

WASTE MANAGEMENT PLAN

CEANOS

SAMIS CENTRAL SYDNEY AMBULANCE STATION Contract Number: HI21362

26/09/2022

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ISSUE REGISTER

REV	DATE OF ISSUED	SUMMARY OF AMENDMENTS	DISTRIBUTION
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02	26/09/2022		



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1.0 INTRODUCTION

Kane Constructions Pty Ltd (KANE) have been engaged by Health Infrastructure to assist in the design development and Construct of the SAMIS Central Sydney Ambulance Station.

This Waste Management Plan is relevant to the development of the ambulance station at Parramatta Road & Arundel Street, Forest Lodge. The Facility is proposed to include:

- New three (3) level Ambulance Station over the northern part of site addressing Arundel Street (basement, ground and first floor levels);
- Accommodation for 30 ambulance vehicles (standard and bariatric types) and three (3) ambulance motorcycles, as well as offices, storage, general servicing and provisioning of ambulances at ground and first floor levels;
- Basement staff car park for 24 cars (including one disabled space), two (2) motorcycles, and bicycles;

The Key Participants in the design and delivery of the SAMIS projects include:

Principal	Health Infrastructure
User Group	NSW Ambulance
Project Manager (Client)	Ben Tait
Architect	Conrad Gargett
Cost Manager	MBM Consulting Pty Ltd

The objective of this Waste Management Plan (WMP) is to outline measures to classify and dispose of all waste generated from the project during the Construction Phase and to ensure that resources are used efficiently in an attempt to minimise waste volumes. The processes detailed within this plan will ensure that waste will be correctly managed in line with the relevant Legislative requirements as well as the guidelines and priorities set our by the NSW Environment Protection Authority (EPA). Effective Waste Management is considered a communal responsibility, although specific responsibilities have been defined to ensure active implementation of Waste Management Procedures.

The management of Waste associated with the Operations of the completed facility are considered to be at the discretion of the End User Group and will therefore not be addressed within this Waste Management Plan.





2.0 LEGISLATION / STANDARDS / GUIDELINES

NSW Protection of the Environment Operations Act, 1997 (POEO Act);

NSW Protection of the Environment Operations (Waste) Regulation 1996;

NSW Waste Avoidance and Resource Recovery Act 2001;

NSW Waste Minimisation and Management Act 1995;

Office Environment & Heritage (OEH) Waste Classification Guidelines: Part 1 Classifying Wastes (DECC 2009a)

The strategies employed to minimise waste on-site will parallel the approach to Waste depicted in the EPA Waste Management Hierarchy:



Figure 1: Waste Management Hierarchy. Sourced from EPA



3.0 PROCESS

Waste creation during the completion of construction works shall consist of a) Building material waste b) general waste from staff engaged during the creation of the facility.

During the construction phase, key waste sources include:

- green waste from vegetation clearance;
- excess spoil from excavations;
- construction and general waste such as demolition waste from the existing buildings currently onsite;
- asphalt and concrete waste;
- liquid wastes such as oils and used chemicals from equipment maintenance domestic waste from site personnel including food scraps, glass and plastic bottles, paper and plastic containers;
- site sewage and other wastewater run-off including water utilised for dust suppression.

Generally, activities identified to facilite the reduction of waste creation include:

- Utilise separate re-cycling bins
- Where practical use "prefabrication" rather then "in-situ materials"
- Ensure materials are recycled where practical.
- Monitor waste disposal.
- Ensure adequate site bins are available to control waste.

The management of waste will be conducted in accordance with the process illustrated in Table 1.

ACTIONS	RESPONSIBILITY
Appropriate Training All personnel are to receive the project Environmental induction and ongoing waste management awareness and training via tool box talks on a regular basis.	Environment Manager
Assessment of Onsite Situation	
 Identify waste streams and approximate quantities prior to commencement of works. 	Site Foreman
 Identify management measures to reduce, reuse, recover, and recycle in preference to disposing to a licenced landfill. Advise Environment Manager prior to generating new waste streams. Refer to Table 1 for waste stream types and disposal locations 	Project Engineer
already identified.	Environment Manager



Waste Management Onsite	
 Waste storage facilities/stockpile locations to be established prior to works commencing and identified on the Environmental Control Map. Waste storage facilities/stockpile locations to be appropriately signposted e.g. recyclables, steel, concrete, general waste. The waste hierarchy of avoid, reduce, reuse and recycle to be employed throughout the project. Examples to be employed on site include: Alternative products with recycled content and/or lower embodied 	Site Foreman
energy will be investigated, especially paper, landscaping and concrete products;	Superintendent
 Beneficial reuse will occur on site where feasible to do so; Possible offsite crushing and screening will be explored to create a potential reusable product; 	Project Engineer
 Topsoil will be stockpiled for later reuse in site rehabilitation, where possible. 	Environment Manager
 Material sent offsite will be classified by an appropriately qualified professional in accordance with the Waste Classification Procedure and OEH's Waste Classification Guidelines: Part 1 Classifying Wastes (DECC 2009a). 	
Monitoring and Recording	
 A waste tracking form is to be used for all materials that require off-site disposal. 	
 Monitoring of waste management practices to be recorded using the Weekly Environmental Inspection Checklist. 	Site Foreman
 Monitoring of goals and limits in regards to waste management will be completed by the Environment Manager. 	Project Engineer
• Any actions from inspections to be assigned to the foreman for the area and recorded using the Environmental Inspection Actions Form.	Environment Manager
 Any observations will be kept in a site diary and significant issues are to be raised with the Environmental Manager. 	

Table 1: Onsite Waste Management Actions and Responsibilities



4.0 MANAGEMENT

- Waste management and reuse strategies will be considered and implemented where practical and costeffective. On-site reuse opportunities will be maximised, with efforts made to implement reuse and recycling initiatives. Examples to be employed on site include:
 - Beneficial reuse of spoil as fill where practicable for backfilling, access roads and retaining wall construction at fill locations;
 - Possible offsite crushing and screening will be explored to create a potential reusable product;
 - Topsoil will be stockpiled for later reuse in site rehabilitation, where possible;
 - Where available, and of appropriate chemical and biological quality, stormwater, recycled water or other sources of water shall be used in preference to potable water for construction activities, including concrete mixing and dust control.
- Material sent offsite will be classified by an appropriately qualified professional in accordance with the Waste Classification Procedure and OEH's Waste Classification Guidelines: Part 1 Classifying Wastes (DECC 2009a).
- Table 1 lists the waste generating aspects and identifies the range of solid, hazardous, special and liquid wastes that are likely to be generated by construction. Table 1 also outlines the proposed reuse, recycling or disposal method.
- Staff will be inducted on the principles of waste management and resource use requirements while working on site.
- Waste generated outside the site shall not be received at the site for storage, treatment, processing, reprocessing or disposal on site, except as expressly permitted under the POEO Act, if a licence is required for that waste type.
- Mitigation and management measures for waste impacts during construction are outlined in Table 2.



WASTE	CLASSIFICATION	POTENTIAL RECOVERY/REUSE	DISPOSAL (ALL TRACKED)
Green waste from clearing and grubbing of vegetation	General Solid Waste (Non Putrescible)	 Green waste would be reused as mulch onsite or provided to local schools for landscaping. 	 Clear and grub sub-contractor would remove timber and excess mulch to appropriately approved facilities.
Virgin Excavated Natural Material (VENM) – residual soil and shales	General Solid Waste (Non Putrescible)	• Where possible, all suitable fill materials would be used on site in a cut to fill operation.	 Wherever possible, VENM would be used on the project and excess material would be transferred to appropriately approved sites requiring VENM.
Excavated Natural Material (ENM)	General Solid Waste (Non Putrescible) – Resource Recovery Exemption	• Where possible, all suitable fill materials would be used on site in a cut to fill operation.	 Wherever possible, ENM would be used on the project and excess material would be transferred to appropriately approved sites requiring ENM.
Mixed Spoil	General Solid Waste (Non Putrescible)	 Where possible, all suitable fill materials would be used on site in a cut to fill operation. 	 Mixed unsuitable spoil would be transferred to appropriately approved waste facilities.
Demolition concrete and bitumen	General Solid Waste (Non Putrescible)	 Stockpiled and transported to recycling centre and recycled for project construction activities. 	Nil. Valuable recourse.
Building rubble and structural element demolition materials	General Solid Waste (Non Putrescible)	 Collected in designated collection areas and reused as much as practically possible. 	 Mixed unsuitable materials would be transferred to appropriately approved waste facilities.
Waste metals	General Solid Waste (Non Putrescible)	 Stockpiled and transported to recycling centre. 	Nil. Valuable recourse.
Liquid wastes – potholing slurries, site sewage, potholing, paint.	Liquid Waste	Liquid waste would be clearly identified and stored separate from other waste materials for selective disposal.	 Liquid waste would be stored so as to prevent or control accidental releases to air, soil, and water resources in the area. A licensed waste collection contractor would collect the liquid wastes generated on site and dispose to appropriately approved liquid waste facilities.
General office waste – paper, cardboard, used printer cartridges.	General Solid Waste (Non Putrescible)	 Office waste such as paper, cardboard boxes, comingled wastes (Cans, plastic bottles etc) and used printer cartridges would be recycled. 	 Food wastes and non recyclables will be sent to landfill.
Asbestos or Asbestos Containing Material	Special Waste	None currently identified	 A licensed waste collection contractor would collect the liquid wastes generated on site and dispose to appropriately approved special waste facilities.

Table 2: Construction Waste and Management



NO	MITIGATION MEASURE	TIMING	RESPONSIBILITY	TOOL
Gene	ral		1	1
1.	The 'waste hierarchy' will be maximised during construction and incorporated into work programs, purchase strategies and site inductions, and will be assessed quarterly to identify opportunities for improvement.	Pre-construction and construction	Environmental Manager	Site Inductions / Toolbox Talks
2.	Excavated material would be reused on-site, as far as practically possible.	Construction	Project Engineer	Site Inductions / Toolbox Talks
3.	Cleared vegetation will be reused on-site, as far as practically possible.	Construction	Project Engineer	Site Inductions / Toolbox Talks
4.	All liquid and/or non-liquid waste generated on the site from will be assessed and classified in accordance with Waste Classification Guidelines (DECC, 2008), as described in the Waste Classification Procedure .	Construction	Project Engineer	Site Inductions / Toolbox Talks / Waste Classification Procedure
5.	Waste disposal will be in accordance with the POEO Act. Wastes that are unable to be reused or recycled will be disposed of off-site at an appropriately licensed waste management facility, following classification.	Construction	Project Engineer	Site Inductions / Toolbox Talks / Waste Classification Procedure / Waste Tracking Form / Waste Register
6.	A section 143 notice under the POEO Act will be completed by both the project and the relevant property owner, should off-site disposal of construction waste material or VENM onto private property be deemed necessary.	Construction	Project Engineer / Environmental Manager	Section 143 Notice
7.	Waste generated outside the site shall not be received at the site for storage, treatment, processing, reprocessing, or disposal on the site, except as expressly permitted by the project's EPL.	Construction	Project Engineer	Site Inductions / Toolbox Talks
8.	 Waste segregation and separation will be promoted to facilitate reuse and recycling as a priority of the waste management program as follows: waste segregation at the worksites - all waste materials will be separated onsite into dedicated bins/areas where practicable for either reuse onsite or collection by a waste contractor; and waste separation off-site - all wastes will be deposited into one bin where space is not available on the worksite(s) and the waste will be sorted by a waste contractor. 	Construction	Environmental Manager	Site Inductions / Toolbox Talks
9.	Recycled material will be considered for use in rail construction where feasible and reasonable in accordance with the NSW Government's WRAPP.	Construction	Construction Manager	Site Inductions / Toolbox Talks
10.	Where available, and of appropriate chemical and biological quality, stormwater, recycled water or other water sources will be used in preference to potable water for construction activities, including concrete mixing and dust control.	Construction	Construction Manager	Site Inductions / Toolbox Talks / Permit to Pump
11.	A procurement approach will be adopted to reduce waste at the higher end of the waste hierarchy. During the procurement process, alternative products with recycled content and/or lower embodied energy will be investigated,	Pre-Construction	Environmental Manager	Site Inductions / Toolbox Talks



NO	MITIGATION MEASURE	TIMING	RESPONSIBILITY	TOOL
	especially paper, landscaping and concrete products. These products will be preferred where they meet all required specifications, are fit-for- purpose, can meet supply requirements and are cost neutral.			
Track	ing			
12.	Tracking of waste generation trends by type and amount of waste generated to be recorded on the Waste Register .	Construction	Environmental Manager	Toolbox Talks
13.	All waste collected for disposal and/or recycling, including amounts, date and time and details, and location of disposal to be recorded on the Waste Register .	Construction	Environmental Manager	Toolbox Talks / Waste Register
Trans	portation		1	1
14.	On-site and off-site transportation of waste would be conducted so as to prevent or minimise spills, releases and exposures to employees and the public.	Construction	Project Engineer	Site Inductions / Toolbox Talks
15.	All trucks transporting wastes off-site will be appropriately licensed to carry the waste and will have load covers installed.	Construction	Project Engineer	Site Inductions / Toolbox Talks
Monit	oring			
16.	Monitoring and reporting requirements to be undertaken including regular visual inspections of waste storage collection and storage areas for evidence of accidental releases and to verify that wastes are properly labelled and stored.	Construction	Environmental Co-ordinator	Site Inductions / Toolbox Talks / Weekly Environmental Inspection Checklist
Hazaı	dous Waste			
17.	Any hazardous waste generated on-site, as classified in accordance with Waste Classification Procedure , will be disposed of in accordance with the DECCW Guidelines.	Construction	Project Engineer	Waste Classification Procedure
18.	 Special management actions for any hazardous waste discovered, generated or procured on-site shall be implemented, including as appropriate: storage in closed, bunded containers; secondary containment systems available and to be at least 110 percent of the largest storage container, or 25 percent of the total storage capacity (whichever is greater), in that specific location; information to be made readily available on chemical compatibility to employees, including labelling each container to identify its contents; hazardous waste storage areas to be clearly identified (label) and demarcated, including documentation of the location on a facility map or site plan; and spill response and emergency plans to be prepared to address accidental release of hazardous materials. 	Construction	Construction Manager	Site Inductions / Toolbox Talks / Weekly Environmental Inspection Checklist

Table 3: Mitigation Measures

Please refer to the below attachment for types and volumes of waste as per SEG waste management plan.



5.0 MONITORING AND REPORTING

- A waste tracking form is to be used for all materials that require off-site disposal. A copy of the waste tracking form (including dockets and receipts) will be retained to record the date of waste removal, and identify the waste transport contractor and destination of the wastes from the worksite.
- Monitoring, inspection and reporting shall be undertaken including monitoring tools, monitoring frequencies, inspection records, tracking of actions, communication of outcomes and accountabilities.
- The following wastes are subject to special monitoring and reporting requirements by OEH under the waste tracking system:
 - o hazardous non-liquid waste (e.g. batteries);
 - o industrial non-liquid waste; and
 - o liquid wastes including non-recyclable oils, fuels, chemicals and paint.
- The Weekly Environmental Inspection Checklist will be used to ensure that all environmental aspects are reviewed during inspection of the project.
- Regular inspections will also be undertaken to assess environmental compliance against regulatory requirements.
- Biannual reporting (within the first two weeks in January and July) will be provided to Health Infrastructure ("HI") on the amount of material generated and amount recycled.
- Actions arising from the inspections will be recorded on the Environmental Inspection Actions Form and each action will be allocated to the foreman for the work area.









ENVIRONMENTAL MANAGEMENT PLAN

SAMIS CENTRAL SYDNEY AMBULANCE STATION

16/06/2022

CHANGE HISTORY

FREQUENCY OF REVIEW				
□ Monthly	☑ Quarterly	□ Annually	□ Event:	

CONTENT AUTHOR Ju

Justin	Looke
oaouni	LOOKO

ISSUE	CHANGE TYPE	AMENDMENT SUMMARY	AUTHOR	DATE
01	Rev 1	Rev 1	JL	30/09/2021
02	Rev 2	Rev 2	JL	22/03/2022
03	Rev 3	Rev 3	JL	16/06/2022
04	Rev 4	Rev 4	JL	26/09/2022
05				
06				
07				

SCHEDULE 3 (Clause Ref 3.5)

Environmental Management Plan

Who shall implement	Project Manager to prepare for implementation on site
When to implement	Each Project
How to	The Project Manager shall prepare and authorise for use the Project
use/implement	Environmental Management Plan EMP. In preparing the EMP, the Project
	Manager must:
	 insert names of Kane staff into the chart
 detail consultation process 	
	 prepare environmental risk assessment and checklist
	prepare incident response flowchart





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1 INTRODUCTION

The Kane Constructions Environmental Management System is third party certified to ISO 14001 and developed for functionality and use at construction site level. The system is designed so that when implemented, will assist in achieving the objectives of the Kane Environmental Management Policy.

The Environmental Management Plan facilitates a systematic approach to site environmental management by applying the processes, checklists and forms of the Kane EMS to achieve compliance with relevant Environmental Legislation. When implemented on site, the checklists and forms of the Kane EMS become a record of project environmental management. We audit internally for compliance with the Kane EMS and randomly select sites for third party surveillance auditing for compliance with ISO 14001.

The Environmental Management Plan is developed to identify workplace environmental hazards, assess risks and implement control measures associated with activities, products and services over which Kane have control or influence.

The Kane project team is identified in the chart below. The project staff responsible for environmental management is assessed for competence, understanding and acceptance of the environmental responsibilities. Confirmation of this is provided – *refer Attachment 7*



1.1 Project Team Chart



2 CONSULTATION AND COMMUNICATION

2.1 Site Induction

Before commencing work, all visitors must report to the site office for a site specific induction where employees and service providers are presented information contained in the Environmental Induction Booklet *(refer Attachment 3)*. Consultation and communication processes established are communicated at the site induction. All workers are encouraged to express their views on environmental issues direct to the Site Manager.

2.2 Currency and Awareness of Environmental Information

Kane Constructions seek Environmental advice and assistance and keep updated with changes to Environmental legislation, regulations and guidelines through the following (not limited to);

- Environmental Protection Authority Victoria
- Office of Environment and Heritage NSW
- Department of Environment and Resource Management QLD
- Department of the Environment, Climate Change, Energy and Water ACT
- Standards Australia Update emails etc.

During toolbox talks, the Site Manager shall communicate relevant alerts, newsletters, bulletins, results of audits, corrective actions etc. consistent with current activities on site. These shall be recorded using the OHSMS Schedule W-Record of Meeting proforma.

3 TRAINING AND COMPETENCY

3.1 Kane Staff

Kane Constructions ensures ongoing Environmental Management and Awareness training for all employees based on skill gaps. This targets the needs of individual people and relates appropriately to their roles and responsibilities. Certificates of competency are maintained in staff personnel files and available to validate competency upon request.

3.2 Non Kane Staff

The employer is responsible for providing their employees with the relevant training and supervision so they have the necessary competency and skills to undertake their responsibilities.

4 HAZARD IDENTIFICATION AND RISK CONTROL

4.1 Risk Assessment

An Environmental Risk Assessment and Checklist is prepared by the Project Manager to identify environmental aspects associated with the activities to be undertaken *(refer Attachment 2)*. The risk of those aspects occurring and causing environmental impact is rated, and control measures identified to reduce the risk.

The Site Manager is responsible for ensuring the control measures determined in the Environmental Risk Assessment and Checklist are implemented and remain effective. The aspects that have significant impact and assessed to be of higher risk must be given the highest order of priority.

5 ENVIRONMENTAL ASPECTS

5.1 Noise

Sources can be, but not limited to, in the forms of plant/machinery, radios and various construction methods. The Site Manager will ensure noise and vibration levels meet acceptable standards and statutory requirements.



The impact from noise on the surrounding areas shall be restricted to early construction activities undertaken until the building fabric is established further reducing noise impact on adjoining properties. A summary of these activities is detailed below:

Activity	Primary Equipment	Commentary
General Site	Skid Steer loader	Low to no impact on surrounding
Contouring	Excavator	occupied buildings
Piling / Piering Works	Track Mounted Boring Machine	As above
Bulk Earthworks	20 Tonne Excavator	As above
Concrete Works	Hand held mechanical equipment Concrete Pump Vibrating Machine	Nil Impact as the works shall be non- continuous
Erection of Structural Steel	12 Tonne Crane	Nil Impact due to the nature of the activity
External Cladding	12 Tonne Crane Hand held Equipment	Nil Impact due to the nature of the activity
	Mobile Plant & Equipment	

As detailed within this report "on site" noise assessments of specific equipment shall be undertaken throughout the course of the project to ensure that safe noise levels for both on site workers and adjoining residence and businesses are maintained.

Local residence on the surrounding residences shall be notified by way of the site management team if particularly "noisy" activities are likely to continue for an extended period of time. The notification of this activities shall include the following:

- Dates and Times of when the activities are likely to occur
- The expected duration of the works.
- Commentary regarding measures that have been undertaken to reduce the impact of likely noise (on site testing and monitoring, site awareness and staff inductions)
- Contact details of relevant Kane Management for consultation

5.2 Dust

Disturbance of ground conditions, vehicle movement, dry powdery soils and stockpiled soils have potential to generate dust throughout the site. The Project Manager will identify sources and apply appropriate controls while the Site Manager will ensure the controls are managed effectively.

5.3 Waste

The accumulation of waste resulting from demolition works, construction works, packaging, office tasks and amenities will be managed accordingly by Kane and/or engaged subcontractors. The Site manager shall ensure facilities are provided to adequately dispose of all types of waste.

5.4 Chemicals

Various chemicals stored on site include but not limited to fuels, oil, paint and adhesives which may have an impact on the environment if not handled appropriately. The Site manager will ensure minimum quantities of chemicals are stored correctly on site and empty packaging is disposed of in accordance with state laws and regulations.

5.5 Land Contamination / Soil Contamination

Various activities may contribute to the contamination of land and soil including wash water, brick cutting and plaster. Effective controls shall be implemented to ensure contamination to soil is minimised.



5.6 Erosion and Sediment

Rain and/or water used on site over recently disturbed or bare areas of soils have potential to carry sediment off site and cause erosion impacting native vegetation and water courses. The Site Manager shall minimise the disturbance of vegetation to reduce the likelihood of sediment loss and erosion.

5.7 Flora / Fauna

Plant/machinery and various forms of construction work can impact negatively on surrounding flora and native vegetation. Protection of existing native vegetation from the impacts of construction work shall be implemented by the Site Manager.

When native fauna is encountered, it must not be disturbed. Notify the Site Manager if you see any fauna which is in the way of conducting work. Disturbing, injuring or killing native fauna without a permit may lead to prosecution.

5.8 Mud on Road

Vehicle movements after heavy rain events increase the risk of transferring mud and dirt onto public roads. The Site Manager shall put controls in place to ensure the risk of mud on roads is minimised.

5.9 Heritage Sites

Various forms of construction work including demolition can have an impact of the cultural heritage of an existing building or site. The heritage significance of the building shall be determined by the Project Manager and the Site Manager shall ensure agreed protection methods are implemented on site.

5.10 Air Pollution

Poor plant maintenance and exhaust emissions will impact the quality of the air. The Site Manager shall ensure that incoming plant is assessed and confirmed to be maintained in accordance with manufacturer's recommendations. Other sources of air contaminants shall be contained and managed appropriately.

6 SYSTEM IMPLEMENTATION AND RESPONSIBILITIES

Site staff have responsibility for implementation of the following site specific Environmental Management system procedures and related Kane Business Management System procedures. Responsibilities listed below must be read in conjunction with the Kane EMS responsibilities (refer Clause 3.1). The priority, order and timeframes in which the items below are implemented may differ as determined by the Project Manager to suit the project construction programme and the findings of the environmental risk assessment.

Pro	ject Specific Systems	Corporate	Individual
		Responsibility	Responsibility
1.	Include Environmental Management as a fixed	Kane	Kane PM, CM, CA
	agenda item of meetings		
2.	Develop the Environmental Management Plan	Kane	PM
	EMP and all attachments		
3.	Deliver Site Induction (including policy, controls,	Kane	SM
	incident response)		
4.	Implement the environmental controls identified in	Kane and	SM, Subcontractor
	the EMP	Subcontractors	Supervisor
5.	Implement Incident Response procedure (where	Kane and	SM, Subcontractor
	incidents occur)	Subcontractors	Supervisor
6.	Raise Non-conformance reports and initiate	Kane and	SM, Subcontractor
	corrective and preventative action	Subcontractors	Supervisor
7.	Communicate alerts, incidents etc via Toolbox	Kane and	SM, Subcontractor
	Meetings	Subcontractors	Supervisor
8.	Update site noticeboard with material waste data	Kane	SM
	sheets		
9.	Monitor and evaluate environmental controls	Kane and	SM, Subcontractor
	(document weekly)	Subcontractors	Supervisor





10.	Measure and evaluate the effectiveness of the	Kane	PM
	EMP		

7 INCIDENT NOTIFICATION, INVESTIGATION AND RESPONSE

7.1 Incident notification

All site employees are responsible for notifying the Site Manager if they witness a pollution incident including leak, spill or escape of a substance or pollution incident causing or threatening public or property harm. In the event of an incident, the clean-up process shall be managed under the direct supervision of the Site Manager. The Site Manager is responsible for reporting notifiable incidents to the relevant environmental authority, Kane Senior Management and the Client Emergency Contacts in accordance with Attachment 4 Incident Response Flowchart.

7.2 Investigation and action taken

Procedural and/or legislative Non-conformances are identified, investigated, corrected and prevented by raising an Improvement Notice (refer Attachment 5). When raised, Kane Site Management documents the non-conformance and recommendation on how to correct the non-conformance. The Improvement Notice recipient is required to document the action taken to rescind the notice. Kane Site Management determines if the rectification is complete and adequate to prevent recurrence.

If the incident is of a large magnitude and poses high risk, the Site Manager shall contact and allow emergency services to manage the clean-up process. Such incidents shall be investigated using Kane OHSMS Schedule M/2 - Incident Investigation to determine how the incident occurred, how to prevent recurrence and how procedures may require revision to improve preparedness and response. The findings of an investigation are reviewed by the Construction Director, Systems Manager, Systems Coordinator, and Construction Supervisor NSW/QLD with a view to disseminating the lessons learnt to all projects.

8 AUDITING AND FREQUENCY

8.1 Internal

Quarterly Audit Report (refer Attachment 7) is used by the Project Manager to audit effective implementation of the Kane EMS. Points are awarded for effective implementation and points taken where noncompliance is observed. The audit facilitates recognising good practice environmental management and requires actions be documented where improvement is necessary. Each site is audited quarterly (minimum) close to the end of each reporting period on a day determined by the Project Manager. The audit report is issued to the Systems Manager for VIC projects or Construction Supervisor for NSW/QLD projects to review against company objectives/targets and identify trends that may appear (positive and negative). The audits are scheduled at the end of the following months (or otherwise scheduled to avoid holiday and extremely busy periods i.e. lead up to Christmas)

- March (Jan Mar)
- June (Apr Jun)
- September (Jul Sept)
- December (Oct Dec)

Random EMS audits are undertaken by the Systems Manager/Coordinator (VIC) and Construction Supervisor (NSW/QLD). Reports are prepared and distributed to all staff on the project for actioning and for information to the Directors in each state.

