developed by Buildcorp in consultation with the Client and any Subcontractors and/or Design Consultants involved in the work. Disruption Notices will be required for specific work in a live environment which will require a disturbance to the Client (including their people, their equipment and/or other entities) to protect the Client and our workers from any potential hazards associated with the scope of work in the live environment. The Client must agree with the Disruption Notice before the major work in a live environment can commence.

A Disruption Notice may cover the following areas (depending on the work's detail and the live environment's constraints);

- Outline the area for the work to occur
- Outline the reasons for the work to occur
- Scope of works
- Duration of work including a start date
- Identify existing services in the area
- Identify which existing services are to be isolated
- Determine the emergency plan with the Client
- Outline Buildcorp's safe methodology of the work (may include diagrams, photos etc.)
- Outline Buildcorp WHS permits to work required for the work (may include Hot Works Permit, Confined Space Entry Permit etc.)
- Include Subcontractor's safe method of work
- Client to approve Disruption Notice

The Disruption Notice is to be sent to the Client for their review prior to any major work commencing in a live environment. Timeframe to send the Disruption Notice to the Client will be agreed between the Client and Buildcorp Project Management. The Client's review and comment on a Disruption Notice can be formally discussed with Buildcorp during the PCG meetings.

If required, Buildcorp will hold additional meetings with the Client, separate to the PCG meeting, to discuss a Disruption Notice in more detail with the Client. The Subcontractor involved in the major works may be required to attend the Disruption Notice meeting as well as any Design Consultants involved in the work. Major work in a live environment will only proceed once the Client has been consulted and the Client agrees for the proposed work to proceed.

Once the major work is complete in a live environment then Buildcorp and the Client can review the performance of the work's execution to discuss any disruptions, such as any safety issues, which may have occurred during the work and caused a disruption to our Client and/or other entities.

13.9 Working at heights

Employees and subcontractors must comply with all relevant codes of practice when working at height. Refer to Code of Practice: Managing the Risk of Falls of Falls and the National Code of Practice: Prevention of Falls in General Construction.

Buildcorp provides Site Managers with training in the unit of competency in Work Safely at Heights (RIIWHS204D) which is conducted by an RTO. This training is provided to give our Site Manager the required safety knowledge in planning, coordinating and supervising any working at heights activity on their project.

Buildcorp provides Site Managers with training in a two-day Scaffolding Awareness course. This awareness course does not make them competent to install scaffolding, but it gives them additional safety knowledge about scaffolding requirements for safely installing scaffolding and for understanding how the scaffolding

should be installed as per Australian Standards. The knowledge should be applied during the planning, coordinating and supervising of scaffolding activities on their project.

Buildcorp uses the following operational controls to ensure that work at heights is performed safely:

- As a minimum edge protection must be used where a fall from heights risk of 2 meters of more exists. This will include the installation of approved handrails and toe boards; otherwise full perimeter scaffold must be used. Scaffold must be erected and/or checked by accredited erectors. (Refer AS/NZS 4576, 1995 Guidelines for Scaffolding).
- All Scaffolding will be inspected prior to use by a ticked scaffolder and a Hand-over Certificate issued to Buildcorp. Buildcorp implement a Scaftag system so anyone can see if the scaffolding has been inspected and approved for use. Scaffolding will be inspected at least monthly (unless modified, damaged or the design requires a more frequent inspection such as monthly if cantilevered scaffolding). Buildcorp obtain Scaffold engineer drawings prior to scaffold installation.
- All fixed scaffolding is to be checked by a competent person, or as required by the erection company and signed-off as being fit for use.
- After conditions that may affect the stability or adequacy of the scaffold or its support structure the scaffolding is to be inspected by the erection company and signed-off as fit for use at the direction of Site Management.
- Any other scaffold below 4 meters to be used in doors for the builder or any equipment hired in or used by a subcontractor(s) on site must be erected and maintained properly as per manufactures instructions and this is monitored by Site Management.
- Buildcorp will engage a Third-Party Scaffolding Engineer to assess the work of our Scaffolding Subcontract. The Scaffold Engineer will give written confirmation of the inspection and outline any identified safety issues. The Scaffolding Engineer will typically be engaged once the scaffolding is above 4 meters. If the scaffolding is in poor condition, we may engage the Scaffolding Engineer to conduct another inspection. If there is an ongoing issue with scaffolding quality, then Buildcorp reserve the right to engage another scaffold company and/or scaffold installer.
- Buildcorp Site Management will request the Scaffolding Subcontractor to arrange for their Scaffolders to complete a Verification of Competency (VOC) in scaffolding if the scaffolders are found to be installing the scaffolding incorrectly or if the installed scaffolding is not as per Australian Standards in Scaffolding. The VOC will help demonstrate to Buildcorp if the scaffolders are competent scaffolders.

13.10 Confined Space

- Any Confined Space worked identified during the design review should be assessed to determine an opportunity to eliminate the confined space work such as change to design and/or change to construction methodology. If there is an opportunity identified to eliminate the confined space by changing the design, then Buildcorp will outline the possible opportunity to the designers and Client to eliminate confined space work.
- If this is not possible then Buildcorp will identify which Subcontractors will be required to work in a confined space during the construction risk analysis and document the findings in the WPRA which will be issued to the relevant Subcontractors prior to commencing work.
- Buildcorp requires a Confined Space SWMS to be reviewed and accepted prior to any confined space work. All persons completing work within a confined space must have the correct confined space training and equipment. Before entering any confined space, a Confined Space Permit must be complete. Buildcorp has a Confined Space Permit (F0568), which acts as a Risk Assessment, which the Subcontractor can use if their Confined Space Permit is not as detailed das the Buildcorp permit.
- A Confined Space Permit needs to be issued by the person who has completed the 2 Day Confined Space course and it needs to be singed on entry and exit of the confined space by the workers who have completed the 1 Day confined space course.
- Buildcorp will take a copy of all confined space training records (such as RIIOHS202A – enter and work in confined spaces) at the HS&E Site Induction.

13.11 Temporary Support Structures

All risk management requirements involving temporary support structures are documented within the WPRA under the high-risk work items such as Formwork, jump form, perimeter screens, precast panel installation, scaffolding, structural demolition and swing stage.

Specific SWMS checklists must be satisfied for each of these high-risk work items which include specific controls around the risks associated with temporary support structures.

Once work commences, a Buildcorp Project Team member will complete a SWMS Compliance to verify how compliant the work is done. If not found compliant (such as less than 85% compliant) then further SWMS training is required and then another SWMS Compliance check will be done. If workers continue to score below 85% in the SWMS Compliance, then disciplinary action may be taken by the Buildcorp Project Team. External monthly audits will also verify the workers compliance to safely conducting the high-risk work.

Buildcorp will do additional formal checks such as Perimeter Screen checklist when jumping screens, hoarding inspection checklists every month and penetration checklists prior to cutting or core holing a concrete slab.

Buildcorp's High Risk Work Matrix (F0753) outlines all required documents for each high-risk work item which involves temporary support structures, forms such as SWMS review checklists, SWMS Compliance checklists and other requirements such as penetration checklists as well as the Buildcorp High Risk Work Guides, Toolbox Talks and WPRA.

Refer to the following forms (or see Buildcorp's high-risk work matrix – form F0753)**:**

- SWMS Review forms and SWMS Compliance forms for temporary structures which include cranes, demolition, excavation, formwork, hoist, jump form, masonry walls, scaffolding, perimeter screens, precast panels and swing stage.
- Buildcorp Plant Inspections checklists for cranes, hoists and swing stage.
- Buildcorp inspection checklists for perimeter screens, masonry wall risk assessment, hoarding inspection checklists and slab penetration checklists.
- Buildcorp's High Risk Work Guides for demolition, masonry wall, formwork, precast, scaffolding, excavation and cranes & hoists.
- Whole of Project Risk Assessment (WPRA)
- Toolbox Talks (TBT) to cross consult the risks with temporary support structures (includes work with/around formwork, scaffolding, demolition, excavation)

All the above documents (except TBT) will be in compiled in a 'Work Pack' per Subcontractor with excavation work which is to be filed in HSE Folder 7 (red folder). See section 6 of this document for more information on Work Packs and high-risk construction work.

13.12 Ladder Use

Platform Ladders are required on all Buildcorp sites. A-Frames are only to be used as a last resort and a Buildcorp Ladder Permit (F0509) is to be complete prior to using an A-Frame ladder. Buildcorp will ensure that all subcontractor requirements for A-frame ladder use are minimised or eliminated.

Specifically, Buildcorp mandate the following site requirements relating to ladder use:

- Scissor lifts, vertical lifts, aluminium scaffolds will be used instead of ladders.
- Platform ladders will be used instead of A-Frame and step ladders.
- Three (3) of four (4) step ladders are NOT to be used on any Buildcorp site unless they are industrial platform ladders with fitted handrails.
- Where viewed necessary a Ladder Permit System (F0509 & F0532) may be implemented on site to ensure that A-Frame ladders and extension ladders are used to carry out work as a last resort in a safe manner.
- All ladders installed to provide access and egress on site must be adequately secured. Access ladders must always also extend at least 1 meter past the working platform.

- No ladder uses near a live edge such as near a guardrail with a fall greater than 2 metres on the other side of the guardrail.

13.13 Electrical works

All work with electrical equipment must be performed in accordance with the Code of Practice for Managing Electrical Risks in a Workplace and Australian Standard AS-3000, Wiring Rules.

Buildcorp uses the following operational controls to ensure that all electrical works are performed safely:

- Earth leakage devices and temporary power boards must be planned and installed in an appropriate location.
- All electrical cables and leads must be suspended on non-conducting supports to avoid contact with pedestrians, plant, equipment and conducting mediums.
- Temporary power boards to be inspected using form “Electrical Equipment Checklist: Temporary Distribution Board”

The “Temporary Distribution Board” form acts as an electrical risk assessment specific for each temporary power board on site. This is to be complete by a Buildcorp Supervisor or HS&E Coordinator when a temporary board is installed and when it gets relocated. There are 14 checks to be complete which are designed to capture any electrical safety concerns with the board. If there are any safety issues identified, then it is documented in the form and when the issue is corrected then the forms corrective action section must be complete to formally close out the safety issue. This formal check on the Temporary Distribution Board should be done with the project’s Electrician so Buildcorp can effectively communicate any safety concerns identified. The Electrician must also do an operating time at tripping current test using an RCD tester. If the results are confirmed safe, then Buildcorp can document that check number 11on the form can be passed. The frequency for the RCD operating time at tripping current test is every 3 months for all temporary power boards which is to be documented by the electrician conducting the tests and issued to Buildcorp Site Management.

Inspection and tagging

Buildcorp uses the following operational controls to ensure that all electrical equipment is inspected and tested appropriately:

- Before being used on-site by subcontractors all electrical leads, portable power tools and earth leakage devices must be tested and inspected and labelled with a tag by a suitably qualified person. The inspection frequency is at least 3 monthly for tools and leads (RCDs are monthly).
- Buildcorp uses accredited staff to test and tag electrical equipment.
- Subcontractors are responsible for testing and tagging their own equipment.

Selection and use

Buildcorp uses the following operational controls to ensure that all electrical equipment is used safely:

- Electrical equipment found without a current tag date issued by a qualified person must be removed from the worksite immediately.
- Electrical equipment must always be connected to an Earth Leakage protection device.
- Extension leads must not be joined.
- All plugs and sockets must be moulded or transparent.
- Electrical equipment must not be placed on or near wet areas unless the equipment is designed for the specific purpose, e.g. pumps.

Refer to the following form:

- Electrical Equipment Register

13.14 Identification of existing services

To mitigate the risk of coming into contact with live services when constructing within an occupied building, Buildcorp use an Identification of Existing Services process.

The identification of existing services process requires the knowledge from the occupied building's management, Buildcorp's Subcontractor and Buildcorp Project Management. All parties are required to enter the occupied building area prior to construction to identify what base building services are in the proposed construction area. Any existing services identified need to be made safe prior to any construction and/or demolition work in that area of the occupied building.

Step 1: Construction Details

The area of the occupied building where construction is required is documented. Any relevant construction drawings can be listed.

Step 2: Existing Services Identified

Buildcorp, Building Management and the Buildcorp Subcontractor complete this step. All parties assess the occupied are for existing services. Any existing services identified are noted and the service details such as feed from, supplying and area servicing are documented.

Step 3: Existing Services to be terminated and removed

Buildcorp, Building Management and the Buildcorp Subcontractor complete this step. All parties assess which of the identified services from step 2 can be terminated and removed.

Step 4: Existing services to be isolated

Buildcorp, Building Management and the Buildcorp Subcontractor complete this step. All parties assess which of the identified services from step 2 can be isolated, note; the actual isolation procedure requires a Buildcorp Permit to Isolate which is explained at a later point of this whole procedure for existing services.

Step 5: Existing Services to remain live

Buildcorp, Building Management and the Buildcorp Subcontractor complete this step. All parties assess which of the identified services from step 2 need to remain in order to service the live building. If an existing service needs to remain live, then the controls required to make the service safe during construction needs to be documented. Such examples of making an existing live service safe could include, but not limited to, RCD protection, mechanical damage protection, Junction Box and/or signage.

Step 6: Share any other relevant information

Building Management are required to complete this step if they have any other relevant information regarding existing base building services which should be communicated to the other parties prior to construction to mitigate all the existing services risks.

Step 7: Acknowledgement of identified services and make safe requirements

Buildcorp, Building Management and the Buildcorp Subcontractor must acknowledge the identification of existing services and the make safe requirements.

13.14.1 Permit to Isolate.

To mitigate the risk when installing new services working in a live building where there maybe crossover with existing services, Buildcorp use a Permit to Isolate procedure (Permit to Isolate Form) The Permit to Isolate requires the involvement and consultation between Buildcorp Supervisors, Buildcorp Subcontractors and Building Management. The overall aim of these procedures is to mitigate the risk to workers installing new services with live services in the area and to mitigate the risk of impacting services feeding an occupied building. The Permit to Isolate is documented in our Whole Project Risk Assessment, communicated to our Subcontractors at tender stage and at the Site Safety Induction. Furthermore, the relevant Subcontractors are to identify the need for a Buildcorp Permit to Isolate within their SWMS. Each Permit to Isolate must be documented in the Permit to Isolate Register which must be kept in HSE Folder 7 (red folder) along with the completed permit.

The Permit has 8 sections and they are as follows:

Section 1: Isolation Details

Buildcorp document the location, time, date etc for the isolation. There is also the opportunity to request for a service to be terminated and removed in this section. Any service drawings being used to clarify which services need to be isolated should be documented and attached. There is a check on the Subcontractor performing the works has an approved SWMS.

In the top right corner of the Permit carry over the ID Number from the initial Identification of Existing Services form. Give the Permit a number. Document the ID Number and Permit number in the Permit to Isolate Register.

Section 2: Request for isolation on existing services within the occupied building

Buildcorp consult with our Subcontractor to identify what services need to be isolated. There is a list of services to choose from and there is a comments section for further clarity. After section 2 is complete Buildcorp must then consult with the building management representative to complete section 3.

Section 3: Confirmation of isolation on existing services within the occupied building

The occupied building management representative completes this section and confirms what services have been isolated. The same list of services as per section 2 is listed here for the representative to select. There is a comments section for further clarification.

Section 4: Confirmation of services isolated

The occupied building representative must sign this section once the nominated services are isolated. This signature is a hold point in the permit.

Section 5: Subcontractor acknowledgement of isolation

The Subcontractor representative/supervisor must sign this section once they understand what services are isolated. This is a hold point in the permit.

Section 6: Declaration to commence work:

The Buildcorp Supervisor/Manager must sign this section after section 4 and 5 are signed to confirm all parties understand what is isolated. This is a hold point in the permit.

Section 7: Training register for the permit to isolate

Once all parties have agreed and understand what is isolated then the workers performing the work are inducted into the permit. Once the workers understand what is isolated and/or terminated they sign the register to acknowledge their understanding of the permit.

Section 8: Approval to remove isolation

This final section formally instructs when it is safe to remove the isolation. All parties involved in the development of the Permit to Isolate then sign this section as an acknowledgement that the work is complete, and it is safe to remove the isolation.

13.14.2 Building Operation Risk Assessment (BORA)

For major isolations and commissioning within a live building Buildcorp conduct a risk assessment with the Subcontractors completing the work and the Building Management. The issues identified from the risk assessment will be used to develop methodologies prior to the major shut down. These methodologies are communicated with the client and building management in PWG meetings. The methodologies for a major shutdown are further summarised in the form of an Inspection Test Plan (ITP) to ensure adequate planning prior to isolation and to ensure all construction steps are complete correctly during the isolation timeframe. Once the shutdown work is complete and the services are re-energised Buildcorp will give an interim handover to the Building Management which outlines the correct operating procedures of the new services.

This process is to be adopted if there is a risk that the proposed works could disrupt building occupants or services.

The system should be implemented if there is the likelihood that any major activities undertaken as part of the project could disrupt the building. It should also be used for planned disruptions as a tool to collaborate with the project team to verify that assumptions made within risk assessments are correct.

The potential risk is dealt with in 3 steps.

Step 1: Stop No Works



Identify activity that could cause a disruption which could include Switchboards, Valves, Security Panels etc.

The system can be represented graphically using building schematics to identify potential risks and flagging these items as RED. The best way to manage a risk is to investigate it and involve people that understand the risk. These people collaborate and come up with a way to manage the risk and they tabulate this in a Risk Assessment (RA). Several Subcontractors may be involved for a single activity and therefore each would require identifying and signing off the tasks and sequencing under their control.

Identify on schematic / plan graphically and in the field with a Notice stating, “STOP no works until works are approved”.

Step 2: Works pending approval



When all the RA’s are prepared and issued to Buildcorp the notice is changed to Yellow in the field.

Buildcorp facilitates a review of the works with all Subcontractors and this may include meetings to discuss and clarify any issues or agree the sequence of tasks to ensure that potential risks have been identified and enough controls have been put in place to mitigate risks. The RA is reviewed using the relevant Buildcorp Subcontractor Task Review form which is on our HSE Management System. This review is to verify that the minimum requirements have been met.

Once Buildcorp are satisfied the BORA with all attached Subcontractors RA’s are to be submitted for comment to all stakeholders which should include building management, Services Consultants and the Clients PM. The main reason that it is issued to building management and Consultants is to verify that assumptions are correct and to collaborate and receive their input of any additional information that may be able to assist in the risk minimisation.

Building Management or the Client PM may also have additional requirements that need to be complied with.

On major shutdowns Buildcorp facilitate a final BORA review meeting with all stakeholders.

Step 3: Works approved with conditions



Once the works are approved the risk assessment and field notice sheets, applicable to the activity in question, are updated to Green and the works proceed with all agreed conditions and controls adhered to.

The works must be supervised by the Buildcorp Supervisor that signed the BORA and approved the works. Prior to the start of work all Subcontractors nominated supervisors must also acknowledge receipt of the applicable RA related to their tasks.

Any last-minute changes to supervisors must be approved by all signatories to the BORA and the replacement Supervisor must also sign an acknowledgment that they have been briefed and understood the tasks under their control.

13.15 Machinery - hand and power tools

The term “tool” includes hired, borrowed, manufactured or personal tools. Buildcorp uses the following operational controls to ensure that all plant, tools and equipment on-site is used safely:

- A qualified person must check the safe working condition of all tools and electrical equipment prior to use.
- Employees and subcontractors must ensure that their tools are maintained and are safe to operate and use.
- Each contractor must submit their electrical tagging register monthly to the Buildcorp supervisor who keeps a copy in the Permit, Inspections and First Aid folder 5.
- Copies of qualifications and licences of the person tagging the equipment must be submitted to the Buildcorp Supervisor to prove competency in tagging.
- Plant, machinery, tools and equipment must only be used by qualified operators where necessary - who hold the required licences or certificates of competency for the equipment being used.
- Buildcorp requires that Hire Companies agree to HSE conditions that are the same as (or superior to) those implemented by Buildcorp.
- Each SWMS submitted must outline the safe operating procedures for any equipment/tools to be used to conduct activities onsite and all hazards and risks controlled – not only for the operator but for those on, around or effected by site activities.

Refer to the following forms:

- Electrical Tagging registers

13.16 Machinery – Plant and Equipment

The term “plant” includes machinery, equipment or appliances. Buildcorp uses the following operational controls to ensure that all plant and equipment on-site is used safely and to the highest standard:

- The plant’s risk assessment should be supplied to the Buildcorp Supervisor by the owner of the machine. If there has been no plant risk assessment complete for the machine the owner must organise a risk assessment to be conducted on the item of plant. The Buildcorp Supervisor will conduct a risk assessment (use form F0524 on Intrabuild – Buildcorp Mobile Plant Risk Assessment) on an item of plant with the plant’s operator if there is no plant risk assessment provided or if the current plant risk assessment is inadequate.
- A qualified person must check the safe working condition of all plant and machinery regularly.
- These checks must be recorded, and copies provided to Buildcorp
- All log books must be contained in the machine/plant and be produced on command for review – this can be requested by any Buildcorp employee and or representative of Buildcorp. Copies of log books are taken by Buildcorp and kept in folder 7 (red folder) High Risk Work Packs.

- Employees and subcontractors must ensure that their plant tools are maintained and are safe to operate and use – evidence must be submitted prior to starting use onsite.
- Subcontractors must submit inspection and maintenance logs for concrete pumps, cranes and other plant to ensure that periodic maintenance is carried out to the manufacturers' specifications.
- Plant, machinery and equipment must only be used by qualified operators who hold the required licences, certificates of competency and/or verification of competency by a trained assessor for the equipment being used – copies of these qualifications are always taken at the site induction and kept onsite.
- Operators must follow the safe operating procedures for the plant and at NO time can they use mobile phones when operating plant.
- Operators must be aware of people/pedestrians in their work area, no person is to walk into or stand in the plant's blind spot. Use barriers to isolate the plant work area from people and/or use spotters to help keep people away from plant blind spots.
- Operators are not to lift or suspend a load over another person.
- Lift plan must be documented for any mobile crane with dual crane lifts.
- Lift plan must be documented for tower cranes showing crane radius, lifting weight and project details.
- Work area is to be assessed for the risk of overhead powerlines prior to moving plant.
- Buildcorp must check all plant coming to site using Buildcorp's plant inspection forms or Instead of the paper plant inspection forms, site staff can use the online plant inspection forms using the Formtab app. When the Buildcorp person signs into Formtab with their personal Buildcorp login they will have access to all the most up-to-date plant inspection forms. A QR sticker or plant rego plate is used to track the plant's maintenance inspection frequency. All plant safety inspections complete on Formtab will populate the online Plant Register which is stored on Intrabuild. The QR code or Plant rego number will link back to each item of plant listed on the Plant Register. Prior approval is required before plant can come into operation, Buildcorp can refuse a piece of plant being delivered or used onsite if at any time they are not satisfied with the machines condition.
- If a piece of plant is not approved for site and cannot be removed immediately then it will be deemed 'under lockout' and signage will be posted notifying all persons it cannot be used, keys will be removed by the owner.
- All plant should be fitted with ROPS and/or FOPS/TOPS, if not fitted then a risk assessment must be completed to determine if the plant can work safely without ROPS/FOPS/TOPS. Seatbelt, flashing lights, and travel alarms – this must be recorded by Buildcorp at the first checking stage before plant is approved for site use. Buildcorp's Moving Plant Inspection forms or Formtab will be used to document these checks.
- Buildcorp requires that Hire Companies agree to HSE conditions that are the same as (or superior to) those implemented by Buildcorp.
- Each SWMS submitted must outline the safe operating procedures for any Plant or Machinery to be used to conduct activities onsite and all hazards and risks controlled – not only for the operator but for those on, around or effected by site activities. Buildcorp will complete a SWMS Review for Moving Plant. Once SWMS are approved and work commences, Buildcorp will conduct a SWMS Compliance on Moving Plant to ensure the operator is aware of the safety requirements and to verify how compliant the moving plant work activity is being conducted on-site.
- Buildcorp will engage external WHS auditors to verify our on-site compliance to managing moving plant by using the Buildcorp audit tool. The audit compliance score will be sent to project staff, HSE Manager and Construction Manager via email. All audit findings are displayed on Buildcorp's HSE Dashboard for all staff to view at any time.
- All plant details and maintenance details must be logged into the Buildcorp Plant/Equipment Register – F0523. The register should include, for each item of plant the: plant type, supplier, date it arrived on site, plant make, Buildcorp plant number as given as part of the plant inspection, plant's inspection frequency required, when the plant was last inspected, when the plant was inspected while on site and the date the plant left site. Buildcorp will notify the plant supplier if the machine goes past its due inspection or service date while on site. The register will be used to keep track of all plant on site and when they are due an inspection or service. As plant is inspected on site it will be noted in the Plant/Equipment Register.
- The plant will receive a Plant inspection frequency sticker or a QR code which identifies the last inspection hours or date, the current machine hours and the next inspection period in hours or date. This will help maintain the plant inspection frequency while on site. When the plant receives an inspection as

required an additional plant inspection frequency sticker or QR code will be used on the plant to identify the next inspection due. The Buildcorp Supervisor will check the current plant hours during daily site walks to ensure the item of plant does not go past its next due service as identified on the inspection frequency sticker. If an item of plant is found to be overdue a service then that item of plant will be not used, keys removed by owner and signage erected to identify the plant is not to be used.

- When plant is being serviced or checked for maintenance, the plant's Operation & Maintenance manual must be available to review and procedure within the O&M manual are to be followed.
- Prior to maintenance work on plant the risk of falls from heights to be assessed and if needed safe working platforms to be setup to prevent a person from falling off the item of plant.
- Isolation locks to be installed as instructed by the O&M during plant maintenance work.

