# Project Demolition & Construction Management Plan

Inverell Police Station
109 Otho St Inverell NSW 2360

HUTCHINSON BUILDERS
Established 1912

| DOCUMENT CONTROL | | |
|---|---|---|
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| REV | C | 09/04/2020 | Minor Amendments |
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**Approvals:**

This document requires the following approvals:

| Name | Title | Signature | Date Of Issue | Revision Number |
|---|---|---|---|---|
| Nick Linnan | Project Manager |  | 12/02/2020 | A |
| Nick Linnan | Project Manager |  | 13/03/2020 | B |
| Nick Linnan | Project Manager |  | 09/04/2020 | C |

| | | | | |
|---|---|---|---|---|
| Nick Linnan | Project Manager |  | 22/04/2020 | D |

## Abbreviations

The following abbreviations and acronyms are applicable to this Document:

| | |
|---|---|
| **TL** | Team Leader |
| **WHSEPMP** | Workplace Health & Safety Environmental & Quality Management Plan |
| **DCMP** | Demolition & Construction Management Plan |
| **PM** | Project Manager |
| **QMS** | Quality Management System |
| **RFI** | Request for Information |
| **SM** | Site Manager |
| **WHS** | Workplace Health & Safety |

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## 1. Client Details and Contacts

| | |
|---|---|
| **Client:** | NSW Police Force |
| **Superintendent:** | BGIS |
| **Date of Contract:** | TBC |

## 2. Project Description

| | |
|---|---|
| **Contract Description:** | Inverell Police Station |
| **Site Address:** | 109 Otho St Inverell NSW 2360 |
| **Planned Duration:** | Commencement Date: 10/03/2020 |
| | Completion Date: 18/01/2020 |

### 2.1 Scope of Works

Hutchinson Builders has been appointed to construct the new Inverell Police Station for the NSW Police Force. The project is located at 109 Otho St Inverell. The project is located next to the Inverell court house which will remain in operation for the duration of the construction. There is currently multiple dwellings on the property which need to have hazardous material removed prior to demolition, site clearance and subsequent construction of the new police station and associated facilities.

### 2.2 Description of Site

The address of the site is 109 Otho St, Inverell NSW 2360. The site is bounded by the Gwydir Highway/Otho Street to the North East and Campbell Street to the South West.

Figure 1: Mark up of the proposed site location

The site area is to be defined by way of temporary site fencing to adjacent footpaths and roadways as indicated on the site plan.

## 3. Project Construction Execution Plan Details

### 3.1 Purpose of this Plan

This Project Demolition & Construction Management Plan [DCMP] has been developed to highlight the methods and approaches adopted to successfully complete the construction of the Inverell Police Station. The plan will be executed as an operational document.

### 3.2 Objectives of this Plan

Objectives of the Project Demolition & Construction Management Plan are to:

a. Address provision for pedestrian management including alternative pedestrian routes, past or around the site

b. Temporary vehicular access points and frequency of use

c. Provision for loading and unloading materials including location and methodology

d. Project Planning and Construction Methodology

e. Location of proposed external hoardings

f. Employee and visitor parking areas

g. Anticipated programming

h. Impacts of out of hours construction

i. Identify the Demolition management plan

**3.2a Provision of pedestrian management**

The works will be staged which will have an effect on the footpath and vehicular movements. The traffic management plan which has been generated for the project will detail the closures required to verges. There is no need for any long term road closures. Refer Appendix A for the Traffic Management Plan.

**3.2b Temporary vehicles and access**

Hutchinson Builders are promoting the use of carpooling to its employees and subcontractors in order to reduce traffic congestion around town. As there is adequate street parking on Campbell Street it is the intent to utilise this no use of onsite parking as such the use of public car parking will be required for contractors to park. No construction parking will have an impact of residents being able to access their properties.

**3.2c Provision for unloading and loading materials including location and methodology**

Any crane unloading areas and lift paths of the cranes required for the project will be done within the site boundary as Identified in Figure 3 below. Where ever possible us of a crane will be minimised.


*Figure 3: Hutchinson Builder's Site Loading Zone*

**3.2d Project planning and construction methodology includes construction staging plans.**

The intended construction staging plans are featured in Appendix C. A summary of the staging plans is listed below:

Stage 1 – Demolition Works.
Site establishment, Dilapidation report, Demolition Works & Car park works
Dates: 10/03/20 (pending approval date)

Stage 2 – Earthworks and Construction works
Strip Site, Construct Building
Dates: 26/03/20 – 17/12/20

Stage 3 – Relocate Police Equipment and final landscaping
Dates: 12/01/21 – 18/01/21

**Site Fencing**
The site fence shall be erected around the boundary of the site; the temporary site fence shall be constructed 1.8m in height and shall be constructed using typical site temporary fencing. Construction access gates for both vehicles and pedestrians will stage and also be constructed in accordance with the site plans provided in Appendix C.

**Access arrangements**
Primary construction access for the duration of the project will be via Campbell Street entrance. The public however will be able to freely use the council footpaths adjoining the site where verge closures have not directed pedestrians to the adjacent sides of the road. Deliveries to site will be loaded and unloaded onsite.

Construction and earthwork activities (including the entry and departure of heavy vehicles) must only occur between the hours of 7:00am to 8:00pm Monday to Saturday with no work on Sunday or Public Holidays. This work time is to be carefully monitored and is to be varied dependent upon the assessed risker to the surrounding residences. No work beyond management of site Erosion and Sediment Control Measures and the ongoing management and suppression of dust is to occur outside these hours.

**Community Consultation**
During the start-up phase of the project the necessary community consultation will take place informing the residences of the impending construction activities and the proposed changes to the site access and proposed traffic management that will be used throughout the construction phase of the project. Hutchinson Builders site management will issue notification letters on an as required basis to surrounding neighbours to communicate future works.

Should Hutchinson Builders receive a complaint regarding the construction activities, site access or general safety; it will be formally addressed by the Project Manager. The complaint will be documented and the following information will be recorded.

***Complainant Details*:** Name, Address and Telephone Number.
***Nature of Complaint*:** Details of the particular issue date of incident, people involved and location of incident or concern**.**

***Action taken or required*:** Any action proposed or undertaken to address the complaint. Time / date action.
***Complaint Response to Action*:** Was complainant satisfied with outcome of the complaint, if not what else needs to be done, or is it outside the scope of this contract.
***Prevention of Re-occurrence*:** If the complaint relates directly to an operational problem what action has been taken by Hutchinson Builders to ensure that the problem will not happen again?

**Notification to Adjoining Properties of Proposed Works on Roads**
Notifications will be made in accordance with the requirements of the permit applications referred to, above.

**Emergency Management**
An Emergency Management Strategy has been developed which comprises of the following elements:

- **a)** Hutchinson Builders Site Emergency Procedure
- **b)** Weekly joint inspections and regular emergency evacuation drills
- **c)** Emergency response management

**Site Facilities**

The site establishment plan clearly references the construction fence and access points and can be shown in Appendix C. The plans will also include utility connections and the locality and quantity of site offices, meeting room's Inc. food preparation and storage facilities, male and female toilets, internet access, printing access and scanning capabilities and egress provisions.

The workplace will be made secure to prevent entry of the general public. This will be achieved by the installation of the required site fencing, gates and necessary signage. All visitors wishing to gain access to the site are required to contract one of the HB personnel prior to entering the site. Visitors to the workplace are required to report to the site office to sign in when entering and sign out when departing the workplace. Visitors must be accompanied by an authorized person at all times whilst on the Hutchinson Site. A visitor log book is located at reception in the project office.

**Site Safety**
A comprehensive safety management plan addressing Hutchinson Builders safety procedures for this project is featured in Appendix E. This comprehensive management plan also contains the quality and environmental management plans which will satisfy the condition 81 of the Development Approval.

**Site Preparation and Services**
Locate and protect all essential and non-essential supplies that are servicing the existing neighboring buildings. Dilapidation report detailing the site, surrounding council/service assets and neighboring properties to be documented for future reference if required. Dilapidation report to include overall site condition of all adjacent buildings and condition of any potentially hazardous materials, culturally sensitive or heritage listed assets onsite. Underground services have also been pot holed and surveyed so Hutchinson Builders have a solid understanding of the project undertaking.

**Foundation Works**
Foundation works commences immediately after demolition works. Foundation structure includes Screw piles.

**In ground Services**
In ground services consist of sewer and storm water.

**Reinforced Concrete Slab on Ground and Reinforced Suspended Slabs**
Reinforced concrete slab on ground preparation follows on after the completion of the in ground services, once the ground slabs are poured the necessary supporting vertical structure is constructed to support the required formwork for the suspended slab over.

**Concrete / Structural Steel Roof**
The roof consists of a non-combustible metal roof conventional connections to vertical supporting reinforced walls and columns.

**Waste Management**
Construction materials, equipment and waste resulting from the approved works will be kept within the site and disposed of to an approved waste facility.

**Unexpected Finds – Cultural and Heritage Items**
A copy of the Environmental work method statements is included in Appendix G of this document. This includes a specific protocol on Cultural and heritage items that included control measured in the event of unexpected finds and how Hutchinson Builders will conduct themselves on a daily basis around the heritage protected items and unexpected finds.
All personnel will receive training in their responsibilities under the Heritage Act 1977. If any European heritage is discovered during works, work shall cease immediately and a heritage consultant, the Inverell Shire Council and the NSW Environmental Protection Authority will be notified. No Works is to continue until significance of the find is established.

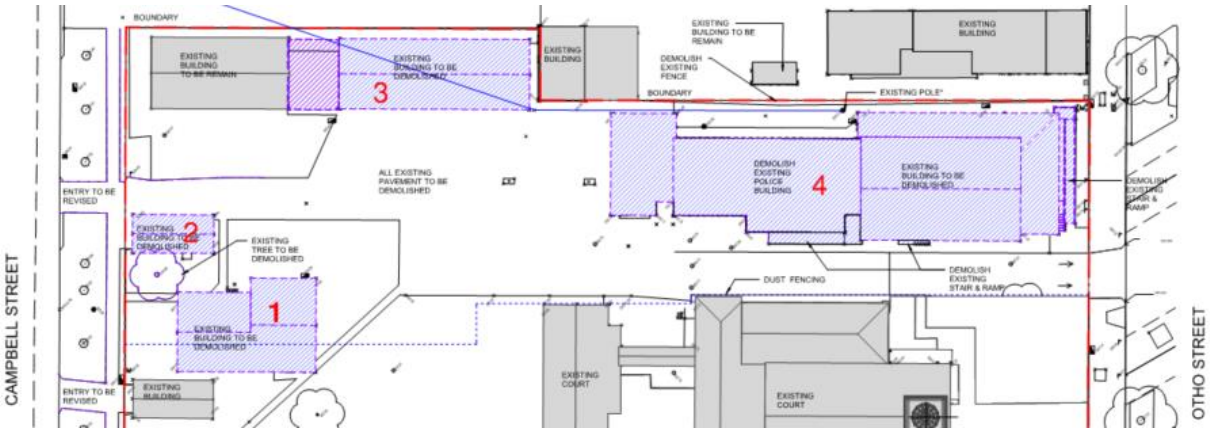
**Unexpected Finds – Hazardous Materials**

Progressive Risk Management were engaged by the Principal and prepared a semi destructive hazardous material audit of the site and its building dated 7 January 2020. All hazardous material removal will be supervised by a PRM hygienist until such as time each portion of the site has achieved the necessary certification of clearance. All persons accessing the site will be made aware of the presence of hazardous materials and will be kept informed as to the progress of clearances across the project. Should a worker suspect the presence of a hazardous material onsite that is not safely excluded in preparation for removal, they should alert their supervisor and site management so that the area can be isolated and inspected by PRM. Works will not resume in that location until PRM have provided a clearance certificate.

JK Environmental were engaged by the Principal and prepared ground sampling adjacent the decommissioned in ground fuel tank to determine the presence of leakage and none was detected. PRM will be in attendance during all demolition, removal and remediation works associated with the below ground fuel tank such that a clearance certificate can be provided on completion. Should a worker suspect the presence of a hazardous material below ground that is not safely excluded in preparation for removal, they should alert their supervisor and site management so that the area can isolated and inspected by PRM. Works will not resume in that location until PRM have provide a clearance certificate.

**Demolition Process & Staging**

Demolition will start on building 1 and work through to building 4. Moving to each building after clearance certificate is issued. Continues monitoring of the heritage buildings will be carried out throughout the demolition process to ensure no damage is caused through vibration or otherwise due to the works carried out. Where necessary sprinklers will be used to control any potential dust risk. A full DMP can be made available upon request.




### 3.2e Location of proposed external hoardings

The location of the proposed hoardings will be as per the site layout plan in Appendix C.

### 3.2f Employee and visitor parking areas

All stakeholders on the project will need to utilise the use of on street parking and parking facilities within proximity of the site. Street parking will be the primary method for this development. All stakeholders will be encouraged to car pool where possible to avoid the congestion of the city.

### 3.2g Anticipated staging and programming

The construction program is featured in Appendix D. This program illustrates the sequence of construction activities and the critical path for the project. Appendix B also shows the intended staging for the site and the various set ups that will be required to complete the project.

### 3.2h Impacts of out of hours construction

To reflect the NSW residential noise restrictions, the operating hours for the site will be between 07:00 - 20:00 Monday to Saturday. Out of hours works are not anticipated and public holidays are not expected to be worked on for this project.

### 3.2i Heritage Protection

Appendix G details the Environmental work method statements which are application to the Inverell police station development and includes work method statement and protocols for working in and around heritage and culturally sensitive areas and also protocol for unexpected finds.
For the risk assessment please refer to section 5.1 and section 2.2 of the supplied EMP in Appendix E

## 4. Hutchinson Builders Roles and Responsibilities

### 4.1 Contact Details

The table below contains the contact details of the Project Management Team and the support

| | | |
|---|---|---|
| **Team Leader** | **Sean Lees** | |
| | Phone: | (07) 4646 1500 |
| | Fax | N/A |
| | Mobile: | 0438 454 756 |
| | Email. | sean.lees@hutchinsonbuilders.com.au |
| **Project Manager:** | **Nick Linnan** | |
| | Mobile: | 0409 497 184 |
| | Email: | Nick.linnan@hutchinsonbuilders.com.au |
| **HSEQ Manager:** | **Stephen Wyatt** | |
| | Mobile: | 0409 952 118 |
| | Email: | stephen.wyatt@hutchinsonbuilders.com.au |
| **Site Manager** | **Steve Andersen** | |
| | Mobile: | 0429 870 795 |
| | Email: | Steve.andersen@hutchinsonbuilders.com.au |

**Corporate Details:**

| | |
|---|---|
| **ABN:** | 52 009 778 330 |
| **Location:** | 8 Prescott Street, Toowoomba, 4350 |
| **Postal Address:** | As Above |
| **Telephone (Direct Line):** | (07) 4646 1500 |
| **Facsimile:** | N/A |
| **Web:** | www.hutchinsonbuilders.com.au |

### 4.2 Responsibilities

The Hutchinson Builders Quality Management System Manual outlines the responsibilities for each of the company roles. The following should be read in conjunction with the various section of the Quality Management System Manual as each section identifies responsibilities.

#### 4.2.1 Team Leader

The Team Leader is responsible for:

- Reporting to the Managing Director;
- Appointment of the project management teams for all projects;
- Overseeing the work of the Project Manager;
- Setting health, safety, quality and environmental objectives and requirements for the construction activity; and
- All activities required to ensure project realisation.

#### 4.2.3 Project Manager

The Project Manager is responsible for:

- Reporting to the Team Leader;
- Recording, collating and distribution of all meeting minutes;
- All site and contract administration activities in accordance with current company policies and procedures;
- Contract document control including drawing control;
- Implementation of Project Management Plans in conjunction with Project Team;
- Ensure that any customer quality specifications are adhered to;
- Approval of purchase orders;
- Coordinating the actioning of NCR's and CAR's;
- Managing and facilitating ITP and FIC with subcontractors; and
- Compiling Material Data Records for the project.

#### 4.2.4 HSEQ Manager

The Team HSEQ Manager is responsible for:

- Reporting to the Team Leader;

- Interfacing between senior management and project personnel in terms of health, safety, quality and environment;
- Systematic development, initial implementation of the project quality system;
- Maintaining the office and project quality system; and
- Ensuring that audit processes are conducted in accordance with the quality system.

### 4.2.5 Quality & Environment Manager

The Quality & Environment Manager has a reporting responsibility to the HSEQ Manager and will provide:

- Comprehensive Quality & Environment management advice and audit of systems procedures;
- Will develop, implement and review the policies and procedures in line with the company's strategic goals and business plans;
- Review of subcontractor Quality & Environmental Management Systems;
- Will have regular interaction with the HSEQ Manager to ensure a coordinated approach; and
- Manage and continuously improve the Quality management program that incorporates all key areas of the functions to ISO & AS requirements.

Please refer to the Erosion and sediment control plan as detailed in Appendix G for erosions and sediment controls.

### 4.2.6 Site Manager

The Site Manager is responsible for:

- Reporting to the Project Manager;
- Ensuring that activities comply with the contract specification and quality management procedures;
- Supervising the quality of work of the Site Foreman and allied trades; and
- Liaising between the Project Manager and Site Foreman to meet client requirements.