8.2 External

Kane Constructions certification to ISO 14001 – Environmental Management requires third party surveillance audits be undertaken. Projects are selected randomly. Each audit confirms if the company certification should remain. Corrective action must be promptly closed where identified.

It is not uncommon for head contracts to require external audits of projects. The auditor is commonly required to have Lead Auditor competency. Audit frequency and reporting requirements differ based on project complexity and risks.



Attachment	Document Title	Document Number	Revision
1	Schedule of Acts, Regulations, Standards and Codes of Practice	EMS-SYS-SCH3-ATT1	A2
2	Risk Assessment and Checklist	EMS-SYS-SCH3-ATT2	A2
3	Environmental Induction	EMS-SYS-SCH3-ATT3	A2
4	Incident Response Flowchart	EMS-SYS-SCH3-ATT4	A2
5	Improvement Notice	EMS-SYS-SCH3-ATT5	A2
6	Quarterly Audit Report	EMS-SYS-SCH3-ATT6	A2
7	Confirmation of Responsibilities	EMS-SYS-SCH3-ATT7	A2

The below table identifies the documents associated with this EMP, however are integrated with and presented in the Kane Occupational Health and Safety Management System.

Document Title	Document Description	Document Number	Kane OHS / BMS Reference
Skills Register	Register of training /competency	OHS-SYS-SCHD	OHS Schedule D
Post Tender Interview	Contract document detailing environmental management obligations of all subcontractors engaged	NA	Section 8.26
Incident Investigation	Form completed for the purposes of investigating incidents	OHS-SYS-SCHM2	OHS Schedule M2
Site Induction Record	Form completed by all inductees detailing personal and employment details	OHS-SYS-SCHP	OHS Schedule P
Record of Consultation	Form used to record consultation / communication	OHS-SYS-SCHW	OHS Schedule W



Schedule of Acts, Regulations, Standards and Codes of Practice



Who shall implement	Construction Director/Secretary All Project Staff	 Maintain currency of documentation Ensure availability of publications for the use on 	
	site		
When to implement	Bi Annually	- Maintain Currency	
	As required	- Provide documentation	
How to use/implement	The list of publications is available to confirming legal obligations / best practice controls / guidance material for works on site. All <i>Commonwealth</i> legislation applies across Australia. All other legislation is relevant to the state of NSW.		

Publication	Source
Acts	
Environment Protection	
Protection of the Environment Administration Act 1991	NSW Legislation and Parliamentary Document Website
National Environment Protection Council (NSW) Act 1995	Search using title
Protection of the Environment Operations Act 1997	OR
Smoke Free Environment Act 2000	Commonwealth Legislation Website
Contaminated Land Management Act 1997	Search using title
Planning and Environmental Impact Assessment	
Waste Avoidance and Resource Recovery Act 2001	
Commonwealth Environment Protection (Impact of Proposals) Act 1974	
Environment Protection and Biodiversity Conservation Act 1999 <i>(Commonwealth)</i>	
Heritage and Other Land Protection Legislation	
National Parks and Wildlife Act 1974	
Other Acts with Potential to Affect Construction Activities	
Health Administration Act 1982	
Road and Rail Transport (Dangerous Goods) Act 1997	
Water Act 2007 (Commonwealth)	



Publication	Source
Regulations	
Protection of the Environment Administration Regulation 2007	NSW Legislation and Parliamentary Document Website
Protection of the Environment Operations (Clean Air) Regulation 2010	http://www.legislation.nsw.gov.au/ Search using title
Protection of the Environment Operations (General) Regulation 2009	
Protection of the Environment Operations (Noise Control) Regulation 2008	
Protection of the Environment Operations (Waste) Regulation 2005	
Smoke-Free Environment Regulations 2007	
Office of Environment and Heritage Publications and Guidelines	
Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW	
Managing Urban Stormwater – Harvesting and Re-Use – Soil and Construction	
Environmental Management on the Urban Fringe	NSW Government – Office of Environment and Heritage
 Economic incentives for environmental management 	http://www.environment.nsw.gov.au/
 Property management plan Environmental according to the second seco	Search using title
Storing and Handling Liquids: Environmental Protection - Participants Manual	
Interim Construction Noise Guideline	
Review of alternatives to 'beeper alarms' for construction equipment	
Assessing Vibration: A Technical Guideline	http://www.environment.nsw.gov.au/clm/index.htm
Land Contamination: What are my Responsibilities? (Website only)	
Other Standards and Guidelines	
ISO	
ASNZS ISO 19011:2002 - Guidelines for Quality and/or Environmental Management Systems Auditing	Copy available in Head Office – Contact the Construction Assistant
ISO 14001:2004 – Environmental Management Systems	
Biodiversity	
The National Strategy for the Conservation of Australia's Biological Diversity 1996	http://www.environment.gov.au/biodiversity/publications/strategy/ index.html
The NSW Biodiversity DRAFT Strategy	http://www.environment.nsw.gov.au/biodiversity/nswbiostrategy. htm
	1



Publication	Source
Australian Government Department of Defence	Department of Defence Infrastructure Management Website
Defence Environmental Strategic Plan 2010-2014	http://www.defence.gov.au/environment/ems.htm



Risk Assessment and Checklist



ATTACHMENT 2 - ENVIRONMENTAL RISK ASSESSMENT and CHECKLIST (CI 3.5.1)			ASSESS RISK RATING IN ACCORDANCE WITH THE BELOW RISK CLASSIFICATION TABLE Determine the RATING for each aspect (including any site specific) after consideration of the standard risk controls, is there:						
Job No. Prepared By :			Job Title: SAMIS CENTRAL Position : Project Manager Sign : Date Approved:	Potential for pollution resulting in long term damage Potential for pollution that cannot be mitigated immediately A specific contract requirement A specific permit requirement A specific authority requirement		H - HIGH	Additional risk controls required. Frequency of monitoring to be based on level of risk		
Date	of Review:		Risk Review undertaken by (list names / company);		tial for public or other complaint tial for pollution (mitigated with mine	or damage)	M - MEDIUM	Monitor weekly to ensure controls are effective require increased monitoring based on inspecti	
Review Number				No potential for public or other complaints No potential for a legal breach No specific contract requirement No specific permit requirement No specific permit requirement		L - LOW	No additional risk controls. Monitor weekly		
No	ASPECTS	SOURCE	STANDARD RISK CONTROLS	Residual Risk Rating (H, M, L)	Additional Risk Controls Required (where risk rating is H)	No. of Compliant Controls Observed	No. of Non- Compliant Controls Observed	Minor Actions Required [Improvement Notice (Attachment 5) to be raised where significant Non- compliance is observed]	Initial and Date when action Completed
1	Noise	Plant / Machinery Construction Methods Radios	Plant /machinery maintained in accordance with manufacturer recommendations Silencers placed on large compressors / generators Comply with council work hours Limit volume of radios Utilise prefabricated materials	L					
2	Dust	Ground disturbance Vehicle Movement Dry powdery soils	 Protect areas of vegetation and minimise clearing / disturbance Cover exposed ground with mulch or other suitable material Restrict vehicle movements Dampen surfaces (seek approval where water restrictions apply) Landscape and re-vegetate as soon as possible Seed or cover soil stockpiles Special, high quality hoarding which meets infection control standards installed for operational healthcare facilities 	L					
3	Waste	Demolition Construction Works Packaging Office Amenities	Utilise separate recycle bins for paper, steel etc (space permitting on site) Use bin contractors who sort and recycle construction waste Utilise existing client facilities for domestic recyclables (paper, cans etc) Recycle demolished materials wherever possible Place lids on domestic waste bins for odour and vermin control	L					
4	Chemicals	Fuel Oil Paint Adhesives	 No bulk storage of fuel / oil on site (fuel tankers to visit site as required) Paints, adhesives stored on site at minimum quantities in vented containers/rooms All storage of chemicals shall comply with the Material Safety Data Sheet Major servicing of plant e.g. where large quantities of oil requires changing shall be undertaken off site 	L					
5	Contamination (from slurry / wash water) & Soil Contamination	Paint Plaster Concrete Brick / Paver cutting	 Use paint wash trough. Settled solids should be removed by an appropriate waste disposal company Designate a washing up and brick cutting area away from stormwater drains. Build an earth bund to contain wash water from concrete, plaster, brick cutting area away from stormwater drains. Build an earth bund to contain wash water from concrete, plaster, brick cutting Designate a washing up and brick cutting area away from stormwater drains. Build an earth bund to contain wash water from concrete, plaster, brick cutting Documented evidence of contaminated soil removed from site is accepted by landfill facility 	L					
6	Erosion and Sediment	Disturbed / cleared soils Rain events	 Protect and maintain natural vegetation and minimise clearing / disturbance Connect downpipes to stormwater drainage as soon as possible or pipe roof water onto grassed areas Install sediment fences close to the site boundary and drains where surface water may carry sediment off site Place gravel sausages across pit openings 	L					
7	Mud on Road	Muddy site Vehicle Movements Significant Rain Event	Crushed rock placed in areas of vehicle movement Restrict vehicle movements on un-vegetated/exposed ground Cover exposed trafficked ground with mulch or other suitable material Protect areas of vegetation and minimise clearing / disturbance Remove water from site by connecting downpipes to stormwater drainage Install rumble strips at site exit to promote cleaning mud off vehicle tyres	L					
8	Heritage Sites	Demolition Construction Works	 Project documentation to be closely reviewed for areas of Heritage significance Any Heritage significance to be identified during site induction Agreed protection measures to be included in the work method statement 	L					
9	Air Pollution	Plant / Machinery	 Plant / machinery maintained in accordance with manufacturer recommendations Plant / machinery exhaust emissions monitored for smoke (should not observe continuous smoke for longer than 10 seconds) 	L					
Tota Nor	al Compliant 1-compliant C	and Dbserved	• This Week						
-			·	Nor	Total Compliant and compliant Observed			Since Project Started	•



Environmental Induction Booklet





ATTACHMENT 3 (Clause 3.5.2)



Environmental Induction Booklet

Environment Policy	All personnel (Kane Constructions and Subcontractors) must be committed to achieving the objectives of Kane's Environment Policy. The policy is posted on the noticeboard or induction room for all inductees to read		
Incident Response	All site employees are responsible for notifying the Site Manager if they witness a pollution incident including leak, spill escape of a substance or pollution incident causing or threatening public or property harm		
Waste Data Sheets	The Site Noticeboard is updated as required with Material Waste Data Sheets (good practice environmental control information) for all to read		
NOISE	 Source Plant / Machinery Construction Methods Radios Unnecessary 		
	Risk Controls • Plant /machinery maintained in accordance with manufacturer recommendations • Silencers placed on large compressors / generators • Comply with council work hours • Limit volume of radios • Utilise prefabricated materials		
DUST	Source • Ground disturbance • Vehicle Movement • Dry powdery soils • Cutting • Infection Control		
	 Risk Controls Protect areas of vegetation and minimise clearing / disturbance Cover exposed ground with mulch or other suitable material Restrict vehicle movements Dampen surfaces (seek approval where water restrictions apply) Landscape and re-vegetate as soon as possible Seed or cover soil stockpiles 		



	 Special, high quality hoarding which meets infection control standards installed for operational healthcare facilities
WASTE	Source Demolition Construction Works Packaging Office Amenities
	 Risk Controls Utilise separate recycle bins for paper, steel etc (space permitting on site) Use bin contractors who sort and recycle construction waste Utilise existing client facilities for domestic recyclables (paper, cans etc) Recycle demolished materials wherever possible Place lids on domestic waste bins for odour and vermin control

CHEMICALS	Source Fuel Oil Paint Adhesives
	Risk Controls



	 No bulk storage of fuel / oil on site (fuel tankers to visit site as required) Paints, adhesives stored on site at minimum quantities in vented containers/rooms All storage of chemicals shall comply with the Material Safety Data Sheet Major servicing of plant e.g. where large quantities of oil requires changing shall be undertaken off site
CONTAMINATION (FROM SLURRY/ WASHWATER)	Source • Paint • Plaster • Concrete • Brick / Tile / Paver cutting
	 Risk Controls Use paint wash trough. Settled solids should be removed by an appropriate waste disposal company Designate a washing up and brick cutting area away from stormwater drains. Build an earth bund to contain wash water from concrete, plaster, brick cutting Designate a washing up and brick cutting area away from stormwater drains. Build an earth bund to contain wash water from concrete, plaster, brick cutting Documented evidence of contaminated soil removed from site is accepted by landfill facility





FLORA / FAUNA	 Source Plant / Machinery Construction Works
	 Risk Controls Trees, shrubs etc is protected by flagging, roped off i.e."No Go Zone" Vehicles parked outside of tree root zone to avoid damage No entry to fenced off areas, no pets on sites, stick to access roads, and notify Site Manager of any fauna

AIR POLLUTION	 Plant / Machinery
	 Risk Controls Plant / machinery maintained in accordance with manufacturer recommendations Plant / machinery exhaust emissions monitored for smoke (should not observe continuous smoke for longer than 10 seconds)











Incident Response Flowchart


ATTACHMENT 4 (Clause 3.5.3)



Incident Response NSW

New South Wales

Organisations operating under the Office of Environment and Heritage (OEH) issued environmental licences are required to notify pollution incidents by calling the OEH Pollution Watch Line.

Pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

- Protection of the Environment Operations Act 1997 (links are to the <u>NSW legislation</u> website):
 - Section 116: It is an offence to willfully or negligently cause any substance to leak, spill in a manner that harms or is likely to harm the environment.
 - Section 120: It is illegal to pollute or cause or permit pollution of waters.
 - Section 124-126 Businesses must maintain and operate equipment and deal with materials in a proper and efficient manner to prevent air pollution at all times.
 - Section 139 and 140: It is an offence to allow noise from your premises to be generated as a result of the failure to maintain or operate machinery.
 - Section 142: It is an offence to pollute land
 - section 147: Meaning of material harm to the environment
 - section 148: Pollution incidents causing or threatening material harm to the environment
 - section 149: Manner and form of notification
 - section 150: Relevant information to be given
 - section 151: Incidents not required to be reported
 - section 152: Offence for breaching duty to notify pollution incidents
 - section 153: Incriminating information

The OEH relies on everyone in the community to report pollution. The community is encouraged to call the OEH Pollution Watch Line when the following is noticed:

- Smoke or odours from an industry or business
- Spills or slicks in waterways
- Illegal dumping of wastes
- Noise from a factory or industrial complex
- Littering
- Smokey Vehicles

OEH POLLUTION WATCH LINE

Metropolitan – 131 555 (24 hours)

All site employees are responsible for notifying the Site Manager if they witness a pollution incident including leak, spill escape of a substance or pollution incident causing or threatening public or property harm. When notified, the Site Manager shall implement the attached Incident Response Flowchart.





Incident Response

In the event of an ENVIRONMENTAL INCIDENT

(all types of incidents) notify the Site Manager





ATTACHMENT 5

Improvement Notice





ATTACHMENT 5 (Clause 3.5)



Improvement Notice

This notice is issued as a consequence of your failure to maintain adequate environmental controls during the performance of your contract works

PROJECT – SAMIS CENTRAL	PROJECT NO.
SITE MANAGER – PAT WOOD	DATE:

TO:		FROM	1:
	Company Name		Company Name
	Noise		Dust
	Waste		Chemicals
	Contamination (slurry, wash water, oil)		Erosion and Sediment
	Flora / Fauna		Mud on road
	Heritage		Air Pollution
	Other		

Where this Improvement Notice is issued as a result of an environmental incident,	
IDENTIFY ACTION TAKEN TO CLEAN UP	

ACTION TAKEN TO ELI	MINATE TH	IE CAUS	E (i.e re-induction, impro	oved control measure etc)
VERIFICATION OF ACT	ION TAKEN	I (Kane S	Site Management use on	ly)
Action verified as con inadequate)	npleted		Action inadec	quate (describe why
Signed:				
Date:				
Kane Re	epresentativ	е		
In the event the compare these works will be bac	ny issued th k-charged.	<u>nis notic</u>	e fails to action, all cos	ts incurred to undertake
				Distribution:
Labour to Rectify				Site File
men x	hours	=	Total Hours	



ATTACHMENT 6

Quarterly Audit Report



ATTACHMENT 6 (Clause 4.1.2)



Environmental Management Audit

Who shall implement	Project Manager (Auditor) - Audit and submit report Site Manager (Auditee) - Implement actions identified
When to implement	Quarterly (minimum)
How to use/implement	Project Manager to check compliance, with the Site Manager, of all items against actual site record/observations and score out of 150. If not applicable, write N/A and award total points. Do not award negative points. Lowest score possible is zero. Any issue identified shall be listed <i>(immediate actions required column)</i> and actioned by the Site Manager <i>(sign and date in the closed column)</i> . The report is to be issued to the Systems Manager (Vic) or Construction Supervisor (NSW/QLD).

Job Title: SAMIS CENTRAL		Period Audited
Site Manager: Pat Wood	Job No.	Date Audited

* if not applicable write N/A and award total points

EMS	Audit Criteria	* Points	Immediate Actions Required	Closed
Sch / CL		Scored		Sign/Date
Ref				
Sch 1B	1. All EMS (body and schedules) implemented on site is the most current revisions i.e check documents against revision control table (Award 15 points, less 2 points for each document not current)			
Sch 3	2. Environmental Management Plan is signed, dated and prepared using current revision (15 points if signed, dated and current. Less 10 points if not signed and dated. Zero points if not current revision used)			
Sch 3 Att 2	3. Environmental Risk Assessment and Checklist prepared (15 points if prepared, less 10 points if not signed and dated by PM, less 10 points if risk rating is not completed, less 5 points if names of attendees not listed, zero points if not prepared)			
Sch 3 Att 2	4. Environmental Risk Assessment implementation (15 points for completed weekly checks, less 10 points for weeks not completed, zero points for no implementation)			
Sch 3 Att 2	5. Tally of Compliant / Non-Compliant Controls Maintained (5 points, less 2 points if tally not updated, zero points if no tally)			
Sch 3 Att 2	6. Environmental Risk Assessment minor actions required (10 points for minor actions required and closed out, less 2 points each action not closed out)			
Sch 3 Att 3	7. Environmental Induction Booklet displayed in induction room (10 points for induction book displayed, zero points if not displayed)			



EMS Sch / CL	Au	dit Criteria	* Points Scored	Immediate Actions Required	Closed Sign/Date
Ref Sch 3 Att 4	8.	Incident Response Flowchart completed with Site manager's name and displayed on site noticeboard (10 points if completed and displayed, less 5 points for not displaying on the noticeboard and zero points if not completed)			
Sch 3 Att 5	9.	Improvement notices raised and closed out (20 points for notices closed out, less 10 points for each notice raised and not closed out)			
Sch 4	10.	Materials Waste Data Sheets displayed on site notice board relevant to stage of project works (10 points, less 2 points for each data sheet not relevant to works)			
Sch 3 Att 6	11.	Quarterly environmental reporting statistics are submitted by the requested date (15 points, less 10 points if not submitted on time)			
Sch 3 Att 6	12.	Are issues/actions repeated from previous audits? (10 points, less 10 points if answered Yes without an explanation why the issues/actions are repeated from previous audits)	Yes/No	If Yes, list the reasons why the issue are not actioned from previous audi	es/actions ts
4.1.2	13.	Is the Kane EMS effective in achieving the objectives and targets? (10 points, less 10 points if answered No without an explanation why the system is not effective)	Yes/No	If No, list why (i.e system change, tr	aining etc)

Total Points achieved		Date Immediate Actions must be closed by	
	maximum score 160		write date above
	maximum score 160	-	write date above

If maximum points are <u>not achieved</u> on the Audit Criteria 1 and 2 above, the Total Points achieved for this audit shall default to "Improvement Required"

If maximum points are <u>not achieved</u> on the Audit Criteria 3, 4 and 6 above, the Total Points achieved for this audit shall default to "Unsatisfactory Result"

Between 90 - 100% (144 – 160) Points	Kane EMS trainer/mentor suitable to train young foreman
Between 70 – 89 % (112 – 143) Points	Good Implementation (above average implementation)
Between 50 – 69 % (80 – 111) Points	Improvement Required (average implementation)
Below 50 % (0 – 79) Points	Unsatisfactory result (Non-conformance report and re-induction)

Print Name (Site Manager)

Print Name.....

(Project Manager)

Distribution Site File

Systems Manager/Systems Coordinator (VIC)/Construction Supervisor (NSW, QLD)



ATTACHMENT 7

Confirmation of Responsibilities



ATTACHMENT 7



Confirmation of Responsibilities

The project staff responsible for management of environmental management is assessed for competence, understanding and acceptance of their environmental responsibilities. Confirmation of this is provided below.

Each individual shall complete the table to verify the items listed below. Write either Yes or No (alongside the item in your column only) sign and date.

Item 1 I understand my responsibilities identified in the Kane EMS (revision A2)

Item 2 I understand my responsibilities identified in the Environmental Management Plan (revision 1) **Item 3** I was consulted and given opportunity for input in the development of this Environmental Management Plan

Item 4 I am competent to carry out my responsibilities identified in the Kane EMS and this Environmental Management Plan

Item 5 I will carry out my responsibilities identified in the Kane EMS and this Environmental Management Plan

	Project Manager	Site Manager	Project Engineer	Contracts Manager	Project Co- ordinator	Sub-Foreman
Name	Justin Looke	Pat Wood	Seng Chea	Milton Cassiano	Jamie Manning	Ehab Gourani
Item 1 (yes/ no)	Yes	Yes	Yes	Yes	Yes	Yes
Item 2 (yes/ no)	Yes	Yes	Yes	Yes	Yes	Yes
Item 3 (yes/ no)	Yes	Yes	Yes	Yes	Yes	Yes
Item 4 (yes/ no)	Yes	Yes	Yes	Yes	Yes	Yes
Item 5 (yes/ no)	Yes	Yes	Yes	Yes	Yes	Yes
Sign	food	provo	luy	M.C	ANT	Elek
Date	16/06/22	16/06/22	16/06/22	16/06/22	16/06/22	16/06/22

R – Responsible A – Accountable C – Consulted I – Informed





QUALITY MANAGEMENT PLAN

EAVOU

SAMIS CENTRAL SYDNEY AMBULANCE STATION

16/06/2022

XANE

DOCUMENT HISTORY

CONTENT AUTHOR

Justin Looke

ISSUE	CHANGE TYPE	AMENDMENT SUMMARY	AUTHOR	DATE
01	Rev 1	First Issue	JL	30/09/21
02	Rev 2	Second Issue	JL	26/04/22
03	Rev 3	Third Issue	JL	16/06/22
04				
05				
06				
07				



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1.0 INTRODUCTION

The table below shall be completed by the Project Manager to identify the Quality Control process to be adopted on the project. The Project Manager shall identify which trades / activities require the implementation of (Inspection & Test Plans ITP's and Inspection & Test Records ITR's) to reduce the risks of product not achieving the specified requirements.

Kane Constructions will witness the Quality Control process of subcontractors' / sub consultants in accordance with the Standard Conditions of Subcontract and Subcontract Schedule 5. Subcontractors with third party certification to ISO9001:2008 Quality, will be permitted to adopt their own Quality Management System, only after Kane Constructions review and approval.

2.0 PROJECT ORGANISATION CHART





3.0 PROJECT QUALITY CONTROL

lte m	Trade / activity that require ITP's and ITRs	ITP and ITR Prepared By (Kane or Subcontractor	ITP & ITR Reviewed & Approved by:	ITP and ITR Implemented By (Kane or Subcontract or)	Name of Quality Controller
1	Civil Works	S	К	S	Brian Widjaja
2	Concrete Pump & Place	S	К	S	Alessandro Scalzo
3	Concrete Supply	S	К	S	John Procajlo
4	Demolition	S	К	S	Brian Widjaja
5	Doors, Fire Doors & Jambs	S	К	S	TBC
6	Rapid Roller Door	S	К	S	TBC
7	Electrical	S	К	S	Barry Cawley
8	Fire Services	S	K	S	Barry Cawley
9	Floor Sealing	S	К	S	TBC
10	Formwork	S	К	S	Jack Boers
11	Glazing	S	К	S	TBC
12	Handrails	S	К	S	TBC
13	Hydraulics	S	К	S	Jack Houghton
14	Masonry	S	К	S	TBC
15	Mechanical	S	К	S	Cameron Libro
16	Metal Roofing	S	К	S	TBC
17	Cladding	S	К	S	TBC
18	Piling	S	К	S	Brian Widjaja
19	Plasterboard	S	К	S	TBC
20	Post Tensioning	S	К	S	George Marinos
21	Reinforcement Fixing	S	К	S	Paul Ferreira
22	Scaffolding	S	К	S	Shannon Visanich
23	Signage	S	K	S	TBC
24	Structural Steel	S	K	S	TBC
25	Tiling	S	К	S	TBC
26	Waterproofing	S	K	S	TBC

S – Subcontractor

K – Kane Constructions



4.0 QUALITY ASSURANCE

Before work begins, Kane will provide a comprehensive Quality Plan. Our Quality Management Plan is AS/NZS ISO 9001:2008 accredited and demonstrates Kane Construction's commitment to quality outcomes and understanding and acceptance of the principles of Quality Assurance.

Kane's preliminary proposal to demonstrate that we will be implementing management strategies with respect to quality assurance is as follows:

- 1. Kane will prepare a **Project Quality Management Plan (Project Plan)** to identify quality targets, quality risks, and procedures to demonstrate our compliance with specification and quality standards for the project.
- 2. Kane's Project Manager Justin Looke will prepare and manage the Project Plan. The plan will include a high level summary of the nature of the project, quality standards and references to be met, a communications plan, including key stakeholders and procedures, and the relationship of the scope of Inspection and Test Plans (ITPs) and Inspection and Test Records (ITRs) that we will progressively prepare and retain.
- 3. Our project plan sets out the areas and trades that we deem require ITPs and ITRs, based on Contract requirements and our risk assessment and the final scope of work for the various components of the project. Infrastructure, services, security, and civil works are the higher risk, more critical trades.
- **4.** We will require subcontractors to provide QA plans for their scope of works, and we will review these, require their resubmission, and monitor their implementation.
- 5. ITPs and ITRs are retained in the site office and are available for inspection and review.
- 6. Responsibility for implementing the Project QA plan on the project will lie with all team members, all reporting to Project Manager Justin Looke.

At tender stage, the key areas Kane has identified as high risk for quality include:

- Rapid Roller Shutter
- Glazing assemblies
- Façade finishes, joints and capping's
- Services installation and component/equipment compliance;
- Pressure testing of all pipework in line with Australian standards;
- FF&E operational testing; and
- 100% witness testing for essential services.

Our Quality Plan for this project will detail:

- How the company quality policy will be implemented;
- How compliance with external certification will be maintained;
- How the Quality Plan will be applied to construction;
- Responsibilities by person, position and reporting relationship on site;
- Consultation on quality that will occur during the Project;
- Training on quality that will occur during the Project;
- Quality system inspections or audit procedures that will be applied to the construction process
- Quality system performance monitoring that will occur on site;



- Quality system records that will be kept;
- Resolving defects;
- Contract administration/document control systems; and
- Reporting

5.0 PROJECT AUDIT SCHEDULE

The Project Audit Schedule shall be prepared and implemented by Kane Constructions for the purpose of evaluating if the Quality process adopted for the project is achieving the required outcomes. Audits shall be nominated in the schedule below. Kane project staff shall conduct the audits in accordance with the BMS procedure titled *Auditing Subcontractors*, to ensure any issues affecting product quality is identified at an early stage and addressed. The results of these audits shall be reported to Kane Management as part of the BMS procedure titled *Quarterly Project Reviews*. Implementation of the ITP's & ITR's and the auditing of, is the process identified to achieve the objectives of the Kane Constructions Quality Policy.