Refer to the following forms (or see Buildcorp's high-risk work matrix – form F0753)**:**

- Plant inspection Checklist for Civil Plant
- Plant Inspection Checklist for Bobcat
- Plant Inspection Checklist for Forklift
- Plant Inspection Checklist for Telehandler
- Plant Inspection Checklist for Scissor Lift
- Plant Inspection Checklist for Boom Lift
- Plant Inspection Checklist for Swing Stage
- Plant Inspection Checklist for Hoist
- Plant Inspection Checklist for Concrete Pump
- Plant Inspection Checklist Mobile Crane
- Plant Inspection Checklist for Tower Crane
- Mobile Plant Risk Assessment
- Plant Inspection Register
- SWMS Review forms and SWMS Compliance forms for Moving Plant (includes Civil Plant, Forklift, Telehandler, EWP, Swing Stage, Crane, Hoist, Concrete Pump)
- Buildcorp's Mobile Plant High Risk Work Guide
- Buildcorp's Crane & Hoist High Risk Work Guide
- Buildcorp's Concrete Pump High Risk Work Guide
- Whole of Project Risk Assessment (WPRA)
- Toolbox Talks (TBT) to cross consult the risks with plant (includes work with moving plant, concrete pump, crane, EWP, hoists)

All the above documents (except TBT) will be in compiled in a 'Work Pack' per Subcontractor with moving plant work which is to be filed HSE Folder 7 (red folder). See section 6 of this document for more information on Work Packs and high-risk construction work.

13.17 Hot Works

All Hot Work activities must have a Hot Work Permit (form F0315) complete daily prior to the hot works. The Permit is inserted into a carbon copy book. There is a hot works risk assessment built into the permit to help identify any potential fire risks. The permit is to be complete by the Buildcorp Supervisor and the Hot Work Operator(s). The Hot Work Permit issued to the operator must identify the area of the hot works, equipment used and operator's name. The permit must be valid for no longer than 8 consecutive hours. The operator and Buildcorp Supervisor must inspect the area upon completion of the hot work and both persons must sign off the permit. Each Buildcorp Supervisor will have a Hot Work Permit Book. The Operator must have reviewed a documented safe work procedure and understand how to conduct the hot work activity in a safe manner.

13.18 Chemicals (use and storage)

The purchase of chemicals can only be approved by the Subcontractor's Project Supervisor.

Material Safety Data Sheets must be:

- supplied by the subcontractor who is using the chemical
- made available to the Project Supervisor.

Buildcorp uses the following operational controls to ensure that all chemicals and dangerous goods on-site are stored and used safely:

- A register of all chemicals and gases purchased must be kept by the Project Supervisor and subcontractors onsite.
- Persons using chemicals must be informed and trained in the safe use of chemicals by their employer.
- If chemicals are to be stored on site, secure and separate storage must be provided by subcontractors.
- Chemicals must only be stored in accordance with the SDS in approved manufacturers' containers.
- Risk assessments must be undertaken by the trade person(s) using the chemical and a copy must be provided to Site Management.
- All work must be carried-out in accordance with the SDS and the risk assessment.

Refer to the following form:

- Hazardous Substance Register.

13.19 Welfare and amenities

Amenities run parallel with the vehicle site access from Gerard St, these can be accessed using the pedestrian access

Amenities are provided in accordance with Code of Practice for Workplace Amenities. Buildcorp provides the necessary amenities for the sites. Workers and subcontractors must keep their amenities in good order.

13.20 Manual handling

Manual handling is conducted in accordance with the national Code of Practice for Manual Handling. Manual handling tasks:

- are controlled by the risk management processes
- are assessed and included in the SWMS to reduce risks of strain injury.

Employees and subcontractors are encouraged to take enough time to assess risks before they perform manual handling tasks. Where possible, and after completion of training in the use of equipment, mechanical aids should be used for manual handling. Examples of manual handling tasks / risks include:

- heavy / awkward materials, plaster board sheet, products, packages, cement bags
- moving plant, equipment and scaffolding
- using wheelbarrows and trolleys to transport materials
- reaching and stretching tasks.

13.21 Excavation

Buildcorp uses the following operational controls to ensure that all excavation activities are performed safely:

- Excavation practices are conducted in accordance with the Code of Practice Excavation.
- Before any excavation commences searches are carried-out to identify the location of any existing underground services.
- Before any excavation commences plans are made for safe access.

- Excavations are fenced and shored in accordance with Code of Practice Excavation.
- Spoil removed from a trench is not placed closer than 1 metre from the edge of a trench.
- Clear and safe access is maintained for employees working within a trench.

Refer to the following forms (or see Buildcorp's high-risk work matrix – form F0753)**:**

- Plant inspection Checklist for Civil Plant
- Plant Inspection Register
- SWMS Review forms and SWMS Compliance forms for Moving Plant (includes Civil Plant and Excavation)
- Permit to Excavate
- Buildcorp's Mobile Plant High Risk Work Guide
- Buildcorp's Excavation High Risk Work Guide
- Whole of Project Risk Assessment (WPRA)
- Toolbox Talks (TBT) to cross consult the risks with excavation (includes work with moving plant and excavation)

All the above documents (except TBT) will be in compiled in a 'Work Pack' per Subcontractor with excavation work which is to be filed in HSE Folder 7 (red folder). See section 6 of this document for more information on Work Packs and high-risk construction work.

13.22 Permit to Excavate

The Procedure to identify and protect underground services during excavation is as follows:

13.22.1 Dial before you Dig (DBYD)

- Buildcorp must contact Dial Before You Dig (DBYD) on 1100 and obtain the relevant drawings which identifies the services in the proposed construction before any excavation commences.
- The DBYD drawings must be updated every 20 days.
- The correct DBYD information must be on file in Buildcorp's Site Office

13.22.2 Survey of Area

- Buildcorp must arrange a complete survey of the construction area to be conducted by a service locater.
- The service locator must produce a set of Existing Underground Services drawings to Buildcorp displaying all the identified underground services in the construction area.
- When the service locater identifies new services, they must add the new data to the existing underground services drawings and immediately issue the updated drawings to Buildcorp.
- Once all services etc are located, Buildcorp will provide a permit to excavate

How the Permit to Excavate works:

The Permit to Excavate is task specific and must be signed off by a Buildcorp Supervisor before any excavation commences. The Permit to Excavate has 6 sections.

Section 1)

- The Permit to Excavate requests the excavation details to be given by a Buildcorp Supervisor.
- The excavation zone is to be clearly marked on the ground.
- Revision number of drawings must be documented.
- Relevant drawings must be attached to the Permit.

Section 2)

- The permit ensures the Buildcorp Supervisor goes to DBYD and Locaters drawings to identify the underground services in that area by answering a list of Yes/No questions.

Section 3)

- The permit then ensures the Buildcorp Supervisor goes to the excavation zone and confirms the existing underground services are clearly marked on the ground by answer the same sequence of Yes/No questions.
- If the sequence of Yes/No questions are answered differently in Section 2 compared to Section 3 then there is an error and it must be resolved before the Permit can be signed off. The error may be that services in the drawings are not marked on the ground or perhaps the drawings are not up to date.

Section 4)

- This section outlines the special provision requirements which need to be put in place if excavating over existing services or within two meters of a known service.

Section 5)

- The Buildcorp Supervisor is satisfied all known services are identified and it is safe to proceed with excavation.
- The Buildcorp Supervisor signs off the Permit. This is a Hold Point.
- The Buildcorp Supervisor then inducts the Excavator Operator into the Permit.
- On the back of the Permit the Operator signs to confirm he has been consulted and understands the excavation rules under the Permit to Excavate.

Section 6)

- Surveyor must obtain an as built of all new services put in the ground
- Once the surveyor has adequately obtained the relevant information the surveyor will sign off the Permit confirming approval to backfill. This is a Hold Point.

13.23 Traffic and pedestrians

Traffic and Pedestrians management is undertaken by:

- Where a traffic management plan is deemed necessary for the site then a Traffic Management Plan will be designed by an accredited traffic control person. The plan will consider:
  - the access and egress of workers
  - public safety
  - the passage of plant and equipment
  - deliveries and loading zones
  - traffic management staff
  - signage.

Refer to the Construction Traffic Management Plan prepared by Quickway for Buildcorp, Document Number: BC001 Revision 1

On-site traffic management will be planned and coordinated between the Buildcorp Project Team and the Subcontractors operating plant on-site. The aim is to separate the movement of plant from other construction workers and people who are walking around site, prevent the risk of plant collisions and isolate hazards (such as penetrations and falling objects) from causing a safety incident. The on-site traffic management will continue to change during construction however Buildcorp will outline the current traffic controls with barriers, signage and toolbox talks. All persons are required to adhere to traffic controls. All Subcontractors are required to work together through consultation to maintain the safe operation and movement of traffic and plant on-site.

13.24 Sun and heat exposure

Buildcorp employees and employees of subcontractors must adhere to Buildcorp's sun protection policy as per the HSE Regulation, clause 11.

- Buildcorp makes available sunscreen to all workers on site.
- All workers on site are to wear SPF 30+ when working outdoors

13.25 Drugs and alcohol in the workplace

Buildcorp operates a drug and alcohol policy and this policy applies to all Buildcorp sites, workplaces and areas used by the company. Any breach of the Policy is regarded as serious.

Buildcorp Group Pty Limited is committed to ensuring so far as reasonably practicable the health and safety of every Worker, Contractor and Visitor to the Company's workplace. Buildcorp endeavours to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace. For that reason, the Company has adopted the following Drug and Alcohol Policy. Buildcorp is committed to maintaining a workplace culture that reduces risks associated with drugs and alcohol. Any person entering a Buildcorp workplace is expected to comply with this culture and present in a fit and ready state to work in acknowledgement of this policy and their duty of care.

13.25.1 Responsibility for enforcement

Workers are responsible for ensuring their own compliance with this Policy.

If a Worker feels unsafe working with one of their colleagues because they suspect they are in breach of this Policy, the Worker should refer the matter to any Supervisor or Manager.

The Company encourages all Workers to discuss any prescription drugs they are taking with their Manager at an early stage, so that the work tasks the Worker undertakes can be assessed appropriately to ensure the Worker can perform their tasks whilst taking prescription drugs.

Managers are expected to monitor their own Workers, and to investigate situations that may breach this Policy. Appropriate steps should be taken to deal with the Worker if the Manager:

- Observes a Worker using drugs or alcohol or finds evidence of usage; or
- Detects the odour of alcohol on a Worker; or
- Suspects a Worker working under the influence of drugs or alcohol (e.g. through abnormal/ erratic behaviour); or
- Learns from a reliable or credible source that the Worker has consumed drugs or alcohol

All referrals, suspensions, terminations and/or disciplinary action should take place in conjunction with advice and consultation with HR and the aligned procedures.

13.25.2 Application

Drug and alcohol testing may be implemented at Buildcorp sites in accordance with procedures developed to meet project specific requirements.

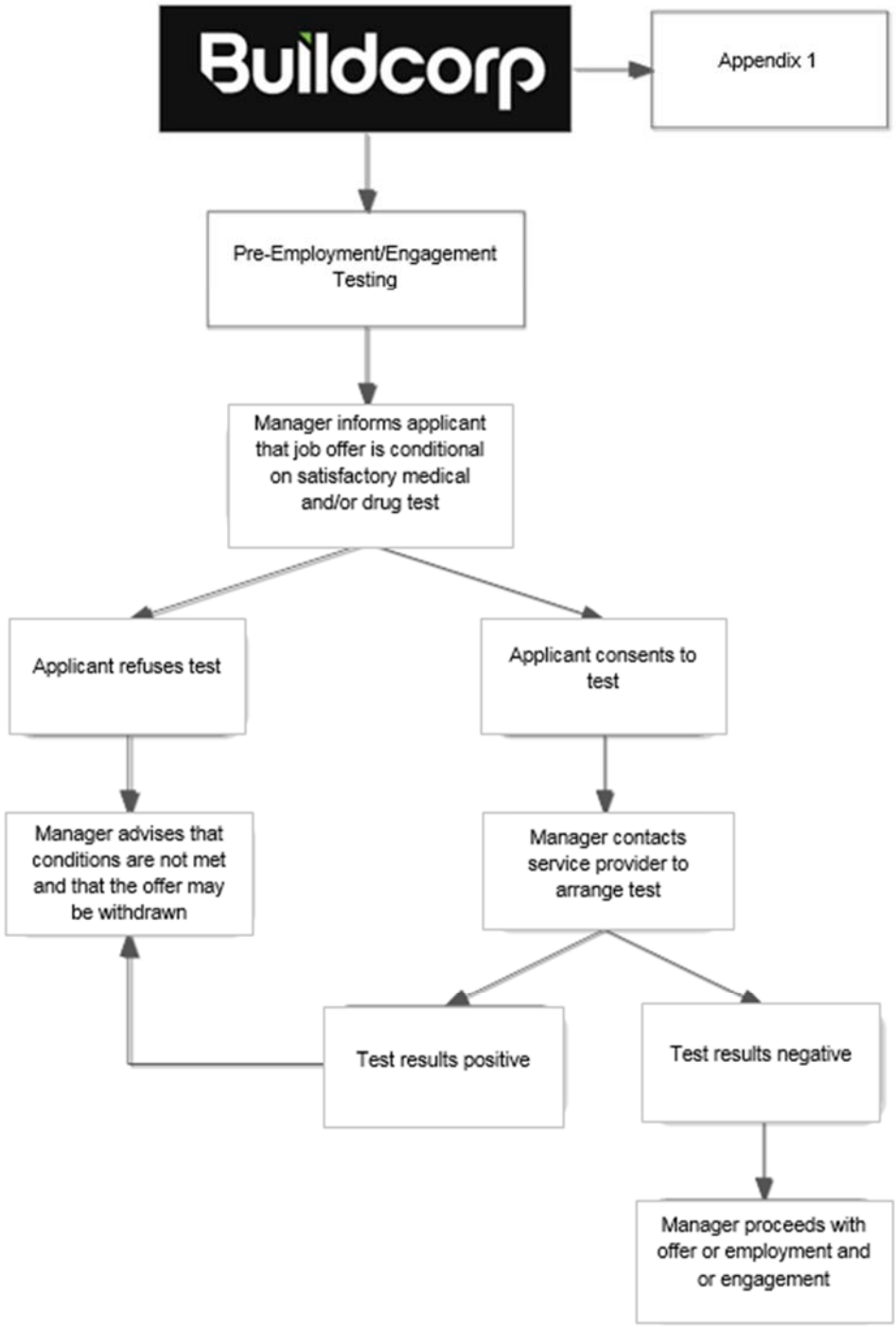
Any breach of this policy will be grounds for disciplinary action which may include consequence management action such as:

- Removal from the workplace
- Suspension of employment
- Termination of employment
- Any other action deemed appropriate by management as outlined in the relevant consequence management action plans.

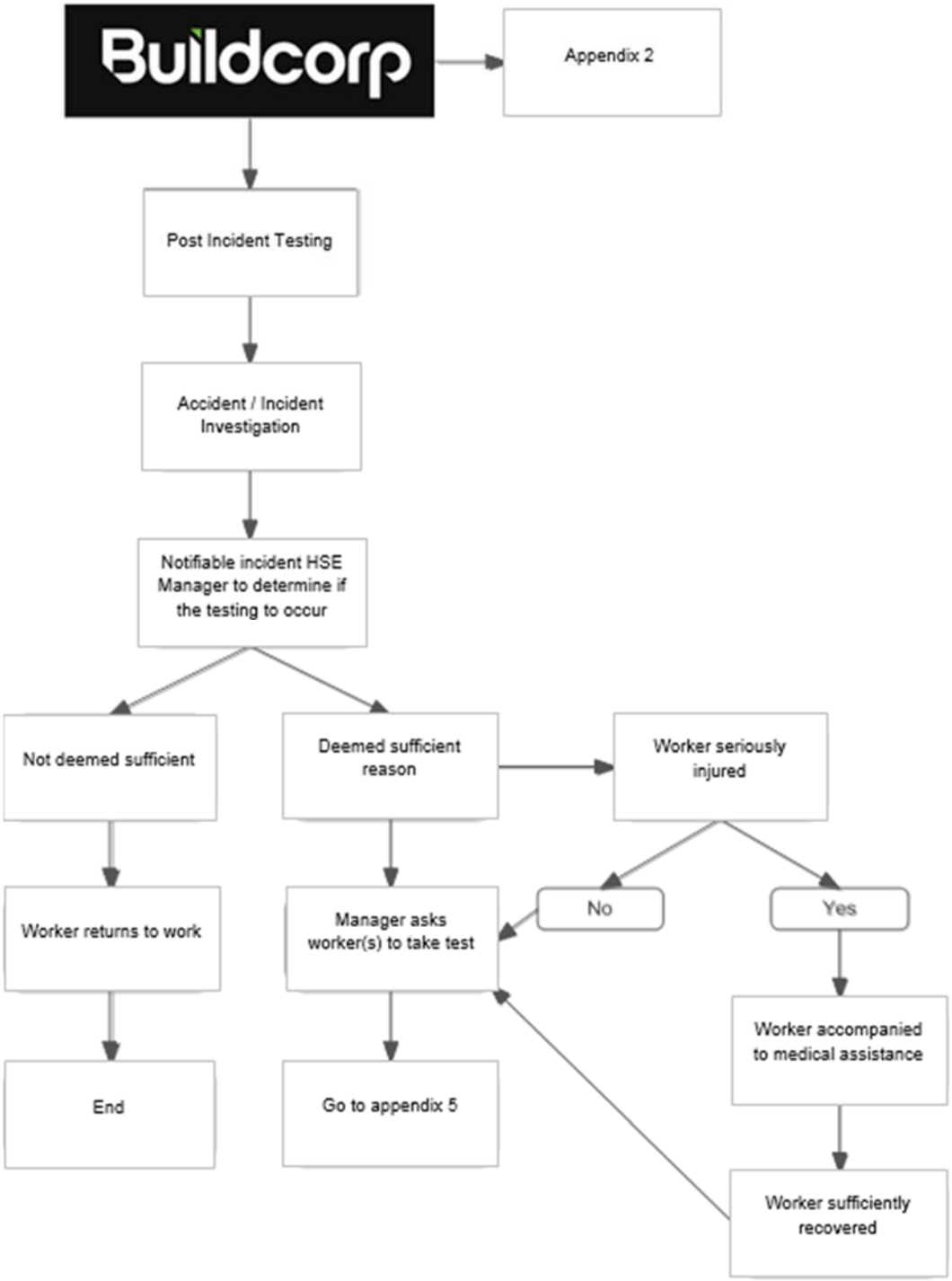
This Policy applies to both Workers and Contractors of Buildcorp. However, some aspects of this Policy may only be applicable to Workers, such as Rehabilitation and Support. Nothing in this Policy is intended to create an employment relationship between the Company and its Contractors.

BAC on Buildcorp construction sites is zero (0.000).

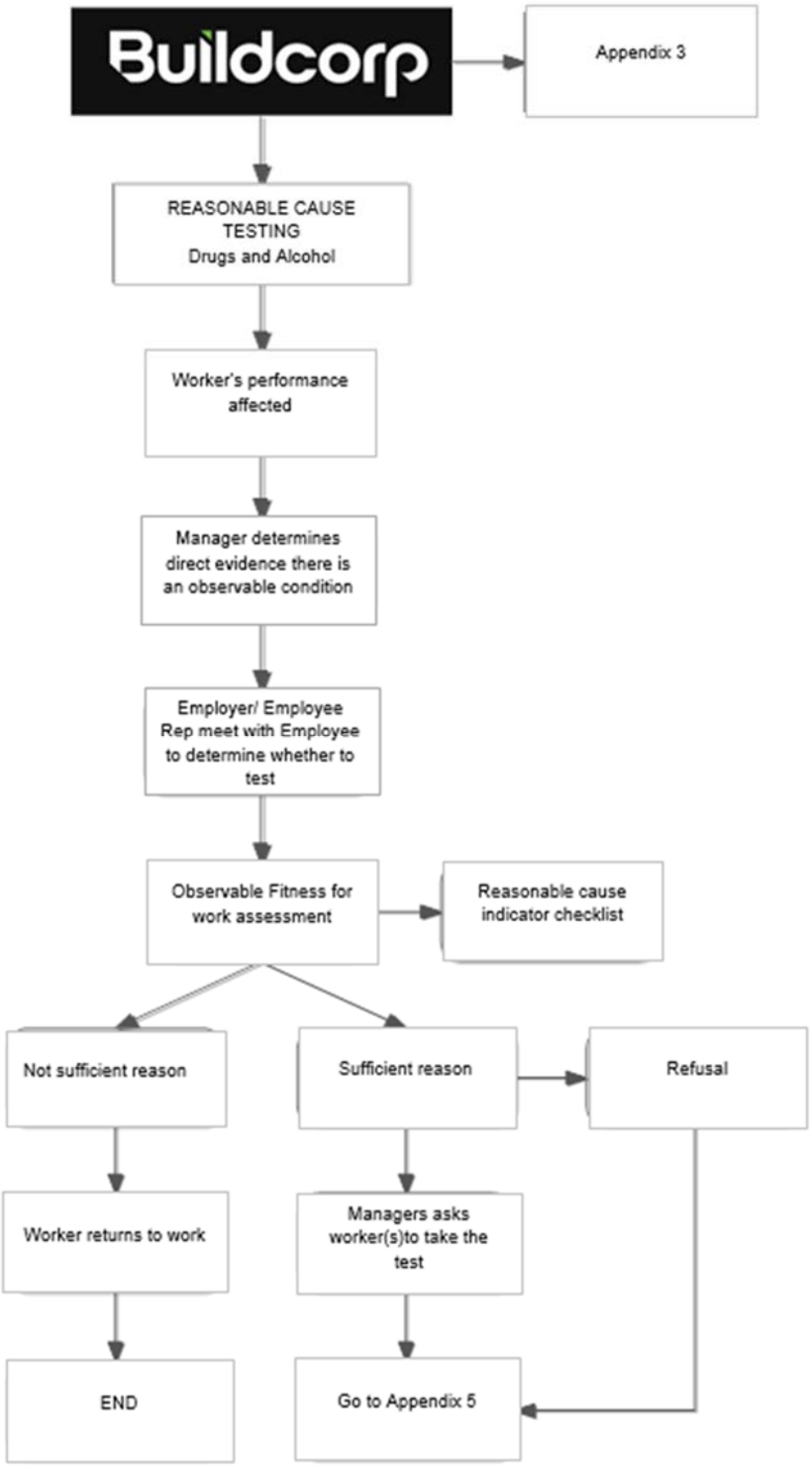
13.25.3 Appendix 1 – Pre-Employment/Engagement Testing



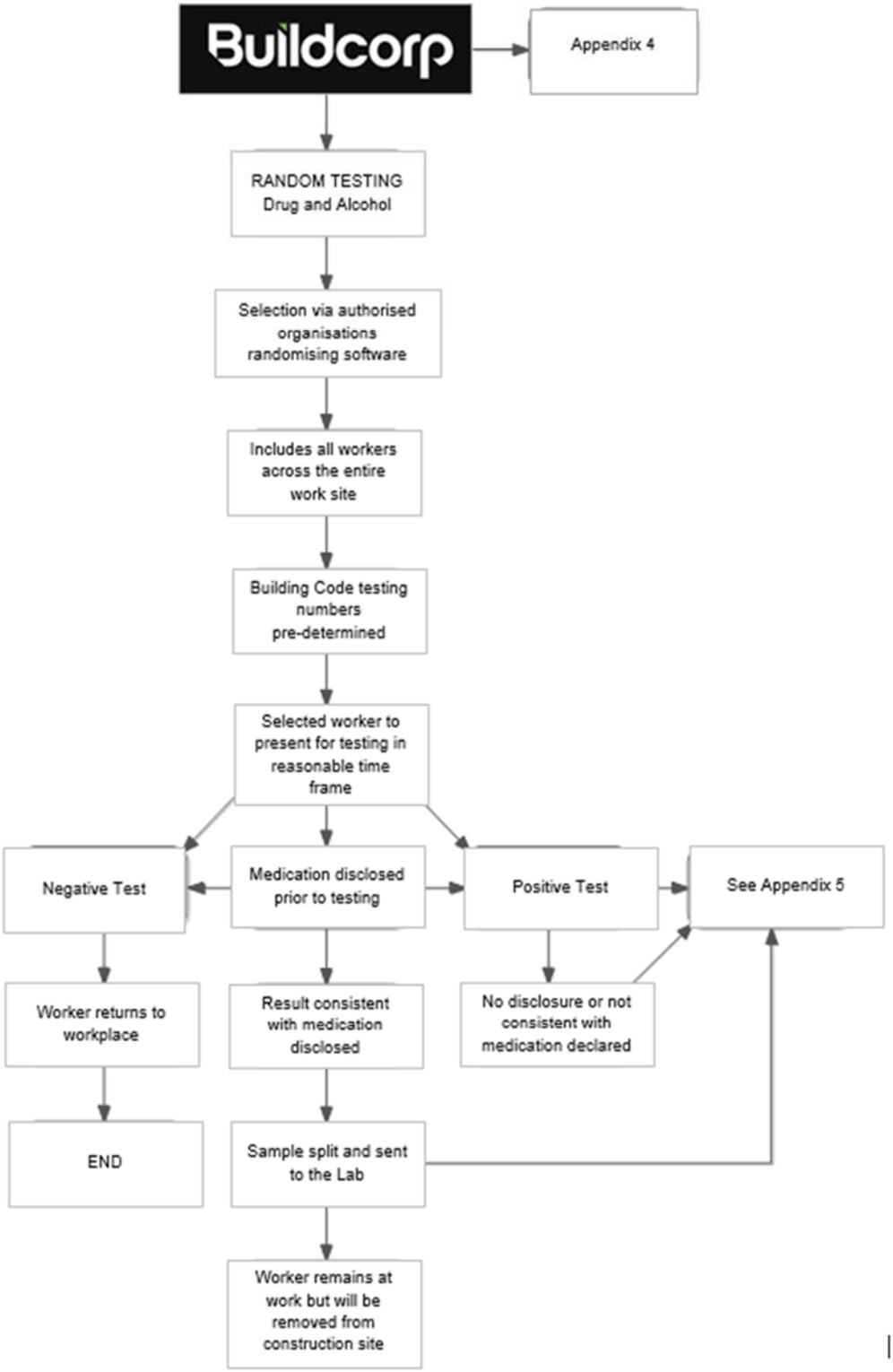
13.25.4 Appendix 2 – Post-Incident Testing