### 4.2.7 Health, Safety and Environment Advisor

The Health, Safety and Environment Advisor are responsible for:

- Reporting to the Site Manager;
- Reviewing and approving subcontractor project specific health and safety documentation;
- Inspecting and monitoring all construction work activities;

- Maintaining site related health and safety procedures, forms and registers;
- Collating and submitting the Project Safety Performance report;
- Providing technical advice to the Project Management Team and Subcontractors;
- Facilitating all relevant training and Hutchinson Builders Site Specific Induction;
- Attending to and coordinating the Emergency Response Team in the event of an emergency;
- Investigates incidents and liaises with relevant Hutchinson Builders and Client personnel; and
- Facilitates all health and safety communication and consultation with site personnel.

#### 4.2.8 Hutchinson Builders Employees

Hutchinson Builders employees are responsible for:

- Reporting to the Site Manager; and
- Complying with this Project Quality Management Plan and instructions given by the Project Management Team.

#### 4.2.9 Hutchinson Builders Suppliers and Sub-contractors

Subcontractors engaged by Hutchinson Builders to provide a service or as a supplier must adhere to and comply with the Hutchinson Builders Project Quality Management Plan.

The subcontractor can work under their own Project Quality Management Plan and Checklists only if the plan, supporting documentation and the subcontractors Quality Management System are deemed by the Project Manager and/or the Quality Manager as equivalent to or better than Hutchinson Builders.

## 5. Hutchinson Builders Organisational Chart

The flowchart below identifies the Project Management Team structure and the support personnel available for this project.

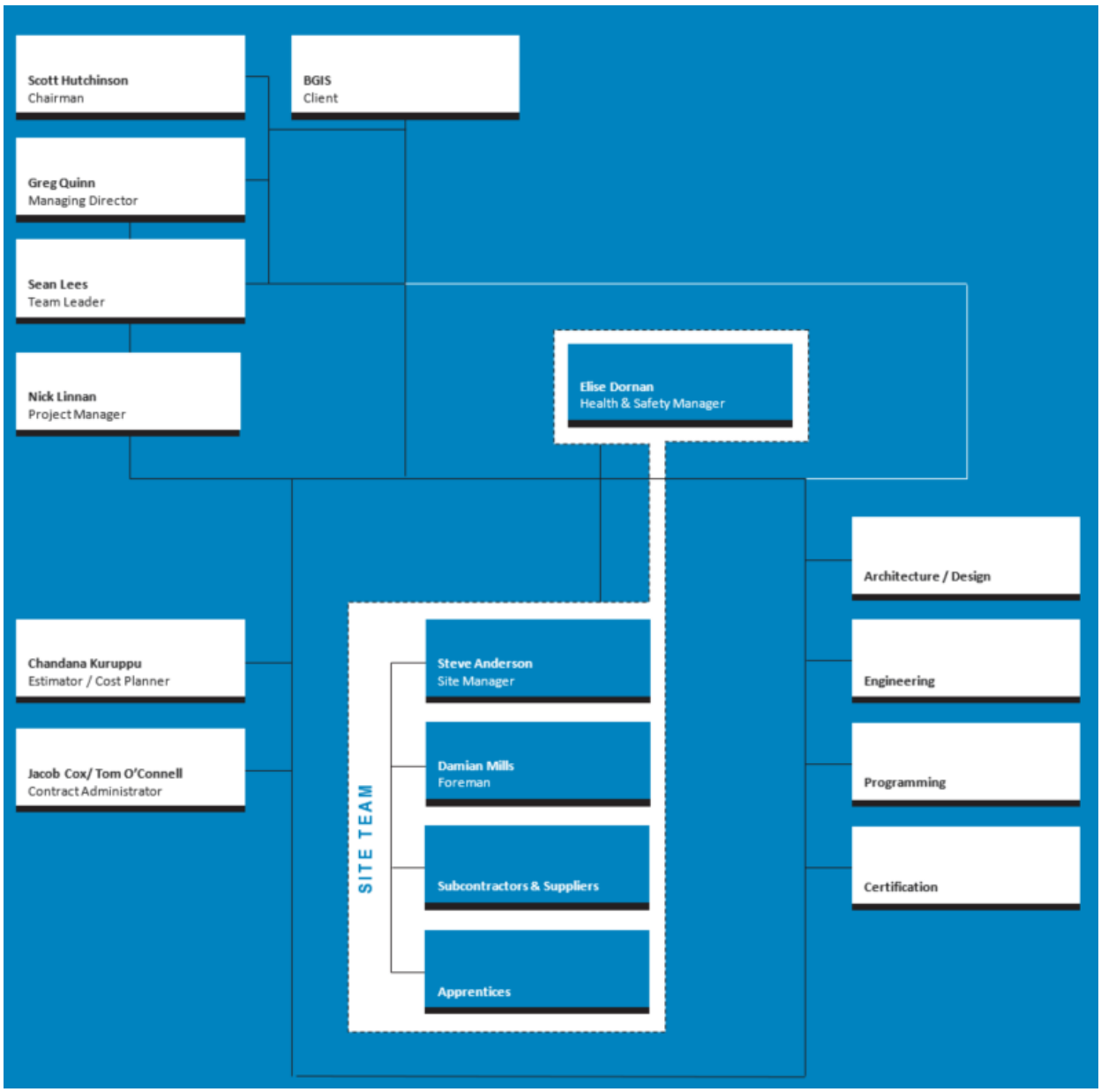



*Figure 5: Hutchinson Builder's organisational chart*

## 6. Construction of the Works

### 6.1 Procurement

The procurement of the work shall be rolled out, monitored and controlled in line with the projects construction program that has been aligned with the program and sequencing of the works detailed in section. This shall be updated regularly.

All tenders shall be given the following information;

a) Project specific requirements;
b) Design documents;
c) Scope of works;
d) Program; and
e) Hutchinson Builders proposed contract

At tender close a comparison and evaluation process shall be undertaken to determine the valued solution (selected tenderer). Part of this regime will involve a pre award interview to be held with the preferred tenderers.

Hutchinson Builder's Project Manager will authorise the approval of the selected tenderer whereby a letter of acceptance will be released, closely followed by the Hutchinson Builders contract for execution.

To ensure smooth start on site, avoid any delays to the program and collate all documentation for entry to site, each new subcontractor will attend a site pre start meeting with Hutchinson Builders representatives.

### 6.2 Program and Sequencing of the Works

The program and sequencing of the works is detailed in the Construction Program (Appendix E). This shall be updated regularly.

### 6.3 Coordination of the Works

Hutchinson Builders Team Leader and Construction Manager will oversee the Project Manager's.

The coordination of the Works shall be led by Hutchinson Builders Project Manager.

A Hutchinson Builders Site Manager together with his Team as outlined in Figure 5 shall be stationed on site.

The frequency and type of coordination meetings shall be as tabled below.

| Frequency | Coordination Meeting Type | Information conveyed |
|---|---|---|
| **Daily** | Pre-Starts | - Activities for the day<br>- Safety, Environment, Quality |
| **Weekly** | Safety Toolboxes | - Procedural<br>- WHS hazards / risks |
| **Weekly** | Contractual Meeting | - Safety, Environment, Quality<br>- RFI's<br>- Site Issues<br>- Program |

### 6.4 Completion and Commissioning of Works

Hutchinson Builders will complete the works per section 3 of this management plan. Each milestone contains critical work elements to meet the contractual and regulatory requirements for handover. These work elements include;

a) Commissioning;
b) Building Certifier inspection and certification - Form 11;
    - Design and Installation Certificates – Form 15 and 16;
    - Local government plumbing inspections and certification;
    - Queensland Rural Fire Service certification (QRFS);
    - Council Operational works Approvals for on maintenance
c) Training; and
d) Installation and Operation Manuals.

The collaborative effort is driven by the onsite and offsite PMs / SMs to ensure the subcontractors and suppliers meet all commissioning and test requirements. These details are specified within the Project Commissioning Management Plan and contain deliverables such as;

a) Commissioning
b) Safety exclusion zones and awareness through specific Work Method Statements and Job Hazard Analysis management; and
c) Project Commissioning Program.

Training and Installation and Operation Manuals are coordinated by the Project Manager in conjunction with the Clients Commissioning manager to ensure the level of operational knowledge is sufficient.

The Project Manager is then to manage the collection of the above certificates and disseminate to the Building Certifier prior to the final building inspection. On the condition the certificates are approved by the Building Certifier the final inspection will take place with the Site Manager. The Certificate of Classification or Form 11 will be issued by the Building Certifier and in turn a copy sent to the Clients representative to formally hand over the relevant milestone.

The request for Practical Completion (PC) will be issued to the client 10 working days prior to the expected completion date. Hutchinson Builders will ensure all agreed deliverables are met including Vendor Data Requirements List (VDRL) and Building Certification to support the request for PC. The Draft MDR will be issued two (2) weeks prior to commissioning and the final MDR will be issued four (4) weeks post the Practical Completion date.

## 7. Documentation Lists

### 7.1 Master Documentation Lists

The documentation list for:

- Management and construction related documents are contained in the Project Document Register; and
- Design documents are contained in Project Document Register.

Operations & Maintenance Manuals (O&MM) will be provided which contain the following information for each trade (element / finish / service):

- Function, application, specification and comprehensive technical data of all equipment including sub-assemblies, proprietary items, and system circuit and schematic diagrams where applicable;
- A description of the equipment and its principles of operation;
- Routine maintenance and lubrication schedules;
- Dismantling and re-assembly procedures;
- Trouble-shooting suggestions; and
- A complete lists of parts;

## 8. Communication and Document Control

### 8.1 Communication

All communication with BGIS Representative(s) shall be via the Hutchinson Builders Project Manager.

Besides the coordination meetings listed in section 6.3 and general correspondence, further communication meetings and reports shall be conducted as tabled below.

| Frequency | Communication Type | Information conveyed |
|---|---|---|
| **Monthly** | Monthly Report | - Site status<br>- Financial (inclusive of cash flow) |

## Appendix A – Traffic Management Plan including Traffic Guidance Schemes

# PERMANENT SITE - INVERELL POLICE STATION

HUTCHINSON BUILDERS
Established 1912

## GENERAL NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH AS1742.3 & TCAWS JULY 2018
2. ALL TRAFFIC CONTROL DIAGRAMS TO BE READ IN CONJUNCTION WITH THE TCAWS JULY 2018.
3. NON- APPLICABLE EXISTING SIGNAGE SHALL BE COVERED EG. SPEED SIGNS DUE TO THE TEMPORARY SPEED ZONE.
4. ALL SIGNAGE DISTANCE SHALL COMPLY WITH AS 1742.3 & TCAWS JULY 2018
5. IN ACCORDANCE WITH TCAWS JULY 2018 TRAFFIC CONTROLLERS TO ASSIST PEDESTRIANS WITH MOVEMENT THROUGH & AROUND THE WORKSITE.
6. SIGNAGE SHALL BE PLACED ON THE SIDE OF THE ROAD ADJACENT TO THE TRAFFIC FLOW.
7. 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.

## RECOMMENDED TAPER LENGTH

| APPROXIMATE SPEED OF TRAFFIC KM/H | TRAFFIC CONTROL AT BEGINNING OF TAPER | LATERAL SHIFT TAPER | MERGE TAPER |
|---|---|---|---|
| 45 OR LESS | 15 | 0 | 15 |
| 46 - 55 | 15 | 15 | 30 |
| 56 - 65 | 30 | 30 | 60 |
| 66 - 75 | N/A | 70 | 115 |
| 76 - 85 | N/A | 80 | 130 |
| 86 - 95 | N/A | 90 | 145 |
| 96 - 105 | N/A | 100 | 160 |
| > 105 | N/A | 110 | 180 |

## DIMENSION "D" (AS 1742.3)

| SPEED OF TRAFFIC KM/H | DIMENSION "D" M |
|---|---|
| 45 OR LESS | 5m |
| 46 - 55 | 15m |
| 56 - 65 | 45m |
| GREATER THAN 65 KM/H | EQUAL TO POSTED SPEED |

## TOLERANCES

POSITIONING OF SIGNS
MINIMUM 10% LESS THAN
THE DISTANCE OR LENGTHS GIVEN
MAXIMUM 25% MORE THAN
THE DISTANCE OR LENGTHS GIVEN
SPACING OF DELINEATING DEVICES
MAXIMUM 10% MORE THAN THE
SPACING GIVEN
NO MINIMUM

## LANE WIDTHS

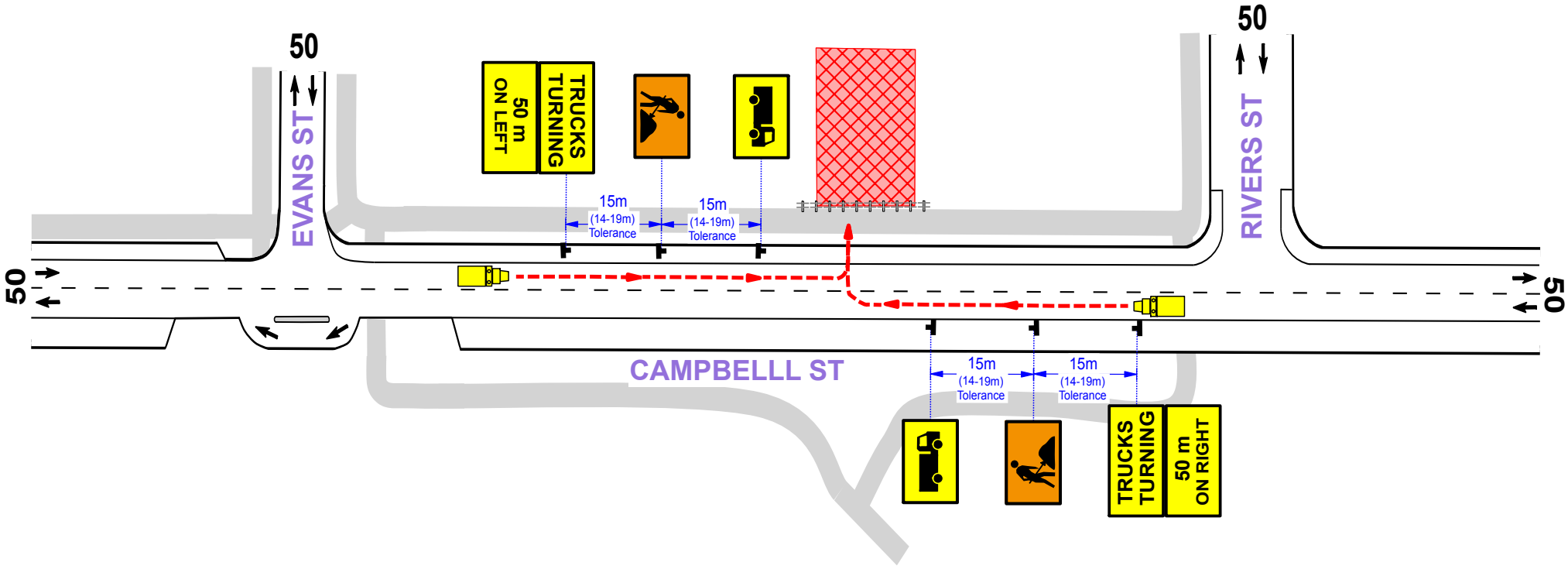
THE MIN LANE WIDTH TO
BE PROVIDED THROUGH
OR PAST THE WORKSITE SHALL
BE 3.0m (3.5m DESIRABLE)

## QUEUE MANAGEMENT PLAN

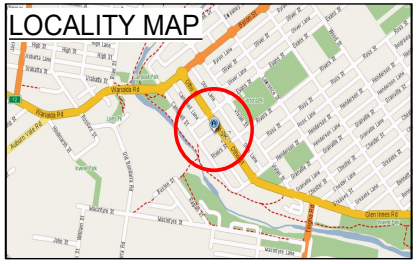
AT ALL TIMES DURING THE COURSE OF THE WORK TRAFFIC QUEUES SHALL BE MONITORED TO ENSURE THAT TRAFFIC DOES NOT EXCEED BEYOND THE LIMITS OF ADVANCED WARNING SIGNS

## VEHICLE MOVEMENT PLAN

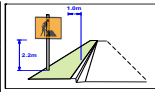
ALL WORK VEHICLES TO ENTER AND EXIT WORKSITE UNDER THE DIRECTION OF TRAFFIC CONTROLLER WITH THE TRAFFIC FLOW ON DESIGNATED UHF CHANNEL




LOCALITY MAP



STREETVIEW

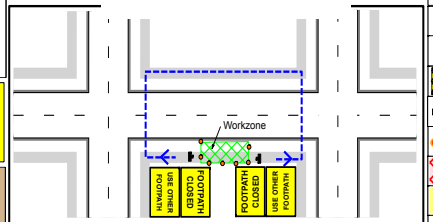


All Permanent Signage is to be mounted on posts at a height of 2.2m above the level of the kerb to the underside of the sign and placed 1.0m clear of the travelled path. (Refer to Clause 2.5.2 Positioning of Devices)

**ADDITIONAL INFORMATION:**
**TRAFFIC CONTROLLERS ARE TO CONE/BARRIER AROUND WORK AREA ON FOOTPATH TO FORCE PEDESTRIANS AWAY FROM THE WORKSITE. ADVANCE WARNING SIGNAGE TO BE USED FOR PEDESTRIAN MOVEMENTS**


WORKER SYMBOLIC (TC1332) MUTCD 3.4.4
As this sign is used to warn of the presence of personnel, it shall be only displayed when they are actually working, or are visible to traffic, or both, and shall be removed or covered when workers have left the work area or are no longer visible to traffic.