Shaded boxes beside the trades shall nominate the month an audit is scheduled. The audit schedule shall remain updated by typing the date the audit was conducted into the shaded box.



Trade / activity that requires Auditing	Jan -22	Feb- 22	Ma r- 22	Apr - 22	Ма у- 22	Ju n- 22	Jul - 22	Au g- 22	Se p- 22	Oc t- 22	No v- 22	De c- 22	Ja n- 22	Fe b- 22
Civil Works														
Concrete Pump & Place														
Concrete Supply														
Demolition														
Doors, Fire Doors & Jambs														
Rapid Roller Shutter														
Electrical														
Fire Services														
Floor Sealing														
Formwork														
Glazing														
Handrails														
Hydraulics														
Masonry														
Mechanical														
Metal Roofing														
Cladding														
Piling														
Plasterboard														
Post Tensioning														
Reinforcement Fixing														
Scaffolding														
Signage														
Structural Steel														
Tiling														
Waterproofing														



KEY TASK AND RESPONSIBILITY MATRIX 6.0

The table below lists the BMS procedures applicable to the project, & those responsible for implementation.

Business Management System Procedure Title	BMS Ref	Kane Project Manage r	Kane Contracts Manager or Contract Administrator	Kane Site Manager	Sub- Consulta nt	Sub- Contractor s
Preparing the Project Plan	6.11	R	А	А	I	I
Environmental Management Plan	6.13	R	А	A	I	I
Site Safety Plan	7.01	R	I	А	I	А
Establishing the Program	6.16	R	С	А	I	I
Establishing the Budget	6.17	R	А	I		
Preparing the Letting Schedule	6.18	A	R	С		
Establishing the Site	6.24	C	A	R		А
Undertaking Dilapidation Survey	6.27	I	R	A	I	I
Site Security	7.32	А	A	R		
Daily Diary	7.44	I	I	R		С
Post Tender Interview	8.23	R	А	Α		
Letting Subcontracts	8.205	R	А	С		1
Site Meetings	8.11	A	А	R	С	С
Request For Information (RFI)	8.37	I	А	R	C	С
Assessing Claims For Payment	8.27	A	R	A	C	
Subcontractor Variations	8.28	А	R	А		С
Head Contract Variations	8.33	А	R	С		
Progress Claims	8.35	R	А	C		
Forecasting	8.31	R	A	С		C
Auditing Subcontractors	3.13	I	А	R		С
Non-conformance Monitoring	3.21	A	А	R		С
Quarterly Project Review	3.31	R	A	A	C	С
Inspection & Defects Rectification	9.14	A	А	R	A	С
Obtain Practical Completion	9.11	R	A	А	А	A
Obtain Building Certification	9.17	R	А	А	А	A
Subcontract Finalisation	9.33	R	А	А		
Public Relations Activities	9.24	R	I	C	I	I
Contract Finalisation	9.32	R	А	А		С
Archiving Files	9.22	R	А	A		
Others (e.g Project Specific)						
Preparing ITPs and ITRs	7.41	A	A	R	I	А
Safe Work Method Statements (SWMS)	7.01	A	A	R		А

R – Responsible A – Accountable C – Consulted

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I – Informed



7.0 HOLD POINT SCHEDULE

ΗP Note: HOLD POINT AGREED NOT REQUIRED Register used to confirm which inspections are in fact required by the consultants. Once register is finalised the inspections will be captured within trades ITR's WΤ **REQUIRED ATTENDANCE** WITNESS TEST IP **OPTIONAL ATTENDANCE** INSPECTION POINT S ATTENDANCE NOT REQUIRED SUBMISSION TR TEST RESULT

	Description								
TVDE	Description	Client	Architact	Samiaaa	Structure	Contifior	Fire	Acquatia	Commonto
ITPE		Client	Architect	Services	Structure	Certiller	Engineer	Acoustic	Comments
	MECHANICAL SERVICES								
HP	Refrigerant pipework prior to concealment								
HP	Ductwork pipework prior to concealment								
HP	Commissioning witness testing of AC system			S					
HP	Commissioning witness testing of outdoor air fans								
HP	Commissioning witness testing of exhaust fans								
HP	Commissioning witness testing of electrical cabling & switchboard								
HP	Witness testing of Fire Mode								
S	Submission of commissioning test reports								
	ELECTRICAL SERVICES SPECIFICATION								
IP	Trench excavation prior to installing cables								
IP	Completion of cable roughing in								
IP	Testing and commissioning								
IP	Construction of switchboard at the factory premises								
HP	Witness testing of Fire Mode								
S	Submission of commissioning test reports								
	HYDRAULIC SERVICES SPECIFICATION						1	L	
IP	Inspection of hydrostatic / pressure testing of pipework								
IP	Valves & Pipework prior to concealment								
HP	Inspection, testing & certification of the completed service by a								
	registered & fully equipped hydrant system certifier								
S	Submission of commissioning test reports								
	AV								
HP	Witness testing of the system								
	Structure								
S	Technical data of concrete mix, reinforcement, steel & precast								
HP	Pre-pour inspections								
TR	Concrete test result submissions								
	PCA Hold Points								
IP	Stormwater connections								
HP	Footing including piers, piles & slab for all works in contact with								
	the ground. Must be inspected by a certifying authority, an								
	accredited certifier or principal certifying authority								



HP	Structure - client to engage a structural engineer to inspect and certify each footing & frame elements & provide inspection reports				
HP	Architectural & services progress inspections				
	Acoustic Engineer				
HP	Inspection upon completion				
	ARCHITECTURAL SPECIFICATION	1	•	•	L
130	Demolition				
HP	Adjoining structures before commencement of demolition				
HP	Before disconnection or diversion of services				
HP	underground structures after demolition				
HP	site after removal of demolished materials				
HP	services after re-connection or diversion				
182	Fire Stopping	•	•	•	
HP	Service penetrations completed and ready for fire stopping				
HP	finished fire stopping, before being concealed				
HP	Specialist services works co-ordinated with fire stopping				
191	Sundry Items		•		
HP	Custom build fixtures fabricated and ready to be delivered to the site				
HP	Furniture items delivered to site before installation				
HP	Site locations or substrates prepared to receive furniture or fixtures before installation				
HP	Set out of item locations before fixing				
HP	Completion of installation				
411	Waterproofing				
HP	Silicone based waterproofing treatments				
HP	Hydrophobic waterproofing treatments				
HP	Concrete curing agents				
HP	Heavy duty sealers				
HP	Other additives and applications				
HP	Grease, paint, oil and the like substances				
461	Glazing				
HP	Glass products may be inspected before they are installed				
472	Acoustic Insulations				
HP	Insulation installed before it is covered up or concealed				
525	Cubicle Installation				
HP	Set out before installation				
HP	Completion of installation				
552	Metalwork				
HP	Shop fabricated or assembled items ready for delivery to the site				
HP	Commencement of shop or site welding				
HP	Site erected assemblies on completion or erection before covering up by cladding and encasing				

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HP	Steel surfaces prepared for, and immediately before site applied finishes				
611	Painting				
HP	Prototypes ready for inspection				
HP	Substrates immediately before applying base coats				
HP	Finish treatments before decoration				
612	Cementitious Products				
HP	Substrates ready for laying of toppings				
HP	Prototypes ready for inspection				
652	Carpets & Mats		•		
HP	Each batch of material upon delivery to the works				
HP	Subfloor prepared to receive the carpet installation				
HP	Fixings, edge strips, underlay installed				
HP	Completed carpet after cleaning and before covering for				
	protection				
800	Blockwork				
HP	Items to be built in, including damp proof courses, lintels, flashing and the like				
HP	Base of cavity after cleaning out				
HP	Reinforcement type and diameter				
HP	Structural steelwork including bolts and shelf angles in position				
HP	Control joints ready for insertion of joint filler				
HP	Reinforcement in place in core holes before grouting				
924	Cement Render				
HP	Silicated based waterproofing treatments				
HP	Hydrophobic waterproofing treatments				
HP	Concrete curing agents				
HP	Heavy duty sealers				
HP	Excessive moisture content				
HP	Other additives and applications				
HP	Grease, paint, oil and the like substances				
990	Painting				
HP	Preparation of substrate				
HP	Acceptance of Substrate				
HP	After application of each subsequent coat of paint including primer, sealer & undercoat				
1000	Concrete Finishes	 		 	
HP	Evaluation of the off form finishes to formwork				





LEC	GEND
	Site Amenities
	Covered walkways
	Vehicle Site access
	Materials/Plant stand area
	Scaffold Hoarding
	Pedestrian Access Stair
	Bracing exclusion zone
	Site access walkway
•••••	Concrete Safety barrier
	Pedestrian & Traffic Control
+	First Aid
	Sediment control and shaker
	Emergency evacuation point

ROSS

STREET



Sydney Ambulance Metropolitan Infrastructure Strategy SAMIS Central Construction Management Plan



Contract Number: HI 21362 Date: 30th September 2021 Rev 3 26th of September 2022



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1. INTRODUCTION

The Construction Management Plan has been developed to provide a detailed, yet open insight into how Kane proposes to execute the works and operate the site during the construction, leading to a successful delivery of the project.

The Kane Delivery Team will be responsible for the implementation of this plan.

2. COMMUNICATION

Kane will use Aconex Online Document Management System on the project as the document control software to be used by all project participants. Aconex will ensure that all project information, including drawings, specifications and correspondence is readily updated and available. All Kane team members have a thorough understanding of this system and have found its implementation and use has contributed to successful outcomes on previous projects.

During previous projects of this nature, Kane have initiated and implemented Client Coordination Meetings between our Project Team and the Client. We propose that Client Coordination Meetings be adopted and conducted on a weekly basis to discuss progress, upcoming activities, access/egress, services interruptions/isolations and any related client coordination issues.

Key members of the Kane project team will lead regular subcontractor meetings (and involve stakeholders as required) to review progress, coordination and other matters. Subcontractor meetings will be held at the Kane Site Office on a weekly basis or more often if required.

Kane's Project Manager Justin Looke will hold, chair and minute Site Meetings on a fortnightly basis with Health Infrastructure and the design consultants to report on progress, coordination and other construction related issues. Meeting minutes will be distributed to those present and other relevant parties.



Kane also propose that a Joint Coordination Meeting between the Kane and the Other Contractor be held on a Fortnightly basis to ensure consistency of design across both packages.

3. SITE ESTABLISHMENT

Kane recognise the importance of a positive start to the project and that as a result, site establishment and site mobilisation activities will be carried out in a logical and ordered manner. Kane's site establishment for the works aims to:

- Maintain public safety
- Minimise the impact of the works on the public and adjoining properties
- Minimise the loss of on street car parking and
- Maximise the efficiency and therefore cost of construction

All site establishment activities will be conducted in accordance with:

- The requirements of the GC21 Contract
- Local authority and stakeholder requirements
- Program timeframes
- Any HI requirements

Kane's proposed project team are best positioned to undertake these works. Our approach is described below.

3.1 Project Plans

The Project Specific Plans which Kane has developed for the project include:

- WHSMP (complies with AS/NZS 4801:2001 and FSC accredited) (Appendix 1)
- Site Establishment Plan (Appendix 7)
- Construction Traffic Management Plan (Appendix 6)
- Environmental Management Plan (complies with AS/NZS ISO 14001:2004) (Appendix 4)
- Quality Management Plans (complies with AS/NZS ISO 9001:2008) (Appendix 8)
- Communication Plan which outlines key contacts from Kane, Census and Health Infrastructure, and establishes formal and informal communication processes between all stakeholders
- Detailed dilapidation survey of the existing and adjacent site, roads, crossovers, access paths, footpaths and vegetation around the site (Appendix 9)
- Noise and Vibration management (Appendix 10)
- Any other specific Management Plans as required under the Contract, including:
 - o Aboriginal Participation
 - o Workplace Relations
 - Complaints Management Procedure

3.2 Site Establishment

The Site Establishment Plan will illustrate how Kane intend to set up the site and manage vehicle movement within the site. The Site Establishment Plan will illustrate the following:-

- 1. Temporary Hoarding Location
- 2. Site Office and Amenities Location including First Aid
- 3. Entry and Exit Points
- 4. Materials Handling Location
- 5. Sediment Control



- 6. Evacuation Points
- 7. Vehicle and Plant movement

3.3 Environmental Controls

Our project Environmental Management Plan has been developed comprehensively and will be implemented strictly to ensure the project complies with authority guidelines and council bylaws. The project's exposure to weather during construction emphasises the need for rigorous management, specifically relating to water runoff and storm water control. Kane has developed a site specific Environmental Management Plan which will provide details on how Kane intend to manage environmental issues and the controls Kane will put in place. Site specific environmental controls relevant to the site will be installed before demolition and civil works start and are detailed below:

Storm water Management and Sediment Control

- Civil/earthworks are a significant component to the project and as a result appropriate storm water management and sediment control mechanisms will be put in place
- Temporary hay bale and sediment traps will be installed on-site to direct all storm water runoff from the site into existing drains
- Kane will install a shaker grid in the exit driveway, which will help vehicles prevent any construction spoil being carried out by vehicles exiting site.
- Kane will import crushed rock to create and maintain temporary access roads for construction vehicles and workers on non-paved areas throughout the course of construction

Noise and Vibration

- Recommendations in the report to mitigate noise include the following

 a) Community consultation/notification
 - b) Respite periods have been nominated for noisy works exceeding 75db, or exceed

the internal noise management level for classrooms during examination periods. The following nominated respite hours are.

- i. Monday to Friday: 7:30am-8:00am
- ii. Saturday: 8:00am-9:00am
- iii. Monday to Saturday: 12:00pm-2:00pm
- c) Vibration monitoring
- d) Quiet Work Methods/technologies
- e) Plan made available to workers onsite.

Dust and Dirt

- Any airborne dust and dirt will be controlled via the use of sprinklers and/or water carts during dry months
- Any stockpiles on site will be covered and maintained.

3.4 Site Offices and Amenities

Site sheds and amenities will be as per the Site Establishment Plan. The layout will be designed to prevent any disruption of deliveries to the project and the OSD tank been excavated.

Kane will provide site offices and amenities that will:

- Be able to accommodate the 40+ anticipated workers onsite
- Include administration offices
- Include a separate meeting room for conducting site meetings
- Comply with legislative requirements and industrial agreements
- Include change, first aid and WHSMP facilities
- Be neat, clean, well-constructed and well maintained



3.5 Traffic Management Plan

Traffic and pedestrian management will be one of the major issues on the project. KANE realise that we will be sharing access to the project with local businesses and members of the public. Kane have developed a Traffic Management Plan (Appendix 6)

The purpose of the Traffic Management Plan is to ensure that planned works adhere to and comply with the Contract requirements for; Control of movement of construction vehicles (Plant, Equipment) around the Project and adjacent transport corridors. Specifically, this Plan must recognise, be consistent with and comply with the traffic configuration of the local road network as it exists at varying stages, during the project.

The main element of the work in respect to traffic management is:

- Traffic Management while Construction Vehicles are entering and exiting the work areas;
- Control of movement of vehicles carrying construction plant/equipment around Project and adjacent traffic corridors;
- Recognise, be consistent with and comply with the traffic configuration of the local road network as it exists at varying stages, during the project;
- A Vehicle movement plan has been developed showing the routes to be taken by different sized vehicles.

3.6 Cranes

We believe that the most efficient and effective method will be to use mobile cranes for all construction activities. This approach will allow flexibility with the location of cranes. Mobile cranes will be required for loading plant and materials and will be located within the site boundary.

The size of location of all mobile crane will be determined with the following considerations:

- Lifting Radius the position of the cranes are able to service 100% of the structure
- Lifting Capacities the position of the cranes will allow to lift plant to the roof
- The position of the cranes are able to access loading zones around the perimeter of the building
- The ground conditions where cranes will be located
- The position of the crane will not impact any critical activities

3.7 Hoisting and Material Handling

Small forklifts will be used to manage material deliveries to the site and to maintain orderly material storage around the site. The constraints of the site are such that delivery vehicle access is non-existent and the forklift will be critical in maintaining efficient material handling.

3.8 Site Signage

Kane will erect and maintain clear and appropriate signage which includes directional signage, WHSMP signage and access signage. The project signboard will also be installed as described in the project preliminaries.

3.9 Car Parking

There will be minimal parking on site. Parking availability information is included in the site induction presentation made to workers, which details available parking locations and public transport options available around site.

3.10 Temporary Services

Kane will provide dedicated temporary services to the site during construction. The table below indicates potential temporary services connections:



TEMPORARY SERVICES	DESCRIPTION
Power	Connect to existing power in street or light pole with a meter connection
Water	Connect to existing mains water off Arundel
Sewer	Holding tank (until Section 73 NOR works are complete) off Arundel
Telecommunications/Data	Independent phone lines
Storm water	S/W pit on Arundel

3.11 Preliminary Works

3.11.1 Protection works

Kane will ensure that all required Sediment and erosion control measures, tree protection measures are in place in accordance with the Review of environmental factors document for the project.

3.11.2 Site Survey

Kane will carry out a site survey prior to commencing site to establish and verify the site boundary, establish construction grids, and to confirm that existing levels match those drawn in the tender documents.

3.11.3 Existing Services

The presence of live services throughout this site is considered one of the highest risks to site safety.

Before commencing any works KANE will obtain from "Dial before You Dig" and undertake a Services location scan to confirm the exact positions of all underground services in and around the site.

KANE will use the existing information on existing services in ground in conjunction with design documentation and any other client supplied information.

Identified services will be pegged out on site and documented by overlay on the design drawings. This plan of existing services will be incorporated in the Project Safety Management Plan, posted on the site notice board, included in the site safety inductions, excavation permits / procedures and subcontract tender documentation. This plan will be updated ongoing throughout the project in the event of redundant services removal and any diversion works.



4. CONSTRUCTION

Now that Kane have been award the project, KANE will establish on site, commence the shop drawing process and place orders for equipment with long lead times. As part of the site establishment KANE will put in place a Project Management Plan which will include a Traffic & Pedestrian Management, Materials Handling as well as WHS, Environment and Quality Plans.

Prior to establishing on site, a Dilapidation Report on the surrounding buildings, roadways and footpaths will be undertaken and distributed to all stakeholders.

Proposed Working Times

- Monday Friday 7:30am till 5:30pm
- Saturday 7:30am till 3:30pm
- No work Sundays or public holidays

4.1.1 Early Works

Concurrently with the Document Development Phase and in order to optimise the programme, Kane will assess the benefits of such early works activities as follows:

- 1. Services Locations
- 2. Services Amplifications if required
- 3. Demolition
- 4. Site Clearance

4.1.2 Demolition

There are minor works required for the demolition for SAMIS as the design intention is to keep as much of the existing hardstand to prevent exposing potential ground contamination. These works comprise of the following:

- Removal of the existing trees
- Removal of the existing hardstands
- Removal of the redundant services
- Isolate existing services / cap existing services off
- Maintain/ Protect0 existing stormwater lines

4.1.3 Footings and Structure

Earthworks

All earthworks onsite will be completed as per the RAP (E25060.E06_Rev01) in the Remediation zone. This will apply for all

- Piling works
- Bulk excavation (OSD and pit connection)
- o Detailed excavation

For earthworks if asbestos is found, an AMP (Asbestos Management plan) will be developed outlining the controls that need to implement. An asbestos register will be managed and maintained onsite. On completion this register will be handed over to NSWA/HI.

For the remaining areas Kane will implement an unexpected finds procedure in accordance with the hygienist recommendations as there is a high chance that asbestos will be found in the fill layer across the site.



All vehicle movement for earthworks will be from the Arundel St access, this will be managed by Kane/ Sub-Contractor's traffic controller. The traffic controller will manage both traffic and pedestrian's movements while Kane vehicles are entering and exiting site.

Concrete Placement

Generally, all concrete placement with be complete by either a boom pump or line pump. The sequence of pours will be development in accordance with the structural drawings allowing for construction joints etc. Setup of the concrete pump will be developed onsite ensuring safe truck movement to and from site and safe access/egress from the pour area during each pour.

All Piling & Capping beams will be placed via truck or boom/line pump.

Ground floor & Suspended slabs will require Boom/line pumps.

The below images illustrates the pour sequence proposed for SAMIS Central.









Kane Constructions Pty Ltd Sydney Ambulance Metropolitan Infrastructure Strategy Construction Management Plan



Structural steel

Structural steel Shop drawings will be developed early in the construction stage to ensure the install of the structural steel follows the final pour sequence.

While the FRP is in progress the fabrication of structural steel will be sequenced from grids 1A - 3 then 3 - 6. The installation will take place prioritising Grid 1a - 3 so the Roof installation over the administration areas can take place as early as possible so early commencement of internal trades can take place.

Once the structure is complete Kane will organize to have the structure inspected by the structural consultant to receive structural sign (this is a Hold Point). This will allow for the roof and external finished to be fixed off to the structure.

4.1.4 Roof and Facade

<u>Roof</u>

Roof sheets / insulation will be installed following the Hold point for the structural steel. Once the roof in installed, perimeter roof safety system will be install with temp edge protection in place. The main access point for the roof during the constructing stage will be via a stretcher stair.

Following the install of the roof safety system the solar panels will be installed and commissioned.

<u>Façade</u>

The façade at present has been designed as precast walls. Kane will present a proposal to use AFS for the South, East and West walls. The reason behind this is for safety in construction as the Ground floor slab will not require an onerous temporary propping design for the setup of a 300T crane. The AFS can be poured in sequence with each level FRP. The Dincel will provide a robust waterproofing properties for the external facades. The Visual internal walls will be finished with an agreed limited product.

The Northern Façade consist of Masonry, CFC cladding, Aluminium windows, doors, glazing, NSWA Signage, and also with projected sun shades. This Façade will require a ridged scaffold for the construction of the above named products.

Internal fit-out

Construction of structural /fire/ acoustic walls will commence followed by light weight wall construction. This will allow for all high level services to pass through walls and ensure they comply with fire/acoustic regulations and seismic constraints. This process will also include wet areas.

Hold points will be established during the early stages of the fit out to ensure services/noggins etc are installed and reflect the drawings prior to sheeting. Service Hold points will also develop to control this process.

4.1.5 Services

Substation/ POWER - the development site at 42-50 Parramatta road is to be subdivided into two lots. The ambulance station will be constructed on the Arundel street frontage and has no frontage to Parramatta road. The street address for this lot is expected to change when the subdivision is registered on title. The second lot fronting Parramatta road will be subject to a future development that has not yet been determined.

The previous structures that occupied the site have been demolished down to basement level and



Construction on the proposed Samis Ambulance station development has commenced. Ausgrid's design offer requests the establishment of a substation on the development. The substation will be built in an enclosed chamber built to Ausgrid's specification.

The maximum demand of the proposed Samis Ambulance station has been calculated at 225 amps per phase (including 20% spare capacity). A 400 amp rated SPD adjusted to 250 amps will be installed in the new MSB.

The above demand does not include any allowance for the future development on the second lot – the ADMD of which is unknown at this stage but is expected to be less than 800amps. Provision for electricity Supply to the future development on the second lot will be provided in the form of a concrete encased 2 x 150mm dia duct line from the proposed substation in an easement and a 400/400/800amp lv board.

Once the building/ substation chamber has been completed the Fitout of the substation will take place. All deliveries for the substation will be managed by traffic control with the proposed application to council for footpath occupancy or lane closure if required.

Telecommunications - New lead-ins shall be established into the SAMIS building with conduits terminating in the Communications Room from Arundel St

A central Communications Room shall house 3 off floor mounted communications racks and wall mounted enclosures for NBN CTR, NBN NTUs, and access door controllers/security equipment.

Cable containment (cable trays and conduit) shall be installed to distribute communications and security cabling throughout the building

New authority connection will be required for these works, which will be issued alongside with NSW Ambulance ICT team.

Water Supply - There is an existing Sydney Water supply available for connection located in the footpath in Arundel Street.

A new water supply will be extended from the existing Authority main to a new water meter assembly and fire hydrant booster complete with required backflow devices. The proposed new water supply will be required to serve portable water, fire hydrant and fire hose reel firefighting purpose.

Application will be made to Sydney Water for the Statement of Available Pressure and Flow to this new development. Therefore, water storage tank and pumping appliance may be required pending on the result of Pressure and Flow Enquiry from Sydney Water.

Furthermore, the proposed development is not being undertaken with a DA to Council. However, an application to Sydney Water for a Section 73 Certificate has been made to Sydney Water. A water services coordinator has been appointed to manage design and obtain pricing for works.

Sewerage Connection - there is an existing Sydney Water sewer service located in Arundel Street. Further investigation is required to determine the exact location and depth of Authority sewer main to determine the suitability of a gravity connection.

It is expected the new development can be served via a gravity system to the Authority sewer main. If required, a pump-out system could be utilized. The design for this is currently being undertaken.

Gas Supply - NIL



5. COMMISSIONING & COMPLETION

This type of facility demands high levels of construction skill and are very demanding of the subcontractors at all stages of the project, but never more so than at the final testing and commissioning stages.

Inspection & Test Plans (ITPs) will be generated for all critical phases of construction. These are submitted by the subcontractor to KANE for review and approval in conjunction with the relevant specifications and standards.

It is envisaged that Ambulance personnel will require witness points for their own verification with the services, security and IT aspects of the project. We will liaise with Health Infrastructure during the establishment of the ITPs to agree any special requirements.

Further details of quality control during the testing and commissioning phase will be included in the Project Quality Plan.

Any required samples will be submitted and registered on the samples register.

The commissioning process tests that the completed facility meets the specified operational requirements through the design and installation of the building, its services and equipment and their safe operation.

Testing, demonstration and commissioning extends from testing of each individual item through to testing fully operational systems. Testing, demonstration and commissioning requires full liaison and co-ordination of the programme with Health Infrastructure. During these phases, the correct operation of all equipment shall be proven in all modes of operation and they shall extend for such period as is necessary for the equipment to function as specified. Representatives from the suppliers/manufacturers of the relevant major plant items will be present on site during one or more of these phases (as agreed with the Health Infrastructure during planning) to provide advice on critical and important tests and/or commissioning works.

5.1.1 Commissioning & Handover Plan

Kane will produce a Commissioning Plan which encapsulates all of the building services, their particular commissioning requirements, what will need to occur and how each stage of the commissioning will occur. This will include:

- Equipment to be commissioned with descriptions
- Programme
- Client & consultant inspection intervals
- Testing stages
- How & what test records will be maintained
- Training plan
- Information on any staged handovers
- List of information that will be provided to Health Infrastructure at the time of handover
- Certificate of Occupancy
- Independent certification
- Maintenance Schedule
- Witness Testing completed and signed off forms
- Defect Liability Period procedures
- Operational & Maintenance manuals

5.1.2 Commissioning Programme

Kane understand the importance of the commissioning process and therefore develop a highly detailed and process driven commissioning program. The program is developed in coordination with all trades and the functional description. The aim of the program is to gain a thorough understanding of the time constraints and time required to deliver a complete and effective commission of all systems and related interfaces. Included within the program will be milestone inspections, hold points and linked tasks.