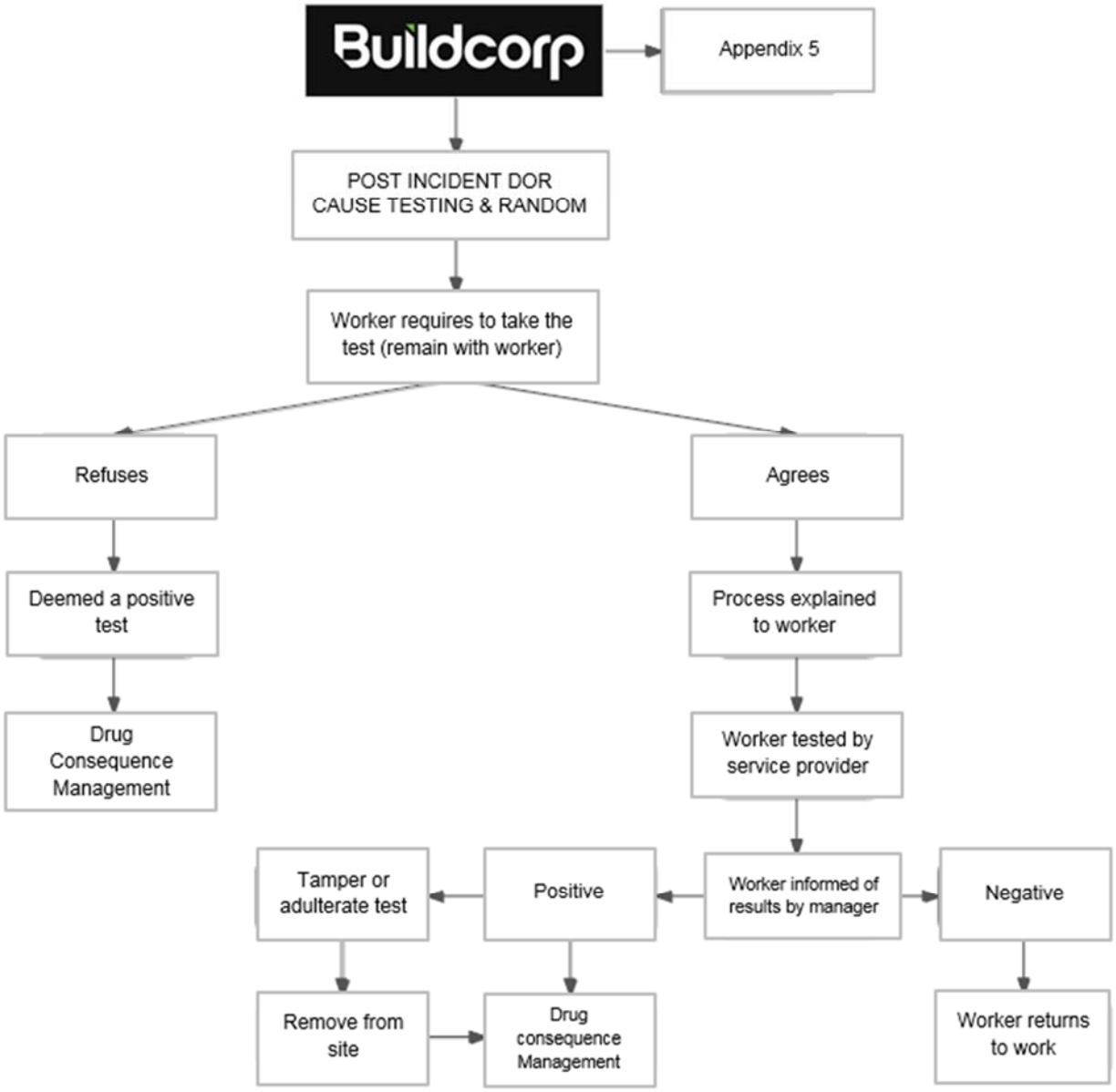
13.25.5 Appendix 3 – Reasonable Cause Testing



13.25.6 Appendix4 – Random Testing



13.25.7 Appendix 5 – Post-Incident, For Cause & Random Testing



13.26 Waste Management Plan

The management of waste on site by Buildcorp to minimise the generation of waste, maximise reuse and recycling, and ensure that waste is disposed of in a compliant manner, will be achieved by and carried out in accordance with the following. Buildcorp will achieve this by adopting a Waste Management Hierarchy as below:

1. **Avoiding Waste (**identify demolition and construction waste to minimise packaging and over ordering of materials)
2. **Re-Use Materials** (pallets and storage containers)
3. **Recycle and Reprocess Materials**
4. **Disposal of Waste**

Buildcorp will establish specific procedures detailed below to ensure wastes generated by project activities are minimised and where reasonably practical, waste is appropriately recycled and therefore minimising the amount of waste going to landfill. This will be done with consideration to the life cycle of products we use.

Excavation Fill Material

Any fill materials identified requiring excavation within the site footprint should be reused, where suitable, on the site as part of the site engineering or landscaping work. Excess or contaminated excavation fill is to be removed off site and classified in accordance with relevant authorities. To ensure the fill is being taken to the correct landfill the subcontractor transporting the waste should provide details of the landfill site, the EPA licence details and confirmation that landfill is authorised to receive that waste. Trucking docket records are to be kept on site to check that fill is going to the nominated landfills.

Construction Waste

Construction and demolition bins are in separate areas on the site to ensure safe storage and collection of waste. The construction waste generated on site is to be disposed of as follows;

- By placement into Buildcorp provided mixed waste skip bins, meaning that all waste is deposited in the one skip bin and segregation into the appropriate waste streams occurs offsite.

Food and general waste

Food scrap/ general waste bins are provided near site offices and amenities. It is sorted into general waste, cans/bottles and paper/cardboard. Buildcorp site sheds have paper bins and printer cartridge bins (for staff to return to head office for recycling).

Hazardous Substances

Any subcontractors handling, using or disposing of harmful or toxic chemicals or substances are to ensure they follow appropriate manufacture requirements and legislation requirements in disposal. No chemicals or substances are to be disposed of down any drains, sewer etc on- site.

If a spillage of a hazardous substance occurs staff are appropriately trained in spill kit procedures to clean up spills immediately. Spill kits are located adjacent to the areas where hazardous substances are stored on site. Once the substance has been cleaned up it will then be disposed of to the appropriate EPA licensed facility. Records of disposal and the clean-up methods of the spill are to be maintained with site records.

Waste Water/Wash Out Areas

Wash out facilities for finishing trades including concrete and paint waste are to be minimised and water recycling for these activities are encouraged. If a wash out facility is utilised it should not be plumbed to any building services or drain to stormwater.

The wash out area will have sediment controls and should be clearly signposted. The location of the wash down area is shown on the sites layout plan and everyone is made aware of this location during the site induction.

The wash out area and sediment controls should be emptied of all solid residues regularly for it to catch waste water. Solids which are caught by this process should be disposed of in a bin going to a licensed waste facility.

13.27 Dust and air emissions

Controls

Dust control and air quality is maintained during construction, by/ in accordance with:

- Stockpiles are kept damp, (unless water restrictions apply).
- Unsealed areas are kept damp when vehicle movements over these areas are required (unless water restrictions apply).
- Roadways are kept clean.
- Materials transported in open trucks are covered to prevent the generation of dust.
- Equipment powered by internal combustion engines is maintained properly and serviced regularly to prevent the discharge of excessive pollutants, including smoke and/or toxic fumes or odours.
- Exhausts and ductwork from equipment are located away from air intakes, windows, enclosed areas and public areas.
- Perimeter fencing is covered with a shade cloth, where required, to prevent dust blowing outside the construction site.
- Materials are only cut in designated areas, set away from boundaries and public areas, with adequate dust (and noise) suppression. Where cutting needs to occur in-situ, localised dust suppression measures must be used.
- Checking weather reports daily to enable action to be taken when high winds are predicted.
- Prohibiting the burning of timber and other combustible materials.

13.28 Sediment and erosion

Erosion and Stormwater Controls

Controlling erosion and managing stormwater during construction works is achieved by/ carried out in accordance with:

- Assessing all drains, gutters and areas upon which water may collect and implementing control measures using a Sediment Control Plan.
- Identifying where the natural falls of the site are and ensuring that sediment filters such as straw bales filters, gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens are installed at runoff points, remain effective and are maintained during construction (to Council requirements).
- Sediment controls and practices are maintained during the project. Sediment controls are adhered to as per council and water catchment requirements.
- Cleaning rumble grids as required. Filtering water run-off from cleaning the grid must be filtered before exiting the site.
- Delivery Trucks and vehicles entering the site are required to ensure that no dirt or mud is tracked onto the roadway on leaving the site. Hard standing areas are provided, and wheels must be cleaned prior to leaving the site to prevent this.
- Ensuring that designated truck/vehicle wash-down areas are located near the site entrance, to capture and treat water before discharge into the stormwater system.
- Ensuring that designated equipment wash-down areas are in place.
- Retaining natural vegetation to absorb water flows and to minimise dust. Ensure that revegetation occurs as soon as possible after the completion of works.
- Ensuring that waste materials such as paint, concrete slurries and chemicals are not discharged into a stormwater drain. Facilities are provided to enable paint brushes, rollers and spray equipment are cleaned without discharge of by-product into the stormwater system.

- Wastewater is collected and treated from concrete or tile cutting, by connecting to a wash-down system

Stockpiles

Impacts of stockpiles are minimised by:

- Locating stockpiles and other material storage away from drainage lines, street drains gutters and at least 10m from waterways.
- Where possible, locating stockpiles on the highest part of the site, clear of main activity areas.
- Minimising the number and size of stockpiles.
- Constructing stockpiles with a height to width ratio less than 2:1.
- Surrounding stockpiles that are not stabilised with silt fences or drainage systems that collect and treat contaminated water.
- Where possible, covering any stored material to protect it from rainfall.

13.29 Noise and vibration

Noise is minimised during the construction process by and in accordance with:

- Construction works only take place in accordance with the approved times:

  7am – 6pm Monday to Friday

  8am – 1pm Saturday

  No Work – Sunday and Public Holidays

  Permits from council are obtained if work is required outside of these hours.
- Ensuring that plant and equipment is maintained as per the manufacturers' specification.
- When required, obtaining acoustic test certificates for machinery brought onto the site
- Blasting is banned on-site.
- Exit ramps to the street and all internal haul roads are the lowest grade practicable.
- The number of trucks on-site at the commencement of site activities is kept to the minimum required by the loading facilities on site.
- Informing interested parties, as far as practicable, of impending or current events which may cause high levels of noise.
- Providing a community contact and display a 24-hour telephone number prominently at the front of the site.
- Issuing HSE Breach Notifications and implementing corrective action procedures when required.
- Recording incoming complaints in the Community Complaints Register. The registration of an item remains open until the complaint has been dealt with appropriately.

Noise complaint procedure

Noise complaints are dealt with using the Community Issues Procedure. Refer to Community Management Section 10.26

13.30 Resource consumption

Water usage on site is minimised by:

- Ensuring that all hoses are in good condition and not leaking.
- Carrying out daily inspections for water leaks on sites.
- Where possible, utilising a water recycling system for truck wash-downs and equipment wash-down systems.
- Displaying save water signs on site.

Energy usage on site is minimised by:

- Daily inspections by the Site Manager at the end of the day for turning off non-essential lighting
- Displaying save energy signs on site to remind workers to turn off lights

13.31 Flora and fauna

The impact on local flora and fauna during construction is minimised will carried out in accordance with the following:

Site Establishment Controls

- Trunks of all trees being retained though construction (that are not otherwise protected) are protected with cloth and appropriate lengths of hardwood timbers.
- Locating site sheds, stockpiles, materials and vehicle parking remotely from trees on the site, where possible. Stockpiling of materials is not permitted within tree protection areas.

Construction Controls

- Erecting prominent signs at all vehicular and pedestrian entry points and at the site office stating that *'Trees on this site are valuable and are to be protected'*.
- Ensuring that all chemicals, including oxidising or leaching coatings on materials such as zinc galvanising, copper pipe or aluminium extrusion, are kept away from tree protection areas.
- Avoiding wash-out areas or the parking of heavy vehicles in areas of future landscaping.
- Ensuring that tree protection measures (trunk protection) are in functioning order.
- Ensuring that machine digging is discontinued, and the remainder dug by hand when trenches must pass close to trees. The point of discontinuation is reached when roots larger than 25mm are encountered.

13.32 Community management

During construction works, impact on the community is minimised by and carried out in accordance with:

- Establishing a community contact for the site. This person's name and contact details are displayed on signage at the front of the site (attached to the building, fence or hoarding) and they are available 24-hours a day.

  The community contact for this site is:

  Name: **Tony Hadjakis**

  Role: **Site Manager**

  Mobile: **0419 667 733**
- Putting in place a community issues process so that any issues regarding the site (including noise, emissions, vibrations, waste, contamination etc) are recorded and investigated.
    1. Whether complaints are received directly by Buildcorp, or forward to Buildcorp by SCECGS Redlands, Buildcorp will:
        I. Maintain a register of community complaints
        II. Provide draft responses to SCECGS Redlands for review and comment
        III. Update responses in accordance with recommendations
        IV. Provide responses to relevant neighbours and authorities
- Implementing corrective measures in response to community issues to minimise the likelihood of reoccurrence (where required)
- Targeting resolution of the issue within seven days from the date it was raised (where practically possible)

Community issues process

1 Record all required details about the issue in the Community Issues Register.

2 Assign the issue to the appropriate staff for resolution.

3 Investigate the issue and document actions / outcomes on the Community Issues Register.

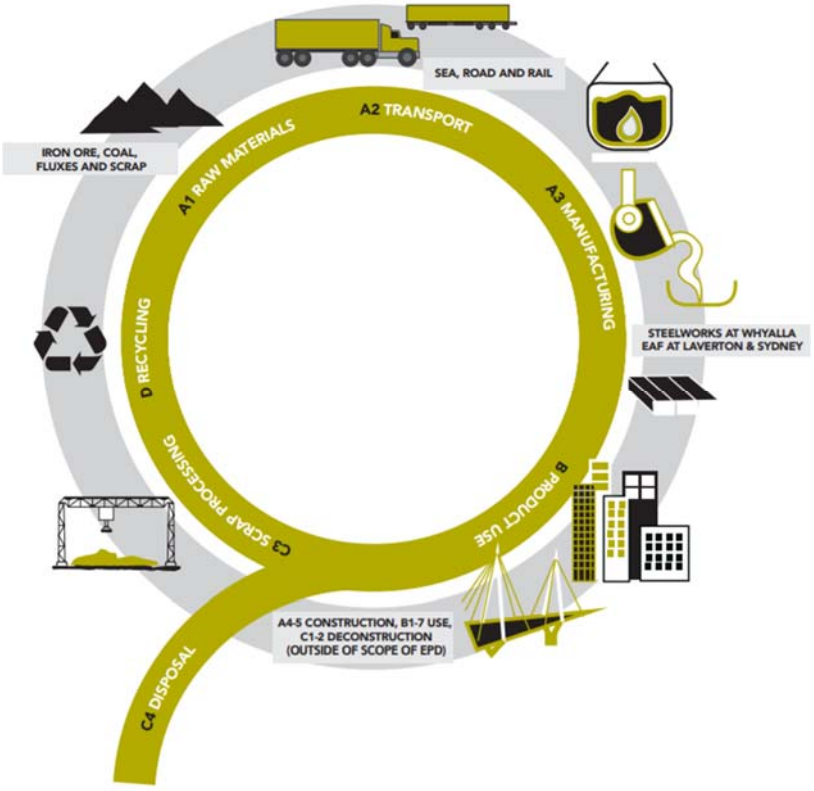
4 Advise the person who originally raised the issue of the resolution and how it has been closed out.

5 Follow-up after a week to ensure that the corrective measures are satisfactory.

13.33 Product Life Cycle

As many products are used to construct our projects for our client's needs and there is an impact on the environment from each product used, Buildcorp consider the life cycle for the products we use such as steel and concrete.

Buildcorp consider the following graphical representation of our products life cycle, see image below:



At Buildcorp we consider the life cycle of the products we use. It is not reasonably practicable for Buildcorp to do a detailed assessment on every product we use so instead we do the following to have a positive influence on the life cycle from our operations, such as:

A1; we request our main suppliers to develop and share their environmental product declaration in accordance with *ISO 14025:2006 Environmental labels and declarations*.

A1; we request our Subcontractors to consider the life cycle of their work and products.

A1; we consider raw materials and where they were sourced. Where possible we will use products with sustainable raw material, for example; timber sourced sustainably and use of recycled steel.

A2; when arranging for material and products to be transported to our sites, we will consider the transportation distance and use the shortened distance where possible to reduce fuel consumption in transport.

B; we consider product usage efficiency such as ordering materials pre-cut to size and pre-cast which reduces offcuts and wastage on site during construction.

B; we consider the pollution (such as CO_2) from excavators which effects on the environment, e.g. where possible a Catalytic reducer should be installed on mobile plant to reduce CO_2 released into the atmosphere.

C3; consideration is made regarding how much of the material can be reused, recycled or reduced, for example; Buildcorp have gone 'paper-light' making more HSE and Quality paper forms available

digitally therefore printing less paper and less transportation in archiving paperwork at the end of each project.

D; we consider the products end of life and how much can be reused, recycled and recovered once the product has been disposed of or demolished.

When possible, we will use the above strategies with our designers, suppliers, manufacturers and Subcontractors to try an influence a positive life cycle with a reduced impact on the environment.

14 Emergency planning, preparedness and investigation

14.1 Introduction

Although the primary aim of the Buildcorp HSE system is to ensure no accidents or incidents occur it is essential that if an accident or incident occurs it is managed effectively. This requires that Buildcorp has a proven system of identifying, planning, managing and reviewing emergency preparedness. This requires that appropriate advice, training and equipment be identified and utilised and that all incidents be properly investigated to ensure that we learn how to prevent similar incidents in the future.

Each project has site-specific Emergency procedures and an Emergency evacuation plan (see Appendix B – Emergency Procedures). These procedures are determined by either the principal contractor or the controller of the workplace in consultation with employees and any specialist required. Buildcorp have all plans and procedures approved by the HSE department prior to implementation onsite and regularly run drills to ensure their effectiveness.

Emergency procedures are specific for each site and are appended to the HSE Site Management Plan.

The Emergency procedures are displayed in all amenity areas on site, including Emergency contact numbers.

14.2 Emergency planning

Identification of Potential Emergency Situations

Buildcorp takes all efforts to ensure that any potential emergency situations that could occur onsite are controlled as effectively as possible. The identification process for emergency situations is undertaken by the project team and the HSE department. The WPRA is used to discuss the following in detail

- What tasks are being undertaken onsite
- What are site conditions are like?
- Are there any environmental concerns onsite?
- What is the external environment of site
- What trades will be used onsite
- Are there factors for the project that may create potential emergency situations, and?
- Analysis of most dangerous occurrence and most likely occurrence.

These details help create the WPRA and the emergency procedures manual for issue to contractors and all persons onsite. Subcontractors must be issued this information so that SWMS can be developed with specific site information and potential emergency situations controlled.

Buildcorp also uses information supplied by subcontractors who may be a specialist in their field to further develop the HSE MS and WRPA. These contractors may have specialised knowledge, better techniques or other more effective methods of reducing, isolating or eliminating potential emergency situations. When Buildcorp reviews the OHS site plans and SWMS of its contractors, it will attempt to identify differencing emergency provisions

Development of Procedures

The Project Team led by the Project Manager and HSE department prepares the site-specific documentation including but not limited to this site management plan with all appendices as below;

The Whole Project Risk Assessment

- Appendix A HSE Site Specific Induction
- Appendix B HSE Emergency Procedures Plan
- Appendix C HSE Roles and Responsibilities

The emergency procedures plan covers medical emergencies, fire, and evacuation and rescue procedures. Once the WPRA is complete it will indicate if further procedures are required, the plan also designates responsibilities to individual roles and specifies emergency drills training.

All plans must be approved by the Project Manager, Construction Manager and HSE Manager before they can be implemented onsite.

All current plans are stored onsite in the HSE Management system folder; they are also stored electronically on the Intrabuild site, under specific company and project as below;

Intrabuild > Company Name > Project Name > Project Management > Health, Safety and Environment > 01 HSE Plan

Review of Emergency Situations for Effectiveness and Suitability

Once the WPRA and Emergency Procedures manual are created it is essential that Buildcorp receive guidance from either the HSE department or a specialist training consultant to look at emergency situations.

The consultant with the appropriate experience, training or expertise will be engaged to review the plan and may visit the project to ensure that emergency procedures are suitable.

Buildcorp ask for a written report detailing the Emergency Procedures Manuals effectiveness and suitability in relation to the evacuation details, accessibility of equipment, number of exits available to workers, paths of travel, alarms, types of equipment, trained personnel number and level of training and experience required.

Buildcorp endeavours to implement improvements suggested by professionals, not only to the specific site in question but also to other sites that may have similar issues onsite.

The HSE management system used on sites, including the WPRA and the Emergency Procedure plan are reviewed regularly at a minimum of 6 monthly, however it should be as the work progresses and site changes and updated and maintained to suit site conditions and works progressing.

Consultancy Services

Specialist consultancy services are obtained via the HSE Department for the provision of advice on specialist matters such as fire and emergency plans, traffic management and confined spaces. All such providers are vetted by the HSE Manager.

For construction projects with known high-risk construction work the HS&E Department will engage a competent person to assess the suitability an, location and accessibility of emergency equipment. The competent person is to have experience and qualifications in the following as a minimum; trained fire fighter, worked in emergency services, Cert IV Training and assessing and Lead Auditor OHS.

The Project Team can obtain advice and assistance from the HSE Department and, where necessary, external consultants are contracted to provide advice, services and equipment in support of the Emergency Procedures.

Training for Emergency Procedures

Buildcorp provides training for any staff that are required to control sites that have emergency procedures planned and in place. This training must effectively equip the employee to handle the situations that the risk assessment shows may happen onsite.

Training requirements are set out by the HSE department and administered by HR, each different position onsite has levels of training required and must be completed and current to complete and maintain.

The HR department will keep a register of trained persons and notify those whose training may require reaccreditation, it is up to the individual to ensure they attend the refresher courses required to maintain their training.

Training in emergency procedures (First Aid, fire, evacuation, working at heights, rescue etc) is obtained via the HSE Department which maintains a panel of Registered Training Organisations (RTOs) that hold the relevant qualifications on their Scope of Training.

As a company minimum all staff members who work on construction sites and may be called on to supervise trades or activities must have:

- Company HSE Induction
- Senior First Aid
- Fire Warden Training
- Spills Training
- Industry WHS Construction Induction Training

New staff members have 6 months to obtain the above certifications.

The delegation of positions such as Chief Fire Warden, First Aiders and other emergency personnel will be decided by the Project Manager in conjunction and agreement with the HSE department and Buildcorp Senior Management, based on not only training but experience, confidence and ability.

The emergency procedures training is conducted internally as part of the company bi-annual HSE employee training conducted by the HSE Group Manager.

Communication of Emergency Procedures to Workers and Employees onsite

The communication of Emergency Procedures on sites is vital and the foundation of this communication is induction and Buildcorp will not allow any person, on any site, without adequate induction training or without being escorted by a suitable person.

Emergency Procedures are communicated at the time of Site-Specific Induction and form the basis of the induction which is broken into two modules of the HSEMS

- Appendix A – Site Specific Induction
- Appendix B – Emergency Procedures Manual

The Emergency procedures are displayed on all notice board areas and in all amenities areas such as lunch and change rooms.

Emergency procedures must be kept as simple with pictures and diagrams to help communicate with workers who may have literacy issues or be from non-English speaking back grounds.

At the completion of the induction questions will be asked of all attendants to gauge their understanding and retention of Emergency procedure details.

Communication of Emergency Procedures to visitors to site

All site visitors to sites must sign onto the site visitor register, when signing in the emergency procedures in brief detail will be on the sign in sheet and on the walls of the meeting room. All visitors must always stay with their escort; the escort must take full responsibility for the visitors and their safety and explain to them the actions they will take in the event of an emergency.

Escorts must be inducted, trained in the process of signing in and supervising visitors and approved by Buildcorp.