PEDESTRIAN MOVEMENT PLAN




Utilize crossings to detour people away from works

## LEGEND

- ACCREDITED TRAFFIC CONTROLLER
- TEMPORARY FENCING
- VEHICLE MOVEMENTS
- LATERAL HAZARD MARKER
- CONSTRUCTION VEHILCE
- TRAFFIC CONES
- PROPOSED WORK AREA
- PROPOSED EXCLUSION ZONE
- PROPERTY BOUNDARY

PLAN MAY NOT BE TO SCALE

REVISIONS

| REV | DATE | DESCRIPTION |
|---|---|---|
| 00 | 22/01/2020 | DRAWN: MARKO PERKOVIC |
| | | |
| | | |
| | | |

| | | | |
|---|---|---|---|
| Client: | HUTCHINSON BUILDERS | Term: | LONG |
| Road Name: | CAMPBELL ST | Road Type: | TWO WAY |
| Works Location: | BETWEEN EVANS ST & RIVERS RD | Speed Limit: | 50 KPH |
| Suburb: | INVERELL | Travelled Path: | PAST |
| Map Reference: | -29.777117, 151.112421 | Operation: | PEDESTRIAN MANAGEMENT |

DESIGNED: MARKO PERKOVIC
SIGNATURE:

0051699662
PWZTMP-RIICWD503D

JOB # 440371652
PLAN # 201515


evolution
51 HEATHCOTE ROAD,
MOOREBANK, NSW, 2170
PH: 1300 880 481

# PERMANENT SITE - INVERELL POLICE STATION

HUTCHINSON BUILDERS
Established 1912

## GENERAL NOTES

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH AS1742.3 & TCAWS JULY 2018
2. ALL TRAFFIC CONTROL DIAGRAMS TO BE READ IN CONJUNCTION WITH THE TCAWS JULY 2018.
3. NON- APPLICABLE EXISTING SIGNAGE SHALL BE COVERED EG. SPEED SIGNS DUE TO THE TEMPORARY SPEED ZONE.
4. ALL SIGNAGE DISTANCE SHALL COMPLY WITH AS 1742.3 & TCAWS JULY 2018
5. IN ACCORDANCE WITH TCAWS JULY 2018 TRAFFIC CONTROLLERS TO ASSIST PEDESTRIANS WITH MOVEMENT THROUGH & AROUND THE WORKSITE.
6. SIGNAGE SHALL BE PLACED ON THE SIDE OF THE ROAD ADJACENT TO THE TRAFFIC FLOW.
7. 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.

## RECOMMENDED TAPER LENGTH

| APPROXIMATE SPEED OF TRAFFIC KM/H | TRAFFIC CONTROL AT BEGINNING OF TAPER | LATERAL SHIFT TAPER | MERGE TAPER |
|---|---|---|---|
| 45 OR LESS | 15 | 0 | 15 |
| 46 - 55 | 15 | 15 | 30 |
| 56 - 65 | 30 | 30 | 60 |
| 66 - 75 | N/A | 70 | 115 |
| 76 - 85 | N/A | 80 | 130 |
| 86 - 95 | N/A | 90 | 145 |
| 96 - 105 | N/A | 100 | 160 |
| > 105 | N/A | 110 | 180 |

## DIMENSION "D" (AS 1742.3)

| SPEED OF TRAFFIC KM/H | DIMENSION "D" M |
|---|---|
| 45 OR LESS | 5m |
| 46 - 55 | 15m |
| 56 - 65 | 45m |
| GREATER THAN 65 KM/H | EQUAL TO POSTED SPEED |

## TOLERANCES

POSITIONING OF SIGNS
MINIMUM 10% LESS THAN
THE DISTANCE OR LENGTHS GIVEN
MAXIMUM 25% MORE THAN
THE DISTANCE OR LENGTHS GIVEN
SPACING OF DELINEATING DEVICES
MAXIMUM 10% MORE THAN THE
SPACING GIVEN
NO MINIMUM

## LANE WIDTHS

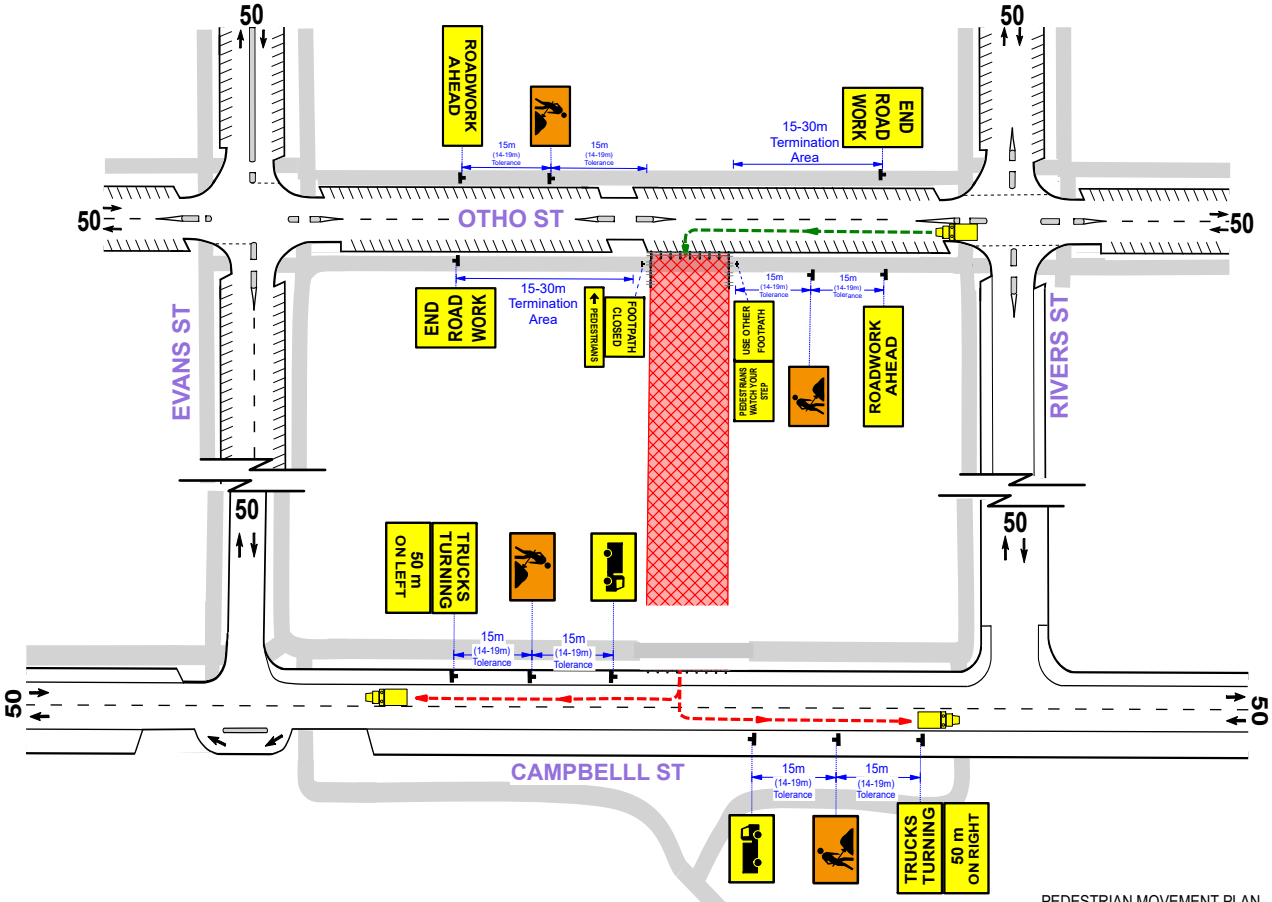
THE MIN LANE WIDTH TO
BE PROVIDED THROUGH
OR PAST THE WORKSITE SHALL
BE 3.0m (3.5m DESIRABLE)

## QUEUE MANAGEMENT PLAN

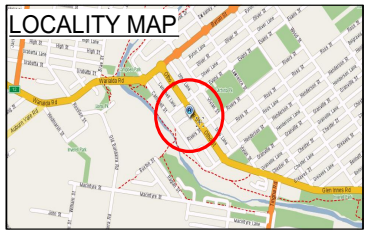
AT ALL TIMES DURING THE COURSE OF THE WORK TRAFFIC QUEUES SHALL BE MONITORED TO ENSURE THAT TRAFFIC DOES NOT EXCEED BEYOND THE LIMITS OF ADVANCED WARNING SIGNS

## VEHICLE MOVEMENT PLAN

ALL WORK VEHICLES TO ENTER AND EXIT WORKSITE UNDER THE DIRECTION OF TRAFFIC CONTROLLER WITH THE TRAFFIC FLOW ON DESIGNATED UHF CHANNEL




LOCALITY MAP



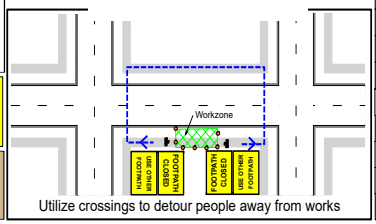
STREETVIEW

All Permanent Signage is to be mounted on posts at a height of 2.2m above the level of the kerb to the underside of the sign and placed 1.0m clear of the travelled path. (Refer to Clause 2.5.2 Positioning of Devices)

**ADDITIONAL INFORMATION:**
**TRAFFIC CONTROLLERS ARE TO CONE/BARRIER AROUND WORK AREA ON FOOTPATH TO FORCE PEDESTRIANS AWAY FROM THE WORKSITE. ADVANCE WARNING SIGNAGE TO BE USED FOR PEDESTRIAN MOVEMENTS**

TC1332 WORKER SYMBOLIC (TC1332) MUTCD 3.4.4
As this sign is used to warn of the presence of personnel, it shall be only displayed when they are actually working, or are visible to traffic, or both, and shall be removed or covered when workers have left the work area or are no longer visible to traffic.

PEDESTRIAN MOVEMENT PLAN




Utilize crossings to detour people away from works

## LEGEND

- ACCREDITED TRAFFIC CONTROLLER
- TEMPORARY FENCING
- VEHICLE EGRESS
- VEHICLE INGRESS
- LATERAL HAZARD MARKER
- CONSTRUCTION VEHILCE
- TRAFFIC CONES
- PROPOSED WORK AREA
- PROPOSED EXCLUSION ZONE
- PROPERTY BOUNDARY

PLAN MAY NOT BE TO SCALE

## REVISIONS

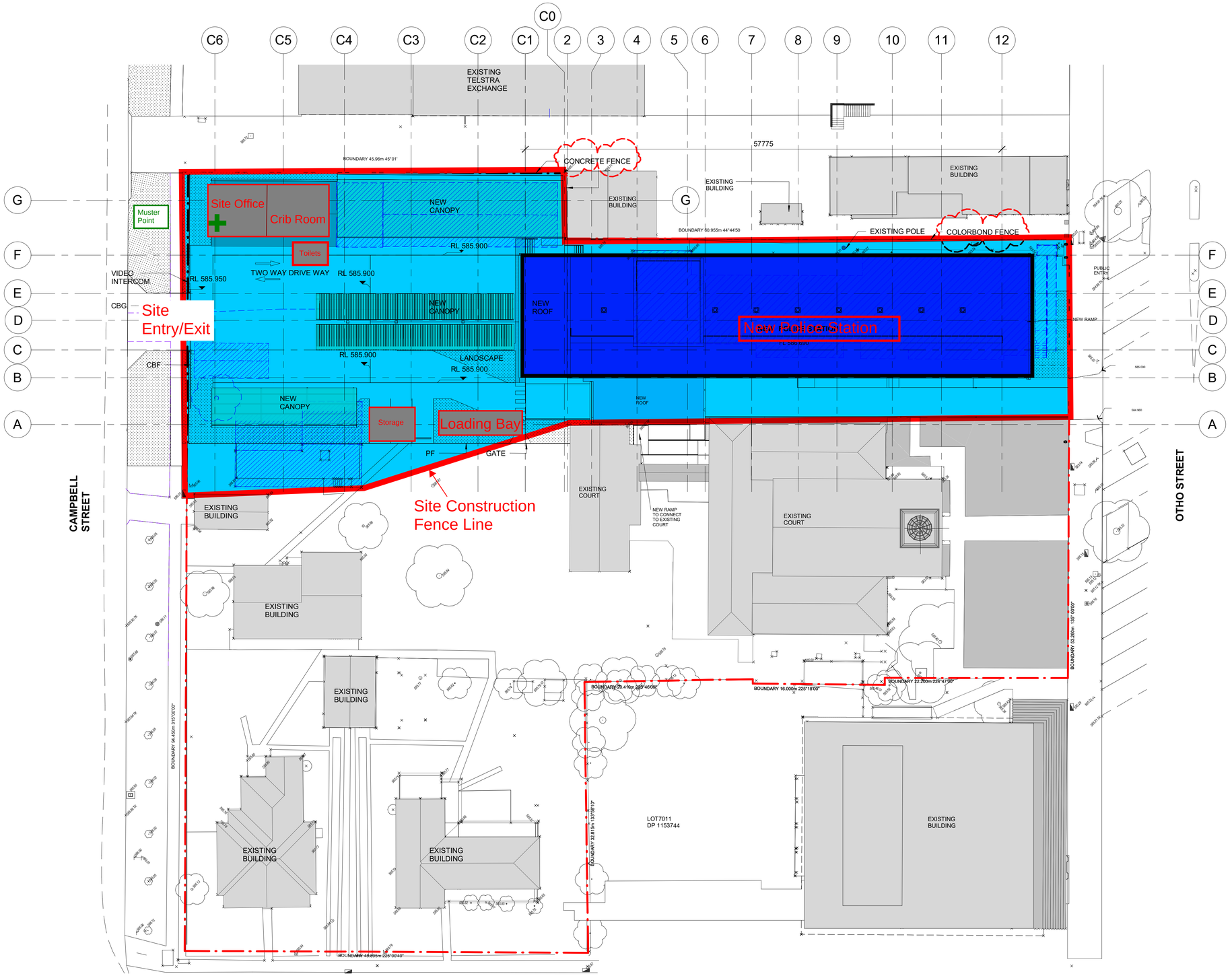
| REV | DATE | DESCRIPTION |
|---|---|---|
| 00 | 22/01/2020 | DRAWN: MARKO PERKOVIC |
| 00 | 25/03/2020 | REVISED: MARKO PERKOVIC |
| | | |
| | | |

| | | | |
|---|---|---|---|
| Client: | HUTCHINSON BUILDERS | Term: | LONG |
| Road Name: | CAMPBELL ST | Road Type: | TWO WAY |
| Works Location: | BETWEEN EVANS ST & RIVERS RD | Speed Limit: | 50 KPH |
| Suburb: | INVERELL | Travelled Path: | PAST |
| Map Reference: | -29.777117, 151.112421 | Operation: | TRUCK INGRESS & EGRESS |

DESIGNED: MARKO PERKOVIC
SIGNATURE:
0051699662
PWZTMP-RIICWD503D
JOB # 440371652
PLAN # 201515

evolution
51 HEATHCOTE ROAD,
MOOREBANK, NSW, 2170
PH: 1300 880 481

## Appendix B – Site Establishment Plans




1 SITE PLAN
1 : 250

## LEGEND

| | |
|---|---|
| EL.XXXX | EXISTING SITE LEVEL |
| | SITE BOUNDARY |
| | EXISTING BUILDING TO BE DEMOLISHED |
| | EXISTING BUILDING |
| | PROPOSED BUILDING |
| | PROPOSED AWNING |
| CBF | 2400mm HIGH COLORBOND FENCE |
| CBG | 2400mm HIGH COLORBOND GATE |
| PF | 2400mm HIGH PALISADE FENCE |

**NOTE:**

REFER TO STORM WATER DRAWINGS FOR PROPOSED FINISHED PAVEMENT LEVEL AND PROPOSED STORMWATER PIT.

REFER TO DRAWING A900 FOR FENCE DETAILS.

**FOR CONSTRUCTION**
FOR USE DURING CONSTRUCTION

REVISION

| REV No. | COMMENTS | DATE | INIT. |
|---|---|---|---|
| P2 | 50% CC | 24/07/2019 | NL |
| P3 | 75% CC | 16/08/2019 | NL |
| P4 | 90% CC | 06/09/2019 | NM |
| P5 | 95% CC | 04/10/2019 | KV |
| P6 | 95% CC | 11/10/2019 | KV |

General Notes

Do not scale this drawing. The drawing shows design intent only. All dimensions to be checked on site prior to construction or production. Construction details to be confirmed by contractor/manufacturer. This is a computer generated drawing. Do not amend by hand. Figure dimensions are to be used. Contact architect for clarification if dimensions are not clear. All dimensions are in millimeters. All discrepancies and omissions on site must be reported to the architect for their comments or approval prior to commencing work.