5.1.3 Witness Testing

Kane understand the high importance of the witness testing process, and will be presented to the client and consultants **only** once the system has been successfully tested. Kane will develop Witness test sheets for all systems, incorporating all operations to be tested and will submit these to the client and consultants for their review and approval. The witness testing will be scheduled to ensure the process is efficient and allow for a thorough testing period.

5.1.4 As-Builts and Manuals

Operations and maintenance manuals will be compiled by our project team in a timely manner in order to allow for adequate review by Census and respective design consultants prior to final handover. This will help achieve a smooth

5.1.5 "Defect Free" – Kane's Approach

KANE use the Aconex Field programme as our defect management tool. This programme enables KANE project staff to progressively identify, manage and rectify defects throughout the construction process, simplifying the whole process. Our system is designed to eliminate defects at the source through the application of the following principals and techniques:-

- 1. Defect Free Culture KANE will ensure that the site embodies a culture of strengthening teamwork and co-ordination amongst subcontractors rather than treating the project as a series of separate trade packages. By building a sense of ownership and pride in ones work, we seek to prevent defects from happening. The object is to get things right the first time and eliminate the need for the subcontractors to re-visit and perform re-work. Ensuring the subcontractor is aware of the quality issues usually associated with a particular task in addition to what items will be checked upon completion of their work will prevent defects from happening. KANE will ensure that the subcontractors prepare and submit for review, their quality management plan. Pre-commencement meetings with the subcontractor's supervisor and employees are held to communicate KANE's standards and expectations for the project.
- 2. Identification of Defects KANE will identify defects as close as possible to the time they occur. KANE project staff progressively manages defects and instigate walks through the project with the client, consultants and subcontractors to identify any defective workmanship. A system of inspections and check-sheets prior to the following trades commencing works is used to ensure the work carried out by the subcontractor is acceptable and in accordance with the contract documentation. Our defect management system is supported by our quality management system and the issuing of non-conformance reports incorporating remedial actions
- 3. Rectification of Defects KANE will rectify defects as soon as possible after they have been identified. Defects are to be rectified prior to the following trade commencing works.
- 4. Avoid Repetition of Defects Tool box talks and subcontractor coordination meetings are used as a means of raising workmanship issues with subcontractors and educating subcontractors in avoiding repetition of defects.


6. WORK HEALTH AND SAFETY

Kane has a comprehensive Work Health and Safety Management System that complies with the requirements of, and is certified in accordance with AS/NZS 4801:2001 & the NSW WHSMPManagement System Guidelines June 2004 (which is generally considered a more onerous standard than AS/NZS 4801:2001).

Kane was also one of the first builders in Australia to be certified by the Federal Safety Commission. The health and safety of our employees, and people affected by our work, is a major priority will be considered for all work performed by or on behalf of Kane Constructions.

Our WHSMP Management Plan for the project will detail:

- 1. How our WHSM Policy will be applied to the project
- 2. How our WHSMP system will be applied to the project
- 3. How compliance with external certification will be maintained
- 4. WHSMP procedures and job safety analyses specific to construction
- 5. WHSMP responsibilities by person, position and reporting relationship on-site
- 6. WHSMP consultation to occur during the project
- 7. WHSMP training to occur including site specific induction
- 8. Safety equipment and controls to be deployed
- 9. WHSMP signage to be erected
- 10. Sample incident, accident and near miss recording and reporting
- 11. WHSMP inspection/audit procedures to be applied
- 12. WHSMP performance monitoring to occur
- 13. WHSMP records to be kept
- 14. WHSMP reporting to Council

7. QUALITY ASSURANCE

Our Quality Management Plan is AS/NZS ISO 9001:2008 accredited and demonstrates Kane Constructions commitment to quality outcomes and understanding and acceptance of the principles of Quality Assurance.

Kane will raise ITP's and ITR's in key quality areas of the project. At tender stage, the key areas which Kane has identified as high risk for quality include:

- All services
- Roofing
- Amenities
- Tanking

Our Quality Plan will detail:

- 1. How the company quality policy will be implemented
- 2. How compliance with external certification will be maintained
- 3. How the Quality Plan will be applied to construction
- 4. Responsibilities by person, position and reporting relationship on-site
- 5. Consultation on quality that will occur during the Project
- 6. Training on quality that will occur during the Project
- 7. Quality system inspections or audit procedures that will be applied to the construction process
- 8. Quality system performance monitoring that will occur on-site
- 9. Quality system records that will be kept
- 10. Quality system reporting to Council
- 11. Resolving defects
- 12. Contract administration/document control systems
- 13. Reporting



8. ENVIRONMENTAL MANAGEMENT

Kane understand the environmental compliance and performance requirements for the project, as set out in the tender documentation, and our Environmental Management System is independently third party accredited to AS/NZS ISO 14001:2004.

Our **Environmental Management Plan (Appendix 4)** includes responsibility allocations for Kane employees, subcontractors and stakeholders.

Our Environmental Management Plan will include and/or address the following:

- Demolition material recycling
- General construction waste recycling
- Evidence of Environmental Management System accredited to the ISO Standard AS/NZS ISO 14001:2004
- Operating hours, noise and vibration controls
- Air and dust management
- Waste and materials reuse management
- Storm water and sediment control

Our **Waste Management Plan (Appendix 5)** includes procedures on how we intend to dispose and recycle of construction and demolition waste. Our administration team will maintain records on recycling and provide a monthly report to Census and Health Infrastructure. All waste management will be conducted in strict accordance with our submitted WMP will be followed.

Our Waste Management Plan will include and/or address the following:

- Informing construction personnel through inductions and tool box meetings
- Details on recycling facility and their capabilities
- How we intend to control the materials handling process during demolition
- How we intend to control the materials handling process during general construction
- Separation of materials on-site
- Combined skips and separation of materials of site if applicable



9. Appendices

Appendix 1 – WHSMP



Appendix 2 – Remediation Action Plan



Appendix 3 – Asbestos Management Plan



Appendix 4 – Environmental Management Plan



Appendix 5 – Waste Management Plan



Appendix 6 – Traffic Management Plan



Appendix 7 – Site Establishment plan



Appendix 8 – Quality Management Plan



Appendix 9 – Dilapidation Report

Sydney Ambulance Metropolitan Infrastructure Strategy

SAMIS Central Ambulance Station Work Health and Safety Management Plan



Contract Number: HI 21362

Date: 26th September 2022



AUTHORISATION AND REVIEW

The project manager shall prepare this Work Health and Safety Management Plan WHSMP and authorise for implementation on site.

Each person who is to carry out construction work on this project will be made aware of the content of this WHSMP during the site induction. Kane will allow the person to inspect this WHSMP.

Document	Revision	Issue Description	Authorised By	Position	Sign	Date
WHS Plan	1	First issue	Justin Looke	Project Manager	foot	11/11/21
WHS Plan	2	Second issue	Justin Looke	Project Manager	floak	22/03/22
WHS Plan	3	Third Issue	Justin Looke	Project Manager	foot	16/06/22
WHS Plan	4	Fourth Issue	Justin Looke	Project Manager	foot	26/09/22

The WHSMP is reviewed by the project manager to ensure it remains up-to-date. The review frequency will not exceed 3 months. Ad-hoc reviews and changes to this WHSMP may result from e.g. audits, design changes, changes to work methods, incidents (on-site, other Kane sites, outside of Kane), alerts, changes to legislation/standards/codes, system updates etc. All reviews shall be recorded in the table below.

Kane will utilise toolbox talks to inform persons carrying out construction work on this project of revisions made to this WHSMP.

Date Reviewed	Title of Document Reviewed	Change Description	Authorised By
11/11/2021	WHSMP SAMIS Central	Quaterly Review	Justin Looke
22/03/2022	WHSMP SAMIS Central	Quarterly Review	Justin Looke
16/06/2022	WHSMP SAMIS Central	Quaterly Review	Justin Looke
26/09/2022	WHSMP SAMIS Central	Quaterly Review	Justin Looke



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DEFINITIONS, KEY TERMS AND ABBREVIATIONS

WHS	Work, Health and Safety
WHSMS	Work, Health and Safety Management System
FSC	Federal Safety Commission
OFSC	Office of Federal Safety Commission
ISO 45001	International Standard for Occupational Health and Safety Management Systems
WHSMP	Work Health and Safety Management Plan
SWMS	Safe Work Method Statement
HSR	Health Safety Representative
PCBU	Person in Control of a Business or Undertaking
HSC	Health and Safety Committee
WHSO	Workplace Health and Safety Officer
RCD	Residual Current Device
RFI	Request For Information
RAW	Risk Assessment Worksheet
PPE	Personal Protective Equipment
EWP	Elevating Work Platform
SDS	Safety Data Sheet (previously called a Material Safety Data Sheet MSDS)
SMF	Synthetic Mineral Fibres
EPA	Environment Protection Authority
PCBs	Polychlorinated Biphenyls



SAFETY CULTURE

Our safety culture is underpinned by the importance we place on training and implementing our WHSMS.

Our safety knowledge and willingness to continue learning gives us the confidence to manage risks we control or influence, promotes continual improvement of our WHSMS and trust in our ability to lead from the front.

We are proud of our successful accreditation to the highest and most stringent building and construction safety scheme in Australia (Federal Government Safety Accreditation Scheme) and our certification to International Standard ISO 45001 – Occupational Health and Safety Management Systems.

We encourage everyone to report incidents, potential incidents or any weakness that should be addressed. This supports our commitment to prevent incidents and learn from any incidents that may occur.

Our culture welcomes differing personalities and leadership styles but strong, complementary teams that are process driven are fundamental to achieving our safety objectives. These objectives are detailed in our Work Health and Safety Policy. The policy is displayed in the induction room of our construction sites.

This project has potential to expose Kane, consultants, subcontractors, and suppliers engaged to work or visit the site to health and safety risks. Kane is committed to working with all stakeholders to understand the risks at the site, and implement control measures that complies with legislation, compliance codes, codes of practice, Australian and industry standards.

Kane respects the importance clients place on safety and understands its expectations to deliver the project without compromising the health and wellbeing of all personnel involved.



INTRODUCTION

This WHSMP facilitates a systematic approach to site safety management by applying the processes, checklists and forms of the Kane WHSMS to achieve compliance with relevant Work Health and Safety Legislation. When implemented on site, the checklists and forms of the Kane WHSMS become a record of project safety management which is audited internally for compliance with the Kane WHSMS and can be randomly selected for third party surveillance auditing for compliance with ISO 45001.

This WHSMP is developed to identify Work Health and Safety hazards, assess risks and implement control measures associated with activities, products and services over which Kane have control or influence.

The Kane project team is identified in the chart below. Note – The chart is not intended to illustrate the reporting from the Project Manager to Kane senior management (refer to clause 3.3.1 of the Kane WHSMS corporate organisation chart for management reporting).





The project staff responsible for management of Work Health and Safety is assessed for competence, understanding and acceptance of the WHS responsibilities. Confirmation of this is provided below.

Each individual shall complete the table to verify the items listed below. Write either Yes or No (alongside the item in your column only) sign and date.

- **Item 1** I understand my responsibilities identified in the Kane WHSMS (as published on the Kane BMS)
- Item 2 I understand my responsibilities identified in this Work Health Safety Management Plan
- Item 3 I was consulted and given opportunity for input in the development of this Work Health Safety Management Plan
- Item 4 I am competent to carry out my responsibilities identified in the Kane WHSMS and this Work Health Safety Management Plan
- Item 5 I will carry out my responsibilities identified in the Kane WHSMS and this Work Health Safety Management Plan

Name	Position	Item 1	Item 2	Item 3	Item 4	Item 5	Sign	Date
lustin Looke	РМ	Yes/INO	Yes/INO	Yes/INO	Yes/INO	Yes/INO		26/09/2022
JUSIII LOOKE		165	Tes	165	Tes	Tes	ffoak?	20/09/2022
Jim Macedo	CA	Yes	Yes	Yes	Yes	Yes	R	26/09/2022
Seng Chea	Project Engineer	Yes	Yes	Yes	Yes	Yes	luy	26/09/2022
Patrick Wood	SM	Yes	Yes	Yes	Yes	Yes	france	26/09/2022
Jamie Manning	Project Coordinator	Yes	Yes	Yes	Yes	Yes	OM	26/09/2022
Ehab Gourani	Sub-Foreman	Yes	Yes	Yes	Yes	Yes	Elle	26/09/2022



PROJECT SCOPE OF WORKS

This WHSMP will be implemented during the construction of the new SAMIS Central Ambulance Station

Client Company Name:	Health Infrastructure
Client's Address:	1 Reserved Road, St Leonards NSW 2065
Client Representative Name:	Joshua Scharfegger
Client's Phone Number:	ТВС
ABN:	89 600 377 397
Principal Contractor:	Kane Constructions
Principal Contractor's Address:	2 John St, Waterloo, NSW 2017
Principal Contractor's Representative:	Justin Looke
Principal Contractor's Phone Number:	0473 516 578
ABN:	49 007 354 396
Project Name:	SAMIS Central Ambulance Station
Site Address:	42-50 Parramatta Road, Forest Lodge NSW 2037
Site Phone Number:	N/A
Anticipated Project Start Date: Anticipated Project Finish Date:	22/11/2021 On-site 23/03/2023



P – Prepare

HEALTH AND SAFETY RESPONSIBILITIES

D – Distribute

I – Implement

The allocation of sufficient resources is essential for producing, maintaining and improving our WHSMS. Appropriate external resources, by way of specialist consultants, will be made available where required. The health and safety responsibilities of Kane staff on this project is detailed below (must be read in conjunction with the Kane WHSMS responsibilities - refer Clause 3.1). The priority, order and timeframes in which the items below are implemented may differ as determined by the Project Manager to suit the project construction programme and the findings of the risk assessment.

The responsibilities and associated timeframes of key WHS management positions are summarised in the Kane WHSMS Schedules (refer Who/When/How table at the top of each schedule). The table below defines how such system responsibilities will be satisfied by the positions held on this project. (refer to the project team chart for names and position abbreviations). Use the following abbreviations in the table below

R - Review

M - Monitor

Schedule	Clause	Description	PD / GM / CON. M	PM	SM	CM / CA	SE	FREQUENCY	COMMENTS
Α	2.2	Acts, Regulations, Standards and Codes		R	R			As required	
В	2.3	Objectives and Targets	1	М				Monthly & Quarterly	PM monitor performance as definaed as per Schedule B / Site WHSE Matrix
С	3.3.6	Safety Audit		I				Quarterly	PM ensure close-out of any audit actions
D	3.8	WHSMS Document Control Table		R				Quarterly	During Schedule C Audit
F	3.3.5	Safety Walk Minutes		I	I	P,D		Weekly	SM to conduct walk, CA to prepare and distribute minutes, SM to close items out. PM to attend 1 walk per month
F1	3.3.5	Workplace Inspection Checklist		I	I			Monthly	During safety walk
F2	3.3.5	Guide to Undertaking Safety Walks			I			Weekly	Inexperienced SM's to refer to this guide to assist in delivering an effective Safety Walk
G	3.6.3	Permits			I	I	I	As required by works	Permits required for confined space, work adjacent to HV cable, plant service, hot work, Demolition, Work at Height, Excavation, Auger or pile, Drill Cut or Core, Crane Lifts
н	3.4.5	Plant Register				I		Weekly	As each piece of plant is inducted to site
H1-25	3.4.5	Plant Pre-start Checklist			1	I		As required	As plant arrives on site

KANE

Schedule	Clause	Description	PD / GM / CON, M	PM	SM	CM / CA	SE	FREQUENCY	COMMENTS
	3.5.7	Assessing and Storing Chemicals/Products						As required	As chemicals arrive on site
12	3.5.7	Chemical Register				I		As required	As chemicals arrive on site
J	3.5.4	Structural Support, Temporary Structures and Fall Protection Systems Handover		I	I			As required	During installation of temporary structure. PM and SM to share roles.
J1	3.4.5	Scaffold Handover and Inspection Certificate			I			When first erected and 30 days minimum thereafter, or after repairs to the scaffold or after a weather event e.g. strong wind, heavy rain	Licenced scaffolder to complete the checklist when requested by SM
К	3.6	SWMS Register				1		Weekly	CA / CM to update electronic register weekly with new SWMS's received that week
K1	3.6	SWMS Worksheet			I			As required	Blank SWMS form for use as required
K2	3.6	SWMS Minimum Requirements Checklist			I	1	I	As required but prior to SC commencing on site	CM / CA / SE to undertake initial review, SM to complete final review
К3	3.6.4	SWMS Implementation Review		I	I			1 SWMS / month for each (PM, SM, WHS Manager, Sys Manager, Sys Coordinator)	Completed on a high risk activity or poor performing subcontractor
K4	3.6.3	Guide to Assessing SWMS's			I	I	I	Reference as required	Guide to assist with SWMS's review
L	3.4.3	Site Safety Improvement Notice		I	1			As required	Issue SSIN for safety breaches such as exposure to falls from height and falling objects and other serious breaches.
Μ	3.7	Incident Notification Form		I				Immediately after the notifiable incident occurs	
M1	3.7	Incident, Noncompliance & Improvement Register				1		Immediately after an injury, incident, LTI/MTI, near miss, dangerous occurrence, noncompliance etc.	Update electronic register after each occurrence of a non-conformance, notice issued by a state authority, notifiable incident, near miss, LTI and MTI.
M2	3.7	Incident Investigation	R	Ι				As required after the incident	In the event of a medical emergency, significant incident or dangerous occurrence.
N	3.7	Workplace Injury and Disease Recording Form		I	I	I	I	As required	The treating first aider to complete the form, this responsibility should be shared across the team.
N1	3.7	Medical Practitioner Injury Management Form (Subcontractor Employee ONLY)			I	I		When subcontract employee is treated by a registered medical practitioner	Form sent with the injured person by the first aider

KANE

Schedule	Clause	Description	PD / GM / CON. M	PM	SM	CM / CA	SE	FREQUENCY	COMMENTS
N2	4.2.1	Medical Practitioner Injury Management Form (Kane Employee ONLY)			I	I		When a Kane employee is treated by a registered medical practitioner	Form sent with the injured person by the first aider
01	3.5	Work Health and Safety Management Plan	R	P,I	Ι	I	Ι	At project commencement	Prepared and updated as required by the PM, reviewed by the PD / Construction Mgr and implemented by the whole team
02	3.5.5	Induction Booklet		Р	I	I		At project commencement	Prepared and updated as required by the PM and implemented by the whole team
03	3.5.3	Emergency Procedures		Р	I			At project commencement	
04	3.5.3	Emergency Procedures Test			-			Medical – within 12 weeks of	start and minimum 9 monthly intervals
								Evacuation of Site – within 6	weeks of start & minimum 12 monthly intervals
								Arcing or contact Electrical As	sset – Minimum 12 monthly intervals from start
								Escaping Gas – within 6 mon	ths of start and minimum 12 monthly intervals
								Rescue person suspended at height – Minimum 12 monthly intervals from start	
Р	3.5.5	Site Induction Register				I		Weekly	CA / CM to update electronic register weekly
P1	3.5.5	Site Induction Record			I	I	I	Daily	Inductions to be shared between SM, CM, CA and SE.
Q	3.5.9	Health & Safety Coordination Plan		Р				At project commencement	
R	3.5.1	Risk Assessment Worksheet	R	P,M	Ι	I		At project commencement	Prepared and updated by PM, reviewed by the PD / Construction Manager, implemented by the entire team
S	3.6	Index of Kane Safe Work Method Statements			Ι			As Required	Reference document for SM's to use for Kane employees working on the project
Т	3.5.6	Service Isolation Register			I		Ι	As required	
U	3.5.6	Electrical Safety Checklist for Demolition and Refurbishment Works			I		Ι	At commencement of demolition works	SE to implement or SM to implement if no SE on Project.
U1	3.5.6	Procedure for safe Energising/Isolating Electrical Equipment and Wiring			I		Ι	As required	SE to implement or SM to implement if no SE on Project.
V	3.5.8	Asbestos/Hazardous Building Materials Checklist		R,M	I			As required	
W	3.3.5	Consultation / Communication – Record of Meeting		Ι	I			Weekly	
x	3.3.5	Site Observations	I,D	I,R	I,R			Monthly	Applies only when the observation is undertaken on the project



CONSULTATION AND COMMUNICATION

Consultation between all stakeholders involved in the project is essential to managing health and safety risks.

On site, Kane will facilitate consultation, cooperation and coordination of many construction activities to help address any gaps in managing health and safety risks that may occur. Gaps are more likely when:

- There is a lack of understanding of how the activities of each trade may add to the hazards and risks to which others may be exposed
- Trades and personnel assume that someone else is taking care of the health and safety matter

The outcome of effective consulting, co-operating and co-ordinating of activities between trades is improved understanding of how each trades activities may impact on health and safety and wherever possible, the actions taken to control risks are complementary between each trade.

A copy of Kane's WHSMP is on site in a hard copy made available to all members of the workforce.

Kane recognises the knowledge and experience of workers drawn upon through consultation can:

- Assist in making the work carried out safer
- Improve understanding of and commitment to the safe work method by the workers actively involved
- Establish positive working relationships (greater cooperation and trust)

Consultation with Census Advisory and Health Infrastructure:

 Kane meets with the Census Advisory and Health Infrastructure every Wednesday to update the LHD on upcoming works that could need a Disruption Notice and Kane provide an update on the sites progression.

Daily with the subcontractors site supervisors on site, Kane conduct a daily coordination meeting where the parties discuss the upcoming activities on site on the following day. A mark-up is completed showing the location where each subcontractor will work.

During the site induction, Kane identify the consultative arrangements made available to everyone involved in the project. The matters consulted about include (not limited to);

- Identifying or assessing hazards or risks (during development of SWMSs)
- Identifying controls for the hazards (during development of SWMSs)
- Adequacy of facilities for employee welfare
- Proposing changes that may affect the health or safety of the workers
- Resolving health and safety issues and/or grievances
- Plant, substances and other procured items used in the workplace
- Incident and/or near miss investigations (consult workers involved or who witnessed the event)
- Other matters raised by workers either directly to site management or through their HSR (where elected)

Kane share relevant information with workers and their HSR about matters that may affect their health and safety through (not limited to);

- Site Inductions
- Safety Walks / Inspections
- Toolbox Talks
- During the development of Safe Work Methods
- Plant Prestart Inspections
- Chemical use and storage assessments
- Service Isolation and energising
- Incident Investigations



- Safety Performance Reports
- Emergency Practice Drills
- General information displayed on the site noticeboard (e.g. industry alerts)

This information sharing aims to ensure that workers who may be affected are given a reasonable opportunity to provide their views and understand the matters affecting their health and safety.

At times, consultation does not achieve consensus or agreement (the law does not obligate this). However, the employer must allow workers to contribute to health and safety decisions.

Arrangements for managing health and safety incidents

Include responsibilities for notifying emergency services and SafeWork.

lter	n	Responsible person
•	Report all health and safety incidents to the Site Manager and where elected the HSR without delay	Subcontractors
•	Contact emergency services 000 (112 from Mobiles) or arrange first aid / transport to the local hospital / Medical Centre	Site Manager
•	Depending on nature of incident, barricade and secure incident area	
•	Report incident to the Construction Manager, Project Manager and WHS Manager	
•	Report notifiable incidents to SafeWork: 13 10 50 (Schedule M)	
•	Undertake investigation, consult with workers, decide on appropriate controls and ensure implemented	Kane



To enter and work on this site, you must:	Who must comply?	Responsible person
All visitors must report to the Kane site office and seek approval from site management before accessing site.	All	All
Report incidents, potential incidents or any weakness that should be addressed.	All	All
Consult and communicate with your supervisor to assist in making your work safer.	All workers involved in the task	Subcontractor Supervisor, Site Manager to encourage workers
Read the information displayed on the site noticeboard and report to site management if the information is unclear.	All	All
Report breaches (or suspected) of Right of Entry, Freedom of Association and Coercion to Kane.	All	All must report breaches (or suspected). Kane Site Manager to assess
Breaches and/or offences may result in the offending individuals being removed from site and prohibited from working on all other Kane sites.	All	All
Recipients of Improvement Notices must take immediate action to close the notice to the satisfaction of Kane	All	Subcontractor Supervisor, Site Manager
Consult and communicate with Kane site management to resolve disputes and/or issues.	All	Subcontractor Supervisor, Kane Site Manager, WHS Representative
Report bullying, violence, discrimination and harassment immediately. Offenders will be disciplined.	All	All
All workers must be free from the effects of alcohol and drugs	All	All
Smoking is not permitted on any Kane sites or property	All	All
Take instructions only from your own employer or Kane Constructions on site. Do not take instructions from anyone else	All	Subcontractor Supervisor, Site Manager
Induction training into your employer safety management system is mandatory.	All employees	All employers
Induction training into the task specific SWMS for the work you do on site is mandatory.	All Workers involved in the task	Subcontractor Supervisor
You must show evidence of appropriate training to competently perform your duties in the SWMS.	All workers	Subcontractor Supervisor, Site Manager
You must show evidence of having completed regulator approved Construction Induction Training.	All workers	All workers
You must satisfactorily complete the site induction.	All workers	All workers
Theft of any tools, equipment, materials or product is a criminal offence and will result in dismissal from site. Kane will not be held responsible for loss or theft.	All	All
Elimination of a hazard is the best form of control. PPE is the lowest form of hazard and risk control.	All	All
All higher levels of the fall prevention hierarchy must be exhausted and confirmed by Kane Site Management as not practicable before platform ladder use will be considered.	All	Subcontractor Supervisor, Site Manager
Inexperienced workers require more supervision.	Subcontractor Supervisor	Subcontractor Supervisor
Obtain eye contact, communicate and signify your intentions with the plant operator if you need to approach plant.	All	All
Scaffolders must use a scaffold erection platform or frame to reduce the fall risk during scaffold erection and dismantling.	Scaffolder	Scaffolder Supervisor



Workers must use insulated hooks so electrical leads do not contact the floor and metal objects e.g. scaffold components.	All workers	Subcontractor Supervisor
Any alteration of scaffold without approval from Kane can place workers safety at risk. This serious breach can result in dismissal.	All	All
The use and/or storage of chemicals not registered with Kane is a serious breach.	Kane and Subcontractors	Subcontractor Supervisor, Site Manager
If you find hazardous materials, cease works, notify Kane, relocate to alternative duties.	All	Subcontractor Supervisor, Site Manager
Practice drills of emergency procedures are mandatory and must be taken seriously.	All	All
Record injuries and diseases immediately using the Workplace Injury and Disease Recording Form.	All	Subcontractor Supervisor, Site Manager
Medical practitioner treatment must be supported with a Medical Practitioner Injury Form (clearance to return work).	All injured workers	Subcontractor Supervisor, Site Manager
Subcontractors must clean up and bin their rubbish daily to keep a safe working environment.	All	All
Equipment used for inspection, measuring and testing (e.g. electrical testing, air monitoring) is supported by calibration record.	All workers using the equipment	Subcontractor Supervisor
All workers must be aware that they are working with the public located just outside the site, and must behave appropriately when travelling through public areas. Contact with the general public and media representatives is prohibited. All contact must be via site management.	All	All
Minimum PPE to be worn includes gloves (with a minimum cut resistance level 3 or B and an abrasion resistance level of 4 as determined by EN 388), hard hats, steel toe boots and reflective clothing. Other specific PPE shall be as identified in the SWMS and permits.	All	All



To enter and work on this site, you must:	Who must comply?	Responsible person
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Report incidents, potential incidents or any weakness that should be addressed.	All	All
Consult and communicate with your supervisor to assist in making your work safer.	All workers involved in the task	Subcontractor Supervisor, Site Manager to encourage workers
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Smoking is not permitted on any Kane sites or property	All	All
Take instructions only from your own employer or Kane Constructions on site. Do not take instructions from anyone else	All	Subcontractor Supervisor, Site Manager
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You must show evidence of appropriate training to competently perform your duties in the SWMS.	All workers	Subcontractor Supervisor, Site Manager
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Inexperienced workers require more supervision.	Subcontractor Supervisor	Subcontractor Supervisor



Obtain eye contact, communicate and signify your intentions with the plant operator if you need to approach plant.	All	All
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Any alteration of scaffold without approval from Kane can place workers safety at risk. This serious breach can result in dismissal.	All	All
The use and/or storage of chemicals not registered with Kane is a serious breach.	Kane and Subcontractors	Subcontractor Supervisor, Site Manager
If you find hazardous materials, cease works, notify Kane, relocate to alternative duties.	All	Subcontractor Supervisor, Site Manager
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Record injuries and diseases immediately using the Workplace Injury and Disease Recording Form.	All	Subcontractor Supervisor, Site Manager
Medical practitioner treatment must be supported with a Medical Practitioner Injury Form (clearance to return work).	All injured workers	Subcontractor Supervisor, Site Manager
Subcontractors must clean up and bin their rubbish daily to keep a safe working environment.	All	All
Equipment used for inspection, measuring and testing (e.g. electrical testing, air monitoring) is supported by calibration record.	All workers using the equipment	Subcontractor Supervisor
All workers must be aware that they are working with the public located just outside the site, and must behave appropriately when travelling through public areas. Contact with the general public and media representatives is prohibited. All contact must be via site management.	All	All
Minimum PPE to be worn includes gloves (with a minimum cut resistance level 3 or B and an abrasion resistance level of 4 as determined by EN 388), hard hats, steel toe boots and reflective clothing. Other specific PPE shall be as identified in the SWMS and permits.	All	All



WORK GROUP, SAFETY COMMITTEE and HEALTH & SAFETY REPRESENTATIVE (HSR)

A group of workers (work group) may elect a HSR to represent them on health and safety matters. Any worker or group of workers may ask the Person in Control of a Business or Undertaking PCBU for whom they are carrying out work to facilitate the election of a nominated candidate to be the HSR. The PCBU must commence facilitating this within 14 days after the request is made.