Visitors must have suitable PPE and follow all instructions given to them by site staff; visitors are not to undertake any physical work or tasks. If a visitor fails to follow directions given or stay with their escort and under adequate supervision, they will be ejected from site. To regain entry, they will be required to apply to site senior management, who will review their case.

If an escort fails to supervise a visitor, they will be issued a safety breach notification and unable to escort any other visitor until they re-gain approval from site senior management.

Checking and Testing Emergency Procedures

Emergency drills must be conducted at regular intervals on-site on a 6-monthly basis as a guide (head office is done annually). Some sites may require more regular drills due to the size of the workforce or due to change in the building's layout/structure.

The emergency drill is recorded using the Emergency drill checklist which describes how drills are to be conducted. Drills must be timed and include all persons onsite at the time, there is a pre-drill checklist to be completed prior, to ensure that when a drill is conducted the site is safe.

The OHS committee onsite must be involved in the emergency drills and have training in the emergency procedures onsite.

Drills are conducted by the Project Supervisor who has completed training as a Fire Warden and in the use of firefighting equipment and spill kits. This training can be arranged by the HSE Department and is recorded on the training register.

The Site Manager or Project Supervisor conducts a daily walk and site inspection to ensure that all paths of travel are clear, exit signs are in place and that alarm systems are working. This is recorded in the Site Manager/Project Supervisors site diary and checked by the HSE Supervisor on a weekly basis.

Reporting Completion and Effectiveness of Emergency Drills and Checks

At the completion of each emergency drill, the effectiveness must be reviewed by the Buildcorp site team and if possible including the OHS committee onsite. The record of these drills will be kept onsite and available from the Buildcorp site team.

Drills checklist and reviews must be forwarded to the HSE department on completion for review by the HSE Manager; if the drill is deemed ineffective then the HSE department may require it to be competed again and under the supervision of the HSE department.

Any irregularities or incidents that occur during or impact on the effectiveness of the drill will be communicated to all Buildcorp Group companies to ensure that all sites and employees can be educated and implement improvements on all sites.

Fire Equipment

All fire equipment is supplied via a provider who holds current and relevant qualifications. The provider of the equipment advises the Project Team on the types and locations of the fire equipment they recommend.

The Site Manager / Project Supervisor ensures that equipment is placed in accordance with the advice and audits this equipment to ensure that it is operational. Further auditing of this equipment is done as part of the External HSE monthly audits. Unserviceable equipment is replaced by the supplier as soon as possible.

The Site Manager / Project Supervisor, as the Chief Warden, are responsible for ensuring the supply, location and types of fire-fighting equipment and for ensuring training and evacuation drills are conducted.

First Aid

First Aid equipment is supplied via the HSE Department, approved equipment and kits will be provided on the advice of a specialist consultant and then the number, type and locations of kits and equipment advised will be maintained by the HSE department. Restocking of equipment is on demand.

All Buildcorp sites that are to peak over 100 workers onsite are to have at least one Occupational First Aid Officer (OFA) plus several Senior First Aid officers. All HSE personnel are qualified OFA officers and responsible for the maintenance of all First Aid and medical equipment.

When required for large projects, specialised employees may be contracted to support the Project Team. If specialised staff are on site, they are responsible to the Site Manager / Project Supervisor for the management of the First Aid equipment and processes on site. They also support the Project Team as assistant HSE officers and Return-to-work coordinators. However, such contract personnel have no executive authority.

Dangerous Goods and Hazardous Substances

All dangerous goods and hazardous substances are forbidden on Buildcorp sites unless specifically authorised by the Project Team in consultation with the HSE Department and the appropriate specialist advisors. The management of all dangerous goods and hazardous substances is to be strictly in accordance with the requirements laid down in the SDS and any other requirements put in place through the consultation process.

The authorisation of any dangerous goods or hazardous substances on site is finally dependent upon the formulation of an effective plan for the management of a spill or an emergency arising from the materials in question. The plan is to be formulated and tested prior to the materials being brought on site. Where the risk assessment is unaffected by the plan devised, then the materials cannot be brought on site until the risk is reduced.

14.3 Critical Incidents

Buildcorp's Internal Special Response Team

The Buildcorp Incident Special Response Team is activated upon the notification of a serious accident at a Buildcorp site. Activation of the Buildcorp Incident Special Response Team is at the direction of the Construction Manager or the Managing Director acting on the advice of the HSE Group Manager, or in his or her absence, the Construction or Project managers.

The role of the Buildcorp Incident Special Response Team is to provide immediate support to the site management in controlling and investigating major incidents.

A Buildcorp Incident Special Response Team will comprise the General Manager and Construction Manager for the Business unit involved and the HSE Group Manager and HSE Supervisor. Additional personnel, usually including a project manager, who have the professional or trade backgrounds necessary for controlling or investigating each incident will be appointed to the Buildcorp Incident Special Response Team to provide the Team with the necessary skill and knowledge sets required for the incident.

Notification

In case of a serious incident/accident/dangerous occurrence where assistance is required by the Project Team, the Project Manager or a member of the project team delegated by the Project Manager shall start calling the BISERT team from the following table.

All BISERT team members MUST be notified by the Project Manager (and or their delegate), the list below is in order, however should someone fail to answer, the next person on the list shall be rung, then starting at the top again calls are to continue until all persons have been notified (or 3 verbal messages have been left).

It is essential that each member of this team is notified verbally to ensure they understand the situation and can advise and attend the location. If a person is unsure about whether the BISERT team is to be notified, they can contact the HSE Group Manager directly who will make a final decision.

Testing BISRT

The BISRT procedure will be informally tested by the HS&E Manger with other members on the BISERT list.

Buildcorp Incident Special Emergency Response Team (BISERT) Contact List

Buildcorp Contracting NSW Pty Ltd

Call	Position	Name	Contact Number
1	Construction Manger	Brendan Dunkin	0417 732 465
2	General Manager	Gerard McNamara	0417 684 352
3	Group HSE Manager	David O'Toole	0418 817 380
4	Managing Director	Tony Sukkar	0418 251 353

Coordination and control

The BISERT team is always to be under the control of either the Construction Manager or the Group HSE Manager. All communications must be coordinated through these channels to ensure that the correct information is collected, and authorities are cooperated with.

Counselling and Trauma

Buildcorp is committed to its employee's health and wellbeing and the many personal challenges and demands faced in daily life. To assist employees to be productive and happy at work, the company provides independent professional counselling services called the employee assistance program. In the case of a critical incident where counselling or debriefing is deemed necessary, the EAP program coordinators at ACCESS will be requested for their services, further to this, the MBA will be engaged to provide their services.

Rehabilitation of workers

Buildcorp's commitment to Injury Management and Rehabilitation of workers has been developed to co-ordinate aspects of injury management that concern the treatment, rehabilitation and retraining of an injured employee, for achieving a timely, safe and durable return to work for the worker. The program outlines the responsibilities of each party for injury management and can be read in detail in section 16 Employee Assistance of this Manual.

Review of Critical Incidents

A comprehensive investigation is to be conducted when any critical incident happens, this investigation will be subjected to review by Buildcorp Senior Management and all areas of concern must be closed out and implemented group wide.

Buildcorp is committed to a safe and health work environment however if significant damage to a person, an object or the environment or the potential of that damage exists and is investigated it must be shared across all business units and if possible with the industry to commit to making the industry safer.

The HSE Group Manager is responsible for ensuring that these investigations happen, are reviewed by senior management and all areas of concern are closed and that the information is disseminated.

15 First Aid, accidents and incidents

15.1 Introduction

Although the primary purpose of the Buildcorp HSE system is to ensure that no accidents or incidents occur, it is essential that if an accident or incident does occur it is managed and resolved effectively. Buildcorp has a proven system of planning, managing and reviewing emergency preparedness.

Buildcorp has access to appropriate advice, training and ensures equipment is utilised if an accident or incident occurs. All incidents are investigated so that we learn how to prevent similar incidents in future.

An Injury reporting flowchart is displayed in all amenity areas on site, as well as an Injury investigation report process.

15.2 First Aid

First Aid facilities are provided and stocked in accordance with the Regulation and managed by the Site Manager / Project Supervisor.

First Aid records of employees and subcontractors are kept by the HSE Department to identify site-specific problems.

There are trained First Aid personnel on site where 25 workers or more are employed. For projects with high risk work we will have one first aider for every 25 workers.

There will be a Risk Assessment conducted to determine the First Aid kit requirements. The first aid risk assessment will be conducted by a first aid trained (HLTFA311A – Apply First Aid) Project Team member(s). For projects with workers expected to peak near or above 100 workers then the person conducting the first aid risk assessment must be an Occupational First Aid trained (HLTAID008 – Manage First Aid Services and Resources) Project Team member. First aid will be reassessed if site conditions change unexpectedly such as new hazards from design change or site sheds are moved due to change of programme.

If a First Aid injury occurs, the worker is treated, and it is recorded in the First Aid Register of Injury and treatment register. An Accident / incident investigation report is conducted by the First Aider for medical treatment injuries and/or lost time injuries, for each person injured. The aim is to identify causes and to plan.

All injuries are summarised in the weekly HS&E Report via Intrabuild which populates Buildcorp's Injury Registers which will be reviewed by staff to identify our company injury trends.

15.3 First Aid kit contents

Item	Number	Item	Number
Gloves - Plastic Disposable	10	Dressing Non-adherent 10 x 20cm	2
Alcohol swabs	10	Dressing Non-adherent 10 x 7.5cm	2
Antiseptic Towelette	10	Gauze Dressings	4
Safety Pins	12	Splinter Probes	5
Wound Dressings 15	8	Scissors	1
Wound Dressings 13	2	Forceps 125mm	1
Band-Aids	100	Sodium Chloride 30ml amp	10
Tape 25mm	1	Sodium Chloride 30mls sachet	3
Plastic Bags (Mixed)	2	Emergency Blanket	1
Crepe Bandage 5mm	3	First Aid Pamphlet	1
Crepe Bandage 7.5mm	3	Triangular Bandages	8
Crepe Bandage 10mm	3	Eye Swabs	5
Cotton Bandage 5mm	2	Dressing Combine 9 x 10cm	4
Cotton Bandage 7.5mm	2	Dressing Combine 20 x 20cm	4
Cotton Bandage 10mm	2	Dressing Non-adherent 5 x 5cm	2

15.4 Categories of emergency

There are various categories of emergencies and they are defined as follows:

Dangerous occurrence (or Non-disturbance occurrence) (R3)

An incident or accident where no injury or damage is done but there was potential to cause injury or damage. All such incidents are investigated by the Site Manager / Project Supervisor or Foreman using the Accident Incident Investigation Report.

Buildcorp's policy is if a Dangerous occurrence presents an immediate threat to life, the area, encompassing a minimum 4m zone around it, is to be declared a non-disturbance area. In NSW certain dangerous occurrences that are life threatening are defined as a Non-disturbance occurrence. If a Non-disturbance occurrence has occurred disturbance of the immediate scene within 4 metres is prohibited (except if trying to help a trapped worker or administering First Aid). The use, movement or interference with any plant that has been involved in the occurrence is also prohibited. Heavy penalties apply to individuals and Buildcorp should a breach of this legislation be proven.

Minor incident (R2)

An injury or accident which does not require hospital treatment, where damage occurs to equipment below $2,500.00, and/or there is an on-site release immediately contained, with minor level clean-up and with minor short-term environmental impacts

In such cases if there is an injury the incident is to be added to the Register of injury by the First Aid Officer and the Site Manager / Project Supervisor or Foreman is to complete an Accident Incident Investigation Report and include details in the HSE weekly / fortnightly report.

Significant incident (R1)

Any incident which results in a person being hospitalised or which could have resulted in a serious injury or death. This category also includes serious accidents resulting in significant damage to equipment and facilities and if there is an on-site release which is contained with minor remediation required without outside assistance resulting in short-term significant environmental impacts.

All such incidents, where an injury has occurred, must be entered in the Register of Injury by the First Aid Officer and an Accident Incident Investigation Report prepared by the Site Manager / Project Supervisor or Foreman. The HSE Manager is to be informed as soon as practicable and may direct that further investigation be undertaken by the HSE Department, external agencies or Senior Management. All such incidents are included in monthly reporting.

It is Buildcorp company policy that if a significant incident involving serious injury causes loss of life, amputation of a limb, the placing of a person on a life support system or loss of consciousness, it is to be treated as a Non-disturbance incident. In NSW an incident which has caused loss of life, amputation of a limb, the placing of a person on a life support system, loss of consciousness or certain other life-threatening circumstances is defined as a Non-disturbance occurrence. If a Non-disturbance occurrence has occurred, you are not permitted (except if you are trying to help a trapped worker or administer First Aid) to disturb anything within 4 metres of the scene of the occurrence. You are also not permitted to use, move or interfere with any plant that has been involved in the occurrence. Heavy penalties apply to you personally and Buildcorp as a company if you are found to have breached this regulation.

A copy of all Register of Injury Reports and Accident Incident Investigation Reports are forwarded to the HSE Manager. A copy of each report is included in the Project file and a copy filed with the HSE Manager. Incident records are retained for a minimum period of seven years in accordance with the Statute of Limitations.

The HSE Manager reviews all the above, reporting on a regular basis and ensure that appropriate trends are identified, causes determined and control measures initiated to eliminate or minimise recurrence.

15.5 What to do if an accident happens

If an accident happens:

1 Apply First Aid.

2 Help injured workers to get medical assistance: call their local doctor or ambulance.

3 Phone your worker's compensation insurer quickly: within 48 hours.

4 Enter the details in the Register of Injury.

5 Supply the insurer with the wage details of the injured worker as soon as possible (within 28 days).

6 Cooperate with the injured worker's nominated treating doctor and your workers compensation insurer in getting your employee back to work ASAP.

7 Provide suitable work that either you, or an occupational rehabilitation provider, have negotiated with the nominated treating doctor and the injured worker. Agreed suitable duties are documented and signed by you (the employer or manager) and the injured worker on a return-to-work (RTW) plan.

8 Review and upgrade the suitable duties and the RTW plan, in accordance with the Nominated Treating Doctor's advice, as the worker progresses.

9 Investigate the accident and make any changes required to work practices, equipment or products to make the workplace safer.

15.6 Reporting health and safety

Regulatory Authority

Buildcorp Senior Management will notify the state's work health & safety regulator (e.g. SafeWork NSW or WorkSafe QLD) using the prescribed form as soon as practicable but not later than 48 hours after any of the following has occurred.

Workers Compensation Insurer

Notify Buildcorp's workers compensation insurer within 48 hours (24 hours if a death has occurred) if any Buildcorp employee has been injured and may be claiming workers compensation.

Notifiable Incidents (reportable to the Authority)

- The death of a person.
- A serious injury or illness of a person
- A dangerous incident.

Serious injury or illness (reportable to the Authority)

The serious injury or illness of a person means an injury or illness requiring the person to have:

- Immediate treatment as an in-patient in a hospital
- Immediate treatment for the amputation of a body part
- Immediate treatment for a serious head injury
- Immediate treatment for a serious eye injury
- Immediate treatment for a serious burn
- Immediate treatment for the separation of skin from an underlying tissue
- Immediate treatment for a spinal injury
- Immediate treatment for the loss of a bodily function
- Immediate treatment for serious lacerations
- Medical treatment within 48 hours of exposure to a substance.

Dangerous Incident

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety coming from a direct exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas, steam or pressurised substance
- Electric shock
- Falls from height of any plant, substance or the like
- Incident involving or damage to any plant

- The collapse of a structure
- An inrush of water, mud or gas
- The interruption of underground ventilation.

Duty to notify of notifiable incidents

Buildcorp will ensure to notify the regulator immediately after becoming aware that a notifiable incident occurred on a Buildcorp workplace.

Maximum penalty:

- In the case of an individual - $10,000 or
- In the case of a body corporation - $50,000.

Buildcorp Site Management reports a notifiable incident to Buildcorp Senior Management via BISERT (*see Section 14.3 of this HSE Site Plan*). Buildcorp Senior Management will notify a notifiable incident to SafeWork by telephone or in writing, whichever is fastest. If notified by telephone a written notification will also be given to SafeWork within 48 hours if requested.

Buildcorp will keep records of each notifiable incident for at least 5 years from the day that notice of the incident was given to the regulator.

Duty to preserve incident sites

The Buildcorp Site Management will preserve the incident site until an inspector attends the site or directs otherwise. Buildcorp Site Management will only disturb the preserved incident site to remove a deceased person, assist an injured person, make the site safe or assist with a police investigation.

Maximum Penalty for wrongly disturbing the site of an incident:

- In the case of an individual - $10,000 or
- In the case of a body corporation - $50,000.

15.7 Reporting environment

If a significant environmental incident occurs on a Buildcorp site resulting in offsite pollution into the environment, we have a legal duty to notify the relevant Authorities.

In most cases this is the local council. However, if the EPA licenses the activity, or if a State or public authority carries on the activity, the EPA is the appropriate regulatory authority.

If in doubt as to who to notify, Buildcorp will ring EPA's Pollution Line on 131 555.

For minor offsite releases, Buildcorp will first ring a specialist Environmental Consultant to provide advice on the appropriate regulatory authority to contact.

A failure to report a pollution incident posing material harm to the environment can result in the maximum penalty is $1,000,000 for corporations or $250,000 for individuals.

Example: A chemical is spilled while it is being unloaded on the site. Someone inappropriately uses a hose to wash the spillage into the stormwater system. Buildcorp consults our Environmental Consultant who advises to call the local council. The local council can arrange for most of the nutrient-rich liquid to be trapped in the stormwater system and absorbed before it reaches natural watercourses. The Buildcorp reimburses council for its clean-up expenses. The council does not prosecute Buildcorp for causing water pollution, or only issues a penalty notice, because of the cooperation shown, including through early notification of the incident.

15.8 Investigations

Buildcorp investigates all accidents, incidents and near misses. All accidents and incidents are formally investigated, and an investigation report completed and submitted to the HSE Department.

Qualification for investigating officers

Buildcorp persons who conduct accident investigations are to have completed the following training:

- Cert IV OHS, Cert IV Frontline Management with OHS or Diploma in OHS which have a unit of competency for accident investigation, or;
- If the above is not obtained the person is to have completed a specific unit of competency to conduct incident investigations such as 'Accident Investigation Training Course BSBWHS505' or equivalent.

To ensure that all investigations are conducted in a professional and standardised manner, all investigations are conducted by the Buildcorp Site Manager/Project Supervisor along with the Buildcorp Project Manager and assistance from the Buildcorp HSE Department such as an HSE Coordinator with final review by the HSE Manager or, where required, by specialist external personnel.

The Project Team are responsible for conducting their site's HSE investigations, but they are monitored and assisted by Buildcorp's HSE Coordinators who are experienced in completing sound investigations. Informal on-site training is provided with staff to show how to best complete investigations.

In addition, Buildcorp have provided a training video on 'accident incident reporting' which all staff can access from their Buildcorp laptop.

If someone wants more formal training on investigations this will be arranged by the HR Department when the person has requested the training.

Lost time injuries

All medical treated injuries are investigated and documented using the Incident Investigation Report (F0747).

Medical treatment

All medical treated injuries are investigated and documented using the Incident Investigation Report (F0747).

Near miss

A minor incident or accident where no injury or damage is done but where there was potential to cause injury or damage is investigated by the Site Manager / Project Supervisor using the Incident Investigation Report.

Serious Injury or Dangerous Occurrences

All serious or dangerous occurrences are reported to the Buildcorp HSE Department by the project team. The Buildcorp HSE Manager will then notify the regulator of a notifiable incident within 48 hours of the incident. The HSE Manager may delegate the duty to notify the regulator if the HSE Coordinator is experienced in this area and has more knowledge of the incident, for example; HSE Coordinator is on site with the incident facts and the HSE Manager is off site at the time of the incident.

All Serious incident or Dangerous occurrence events are investigated by the Site Manager / Project Supervisor who may be supported by the HSE Department.

First aid treatment

First aid treatment only does not have to be investigated with F0747, but a register of injury must be complete in form F0330 (see carbon copy book).

15.9 Investigation procedure

All Workers, Supervisors and managers

Step 1	Initiate the appropriate Emergency procedure
Step 2	Secure the site of the accident or incident and remove all non-essential persons

Project Manager or Senior Site Supervisor

Step 3	Confirm appropriate action taken to manage accident and secure the scene
Step 4	Appoint appropriate person as investigator
Step 5	Alert senior management to the incident
Step 6	Ensure the accident site is not disturbed by any person

Investigating Officer

Step 7	Identify and isolate eye-witnesses

Step 8	Obtain statements from witnesses
Step 9	Identify, collect and collate relevant documentary evidence (photographs, diagrams, SWMS, Certificates and log books)
Step 10	Comply with the directions of NSW SafeWork or Police
Step 11	Produce initial Accident Incident Investigation Report
Step 12	Identify if further assistance is required from HSE Department for specialist investigators
Step 13	Finalise and submit Accident Incident Investigation Report to Project Manager

Project Manager

Step 14	Assess and sign off Accident Incident Investigation Report and implement recommendations as required
Step 15	Present the Accident Incident Investigation Report details and the relevant Corrective action actions to senior management.

Senior Management

Step 16	Conduct review of the Accident investigation process
Step 17	Conduct a formal assessment of the Accident / Incident and ensure the relevant information and recommendations are communicated and implemented throughout Buildcorp

15.10 HSE Reporting Process

Our project teams report all project HSE issues which get reported to senior management. The Project Manager is responsible for the accurate completion of the HSE Report on Intrabuild by COB every Friday. The statistics collected from the HSE Report will be used to populate company registers and used to identify HSE trends to help control and help mitigate any the development of any serious HSE issues. The HSE Reports are used to analysis our project's HSE Performance.

- The Group HSE Manager consults and trains all Project Managers in the use of the Intrabuild HSE Report.
- The HSE Report is to be complete on Intrabuild every week. Typically, by COB every Friday for all projects depending on Construction Calendar.
- Once the report is complete the Project Manager receives the report summary via email to manage their projects HSE performance at the project level.
- The Group HSE Manager emails all Project Mangers every Friday morning as a reminder to complete the HSE Report.
- Once the HSE Report is complete on Intrabuild it will automatically populate the Group HSE database with the project's weekly HSE data.
- Group HSE Manger uses the database to develop company register to record all HSE statistics.
- Group HSE Manager is to use the HSE statistics when reporting to senior management, such as KPIs.
- Senior Management to communicate HSE performance to project staff via internal meetings.
- All statistics are recorded and filed on Intrabuild for staff to easily access and review to identify trends,
- HSE Department conduct regular reviews on trend analysis and then publish reports on the findings on Intrabuild's 'Safety Updates' for all staff to view.
- The Project Teams and management review and discuss trend analysis in meetings and display on site notice boards to help raise further awareness across our construction sites.
- At the end of each work week (typically on a Friday), the Group HSE Manager will send an email to staff and give a summary update on any reported LTI which occurred during the week and this will include corrective actions and lessons learnt from the LTI.
- In addition to the weekly email update on LTIs, some LTI investigation findings will be explained in more detail with a companywide Safety Alert and published on Intrabuild's 'Safety Update'.
- The Group HSE Manager will notify the Managing Director (either by phone call or email or SMS) as soon as possible when it's known an injured person required an ambulance and/or was admitted to hospital as an inpatient.

16 Employee assistance

16.1 General

We all have a social and economic interest in ensuring that workers are always happy and safe while they are employed by Buildcorp. Buildcorp uses several principles that support a proactive approach to employee's welfare and they are explained in detail in this section. A happy and fulfilled employee is more productive and motivated than another who is dissatisfied. This is going to be more cost effective to our business.

Buildcorp has implemented the following types of programs and procedures:

- an employee assistance program
- a health surveillance program
- responsible drinking polices
- fatigue management programs
- dispute resolution procedures
- accident / incident procedures
- return to work and workers compensation programs.

16.2 Employee Assistance Program Policy

Buildcorp demonstrates its commitment to its employee's health and wellbeing and the many personal challenges and demands faced in daily life. To assist employees to be productive and happy at work, the company provides independent professional counselling services called the employee assistance program (EAP).

More information regarding the Employee Assistance Program is available in the HSEMS or from the Buildcorp HR Department.

16.3 Health Surveillance Program

Purpose

The purpose of the health surveillance program is to provide a coordinated range of measures for staff identified in "at risk" occupations or areas of work which have certain significant hazards. The program aims to:

- Contribute to the detection of hazards and assessment of risk
- Prevent and detect at an early stage any adverse health effects on staff and students
- Assist in the evaluation of risk control measures
- Apply other purposes e.g. immune status assessment.

Responsibilities

The Project Team is responsible for identifying any health surveillance requirements for staff through the Whole Project Risk Assessment (WPRA) process.

Buildcorp uses Geo-tech reports and other site environmental reports to ascertain whether hazardous materials are contained within the work environment prior to works commencing.

The Whole Project Risk Assessment is used to identify and record if hazardous materials are present and how they will be controlled incorporating health surveillance and if hazardous materials are going to be used by contractors, the WPRA will attempt to eliminate or substitute out hazardous materials where possible.

Staff members are encouraged to discuss any concerns about their duties and potential for exposure to hazards with their supervisor. Questions and concerns about their personal health can also be raised with the health assessor and/or their own treating medical practitioner.

Health professionals are appointed by Buildcorp to deliver health surveillance programmes. Analysis of the information gained is used to improve the health and wellbeing of staff and all workers in Buildcorp workplaces. Supervisors and Construction Workers need pre-employment medical assessments.

Hazards Requiring Health Surveillance Procedure

The senior Project Supervisor is responsible for ensuring that monitoring of identified hazards is carried out in accordance with the instructions or procedures specified by the HSE Department or the advising health professional.