ORIENTATION:

NSW Police Force

BGIS

Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
ABN. 34 001 485 435

38 WILLOUGHBY ROAD
CROWS NEST. NSW 2065
TEL 02 9490 9600
FAX 02 9438 1224

PROJECT:
**INVERELL POLICE STATION**

LOCATION:
**109 OTHO STREET, INVERELL**

SCALE:
**1 : 250 @ A1**

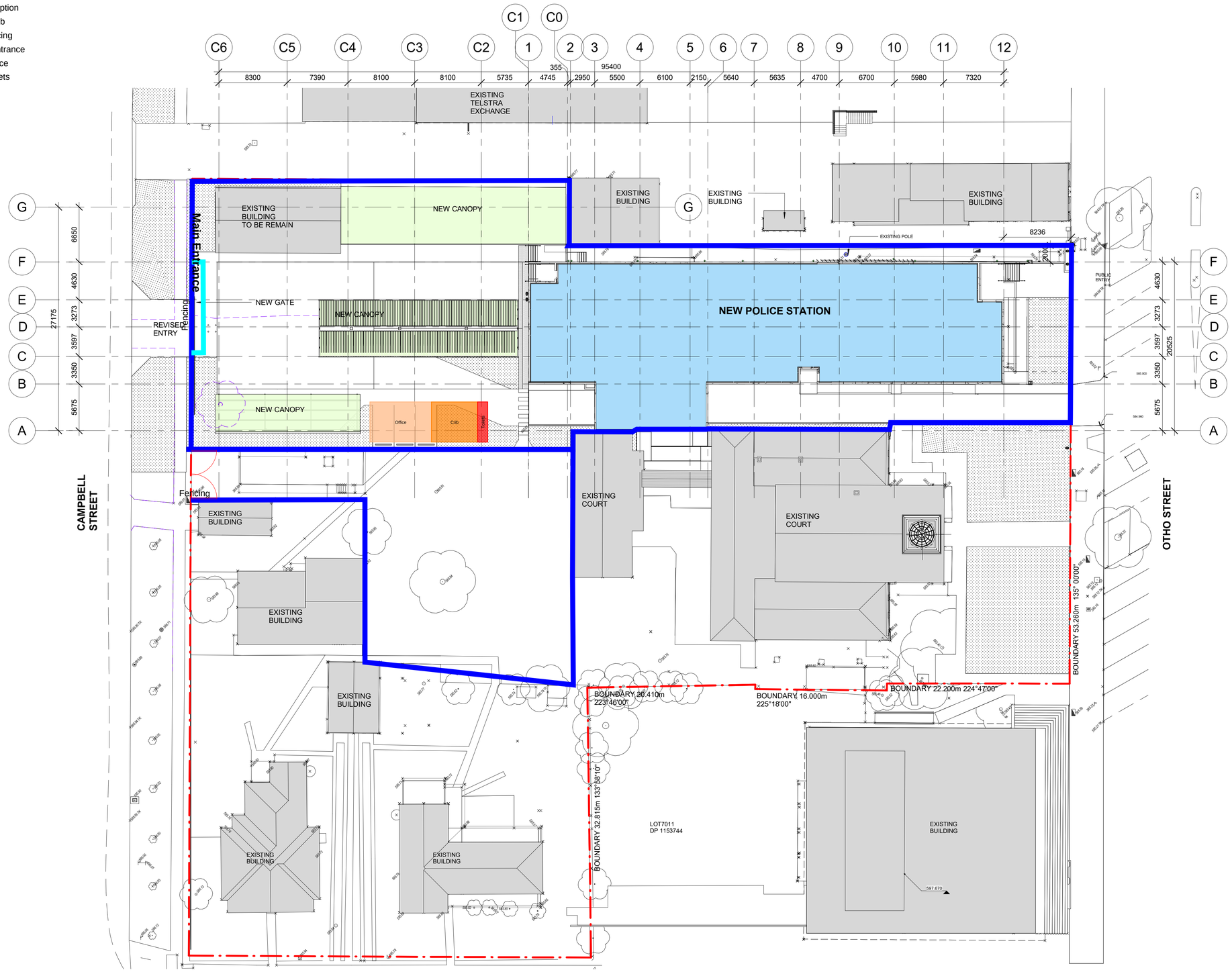
DRAWING:
**SITE PLAN**

JOB No.: **190077** DRG. No. **A001** REV **P6**

## Appendix C – Site Set up

Site Plan Legend

| Description |
|---|
| Crib |
| Fencing |
| Main Entrance |
| Office |
| Toilets |




**LEGEND**

- BUILDING SETOUT POINT
- SITE BOUNDARY
- EXISTING BUILDING
- PROPOSED BUILDING
- PROPOSED AWNING

**NOTE:**
GRID (C1) & (1) ARE SAME SETOUT.

## 1 GRID SETOUT PLAN
1 : 250

REVISION

| REV No. | COMMENTS | DATE | INIT. |
|---|---|---|---|
| P1 | 75% CC | 16/08/2019 | NL |
| P2 | 90% CC | 06/09/2019 | NM |
| | | | |
| | | | |
| | | | |

General Notes

Do not scale this drawing. The drawing shows design intent only. All dimensions to be checked on site prior to construction or production. Construction details to be confirmed by contractor/manufacturer. This is a computer generated drawing. Do not amend by hand. Figure dimensions are to be used. Contact architect for clarification if dimensions are not clear. All dimensions are in millimeters. All discrepancies and omissions on site must be reported to the architect for their comments or approval prior to commencing work.

ORIENTATION:

NSW Police Force

BGIS


Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
ABN. 34 001 485 435

38 WILLOUGHBY ROAD
CROWS NEST. NSW 2065
TEL 02 9490 9600
FAX 02 9438 1224


PROJECT:
**INVERELL POLICE STATION**

LOCATION:
**109 OTHO STREET, INVERELL**

SCALE:
**1 : 250 @ A1**

DRAWING:
**GRID SETOUT PLAN**

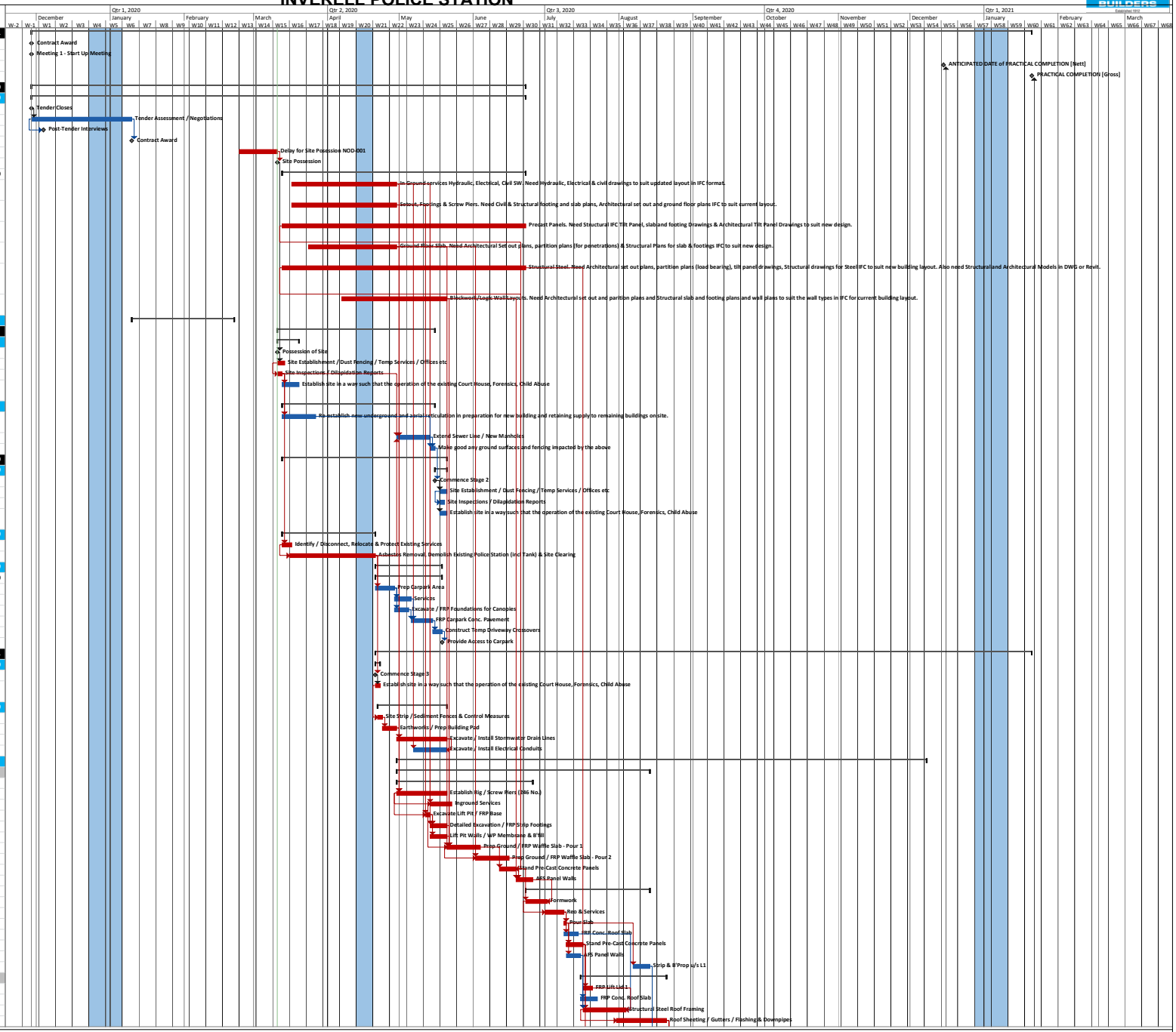
JOB No.: **190077** DRG. No. **A003** REV **P2**