The HSR 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. Kane will provide facilities and assistance reasonably necessary to enable elections to be conducted. The election process is typically undertaken during a meeting (refer Kane WHSMS Schedule W) where the work group is in attendance, and a show of hands is requested (from the work group) for those who wish to elect the candidate nominated. Alternative election processes can be implemented. If the majority of the work group vote to elect the candidate, the nominated candidate is deemed by the work group to be the elected HSR. Kane will display the name and contact number of the elected HSR on the site noticeboard.

The powers and functions of HSRs are to:

- Represent the workers in their work group in relation to work health and safety matters
- Monitor the measures taken by the PCBU to comply with the WHS Act in relation to their work group members
- Investigate complaints from work group members about work health and safety
- Inquire into anything that appears to be a risk to the health or safety of work group members, arising from the conduct of the business or undertaking.

A Health and Safety Committee (HSC) is recognised by Kane as a useful forum for consultation on work health and safety issues. The committee enables Kane and worker representatives to meet regularly and work cooperatively to develop procedures to improve work health and safety outcomes. Kane must establish a HSC within two months after being requested to do so by the HSR or five or more workers at the workplace.

At least half of the members of the HSC must be workers who have not been nominated by the PCBU. Unless they do not wish to participate, HSRs are automatically a member of the HSC. The Kane Site Manager is the Kane representative on the HSC. This ensures that the committee is provided with the necessary level of decision making, knowledge and expertise regarding company policy, production needs and technical matters concerning premises, processes, plant, machinery and equipment, and systems of work. Where specialist safety personnel are not members of the committee, the HSC may consider inviting them in an advisory capacity. When formed, Kane will display the name and contact number of the HSC members on the site noticeboard.

HSC functions include:

- Facilitating co-operation between the PCBU and workers to instigate, develop and carry out measures to secure the work health and safety of workers
- Assisting in developing health and safety standards, rules and procedures that will be followed or complied with at the workplace
- Other functions agreed by the PCBU and members of the HSC.

If a HSC is not formed, the following alternative arrangements are implemented:

- The Kane Site Manager and representatives from key trades meet weekly.
- A site safety walk is undertaken. Outcomes, actions and decisions reached are documented, displayed on the site noticeboard and communicated via a toolbox talk.



RIGHT OF ENTRY

A union official who holds a federal permit and a state permit may have a right to enter building sites and perform WHS inspections under state or territory WHS legislation. The permit holder may only exercise their state or territory WHS rights during working hours and must comply with any reasonable request to observe on-site specific WHS practices.

In the event an employee or an official of an industrial association enters site unlawfully, Kane will make it clear to the contravening individual that right of entry provisions are to be followed and it is our requirement to record and report the contravention. In the event an employee or an official of an industrial association enters site unlawfully, and approaches a subcontractor, the subcontractor is made aware at the site induction to notify Kane immediately.

Any breaches (or suspected breaches) of workplace law associated with Right of Entry must be reported immediately to Kane Site Management and recorded using the Breach Reporting Form (refer Kane Business Management System). The Breach Reporting Form is issued to the relevant authorities whom notification is required.

A permit holder (a union official, who holds a right of entry permit) has the right to enter building sites and other premises to investigate a suspected breach of the Fair Work Act 2009, and/or a term of a fair work agreement.

A union official can only exercise these rights on a specific site if all the following conditions are met:

- The suspected breach affects at least one member of that union
- The union is entitled to represent the industrial interests of that member
- The member works on that site
- The union official reasonably suspects that a breach has occurred or is occurring.

A permit holder has the right to enter building sites and other premises to hold discussions with employees. This includes current and potential members of their union; however, officials must only hold discussions with employees during meal/ break times whom:

- Work on that site
- Are entitled to be represented by the permit holder's union
- Wish to participate in discussions

Before entering a site to investigate a breach of workplace law or to hold discussions with employees, the union official must provide the occupier of the site and any other affected employers an entry notice at least 24 hours but not more than 14 days before the entry.



FREEDOM OF ASSOCIATION AND COERCION

The Fair Work Act enables employees and contractors the right to join (or not join) a union. This is called freedom of association. Practices which imply that membership of industrial associations are not a matter of individual choice are prohibited and include (not limited to):

- Workers being pressured by a union or by their employer to make a decision about joining, not joining or leaving a union.
- Arrangements or notices that infer compulsory union membership, e.g. No Ticket No Start, 100% union
- Any employer or subcontractor being forced to hire an individual nominated by a union
- Using induction forms requiring the employee to identify union status or recording a union number

Coercion is the act of organising or taking action, or threatening to organise or take action against another person with intent to coerce the person, or a third person to do something they don't want to do. Coercion interferes with a person's freedom of choice.

Workplace laws provide persons in the workplace with workplace rights. It's illegal for an employer, fellow employees or a union to coerce an employee to exercise, or not exercise, their workplace rights.

An employer must not threaten or take any action with the intent of coercing an employee to exercise or not exercise a workplace right, or to do so in a particular way.

Any breaches (or suspected breaches) of workplace law associated with Freedom of Association and/or Coercion must be reported immediately to Kane Site Management and recorded using the Breach Reporting Form (refer Kane Business Management System). On-site workers are made aware at the site induction to notify Kane immediately. The Breach Reporting Form is issued to the relevant authorities whom notification is required.



INDUSTRIAL ACTION AND ISSUE RESOLUTION

Industrial action is action that an employee, industrial association or employer may take when trying to resolve a workplace dispute. Industrial action includes strikes, work bans, and lockouts. A stoppage in relation to an alleged safety issue that is not in accordance with the terms of the industrial instrument or the Work Health and Safety Act is likely to constitute unlawful industrial action under the Fair Work Act.

Participating in industrial action is a matter of choice. It is up to the person to decide whether or not they want to take part. A person cannot be forced into participating.

If an employee participates in unprotected industrial action, their employer must deduct a minimum of four hours from the employee's pay. This is irrespective of how long the action went for.

An 'issue' is any concern about health and safety at the workplace that remains unresolved after consultation with the affected workers and the relevant PCBU has occurred.

All parties are required to make every effort to resolve issues, grievances or disputes with applicable parties in accordance with the relevant State Work Health & Safety Act. The issue and grievance management process is communicated to all workers at the site induction.

Kane encourages site and project managers to resolve issues at the source. The project manager must facilitate a meeting with the parties involved including, where elected, the HSR and try to resolve the issue. In the event of consultation breakdown and/or non-resolution of an issue, the project manager shall seek the involvement of the Project Director or Construction Manager to assist and resolve the issue. At any stage in the resolution of an issue, parties may also seek external assistance. Parties will be free to choose whether to be represented, and, if so by whom they are represented in a grievance process. Refer flowchart below.

The Project Manager will in consultation with key staff members agree upon the required actions and responsibilities for addressing the issue. Where the issue is not resolved, a SafeWork Inspector /WHSO is requested to attend site and exercise their compliance powers or simply provide advice to help resolve the issue.

Subcontractors will be required to provide all necessary support from their management to address matters that exist or are emerging from their involvement and performance in the Project.

Grievances amongst the direct workforce and the subcontractor workforce will be recorded in the Daily Diary maintained by the Site Manager. The nature of the grievance will be clearly identified as will the details of the party/parties raising the grievance.

All matters (including grievances) where there has been a breach of a workplace law will be recorded using the Breach Reporting Form (refer Kane Business Management System), and issued to the relevant authorities whom notification is required.



ISSUE RESOLUTION FLOWCHART





WORKPLACE BULLYING, VIOLENCE, DISCRIMINATION and HARASSMENT

Kane Constructions is committed to supporting and providing a workplace free from bullying, violence, discrimination and harassment.

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour including a range of behaviours over time.

Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional, that may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety including (not limited to):

- Abusive, insulting or offensive language or comments
- Unjustified criticism or complaints
- Withholding information that is vital for effective work performance
- Denying access to information, supervision, consultation or resources such that it's detrimental to the worker
- Spreading misinformation or malicious rumours

Workplace violence is any action, incident or behaviour in which a person is assaulted, threatened, harmed or injured in circumstances relating to their work. Incidents of workplace violence (i.e. physical assault or the threat of physical assault) will be reported by Kane to the police for criminal investigation.

Discrimination generally occurs when someone is treated less favourably than others because they have a particular characteristic or belong to a particular group of people, such as age, race or gender.

Harassment generally involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic such as race, age, gender, disability, religion or sexuality. It includes sexual harassment and displaying offensive material. Sexual Harassment includes:

- Inappropriate physical contact
- Conduct involving unwelcome sexual advances
- Verbal abuse of a sexual nature
- Unwelcome demands or requests for sexual favours
- Unwelcome sexual flirtations
- Displaying sexually suggestive objects, pictures and/or materials
- Remarks about a person's sexual activities or preferences
- Sexually degrading words used to describe an individual

During the site induction, workers are informed

- To immediately notify Kane of any breaches or suspected breaches for investigation
- To take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- To comply with workplace bullying, violence, discrimination and harassment requirements of Kane and law
- That Kane will take disciplinary action towards offending individuals and report the matter to authorities

If any bullying, discrimination and harassment issues cannot be resolved through discussion between the parties, the issue resolution procedure must be followed to resolve the matter.



TRAINING AND COMPETENCY

The law obligates employers to provide their employees with the relevant training so they have the necessary competency and skills to undertake their responsibilities safely. This includes induction training into the employer WHSMS, policy and task specific procedures.

Kane Constructions ensures ongoing WHS training for all employees based on skill gaps. This targets the needs of individual people and relates appropriately to their roles and responsibilities. Certificates of competency are maintained and available to validate skills and competency upon request.

Kane Constructions seek WHS advice and assistance and keep updated with changes to WHS legislation, regulations and guidelines through the below listed sources (not limited to);

- Worksafe Vic, SafeWork NSW, Work Health and Safety QLD Safety Bulletins e.g. Weekly Soapbox email,
- Master Builders Association WHS update emails and committee meetings
- WHS Law emails and Standards Australia Update emails etc.

Access to Acts, Regulations Australian Standards and Codes applicable to the work tasks is made available to all workers on site. Workers who wish to view such information must report to site management.

Kane will undertake the below Emergecny prodecures Tests (as required):

- Medical Emergency Within 12 weeks from project start and a minimum of 9 monthly intervals thereafter
- Evacuation of site Within 6 weeks from project start and a minimum of 12 monthly intervals thereafter
- Arcing or Contact with electrical Assets Minimum 12 monthly intervals from project start
- Escaping Gas Within 6 months from project start and a minimum of 12 monthly intervals thereafter
- Resuce of a person suspended at height Minium 12 monthly intervals from project start

HSRs (if elected) are entitled to attend regulator approved initial training course of five days and one day refresher training each year (commencing one year after the initial training). It is not mandatory for HSRs to be trained. However, Kane encourage HSRs to take up their training entitlement under the state WHS Act to provide them with the skills and knowledge to perform their role effectively. HSRs can issue Provisional Improvement Notices PINs and direct work to cease only if they have been trained. Untrained HSRs can perform all other functions.

Kane recognises the site induction to be an important form of training. It is an opportunity to build a relationship between the worker and Kane, and to frame the culture of the project for the worker. All persons required to work on the project will undergo a site induction delivered by Kane management. The site induction presents the following topics:

- Introduction
- Kane Quality, Safety and Environment Culture
- Consultation and Communication
- Safety Committee and HSR
- Right of Entry, Freedom of Association & Coercion
- Issue Resolution and Industrial Action
- Alcohol and Drugs
- Harassment, Bullying, Violence and Discrimination
- Training and Competency
- Safety in Design
- Hazard identification & Risk Management
- Hierarchy of Risk Control
- Prevention of Falls Hierarchy

- Safe Work Method Statement
- Traffic Management
- Plant
- Scaffold
- Electrical
- Signage
- Chemicals, Dangerous Goods & Hazardous Substances
- Hazardous Building Materials
- Emergency Preparedness and Response
- Incident Management, Corrective and Preventative Action
- Site Specific and Client Requirements
- Rules
- Environmental Induction



The information presented during the site induction is specific to the hazards, risks and controls at the site. During the induction, site management confirm all inductees are employer WHSMS, task specific procedures trained, current holders of the Construction Induction Card, and Certificates of Competency where applicable. Training and competency is also confirmed during the SWMS review process, i.e. when it is evident who will undertake and be responsible for the tasks in the SWMS.


PROCUREMENT AND PURCHASING

When procuring the services of consultants and subcontractors, Kane ensure they are aware of and understand their obligations to comply with the law and Kane WHSMS requirements. Kane recognise that careful consideration and assessment of WHS risks during the procurement of consultants and subcontractors increase the likelihood of the works being effectively planned, supervised and managed to comply with WHS Law and Kane WHSMS requirements.

When purchasing plant and equipment, Kane assess the risks associated with using such items, and promote safer systems of work by considering the purchase of plant and equipment which provides a higher level of risk control. Kane make every attempt to consider the following controls when purchasing plant and equipment. Certain circumstances may prevent adopting the below controls i.e. lack of supply, not cost effective, warranty issues, after sales service issues etc.

- Check moving parts are fitted with guards, and the guards are difficult to remove.
- Battery powered tools/equipment, to reduce the risk of exposure to fuels, fumes, noise, vibration & electricity.
- Low noise emission (below 85 dBA) to reduce the risk of noise induced hearing loss.
- Check plant/equipment/tools are fitted with decals in English, and supply with operation/maintenance manuals written in English.
- High power output to reduce force needed and time of exposure to the activity.
- Check emergency stop devices are durable, prominent and operational.
- Purchase drills with adjustable torque settings so the clutch releases when the torque setting is reached and the force is not transferred into the hands/wrist of the user, reducing the risk of injuries.
- Purchase tools and machinery with in-built or add-on dust removal systems, to reduce airborne dust.
- Earthmoving equipment with rated capacity greater than 1 tonne used to lift freely suspended loads, are fitted with hose burst protection.
- Consider lightweight alternatives to reduce the exposure to manual handling injuries.
- Consider the findings of plant risk assessments of previously purchased plant.
- Consider ease of lifting, handling, pushing, pulling, transporting and storage.
- Portable generators protected by an RCD, not exceeding 30 mA.
- Check provisions for isolation to reduce the risk of injury maintenance.
- Check for guarding around hot surfaces to reduce the risk of burns.
- Check guarding around electrical wiring to reduce the risk of electrocution.
- Where fitted, check visual and audible warning devices are effective.
- Consider plant with the least amount of blind spots to reduce the risk of collision.



SAFETY IN DESIGN

WHS Law (Act and Regulation) obligates the Client, Designer and Kane (Principal Contractor) to comply with the following health and safety duties in relation to the design of structures.

The Client has specific duties under the WHS Regulations to:

- Consult with the designer, so far as is reasonably practicable, about how to ensure that health and safety risks arising from the design during construction are eliminated or minimised, and
- Provide the designer with any information that the client has in relation to the hazards and risks at the site where the construction work is to be carried out.

The Designer of a structure (e.g. architect, engineer, building surveyor, building service designer, temporary works engineer etc.) that will be used, or could reasonably be expected to be used, as a workplace must ensure, so far as is reasonably practicable, that the structure is without risks to health and safety. This duty includes carrying out testing and analysis and providing specific information about the structure.

The Principal Contractor has duties to ensure the construction work is planned and managed in a way that eliminates or minimises health and safety risks so far as is reasonably practicable.

In the process of designing structures it will not always be possible to clearly delineate who has responsibility, and in which circumstances, for the elimination or minimisation of hazards associated with the structure. The duties may be concurrent and overlapping.

While designers may not have management and control over the construction work, they are expected to consult, co-operate and co-ordinate activities, where reasonably practicable, with Kane, for example by:

- Applying risk management processes to more traditional designs and considering whether new or innovative approaches to design will eliminate or minimise risk and result in an intrinsically safer building or structure
- Providing information of any identified hazards arising from an unconventional design to those who will construct or use the building
- Providing guidance on how a structure might be constructed safely
- Carrying out the above in collaboration with those who have expertise in construction safety.

Kane request the design consultant(s) provide a risk assessment summarising the findings of the above mentioned risk management processes (to comply with the Kane Business Management System procedure titled Safety in Design). The WHS constructability issues that couldn't be eliminated through design are included into the project specific risk assessment (Schedule R Risk Assessment Worksheet).

During the subcontract letting stage, consultation takes place between Kane and potential subcontractors regarding the proposed construction methodology. At this time, the contract documentation (including drawings, specifications and scope of works) is reviewed for potential WHS risks. Where design changes can improve safe constructability, Kane shall raise an RFI, attach how the design change can eliminate and/or reduce the WHS hazards/risks identified, and seek the necessary design change(s) from the design consultant. Changes initiated shall be communicated to affected subcontractors and site workers by updating the SWMS to incorporate the changes, and re-induction of workers involved.



HAZARD IDENTIFICATION AND RISK CONTROL

WHS Law (Act and Regulation) imposes duties on the PCBU to manage risks by eliminating health and safety risks so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise and control those risks so far as is reasonably practicable.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

A hazard means a situation or thing that has the potential to harm a person.

Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

When deciding what is 'reasonably practicable' to protect people from harm, Kane will take into consideration the following (not limited to):

- The likelihood of the hazard or risk concerned occurring
- The degree of harm that might result from the hazard or risk
- Knowledge about the hazard or risk, and ways of eliminating or minimising the risk
- The availability and suitability of ways to eliminate or minimise the risk, and
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. The cost of controlling a risk may be taken into account in determining what is reasonably practicable, but will not be used as a reason for doing nothing.

The risk management process adopted by Kane involves the 5 steps below (in the order listed):

- 1. **identify hazards** find out what could cause harm
- 2. **assess risks** understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- 3. **control risks** implement the most effective control measure that is reasonably practicable in the circumstances
- 4. **re-assess risks after implementation of controls** confirm if the controls reasonably practicable in the circumstances reduces the risks to an acceptable level
- 5. **review control measures** to ensure they are working as planned.

Attached is the project Risk Assessment Worksheet RAW developed and authorised for implementation on this site. The RAW documents steps 1 to 4 above. A risk rating tool (refer 5x5 matrix on page 1 of the RAW) is used to plot the likelihood of a hazard occurring against the consequence of the hazard on people. The Rating tool determines extreme to low risk. Risks assessed to be extreme (after implementation of controls) have potential for catastrophic consequences. For any such risks, the Kane RAW requires the implementation of a Risk Control Priority to elevate the importance of giving priority to the task and placing more stringent controls.

Kane use the Hierarchy of Risk Control to determine the most effective control measure that is reasonably practicable in the circumstances. Each activity or hazard listed in the RAW identifies a series of controls in the order of the applicable hierarchy below.

Hierarchy of Controls			Hierarchy of Controls for Prevention of Falls		
1	Elimination	Highest Control	Level 1	Work on the ground	
2	Substitution		Level 2	Work using a passive fall prevention device	
3	Isolation		Level 3	Work using a work positioning system	
4	Engineering		Level 4	Work using a fall injury prevention system	
5	Administration		Level 5	Work from ladders	
6	Personal Protective Equipment	Lowest Control			



The attached project RAW identifies, if elimination of the hazard and associated risk is not possible or practicable, a combination of the highest possible controls from hierarchy is selected. They are;

- 2. Substitute the hazard with something safer (e.g. replace solvent-based paints with water-based)
- 3. Isolate the hazard from people (e.g. installing guard rails around exposed edges and holes in floors)
- 4. Use engineering controls (e.g. using mechanical devices such as trolleys or hoists to move heavy loads)
- 5. Use **administrative** controls (hazard not controlled at the source e.g. work methods or procedures)
- 6. Use **personal protective equipment** PPE (hazard not controlled at the source e.g. hard hat, ear plugs)

Similarly for the control of fall hazards and associated risks, if the work cannot be undertaken on the ground, a combination of the highest possible controls from hierarchy is selected. They are;

- Level 2 providing a **passive fall prevention** device (e.g. installing guard rails, using EWPs, erecting scaffold)
- Level 3 providing a **work positioning system** (e.g. static lines, industrial rope access system)
- Level 4 providing a fall injury prevention system (fall arrest e.g. safety harness, catch platform)
- Level 5 providing a ladder

Kane recognise the importance of supporting control measures with:

- Safe Work Method Statements SWMSs describes the task, identifies the hazards and controls, and documents how the task is to be performed to minimise the risks.
- Training to ensure workers involved are able to perform the task safely
- Supervision The level of supervision required will depend on the level of risk and the experience of the workers involved. Higher levels of supervision are necessary where inexperienced workers are expected to follow new procedures or carry out difficult and critical tasks.

All Safe Work Method Statements SWMSs developed for implementation on site is assessed against a minimum defined criteria (refer Schedule K/2 SWMS Minimum Requirements Checklist). This checklist is stapled to the front of the assessed SWMS. The first assessment is the responsibility of the Kane administration team (usually PM, CM/CA). The completed first assessment (with SWMS attached) is passed onto the Kane Site Manager SM. The SM is responsible for the final assessment. If the assessment outcome requires revision to the SWMS, those responsible for developing the SWMSs must take the necessary action (as directed) to correct the deficiencies found. When all items on Schedule K2 SWMS Minimum Requirements Checklist are satisfied (confirmed Yes), the SWMSs is deemed to achieve the minimum requirements. If the SWMS is developed in consultation with the SM, and/or revised on site as directed by the SM, the first assessment is not required.

Kane undertake regular proactive reviews of implemented control measures to make sure they work as planned. They include but not limited to:

Document Description	Kane WHSMS Reference	Minimum Review Frequency
Safety Walks	Schedule F	Weekly
Task Observations	Schedule F	Weekly
Workplace Inspections	Schedule F1	Monthly
SWMS Implementation Reviews	Schedule K3	Monthly
Audits	Schedule C	Quarterly

Failed and/or inadequate controls can become evident from incidents, near misses and non-conformances. The following system documents prompt the review of controls post any incident including any test exercises:

Document Description	Kane WHSMS Reference
Site Safety Improvement Notice	Schedule L
Incident Investigation	Schedule M2
Workplace Injury and Disease Record	Schedule N
Emergency Procedures Test	Schedule O4



HIGH RISK CONSTRUCTION WORK

High risk construction work means (as defined in the WHS Regulation) construction work that:

- (a) Involves a risk of a person falling more than 2 metres; or
- (b) Is carried out on a telecommunication tower; or
- (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- (d) Involves, or is likely to involve, the disturbance of asbestos; or
- (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or
- (f) Is carried out in or near a confined space; or
- (g) Is carried out in or near:
 - (i) A shaft or trench with an excavated depth greater than 1.5 metres; or
 - (ii) A tunnel; or
- (h) Involves the use of explosives; or
- (i) Is carried out on or near pressurised gas distribution mains or piping; or
- (j) Is carried out on or near chemical, fuel or refrigerant lines; or
- (k) Is carried out on or near energised electrical installations or services; or
- (I) Is carried out in an area that may have a contaminated or flammable atmosphere; or
- (m) Involves tilt-up or precast concrete; or
- (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- (p) Is carried out in an area in which there are artificial extremes of temperature; or
- (q) Is carried out in or near water or other liquid that involves a risk of drowning; or
- (r) Involves diving work.

The WHS Regulation requires a Safe Work Method Statement SWMS;

- Is prepared before high risk construction work commences
- Specifies hazards relating to high risk construction work
- Describes control measures to be implemented including how they will be monitored and reviewed
- Is reviewed and as necessary revised if relevant control measures are revised
- Is readily accessible and understandable to persons who use it
- Is complied with
- Implementation be stopped if not complied with
- Be kept for at least 2 years if a notifiable incident occurs in connection with the high risk construction work to which the statement relates



TRAFFIC MANAGEMENT

Collisions can occur between pedestrians and vehicles when the vehicle is reversing, loading and unloading. People who work with or near vehicles are at highest risk.

Visitors are also at risk of collision with mobile plant. Upon entering the site, all visitors must report to the site office. For pedestrian safety, wherever possible, the path from the site entry to the site office shall be clearly delineated from construction vehicle traffic. Paths to and from the site amenities (lunch facilities, toilets etc.) shall also be delineated from construction vehicle traffic. If delineating is not possible, ample sight distance shall be provided to avoid pedestrian and vehicle collision.