Hazards that require staff to be monitored include:

- Noise (at least once every 2 years for construction workers who must wear hearing protection to complete their work)
- Vibration
- Dust
- Hazardous materials including volatile substances such as MOCA Asbestos, Crystalline silica, Vinyl Chloride, organophosphate, pesticides, lead, isocyanates etc
- Extreme environmental conditions such as high humidity and high temperature
- Any high-risk materials such as asbestos.

Response to health surveillance and medical monitoring

The health assessor produces a report that is sent to the HSE Department and from there it is disseminated to all Buildcorp and subcontractors affected. Project Managers certify to the Construction Manager and the HSE Department that health surveillance reporting is discussed at all levels and is included in Toolbox talks.

Records Management

The health assessor retains a full record of personal health information on behalf of Buildcorp. These records are managed according to the provisions under the Acts: Freedom of Information Act 1982, Privacy Act 1988. Employees may request access to their health records through the assessor.

Non-identifiable summary data may be provided to Buildcorp, HSE committees and workers to improve HSE awareness of the risks.

Costs associated with the program

All costs associated with health surveillance will be met by Buildcorp. Such costs are applied against the project cost centre.

Booking and invoicing process

Health surveillance appointments are to be made by the Project First Aid officer or via the HSE Department by emailing david_otoole@buildcorp.com.au.

Requests must specify the following before the booking can be confirmed:

- Name of staff member
- Employee ID
- Charge code for staff member's budget area
- Nature of assessment required
- Preferred date of attendance (noting any limitations on attendance such as RDO, leave or non-standard work hours).

The staff member is responsible for attending the appointment or for alerting the HSE Department of any need to change their booking. Any fees for cancellation of an appointment are the responsibility of the staff member.

16.4 Fatigue Management Policy

Purpose

Fatigue affects a person's health, reduces performance and productivity within the workplace and increases the chance of a workplace accident occurring.

This policy provides a strategy to manage fatigue in Buildcorp's workplaces by using a risk management approach. This policy is intended to raise awareness of fatigue among managers, employees and subcontractors and their employees. Buildcorp recognises extended working hours as contributing factors to workplace fatigue.

Fatigue

Fatigue is mental or physical degradation that hinders normal functioning within a workplace. Fatigue is mainly caused by a lack of good sleep and opportunity to recover from heavy mental or physical activity. Human beings are daytime creatures and most of the body's functions show maximum activity during the day and minimum activity during the night.

Sleep debt

The optimum amount of sleep required by an individual averages seven to eight hours per 24 hours. People who continually get less sleep than this will accumulate a sleep debt. Sleep debt is the difference between the time spent asleep and the time needed by that person to get good sleep. Thus, if an individual requires 8 hours sleep a night and they only get 6 then they incur a debt of 2 hours. If they repeat this behaviour over 3 days, they accumulate a sleep debt of 6 hours.

Causes of sleep loss

Several factors in the workplace and in a person's private life can cause sleep loss. In the workplace extended working hours with early starts and late finishes, common in construction, can lead to sleep loss. Added to this is the likelihood that individuals will stay out late on their days off and return to work the following week without adequate sleep.

Fatigue and work performance

Fatigue seriously degrades every aspect of human performance and leads to poor performance, low productivity and, importantly, the increase the risk of accidents and injuries occurring. Fatigue affects the ability to think clearly, which is vital when making decisions.

There is evidence to suggest that fatigued people are more likely to engage in risky behaviour placing themselves and others at risk when operating machinery (including driving vehicles), when performing critical tasks that require a high level of concentration and where the consequence of error is serious.

Risk assessment parameters to consider when managing fatigue

The risk management approach is required when normal work hours must be extended. The following is to be considered when assessing the risk of working longer hours than normal;

- A person must have at least 10 hours rest between shifts. 14 hours of work (including travel to and from work) will give the 10-hour break.

If a person must work longer than 14 hours then a specific risk assessment must be done to determine what controls will be implemented, such as;

- Firstly, try to arrange for new workers (who have received adequate rest) to replace the existing workers for the extended hours of the shift. If arranging new workers is not reasonably practicable then consider the following;
- Is a break is required every 30 minutes and who will supply additional food for the breaks?
- No high-risk work allowed, such as operating, working on live services, working at heights etc.
- Is a new Supervisor required? Because a fatigued worker may not know they are fatigued and therefore the new Supervisor (who has received adequate rest) will be alert and aware of the workers current amount of time worked. The new Supervisor can ask the workers questions during the extended work hours to determine if they are too fatigued to work. The new Supervisor may ask simple questions to see if the worker can respond correctly and quickly. If the new Supervisor suspects the worker is fatigued, then the worker must end their shift and get them home safely.

- How will the worker get home safe after a long shift? This will need to be determined before the worker commences the extended shift hours. Can the person drive home safely after working long hours? If not, then other solutions are; organise a taxi, a work rested mate drives the fatigued worker home, stay in nearby accommodation such as a hotel etc.
- If the above points cannot be managed safely, as a minimum for fatigue management, then the extended hours must not be done.

16.5 Buildcorp Alcohol Policy

Buildcorp construction sites are 'DRY SITES'. NO alcohol is to be brought to site, stored onsite or consumed onsite. Any person found to be or suspected to be under the influence of any substance such as alcohol or prohibited drugs will be asked to leave and be referred to counselling.

16.6 Drug and alcohol program policy

Group Drug and Alcohol Policy

It is Buildcorps commitment that:

- Illicit drugs will not be tolerated on any Buildcorp site.
- Working while under the influence of drugs or alcohol will not be tolerated in any Buildcorp site.
- Individuals feeling affected by prescription drugs will stop work immediately and inform their supervisor or manager.
- Alcohol will not be consumed during work hours at any Buildcorp site.
- Workers whose performance is affected by alcohol or drugs will be dealt with according to Buildcorps internal Performance Management and Staff Counselling policies.
- Educate everyone working on a Buildcorp site about the relevant Drug and Alcohol policies
- Ensure adherence to the Drug and Alcohol policies as a first priority for all
- Make site workers responsible for reporting and responding immediately to concerns about safety hazards - including unsafe acts by others and any suspicions of drug and alcohol use.

Sites, includes buildings and grounds under the direct control of Buildcorp and also extends to worksites under Buildcorps control as well as Buildcorp owned vehicles, whether or not they are on Buildcorps property.

Accountability

Buildcorp managers are responsible for implementing, promoting and maintaining a health and safety system for employees, clients and subcontractors. Managers are to ensure their teams are aware of and fulfil their health and safety responsibilities according to this policy.

Managers must provide sufficient supervision and training to ensure safe and healthy procedures are followed and Buildcorp systematically identifies and controls unsafe methods and hazards.

This policy, and our safety management systems, will be reviewed at least annually and updated as required to take changes or improvements into account.



Tony Sukkar
Group Managing Director
November 2018

16.7 Onsite Dispute/Grievance Resolution Procedure

The Site OHS Committee or an individual of the Site OHS Committee may be called upon to act as a third party or be the employee representative for a workplace OHS grievance or dispute on site.

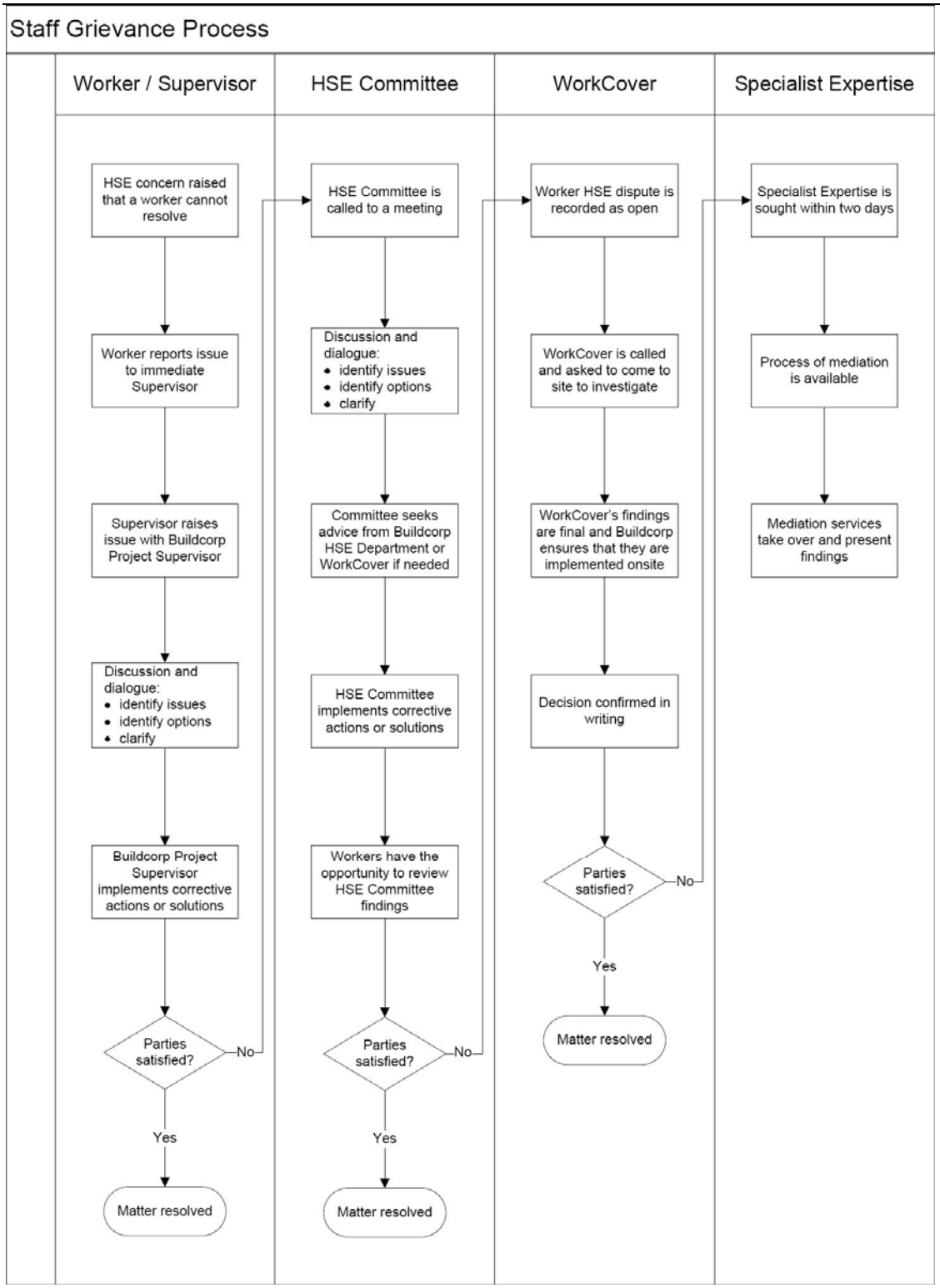
The OHS Committee will be called to a meeting when an OHS concern raised by any worker onsite cannot be closed to the satisfaction of the worker or workers onsite. The OHS Committee will review the OHS concern and may call upon Buildcorp's OHS Department for guidance or call upon SafeWork NSW to gain guidance and information to help settle the dispute.

Buildcorp Project Management will take the findings of the OHS committee and ensure resources are available to close out the OHS concern. Workers will be consulted by the committee and management to ensure that all parties are satisfied.

If the committee is unable to satisfactorily resolve an occupational health or safety matter at the workplace that it is entitled to investigate, it may request an inspector from the New South Wales SafeWork Authority to inspect the workplace to resolve the matter.

Actual or potential health and safety hazards raised with or identified by committee members should be reported to the relevant line manager(s) in the first instance

The flow chart 'staff grievance process' outlines how a grievance is raised and resolved.



16.8 Buildcorp Internal Dispute/Grievance Resolution Policy

For the purposes of this policy and procedure, a dispute is defined as a disagreement as to rights, especially one that is the subject of proceedings for resolution (as arbitration). A "grievance" is defined as when a staff member feels aggrieved about a matter associated with his or her employment conditions, or when he or she disagrees with a decision, action or behaviour in the workplace by a fellow worker, supervisor or manager that may affect the working relationship or work environment.

An Employee or Employees with a concern or dispute that cannot be resolved immediately will first meet and confer with their immediate supervisor. An Employee or Employees may appoint another person or Union

representative to support or represent them at any stage of discussions and/or the grievance procedure to resolve the concern or dispute.

If the matter is not resolved at such a meeting the parties will arrange further discussions involving more senior management as appropriate.

If the matter remains unresolved, the Company will refer it to a more senior level of management or representative and appoint a grievance handler who will investigate and make recommendations for resolution as per the Staff Grievance Resolution process.

In the event there is no resolution the matter is referred to a more senior level, or if it is agreed that such a reference would not resolve the matter, the parties, or their representatives, must jointly or individually refer the matter to the Australian Industrial Relations Commission (AIRC) for assistance in resolving the matter by mediation and/or conciliation and where the matter in dispute remains unresolved, arbitration. If arbitration is necessary the AIRC may exercise such procedural powers in relation to hearings, witnesses, evidence and submissions which are necessary to make the arbitration effective.

The decision of the AIRC will bind the parties, subject to either party exercising a right of appeal against the decision to a Full Bench. Any decision by the AIRC must not be inconsistent with the National Code of Practice for the Construction Industry and the Australian Government Implementation Guidelines for the National Code of Practice for the Construction Industry Reissued June 2006.

To facilitate the resolution of concerns or disputes:

- The party with the concern or dispute must notify the other party at the earliest opportunity of the problem.
- Throughout all stages of the procedure all relevant facts must be clearly identified and recorded.
- Sensible time limits must be allowed for completion of the various stages of discussion. However, the parties must cooperate to ensure that the disputes resolution procedures are carried out as quickly as possible.
- It is agreed between the parties that in the settlement of a dispute where it is identified that the Company is in minor / technical default with Award, Agreement or statutory obligations (e.g. under payment or non-payment of entitlements) there will be no stoppage of work whilst the breach is under investigation.
- Nothing in this Clause must affect any individual Employee's legal rights and/or remedies.

16.9 General worker's compensation

We all have a social and economic interest in ensuring that workers return to work safely and as soon as possible after a workplace injury or illness. Early return-to-work is a central feature of the workers compensation system in NSW.

There are several principles underlying safe and early return-to-work of injured workers. A successful return-to-work program can be handled quickly and be more cost effective to your business.

16.10 What are your other responsibilities to your employees?

- Current workers compensation insurance policy covering all workers
- Summary of the requirements of the Workers Compensation Act and information about the workers compensation insurance company, displayed where it can easily be read.
- Provide suitable employment when a worker is injured unless it is not reasonably practicable to do so.

If worker's compensation tariff premium is more than $50,000

Display or notify your RTW program at the workplace.

Appoint an RTW Coordinator who has undertaken the SafeWork approved two-day training course.

These programs and assistance by coordinators are designed to:

- Ensure employee get their workers compensation entitlements quickly and correctly after they have an accident.
- Help and encourage an early return to work after an accident.
- Ensure you notify your insurer of a significant injury within 48 hours

- NSW legislation requires Buildcorp to adhere to the provisions of Workers Compensation and Rehabilitation.

Summary of Worker's Compensation

- Workers Compensation Insurance covers all employees.
- A thorough investigation will occur on any report of injury requiring more than two days absence from the workplace.
- A rehabilitation program will be formulated where a worker suffers a long-term absence with the prime adjective of allowing the injured person a road back to productive 100% work as quickly as possible.
- An accredited rehabilitation coordinator in accordance with the Workplace Injury Management & Workers Compensation Act 1998 will manage this program.
- Employees must report every accident to the Project Supervisor that they believe may, or may not have, contributed to a major injury.
- Employees must report any injury to the Project Supervisor immediately.
- Failure to report an injury immediately could be detrimental to both parties as a thorough investigation to ensure the validity of a claim/s could not only be costly but could also nullify a legitimate insurance claim.

Insurer Details

Buildcorp Workers Compensation	
Company	Buildcorp
Person responsible for processing claims	Name: Danielle Marsh Phone: 02 9565 0000 Fax No: 02 9565 0020
Name of insurer	CGU Workers Compensation Insurance Address: GPO Box 9960 Sydney NSW 2001 Phone No: 02 9088 9000 Policy No: WGB 900 300 190

16.11 Group Rehabilitation Policy

This policy should be read in conjunction with the Group Health and Safety Policy and the Injury Management Plan that focuses on worker's Return to Work.

Commitments

Buildcorp is committed to preventing work-related injury or illnesses.

Buildcorp in consultation with employees, representatives including trade unions, makes a commitment to provide a safe and early return to work in the best interests of the injured employee.

Objectives

The objective of rehabilitation is to return the injured or ill person to the fullest physical, psychological, social, vocational and economic usefulness of which he/she is capable.

To initiate, as soon as possible, the rehabilitation process following a work-related injury or illness, ensuring that participation does not of itself prejudice an injured or ill employee.

To assist injured or ill employees to return to meaningful, productive work as soon as possible, through an individually planned rehabilitation program that may involve internal and external services.

To maintain a support network to ensure that rehabilitation of injured or ill employees is initiated, monitored and progressed to a satisfactory conclusion.



Rehabilitation	
Name of Rehabilitation Coordinator:	David O'Toole
Name of Rehabilitation Provider:	As per the discretion of Buildcorp's Rehabilitation Coordinator, after consultation with injured employee. Preferred rehabilitation provider is currently Recover.

17 Appendix A – SSD 9692 Condition C12 Requirements

i. Hours of Work:

As per Part D of SSD 9692 – Condition D4, the hours of works are:

a) Between 7am – 6pm, Mondays to Fridays inclusive; and
b) Between 8am and 1pm, Saturdays
c) No work may be carried out on Sundays or public holidays

ii. 24-hour contact details of the Site Manager

a) Andrew Antoniou 0497 862 000

iii. Management of dust and odour to protect the amenity of the neighbourhood.

a) Dust control and air quality is maintained during construction, by/ in accordance with:
    i. Stockpiles are kept damp, (unless water restrictions apply).
    ii. Unsealed areas are kept damp when vehicle movements over these areas are required (unless water restrictions apply).
    iii. Roadways are kept clean.
    iv. Materials transported in open trucks are covered to prevent the generation of dust.
    v. Equipment powered by internal combustion engines are maintained properly and serviced regularly to prevent the discharge of excessive pollutants, including smoke and/or toxic fumes or odours.
    vi. Exhausts and ductwork from equipment are located away from air intakes, windows, enclosed areas and public areas.
    vii. Perimeter fencing is covered with a shade cloth, where required, to prevent dust blowing outside the construction site.
    viii. Materials are only cut in designated areas, set away from boundaries and public areas, with adequate dust (and noise) suppression. Where cutting needs to occur in-situ, localised dust suppression measures must be used.
    ix. Checking weather reports daily to enable action to be taken when high winds are predicted.
    x. Prohibiting the burning of timber and other combustible materials.

iv. Stormwater control and discharge

a) Controlling erosion and managing stormwater during construction works is achieved by/ carried out in accordance with:
    i. Assessing all drains, gutters and areas upon which water may collect and implementing control measures using a Sediment Control Plan.
    ii. Identifying where the natural falls of the site are and ensuring that sediment filters such as straw bales filters, gravel surface barriers, sandbags, pit baskets or geo-textile mesh screens are installed at runoff points, remain effective and are maintained during construction (to Council requirements).
    iii. Sediment controls and practices are maintained during the project. Sediment controls are adhered to as per council and water catchment requirements.
    iv. Cleaning rumble grids as required. Filtering water run-off from cleaning the grid must be filtered before exiting the site.
    v. Retaining natural vegetation to absorb water flows and to minimise dust. Ensure that revegetation occurs as soon as possible after the completion of works.

vi. Ensuring that waste materials such as paint, concrete slurries and chemicals are not discharged into a stormwater drain. Facilities are provided to enable paint brushes, rollers and spray equipment are cleaned without discharge of by-product into the stormwater system.
vii. Wastewater is collected and treated from concrete or tile cutting, by connecting to a wash-down system

b) Impacts of stockpiles are minimised by:

i. Locating stockpiles and other material storage away from drainage lines, street drains gutters and at least 10m from waterways.
ii. Where possible, locating stockpiles on the highest part of the site, clear of main activity areas.
iii. Minimising the number and size of stockpiles.
iv. Constructing stockpiles with a height to width ratio less than 2:1.
v. Surrounding stockpiles that are not stabilised with silt fences or drainage systems that collect and treat contaminated water.
vi. Where possible, covering any stored material to protect it from rainfall.

v. Measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site.
a) Delivery Trucks and vehicles entering the site are required to ensure that no dirt or mud is tracked onto the roadway on leaving the site.
b) Hard standing areas are provided, and wheels must be cleaned prior to leaving the site to prevent this.
c) Ensuring that designated truck/vehicle wash-down areas are located near the site entrance, to capture and treat water before discharge into the stormwater system.
d) Ensuring that designated equipment wash-down areas are in place.

vi. External lighting
a) All external lighting will be design, constructed and certified in compliance with AS 4282-2019 - Control of the obtrusive effects of outdoor lighting;

vii. Alternate location for the concrete pump station for the Senior School construction site that provides a minimum setback of 10 meters from 15 Margaret St.


Approx. line of 15 Margaret St boundary
15 Margaret Street
Approx. location of Work Zone
Margaret St
Margaret St
Margaret St
Margaret St
Potential alternate location of concrete pump to provide minimum setback of 10m from 15 Margaret St boundary
Map data ©2020 , Map data ©2020
10 m

18 Appendix B – Construction Noise and Vibration Management Plan

Introduction to Noise and Vibration

As per the Wilkinson Murray Construction and Operational Noise Report No. 18238 Version C DATED June 2019, a Construction Noise and Vibration Management Plan (CNVMP) was developed with the purpose of satisfying the Development Consent relating to State Significant Development (SSD) 9692

The information provided in this Noise and Vibration control plan relates to the way(s) in which controls are to be implement and managed to reduce noise and vibration as much as reasonably and practicably possible.

Table 4-2 presents the applicable noise management levels for construction activities at surrounding receivers that have been adopted for all applications.

Table 4-2 Site-specific construction noise management levels

Area	Construction Noise Management Level, L_{Aeq} – dBA				Highly Noise Affected Noise Level, L_{Aeq} – dBA
	Day	Evening	Night	Saturday*	
1. 15 Margaret Street boundary	56	48	52	56	75
2. Lingwood site	53	45	41	52	75
3. Vernon Street site*	53	45	41	52	75

* Noise levels at Location 2 have been adopted for Vernon Street site as a reasonable indication of ambient noise levels in the vicinity of the school.

Vibration Criteria

Criteria for assessment of the effects of vibration on human comfort are set out in British Standard 6472-1992. Methods and criteria in that Standard are used to set “preferred” and “maximum” vibration levels in the document Assessing Vibration: A Technical Guideline (2006) produced by the NSW DECCW.
Acceptable values of human exposure to continuous vibration, such as that associated with drilling, are dependent on the time of day and the activity taking place in the occupied space (e.g. workshop, office, residence, or a vibration-critical area). Guidance on preferred values for continuous vibration is set out in Table 4-3.

Table 4-3 Criteria for exposure to continuous vibration

Place	Time	Peak Particle Velocity (mm/s)	
		Preferred	Maximum
Critical working areas (e.g. hospital operating theatres precision laboratories)	Day or Night time	0.14	0.28
Residences	Daytime	0.28	0.56
	Night time	0.20	0.40
Offices	Day or Night time	0.56	1.1
Workshops	Day or Night time	1.1	2.2

In the case of intermittent vibration, which is caused by plant such as rock breakers, the criteria are expressed as a Vibration Dose Value (VDV) and are presented in Table 4-4.

Table 4-4 Acceptable vibration dose values for intermittent vibration ($m/s^{1.75}$)

Location	Daytime		Night Time	
	Preferred Value	Maximum Value	Preferred Value	Maximum Value
Critical areas	0.10	0.20	0.10	0.20
Residences	0.20	0.40	0.13	0.26
Offices, schools, educational institutions, and places of worship	0.40	0.80	0.40	0.80
Workshops	0.80	1.60	0.80	1.60

Building Damage

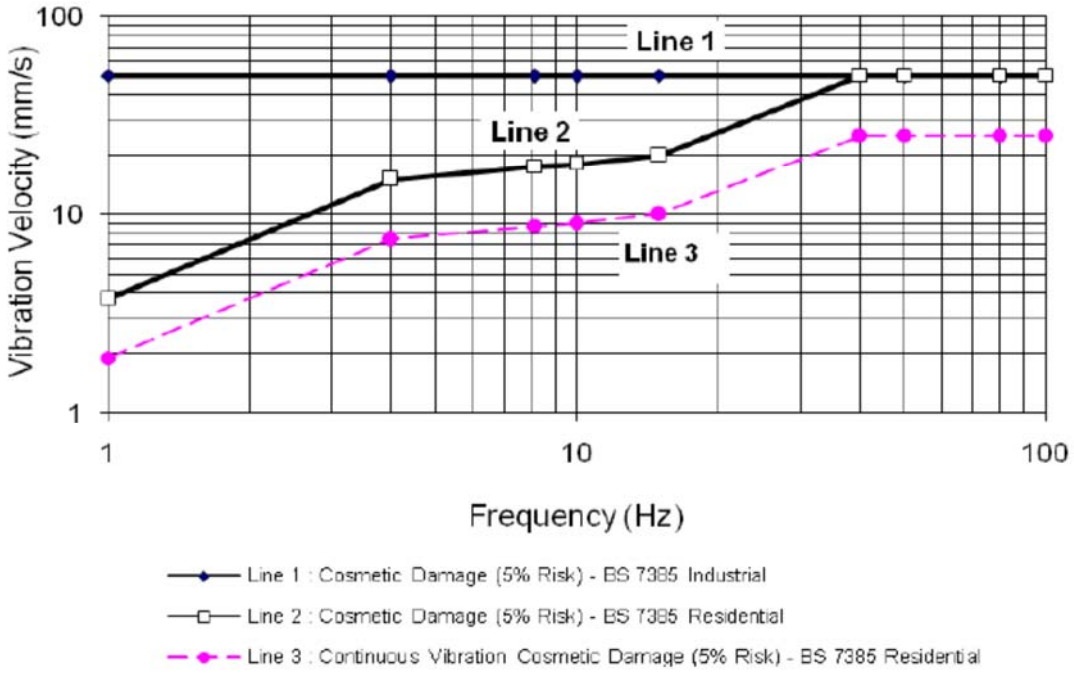
In terms of the most recent relevant vibration damage objectives, Australian Standard AS 2187: Part 2-2006 “Explosives – Storage and Use – Part 2: Use of Explosives” recommends the frequency dependent guideline values and assessment methods given in BS 7385 Part 2-1993 “Evaluation and measurement for vibration in buildings Part 2”, as they “are applicable to Australian conditions”.
The British Standard sets guide values for building vibration based on the lowest vibration levels above which damage has been credibly demonstrated. These levels are judged to give a minimum risk of vibration-induced damage, where minimal risk for a named effect is usually taken as a 95% probability of no effect.
The recommended limits (guide values) from BS 7385 for transient vibration to ensure minimal risk of cosmetic damage to residential and industrial buildings are presented numerically in Table 4-5.