## Appendix D – Construction Program

# INVERELL POLICE STATION

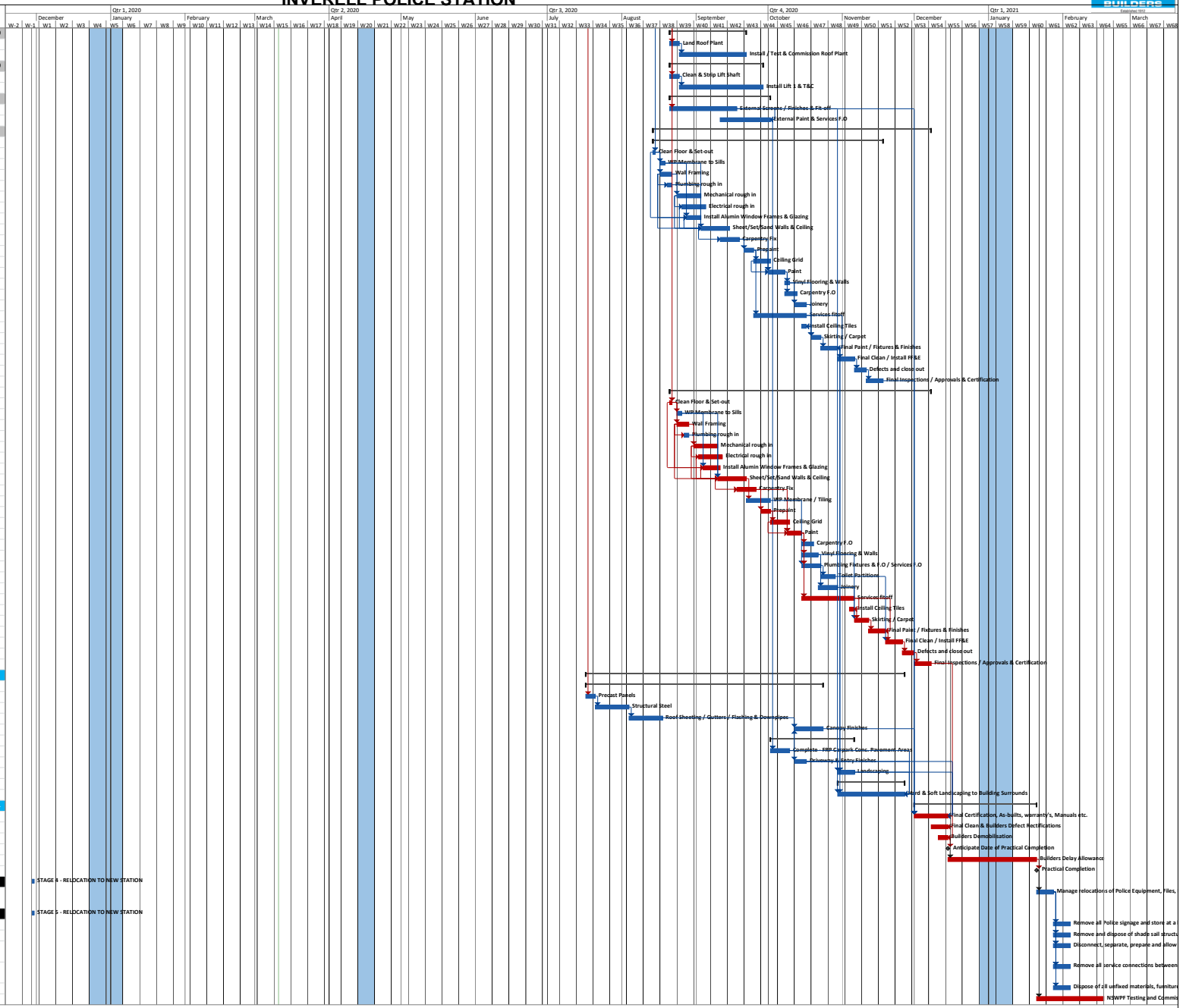
HUTCHINSON BUILDERS Established 1912

| | | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **KEY DATES & MILESTONE SUMMARIES** | **268 days** | **Fri 29/11/19** | **Wed 20/01/21** |
| 2 | Contract Award | 0 days | Fri 29/11/19 | Fri 29/11/19 |
| 3 | Meeting 1 - Start Up Meeting | 0 days | Fri 29/11/19 | Fri 29/11/19 |
| 4 | ANTICIPATED DATE of PRACTICAL COMPLETION [Nett] | 0 days | Mon 14/12/20 | Mon 14/12/20 |
| 5 | PRACTICAL COMPLETION [Gross] | 0 days | Wed 20/01/21 | Wed 20/01/21 |
| 6 | **PRE-CONSTRUCTION** | **129 days** | **Fri 29/11/19** | **Mon 22/06/20** |
| 7 | **TENDER / CONTRACT AWARD** | **129 days** | **Fri 29/11/19** | **Mon 22/06/20** |
| 8 | Tender Closes | 0 days | Fri 29/11/19 | Fri 29/11/19 |
| 9 | Tender Assessment / Negotiations | 4 wks | Fri 29/11/19 | Thu 9/01/20 |
| 10 | Post-Tender Interviews | 0 days | Tue 3/12/19 | Tue 3/12/19 |
| 11 | Contract Award | 0 days | Thu 9/01/20 | Thu 9/01/20 |
| 12 | ***Delay for Site Posession NOD-001*** | 12 days | Mon 24/02/20 | Tue 10/03/20 |
| 13 | Site Possession | 0 days | Tue 10/03/20 | Tue 10/03/20 |
| 14 | ***Drop Dead IFC Documentation receive date to avoid program delay NOD-003*** | **65 days** | **Fri 13/03/20** | **Mon 22/06/20** |
| 15 | In Ground services Hydraulic, Electrical, Civil SW. Need Hydraulic, Electrical & civil drawings to suit updated layout in IFC format. | 5 wks | Tue 17/03/20 | Wed 29/04/20 |
| 16 | Setout, Footings & Screw Piers. Need Civil & Structural footing and slab plans, Architectural set out and ground floor plans IFC to suit current layout. | 5 wks | Tue 17/03/20 | Wed 29/04/20 |
| 17 | Precast Panels. Need Structural IFC Tilt Panel, slab and footing Drawings & Architectural Tilt Panel Drawings to suit new design. | 13 wks | Fri 13/03/20 | Mon 22/06/20 |
| 18 | Ground Floor Slab. Need Architectural Set out plans, partition plans (for penetrations) & Structural Plans for slab & footings IFC to suit new design. | 4 wks | Tue 24/03/20 | Wed 29/04/20 |
| 19 | Structural Steel. Need Architectural set out plans, partition plans (load bearing), tilt panel drawings, Structural drawings for Steel IFC to suit new building layout. Also need Structural and Architectural Models in DWG or Revit. | 13 wks | Fri 13/03/20 | Mon 22/06/20 |
| 20 | Blockwork/Logic Wall Layouts. Need Architectural set out and partition plans and Structural slab and footing plans and wall plans to suit the wall types in IFC for current building layout. | 5 wks | Tue 7/04/20 | Wed 20/05/20 |
| 21 | **MANAGEMENT PLANS** | **30 days** | **Fri 10/01/20** | **Fri 21/02/20** |
| 34 | **STAGE 1 - ENABLING WORKS** | **41 days** | **Tue 10/03/20** | **Fri 15/05/20** |
| 35 | **SITE ESTABLISHMENT** | **7 days** | **Tue 10/03/20** | **Thu 19/03/20** |
| 36 | Possession of Site | 0 days | Tue 10/03/20 | Tue 10/03/20 |
| 37 | Site Establishment / Dust Fencing / Temp Services / Offices etc | 3 days | Wed 11/03/20 | Fri 13/03/20 |
| 38 | Site Inspections / Dilapidation Reports | 2 days | Wed 11/03/20 | Thu 12/03/20 |
| 39 | Establish site in a way such that the operation of the existing Court House, Forensics, Child Abuse | 1 wk | Fri 13/03/20 | Thu 19/03/20 |
| 40 | **ENABLING WORKS / DEMOLITION** | **39 days** | **Fri 13/03/20** | **Fri 15/05/20** |
| 41 | Re-establish new underground and aerial reticulation in preparation for new building and retaining supply to remaining buildings on site. | 2 wks | Fri 13/03/20 | Thu 26/03/20 |
| 42 | Extend Sewer Line / New Manholes | 2 wks | Thu 30/04/20 | Wed 13/05/20 |
| 43 | Make good any ground surfaces and fencing impacted by the above | 2 days | Thu 14/05/20 | Fri 15/05/20 |
| 44 | **STAGE 2 - DEMOLITION & TEMPORARY WORKS** | **42 days** | **Fri 13/03/20** | **Wed 20/05/20** |
| 45 | **SITE ESTABLISHMENT** | **3 days** | **Fri 15/05/20** | **Wed 20/05/20** |
| 46 | Commence Stage 2 | 0 days | Fri 15/05/20 | Fri 15/05/20 |
| 47 | Site Establishment / Dust Fencing / Temp Services / Offices etc | 3 days | Mon 18/05/20 | Wed 20/05/20 |
| 48 | Site Inspections / Dilapidation Reports | 2 days | Mon 18/05/20 | Tue 19/05/20 |
| 49 | Establish site in a way such that the operation of the existing Court House, Forensics, Child Abuse | 3 days | Mon 18/05/20 | Wed 20/05/20 |
| 50 | **ENABLING WORKS / DEMOLITION** | **21 days** | **Fri 13/03/20** | **Mon 20/04/20** |
| 51 | Identify / Disconnect, Relocate & Protect Existing Services | 2 days | Fri 13/03/20 | Mon 16/03/20 |
| 52 | Asbestos Removal, Demolish Existing Police Station (incl Tank) & Site Clearing | 4 wks | Mon 16/03/20 | Mon 20/04/20 |
| 53 | **EXTERNAL WORKS** | **19 days** | **Tue 21/04/20** | **Mon 18/05/20** |
| 54 | **CARPARK** | **19 days** | **Tue 21/04/20** | **Mon 18/05/20** |
| 55 | Prep Carpark Area | 5 days | Tue 21/04/20 | Tue 28/04/20 |
| 56 | Services | 5 days | Wed 29/04/20 | Tue 5/05/20 |
| 57 | Excavate / FRP Foundations for Canopies | 4 days | Wed 29/04/20 | Mon 4/05/20 |
| 58 | FRP Carpark Conc. Pavement | 7 days | Wed 6/05/20 | Thu 14/05/20 |
| 59 | Construct Temp Driveway Crossovers | 2 days | Fri 15/05/20 | Mon 18/05/20 |
| 60 | Provide Access to Carpark | 0 days | Mon 18/05/20 | Mon 18/05/20 |
| 61 | **STAGE 3 -NEW BUILDING** | **183 days** | **Mon 20/04/20** | **Wed 20/01/21** |
| 62 | **SITE ESTABLISHMENT** | **2 days** | **Mon 20/04/20** | **Wed 22/04/20** |
| 63 | Commence Stage 3 | 0 days | Mon 20/04/20 | Mon 20/04/20 |
| 64 | Establish site in a way such that the operation of the existing Court House, Forensics, Child Abuse | 2 days | Tue 21/04/20 | Wed 22/04/20 |
| 65 | **CIVIL WORKS** | **20 days** | **Wed 22/04/20** | **Wed 20/05/20** |
| 66 | Site Strip / Sediment Fences & Control Measures | 2 days | Wed 22/04/20 | Thu 23/04/20 |
| 67 | Earthworks / Prep Building Pad | 3 days | Fri 24/04/20 | Wed 29/04/20 |
| 68 | Excavate / Install Stormwater Drain Lines | 15 days | Thu 30/04/20 | Wed 20/05/20 |
| 69 | Excavate / Install Electrical Conduits | 10 days | Thu 7/05/20 | Wed 20/05/20 |
| 70 | **BUILDING** | **157 days** | **Thu 30/04/20** | **Mon 7/12/20** |
| 71 | **STRUCTURE** | **76 days** | **Thu 30/04/20** | **Thu 13/08/20** |
| 72 | **GROUND FLOOR LEVEL** | **41 days** | **Thu 30/04/20** | **Thu 25/06/20** |
| 73 | Establish Rig / Screw Piers (246 No.) | 3 wks | Thu 30/04/20 | Wed 20/05/20 |
| 74 | Inground Services | 7 days | Thu 14/05/20 | Fri 22/05/20 |
| 75 | Excavate Lift Pit / FRP Base | 2 days | Tue 12/05/20 | Wed 13/05/20 |
| 76 | Detailed Excavation / FRP Strip Footings | 5 days | Thu 14/05/20 | Wed 20/05/20 |
| 77 | Lift Pit Walls / WP Membrane & B'fill | 5 days | Thu 14/05/20 | Wed 20/05/20 |
| 78 | Prep Ground / FRP Waffle Slab - Pour 1 | 10 days | Thu 21/05/20 | Wed 3/06/20 |
| 79 | Prep Ground / FRP Waffle Slab - Pour 2 | 10 days | Tue 2/06/20 | Mon 15/06/20 |
| 80 | Stand Pre-Cast Concrete Panels | 5 days | Fri 12/06/20 | Thu 18/06/20 |
| 81 | AFS Panel Walls | 5 days | Fri 19/06/20 | Thu 25/06/20 |
| 82 | **LEVEL 1** | **38 days** | **Tue 23/06/20** | **Thu 13/08/20** |
| 83 | Formwork | 7 days | Tue 23/06/20 | Wed 1/07/20 |
| 84 | Reo & Services | 6 days | Wed 1/07/20 | Wed 8/07/20 |
| 85 | Pour Slab | 1 day | Thu 9/07/20 | Thu 9/07/20 |
| 86 | FRP Conc. Roof Slab | 4 days | Thu 9/07/20 | Tue 14/07/20 |
| 87 | Stand Pre-Cast Concrete Panels | 5 days | Fri 10/07/20 | Thu 16/07/20 |
| 88 | AFS Panel Walls | 4 days | Fri 10/07/20 | Wed 15/07/20 |
| 89 | Strip & B'Prop u/s L1 | 5 days | Fri 7/08/20 | Thu 13/08/20 |
| 90 | **ROOF** | **26 days** | **Thu 16/07/20** | **Thu 20/08/20** |
| 91 | FRP Lift Lid 1 | 2 days | Fri 17/07/20 | Mon 20/07/20 |
| 92 | FRP Conc. Roof Slab | 5 days | Thu 16/07/20 | Wed 22/07/20 |
| 93 | Structural Steel Roof Framing | 12 days | Fri 17/07/20 | Mon 3/08/20 |
| 94 | Roof Sheeting / Gutters / Flashing & Downpipes | 15 days | Fri 31/07/20 | Thu 20/08/20 |



# INVERELL POLICE STATION

| | | Duration | Start | Finish |
|---|---|---|---|---|
| 95 | **ROOF PLANT** | **22 days** | **Fri 21/08/20** | **Mon 21/09/20** |
| 96 | Land Roof Plant | 2 days | Fri 21/08/20 | Mon 24/08/20 |
| 97 | Install / Test & Commission Roof Plant | 4 wks | Tue 25/08/20 | Mon 21/09/20 |
| 98 | **LIFT** | **27 days** | **Fri 21/08/20** | **Mon 28/09/20** |
| 99 | Clean & Strip Lift Shaft | 2 days | Fri 21/08/20 | Mon 24/08/20 |
| 100 | Install Lift 1 & T&C | 5 wks | Tue 25/08/20 | Mon 28/09/20 |
| 101 | **EXTERNAL FAÇADE / SURROUNDS** | **30 days** | **Fri 21/08/20** | **Thu 1/10/20** |
| 102 | External Screens / Finishes & Fit-off | 20 days | Fri 21/08/20 | Thu 17/09/20 |
| 103 | External Paint & Services F.O | 15 days | Fri 11/09/20 | Thu 1/10/20 |
| 104 | **INTERNAL FINISHES** | **81 days** | **Fri 14/08/20** | **Mon 7/12/20** |
| 105 | **GROUND FLOOR LEVEL** | **67 days** | **Fri 14/08/20** | **Tue 17/11/20** |
| 106 | Clean Floor & Set-out | 1 day | Fri 14/08/20 | Fri 14/08/20 |
| 107 | WP Membrane to Sills | 2 days | Mon 17/08/20 | Tue 18/08/20 |
| 108 | Wall Framing | 5 days | Mon 17/08/20 | Fri 21/08/20 |
| 109 | Plumbing rough in | 2 days | Thu 20/08/20 | Fri 21/08/20 |
| 110 | Mechanical rough in | 8 days | Mon 24/08/20 | Wed 2/09/20 |
| 111 | Electrical rough in | 8 days | Wed 26/08/20 | Fri 4/09/20 |
| 112 | Install Alumin Window Frames & Glazing | 4 days | Fri 28/08/20 | Wed 2/09/20 |
| 113 | Sheet/Set/Sand Walls & Ceiling | 8 days | Thu 3/09/20 | Mon 14/09/20 |
| 114 | Carpentry Fix | 6 days | Fri 11/09/20 | Fri 18/09/20 |
| 115 | Prepaint | 4 days | Mon 21/09/20 | Thu 24/09/20 |
| 116 | Ceiling Grid | 5 days | Fri 25/09/20 | Thu 1/10/20 |
| 117 | Paint | 4 days | Thu 1/10/20 | Wed 7/10/20 |
| 118 | Vinyl Flooring & Walls | 2 days | Thu 8/10/20 | Fri 9/10/20 |
| 119 | Carpentry F.O | 3 days | Thu 8/10/20 | Mon 12/10/20 |
| 120 | Joinery | 5 days | Mon 12/10/20 | Fri 16/10/20 |
| 121 | Services fitoff | 15 days | Fri 25/09/20 | Fri 16/10/20 |
| 122 | Install Ceiling Tiles | 2 days | Thu 15/10/20 | Fri 16/10/20 |
| 123 | Skirting / Carpet | 4 days | Mon 19/10/20 | Thu 22/10/20 |
| 124 | Final Paint / Fixtures & Finishes | 5 days | Fri 23/10/20 | Thu 29/10/20 |
| 125 | Final Clean / Install FF&E | 5 days | Fri 30/10/20 | Thu 5/11/20 |
| 126 | Defects and close out | 3 days | Fri 6/11/20 | Tue 10/11/20 |
| 127 | Final Inspections / Approvals & Certification | 5 days | Wed 11/11/20 | Tue 17/11/20 |
| 128 | **LEVEL 1** | **76 days** | **Fri 21/08/20** | **Mon 7/12/20** |
| 129 | Clean Floor & Set-out | 1 day | Fri 21/08/20 | Fri 21/08/20 |
| 130 | WP Membrane to Sills | 2 days | Mon 24/08/20 | Tue 25/08/20 |
| 131 | Wall Framing | 5 days | Mon 24/08/20 | Fri 28/08/20 |
| 132 | Plumbing rough in | 2 days | Thu 27/08/20 | Fri 28/08/20 |
| 133 | Mechanical rough in | 8 days | Mon 31/08/20 | Wed 9/09/20 |
| 134 | Electrical rough in | 8 days | Wed 2/09/20 | Fri 11/09/20 |
| 135 | Install Alumin Window Frames & Glazing | 5 days | Fri 4/09/20 | Thu 10/09/20 |
| 136 | Sheet/Set/Sand Walls & Ceiling | 8 days | Thu 10/09/20 | Mon 21/09/20 |
| 137 | Carpentry Fix | 6 days | Fri 18/09/20 | Fri 25/09/20 |
| 138 | WP Membrane / Tiling | 8 days | Tue 22/09/20 | Thu 1/10/20 |
| 139 | Prepaint | 4 days | Mon 28/09/20 | Thu 1/10/20 |
| 140 | Ceiling Grid | 5 days | Fri 2/10/20 | Fri 9/10/20 |
| 141 | Paint | 4 days | Fri 9/10/20 | Wed 14/10/20 |
| 142 | Carpentry F.O | 3 days | Thu 15/10/20 | Mon 19/10/20 |
| 143 | Vinyl Flooring & Walls | 5 days | Thu 15/10/20 | Wed 21/10/20 |
| 144 | Plumbing Fixtures & F.O / Services F.O | 6 days | Thu 15/10/20 | Thu 22/10/20 |
| 145 | Toilet Partitions | 4 days | Fri 23/10/20 | Wed 28/10/20 |
| 146 | Joinery | 6 days | Thu 22/10/20 | Thu 29/10/20 |
| 147 | Services fitoff | 16 days | Thu 15/10/20 | Thu 5/11/20 |
| 148 | Install Ceiling Tiles | 2 days | Wed 4/11/20 | Thu 5/11/20 |
| 149 | Skirting / Carpet | 4 days | Fri 6/11/20 | Wed 11/11/20 |
| 150 | Final Paint / Fixtures & Finishes | 5 days | Thu 12/11/20 | Wed 18/11/20 |
| 151 | Final Clean / Install FF&E | 5 days | Thu 19/11/20 | Wed 25/11/20 |
| 152 | Defects and close out | 3 days | Thu 26/11/20 | Mon 30/11/20 |
| 153 | Final Inspections / Approvals & Certification | 5 days | Tue 1/12/20 | Mon 7/12/20 |
| 154 | **EXTERNAL WORKS** | **94 days** | **Fri 17/07/20** | **Thu 26/11/20** |
| 155 | **CANOPY** | **70 days** | **Fri 17/07/20** | **Fri 23/10/20** |
| 156 | Precast Panels | 2 days | Fri 17/07/20 | Mon 20/07/20 |
| 157 | Structural Steel | 10 days | Tue 21/07/20 | Mon 3/08/20 |
| 158 | Roof Sheeting / Gutters / Flashing & Downpipes | 10 days | Tue 4/08/20 | Mon 17/08/20 |
| 159 | Canopy Finishes | 10 days | Mon 12/10/20 | Fri 23/10/20 |
| 160 | **CARPARK** | **24 days** | **Fri 2/10/20** | **Thu 5/11/20** |
| 161 | Complete - FRP Carpark Conc. Pavement Areas | 5 days | Fri 2/10/20 | Fri 9/10/20 |
| 162 | Driveway & Entry Finishes | 5 days | Mon 12/10/20 | Fri 16/10/20 |
| 163 | Landscaping | 5 days | Fri 30/10/20 | Thu 5/11/20 |
| 164 | **EXTERNAL** | **20 days** | **Fri 30/10/20** | **Thu 26/11/20** |
| 165 | Hard & Soft Landscaping to Building Surrounds | 20 days | Fri 30/10/20 | Thu 26/11/20 |
| 166 | **HANDOVER** | **25 days** | **Tue 1/12/20** | **Wed 20/01/21** |
| 167 | Final Certification, As-builts, warranty's, Manuals etc. | 10 days | Tue 1/12/20 | Mon 14/12/20 |
| 168 | Final Clean & Builders Defect Rectifications | 5 days | Tue 8/12/20 | Mon 14/12/20 |
| 169 | Builders Demobilisation | 2 days | Fri 11/12/20 | Mon 14/12/20 |
| 170 | Anticipate Date of Practical Completion | 0 days | Mon 14/12/20 | Mon 14/12/20 |
| 171 | Builders Delay Allowance | 3 wks | Tue 15/12/20 | Wed 20/01/21 |
| 172 | Practical Completion | 0 days | Wed 20/01/21 | Wed 20/01/21 |
| 173 | **STAGE 4 - RELOCATION TO NEW STATION** | **1 day?** | **Fri 29/11/19** | **Fri 29/11/19** |
| 174 | Manage relocations of Police Equipment, Files, IT equipment to the new station as directed by the Command | 1 wk | Thu 21/01/21 | Wed 27/01/21 |
| 175 | **STAGE 5 - RELOCATION TO NEW STATION** | **1 day?** | **Fri 29/11/19** | **Fri 29/11/19** |
| 176 | Remove all Police signage and store at a location to be nominated at the new station | 1 wk | Thu 28/01/21 | Wed 3/02/21 |
| 177 | Remove and dispose of shade sail structure and fixings | 1 wk | Thu 28/01/21 | Wed 3/02/21 |
| 178 | Disconnect, separate, prepare and allow to transport up to 300km from Inverell 5 x 20ft shipping containers used for the temporary custody pod | 1 wk | Thu 28/01/21 | Wed 3/02/21 |
| 179 | Remove all service connections between building and relocatable structures and make good pavements | 1 wk | Thu 28/01/21 | Wed 3/02/21 |
| 180 | Dispose of all unfixed materials, furniture and equipment | 1 wk | Thu 28/01/21 | Wed 3/02/21 |
| 181 | NSWPF Testing and Commissioning | 20 days | Thu 21/01/21 | Wed 17/02/21 |



## Appendix E – Workplace Health Safety, Environmental & Quality Management Plan

HUTCHINSON BUILDERS
Established 1912

# Work Health & Safety Management Plan

## Inverell Police Station

**Version 10.0 – 18/01/2020 – Uncontrolled if printed**

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# Attachments

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# Preface

In accordance with the obligation of a PCBU and the appointed Principal Contractor for the construction works detailed in Section 2 of this document Hutchinson Builders has developed the Project Work Health & Safety Management Plan (WHSMP) to ensure that all risks to the health and safety of all workers, visitors and members of the public that might present in the delivery of the works are controlled to As Low As Reasonably Practical (ALARP).