The most effective control measure is to eliminate the risk of collisions between people and powered mobile plant. In most instances on a dynamic construction site, eliminating the risk of collisions between people and plant is not reasonably practicable since people and plant must work together (the use of plant is often necessary, and people are needed to operate the plant). Therefore, a combination of the hierarchy of risk controls is adopted to minimise the risk so far as is reasonably practicable. To minimise the risk of collisions between people and powered mobile plant, Kane will consider adopting a combination of the following (refer to the attached project Risk Assessment Worksheet RAW for a more comprehensive list of control measures for this project):

Hie	rarchy of Control	Description of Control Measure
2	Substitution	 Where reasonably practicable, select vehicles with less blind spots, reversing
		sensors and cameras
3	Isolation	 Isolate or separate people from mobile plant by physically separating using
		distance or barriers
4	Engineering	 Where reasonably practicable, select plant with in-built safety devices such as
		emergency stop, speed limiters, visual and audible warning devices
		 Select plant that have passed safety checks and well maintained
5	Administration	 Prepare a Traffic Management Plan and provide traffic control devices (signage,
		bollards, witches hats etc.).
		 Ensure that only licensed traffic controllers monitor and control the flow of traffic
		 Prepare a SWMS and provide training and supervision to workers
		 Select plant with mirrors to alert drivers and pedestrians to each other
		 Select plant operators that are trained and competent
6	PPE	 High Visibility Clothing

During the site induction, workers are informed of the risk of collision between plant and people. All workers are instructed to obtain eye contact with the plant operator if they need to approach the plant. Only after the operator has acknowledged the person approaching and made the plant safe (e.g. stopped, lowered the excavator bucket to the ground), should the person approach. Those who enter the work zone of plant without getting the plant operator prior acknowledgment is placing themselves at high risk of injury. This breach may result in dismissal.

Licensed traffic controllers will be used to ensure vehicles reversing in or out of the site do so safely with minimal disruption to the community.

Lay down areas shall be identified for delivery and storage of construction materials. Pedestrian movement shall be avoided in lay down areas when forklifts and other machinery are working. Refer to TMP for highlighted laydown areas.

If construction work impacts adjoining road traffic, a traffic management plan is prepared and issued to the authority for approval. In such circumstances, Kane engage a traffic management professional who is qualified and licensed in the relevant state where the project is located. Attachment 4 of this WHS Plan is issued to the traffic management professional to outline without limiting, the minimum requirements of a traffic management plan. The attached approved plan is displayed in the induction room and communicated at the site induction.



CHEMICALS, DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

WHS legislation requires a register of hazardous chemicals be maintained at the workplace and be readily accessible to workers involved in using, handling or storing hazardous chemicals including anyone else who is likely to be affected by a hazardous chemical at the workplace. Kane use Schedule I/2 Chemical Register to satisfy this requirement. The register is accompanied by the current (one that is not more than five years old) safety data sheet SDS (previously called a material safety data sheet) for each chemical listed. A SDS is a document that provides information on the properties of hazardous chemicals, how they affect health and safety in the workplace and how to manage the hazardous chemicals in the workplace.

The hazardous and/or dangerous good classification of a chemical / product helps determine how to safely use and store it. Kane implement the flowchart below to manage dangerous goods and hazardous substances. It is an excerpt from Schedule I of the Kane WHSMS and used as a detailed guide on how to;

- Determine if the chemicals/products introduced to site is classified hazardous and/or dangerous
- Safely store chemicals/products introduced to site classified hazardous and/or dangerous
- Safely store gas cylinders





HAZARDOUS BUILDING MATERIALS AND CONTAMINATED SOIL

After clearance certification for SAMIS Central Ambulance Station has been provided, an investigation of existing site facilities by a workplace hygiene consultant (EI Australia) is required to determine the type and location of hazardous building materials, and may include synthetic mineral fibres SMF, lead based paints, polychlorinated biphenyls PCBs, microbiological hazards, coal tar pitch products and radiation sources. The hazardous building materials audit report prepared by the hygiene consultant (EI Australia) is used by Kane to confirm the type and location of hazardous building materials detected and where safe exposure limits to humans are exceeded. The report details the qualifications needed under relevant WH&S legislation of the removalist and the instructions on how to remove the materials safely. Kane invite specialist removalists to undertake the removal works. The removalists engaged must include in their SWMS, and follow the removal instructions documented by the hygiene consultant. The Kane Site Manager uses Schedule V to help facilitate the safe removal process.

Where a site has any potentially contaminated soil, the soil is classified prior to on-site reuse or disposal. Soils are considered potentially contaminated if they:

- Have been mixed with any wastes or
- Consist of, or partially consist of, soil of unknown origin brought onto a site or
- Arise from sites where former uses include industrial, commercial, mining or agricultural activities or
- Have had manufactured chemicals applied.

Fill material (clean fill), may be suitable for site filling or levelling depending on an assessment of contaminant levels and intended use. An assessment of soil, including site history, will determine whether the material has been potentially contaminated as a result of industrial, commercial, construction or agricultural activities, or contaminated with manufactured chemicals; and/or where material has been placed as filling or has been mechanically disturbed. Soil may be classified as fill, when:

- An assessment of soil determines the material is not contaminated or
- Contaminant levels in the soil are below those specified in (EPA Publications in each state Refer WHSMS Schedule A for applicable publications), and without potential amenity effects, e.g. highly odorous or
- Any elevated level of metals (such as arsenic) or other constituents can be demonstrated to be of natural origin.



EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response procedures are developed after an assessment of:

- The hazards at the workplace,
- The possible consequences of an incident occurring as a result of those hazards
- The number of workers and other people at the workplace
- Remoteness or isolation of the workplace from emergency services

The documented assessment of emergency procedures and equipment is attached (refer Attachment 1).

If the Kane building site is within an area occupied by the client or immediately adjacent where an emergency in either occupied space may affect the other space, the Kane project manager shall chair a Prestart Meeting to agree and develop a coordinated emergency response procedure. This ensures the procedure in each occupied space is understood by each occupant and more likely to complement (work in unison) when emergency response is necessary. The documented prestart meeting is attached.

After careful consideration of the emergency preparedness/response assessment, and the outcome of the prestart meeting held with the client to coordinate emergency response, the project emergency procedures and evacuation plan is developed. When authorised for use by the Project Manager, the attached emergency procedures and the evacuation plan is:

- Communicated to all workers during the site induction
- Displayed in prominent locations
- Regularly reviewed to ensure it remains appropriate for the changing work site
- Practiced or tested and evaluated for effectiveness

Testing of the emergency procedures is important since it provides practical on-site training for those with responsibilities for specific actions in an emergency to practice their skills. It is equally important for site workers involvement in practice drills so they receive training in the site specific emergency procedures including the opportunity to provide feedback on the effectiveness of the emergency procedure practiced.

The emergency procedures developed for this project include;

- Medical
- Evacuation of Site
- Personal Threat
- Arcing or Contact with Electrical Assets
- Escaping Gas
- Rescue from a Trench or Excavation
- Rescue of a person suspended at height
- Electric Shock Rescue (Low Voltage Current)
- Drowning / Near Drowning Rescue
- Hazardous Material Localised Emergency
- Tower Crane Operator Rescue
- Bomb Threat

Schedule O/4 Emergency Procedures Test – Record of Meeting is used to place structure around testing of select emergency procedures and details the outcome of the test.

Where a proprietary evacuation siren is required, an approved service agent of the manufacturer is engaged to install and provide training on the system use. The evacuation siren shall be tested and maintained in accordance with the manufacturer recommendations.

Where aerosol can type sirens are used, the instructions printed on the can shall be followed to ensure maximum effectiveness.

Kane engage first aid suppliers to maintain first aid cabinets (replenish first aid consumables) and fire service agents to inspect and maintain fire extinguishers (6 monthly and after each use).



INCIDENT NOTIFICATION, INVESTIGATION, CORRECTIVE AND PREVENTATIVE ACTION

During the site induction, all workers are informed of their responsibility to immediately report all incidents and non-compliances to site management (e.g. minor first aid incidents, medical emergencies including near miss).

WHS law requires the regulator be notified of serious workplace incidents defined as 'notifiable incidents'. This enables the regulator (Comcare, Worksafe VIC / SafeWork NSW / Workplace Health and Safety QLD) to investigate and help prevent further such incidents at the workplace and other workplaces. Notifiable incidents also place obligations on Kane to preserve the incident site pending further direction from the regulator.

The Site Manager is responsible to report notifiable incidents (defined in Schedule M Incident Notification Form) to the regulator in accordance with the instructions in Schedule M. The Project Manager is responsible for notifying all medical emergencies and notifiable incidents to the client and relevant project stakeholders.

To report incidents in accordance with the HI Frame work we are to notify HI of an incident via WhatsApp within 30 minutes of the event occurring. From this point Kane will mitigate the incident immediately and acting in accordance with Kane's WHS procedures. HI will then be notified if the incident is an LTI or an MTI sending the corresponding paperwork to the HI representative.

All workplace injuries and diseases are recorded using Schedule N Workplace Injury and Disease Recording Form. Injured workers seeking medical treatment will be issued a Schedule N/1 (Kane employee), Schedule N/2 (Subcontractor employee) medical practitioner injury management form for the medical practitioner to complete. This will assist the PCBU and the injured workers determine the capacity in which they can safely return to work (e.g. normal, alternate, restricted duties or combination of).

Procedural and/or legislative Non-conformances are identified, investigated, corrected and prevented by raising a Site Safety Improvement Notice. The notice recipient must document the action taken to rescind the notice, including how to prevent recurrence. Kane Site Management determines if the rectification is satisfactory.

In the event of an emergency or significant incident/dangerous occurrence/near miss, an investigation is undertaken in accordance with the below chart and documented using Schedule M/2. The findings of the incident investigation are reviewed by top management with a view to disseminating the lessons learnt to all projects.

Refer to flowchart on next page





Comments / Notes

- 1. In the case of a critical safety incident (fatality), counselling is made available and external representation is sought to assist during the investigation. (Refer Kane WHSMS CI 3.5.5)
- 2. Triggers that initiate an investigation include:
 - Notifiable WH&S incident
 - Notifiable Environmental incident
 - Other as deemed by Systems Manager
- 3. System Manager/WHS Manager to liaise with Project and Site Manager. Include subcontractors, subject matter experts and consultants as required to form an Investigation Team. The investigation team leader minimum competency is WHS Consultation Training.
- 4. Familiarise with environment, equipment and plant associated with the incident. Gather facts and photographs. Investigation team determines
 - Who to be interviewed
 - When to conduct interviews
 - What questions to ask
 - What information or evidence to collect
 - What photographs are required

5. Analyse data to find root cause/s of the incident and propose recommended actions

6. Project Manager finalises report and consults with Systems Manager/WHS Manager and Director, General Manager/Construction Manager



AUDIT AND REVIEW

Kane undertake regular proactive audits and reviews to confirm compliance with this WHS Management Plan. They include but not limited to:

Document Description	Kane WHSMS Reference	Minimum Frequency
Safety Walks	Schedule F	Weekly
Task Observations	Schedule F	Weekly
Workplace Inspections	Schedule F1	Monthly
SWMS Implementation Reviews	Schedule K3	Weekly
Safety Audits	Schedule C	Quarterly

Incidents, near misses and non-conformances can also trigger reactive audits and more stringent reviews. The following system documents prompt the review of controls post any incident including any test exercises:

Document Description	Kane WHSMS Reference
Site Safety Improvement Notice	Schedule L
Incident Investigation	Schedule M2
Workplace Injury and Disease Record	Schedule N
Emergency Procedures Test	Schedule O4

Schedule C – Safety Audit form is used on site by the Project Manager to audit effective implementation of the Kane WHSMS. Points are awarded for effective implementation and points taken where improvement is required. The audit facilitates recognising good practice WH&S management and requires actions be documented where improvement is necessary. Each site is audited quarterly (minimum) close to the end of each reporting period on a day determined by the Project Manager. The audit report is issued to the Systems Manager for VIC projects and the WHS Manager for NSW and QLD projects to review against company objectives/targets and identify trends that may appear (positive and negative). The audits are scheduled at the end of the following months (or otherwise scheduled to avoid holiday and extremely busy periods i.e. lead up to Christmas)

- March (Jan Mar)
- June (Apr Jun)
- September (Jul Sept)
- December (Oct Dec)

Random internal WHSMS audits are undertaken by the Systems Manager (VIC) and WHS Manager (NSW & QLD). Reports are prepared and distributed to all staff on the project for actioning and for information to the Directors in each state.

External audits are undertaken by the Federal Government, ISO 45001 Third Party Certification auditors, and various consultants where the head contract specifies.

Federal Government WH&S Scheme projects are audited by Federal Safety Officers. The Federal Safety Commission Audit team schedule audits during periods where high risk work tasks are undertaken. Audit reports are prepared and submitted to Kane for actioning.

Kane Constructions certification to International Standard ISO 45001 requires third party surveillance audits be undertaken on a nine monthly basis. Projects are selected randomly. Each audit confirms if the company certification should remain. Corrective action must be promptly closed where identified.

Where head contracts require external audits of projects, the auditor is commonly required to have Lead Auditor competency. Audit frequency and reporting requirements differ based on client audit criteria, project complexity and risk.



ARCHIVING

After project completion, this Work Health Safety Management Plan (initial plan and all revised versions) will be maintained in a secure archive facility in accordance with the Kane WHSMS and the Kane Business Management System procedure titled archiving.

If during the course of the project, a notifiable incident occurs, the Work Health and Safety Regulations require

- This plan and all revised versions is kept, retrievable and made available to inspect for at least 2 years after the incident occurs.
- The record of the notifiable incident (Schedule M Incident Notification Form) must be kept for at least five years from the date of notification.
- The Safe Work Method Statement SWMS is kept for at least 2 years if a notifiable incident occurs in connection with the high risk construction work to which the statement relates.



ATTACHMENTS

- Assessment of Emergency Procedures
 Assessment of Emergency Equipment
 Emergency Procedures Pre-Start Meeting (Coordinated Emergency Response)
 Schedule O3 Emergency Procedures
- 2. Project Risk Assessment Worksheet RAW
- 3. Induction Booklet
- 4. Construction Traffic management plan

ATTACHMENT 1

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ASSESSMENT of EMERGENCY PROCEDURES

Who shall impleme	nt This assessment must be undertaken by a qualified First	Aider and a qualified Warden.	Where elected, the	e Health and Saf	ety Representative HSR must be	e consulted.	
When	At project commencement when preparing the Work Health Safety Management Plan WHSMP for the project. Confirm ongoing compliance at the time of Schedule C Safety Audit, at the completion of an emergency situation, and each emergency test exercise. Any actions						
How to implement	This assessment is intended to document the emergency	/ response procedures for possi	ble emergency situ	uations on the pr	oject.		
Job No.	2477	^{Name} Justin Looke	⊠ First Aid	🛛 Warden	sign Aboat	Date: 16/06/2022	
Job Title	SAMIS Central Ambulance Station	Name Pat Wood	First Aid	🛛 Warden	sign gloced	Date: 16/06/2022	
High Risk	Possible Emergency Situations on the project	Nominated Emergency Res	ponse Procedure	s	Agreed Actions	Action	
Activity	List the possible situations below	\boxtimes - Check the relevant box(s) below to identify	the procedures	Describe the action to take	Due Date	
For example Asbestos	 Asbestos Fibre Exposure Medical Emergency within an Asbestos No Go Zone Structural failure within an Asbestos No Go Zone Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 			Asbestos removalist must detail emergency response procedure in the asbestos control plan for any medical emergency and structural failure in the bubble	Ongoing Until deemed Cleared	
Working at Height	 Worker fallen from height and suspended in a harness Worker requiring rescue from an EWP/Scissor Lift Worker requiring rescue using a stretcher Worker requiring rescue using a Man-Box or 1st Aid box Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 					
Demolition and Structural Alterations	 Structural failure or collapse Electrocution Escaping gas Flooding Fire Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 					
Excavation	 Medical emergency / rescue from an excavation Excavation failure or collapse Structural failure or collapse Escaping gas Flooding Plant Collision or Rollover Plant arcing or contact with electrical assets Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 					
Electrical	 Black Out (power and lighting outage) Electrocution 	Sch O3 Emergency Proce	dures (without ame dures (with amend	endment) Iment)			



High Risk	Possible Emergency Situations on the project	Nominated Emergency Response Procedures	Agreed Actions	Action
Activity	List the possible situations below	\boxtimes - Check the relevant box(s) below to identify the procedures	Describe the action to take	Due Date
	Fire Other	 Procedure developed on site by a suitably qualified person Other 		
Confined Space	 Medical Emergency within a confined space Escaping gas Flooding Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 		
Contaminated / Flammable atmosphere	 Exposure to contaminated / flammable atmosphere Escaping gas Fire Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 	N/A	N/A
Tilt-up / Precast Concrete	 Tilt-up / Precast structural failure or collapse Plant Collision or Rollover Plant arcing or contact with electrical assets Fire Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 	N/A	N/A
Traffic Management	 Medical Emergency initiated by a traffic incident Structural failure or collapse Vehicle and/or plant collision or rollover Fire Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 		
Mobile Plant	 Medical Emergency initiated by mobile plant use Rescue of a person in the cabin of mobile plant Excavation failure or collapse Structural failure or collapse Escaping gas Flooding Plant Collision or Rollover Plant arcing or contact with electrical assets Electrocution Fire Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 		
In, Over or adjacent to water/liquids	 Drowning Electrocution Flooding Other 	 Sch O3 Emergency Procedures (without amendment) Sch O3 Emergency Procedures (with amendment) Procedure developed on site by a suitably qualified person Other 		
Insert Other as required	•			

Assessment of Emergency Equipment

Q2. Will high risk activities be performed? (Refer Schedule R for hazards)

Q4. Which of the following applies to the size and nature of the job site;

Workers are dispersed over a large area

a)

Q3. Will workers use hazardous substances? (Refer Schedule I Common Chemicals)



Yes

Yes

Yes

Who shall	all Site Manager to implement. A qualified First Aider (Senior Level 2) and a qualified Warden must review and					
implement	authorise. Where elected, the Health and Safety Representative HSR must be co	authorise. Where elected, the Health and Safety Representative HSR must be consulted				
When	At project commencement when preparing the Work Health Safety Management Plan for the project. Confirm ongoing compliance at the time of Schedule C Safety Audit, at the completion of an emergency situation, and each emergency test exercise. Any actions should be listed on either Schedule C Safety Audit, Schedule M2 Incident Investigation, and Schedule O4 Emergency Procedures Test.					
How to use	This will help facilitate consultation and the procurement of equipment for potential emergency response situations					
Job Title:	SAMIS Central Ambulance Station	Job No :		2477		
Q1. Number	Q1. Number of Workers (write average number and peak – estimated numbers only) Average 40 Peak 60					

b) The workplace has more than one floor or level	Yes
c) Work is carried out a long distance from the site first aid room	No
d) Work is carried out in separate work areas (e.g. different buildings)	No
Q5. Is the job site remote or isolated from emergency services?	No
Q6. Have you reviewed the most common injuries sustained across Kane projects? (Refer	Yes hand injuries
Quarterly Safety Performance Reports published to the BMS)	
MEDICAL	
If timely access is not available to ambulance services, is the site in need of;	
a) A defibrillator?	No
b) A person trained in more advanced first aid techniques?	No
Identify the number of trained first aiders needed (consider the answer to Q1)	
If the answer to Q2 and Q3 above is;	3
NO, ensure one first aider for every 50 workers	(for estimated ave no. of workers)
• YES, ensure one first aider for every 25 workers up to 50 workers, and one	
additional first aider for every 50 additional workers	4
If the answer to Q2, 3 and 5 above is YES, ensure one first aider for every 10 workers	(for estimated peak no. of workers)
Considering the answers to Q4, excluding the kit in the first aid room, is there a need for	Ves, rupping kit
additional first aid kits for prompt on-site accessibility?	res, running Kit
Is the first aid kit contents appropriate for the site specific risks and common injuries?	Ves
Consider the answer to Q5 & 6, and risk of stings/bites, chemical/electrical burns etc.	163
EVACUATION and FIRE	
Which evacuation siren system will be used? (consider the answers to Q4)	
a) A handheld canister or pump type siren	Yes
b) A proprietary evacuation siren system with speakers mounted across site	No
c) Other (identify)	
Considering the answers to Q4, excluding the siren in the site office, is there a need for	No
additional sirens for prompt on-site accessibility?	
Is one 9kg A, B (E) Class Dry Chemical fire extinguisher provided (secured off floor)	
a) on each storey adjacent to each required exit or temporary stairway or exit	Yes
b) adjacent to site amenities (consider central location, visible and accessible)	Yes

BCA the a)	A Part E1.9 (b) page 229 of National Construction Code (NCC 2016) requires that, after building reaches an effective height of 12 metres, two requirements must be met: fire hydrants & fire hose reels must be operational on every storey covered by a roof of floor structure above (except for the two uppermost storeys)	r or	Will the building reach an effective height of 12 metres? No		
b) any required booster connections must be installed					
ACTIONS – PM to insert the selected controls into Sch R – Project Risk Assessment B			Vho	By When	

AUTHORISATION		COMPETEN	ICY SIGN	DATE
			float	16/06/2022
Name:	Justin Looke	🛛 First Aid 🛛 🖄	Warden	

Emergency Procedures – Pre-Start Meeting



Who shall implement	Prepared for each project by the Project Manager when developing the WHS Plan. Site Manager to implement
When	At project commencement when preparing the Work Health Safety Management Plan WHSMP for the project. Confirm ongoing compliance at the time of Schedule C Safety Audit, at the completion of an emergency situation, and each emergency test exercise. Any actions should be listed on either Schedule C Safety Audit, Schedule M2 Incident Investigation, and Schedule O4 Emergency Procedures Test.
How to implement	The Project Manager shall chair the below Prestart Meeting where the Kane building site is within an area occupied by the client or immediately adjacent where an emergency in either occupied space may affect the other space. This meeting is held with the client representative to determine the coordinated emergency response procedure between the Kane and client workspaces. The procedures (not the prestart meeting minutes) must be posted in prominent locations across the site, for reference in the event of an emergency. (Note – The colours used for emergency procedures in operating hospitals may clash with the colours of Kane emergency procedures and should be amended)

PRE-START MEETING - Coordinated Emergency Response

Job Ti	tle SAMIS Cen	tral Ambulance Station		Date	27/10/2021				
ltem	Agenda and Agree	d Actions or Decisions (rea	ached by the meeting	attend	ees)				
1	Discussed client duty of care to re-assess their emergency procedures (tick box to confirm) Client agreed to have a suitably qualified person re-assess changed conditions within their space and verify safe to occupy (e.g. reduced number of fire hose reels/extinguishers, blocked exits etc.)								
2	Discussed hours of work. Kane will occupy their site (Monday – Friday 7.00 am to 6.00 pm. Saturday 8.00am to 1.00pm)								
3	Discussed who to The person(s) nomi procedure within the	contact and notify of an en nated below should be able t eir workplace and not waste t	nergency situation o activate and impleme ime instructing others t	ent the e	emergency evacuation				
	Kane	Pat wood	Client on-site	Ben Ta	ait				
	Warden Name		Warden Name						
	Contact Phone Bus Hrs/After Hrs	BH 0423 404 910 AH	Contact Phone Bus Hrs/After Hrs	0438 0	065 640				
4	Discussed the eme × Agreed not to rely Kane will sound t The client audible	on the audible alert device on the audible device for no he audible alert horn/system device is (describe below)	e/system implemente otification. Wardens to r to comply with the Kar	d. (tick k notify ea ne Emer	box to confirm) ach other by phone gency Procedures (Sch O3)				
5	Compared the Kane and Client Emergency Evacuation Procedures (tick box to confirm) Exit paths for evacuation of the client occupied space will require amending Exit paths for evacuation of the client space through the site must remain clear Exit paths for evacuation of the client occupied space will not be affected by works The assembly areas are large enough to safely accommodate Kane and Client employees								
6	Discussed testing of the Emergency Evacuation Procedures (tick box to confirm) × Kane will undertake test evacuations to comply with the project emergency procedures × The Kane warden will notify the Client warden before undertaking each test evacuation The Client warden will notify the Kane warden before undertaking each test evacuation Kane will give the client an opportunity to coordinate a test evacuation at the same time								
7	Kane and Client Systems/Procedures (tick box to confirm) Kane Emergency Evacuation Plan includes the Client on-site Warden contact details above Kane Site Induction Booklet will be updated with the relevant agreed procedures above Client Induction process will be updated with the relevant agreed procedures above								
The me Comme	eeting attendees accep ents	ot responsibility to carry out th	ne actions agreed and d	ocumen	ted above.				
Attend	ee Name	Company	Position	Si	gnature				
Ben Ta	it	Census Advisory	Client Project Manage	r	0				
Pat Wo	od	Kane Constructions	Site Manager		groud				

ATTACHMENT 2

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ATTACHMENT 3

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ATTACHMENT 4

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TRAFFIC MANAGEMENT PLAN MINIMUM REQUIREMENTS

Who shall implement	A person engaged by Kane (traffic management professional who is qualified and licensed in the relevant state where the worksite is located) to develop traffic management plans for the project.
When	Prepared for each project that impacts on traffic when developing the WHS Plan (check for plans included into the tender submission).
How to use	Kane Site Management shall forward this document to the traffic management professional requested to develop a traffic management plan. This document is intended to outline (to the traffic management professional), without limiting, the minimum requirements of a traffic management plan. This document must be completed by the traffic management professional and submitted with the Traffic Plans produced.

Job No. 2477	Job Title: SAMIS Central Ambulance Station				
Traffic Plan No.	Traffic Plan Title	Traffic Plan Revision	Eor Troffio		
	SAMIS Central Ambulance Station site entry and exit Traffic	1	Management		
	Control Plan		to complete		
			Source - Check the		
			box to confirm		
			compliance		
Check Item No.	The Traffic Management Plan TMP must;				
1	Be prepared by a traffic management professional who is qualit licensed in the State where the worksite is located.	ied and if necessary			
2	Identify the licence number and name of the traffic managemer	t professional who	M		
2	prepared it.				
3	Be signed by the traffic management professional who prepare				
4	Show the document control so the most current revision status				
5	State the project name and describe the scope (why the TMP is				
6	Include site or location specific traffic control plans and diagram	IS.			
7	Show the existing features of the road system where the works	are being undertaken.	\boxtimes		
8	Identify the traffic control devices required for the works.		\square		
9	Detail the sequence for implementing and dismantling the traffic	c control devices			
10	Identify where traffic controllers (if required) are situated to controllers	trol traffic.			
11	Clearly instruct if permanent signs need to be covered within th	e total signing package.			
12	Include appropriate controls specifically for pedestrians, cyclists	s, disabled persons,	\boxtimes		
	Address all traffic management requirements in the surrounding	a streets			
13		J 3110013.			
14	Assess any impact to other traffic management during public ev	vents.			
15	Satisfy relevant legislation, State codes of practice, Australian S regulatory requirements e.g. local council laws or regulations.	Standards, or other			
16	Is consented to, in writing, as required by the relevant Coordina to implementation at the worksite.	ting Road Authorities prior			

Notes:

Traffic Management Professional	Competency/Licence No.	Sign	Date
Kyle Fieg	TCT0041658	K. Fieg	16/06/2022

TRAFFIC MANAGEMENT PLAN MINIMUM REQUIREMENTS

Who shall	A person engaged by Kane (traffic management professional who is qualified and licensed in the relevant						
implement	state where the worksite is located) to develop traffic management plans for the project.						
When	Prepared for each project that impacts on traffic when developing the WHS Plan (check for plans included into the tender submission).						
How to use	Kane Site Management shall forward this document to the traffic management professional requested to develop a traffic management plan. This document is intended to outline (to the traffic management professional), without limiting, the minimum requirements of a traffic management plan. This document must be completed by the traffic management professional and submitted with the Traffic Plans produced.						
Job No. 2477	Job Title: SAMIS Central Ambulance Station						
	Vehicle Movement Plan	1	For Traffic				
			Management				
			Professional				
			to complete \square				
			box to confirm				
			compliance				
Check Item No.	The Traffic Management Plan TMP must;						
1	Be prepared by a traffic management professional who is qualif licensed in the State where the worksite is located.	\boxtimes					
2	Identify the licence number and name of the traffic management professional who prepared it.						
3	Be signed by the traffic management professional who prepared it.						
4	Show the document control so the most current revision status i	s easily identifiable.	\boxtimes				
5	State the project name and describe the scope (why the TMP is	needed).	\boxtimes				
6	Include site or location specific traffic control plans and diagram	S.	\boxtimes				
7	Show the existing features of the road system where the works	are being undertaken.	\boxtimes				
8	Identify the traffic control devices required for the works.		\boxtimes				
9	Detail the sequence for implementing and dismantling the traffic	control devices					
10	Identify where traffic controllers (if required) are situated to cont	rol traffic.					
11	Clearly instruct if permanent signs need to be covered within the	e total signing package.					
12	Include appropriate controls specifically for pedestrians, cyclists vehicular traffic and public transport where appropriate.	, disabled persons,					
13	Address all traffic management requirements in the surrounding	streets.	\boxtimes				
14	Assess any impact to other traffic management during public ev	rents.					
15	Satisfy relevant legislation, State codes of practice, Australian S regulatory requirements e.g. local council laws or regulations.	Standards, or other					
16	Is consented to, in writing, as required by the relevant Coordinating Road Authorities prior to implementation at the worksite.						