Table 4-5 Transient vibration guide values – minimal risk of cosmetic damage

Type of Building	Peak Component Particle Velocity in Frequency Range of Predominant Pulse	
	4 Hz to 15 Hz	15 Hz and above
Reinforced or framed structures Industrial and heavy commercial buildings	50mm/s at 4 Hz and above	N/A
Un-reinforced or light framed structures Residential or light commercial type buildings	15mm/s at 4 Hz increasing to 20mm/s at 15 Hz	20mm/s at 15 Hz increasing to 50mm/s at 40 Hz and above

The Standard states that the guide values in Table 4-5 relate predominantly to transient vibration which does not give rise to resonant responses in structures, and to low-rise buildings.
Note that rock breaking / hammering, and sheet piling activities are considered to have the potential to cause dynamic loading in some structures (e.g. residences) and it may therefore be appropriate to reduce the transient values by 50%.
The British Standard goes on to state that “Some data suggests that the probability of damage tends towards zero at 12.5 mm/s peak component particle velocity”. In addition, a building of historical value should not (unless it is structurally unsound) be assumed to be more sensitive.

Figure 4-1 Graph of transient vibration guide values for cosmetic damage



In addition to the British Standard, for the case of nearby heritage buildings, guidance for structural damage is derived from the German Standard DIN 4150 -3 Structural Vibration Part 3 – Effects of Vibration on Structures. Table 4-6 details these recommendations for heritage buildings.

Table 4-6 DIN 4150 Recommended PPV Vibration Level for Heritage Buildings

Guideline Values for Velocity – mm/s		
1-10 Hz	10 to 15 Hz	40 to 50 Hz
3	3 to 8	8-10

Construction Equipment and Noise Source Noise Levels

Sound Power Levels (SWLs) for typical construction plant are identified in Table 4-7. These SWLs have been measured at other similar construction sites. The table gives both Sound Power Level and Sound Pressure Levels (SPL) at 7m for the equipment. Sound Power Level is independent of measurement position.

Table 4-7 Typical construction plant sound levels – dBA

Plant	Sound Power Level	Sound Pressure Level at 7m
Concrete Truck	109	84
Angle Grinder	109	84
Concrete Pump – 120mm diameter / 50 bar	112	87
Concrete Saw	116	91
Mobile Crane	98	73
Dump Truck	108	83
Compressor	100	75
Bobcat	103	78
Hand Tools	90	65
Excavator	108	83
Crawler Cranes	98	73
Tower Crane	104	79
Front End Loader	112	87
Excavator	107	82
Hammer Hydraulic	122	97
Bored Pile Rig	112	87

Construction Noise Predictions

Table 4-8 Construction Scenarios for Construction Works for CMD and Lingwood Sites

Scenario	Description	Works
A	Demolition	Demolition works to buildings. Excavator with rock-breaker attachment along with front end loader. Also, dump trucks assumed to be two movements in 15 minutes.
B	Building Construction	This scenario includes concreting and lifting. 1 concrete pump, 2 forklifts, 1 compressor, 1 crane, a boom truck are assumed to operate in 15 minutes. Also, concrete trucks and normal delivery trucks assumed to be two movements in 15 minutes.
C	Facade / Fitout	In the event that the construction of the facade occurs in isolation. Forklift, truck, tower crane and power tools assumed. Two truck movements in 15 minutes assumed.

Noise modelling has been conducted for the above scenario detailed in Table 4-8 (CMD and Lingwood), with plant located across each construction site.
The modelling assumes a “typical worst-case” scenario whereby all plant, is running continuously. As such, the modelling represents likely noise levels that would occur during intensive periods of construction. Therefore, the presented noise levels can be considered in the upper range of noise levels that can be expected at surrounding receivers when the various construction scenarios occur.
Once noise sources have been applied to the model, the resultant noise levels at identified surrounding receivers are predicted. These results are then compared with established site-specific noise criteria.
Table 4-10 details the results of construction noise modelling.

Table 4-10 Predicted Construction Noise Levels CMD site at Residences – $L_{Aeq(15min)}$ – dBA

Residential Receiver	Predicted Noise Level			NML*
	Demolition	Building Construction	Fitout	
12-14 Margaret Street	60	68	56	53/52
15 Margaret Street	51	57	49	56/56

* Weekday and Saturday noise management levels.

Construction Noise Assessment

Noise levels from construction at the CMD site will be greatest at residences across the road at 12-14 Margaret Street where exceedances of up to 16dBA can be expected during construction and demolition activities, noting that the maximum construction limit of 75dBA is not exceeded.
In the case of residences to the west at 15 Margaret Street, noise levels are expected to be lower due to shielding by the existing intervening school building.

Construction Vibration Assessment

Operation of rock breakers and the like generate ground vibration that has the potential to transmit to nearby buildings.

Table 4-13 sets out the typical ground vibration levels at various distances for safe working distances.

Table 4-13 Recommended Safe Working Distances for Vibration Intensive Plant

Item	Description	Safe Working Distance	
		Cosmetic Damage	Human Response
Small Hydraulic Hammer	(300kg – 5 to 12t Excavator)	2m	7m
Medium Hydraulic Hammer	(900kg – 12 to 18t Excavator)	7m	23m
Large Hydraulic Hammer	(1600kg – 18 to 34t Excavator)	22m	73m
Vibratory Pile Driver	Sheet piles	2m to 20m	20m
Pile Boring	≤ 800mm	2m (nominal)	N/A
Jackhammer	Hand held	1m (nominal)	Avoid contact with structure

- Construction Noise Strategy, 2012, Transportation Construction Authority.

It is not envisaged that any vibration intensive equipment will be associated with the construction of any of the proposed facilities and as such vibration should not be an issue.

Construction Noise and Vibration Mitigation Measures

Without mitigation, noise levels from construction activities have been predicted to exceed the noise management levels nominated in the guidelines at some surrounding receivers. Therefore, noise control measures are recommended to ensure that noise is reduced where feasible.
The following project-specific mitigation measures are recommended:

• Selection of quietest feasible construction equipment;

• Localised treatment such as barriers, shrouds, and the like around fixed plant, such as pumps, generators, and concrete pumps where feasible

Plant Noise Audit – Noise emission levels of all critical items of mobile plant and equipment should be checked for compliance with noise limits appropriate to those items prior to the equipment going into regular service. To this end, testing should be established with the contractor.

Operator Instruction – Operators should be trained in order to raise their awareness of potential noise problems and to increase their use of techniques to minimise noise emission.

Equipment Selection – All fixed plant at the work sites should be appropriately selected, and where necessary, fitted with silencers, acoustical enclosures, and other noise attenuation measures in order to ensure that the total noise emission from each work site complies with EPA guidelines.

Site Noise Planning – Where practical, the layout and positioning of noise-producing plant and activities on each work site should be optimised to minimise noise emission levels.

Effects on the School – When practical, the following measures can be adopted to reduce the affects of noise and vibration on the operational school

- Closing of classroom windows
- Relocation classes during busy construction periods
- Scheduled works during school holidays (where feasible)

Noise Control Plan

To ensure that all site personnel adequately control noise creation and levels, Buildcorp will monitor the work of Trade Subcontractors by:

- Educating and making trade subcontractors aware of the importance of minimizing noise and vibration;
- Making this Noise and Vibration Management Plan readily available to all trade subcontractors during the construction works;
- Inspecting site works and paying specific attention to activities which directly result in noise and vibration;
- Ensuring noisy and vibratory works are undertaken during specified times only;
- Acting in accordance with the information previously shown
- Incorporating noise and vibration management into daily pre-start meetings and weekly toolbox talks (on a needs basis).

Noise and Vibration Monitoring

External monitoring of construction noise and vibration levels will be undertaken where appropriate in response to noise related complaint(s) (determined on a case-by-case basis).

Noise and vibration levels generated by construction activities as part of the construction process should aim to comply with the noise goals the NSW ‘Interim Construction Noise Guideline’ (ICNG).

Buildcorp is responsible for implementing this Construction Noise and Vibration Management Plan and ensuring that all reasonable measures are implemented to minimize the generation of excessive noise and vibration levels from the site to sensitive receiver locations.

Based on the findings of the Construction and Operational Noise Report prepared by Wilkinson Murray, the following is observed:

Construction Noise

Noise objectives for construction have been established based on EPA guidelines. The noise management levels should be adopted as objectives to work toward in minimising any noise impact at surrounding residences.

It has been determined that noise from construction activities for the construction during the day period will potentially exceed established construction noise management levels, noting that the maximum level of 75 dBA will not be exceeded. Therefore, the planning and management of construction activities must consider the sensitivities of surrounding residents so as to minimise the impact of construction activities at these receivers.

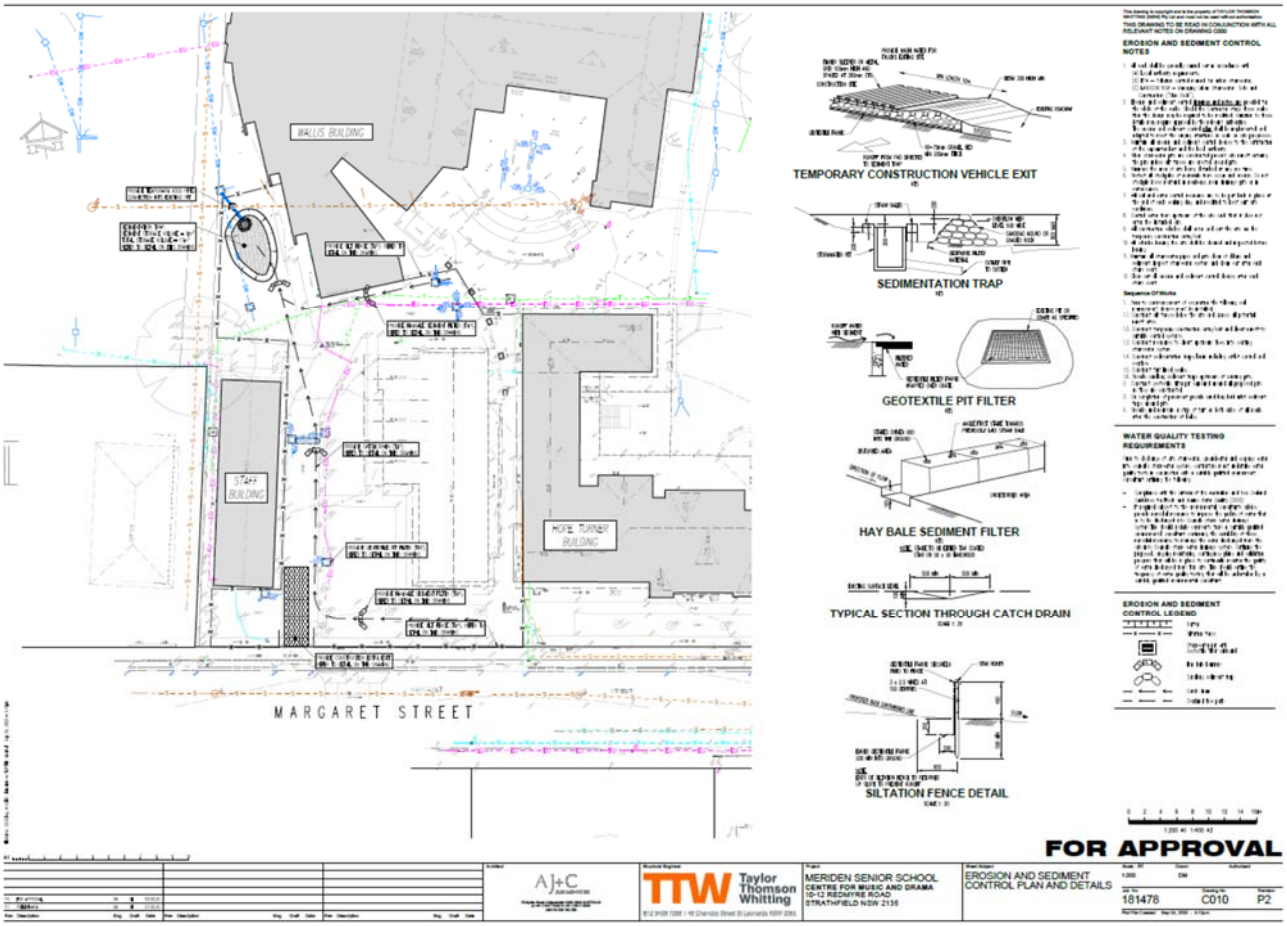
The control of construction noise and vibration should be addressed in a Noise & Vibration Management Plan developed when the successful contractor has been appointed for the project.

The following project-specific mitigation measures are recommended:

- Selection of quietest feasible construction equipment;
- Use of rock saws or smaller rock breakers where feasible; and
- Localised treatment, such as barriers, shrouds, and the like around fixed plant, such as pumps, generators, and concrete pumps where feasible

19 Appendix C – Construction Soil and Water Management Plan

A construction soil and water management plan has been developed by TTW Civil Engineers and is to be incorporated into this project, as per the below excerpt from TTW ‘’Erosion and Sediment Control Plan and Details’’ Drawing No. C010 Revision P2.



The measures to be implemented include:

Entry and Exits

A purpose made construction entry and exit similar to a ‘’cattle-grid’’ is to be provided. The cattle grid will ensure that the tyres of the vehicles existing the site are shaken to remove excess soils prior to driving on the public roadway.

Silt Fencing

Silt fencing will be installed:

- Along the frontage of 13 Margaret St
- Along the western boundary between the Site and the existing Staff Building to be retained
- Around the temporary sediment traps installed on the north portion of the site (next to the existing oval)
- At the north-east boundary between the Site and the existing school grounds

The silt fencing will be installed to ensure all sediment from the construction works are contained within the site.

Haybale

Haybale will be installed at strategic locations around the site, to intercept all site waterflows and trap sediment. TTW have provided indicative locations for Haybale, however construction site waterflows will be observed when construction commenced, and Haybale will be laid accordingly.

Geotextile Filters

All pits in and within the immediate vicinity of the construction site will be covered with Geotextile Fabric to ensure only clean water is charged into the stormwater system. Fabric will be maintained and replaced when rips or tears begin to occur.

Temporary Sediment Trap

A temporary sediment trap is to be construction in the north-west corner of the site (next to the existing oval). The sediment trap will have a sediment storage volume of 6m3 and a total storage volume of 17m3. The sediment trap will be provided with a temporary 300mm dia. Connect to an existing pit. The sediment trap will also be routinely cleaned out for maximum efficiency.

As part of the proposed development, a permanent OSD and Rainwater Tank is to be installed in the location of the temporary sediment trap. At the time of construction the permanent OSD and Rainwater Tank, an alternate sediment tank with flocking facilities shall be temporarily installed on site should it be necessary to control sediment and water-run off.

20 Appendix D - Unexpected Finds Protocol for Contamination

Based on the findings of the Remediation Action Plan (RAP) to Meriden School, the following is observed:

Residual hazards that may exist at the site would generally be expected to be detectable through visual or olfactory means. At this site, these types of hazards may include asbestos in soil, and odorous or stained hydrocarbon impacted soils outside those identified.

The procedure to be followed in the event of an unexpected find is presented below:

In the event of an unexpected find, all work in the immediate vicinity should cease and the client should be contacted immediately;

i. Temporary barricades should be erected to isolate the area from access to the public and workers;
ii. In the event potential asbestos material is encountered, a qualified occupational hygienist and/or asbestos consultant should be contacted (preferably the validation consultant will have an in-house hygienist or asbestos assessor);
iii. The client should engage an environmental consultant to attend the site and assess the extent of remediation that may be required and/or adequately characterise the contamination in order to allow for cap and containment of the material;
iv. In the event that remediation is required, the procedures outlined within this report should be adopted where appropriate, alternatively an addendum to this RAP should be prepared;
v. An additional sampling and analytical rationale should be established by the consultant and should be implemented with reference to the relevant guideline documents; and
vi. Appropriate validation

21 Appendix E - Unexpected Finds Protocol for Heritage

Based on the findings of the Aboriginal Cultural Heritage Assessment (ACHA) and the archaeological investigation contained within the Environmental Impact Statement for SSD 9692, the following is recommended:

Works may proceed with caution

General measures will need to be undertaken to ensure unexpected finds of Aboriginal sites or objects are not harmed. These general measures include:

Aboriginal objects are protected under the National Parks and Wildlife (NPW) Act regardless if they are registered on Aboriginal Heritage Information Management Sydney (AHIMS) or not. If suspected Aboriginal objects, such as stone artefacts are located during future works, works must cease in the affected area and an archaeologist called in to assess the finds.

If the finds are found to be Aboriginal objects, the Office of Environment and Heritage (OEH) must be notified under section 89A of the NPW Act. Appropriate management and avoidance or approval under a section 90 AHIP should then be sought if Aboriginal objects are to be moved or harmed.

In the extremely unlikely event that human remains are found, works should immediately cease and the NSW Police should be contacted. If the remains are suspected to be Aboriginal, the OEH may also be contacted at this time to assist in determining appropriate management

Submit ACHA to AHIMS

In accordance with Chapter 3 of the Guide to investigating, assessing and reporting on Aboriginal cultural heritage in NSW (OEH 2011) the ACHA should be submitted for registration on the AHIMS register within three months of completion."

Based on the findings of the Heritage Impact Statement for SSD 9692, the following is observed:

Unlikely heritage deposits

All sites are highly disturbed as a result of building works associated with the school over the last 100 years. Notwithstanding the above, the provisions of the Heritage Act 1977 prevail in relation to unexpected finds.

22 Appendix F – Waste Classification and Management

Bingo Industries offers a complete, comprehensive solution to the management and recycling of wastes to assure compliance with clients' waste management policy.

Bingo Recycling Centre's combine bin storage, waste collection, waste recycling and waste transfer to service the building and construction industry and domestic waste management needs in New South Wales. Wastes collected by Bingo Bins are taken directly to one of these facilities where approximately 90% of wastes are converted to recovered resources.

Bingo Recycling Centre Alexandria	EPL No. 4679
Bingo Recycling Centre Artarmon	EPL No. 20763
Bingo Recycling Centre Auburn	EPL No. 10935
Bingo Recycling Centre Eastern Creek (Genesis)	EPL No. 20121
Bingo Recycling Centre Greenacre	EPL No. 20847
Bingo Recycling Centre Kembla Grange	EPL No. 20601
Bingo Recycling Centre Mortdale	EPL No. 20622
Bingo Recycling Centre Revesby	EPL No. 20607
Bingo Recycling Centre Tomago	EPL No. 20585

As can be expected waste materials inwards vary considerably and are delivered to the Recycling Centres in tipping and non-tipping vehicles or in skip bins. Of the wastes inwards approximately 90% is recovered and recycled as materials outwards and the balance 10% to landfill. Waste materials inwards are processed to achieve the maximum recovery of resources and the minimum of un-recoverable material for offsite disposal.

Typical Composition of Bingo's Wastes Inwards

Wastes Inwards	**Percentage (approx.)**
Heavy Recyclable Materials	45%
Light Recyclable Materials	35%
Metals	10%
Non-Recyclable Materials	10%
Total	100%

Heavy Recyclable Materials:
Soil
Dirt
Sand
Rubble
Brick
Concrete
Tiles
Stone
Asphalt

Light Recyclable Materials:
Timber
Green Waste
Cardboard / Paper
Plastic
Plasterboard

Metals:

Ferrous (steel, black iron)
Non-Ferrous (copper, wire, aluminium, stainless)

At the Resource Recovery Facility a simple and effective waste processing procedure is applied. See Materials Flow Diagram (below). Wastes inwards unloaded onto the sorting area where the waste is raked with a hydraulic excavator to expose the contents and where recyclable materials are hand and machine sorted. The raking process separates the waste into four streams for further processing.

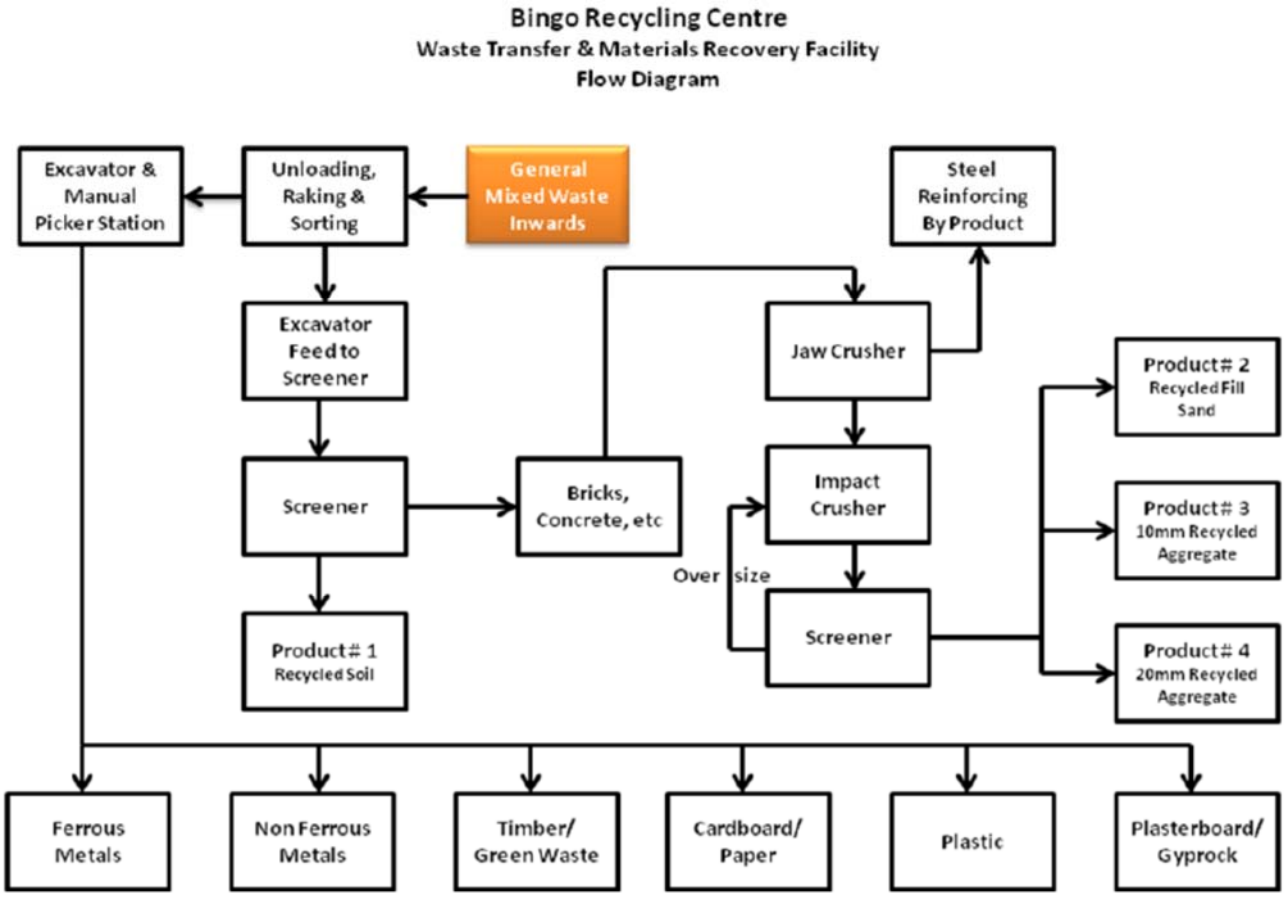
Stream #1 Non-recyclable materials. These wastes pass to a holding area for off-site disposal.

Stream #2 Metals and light recyclable materials are removed and stored for off-site recycling.

Stream #3 Large sized heavy weight brick, concrete and rubble pieces. These wastes pass to the crushers where they are crushed and re-enforcing fabric removed. The output from the crushers passes to the screener where products of different size are separated and stored in stockpiles. Re-enforcing fabric is collected and stored in the general steel bin for off-site recycling.