A copy of the WHSMP shall be retained on the project for the duration of the construction works. The WHSMP will be referenced in Hutchinson Builders site specific induction and will be available to all site workers upon request.

| Name | Position | Responsibility Statement | Signature |
|---|---|---|---|
| Sean Lees | Team Leader | HB-HSEQ-F-007-A | |
| Nick Linnan | Project Manager | HB-HSEQ-F-007-B | |
| Steve Wyatt | Team HSE Manager | HB-HSEQ-F-007-I | |
| Steve Andersen | Site Manager | HB-HSEQ-F-007-C | |
| Damian Mills | Foremen | HB-HSEQ-F-007-D | |
| Elise Dornan | HSE Advisor | HB-HSEQ-F-007-E | |

| Revision Number | Review Date | Person Reviewing | Summary of amendments |
|---|---|---|---|
| 1 | 18-01-2020 | E. Dornan | Creation of the SMP |
| 2 | 23-01-2020 | E. Dornan | Section 14.1 – add BGIS permit form reference<br>Section 6.3 – add BGIS SWMS checklist reference<br>Section 15 – add BGIS plant & equipment inspection checklist reference<br>Section 16 – add BGIS checklist reference |
| | | | |
| | | | |
| | | | |
| | | | |

# Glossary

| Term | Abbrev | Definition |
|---|---|---|
| Appropriate | | Suitable or proper in the circumstances |
| ALARP | ALARP | To manage risk to a level that is As Low As Reasonably Practical |
| Client | | Shall mean the person nominated by Client to carry out the duties of the Client Representative. |
| Code of Practice | COP | Published standards and codes of practice that give practical advice on ways to be used to identify and manage exposure to risk for workplace health and safety. |
| Competent Person | | A person possessing the necessary skills, training, experience and knowledge or combination of these traits. Such that a skill can be performed in a safe manner, to the quality expected in the workplace. |
| Confined Space | | An enclosed or partially enclosed space which is not intended or designed primarily as a workplace, is at atmospheric pressure during occupancy and has restricted means for entry and exit. |
| Continual Improvement | | The process of enhancing the project safety management system as stated by the Work Health & Safety Management Plan to achieve improvements in overall safety in line with the Hutchinson Builders Health and Safety policy. |
| Duty of Care | DOC | A statutory obligation. To ensure (as far reasonably practicable) the health and safety of workers and all other persons; while the workers are at work in the business. |
| Employee Assistance Program | EAP | A confidential external counselling service that is offered at nil cost to employees and immediate families. |
| Health and Safety Representative | HSR | A person elected by a workgroup to represent their members in work health and safety matters |
| Incident | | Means an undesired event that results in physical harm to a person or damage to property, or, any “Near Miss” incident that has the potential to cause physical harm to a person or damage to the property. |
| May | | The use of “may” indicates a guideline that is to be considered. |
| A 'person conducting a business or undertaking' | PCBU | A legal term under harmonised WHS laws for individuals, businesses or organisations that are conducting business.<br>A person who performs work for a PCBU is considered a worker. |
| Personal Protective Equipment | PPE | Means clothing or equipment which, when used correctly, protects part or all of the body from identified risks of injury or disease in the workplace. |
| Regulatory Requirements | | Government acts and regulations which prescribe legal obligations of employers, workers and subcontractors and amongst other things, registration of projects and plant, certificates to operate machinery and undertake certain trades and notifications or injuries. |
| Risk | | The chance of something happening that shall have an impact upon objectives. It is measured in terms of consequences and likelihood. |
| Risk Management | | The application of management policies, procedures and practices to systematically identify, analyse, assess, treat and monitor task risk. |
| Safe Work Method Statement | SWMS | A study carried out to ensure that hazards are identified, analysed and properly controlled to minimize, or, if practicable, eliminate risks. |
| Safety Data Sheet | SDS | Safety Data Sheets are documented information which clearly identifies a hazardous substance and states the precautions to be taken for the safe storage and use of the substance and the health hazards associated with the substance that are relevant to it’s safe use. |
| Shall | | The use of “shall” indicates a mandatory requirement. |

| Term | Abbrev | Definition |
|---|---|---|
| Should | | The use of “should” indicates a guideline that is strongly recommended. |
| Stakeholder | | A stakeholder is a party that has an interest in a project, venture or company, and can either affect or be affected by work activities |
| Subcontractor | | Means any Subcontractor engaged by Hutchinson Builders. |
| The Plan | | References this Work Health and Safety Management Plan (WHSMP) |
| Verification of Competency | VoC | A method of documented evaluation of the skill level of a person against defined competency standards in order to evaluate the person's ability to carry out the relevant activity or works. |
| Worker | | a person who carries out work in any capacity for a business or undertaking and includes employees, outworkers, apprentices, trainees, students gaining work experience, volunteers, contractors or subcontractors and their employees |
| Work Health & Safety Management Plan | WHSMP | The Work Health & Safety Management Plan that applies to Hutchinson Builders and its sub-contractors. |

HUTCHINSON BUILDERS
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# POLICY

## Work Health & Safety

**Hutchinson Builders is committed to conducting its activities so that the health, safety and wellbeing of all workers and other parties who may be affected by the our business' activities are not compromised.**

The leadership team demonstrates this commitment by:

- Understanding the risk and opportunities associated with all projects
- Establishing a safe and healthy working environment designed to prevent work related injury and ill health
- Establishing safety objectives in alignment with strategic direction, project risk and industry best practice
- Complying with all relevant statutory duties, regulations and codes of practice
- Identifying the risk to the health and safety of those potentially impacted by construction activities and using the principles of the Hierarchy of Control to reduce such risk to as low as reasonably practicable in eliminating hazards
- Involving all workers and subcontractors in the continuous improvement of health and safety matters through effective consultation processes
- Providing information, instruction and training for workers to increase personal understanding of workplace hazards, and foster effective supervision
- Delivering the support, assistance and resources to ensure an integrated rehabilitation program is provided for workers who have sustained injury or illness

Health and safety is an individual and a shared responsibility of all workers and other persons involved with the construction operations. We emphasise the requirement to comply with safe work practices at all times so that no person is exposed to, or exposes others to, a health and safety risk.

Hutchinson Builders recognises there is no task so important that it releases the Company, its managers or workers from their responsibility to ensure a safe work environment.

**Greg Quinn**
Managing Director

**Date** 1 March 2019
**Version** 6
**Document** HB-CO-Policy-0001-WorkHealthSafety-06

AS/NZS
4801:2001
SAFETY MANAGEMENT SYSTEM

# 2. Introduction

## 2.1 Purpose

This Work Health and Safety Management Plan (WHSMP) has been developed by Hutchinson Builders to identify potential health and safety risks and hazards arising from construction activities and to provide a systematic approach to the management of such risks and hazards to as low as reasonably practicable (ALARP).

This WHSMP is to provide the framework for the safe and effective management of all activities related to the construction of the project.

It is the responsibility of all project workers, contractors and subcontractors to comply with the objectives and requirements of this WHSMP and all related documents.

This document is specific in that it:

- Identifies relevant legal and legislative requirements;
- Establishes and documents the project objectives and standards to be achieved throughout the duration of the project;
- Describes the project organisational structure and the responsibilities of internal and sub-contractor workers;
- Identifies high risk work activities that will require specific controls to reduce the likelihood of injury or incident;
- Includes the processes for planning, delivering and recording of all inductions and project related training programs;
- Includes processes to monitor, review, and evaluate performance and ensure that the aspects of continual improvement are implemented and recorded;
- Outlines the mechanisms whereby consultation and communication is effectively undertaken with all stakeholders;
- Describes incident management and reporting procedure;
- Details the requirements for record keeping.

### 2.1.1 Objectives of the Work Health and Safety Management Plan

The objectives of this WHSMP are to:

- Provide a working environment free of occupational injury and illness;
- To implement and maintain systems in a manner that ensures legislative compliance and strives to achieve continuous improvement;
- To establish and maintain a working environment that encourages worker cooperation through effective consultation and communication;
- Commit to the effective and efficient rehabilitation of injured workers;
- Creating a working environment where health and safety risks are managed as part of everyday business;
- To ensure all Hutchinson Builders workers are trained and competent to discharge their WHS responsibilities.

### 2.1.2 Legislation

Relevant legislation is outlined in the *Project Risk Assessment [Appendix 1]* and within all relevant Procedures.

## 2.2 Project Scope and Description

Hutchinson Builders has been appointed to construct the new Inverell Police Station for the NSW Police Force.

The project is located at 109 Otho St Inverell. The project is located next to the Inverell court house which will remain in operation for the duration of the construction. There is currently multiple dwellings on the property which need to have hazardous material removed prior to demolition, site clearance and subsequent construction of the new police station and associated facilities.

The project contains the removal of lead and asbestos materials prior to the demolition of structures. High level controls for this scope of works have been documented in Appendix 1 of the Project Risk Assessment. Works will be completed by qualified and experienced subcontractors, at this time the Subcontractors SWMS will be reviewed to ensure adequate ground controls are appropriate.

In addition, the location of the build is in close proximity to Heritage significant buildings. The management of works in this area will be covered under the Construction Management Plan as well as the Project Risk Assessment and Environmental Management Plan.

Under the terms of this Contract, the Head Contractor Hutchinson Builders shall be responsible for making sure the Principle Contractor BGIS tools; forms and procedures are used on site during project life time. Hutchinson Builders shall be responsible for following the WHS responsibilities and accountabilities on site, in accordance with the BGIS WHS Plan, which has been issued to the Head Contractor as part of tender work package. Hutchinson Builders shall prepare a site specific WHS Management Plan for all work on site for the duration of the project, that meets the requirements of the BGIS WHS Plan.

Additional information on the construction methodologies and controls are provided in the project specific *Risk Assessment* in ***Appendix 1***.

The expected duration of construction activities has been outlined in **Table 1**.

The details of all subcontractors engaged on the project are provided in the Project Contact List or the Trade Letting Register which resides on the project file.

**Table 1. Construction duration**

| Activity | Estimated date/s (MM/YY) |
|---|---|
| Site Establishment and commencement | 22-02-2020 |
| Practical Completion | 05-12-2020 |

## 2.3 Structure of the Work Health and Safety Management Plan

The Work Health and Safety Management Plan consists of:

- This overarching Work Health and Safety Management Plan (WHSMP) which describes the health and safety management System for the works in alignment with the Occupational Health and Safety Management Systems Manual, and the accredited systems standards and criteria.
- **Appendix 1** - Project Risk Assessment outlines the key risks that may be relevant to the project with the potential hazards associated, proposed controls, position responsible for monitoring / evaluation and the initial and residual risk ratings.
- **Appendix 2** - Safe Work Method Statements (SWMS) which details the specific foreseeable hazards and risks, control measures and persons responsible for implementation of controls to reduce the risks associated with the high risk work activities.
- **Appendix 3** - Responsibility Statements completed for each Hutchinson Builders Worker directly involved with the project, outlining the specific Health and safety responsibilities.
- **Appendix 4** - Project Registers
- **Appendix 5** - Project Specific Forms list
- **Appendix 6** - Site Specific Training matrix
- **Appendix 7** - Emergency Response Plan (ERP) which details the emergency response procedure/s specific to the project.

## 2.4 Related Documents

The WHSMP must be read in conjunction with the following related Hutchinson Builders documents:

- Occupational Health and Safety Management Systems Manual (OHSMS)
- Environmental Management Plan (EMP)
- Quality Management Plan (QMP)
- Construction Management Plan (CMP)
- BGIS Workplace Health and Safety Plan (BWHSP)

## 2.5 Significant Hazards and Mandatory Requirements & Behaviour Standards

### 2.5.1 Hutchies Significant Hazards

A list of significant hazards that have the potential to result in fatality or permanent human damage has been compiled in order to raise the awareness of these aspects, and to concentrate energy towards the elimination or control of the contributing elements.

This list is not exhaustive and whilst it does refer to the hazards that may be encountered in the course of general construction activities an accurate account of the risk profile and potential hazards that relate to a specific workplace or project can only be established through deliberate and exhaustive assessment of the factors that are comprised within the delivery of each specific project. The following factors are provided as an example of those that may be considered in compiling a risk profile for specific a project; the design aspects, location, timeframe, labour capacity, plant requirements, terrain, locality, and others. The compilation of project related hazards and the risk profile will reside within the Project Risk assessment (PRA).

**Hutchies Significant Hazards**

| Hazard Aspect | What Good Looks Like / Resource Examples |
|---|---|
| Falls from height, and falling objects | All edge protection is complete; all work at heights activities are risk assessed with risks controlled to 'as low as reasonably practical'; no falling objects; and no human damage.<br>*SWMS 15 – Work At Heights: SWMS 20 – Personal Fall Protection: TBT – Edge Protection; Safe Work on Roofs Guide; Work > 2m* |
| Excavations | All potential wall collapse and excavation egress aspects are considered and controlled.<br>*SMWS 07 – Excavation and Trenching;* |
| Penetrations | All penetrations >100mm are identified and controlled by secured cover.<br>*SWMS 19 – Protection of Penetration Openings;* |
| Scaffolds | Scaffold work >4m high is designed and installed by licenced and authorised persons; and scaffold <4m high is installed in accordance with manufacturers specification.<br>*HB-HSEQ-F-061 Monthly Scaffold Inspection Checklist; HB-HSEQ-F-072 Scaffold Handover Certificate; HB-HSEQ-F-048 Weekly HSE Inspection Big10; SWMS 03 – Mobile Scaffold; SWMS 21 – Swing Stage Scaffold; SWMS 22 – Kwik Stage Scaffold; Scaffold CoP* |
| Cranes and Lifting | All plant and lifting gear is fit purpose and within current test timeframe, exclusion zones established<br>*Relevant state CoP* |
| Demolition | All demolition works are undertaken in accordance with an approved plan.<br>*State CoP Demolition;* |
| Asbestos | All ACM works are undertaken by approved licenced operators.<br>*SWMS 09 – Working With Bonded ACM* |
| Uncontrolled Energy | All potential energy types are considered, identified, and controlled for works near electrical and stored energy installations.<br>*SWMS – 29 Working With Overhead Power Lines; HB-HSEQ-F-074 Isolation & Lockout Permit;* |
| Confined Spaces | Appropriate planning is undertaken, and the right equipment and trained persons are deployed to works that are identified as being within a confined space.<br>*SWMS 12 – Confined Space; TBT – Confined Space Awareness;* |
| Uncontrolled Plant and Traffic Movements | All Plant and Traffic movements are controlled through appropriate planning and the effective utilisation of spotters and relevant communication means where there is risk of adverse plant interaction with humans and assets.<br>Vehicle to vehicle & vehicle to person potential is eliminated.<br>*SWMS 16 – Concrete Trucks and Booms; SWMS 17 – Operating Mobile Plant; SWMS 23 – Traffic Control;* |
| Transporting and installing precast concrete structures | Precast concrete componentry is transported, manoeuvred and installed strictly in accordance with the approved engineering design and controls.<br>*SWMS 18 – Tilt Up Pre Cast Construction Erection; CoP Tilt-up & Precast Construction 2003 QLD;* |
| Hot Works | Situations that could introduce or support combustion are risk assessed and the Permit To Work system is effectively applied.<br>*SWMS 11 – Hot Works;* |
| Formwork | Formwork structures are constructed and dismantled in accordance with approved engineering design and Code of Practice guides.<br>*CoP Formwork 2016 QLD;* |

**Hutchies Significant Hazards**

| | |
|---|---|
| Unsupported Masonry Walls | Masonry walls are constructed in accordance with the engineering design, with strict adherence to temporary propping, core fill intervals, and other nominated controls.<br>*Masonry Wall Safety Guide 2010;* |
| Hazardous Material & Substances | Potential hazardous impact from any substances or materials is assessed prior to delivery to site and appropriate substitution and/or control mechanisms are applied.<br>*HB-HSEQ-P-002 – Environmental Policy; HB-HSEQ-P- 004 Waste Policy; HB-HSEQ-P-005 Sustainability Policy; SWMS 14 – Hazardous Substances; TBT – Chemical Safety; Video 'HOW-TO Chemwatch 2016';* |
| Uncontrolled Release of a Substance, Material or Flora | Potential contaminants resultant from construction activities are identified, assessed, and prevented from causing harm.<br>*EWMS 1 – Erosion and Sediment Control; EWMS 2 – Waste management; EWMS 3 – Pest Control and Fauna Management; EWMS 4 – Vegetation and Weed Management; EWMS 5 – Acid Sulfate Soil Management; TBT – Acid Sulfate; TBT – Disposal of Excess Concrete;* |

### 2.5.2 Hutchies Mandatory Requirements and Behaviour Standards

The document titled Hutchies Mandatory Requirements and Behaviour Standards has been compiled from various induction materials and other instructions to consolidate those requirements and behaviour standards that are considered essential basis of a successful Company and project culture. These requirements and standards will be complimented by other site specific requirements that relate to individual project situations and shall form an integral part of workplace inductions.