Notes:

Traffic Management Professional	Competency/Licence No.	Sign	Date
Kyle Fieg	TCT0041658	K. Fieg	16/06/2022



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ROLLER DOOR					

PROPOSED DESIGN SCOPE

- HEALTH INFRASTRUCTURE HAVE DEVELOPED THE SYDNEY AMBULANCE METROPOLITAN INFRASTRUCUTRE STRATEGY (SAMIS) PROGRAM TO RESHAPE NSW AMBULANCE'S OPERATIONS IN METROPOLITAN SYDNEY. THE PROPOSED SAMIS AMBULANCE STATION DEVELOPMENT AT 42-50 PARRAMATTA ROAD IS THE LAST OF 11 "SUPERSTATIONS" TO BE CONSTRUCTED. IT IS CRITICAL FOR DELIVERY OF AMBULANCE SERVICES ACROSS CENTRAL SYDNEY.
- THE DEVELOPMENT SITE AT 42-50 PARRAMATTA ROAD IS TO BE SUBDIVIDED INTO TWO LOTS. THE AMBULANCE STATION WILL BE CONSTRUCTED ON THE ARUNDEL STREET FRONTAGE AND HAS NO FRONTAGE TO PARRAMATTA ROAD. THE STREET ADDRESS FOR THIS LOT IS EXPECTED TO CHANGE WHEN THE SUBDIVISION IS REGISTERED ON TITLE. THE SECOND LOT FRONTING PARRAMATTA ROAD WILL BE SUBJECT TO A FUTURE DEVELOPMENT THAT HAS NOT YET BEEN DETERMINED.
- THE PREVIOUS STRUCTURES THAT OCCUPIED THE SITE HAVE BEEN DEMOLISHED DOWN TO BASEMENT LEVEL AND CONSTRUCTION ON THE PROPOSED SAMIS AMBULANCE STATION DEVELOPMENT HAS COMMENCED.
- AUSGRID'S DESIGN OFFER REQUESTS THE ESTABLISHMENT OF A SUBSTATION ON THE DEVELOPMENT.
- THE MAXIMUM DEMAND OF THE PROPOSED SAMIS AMBULANCE STATION HAS BEEN CALCULATED AT 225 AMPS PER PHASE (INCLUDING 20% SPARE CAPACITY). A 400 AMP RATED SPD ADJUSTED TO 250 AMPS WILL BE INSTALLED IN THE NEW MSB.
- THE ABOVE DEMAND DOES NOT INCLUDE ANY ALLOWANCE FOR THE FUTURE DEVELOPMENT ON THE SECOND LOT THE ADMD OF WHICH IS UNKNOWN AT THIS STAGE BUT IS EXPECTED TO BE LESS THAN 800AMPS. PROVISION FOR ELECTRICITY SUPPLY TO THE FUTURE DEVLOPMENT ON THE SECOND LOT WILL BE PROVIDED IN THE FORM OF A CONCRETE ENCASED 2 x 150mm DIA DUCTLINE FROM THE PROPOSED SUBSTATION IN AN EASEMENT AND A 400/400/400/800AMP LV BOARD.
- PLEASE CONFIRM PROXIMITY OF ALL BUILDING ELEMENTS DETAILED ON THIS DESIGN TO PROPOSED SUBSTATION ARE ACCEPTABLE TO AUSGRID.
- PLEASE CONFIRM PROPOSED CHAMBER SIZE SHOWN ON SHEET 4 IS ACCEPTABLE TO AUSGRID.
- PLEASE SUBMIT NS181 NETWORK STANDARD VARIATION REQUEST FOR ASSESSMENT.
- PLEASE PROVIDE ASSET NUMBER FOR PROPOSED SUBSTATION.

PROPOSED DESIGN SCOPE ONLY - NOT FOR CONSTRUCTION

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Construction Traffic Management Plan (CTMP)

SAMIS Central - 50 Arundel Street, Glebe NSW 2037 Version: 1.3 Date: 23 September 2022

CTMP Prepared for: Kane Constructions Pty Ltd

Document Release	
Title:	Construction Traffic Management Plan (CTMP) - SAMIS Central - 50
	Arundel Street, Glebe NSW 2037
Author:	Kyle Fieg

Table of Modifications						
Revision	Date	Modifications to content	Author	Signature		
1.0	11/3/2020	Initial Submission	Kyle Fieg	K. Fíeg		
1.1	15/10/2021	Appendix 2	Kyle Fieg	K. Fíeg		
1.2	9/12/2021	Section 11.1	Kyle Fieg	K. Fíeg		
1.3	21/9/2022	Appendix 1	Kyle Fieg	K. Fíeg		

PWZTMP Qualified Person				
Name:	Kyle Fieg			
Role:	Traffic Planner			
Organisation:	The Traffic Planner			
Qualification Number:	TCT0041658			
Signature:	K. Fieg			
Date:	21/9/2022			

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1 Introduction

This Construction Traffic Management Plan (CTMP) and associated Traffic Control Plans (TCP) includes the provision for the safe movement of vehicular and pedestrian traffic, the protection of workers from passing traffic, the provision for access to properties located within the limits of the project, the provision of traffic controllers and traffic control measures, the installation of temporary signs and safety devices as required at SAMIS Central - 50 Arundel Street, Glebe NSW 2037.

This Construction Traffic Management Plan (CTMP) & associated Traffic Control Plans (TCP) describes and illustrates the locations of proposed Ingress & Egress points for Construction Vehicles, standing of delivery vehicles, Standing of Plant (if required) and Traffic Control and Pedestrian Control measures for the site.

This Construction Traffic Management Plan (CTMP) & associated Traffic Control Plans (TCP) have been prepared to satisfy all conditions relating to a CTMP as set in the approved REF relating to this project.

1.1 Purpose of this Plan

The Purpose of this Report is to satisfy CITY OF SYDNEY COUNCIL and HEALTH INFRASTRUCTURE requirements and describe how Kane Constructions Pty Ltd proposes to manage traffic and pedestrian movements safely whilst carrying out their respective activities.

The objectives with respect to the Construction Traffic Management Plan ("CTMP") are to:

- Ensure the safety of its employees, the general public, pedestrians, cyclists and traffic (where applicable),
- To satisfy Council's conditions related to Traffic, Transport and Access.
- To actively monitor traffic impacts related to the construction works so that information can be applied to the planning and implementation of traffic control plans
- Keep all site traffic delays to a minimum,
- Maintain satisfactory property access,
- Minimise disturbance to the environment and
- Meet the requirements of relevant Australian Standards (specifically AS1742.3), RMS G10 Traffic Management and the RMS Traffic Control at Worksites Manual V5.0 2018.

1.2 Abbreviations and Terminology

The following terms, abbreviations and definition are used in this plan:

Terms	Explanation
СТМР	Construction Traffic Management Plan (CTMP)
VMP	Vehicle Movement Plan
PMP	Pedestrian Movement Plan
RMS	Roads and Maritime Services
ТМС	Traffic Management Centre

Version: 1.3

CTMP: SAMIS Central - 50 Arundel Street, Glebe NSW 2037 Printed copies of this document are uncontrolled

1.3 Legislative Requirements

This Construction Traffic Management Plan (CTMP) complies with Australian Standard 1742.3-2009 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads.

- All personnel dealing with traffic control, being either contractors or sub-contractors are to have the following current accreditation, for the management of each item listed below:
- WHS&E general induction certificate (white card)
- RMS Traffic Controller (for traffic control, performing stop/slow control)
- RMS Implement Traffic Control Plans (for implementation of signage)
- RMS Prepare a Work Zone Construction Traffic Management Plan (CTMP) (for the design of Construction Traffic Management Plan (CTMP)s and Traffic Control Plans)
- All staff need to be inducted on site before the commencement of works
- Staff must carry current accreditation on them at all times while on site
- Appropriate PPE as outlined in the appropriate SWMS for the works.

In accordance with CITY OF SYDNEY COUNCIL consent all traffic control work and excavation, demolition and construction activities must be undertaken in accordance with the approved Consent and any conditions attached to the approved Consent.

The CTMP needs to specify, but not limited to, the following:

- Location of the proposed work zone;
- Proposed crane location;
- Vehicle movement plan (haulage routes);
- Construction vehicle access arrangements;
- Proposed construction hours;
- Estimated number of construction vehicle movements;
- Construction Program;
- Consultation strategy for liaison with surrounding stakeholders;
- Any potential impacts to general traffic, cyclists, pedestrians and bus services within the vicinity of the site from construction vehicles during the construction of the proposed works;

Please note that the provision of any information in this CTMP will not exempt the Applicant from correctly fulfilling all other conditions relevant to the development consent for the above site.

1.4 Standard Requirements for Construction Traffic Management Plan (CTMP)

The Applicant or contractor undertakes to follow and abide by the following requirements at all times during the demolition, excavation and construction work at SAMIS Central - 50 Arundel Street, Glebe NSW 2037.

1. Details of routes to and from site and entry and exit points from site – site specific

2. Details of roads that may be excluded from use by construction traffic i.e. roads with load limits, quiet residential streets or access/turn restricted streets – site specific

3. The approved truck route plan shall form part of the contract and must be distributed to all truck drivers.

4. All vehicles must enter and exit the site in a forward direction (unless specific approval for a one-off occasion is obtained from the City's Construction Regulation Unit).

5. Trucks are not allowed to reverse into the site from the road (unless specific approval for a one-off occasion is obtained from the City's Construction Regulation Unit).

6. The Applicant must provide the City with details of the largest truck that will be used during the demolition, excavation and construction.

7. NOTE: No dog trailers or articulated vehicles (AV) to be used (unless specific approval for a one-off occasion is obtained from the City's Construction Regulation Unit).

8. Oversize and over-mass vehicles are not allowed to travel on Local Roads (unless approval for a one-off occasion is obtained from the City's Traffic Operations Unit). Requests to use these vehicles must be submitted to the City 28 days prior to the vehicle's scheduled travel date. For more information please contact the National Heavy Vehicle Regulator (NHVR) on 1300 696 487 or www.nhvr.gov.au.

9. No queuing or marshalling of trucks is permitted on any public road.

10. Any temporary adjustment to Bus Stops or Traffic Signals will require the Applicant to obtain approval from the STA and RMS respectively prior to commencement of works.

11. All vehicles associated with the development shall be parked wholly within the site. All site staff related with the works are to park in a designated off-street area or be encouraged to use public transport and not park on the public road.

12. All loading and unloading must be within the development site or at an approved "Works Zone".

13. The Applicant must apply to the City's Traffic Works Co-ordinator to organise appropriate approvals for Work Zones and road closures.

14. The Applicant must apply to the City's Construction Regulations Unit to organise appropriate approvals for partial road closures.

15. The Applicant must apply to the Transport for NSW's Transport Management Centre for approval of any road works on State Roads or within 100m of Traffic Signals and receive an approved Road Occupancy Licence (ROL). A copy of the ROL must be provided to the City.

16. The Applicant must apply to the City's Construction Regulations Unit to organise appropriate approvals for temporary driveways, cranes and barricades etc.

17. The Applicant must comply with development consent for hours of construction.

18. All Traffic Control Plans associated with the CTMP must comply with the Australian Standards and Roads and Maritime Services (RMS) Traffic Control at Work Sites Guidelines.

19. Traffic Controllers are NOT to stop traffic on the public street(s) to allow trucks to enter or leave the site. They MUST wait until a suitable gap in traffic allows them to assist trucks to enter or exit the site. The Roads Act does not give any special treatment to trucks leaving a construction site - the vehicles already on the road have right-of-way.

20. Pedestrians may be held only for very short periods to ensure safety when trucks are leaving or entering BUT you must NOT stop pedestrians in anticipation i.e. at all times the pedestrians have right-of-way on the footpath not the trucks.

21. Physical barriers to control pedestrian or traffic movements need to be determined by the City's Construction Regulations Unit prior to commencement of work.

22. The Applicant must obtain a permit from the City's Construction Regulation Unit regarding the placing of any plant/equipment on public ways.

23. The Applicant must apply to the City's Building Approvals Unit to organise appropriate approvals for hoarding prior to commencement of works.

24. The CTMP is for the excavation, demolition and construction of building works, not for road works (if required) associated with the development. Any road works will require the Applicant or the contractor to separately seek approval from the City and/or RMS for consideration. Also, WorkCover requires that Traffic Control Plans must comply with Australian Standards 1742.3 and must be prepared by a Certified Traffic Controller (under RMS regulations).

25. Please note that the provision of any information in this CTMP will not exempt the Applicant from correctly fulfilling all other conditions relevant to the development26. consent for the above site.

2 Project Overview

Demolition of the old State Coroners Court Level 3. Reinforce concrete and masonry structure.

2.3 Proposed Stages of Work

- Removal of plant, equipment and non-structural materials.
- Demolition of structure roof to basement.
- Site finalisation and handover.

2.4 Hours of Work

- Monday to Friday 7:30 am to 5:30 pm
- Saturday 7:30 am to 3:30 pm

On Sundays and Public Holidays, no works will occur on the project.

In the event that the project runs past the approved work hours due to uncontrolled circumstances, CITY OF SYDNEY COUNCIL and HEALTH INFRASTRUCTURE must be contacted.

2.5 Daily Workforce

Average daily workforce of approximately 35-45 people during different stages of the development.

2.6 Existing Conditions

At the time of developing this CTMP, there are no existing works or events that have been identified in the area that will affect the plans detailed in this CTMP. During the course of the project, this may change. Consultation will occur between all parties and any conditions outlined in any Council / RMS approval must be implemented and adhered to.

3 Road Classifications		
Road Name	Road Type	Authority
Arundel Street	Unclassified Regional Road	City of Sydney
Ross Street	Unclassified Regional Road	City of Sydney
Great Western Highway	Highway (HW)	Roads and Maritime Service

5 Construction Work Areas

5.1 Location of Proposed Hoardings

• A-Class Hoardings will be installed on the Arundel Street and Great Western Highway/Parramatta Road frontages of the site.

5.2 Location of proposed Crane Standing Zone

 Mobile cranes will be operated from within the construction site or within an approved temporary work zone. When a temporary work zone is required, a stand plant permit will be obtained from CITY OF SYDNEY Council for each occurrence. The maximum size vehicle accessing the site will be a heavy rigid vehicle. Refer to Appendix 1 – Traffic Control Plans. The Applicant must apply to the City's Traffic Works Co-ordinator to organise appropriate approvals for Work Zones and road closures.

5.3 Construction Work Zones

It is noted that any work zone to be implemented requires assessment and approval by the CITY OF SYDNEY COUNCIL and HEALTH INFRASTRUCTURE before implementation.

All vehicles must enter and exit the Workzone in a forward direction (unless specific approval for a one-off occasion is obtained from the CITY OF SYDNEY COUNCIL).

Traffic Controllers are not to stop traffic on the public street(s) to allow trucks to enter or leave the site. They must wait until a suitable gap in traffic allows them to assist trucks in entering or exiting the site. The Roads Act does not give any special treatment to trucks leaving a construction site - the vehicles already on the road have the right-of-way.

5.4 Concrete Pour Workzones

All concrete pours will occur within the development site or at an approved "Works Zone". Trucks are not allowed to reverse into the site from the road (unless specific approval for a one-off occasion is obtained from the CITY OF SYDNEY COUNCIL).

No queuing or marshalling of trucks is permitted on any public road. If there is not adequate space on-site or in the approved Work Zone, trucks must be turned away and must not queue in the surrounding areas.

6 Loading / Unloading Zones

All loading and unloading must be within the development site or at an approved "Works Zone". Trucks are not allowed to reverse into the site from the road (unless specific approval for a one-off occasion is obtained from the CITY OF SYDNEY COUNCIL).

No queuing or marshalling of trucks is permitted on any public road. If there is not adequate space on-site or in the approved Work Zone, trucks must be turned away and must not queue in the surrounding areas.

6.1 Site Accommodations

All site accommodations will be located wholly within the site compound and not on public lands.

7 Material, Plant and Spoil Bin Storage Areas

These areas will be allocated within the construction site boundary. No storage of materials, plant or spoil will be allowed on public land or public roads. All waste/material will be collected on site in a position for easy access for both use on site and removal by trucks. As previously described, all removal trucks will have the load covered by tarpaulin or other means to secure the load and will adhere to the approved travel routes as described in this CTMP.

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It is noted the Contractor must obtain a permit from the CITY OF SYDNEY COUNCIL regarding the placing of any plant/equipment on public ways, should this ever be required.

8 Project Impacts on Traffic & Transport

8.1 TfNSW Transport Management Centre (TMC) Road Occupancy Approvals

A road occupancy consists of any activity likely to impact on the operational efficiency of the road network, in other words, an activity that requires the road to be used in such a way as to affect traffic flow or an off-road activity that affects traffic flow. A road occupancy may involve the closure of traffic lane/s.

Any works requiring authorisation by the TfNSW Transport Management Centre (TMC) network will be undertaken in accordance with all TfNSW Transport Management Centre (TMC) requirements. Road Occupancy Licences (ROLs) will be approved by TfNSW Transport Management Centre (TMC) to specify TCP requirements. This includes approval for times and days when each TCP can be operated. Approved ROLs will accompany the TCP to which it applies to during the operation of each TCP.

Any Road Occupancy Licenses (ROL) need to be approved by TfNSW Transport Management Centre (TMC). ROL needs to be submitted 10 business days prior to the proposed road occupation.

8.2 Local Council Permit Approvals

Any use of Council property for construction purposes shall require the appropriate approvals prior to such work commencing. This includes occupying Council property for storage or other non-construction activities.

Permit approvals must be obtained from the CITY OF SYDNEY COUNCIL and need to be lodged and approved prior to works proceeding. Any proposed road closures or occupation will need to be referred to the CITY OF SYDNEY COUNCIL and TfNSW Transport Management Centre (TMC). Additional approvals may be required for authorities such as Transport for NSW and the State Transit Authority. Emergency services will also need to be notified. See Section 12.3.

Applications will generally require up to 15 working days to secure approvals from all relevant authorities. Road Closures will require submission to the Local Traffic Calming Committee for approval. Any proposed road closures or occupation will need to be referred to the CITY OF SYDNEY COUNCIL and TfNSW Transport Management Centre (TMC). Refer to the CITY OF SYDNEY COUNCIL Road Closure Application for meeting dates, as required.

9 Access Management Arrangements

Dedicated temporary construction site driveway entrances and exits will be signposted and managed by certified traffic control. This will remain in place to safely manage pedestrians and construction-related vehicles to the Site frontage's roadways and footpaths.

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Authorised Traffic Controllers will also be in place to assist with vehicle access to any private car spaces if required. It is not expected, but should there be a need to relocate any car spaces due to the spaces being inaccessible, suitable alternative arrangements will be provided to the occupant of the car space.

9.1 Vehicle Movement Plan

A vehicle movement plan has been developed for this project and is located in Appendix 1.

10 Impact to Residents, Businesses and the Public

This project is not expected to have any significant impact on public transport and cyclists. Existing access arrangements and services to other transport modes will be maintained comparable to the existing situation.

Adequate provision for pedestrians and cyclists will be made for current movements along all frontages and intersecting streets.

10.1 Neighbouring Properties

Access to neighbouring properties will be maintained at all times. Neighbouring property occupants and local stakeholders will be regularly notified of the timeframes for completion and of any other impacts that may affect the local surrounds.

10.2 Transport Management for Service, Delivery, and Garbage Vehicles

No impact on existing services is expected during the works. Stakeholder consultation will occur throughout the project should this change.

10.3 Impacts on Public Transport

This project is not expected to have any significant impact on public transport timetables.

Existing access arrangements and services will be maintained comparable to the existing conditions.

The continual consultation will occur throughout the project. Notification of these changes will be made to the public and stakeholders with the use of notification signage and Roads and Maritime accredited traffic controllers.

10.4 Site Parking

All site staff, workers and contractors related to the project are to park in a designated private off-street parking (such as parking stations) or encouraged to use public transport. All staff and workers relating to the development must not park on the public roadway or public car lots at any time during the project.

No truck pooling/parking will be permitted at any time during the project at any frontage to the project or any other roadway within the CITY OF SYDNEY COUNCIL Local Government Area.

10.5 Emergency Services

Refer to Section 'Emergency Services Notification'.

10.6 Pedestrians

Pedestrians are to be managed around the work area using existing footpaths and nature strips. Where it is not possible to maintain a minimum width of 1.5m of the footpath a signposted pedestrian detour route will be put in place. Consideration will be taken when planning for disabled persons, and in general, routes should be as short of a distance as possible. Pedestrian Ramps may be required where a smooth transition from the kerb is not available.

The proposed signage for pedestrian management will comply with AS1742.3 and AS1742.10, inclusive of pram ramps.

It is noted that Pedestrians may be held only for very short periods to ensure safety when trucks are leaving or entering, but you must not stop pedestrians in anticipation, i.e. at all times, the pedestrians have the right-of-way on the footpath, not the trucks.

10.7 Cyclists

Cyclists will be subject to the same Traffic Management Controls as registered road users and will always have the right of way over construction works and vehicles accessing the site.

11 Construction Traffic and Heavy Vehicles

Typically, the most high-risk movement for construction vehicles occurs when vehicles are entering or exiting the construction site too and from the external road network. The management of construction access will include the following:

- Installation of truck warning signs on temporary construction access road;
- During busy construction periods, additional Traffic Controllers will be considered at access points to facilitate additional entry and exit movements;
- Where practicable, heavy vehicles will avoid using local roads;
- Authorised Traffic Controllers will be utilised to assist with safe access and egress of public vehicles around the work area where required.
- All vehicles must enter and exit the site in a forward direction (unless specific approval for a one-off occasion is obtained from the CITY OF SYDNEY COUNCIL).
- Trucks are not allowed to reverse into the site from the road (unless specific approval for a one-off occasion is obtained from the CITY OF SYDNEY COUNCIL).

11.1 Types of Trucks Approaching Site

There will be a combination of small rigid vehicles (SRV's 6.4m) and medium rigid vehicles (MRV's 8.8m) accessing and egressing from the site.

- Delivery /Tray Trucks
- Single Bogie 10-Wheeler Trucks
- Truck and Dog Trailer

Vehicle Sizes by Type



(a) Small rigid vehicle Clearance height 3.50 Design turning radius 7.1



(b) Medium rigid vehicle Clearance height 4.50 Design turning radius 10.0



(c) Heavy rigid vehicleClearance height 4.50Design turning radius 12.5



Truck and Trailer 19m

11.2 Estimated Daily Volume:

The estimated maximum number of daily truck movements would be 12 per day.

11.3 Vehicle Queueing

No queuing or marshalling of trucks is permitted on any public road. If there is not adequate space on-site or in the approved Work Zone. All construction vehicles should be coordinated to site only when sufficient space is available. Due to restricted space and the ongoing Light Rail works, it is imperative that the site does not bring construction traffic into the network without having sufficient space available. Circulating construction vehicles on the network will not be tolerated.

11.4 Swept Path Diagrams

Swept path analysis has not been requested for this project.

12 Abnormal and Oversize/Overmass Loads

Oversize and over-mass vehicles are not allowed to travel on Local Roads (unless approval for a one-off occasion is obtained from the CITY OF SYDNEY COUNCIL Traffic Operations Unit).

Requests to use these vehicles must be submitted to CITY OF SYDNEY COUNCIL 28 days prior to the vehicle's scheduled travel date. Specific Construction Traffic Management Plan (CTMP)s will be developed for each abnormal movement and will be submitted for assessment to the relevant local and regulatory authorities on a case by case basis.

For more information, please contact the National Heavy Vehicle Regulator (NHVR) on 1300 696 487 or <u>www.nhvr.gov.au</u>.



12.1.1	Abnormal Loads Permit Requirements		
•	Construction Traffic Management Plan (CTMP)		NSW Oversize Overmass Load Carrying
•	RMS Road Occupancy Licence		Vehicles Network Approved Roads
•	CITY OF SYDNEY COUNCIL Approval	4	Exception Routes (not approved)
•	Transport Management Plan (High Risk)	V	Limited Access Locations

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13 Traffic Management

13.1 Traffic Control Signs and Devices

The following traffic control details shall be strictly adhered to during this project:

- Advance Warning Signs shall be erected accordingly on each approach to the job site.
- Work for the shift shall be discussed with the team during the toolbox talk and SWMS Induction prior to commencement.
- All signs shall be of a size appropriate for residential streets with approach speeds of no more than 60km/hr.
- Sign spacing shall be within -10% to +25%.
- Contradictory signs to be covered.
- Do not cross open lanes to set out signs.
- Cones to be 700mm in height and reflective.
- Stop traffic at times when there is not enough lateral clearance.
- Allow for cyclists and parked cars in setting out T/C equipment.
- Need an escape route for traffic controllers.
- Prevent other vehicles following when Construction Vehicles are turning into site.
- All personnel, plant and equipment to keep a minimum of 1.2m from traffic.
- Record and initial any changes to TCP.
- Complete TCP checklist prior to implementation of TCP

All signposting installed throughout the project will comply with the requirements outlined in the RMS's TCWS Manual Version 5, AUSTROADS Guide to Traffic Engineering Practice, Part 8 – Traffic Control Devices and the Relevant parts of Australian Standard 1742.3-2009.

Temporary signposting will be implemented as per the detailed traffic plans. As documented in Appendix 1 – Traffic Control Plans.

13.2 Sequence for erection and removal of signs and devices (AS1742.3 Cl 2.5.3)

Sequence of erection

Before work commences, signs and devices at the work site shall be erected in an order that is safe and efficient, in accordance with the approved TCP. The order of installation should be outlined in the TMP, and generally in the following order:

• Advance warning and regulatory signs

• All intermediate advance warning and regulatory signs and devices required in advance of the taper or start of the work area

• All delineating devices required to form a taper including flashing arrow signs or temporary hazard markers where required

• Delineation of the work area or side track

• All other warning and regulatory signs, including termination and end of temporary speed zone signs.

Delineation devices such as cones and bollards shall be placed in the same sequence ie those furthest in advance of the work placed first.