Stream #4 Small sized heavy weight soil, sand, brick, concrete and rubble. These wastes pass to the screener where the soil is separated form the brick, concrete and rubble. The brick, concrete and rubble then pass through Stream #3.

Stream #1 wastes are currently not recyclable and are removed from the land for off-site disposal. Stream #2 wastes, recovered metals and light recyclable materials are recycled off-site. Stream #3 and Stream #4 wastes are processed on site by crushing and screening to form saleable products such as soil, sand, and aggregates. These products are retained on site until sold.



In summary, Bingo Bins take all their mixed waste skip bins directly to EPA Licensed Recycling Centres. From there the waste is sorted and separated into the following material classes for processing and recycling.

Type of Material	Where Processed/ Recycled	How Processed/ Recycled
Heavy Recyclable Materials (soil, dirt, sand, rubble, concrete, brick, tiles, asphalt, stone)	Bingo Recycling Centres	Re-processed into recycled products (such as recycled soil, fill sand, aggregates, roadbase) by crushing and screening.
Timber/ Green Waste	Clean & Green Organics/ Genesis	Re-processed into woodchip and mulch by shredding.
Metal/ Steel	Sell & Parker/ CMI/ SIMS/ Sydney Copper Scraps	Re-processed into new metal and steel products by shearing, baling and re-smeltering.
Brick/ Concrete	Boral/ Genesis	Re-processed into recycled products (such as fill sand, aggregates, roadbase) by crushing and screening.
Cardboard/ Paper/ Plastic	Polytrade Recycling/ J.J. Richards/ Orora	Re-processed into new cardboard, paper and plastic products by breaking down the material into a form for re-use.
Plasterboard	ReGyp	Re-processed into gypsum products by shredding and screening.
General Waste	SUEZ Landfill/ Horsley Park Landfill/ Genesis Landfill	n/a

Bingo Recycling Centres
76-82 Burrows Road, Alexandria NSW 2015
10 Mclachlan Ave, Artarmon NSW 2064
3-5 Duck Street, Auburn NSW 2144
Honeycomb Drive, Eastern Creek NSW 2766
35 Wentworth St, Greenacre NSW 2190
50 Wyllie Road, Kembla Grange NSW 2526
20 Hearne Street, Mortdale NSW 2223
37-51 Violet Street, Revesby NSW 2212
29 Laverick Avenue, Tomago NSW 2322

Clean & Green Organics
769 The Northern Rd, Bringelly NSW 2566

Sell & Parker
45 Tattersall Road, Blacktown NSW 2148

CMI
38 York Road, Ingleburn NSW 2565

SIMS
43 Ashford Ave, Milperra NSW 2214
76 Christie St, St Marys NSW 2760

Sydney Copper Scraps

130 Adderley St, Auburn NSW 2760

Boral
6-10 Burrows Road South, St Peters NSW 2044

Polytrade Recycling
32 South St, Rydalmere NSW 2116
40 Madeline St, South Strathfield NSW 2136

J.J. Richards
12 Heald Rd, Ingleburn NSW 1890
8 Kommer Pl, St Marys NSW 2760

Orora
1891 Botany Rd, Matraville NSW 2036

ReGyp
330 Captain Cook Drive, Kurnell NSW 2231

SUEZ Landfill
Elizabeth Drive, Kemps Creek NSW 2178

Horsley Park Landfill
Wallgrove Road, Horsley Park NSW 2164

Genesis Landfill
Honeycomb Drive, Eastern Creek NSW 2766

23 Appendix G – Traffic and Parking Recommendations / Worker Transportation Strategy

Based on the findings of the draft Traffic and Parking Management Plan prepared by Ason Group, the following is observed:

Contractor Parking

There will be no parking provided on-site. No on-street parking will be allowed for construction workers. It may be suggested that employees can utilise public transport facilities in lieu of driving to the site to minimise parking demand and the impact of construction activities on on-street parking.

Contractors would be encouraged to utilise the available public transport services within the area. If Contractors have no alternative options other than to use private vehicles travelling to and from site, then there are several public car parks which can be utilised within the immediate vicinity of the Site.

Pedestrian and Cyclist Access

The majority of construction activities would occur off-street with exception of a temporary Work Zone for concrete pours that would be located at the street frontage of 4 Vernon Street. Although construction activities occur off-road, the pedestrian and cycle connections across Site access points would be managed by traffic controllers and boom gates during construction activities. It is proposed that traffic controllers be at each vehicle access to control pedestrian boom gates at the vehicle accesses to control the pedestrian flow.

Pedestrians and cyclists using the footpath fronting the Site or Work Zone will be halted by an accredited Traffic Controller. Once the construction vehicles are clear from the footpath, the Traffic Controller can allow the pedestrians and cyclists to continue along their journey.

construction activities expected to occur on-street would involve a temporary Work Zone for concrete pours, located at the street frontage of 13 Margaret St. An application for this Work Zone would be submitted to Council prior to it being required and the CPTMP would be updated (in consultation with Council) to address any impacts to the street.

It is expected that the Kiss & Ride zones on Margaret Street would be unaffected by construction activites. Although this would be confirmed once the access strategy has been refined for the implemented CPTMP.

Traffic Control

The RMS guide “Traffic Control at Worksites” (TCAW) manual contains standard traffic control plans (TCPs) for a range or work activities. The manual’s objective is to maximise safety by ensuring traffic control at worksites complies with best practice. The RMS TCAW outlines the requirements for a Vehicle Movement Plan (VMP).

A VMP is a diagram showing the preferred travel paths for vehicles associated with a work site entering, leaving or crossing the through traffic stream. A VMP should also show travel paths for trucks at key points on routes remote from the work site such as places to turn around, accesses, ramps and side roads.

Regarding construction work on roads with an average daily total (ADT) in excess of 1,500 vehicles, approach speeds of between 60 km/hr and 80 km/hr, with truck movements > 20 veh/shift, and sight distance is less than 2d, (where d equals the posted speed limit and in this instance the sight distance is required to be up to 120 metres), the following is required for the Margaret Road and Vernon Street accesses by the RMS TCAW:

- TCP with Traffic controllers/Traffic Signals
- VMP
- Warning Signs required during shifts

Regardless of the above, it is proposed to develop and implement TCP's for each of the construction sites.

Authorised Traffic Controller

Authorised Traffic Controllers will be present on-site throughout the construction stage of the project. Responsibilities include:

- Supervision of all construction vehicle movements into and out of site at all times,
- Supervision of all loading and unloading of construction materials during the deliveries in the construction phase of the project, and
- Pedestrian management, to ensure that adverse conflicts between vehicle movements and pedestrians do not occur, while maintaining radio communication with construction vehicles at all times.

24 Appendix H – Construction Management Recommendations - Gledhill

Based on the findings of the Construction Management Plan Version 1.0 dated 06.05.20 prepared by Gledhill, the following is observed:

Standing Plant Permit

Standing plant permit may be required during concrete pours if Trucks cannot fit wholly within site. All small-medium delivery vehicles to fit within site boundary

Skip Bins

Skip bin to be located within site boundary

Hoardings

Construction fences will be erected on the ground floor to enclose the construction site from the School and public footpaths. The construction fencing will be erected to maintain access to the existing single storey building still in use by the school. See the Site Management Plan for layout.

Signage

Signage must be placed on the Entrance Gate and the site fencing ensuring it can be easily read by anyone in any public road or other public place adjacent to the site and must:

a) Show the name, address and telephone number of the Principal Certifying Authority for the work, and

b) Show the name of the principal contractor for any building work and a telephone number on which that person may be contacted outside working hours, and

c) State that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while work is being carried out and removed on satisfactory completion of the works.

Facilities

Toilet facilities shall be provided at or in the vicinity of the work site on which work involved in the demolition or erection of a building is being carried out at the rate of one toilet for every 20 persons or part thereof employed at the site.

Each toilet provided shall:

a) Be a standard flushing toilet, and
b) Be connected: i) To a public sewer, or
ii) If connection to a public sewer is no practicable, to an accredited sewage management facility approved by the council, or
iii) If connection to a public sewer or an accredited sewage management facility approved by the council is no practicable, to some other sewage management facility approved by the council.

Traffic Control

A Traffic Control Plan is to be developed

Materials storage

All materials will be stored within the boundaries of the site. No materials will be stored on public land adjacent to the development site without approval being granted by Council under the Roads Act 1993 and/or the Local Government Act 1993.

Waste containers will be stored within the site. Site bins will be provided by Bingo bins and construction waste will be dealt with in Bingo Recycling Centres as per the Waste Management Plan attached.

Loading and unloading

A site tower crane or mobile crane will be installed to assist in materials handling of all materials.

Erosion and Site Sediment Control

An erosion and Site Sediment Control plan is to be developed by the Project Civil Consultant.

25 Appendix I – Construction Traffic Management Plan

Construction Traffic & Pedestrian Management Plan

Meriden School

Centre of Music & Drama

Margaret Street Strathfield



Buildcorp

Revision control:

Revision	Date	Description	Approved
Draft	30 Sep 2020	First Draft – Paul Casey	Adam Iverach
Ver 1	06 Oct 2020	Initial Review	Adam Iverach

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1.0 Scope of Works

This Construction Traffic & Pedestrian Management Plan (CTMP) facilitates the safe implementation of a Traffic guidance scheme prepared to address traffic access and safety issues associated with the Meriden School Alterations and Additions Project, to meet the Development Consent Conditions set out by The NSW Government Department of Planning, Industry and Environment (SSD 9692). This CTPMP has been prepared in accordance with DA conditions C19, C20, C21 and complies with; AS 1742.3 2019 and the Austroad Guides to Temporary Traffic Management.

This CTMP has been prepared to provide details of the management of the traffic, plant and site compound activities associated with the proposed works. The primary purpose of this Plan is to provide traffic and plant management measures to be incorporated into the operational management of the works to ensure that all traffic and plant activity associated with work occurs with minimal interaction with adjoining public road traffic movements as well as ensuring the safe working conditions for construction crews. The traffic management plan is designed to be consistent with the overall construction plan for the project.

2.0 Location of Works

This TMP will be implemented for the proposed works associated with the Meriden School Alterations and Additions Project at 3-13 Margaret Street, Strathfield. A location map is presented below.



3.0 Project Scope & Context

The project involves the demolition of the existing music building located towards the south-western corner of the Senior School Campus, and construction of a new 4-storey building incorporating a new music academy, drama facilities, music teaching rooms and staff facilities. Excavation to a depth of 6m below existing ground level to accommodate practice rooms, a recording studio, instrument storage rooms, staff room and drama performance area.

Extract from site plan



4.0 Impact Assessment

Existing Road Network

Margaret Street

Margaret Street – a local road that generally runs in an east-west direction between the school campuses and provides a link between Redmyre Road to the west and The Boulevarde / Morwick Street to the east. Margaret Street provides vital links for traffic and pedestrian links to all three campuses. A mid-block pedestrian crossing links the southern Prep School Campus and Junior Campus to the northern Senior Campus. There are currently timed parking restrictions on the southern kerb line of Margaret Street, while timed Bus Zone and No Parking restrictions on the northern side of Margaret Street. There is one lane in each direction and has a speed limit of 50km/hr during off-school hours, reducing to 40km/hr during school peak hours

The Boulevarde

The Boulevarde – an RMS State Road (MR668) that generally runs in a north-south direction located to the east of the Site which connects to Margaret Street and Redmyre Road to Strathfield Town Centre and provides access to Strathfield Train Station. The road generally provides two lanes of traffic in both direction with on-street parking available on the southbound side of the road. The Boulevarde carries approximately 20,700 vehicles per day both ways. A key pedestrian bridge is located above The Boulevard between Russell Street and Carrington Avenue.

Redmyre Road

Redmyre Road – an RMS State Road (MR668) located north-west of the Site that provides a connection between The Boulevarde and Chalmers Road in an east-west direction. It generally carries three lanes of traffic in both direction along the northern frontage of the school before tapering back into 1 lane in each direction along the western street frontages. A bus lane occupies the left lane of the westbound direction along the northern street frontage. On-street parking is available along the western section of Redmyre Road. The speed limit is 50km/hr however, reduces to 40km/hr during School Peak hours.

Raw Square

Raw Square – an RMS State Road (MR668) that generally runs in a north-south direction located to the north of the Site which connects to Redmyre Road to the south and Leicester Avenue and Everton Road to north. This road provides a key linkage between Strathfield and the A44 and M4 motorways via the rail underpass.

Key Intersections

Within the vicinity of the subject site, the following key intersections exist:

- Margaret Street / The Boulevarde (left in and out only)
- Margaret Street / Redmyre Road
- Redmyre Road / Raw Square (signalised)

Image of Key Intersections



The impact on the traffic flow on the adjacent and surrounding road network from construction traffic will be minimal.

Site access

The site access will be via Margaret Street during the construction of the project. A site Traffic Control Guidance Scheme for site entry and egress is located in Section 10. All vehicles are to enter and egress from site in a forward direction with the normal flow of traffic and follow the road rules at all times. In the unlikely event of a departure from this requirement a specific and additional TGS shall be prepared to assess and control any risks. The site entry and egress gate will be located to the northern side of Margaret Street with all vehicles to move in a one-way configuration to and from the site. Temporary truck standing/ queuing locations in a public roadway/ domain in the vicinity of the site is not permitted. The roadway must be kept in a serviceable condition for the duration of construction. All drivers are to be made aware of the CTMP including approved routes, site access procedures and parking conditions. New pedestrian facilities will be provided to maintain pedestrian access past/around the site.

Image of Proposed Site Entry



Image of Proposed Site Exit



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Image of east bound approach to site



Image of west bound approach to site



Hours of Operation

Standard hours of construction for the duration of the project are anticipated to be between 7:00 am – 6:00 pm, Monday to Saturday and 8:00 am – 6:00 pm Sunday and Public Holidays. It is not anticipated that activities during the construction program will have to be completed outside of these hours. However any such works will be coordinated and notified as required.

Construction Vehicles

Construction vehicles likely to travel to and from site are likely to include:

- Floats for Earthwork and Piling machines
- Floats for onsite crane assembly
- Heavy and medium rigid trucks for construction material delivery
- Mobile cranes and concrete pumps
- Concrete Agitators: and
- Trade vehicles

During the majority of the construction period, the construction vehicle movement activities will range from 10 – 30 movements per day. During concrete pours there will be increase vehicle activity, the number of trucks will depend on the size of the pour.

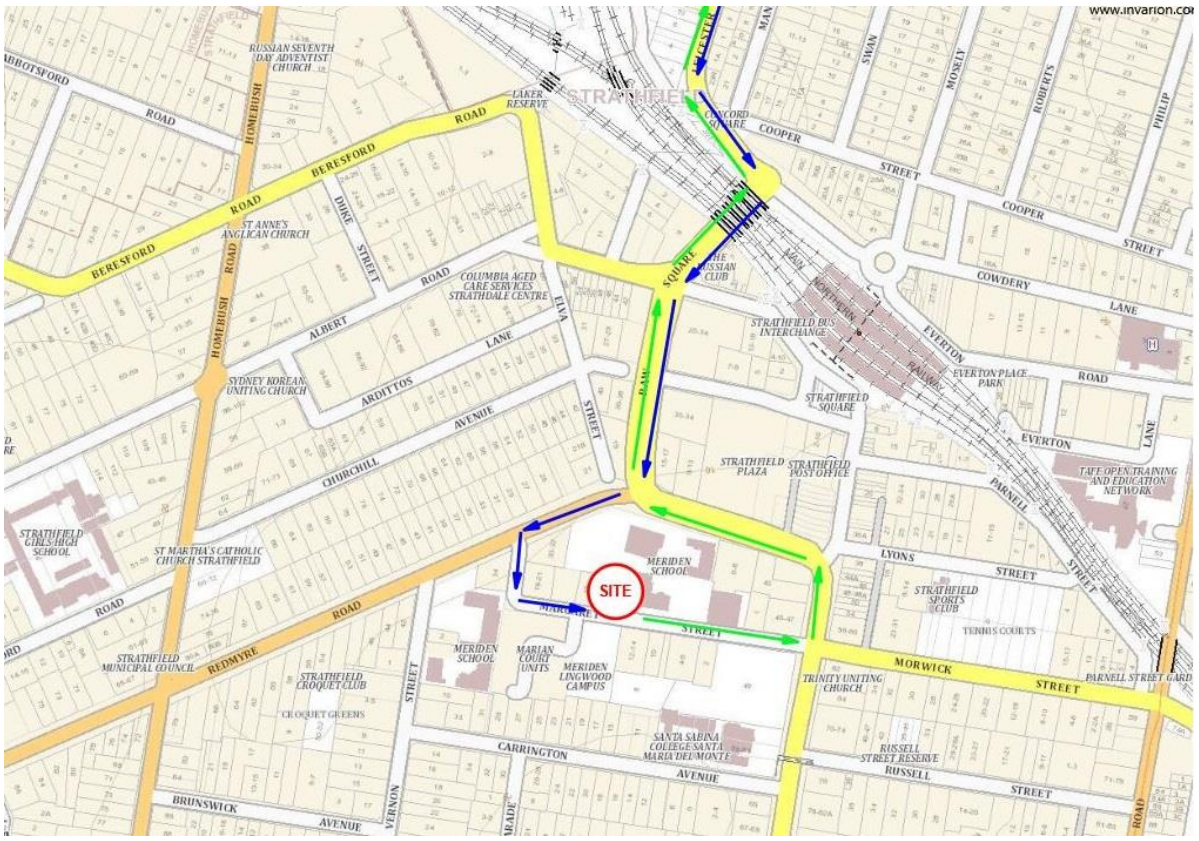
As per consultation with stakeholders primarily, Meriden School, truck movements (other than concrete deliveries) will be avoided during the major commuter peak times being 7:45-8:30am and 2:30-3:30pm.

Construction Routes

Construction vehicles will travel to and from site on arterial road suitable to their vehicle type. As such all vehicles will travel to the site via Leicester Avenue from the M4 or Parramatta Road into Raw Square and then turn right into Redmyre Road. Turn left into Margaret Street than enter site. To exit the site, vehicles will exit east bound on Margaret Street turning left into The Boulevarde. Continue on Redmyre Road, turn right into Raw Square, left into Leicester Avenue to the M4 or Parramatta Road.

The construction vehicle travel routes are illustrated in the figure below.

Construction Travel Routes



Task	Duration	Truck movement per day
Demolition	1 week	10
Piling / Excavation	2 months	30
Structure	4 months	20
Fitout Works	3 months	15
Façade Works	2 Months	15
Civil Works	4 weeks	15

Vehicle Dimensions

SRV – Small rigid vehicle-load capacity of 4 tonnes, typically single rear axle, are 6 m long

MRV – Medium rigid vehicle-load capacity of 8 tonnes, typically single rear axle, are 8.8 m long

HRV – Heavy rigid vehicle-load capacity of 12-16 tonnes, typically dual rear axle, up to 12.5 m long

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5.0 Traffic Control

Each work stage has different requirements, these will be identified individually and management plans put into place, the site TCP (Prepared by accredited person) will include more detail of this implementation and how the controls put in place will minimise disruption whilst maintain a safe work area for construction crews. These Traffic Control Plans based on Australian Standard 1742.3 and RMS' Traffic Control at Work Sites Guidelines, will be produced in consultation with Council and RMS.

Each work site will have a TCP which will address the following:

Traffic flow. All traffic will be managed by a TCP which will comply with AS 1742.3 and the RTA Traffic Control at Work Sites manual (TCWSM). Please refer to the Traffic Control Plans attached.

Pedestrian movement. All pedestrian movement including entry, egress and movement around the work area will be in accordance with RMS TCWSM Section 9.3 – Pedestrians. All work areas will be secured with barriers and fencing to ensure that no unauthorised entry for pedestrians is possible.

Plant movement. All plant movement including entry, egress and movement within the work area in accordance with RT TCWSM Section 7 – Providing for works traffic.

Cyclist movement. All cyclist movement including around or adjacent to the work area will be in accordance with RMS TCWSM Section 9.4 – Cyclist.

Stakeholder Authority. If any work site requires the authority of the stakeholder for any road/footpath corridor occupation – Strathfield Council which will be onsite at all times.

5.1 Vehicle Access

Vehicle access on Margaret Street adjacent to the construction site will be maintained in both traffic lanes. Vehicle access to all properties within the surrounding area will remain unaffected, with vehicle access to the adjacent commercial properties unchanged during the project. The traffic lane widths will be unaffected.

5.2 Site Access

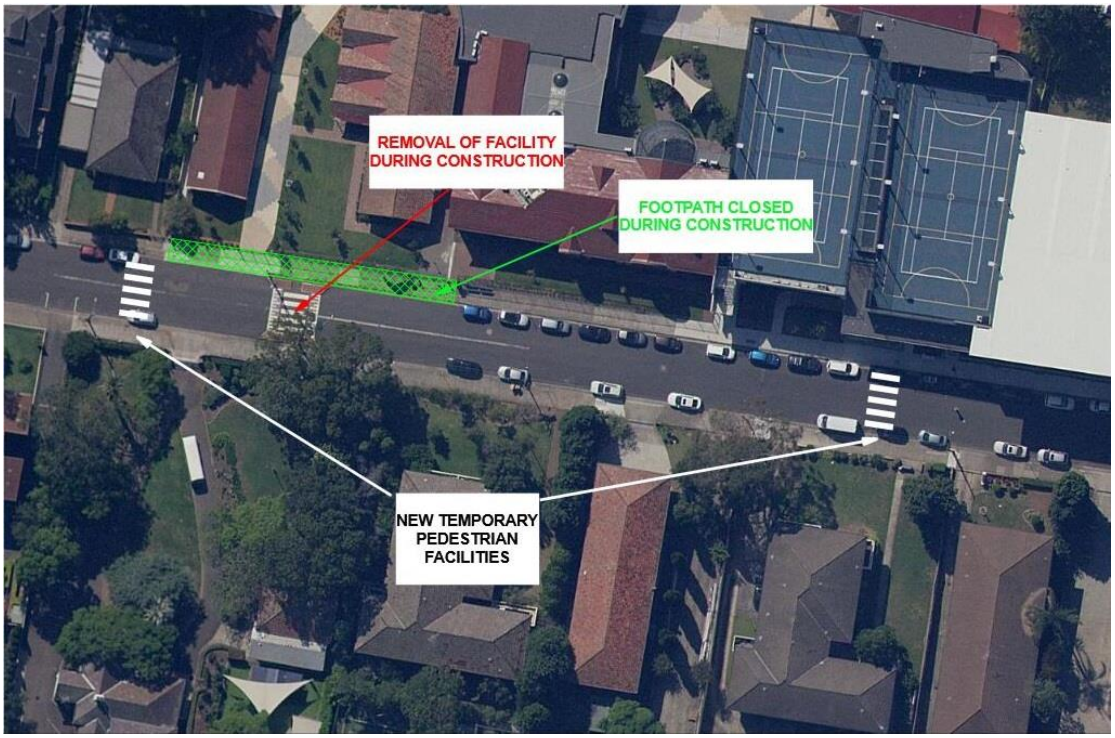
The construction zone will be accessed at nominated access point. All site access during construction periods will be managed under the vehicle movement plan. The immediate section of footpath (adjacent to the site) will be used as a loading zone. As a safety precaution the use of safety barriers is recommended to ensure that appropriate separation of workers, plant and construction traffic is maintained. All oversized deliveries will occur as per RMS guidelines and council restrictions.

Site pedestrian access will be via site access gates on Margaret Street.

5.3 Pedestrian Access

Well-established pedestrian facilities are provided within vicinity of the site, primarily to accommodate student access around campuses. In the immediate vicinity of the site, sealed pedestrian paths are provided on Margaret Street (both sides) 2.5 -metre wide pedestrian paths. A raised pedestrian crossing in located adjacent to the construction site. To eliminate the risk of pedestrians (consisting mainly of school children) a proposal of two temporary pedestrian crossings to the east and west of the site, will allow pedestrians to move around the area minimising interaction with construction traffic.

Image of proposed pedestrian facilities



5.4 Signage

The TMP introduces new regulatory and advice signage designed to provide motorists and pedestrians the clearest notification of the potential hazards created by the new work site. Parking restrictions signs will also be used for construction zones.

Additional static signs to inform motorist and pedestrians will be put on the approach to works. Please refer to Traffic Control Plans/Traffic Guidance Schemes.

5.5 Barriers

A small number of barriers may be installed as required. Buildcorp will deploy appropriate temporary barrier system compliant with AS 3845. A work site exclusion zone will be created to cater for this deflection distance.

6.0 Maintaining Network Performance

6.1 Road Occupancy

If Required Buildcorp will obtain an approval from Strathfield Council and TfNSW (if required) prior to the commencement of any works on the road except in the case of an emergency, or when directed by Police or Emergency services, Buildcorp will endeavour to reinstate road as soon as practicable.

All applications will be forwarded to Strathfield Council and TfNSW with an allowance for the Traffic Committee to approve the application (if required). All Road Occupancy Licences' (ROL) will comply with the overarching road safety and traffic management principles, objectives and targets outlined in the Project Construction Management Plan.

6.2 Surrounding Parking Modifications

There are significant proposed modifications on parking with this project. The existing parking conditions and the proposed modified parking conditions can be found in section 9. The modifications allow the new pedestrian facilitates to ensure safe pedestrian access past/around the work site. Once construction is completed all parking and pedestrian facilities will be reinstated.