All direct workers, subcontractors, visitors and other parties shall be held to account for the consistent and unwavering commitment to the requirements and standards and their contribution to a positive workplace culture.

**Hutchies Mandatory Requirements & Behaviour Standards**

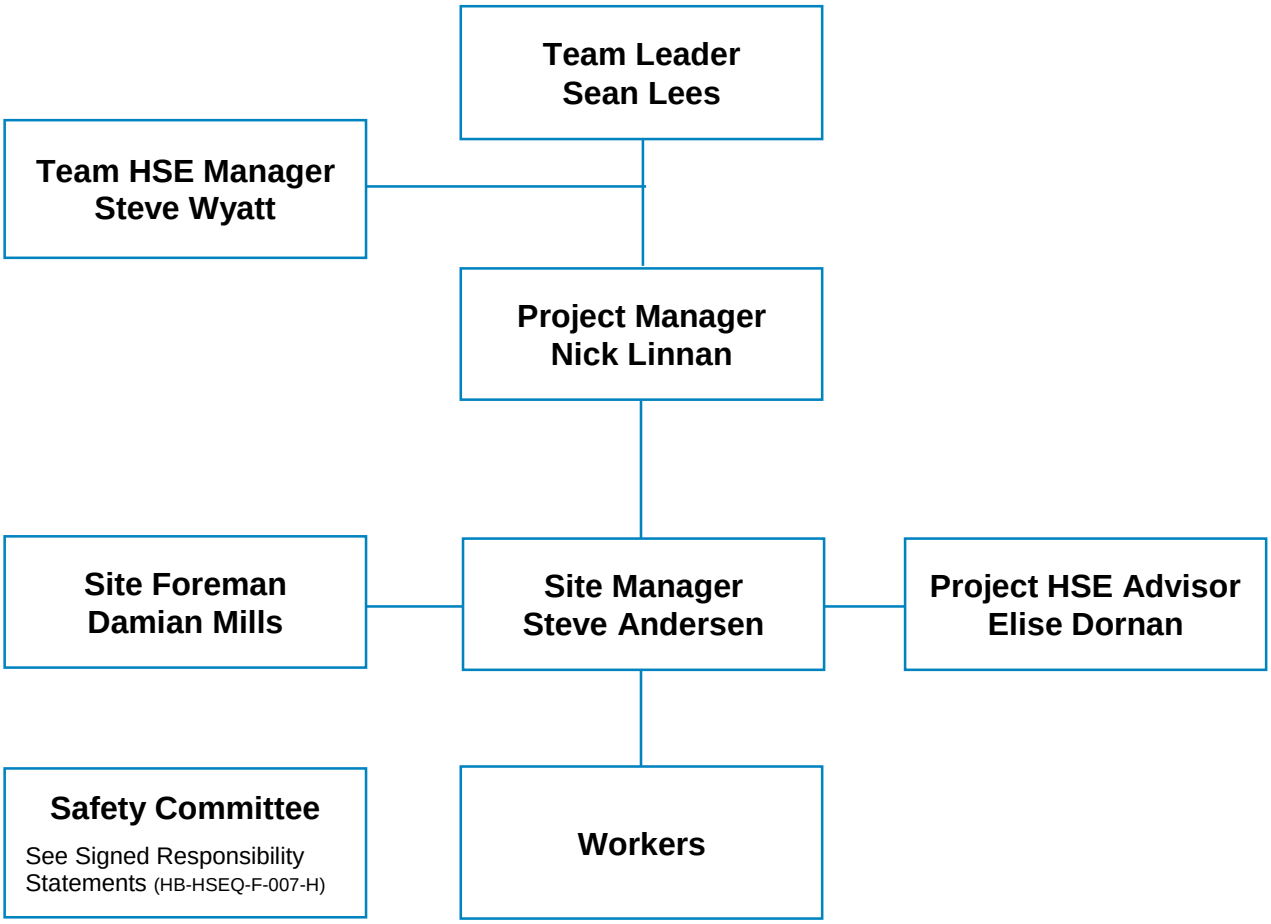
| Mandatory Requirements & Behaviour Standards | What Good Looks Like / Resource Examples |
|---|---|
| Before you can work, you must:<br>present your Construction Industry General Induction Card,<br>undertake a Site induction,<br>complete the site sign-in register, and<br>participate in the workplace daily prestart.<br>Additionally when operating plant, you must complete the plant prestart inspection and log books before any work commences. | All persons on site are appropriately briefed as to the daily conditions.<br>*HB-HSEQ-P-001 Work Health and Safety Policy; Hutch Safe General Induction Instructions; Site Safety Induction Booklet;* |
| All Visitors shall report to the site office and register their arrival and departure times for the project.<br>Visitors must be accompanied by an authorised escort at all times when on site; | The site sign-in register is an accurate record of all visitations.<br>Inadvertent exposure to construction activity hazards by visitors is controlled.<br>*HB-HSEQ-P-001 Work Health and Safety Policy; Hutch Safe General Induction Instructions; Site Safety Induction Booklet;* |
| Workers shall follow all reasonable instructions with regard the safety of themselves and all other parties; | There are nil human damage events that impact on any party.<br>*HB-HSEQ-P-001 Work Health and Safety Policy;* |
| All incidents, injuries, near miss, and hazard events shall be reported to the site leadership team member within the minimum specified timelines; | All injured parties are afforded the best opportunity for recovery and rehabilitation; and incident and hazard events are analysed to establish training opportunities.<br>*HB-HSEQ-P-001 Work Health and Safety Policy; HB-HSEQ-P-009 Rehabilitation and Return to Work Policy; TBT – Incident Reporting;* |
| Workers and visitors shall comply with the site PPE standards and task specific PPE requirements as required by the SWMS / task assessment.<br>All items of PPE shall be utilised in accordance with the manufacturers' recommendations; | AS/NZS 1337 Eye protectors *(TBT – PPE Eyes):*<br>AS/NZS 1801 Occupational Protective Helmets *(TBT – Hand):*<br>AS/NZS 2210 Occupational protective footwear *(TBT- Foot):*<br>AS/NZS 1270 - Hearing Protectors *(PPE Hearing):*<br>*SWMS 27 – Working With PPE,* |

### Hutchies Mandatory Requirements & Behaviour Standards

| | |
|---|---|
| Housekeeping is everyone responsibility, including lunch rooms and amenities so keep our sites clean and take pride; | Access and egress pathways are maintained clean and clear of material and debris and hygienically sound amenities are available for the free and uninhibited use of all site workers. |
| We value our People and our Culture. Bullying, discriminatory / disrespectful behaviour / threats of violence, and/or theft and stealing will not be tolerated on our sites. | No workers will be disadvantaged by the behaviour of others that are in breach of Hutchies Policies.<br>*HB-HSEQ-P-006 Bullying, Harassment & Discrimination Policy; HB-HSEQ-P-007 Equal Opportunity Policy; TBT – Harassment & Bullying;* |
| We take skills and training seriously at Hutchies, therefore being qualified, or holding the right license for your task or the machinery you operate is essential; | All plant and equipment is utilised in an effective manner which is free from uncontrolled risk.<br>*HB – Minimum Licencing Requirements Guideline ;* |
| Workers shall comply with all training and instruction provided to control an emergency drill or event; | All workers are informed and compliant in emergency situations.<br>*TBT – Emergency Procedures; TBT – Fire Extinguishers;* |
| Radios or other broadcast devices are not permitted on site; | Distraction is not introduced by additional noise on site. |
| The distribution of temporary power shall not introduce risk nor hazard to the workplace; | All electrical leads shall be supported on insulated hooks or stands. Leads shall NOT be wrapped around any metal objects e.g. lift cages, scaffolding or other metal objects.<br>*AS 3012;* |
| Workers shall not enter the workplace when impaired by alcohol or any other drug or substance; | Hutchies has a Zero Tolerance to Drugs and Alcohol on our sites.<br>*HB-HSEQ-P-008 Fitness For Work Policy; HB-HSEQ-P-010 Health & Wellbeing Policy; TBT – Fitness For Work;* |
| Permit To Work (PTW) is to be applied where deemed necessary by the risk assessment for High Risk Work; | The hazards associated with High Risk Work are controlled to 'as low as reasonably practical'. Permits are issued for specific instances.<br>*MP10 – Risk Assessment Procedure;* |
| Temporary Services shall not be altered or diverted from the intended purpose without consultation and prior approval from the authorised site leadership team; | All workers enjoy the risk free benefit of temporary services across the workplace.<br>*AS 3012;* |

# 3. Responsibilities

The organisation structure for this project is as follows with all responsibility statements relevant to each worker completed in ***Appendix 3***.



## 3.1 Hutchinson Builders Worker Responsibilities

The responsibilities of Hutchinson Builders workers on site are outlined in the relevant *Responsibility Statements [HB-HSEQ-F-007-A* to *HB-HSEQ-F-007-L]* that are signed upon commencement on the project and retained in **Appendix 3** of this plan.

## 3.2 Sub-Contractor Requirements and Responsibilities

All subcontractor workers performing works on this project are required to conform and comply with the relevant Health and Safety Legislation, site directions and the conditions of the executed subcontractor agreement and the specific *Subcontractor HSE Requirements*.

All workers are required to meet all Hutchinson Builders health and safety standards, and operate within the parameters set by this plan. A copy of this plan is held on site and available to all workers, subcontractors and client for perusal upon request.

Workers who do not comply with the requirements of the relevant Health and Safety Legislation, Hutchinson Builders' WHSMP and /or client standards shall be managed in accordance with the *Management Procedure 06 Non-Compliance.*

The site management team shall review each subcontractor's SWMS and Safety Plan where high risk work activities are undertaken. The review shall be recorded on *Subcontractor SWMS Checklist [HB-HSEQ-F-021-A]* and shall be undertaken prior to the subcontractor commencing work.

Further information regarding the management of subcontractors on site can be located in *Project Procedure 03 Subcontractor Management.*

# 4. Site Establishment

## 4.1 Identification of Requirements

Minimum requirements for project amenities, crib facilities, first aid requirements including first aid trained worker and emergency equipment shall be reviewed upon commencement and at intervals not exceeding 3 months or where there is significant change to a project. After reviewing the requirements outlined in **Table 3** below and in alignment with the relevant Procedure.

**Table 2. Project Requirements**

| Facilities | Site Requirements | | |
|---|---|---|---|
| Persons on site | 1 - 20 | 21 - 100 | 100 > |
| First Aid Kit requirements | Small kit | Standard Kit | Standard Kits / Portable Kits<br>**Based on a completed risk assessment a First Aid Room may be required. |
| First Aid Trained Person<br>Refer to First Aid Procedure | One suitably trained First Aider for every 25 workers (additional first aiders based on state requirements –refer PRA)<br>Where there is a designated First Aid room a suitably trained person to manage the first aid room. | | |
| Toilet Facilities | Have 1 toilet for each 15 males<br>Have 1 toilet for each 15 females<br>1 urinal per 25 males<br>Located on the ground level, 4th level, and each 3rd level thereafter.<br>If *less than* 15 people a portable toilet can be utilised but must be connected to sewerage system within 2 weeks of becoming available | | |
| Crib Room Requirements | Minimum requirement of clear floor space of at least 1 m2 per worker for twenty workers or more.<br>Have adequate number of tables and seats to accommodate each worker likely to use the room at one time. | | |

**Table 3. Implemented Project Facility Requirements**

| Site Requirements | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Project Stage** | | **Initial set up** | **3 months** | **6 months** | **9 months** | **12 months** | **15 months** |
| **Average number of workers on site.** | | 5 | | | | | |
| **First Aid requirements** | **Nearest hospital** | 41 Swanbrook Rd, Inverell NSW 2360 | | | | | |
| | **Nearest medical centre / GP centre** | 113 Swanbrook Rd, Inverell NSW 2360 | | | | | |
| | **Kit type/s** | Portable | | | | | |
| | **Number of kits** | 1 | | | | | |
| | **Location of kits** | Site Office | | | | | |
| | **Number of first aiders** | 1 | | | | | |
| **Amenities** | **Number of male toilets** | 1 | | | | | |
| | **Number of urinals** | 0 | | | | | |
| | **Number of female toilets** | 1 | | | | | |
| **Crib Room** | **Floor space** | 12 Meter Shed | | | | | |
| | **Tables** | 2 | | | | | |
| | **Chairs** | 10 | | | | | |

## 4.2 First Aid Facilities

An adequate first aid kit shall be available and maintained in a readily accessible location on site. It is the responsibility of the Site Manager / HSE Advisor to ensure first aid kits are adequately stocked at all times. The Hutchinson Builders *First Aid Checklist [HB-HSEQ-F-028-A*] or equivalent supplier/kit checklist shall be used to ensure that the appropriate supplies and quantities are maintained.

Suitably trained First Aid Officers shall be available on site at all times. All injuries shall be reported to the Hutchinson Builders Site Management Team in the first instance immediately upon occurrence (see First Aid Procedure for additional information).

First aid injuries will be recorded in the site *Minor First Aid Register [HB-HSEQ-F-028]*. All other injuries, incidents and hazards will be reported in accordance with *Management Procedure 08 Incident / Accident Investigation and Reporting*.

## 4.3 Public Protection Controls

Hutchinson Builders shall install project perimeter fencing, public protection barriers & exclusion controls as detailed in **Table 4** in conjunction with appropriate signage to prevent members of the public gaining unauthorised access to the project site.

**Table 4. Public Protection Controls**

| ☐ | Control | Location | Details | |
|---|---|---|---|---|
| ☒ | Temporary fencing (chain mesh) with Solid form ply/hoarding | | Positioned on the proposed boundary line where exclusion is deemed necessary (refer to Project Risk Assessment) | Erect 1.8m high temporary fence to the property boundary;<br>The temporary fence will be supported by metal supports that are to be fixed every 6th panel without shade cloth and for enclosed panels (shade cloth and solid hoarding at 50-70% coverage) bracing shall be installed on every 2nd panel unless specified by manufacturers / suppliers instructions;<br>The temporary fence will be erected at the approximate boundaries, and contain lockable gates to allow worker, vehicle and machine access;<br>Installed and maintained to manufactures / suppliers specifications;<br>The condition and placement of the temporary fence will be monitored on an ongoing basis and during documented site inspections by the site team member. |
| ☐ | ~~Gantry~~ | | ~~Complies to an engineer's design criteria to with stand storage and design loads, on the proposed line where exclusion is deemed necessary or where loads are being lifted over public access areas.~~ | ~~Erect …… high Gantry with a 5 kpa rating applied on its overhead platform to the …… Boundary; or~~<br>~~Erect …… high Gantry with a 10 kpa rating applied on its overhead platform to the …… Boundary;~~<br>~~Installed to the engineers details and commissioning signed off by installers~~<br>~~Provide warning signs, flashing lights and audible alarm during lifts~~<br>~~Provide access lighting of at least 80 lux or natural lighting~~ |
| ☒ | Construction Zone | | This zone will enable delivery vehicles and plant such as concrete pumps, delivery vehicles to safely park and enter/exit the project. Traffic controllers will be used in this area where required to warn members of the public/ other contractors on site, of the moving equipment and to safely direct the vehicles and plant. Hutchinson Builders will reschedule any plant and material movements outside busy access periods. | |
| ☐ | Other | | | |

*Refer to **Appendix 1** - Project Risk Assessment for all Public Protection Control information*

## 4.4 Safety Signage

Safety signage information and instructions regarding site Health and Safety matters shall be installed on all Hutchinson Builders sites. All safety signage erected shall be compliant with *AS 1319:1994 Safety Signs* for the occupational environment for design, colour and location.

Signage types covered in the standard are:

- Prohibition signs.
- Emergency and First Aid signs.
- Mandatory signs
- Warning signs / Heritage warnings
- Fire Fighting signs.
- Security and Information signs

Workers shall comply with all site safety signage. Those found to be in breach of this requirement shall be dealt with in accordance with *Management Procedure 06 Non-Compliance*. Refer to Hutch Videos for site signage.

### 4.4.1 Barricades and Signage

Work areas shall be marked with suitable barricades, bunting, warning signs and lighting as deemed necessary to provide a safe environment and prevent unauthorized persons gaining access to the work area.

Work areas shall be protected in such a manner as to allow workers a safe means of access to and/or egress from the work area. All barricading shall be established in accordance with the control method nominated in the risk assessment for the specific works.