Where a work area is moving progressively along the road, relocation of the signs ahead should take place in the above sequence. Those behind should be relocated in the reverse sequence.

Signs and devices erected before they are required shall be covered by a suitable, opaque material and, if necessary, inspected at night (Refer Appendix E Inspection checklists and forms) to ensure they do not give conflicting messages. The cover shall be removed immediately prior to the commencement of work.

Erection of signs and devices

Always travel in the direction of normal traffic flow.

A work vehicle with a flashing arrow or rotating or flashing light(s) shall be positioned between the workers and approaching traffic during placement of traffic control devices. Workers shall not cross roads or carriageways on foot when erecting or removing signs. Long-term or recurring short-term sites:

• Consider marking the desired location of each sign or device on the road for easy placement.

Multi-lane roads:

• The placement of traffic control signs and devices on central medians or concrete barriers on multi-lane roads requires special consideration ie a site-specific TCP or use of a mobile convoy etc.

Removal of signs and devices

Removal of traffic control signs and devices should be undertaken in the reverse order of erection, progressing from the work area out toward the approaches.

Workers shall not cross roads or carriageways on foot when erecting or removing signs. Lane closures delineated by cones and bollards:

• A work vehicle shall be positioned between the workers and approaching traffic and should generally slowly reverse along the closed roadway allowing workers to remove the traffic control devices. However, subject to the approval of the works supervisor, the work vehicle may proceed in a forward direction towards approaching traffic along the closed

roadway, provided that this does not create motorist confusion or distraction, such as headlight glare at night.

Lane closures using barrier boards:

• An 'advanced warning vehicle' placed between the workers and approaching traffic should be considered as an option when removing barrier boards from lane and road closures.

Once the lane closure traffic control devices have been removed, the work vehicle should return to the approaches to the work area and, subject to the vehicle being able to move clear of the travel lane, remove all signs in the reverse sequence they were erected before the commencement of work. Special consideration shall be given for the removal of signs on central medians and barriers on multi-lane divided carriageways.

13.3 Site Traffic Control

Traffic Management measures will be implemented on site to ensure the safe use of the roadway and surrounding areas; these will include but not be limited to;

- Authorised Traffic Controllers will be posted at the entry and exit points on the site boundary.
- Advanced Warning Signs will be erected and or mounted as required. Refer to Appendix 1 for relevant TCP and associated signage requirements.
- All works associated with control or redirection of traffic must have an approved TCP associated with the works, and any relevant permits must be in place and available for view on site at all times.
- All construction vehicles must follow the instruction of the Authorised Traffic Controllers. This will be outlined in the site safety induction. The approved truck route plan shall form part of the contract and must be distributed to all truck drivers.
- Authorised Traffic Controllers must be inducted into the site prior to the start of the shift. Authorised Traffic Controllers must be trained on the conditions outlined in this CTMP and associated planning documents.
- This CTMP and all associated planning documents must be available for view on site at all times.

14 Risk Assessment

A details risk assessment and control methods must be documented for each stage of the works. A Safe Work Method Statement has been developed in consultation with all workers.

15 Communications Strategy

15.1 Worksite Communications

There will be two-way communications throughout the worksite to assist with traffic management of vehicles travelling into, through and/or around the worksite.

15.2 Stakeholder Works Notifications

Notifications will be provided to all impacted stakeholders.

Local community notification and consultation processes will be undertaken with all stakeholders prior to any changes to or impact on the road network.

15.3 Emergency Services Notification

Emergency Services will be informed in a timely manner of relevant activities proposed within this CTMP that affect the use of the roadway. Regular updates will be provided to emergency services, including changes to road network configurations, changes to road conditions and worksite access locations.

It is noted that it is a condition of the CITY OF SYDNEY COUNCIL Construction Regulation Unit that emergency services be notified prior to obtaining Mobile Hoisting, Temporary Works or Road Opening permit from the Construction Regulation Unit.

16 Contact Details

16.1	.6.1 Key Contacts		
Name		Position	Contact #

17 APPENDIX 1 – TRAFFIC CONTROL PLANS



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Construction Traffic Management Plan (CTMP) - SAMIS Central - 50 Arundel Street, Glebe NSW 2037



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El Australia

Dilapidation Report – 36 Parramatta Road

E25060 42-50 Parramatta Road, Forest Lodge

OCTOBER 2021



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Environmental | Geotechnical | Structural | Civil | Building Services | Hazardous Materials



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Revision	Status	Date	Amended By	
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1. General

1.1 Introduction

El Australia (El) has been engaged by Kane Constructions to conduct pre-construction dilapidation surveys for the properties adjacent to the proposed development at 42-50 Parramatta Road, Forest Lodge (The Site).



Figure 1 – Satellite Image of Proposed Development Site

The dilapidation survey of 36 Parramatta Road was completed by Structural Engineer Gian Alarcon on Friday 22nd October 2021. This report has been prepared based on a visual observation of structural elements.

1.2 Scope & Objectives

The scope of this dilapidation survey report includes 36 Parramatta Road and does not include the condition of any other assets/properties such as external footpaths, glazing, adjacent properties and furniture (permanent or temporary). Only accessible areas at time of inspection were able to be documented. Areas unable to be accessed include:

- Roof Plant
- L1 Customer contact centre
- B1 Warranty room, Main switch room

The objective of this dilapidation survey is to compile a photographic record of the condition of the condition of the visible structural elements of the property, at time of survey and prior to major construction works commencing in the area. Descriptions of terms used in this report to describe the condition of the structural survey based on visual observation are as follows:

- Fair: Item that does not appear to have any defects and are generally in fair condition.
- Reasonable: Item that has some minor defects and/or wear and tear.
- Poor: Item that has been damaged and further structural advice may be required.

All photos included in this report have been labelled and the observation areas in Section 2 can be determined from Appendix A – Observation Areas Plan.

1.3 Limitations

Please note the following limitations of the dilapidation survey and this dilapidation report:

- 1 The survey consisted of a representative visual, non-destructive inspection only of accessible areas at time of inspection.
- 2 The condition of the above items may have changed in the time between the survey and the beginning of construction.
- 3 Any other faults that could not be determined via a visual inspection from floor level are not included eg. Electrical faults due to wiring and locking mechanisms.
- 4 Exact location and extent of all defects have not been noted however where faults are of structural concern, they have been noted in the report as 'Poor'.

Disclaimers

The dilapidation survey was a non-destructive and relied only on a visual inspection of the property in accordance with the requirements of Australian Standard 4349.1 *Inspection of Building Part 1, Building Inspections.* The inspection was restricted and limited to those areas and sections of the property to which reasonable access was both available and permitted by the property owner or their representative on the date of the inspection. The dilapidation survey was limited to areas that were not concealed or blocked and no effort was made to move furnishings or other elements that may be concealing defects.

Any person who relies upon the contents of this report does so acknowledging that the following clauses, which define the Scope and Limitations of the inspection, form an integral part of the report.

This report is not an all-encompassing report dealing with the building from every aspect. It is a reasonable attempt to identify any obvious or significant defects apparent at the time of the inspection. Whether or not a defect is considered significant or not, depends, to a large extent, upon the age and type of the building inspected.

This report is not a Certificate of Compliance with the requirements of any Act, Regulation, Ordinance or By-law.

This report is not a structural report and should not be considered as such.

Consumer Complaints Procedure: In the event of any controversy or claim arising out of, or relating to this Report, either party must give written Notice of the dispute to the other party. If the dispute is not resolved within ten (10) days from the service of the Notice then the dispute shall be referred to a mediator nominated by the Inspector. Should the dispute not be resolved by mediation then either party may refer the dispute to the Institute of Arbitrators and Mediators of Australia for resolution by arbitration.

Disclaimer of Liability to Third Parties: This Report is made solely for the use and benefit of the client named on the front of this report. No liability or responsibility whatsoever, in contract or tort, is accepted to any third party who may rely on the Report wholly or in part. Any third party acting or relying on this Report, in whole or in part does so at their own risk.

Disclaimer of Liability: No Liability shall be accepted on an account of failure of the Report to notify any problems in the area(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Inspector (including but not limited to or any area(s) or section(s) so specified by the Report).

El Australia confirms that, to the best of its knowledge, the comments in this report are a fair and reasonable description of condition of the building structure and at the time of inspection.

E25060_DR.01-Rev00 36PR.docm 29 October 2021

2. Observation

Refer to Appendix A – Observation Areas Plan for indicative location of photos.

2.1 B1

2.1.1 Workshop
















































2.1.2 Offices































2.2 GF

2.2.1 Showroom










































2.2.2 Offices













2.2.3 Toilets 1





2.2.4 Renovations







2.2.5 Carpark














































2.2.6 Fire Pump Room







2.2.7 Toilets 2









2.3 L1

2.3.1 Showroom

























Picture 879 Condition: Good	Picture 880 Condition: Reasonable
Picture 881 Condition: Good	Picture 882 Condition: Good
Picture 883 Condition: Good	Picture 884 Condition: Good
Pieture 995 Conditions Cond	Picture 886 Condition: Cood
Picture 885 Condition: Good	Picture 886 Condition: Good






Picture 911 Condition: Poor	Picture 912 Condition: Poor
Picture 913 Condition: Poor	Picture 914 Condition: Poor
Picture 915 Condition: Good	Picture 916 Condition: Good
Picture 917 Condition: Good	Picture 918 Condition: Good



2.3.2 Offices

























Picture 1018 Condition: Cood	Pieture 1010 Candisian: Cand
Picture 1020 Condition: Good	Picture 1021 Condition: Good
Picture 1022 Condition: Good	Picture 1023 Condition: Good
	Picture 4005 Complition Cond
FIGUTE 1024 GONDITION: GOOD	FIGURE 1023 CONDITION: GOOD









2.3.3 Carpark










































Picture 1224 Condition: Reasonable	Picture 1225 Condition: Good
Picture 1226 Condition: Good	Picture 1227 Condition: Good
Picture 1228 Condition: Good	Picture 1229 Condition: Good















2.4 Roof

2.4.1 Carpark
















































2.5 Façade

Picture 1471 Condition: Good	Picture 1472 Condition: Reasonable
Picture 1473 Condition: Good	Picture 1474 Condition: Good
Picture 1475 Condition: Good	Picture 1476 Condition: Good
Picture 1477 Condition: Reasonable	Picture 1478 Condition: Good





	SERVICE *
Picture 1495 Condition: Good	Picture 1496 Condition: Good
SERVICE A	
Picture 1497 Condition: Good	Picture 1498 Condition: Good
Picture 1499 Condition: Good	Picture 1500 Condition: Good
Picture 1501 Condition: Good	Picture 1502 Condition: Good





2.6 Fire Stair 1





















2.7 Fire Stair 2

















2.8 Fire Stair 3

Picture 1648 Condition: Reasonable	Picture 1649 Condition: Reasonable
Picture 1650 Condition: Reasonable	Picture 1651 Condition: Good
Picture 1652 Condition: Reasonable	Picture 1653 Condition: Good
Picture 1654 Condition: Reasonable	Picture 1655 Condition: Reasonable

















2.9 Fire Stair 4








Appendix A – Observation Areas Plan















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El Australia

Dilapidation Report – 52 Parramatta Road

E25060 42-50 Parramatta Road, Forest Lodge

OCTOBER 2021



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1. General

1.1 Introduction

El Australia (El) has been engaged by Kane Constructions to conduct pre-construction dilapidation surveys for the properties adjacent to the proposed development at 42-50 Parramatta Road, Forest Lodge (The Site).



Figure 1 – Satellite Image of Proposed Development Site

The dilapidation survey of 52 Parramatta Road was completed by Structural Engineer Gian Alarcon on Friday 22nd October 2021 and Tuesday 26th October 2021. This report has been prepared based on a visual observation of structural elements.

1.2 Scope & Objectives

The scope of this dilapidation survey report includes 52 Parramatta Road and does not include the condition of any other assets/properties such as external footpaths, glazing, adjacent properties and furniture (permanent or temporary). Only accessible areas at time of inspection were able to be documented. Areas unable to be accessed include:

- All floors Plant rooms
- L1 Server room
- GF Bar room
- B2 Storage room, main switch board
- Roof

The objective of this dilapidation survey is to compile a photographic record of the condition of the condition of the visible structural elements of the property, at time of survey and prior to major construction works commencing in the area. Descriptions of terms used in this report to describe the condition of the structural survey based on visual observation are as follows:

- Fair: Item that does not appear to have any defects and are generally in fair condition.
- Reasonable: Item that has some minor defects and/or wear and tear.
- Poor: Item that has been damaged and further structural advice may be required.

All photos included in this report have been labelled and the observation areas in Section 2 can be determined from Appendix A – Observation Areas Plan.

1.3 Limitations

Please note the following limitations of the dilapidation survey and this dilapidation report:

- 1 The survey consisted of a representative visual, non-destructive inspection only of accessible areas at time of inspection.
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- 4 Exact location and extent of all defects have not been noted however where faults are of structural concern, they have been noted in the report as 'Poor'.

Disclaimers

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El Australia confirms that, to the best of its knowledge, the comments in this report are a fair and reasonable description of condition of the building structure and at the time of inspection.

E25060_DR.02-Rev00 52PR.docm 29 October 2021

2. Observation

Refer to Appendix A – Observation Areas Plan for indicative location of photos.

2.1 L2

2.1.1 Boardroom













2.1.2 Offices














































2.1.3 Male Toilets





2.1.4 Female Toilets







2.2 L1

2.2.1 Offices 1

















2.2.2 Offices 2























2.2.3 Female Toilets



Picture 408 Condition: Good	Picture 409 Condition: Good
Picture 410 Condition: Good	Picture 411 Condition: Good
Picture 412 Condition: Good	Picture 413 Condition: Good
Pioturo 414 Condition: Cood	Picture 415 Condition: Cood
Ficture 414 Condition: 6000	Ficture 415 Condition: 6000



2.2.4 Male Toilets






2.3 GF

2.3.1 Entry

















2.3.2 Female Toilets



Picture 511 Condition: Good	Picture 512 Condition: Good
Picture 513 Condition: Good	Picture 514 Condition: Good
Picture 515 Condition: Good	Picture 516 Condition: Good
Picture 517 Condition: Good	Picture 518 Condition: Good



2.3.3 Male Toilets

Picture 522 Condition: Good	Picture 522 Condition: Good
Ficture 322 Condition. Good	Ficture 325 Condition. Good
Picture 524 Condition: Good	Picture 525 Condition: Good
Picture 526 Condition: Good	Picture 527 Condition: Good
Picture 528 Condition: Good	Picture 529 Condition: Good



Picture 538 Condition: Good	Picture 539 Condition: Good
Picture 540 Condition: Good	Picture 541 Condition: Good
Picture 542 Condition: Good	

2.3.4 Auditorium









2.3.5 Kitchen





2.3.6 Cleaner

CLEANER	
Picture 588 Condition: Good	Picture 589 Condition: Good
Picture 590 Condition: Good	Picture 591 Condition: Good
Picture 592 Condition: Reasonable	Picture 593 Condition: Reasonable
Picture 594 Condition: Reasonable	Picture 595 Condition: Reasonable



2.3.7 Office













2.4 B1

2.4.1 Carpark











Picture 681 Condition: Good	Picture 682 Condition: Good
Picture 683 Condition: Good	Picture 684 Condition: Good
Picture 685 Condition: Reasonable	Picture 686 Condition: Reasonable
Picture 687 Condition: Reasonable	Picture 688 Condition: Reasonable


Picture 697 Condition: Reasonable	Picture 698 Condition: Reasonable
Picture 699 Condition: Reasonable	Picture 700 Condition: Reasonable
Picture 701 Condition: Reasonable	Picture 702 Condition: Reasonable
Picture 703 Condition: Reasonable	Picture 704 Condition: Reasonable

Picture 705 Condition: Reasonable	Picture 706 Condition: Reasonable
Picture 707 Condition: Good	Picture 708 Condition: Reasonable
Picture 709 Condition: Reasonable	Picture 710 Condition: Reasonable



Picture 721 Condition: Reasonable	
Picture 723 Condition: Good	Picture 724 Condition: Reasonable
Picture 725 Condition: Reasonable	Picture 726 Condition: Reasonable
Picture 727 Condition: Reasonable	Picture 728 Condition: Good

Picture 729 Condition: Good	Picture 730 Condition: Good
Picture 731 Condition: Good	Picture 732 Condition: Good
Picture 733 Condition: Good	Picture 734 Condition: Good
Picture 735 Condition: Good	Picture 736 Condition: Good











2.5 B2

2.5.1 Carpark















2.6 Façade





Picture 834 Condition: Good

Picture 835 Condition: Good

2.7 Fire Stair 1







Picture 860 Condition: Reasonable	Picture 861 Condition: Good
Picture 862 Condition: Good	Picture 863 Condition: Good
Picture 864 Condition: Good	Picture 865 Condition: Good
Picture 866 Condition: Good	Picture 867 Condition: Good







Ficture 692 Condition: Reasonable	
	P P P P P P P P P P P P P P P P P P P
Picture 894 Condition: Reasonable	Picture 895 Condition: Good
Picture 896 Condition: Reasonable	Picture 897 Condition: Good
Picture 896 Condition: Reasonable	Picture 897 Condition: Good



Picture 908 Condition: Reasonable	Picture 909 Condition: Reasonable
Picture 910 Condition: Reasonable	Picture 911 Condition: Good
Picture 912 Condition: Good	Picture 913 Condition: Reasonable



2.8 Fire Stair 2



Picture 926 Condition: Good	Picture 927 Condition: Good
Picture 928 Condition: Good	Picture 929 Condition: Good
Picture 930 Condition: Good	Picture 931 Condition: Good














	A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OF THE OWNER OWNER OWNER OF THE OWNER OWN
Picture 990 Condition: Good	Picture 991 Condition: Good
Picture 992 Condition: Good	Picture 993 Condition: Good
Picture 994 Condition: Good	Picture 995 Condition: Reasonable
Picture 996 Condition: Reasonable	Picture 997 Condition: Reasonable





Picture 1014 Condition: Reasonable	Picture 1015 Condition: Good
Picture 1016 Condition: Good	Picture 1017 Condition: Reasonable
Picture 1018 Condition: Reasonable	Picture 1019 Condition: Reasonable



2.9 Fire Stair 3











Appendix A – Observation Areas Plan







OFFICES



ENTRY

MALE TOILETS

FEMALE TOILET'S

LIET .

FIRE STAIR 2



GA 29/10/2021

FIRE STAIR 3







Environmental | Geotechnical | Structural | Civil | Building Services | Hazardous Materials

El Australia

Dilapidation Report – Public Domain

E25060 42-50 Parramatta Road, Forest Lodge

OCTOBER 2021



El Australia Suite 6.01, 55 Miller St Sydney NSW 2009

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For and on behalf of **El Australia**

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1. General

1.1 Introduction

El Australia (El) has been engaged by Kane Constructions to conduct pre-construction dilapidation surveys for the properties adjacent to the proposed development at 42-50 Parramatta Road, Forest Lodge (The Site).



Figure 1 – Satellite Image of Proposed Development Site

The dilapidation survey of the Public Domain was completed by Structural Engineer Gian Alarcon on Tuesday 26th October 2021. This report has been prepared based on a visual observation of structural elements.

1.2 Scope & Objectives

The scope of this dilapidation survey report includes the Public Domain and does not include the condition of any other assets/properties such as private properties, vehicles and street furniture (permanent or temporary). Only areas that were safely accessible at time of inspection were able to be documented. Areas unable to be safely documented include:

• Parramatta Rd - Middle of the road

The objective of this dilapidation survey is to compile a photographic record of the condition of the condition of the visible structural elements of the property, at time of survey and prior to major construction works commencing in the area. Descriptions of terms used in this report to describe the condition of the structural survey based on visual observation are as follows:

- Fair: Item that does not appear to have any defects and are generally in fair condition.
- Reasonable: Item that has some minor defects and/or wear and tear.
- Poor: Item that has been damaged and further structural advice may be required.

All photos included in this report have been labelled and the observation areas in Section 2 can be determined from Appendix A – Observation Areas Plan.

1.3 Limitations

Please note the following limitations of the dilapidation survey and this dilapidation report:

- 1 The survey consisted of a representative visual, non-destructive inspection only of accessible areas at time of inspection.
- 2 The condition of the above items may have changed in the time between the survey and the beginning of construction.
- 3 Any other faults that could not be determined via a visual inspection from floor level are not included eg. Electrical faults due to wiring and locking mechanisms.
- 4 Exact location and extent of all defects have not been noted however where faults are of structural concern, they have been noted in the report as 'Poor'.

Disclaimers

The dilapidation survey was a non-destructive and relied only on a visual inspection of the property in accordance with the requirements of Australian Standard 4349.1 *Inspection of Building Part 1, Building Inspections.* The inspection was restricted and limited to those areas and sections of the property to which reasonable access was both available and permitted by the property owner or their representative on the date of the inspection. The dilapidation survey was limited to areas that were not concealed or blocked and no effort was made to move furnishings or other elements that may be concealing defects.

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El Australia confirms that, to the best of its knowledge, the comments in this report are a fair and reasonable description of condition of the building structure and at the time of inspection.

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2. Observation

Refer to Appendix A – Observation Areas Plan for indicative location of photos.

2.1 Arundel St



Picture 9 Condition: Poor	Picture To Condition: Poor
Picture 11 Condition: Reasonable	Picture 12 Condition: Reasonable
Picture 13 Condition: Reasonable	Picture 14 Condition: Reasonable
Picture 15 Condition: Reasonable	Ficture 16 Condition: Reasonable





Picture 35 Condition: Reasonable	Picture 36 Condition: Reasonable
Picture 37 Condition: Reasonable	Picture 38 Condition: Reasonable
Picture 39 Condition: Reasonable	Picture 40 Condition: Reasonable



Picture 49 Condition: Reasonable	Picture 50 Condition: Reasonable
Picture 51 Condition: Reasonable	Picture 52 Condition: Reasonable
Picture 53 Condition: Reasonable	Picture 54 Condition: Reasonable
	Pieture 56 Conditions Descended
Ficture 55 Condition: Reasonable	Picture 56 Condition: Reasonable














	NSW ME
Picture 113 Condition: Reasonable	Picture 114 Condition: Reasonable
Picture 115 Condition: Reasonable	Picture 116 Condition: Reasonable
Picture 117 Condition: Reasonable	Picture 118 Condition: Poor
Picture 119 Condition: Poor	Picture 120 Condition: Poor



Picture 129 Condition: Poor	Picture 130 Condition: Reasonable
Picture 131 Condition: Reasonable	Picture 132 Condition: Reasonable
Picture 133 Condition: Poor	Picture 134 Condition: Reasonable
Disture 125 Condition: Peaconable	Picture 136 Condition: Reasonable













FIGURE 165 CONDITION: REASONABLE	
Picture 187 Condition: Reasonable	Picture 188 Condition: Reasonable
Picture 189 Condition: Reasonable	Picture 190 Condition: Reasonable
Picture 191 Condition: Reasonable	Picture 192 Condition: Reasonable









Picture 225 Condition: Reasonable	Picture 226 Condition: Reasonable
Picture 227 Condition: Reasonable	Picture 228 Condition: Good
Picture 229 Condition: Reasonable	Picture 230 Condition: Good
Picture 221 Condition: Page	

2.2 Ross St





Picture 248 Condition: Reasonable	Picture 249 Condition: Reasonable
Picture 250 Condition: Reasonable	Picture 251 Condition: Reasonable
Picture 252 Condition: Reasonable	Picture 253 Condition: Reasonable
Picture 254 Condition: Reasonable	Picture 255 Condition: Reasonable




































2.3 Parramatta Rd

















Picture 459 Condition: Reasonable	Picture 460 Condition: Reasonable
Picture 461 Condition: Reasonable	Picture 462 Condition: Reasonable
Picture 463 Condition: Reasonable	Picture 464 Condition: Poor
Picture 465 Condition: Good	Picture 466 Condition: Reasonable

Picture 467 Condition: Reasonable	Picture 468 Condition: Reasonable
Picture 469 Condition: Poor	Picture 470 Condition: Poor
Picture 471 Condition: Reasonable	Picture 472 Condition: Reasonable





Picture 491 Condition: Good	Picture 492 Condition: Good
	The trace to be defined and the trace of the
Picture 493 Condition: Reasonable	Picture 494 Condition: Good
Picture 495 Condition: Reasonable	Picture 496 Condition: Good
Picture 497 Condition: Poor	Picture 498 Condition: Poor





Picture 515 Condition: Good	Picture 516 Condition: Good
Picture 517 Condition: Reasonable	Picture 518 Condition: Good
Picture 519 Condition: Reasonable	Picture 520 Condition: Good
Picture 521 Condition: Reasonable	Picture 522 Condition: Reasonable



Picture 531 Condition: Reasonable	Picture 532 Condition: Reasonable
Picture 533 Condition: Reasonable	Picture 534 Condition: Reasonable
Picture 535 Condition: Reasonable	Picture 536 Condition: Good
Picture 537 Condition: Reasonable	Picture 538 Condition: Good



Picture 547 Condition: Reasonable	Picture 548 Condition: Reasonable
Picture 549 Condition: Reasonable	Picture 550 Condition: Good
Picture 551 Condition: Reasonable	Picture 552 Condition: Good
Picture 553 Condition: Poor	Picture 554 Condition: Reasonable

Picture 557 Condition: Reasonable	Picture 558 Condition: Reasonable
Picture 559 Condition: Reasonable	Picture 560 Condition: Reasonable
Picture 561 Condition: Good	Picture 562 Condition: Poor



Appendix A – Observation Areas Plan



Project Property

DA Targeted Survey Locations Public Infrastructure Survey Area



Environmental | Geotechnical | Structural | Civil | Building Services | Hazardous Materials

El Australia

Dilapidation Report – Propped Shoring Wall

E25060 42-50 Parramatta Road, Forest Lodge

OCTOBER 2021

Prepared For: Kane Constructions 2 John Street Waterloo NSW 2017

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E25060_DR.04-Rev00 Propped Shoring Wall.docm 29 October 2021

1. General

1.1 Introduction

El Australia (El) has been requested by Kane Constructions to document the existing condition of the condition of the Propped Shoring Wall at 42-50 Parramatta Road, Forest Lodge (The Site).



Figure 1 – Approximate scope area of dilapidation report.

The dilapidation survey of the Propped Shoring Wall was completed by Structural Engineer Gian Alarcon on Tuesday 26th October 2021. This report has been prepared based on a visual observation of structural elements.

1.2 Scope & Objectives

The scope of this dilapidation survey report includes the Propped Shoring Wall and does not include the condition of any other assets/properties outside this zone. The propped shoring wall comprises of structural steel struts and walers at approx. 3.0m centres, supporting a concrete shoring wall that is currently retaining soil underneath Parramatta Rd.

The objective of this dilapidation survey is to compile a photographic record of the condition of the condition of the visible structural elements of the property, at time of survey and prior to major construction works commencing in the area. Descriptions of terms used in this report to describe the condition of the structural survey based on visual observation are as follows:

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2. Observation










Picture 41 Condition: Reasonable	Picture 42 Condition: Reasonable
Picture 43 Condition: Reasonable	Picture 44 Condition: Reasonable
Picture 45 Condition: Reasonable	Picture 46 Condition: Reasonable
Picture 47 Condition: Reasonable	Picture 48 Condition: Reasonable









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