6.3 Construction Workers Parking

There will be no onsite parking for construction workers parking. Constructions workers are encouraged to use public transport or car-pool as parking is limited in the surrounding area. If construction workers are to park in surrounding area, they must observe all parking restriction signs. Parking in adjacent properties is prohibited.

6.4 Unplanned Events (Incident Response)

BUILDCORP will manage all incidents which may contribute to congestion, aggravate the free-flow of traffic or threaten the wellbeing of any road user within the Project boundaries in compliance with the Project Incident Management Plan.

6.5 Planned Events

Strathfield Council and Transport for NSW events calendar will be considered when programming this work, to ensure there are no conflicts with local events or other motorway works. Consultation will continue with the council regarding any issues working during proposed times.

6.6 Public Transport

No public transport is affected by this project. However the area to the east of the site on Margaret Street is a designated School Bus Zone. This zone will be unaffected but the proposed CTMP and subsequent parking medications. The footpath adjacent to the Bus Zone will also remain unaffected for the safe access for students to board and disembark from buses.

6.7 Property Access

All property access adjacent to, and the surrounding area will be maintained. Any unforeseen restrictions to property access will be communicated to stakeholders prior to works.

6.8 Emergency Services

This arrangement will result in minimal impact on emergency vehicles. Emergency Services will be provided advance notice of any changes via the site management team and email updates.

6.9 Monitor the effectiveness of control measures

The use of an inspection checklist will be implemented to monitor the effectiveness of the traffic control measures in place. A traffic control safety inspection will be completed at least once per month, with any minor modifications completed as required. Any major modifications will be assessed and implemented by a suitably qualified person.

7.0 Community/Advertising/Consultation

In order for any construction traffic management strategy to work effectively, continuous communication is required between all parties, which may be potentially impacted upon, the builder and the regulatory authority. This establishes a dynamic response process which allows for the adjustment of control methods and criteria for the benefit of all parties.

The objective in undertaking a consultation processes is to:

- Inform and educate the groups about the project and the noise controls being implemented;
- Increase understanding of all acoustic issues related to the project and options available;
- Identify group concerns generated by the project, so that they can be addressed; and
- Ensure that concerned individuals or groups are aware of and have access to a Constructions Complaints Register which will be used to address any construction noise related problems should they arise.

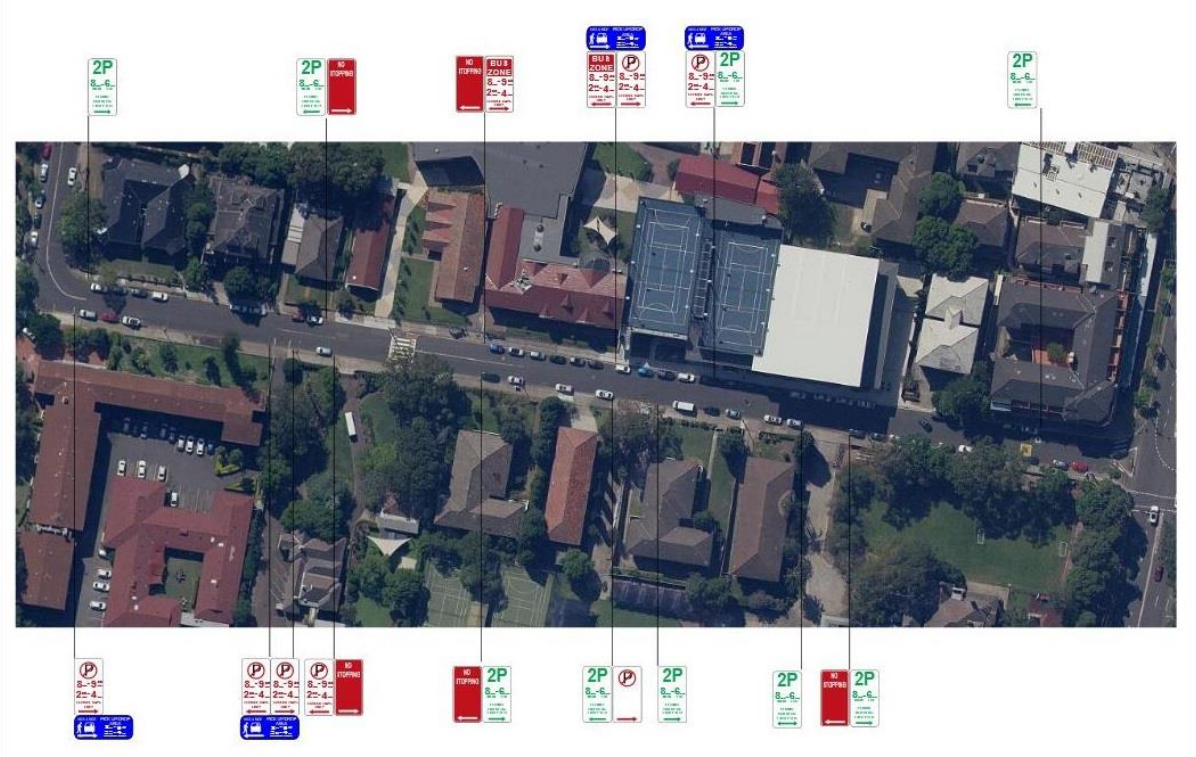
A minimum Fourteen (14) days notification must be provided to adjoining property owners prior to the implementation of any temporary traffic control measure. Letterbox notifications or something similar will be provided to all identified surrounding sensitive receivers. This will include a construction management plan detailing the proposed works on site and duration of each stage.

8.0 Contacts

Contact	Position	Mobile No.
Michael Watson	Buildcorp Project Manager	0409 831 813
Andrew Antoniou	Buildcorp Site Manager	0497 862 000
Adam Iverach	Buildcorp Contracts Administrator	0430 039 938
Nick Zambounis	Buildcorp Contracts Manager	0422 094 161
Paul Casey	Roadwork Solutions Traffic Consultant	0458 020 413
Richard Arkell	Meriden School	0416 268 842
Qian Liu	Strathfield Council Traffic Engineer	02 9748 9999
Transport Management Centre	Operations Centre	1 800 679 782

9.0 Parking Modifications

Existing Parking Conditions

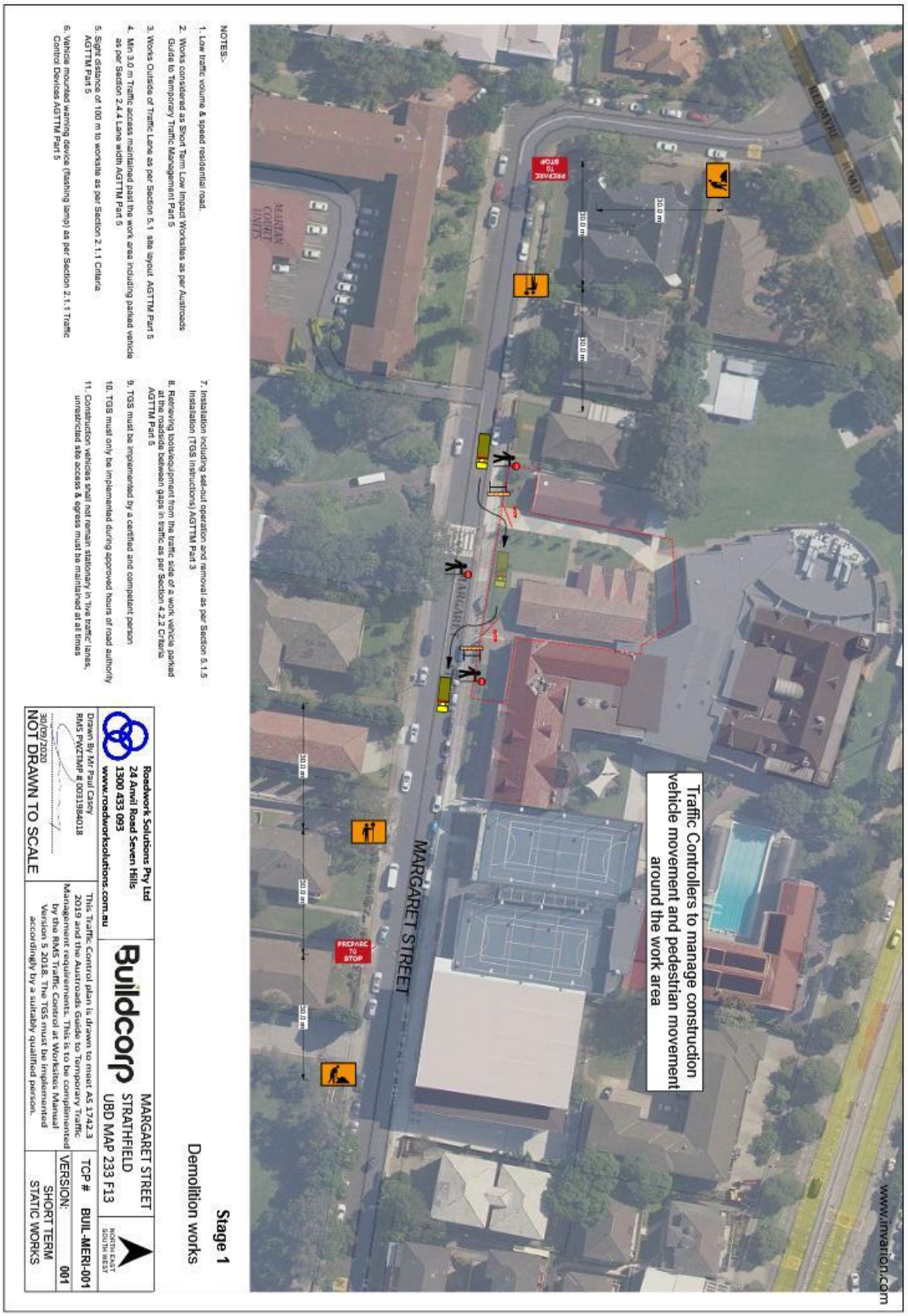


Proposed Parking Conditions

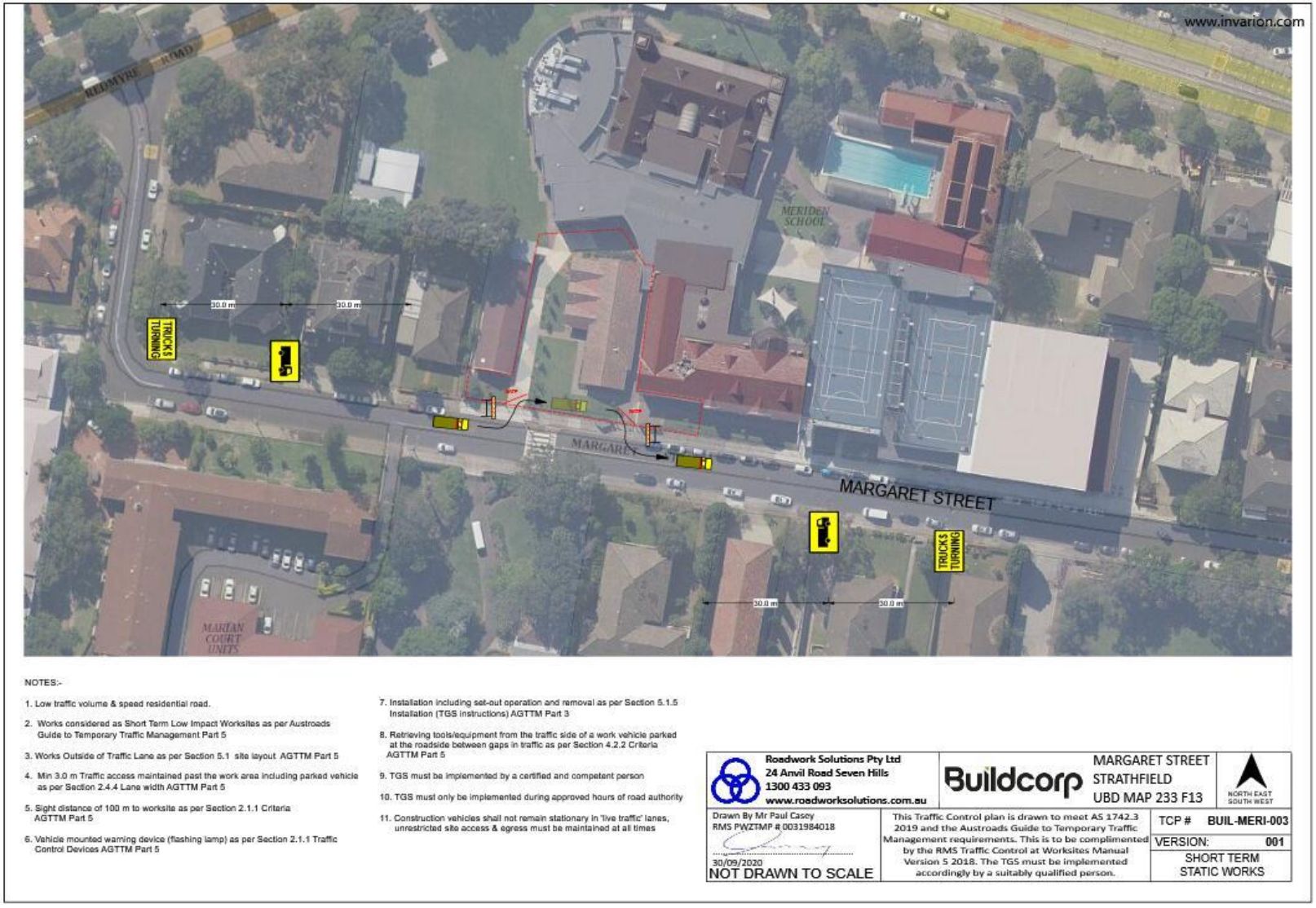


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10.0 Traffic Control Plan/Traffic Guidance Scheme



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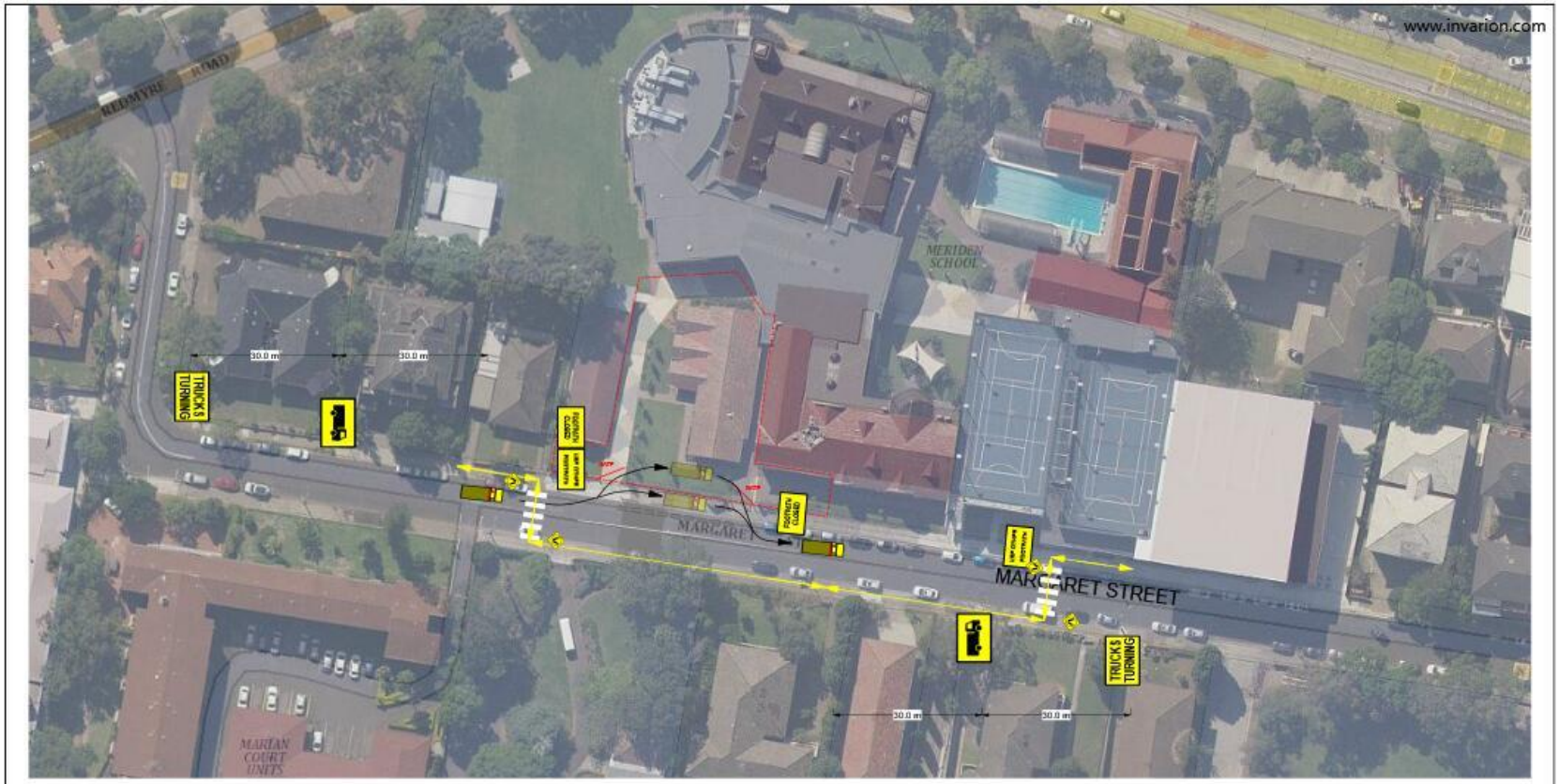


NOTES:-

1. Low traffic volume & speed residential road.
2. Works considered as Short Term Low Impact Worksites as per Austroads Guide to Temporary Traffic Management Part 5
3. Works Outside of Traffic Lane as per Section 5.1 site layout AGTTM Part 5
4. Min 3.0 m Traffic access maintained past the work area including parked vehicle as per Section 2.4.4 Lane width AGTTM Part 5
5. Sight distance of 100 m to worksite as per Section 2.1.1 Criteria AGTTM Part 5
6. Vehicle mounted warning device (flashing lamp) as per Section 2.1.1 Traffic Control Devices AGTTM Part 5
7. Installation including set-out operation and removal as per Section 5.1.5 Installation (TGS instructions) AGTTM Part 3
8. Retrieving tools/equipment from the traffic side of a work vehicle parked at the roadside between gaps in traffic as per Section 4.2.2 Criteria AGTTM Part 5
9. TGS must be implemented by a certified and competent person
10. TGS must only be implemented during approved hours of road authority
11. Construction vehicles shall not remain stationary in 'live traffic' lanes, unrestricted site access & egress must be maintained at all times

Roadwork Solutions Pty Ltd 24 Anvil Road Seven Hills 1300 433 093 www.roadworksolutions.com.au	Buildcorp MARGARET STREET STRATHFIELD UBD MAP 233 F13	NORTH EAST SOUTH WEST
Drawn By Mr Paul Casey RMS PWZTMP # 0031984018 30/09/2020 NOT DRAWN TO SCALE	This Traffic Control plan is drawn to meet AS 1742.3 2019 and the Austroads Guide to Temporary Traffic Management requirements. This is to be complimented by the RMS Traffic Control at Worksites Manual Version 5 2018. The TGS must be implemented accordingly by a suitably qualified person.	TCP # BUIL-MERI-003 VERSION: 001 SHORT TERM STATIC WORKS

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NOTES:-

1. Low traffic volume & speed residential road.
2. Works considered as Long Term Low Impact Worksites as per Austroads Guide to Temporary Traffic Management Part 5
3. Works Outside of Traffic Lane as per Section 5.1 site layout AGTTM Part 5
4. Min 3.0 m Traffic access maintained past the work area including parked vehicle as per Section 2.4.4 Lane width AGTTM Part 5
5. Sight distance of 100 m to worksite as per Section 2.1.1 Criteria AGTTM Part 5
6. Vehicle mounted warning device (flashing lamp) as per Section 2.1.1 Traffic Control Devices AGTTM Part 5
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Drawn By Mr Paul Casey RMS PWZTMP # 0031984018 30/09/2020 NOT DRAWN TO SCALE	This Traffic Control plan is drawn to meet AS 1742.3 2019 and the Austroads Guide to Temporary Traffic Management requirements. This is to be complimented by the RMS Traffic Control at Worksites Manual Version 5 2018. The TGS must be implemented accordingly by a suitably qualified person.	TCP # BUIL-MERI-004 VERSION: 001 LONG TERM STATIC WORKS

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NOTES:-

1. Low traffic volume & speed residential road.
2. Works considered as Long Term Low Impact Worksites as per Austroads Guide to Temporary Traffic Management Part 5
3. Works Outside of Traffic Lane as per Section 5.1 site layout AGTTM Part 5
4. Min 3.0 m Traffic access maintained past the work area including parked vehicle as per Section 2.4.4 Lane width AGTTM Part 5
5. Sight distance of 100 m to worksite as per Section 2.1.1 Criteria AGTTM Part 5
6. Vehicle mounted warning device (flashing lamp) as per Section 2.1.1 Traffic Control Devices AGTTM Part 5
7. Installation including set-out operation and removal as per Section 5.1.5 Installation (TGS instructions) AGTTM Part 3
8. Retrieving tools/equipment from the traffic side of a work vehicle parked at the roadside between gaps in traffic as per Section 4.2.2 Criteria AGTTM Part 5
9. TGS must be implemented by a certified and competent person
10. TGS must only be implemented during approved hours of road authority
11. Construction vehicles shall not remain stationary in 'live traffic' lanes, unrestricted site access & egress must be maintained at all times

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11.0 CTMP Approval

BUILDCORP representative to sign off

The Project Manager will verify the long term TMP is completed and suitable for consideration by the approval authorities:

Name and signature:	**Date:**

Road Authority representative to sign off

The Road Authority Project Manager will email confirmation that this TMP is approved for implementation to the BUILDCORP Project Manager. The signature box below will record a note confirming receipt of that email. A copy of the email will be attached as an Appendix to this document.

Name and signature:	**Date:**

12.0 Driver Code of Conduct

General Requirements

Construction vehicle drivers travelling to and from the site must:

- Have undertaken a site induction carried out by an approved member staff or suitably qualified person under the direction of management;
- Hold a valid driver's licence for the class of vehicle that they operate;
- Operate the vehicle in a safe manner within and external to the quarry site;
- Comply with the direction of authorised site personnel when within the site;

Heavy Vehicle Speed

Increased speed means not only an increased risk of crashing but also increased severity if an accident occurs. A study undertaken for the Australian Transport Safety Bureau found that travelling 10 km/h faster than the average traffic speed can more than double the risk of involvement in a casualty accident. (Source Roads and Maritime Services (RMS) previously known as Roads and Traffic Authority (RTA)).

There are two types of speeding:

- Where a heavy vehicle travels faster than the posted speed limit; and
- Where a driver travels within the speed limit but because of road conditions (e.g. fog or rain) this speed is inappropriate. (Source RMS).

Drivers and truck operators are to be aware of the "Three Strikes Scheme" introduced by the Roads and Maritime Services which applies to all vehicles over 4.5 tonnes. When a heavy vehicle is detected travelling at 15 km/h or more over the posted or relevant heavy vehicle speed limit by a mobile Police unit or fixed speed camera, the Roads and Maritime Services will record a strike against that vehicle. If three strikes are recorded within a three year period, the Roads and Maritime Services will act to suspend the registration of that vehicle (up to three months).

More information is available from the Roads and Maritime Services website.

Vehicle speed on public roads is enforced by the NSW Police Service.

The speed limit within the quarry site is 20 km/h which is to be strictly maintained.

Heavy Vehicles Driver Fatigue

Fatigue is one of the biggest causes of accidents for heavy vehicle drivers. The Heavy Vehicle Driver Fatigue Reform was therefore developed by the National Transport Commission (NTC) and approved by Ministers from all States and Territories in February 2007.

The heavy vehicle driver fatigue law commenced in NSW on 28 September 2008 and applies to trucks and truck combinations over 12 tonne GVM (however there are Ministerial Exemption Notices that can apply).

Under the law, industry has the choice of operating under three fatigue management schemes:

- Standard Hours of Operation
- Basic Fatigue Management (BFM)
- Advanced Fatigue Management (AFM)

Heavy Vehicle Compression Braking

Compression braking by heavy vehicles is a source of irritation to the community generating many complaints especially at night when residents are especially sensitive to noise.

In some instances compression braking is required for safety reasons however when passing through or adjacent to residential areas or isolated farmsteads a reduction in the speed of the vehicle is recommended to reduce the instances and severity of compression braking.

Heavy Vehicle Noise

The operating hours for transportation of materials to and from site are:

Monday – Friday (except Public Holidays) 7:00 am to 5:00 pm

Saturdays 7:00 am to 1:00 pm

Sundays and Public Holidays No activities

The following activities may be carried out on the site outside these hours of operation;

- delivery or dispatch of materials as requested by Police or other authorities; and
- Emergency work to avoid the loss of lives, property and/or to prevent environmental harm.

At the commencement of the working day it is not unusual for drivers to arrive early and wait for opening. If this occurs drivers are to wait with engines turned off.

Vehicle Departure and Arrival

Heavy Vehicles travelling in close proximity on single lane public roads can be of concern to light vehicle drivers as well as increasing noise through or adjacent to residential areas. To alleviate public concern and increase road safety, heavy vehicles leaving the site should be separated by a minimum two minute interval.

It is difficult to schedule arrivals to the site (except at the commencement of work for the day), however, when a driver becomes aware, through visual contact or two-way contact between trucks, that they will arrive at approximately the same time then they are to ensure that there is a suitable gap between vehicles.

END OF DOCUMENT