Barricades are required around:

- Excavations
- Unprotected penetrations or openings
- At the edge of roofs
- Skylights
- Wherever necessary to exclude workers from fall or dropped object hazards
- Protected or sensitive work area's (heritage significant buildings and structures)

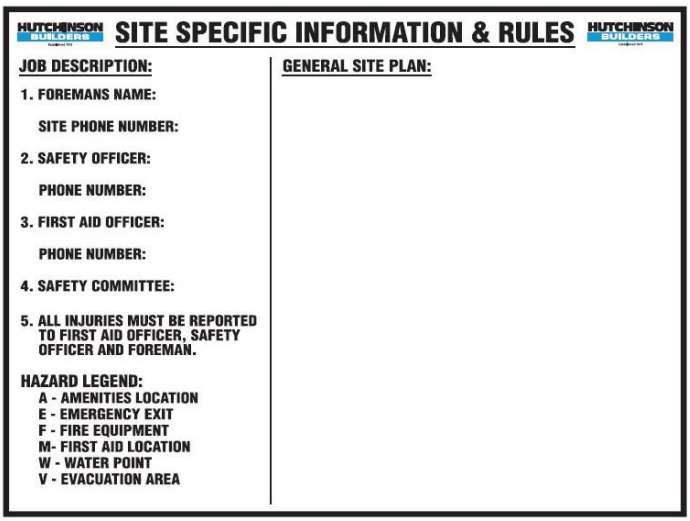
Barricading can include but are not limited to:

- Barrier fencing mesh
- Scaffold
- Industrial warning tape
- Emergency service tape
- Reflective barrier tape
- Reflective self-adhesive tape
- Bunting
- Delineation cones
- T bollards
- Flagging tape
- Webbed barricade tape
- Barrier boards
- Guard railing

## 4.5 Site Specific Information & Rules Notice Board

A Site Specific Information & Rules notice board shall be prepared and maintained current for display on the site specific induction board and as shall contain the following information:

a. General Site plan including but not limited to:
   - Crane location and lifting zones
   - All items listed in hazard legend
   - Delivery and storage for materials
   - Unloading and loading areas
   - Subcontractor container storage areas
   - Plant storage areas – where required
   - Mobile crane and concrete pump set up areas
   - An internal site traffic and equipment movement area plan may be created s as appropriate – refer Project Risk Assessment titled 'Plant and Equipment'




For high-rise construction a site evacuation diagram shall direct people to exit points located on each level of the project.

# 5. Emergency Response

A project specific Emergency Response Plan (ERP) has been developed and is incorporated in the site specific induction for all workers. ERP procedures cover the responses for potential emergencies including human rescues, medical treatment evacuations, site excavation failures, traffic incidents, electrical incidents, natural disasters and environmental spill responses.

The Emergency Controller is to be notified where an emergency situation has occurred on the project site.

In the event of an emergency all workers and visitors will be directed by the nominated Emergency Controller. Workers shall be reminded to respond to all directions in a calm controlled manner with due consideration to their own safety and that of others in the process of the evacuation movement. All procedures instruct the immediate contact with the project emergency controller (normally the Site Manager).

Each site maintains a current copy of the ERP which is located in **Appendix 7**. The ERP of this Plan includes the site specific evacuation plans, and emergency response equipment, and relevant test dates and regimes. Emergency Response Plan (ERP) and equipment requirements will be reviewed at intervals not exceeding three months or where there is significant change to the scope of the project.

# 6. Risk Management

## 6.1 General Guidelines

Hutchinson Builders is committed to implementing an effective risk management process which is outlined in *Management Procedure 10 Risk Assessment* and intends to manage risk to a level ALARP. The project specific risk management process is comprised of the following elements;

- **Appendix 1** - Project Risk Register (PRA)
- **Appendix 2** - Safe Work Method Statements (SWMS) – Hutchinson Builders Generic.
- Activity specific SWMS developed on site for high risk site specific tasks – Subcontractor SWMS.
- A comprehensive inspection and audit program of the health and relevance of the whole WHSMP

## 6.2 Project Risk Assessment (PRA)

The Project Risk Assessment (PRA) is compiled as an overall assessment of the potential risks identified for the project and provides the opportunity for planning and consultation prior to the commencement of works. During this pre construction phase the Site Management Team shall review the reliability of the design risk assessment, the scope of works, and the subcontractor activities to ensure that the risk assessment nominated in the PRA are sound and robust.

Other stakeholders, e.g. representatives of adjacent properties and/or projects where simultaneous operations are being conducted, shall be involved as necessary. Such consultation can be facilitated in a pre-commencement workshop or client meeting.

The PRA shall be reviewed at intervals not greater than three months or at times where there is a significant change in the scope of works, e.g. where the works are transitioning from demolition to bulk earthworks.

The PRA is available at **Appendix 1** of the WHSMP.

## 6.3 Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) shall be developed in consultation with the worker or workers representative and shall detail the logical steps in the work activity being assessed. Control measures are to be identified for all aspects of the works that are classified as high risk work activities. Each control measure shall have a person nominated as the responsible party to ensure that the delivery of the works is in accordance with the documented process. All workers involved in the intended work activity shall be trained in the content of the SWMS and provided the opportunity to provide input and feedback prior to the commencement of work.

All workers shall sign on to the SWMS prior to the commencement of any activity and shall initial any revisions that occur to acknowledge their understanding of the process, and their commitment to following same.

Task specific SWMS are located in **Appendix 2** to be utilised for Hutchinson Builders direct workers. Such SWMS shall be revised and made relevant to the proposed work activity and be specific to the project in question.

Subcontractors shall provide detailed SWMS to a representative of the project team one week prior to the commencement of any proposed works. The project representative shall review all external SWMS in line with *Subcontractor SWMS Checklist [HB-HSEQ-F-021]* and the *Management Procedure 10 Risk Assessment*.

Under the terms of this Contract, Hutchinson Builders shall be responsible for making sure BGIS tools, forms and procedures are used on site during project life time. Subcontractor SWMS will be reviewed using the BGIS *SWMS – Evaluation Checklist [HSEQ-T-033]*

The Task Observation process that is detailed in *Section 10.1.3* and the inspection and audit program shall be utilised to review compliance and effectiveness of the application of the SWMS. The results from such reviews shall be used to acknowledge good practices and to develop revisions that progress and promotes continual improvement.

## 6.4 Safety in Design

All design work is undertaken within a structured framework that considers obligations in relation to the systematic identification of major risks and the subsequent application of appropriate control measures. A formal safety in design risk assessment shall be undertaken to review the design of the project and to understand the risks associated with the buildability of the design in question.

Design risk assessments shall be obtained from the following parties for all components of the construction project:

- Architect;
- Designer / engineer; and
- Subcontractor consultants (i.e. mechanical, electrical, hydraulic etc.).

# 7. Worker Induction and Training

## 7.1 Site Specific Induction

Prior to completing an onsite induction, all workers must show evidence of completing the NSW Police and Avetta induction requirements.
Hutchinson Builders shall develop site specific inductions for the project which shall comprise of the following details as a minimum:

**Table 5. Specific induction details**

| Site Specific Induction Details | |
|---|---|
| 1. | Enlighten workers of Hutchinson Builders WHS Policy Statement and its stated objectives; |
| 2. | The content and method of access to Hutchinson Builders Work Health and Safety Management Plan (WHSMP); |
| 3. | Advise workers on the process for access to Legislation, Codes of Practice and Australian Standards; |
| 4. | An estimate of the duration of works for the project; |
| 5. | The identity of the Project Leadership Team and key workers:<br>• Project Manager<br>• Site Manager<br>• Foreman<br>• Site HSE Advisor<br>• First Aid Officer(s)<br>• Emergency Controller, and the Emergency Control Structure (ECS); |
| 6. | The location of Hutchinson Builders first aid facilities, and the first aid provisions and procedures; |
| 7. | Provide details of incident, hazard and emergency reporting procedures – and confirm that all workers are required to report all incidents, injuries and near miss events to Hutchinson Builders site management at the earliest opportunity after to occurrence; |
| 8. | Provide details of the project emergency evacuation procedure, site maps, muster points and evacuation egress locations; |
| 9. | Identify the location of all site amenities, crib huts, washrooms, showers, and toilets; |
| 10. | Confirm the mandatory PPE requirements for the project and the public protection control measures that are to be maintained; |
| 11. | Inform workers of specific site hazards, Heritage Significant areas and structures, traffic control requirements, common plant issues, and the relevant controls and confirm that each worker has a duty to comply any instruction or process that is provided; |
| 12. | Outline the purpose and intent of the site rules and the duty that each workers has regarding compliance; |
| 13. | Provide details about the health and safety consultative arrangements for the project; |
| 14. | Identify the key health, safety and security obligations that are owed by all workers; |
| 15. | Provide the details of the Environmental Induction as detailed in the Environmental Management Plan (EMP); |
| 16. | Provide details regarding Hutchinson Builders procedures for the monitoring, reviewing and response to any non-compliance or breach of statutory requirements. |

Site specific inductions are a critical component of the Project communication plan and shall be delivered to all workers involved in the project activities.

An induction booklet and induction sticker shall be issued to each worker at the satisfactory completion of the induction training session. The induction sticker has a unique identifier number and is to be retained and displayed by the worker for the duration of engagement on the project.

**NOTE:** Refer to Hutchinson builders induction pack for additional site specific induction structure and information.

### 7.1.1 Records

An *Induction Register [HB-HSEQ-F-025]* and the *HSE Induction Training Record Forms [HB-HSEQ-F-025-A]* shall be maintained and retained in hard copy in a secured lockable area at the project offices, or retained in electronic format in the secure job file in order that these records may be referenced by authorised persons as required.

Copies of high risk licenses and worker competencies shall be attached to the Induction Form and retained on file. Where there is a HUTCH Online Induction completed licences that have not been updated will be photocopied and retained on file.

## 7.2 Visitor Process

All visitors are required to sign the *Visitors Register [HB-HSEQ-F-026]* upon entry to the site. Visitors shall abide by the PPE requirements for the project (*see* ***Section 8.4***) and shall remain with their allocated host at all times. A brief of the activities of the day and any associated hazards will be provided prior to entering the operational workplace.

Visitors are not permitted to undertake any manual works nor operate any plant and equipment whilst at the project.

All visitors are required to sign out of the visitor register upon departure from the site.

## 7.3 Training

In order to ensure that the Hutchinson Builders workers who are assigned to the project are competent to undertake the allocated tasks. A site specific skills matrix shall be developed that will detail current licences, competencies, and other relevant internal and external training accreditations (e.g. completed Future Leaders Program modules). The current skills register shall be recorded on the *Site Training Matrix HB-HSEQ-F-031* or equivalent matrix in accordance with *Management Procedure 04* and shall be available at **Appendix 6**.

The Workforce Development Team in Brisbane Office shall be consulted for any additional training requirement in order to gain the most suitable and economic solutions when engaging external Registered Training Organizations.

# 8. Fitness for Work and Personal Safety

Hutchinson Builders maintains a Fitness for Work Policy and an associated *Specific Procedure 04 – Fitness for Work*. These instruments provide guidance in managing fatigue and other situations that may impact on the capacity of a workers ability, health and wellbeing.

## 8.1 Fatigue Management

The effects of fatigue can arise from mental, physical or emotional influences and has the potential to have significant impact on the capacity of a worker to carry out their duties in a safe and effective manner. Cases where fatigue is identified to be having an impact on the capacity of a worker are to be reported, assessed and managed in an appropriate manner.

All workers are to be encouraged to advise the Site Manager, or other member of the Project Leadership Team, where the effects of fatigue or other condition or situation is impacting on their ability to perform the allocated duties in a safe manner. The Project team shall maintain a watching brief on the condition of all workers at pre-start meetings, toolbox meetings and other opportunities to identify any workers who are displaying signs of fatigue.

Reasonable rest periods shall be allowed according to the physical demands of the work and where practicable, heavy physical work should be scheduled for the cooler part of the day.

Guidance in managing fatigue situations may be found in *Specific Procedure 04 Fitness for Work Procedure*.

## 8.2 Alcohol and Drugs

Hutchinson Builders maintains a *Fitness for Work Policy [HB-HSEQ-P-008]* and the associated procedure which outline the Company processes for managing situations that may arise in relation to alcohol and drugs in the workplace. All workers shall be educated on the content of these instruments and the potential effects of alcohol and drugs on their capacity to undertake work.

Hutchinson Builders has a zero tolerance approach to alcohol and drugs in the workplace. All alcohol and drug breaches shall be managed in accordance with:

1. the approved Alcohol and Drug Management Plan for all federally funded projects that meet the funding threshold; or
2. the internal Fitness for Work Policy [HB-HSEQ-P-008] and associated Specific Procedure 04 Fitness for work; or
3. contractual agreement.

## 8.3 Smoking

Smoking at project sites shall be restricted to authorised designated areas only.

Smoking is strictly prohibited in all other areas in particular those listed below;

- Inside any workplace building, including workshops and storage containers
- Within 4 metres of any building entrance as defined by relevant state legislation
- Within the confines of any area where the processing, storage or transport of gas is undertaken
- Within 100 metres of any flammable or combustible solid, gas or liquid (including exposed live gas lines)
- Within the cabin of any company vehicle, mobile plant (excavator, bobcat etc.) or fixed plant (crane, hoist etc.)
- In any other area that may cause discomfort or offence to others.

Smokers shall be responsible for extinguishing cigarette butts in a manner that does not create a fire risk and shall dispose of cigarette butts in an approved waste collection container.

## 8.4 Personal Protective Equipment

Hutchinson Builders undertakes to provide PPE for all in-house workers and project visitors. PPE that is issued shall be fit for the intended purpose and be compliant with the relevant Australian Standard.

Workers and visitors shall be instructed on the proper use, maintenance and storage of the items of PPE as issued and shall be responsible for all items of kit issued to their possession.

Workers and visitors shall abide by the PPE requirements for the project at all times.

Hutchinson Builders shall ensure that stocks of suitable PPE is available at the project at all times and that project signage clearly designates the PPE requirements for the various workplace locations.

PPE will be replaced on a 'fair wear & tear' basis or when the items reach the designated expiry date. Activity specific PPE shall be provided as and when required to Hutchinson Builders workers.

Subcontractors are responsible for the provision, training and maintenance of all minimum and task specific PPE.

## 8.5 Heat Stress Prevention Guidance

Hutchinson Builders is committed to implementing policies and procedures that seek to minimise the risk of heat related illnesses for all workers engaged on Company projects. The Company will educate workers in the process of heat related hazard identification when working in excessive temperatures and will identify and implement the relevant and effective control measures required to address such situations.

The management of worker wellbeing is an ongoing process therefore it is recommended that site specific heat stress management strategies and control measures are developed to address the situations that may occur. Climatic conditions can range from mildly elevated to excessive temperature events. During the occurrence of an excessive temperature event workers may need to be relocated to an alternate work area, or be allocated alternative duties for the period that the excessive conditions prevail.

Key steps in managing work in excessive temperature events include:

1. undertaking detailed forward planning in preparation for the periods of the year when excessive temperatures may occur;
2. understanding the potential of the forecast and impending weather conditions;
3. conducting effective consultation with all relevant parties regarding the scheduling of work, and the rostering of individuals at times when excessive temperatures occur;
4. providing appropriate cool water stations and shade facilities;
5. ensuring that control measures are implemented in a timely manner;
6. monitoring the ongoing wellbeing of the workers; and
7. the effective management of workers who have been effected by heat.

Additional information can be found in the *Project Risk Assessment* - **Appendix 1**.

## 8.6 Working Alone in Isolated Conditions

In the event that a worker is required to work alone in an isolated situation a specific SWMS must be compiled and submitted to the Project Management team for approval. It is essential that an environment is created whereby the worker is able to operate safely. The approved SWMS shall outline the check-in procedure to be instigated to ensure that the worker is regularly contacted during the time that they are in the isolated location.

## 8.7 Wet Weather Procedure

After periods of wet weather authorised representatives of the project leadership team and the relevant subcontractors shall inspect all workplaces to determine what, if any, actions are required to declare the site open for regular activity. Situations can present whereby parts of the site remain closed pending further action (dewatering, clean-up etc.) with the rest of the project returning to normal activities.

The status of work areas shall be clearly communicated to all project workers at site meeting/s.

In-house and subcontract workers may be required to undertake dewatering and clean-up activities in order that the site be reopened. In these situations appropriate risk assessments shall be undertaken prior to the commencement of clean-up works and appropriate PPE and other equipment shall be issued by the Site Manager.

In the event of inclement weather sites are to refer to the Bureau of Meteorology and/or relevant government website in conjunction with the *Site Shut Down and Storm Preparation Checklist [HB-HSEQ-F-084].*

# 9. Consultation

The following meeting proformas have been developed to assist in standardising the process of the formal communication and consultation processes required at project level. All documents shall be provided in the English language and employers of workers who have challenges with written or spoken English will be required to provide suitable translation assistance.

The project leadership team will coordinate appropriate assistance to any worker or site visitor to ensure general safety and site instructions are understood and comprehended. Employers of workers who do not understand written or spoken English will be required to provide suitable translation assistance and support.

The project leadership team will consult with all relevant parties as appropriate by the following means:

- Project Team Meeting
- Subcontractor Meeting
- Prestart Meetings
- Toolbox Meetings
- Health and Safety Committee Meetings
- Other appropriate means

## 9.1 Internal Consultation

### 9.1.1 Hutchinson Builders Project Team Meeting

Project teams shall convene a monthly HSE review meeting and shall document the meeting minutes on the *HSE Monthly Review Agenda [HB-HSEQ-F-057]*. The meeting shall require the attendance of the Project Management team, including Team Leader, Project Manager, Contracts Administrator, Site Manager, Foreman, Team HSE Manager, and Site HSE Advisor. Matters arising from these meeting shall be communicated to all relevant stakeholders and the project HSE Committee.

### 9.1.2 Subcontractor Meetings

Site meetings involving subcontractor groups shall be convened on a regular basis at intervals determined by the project team to discuss the upcoming works program, anticipated or potential operational issues, and safety issues. Subcontractors shall be required to have appropriate representatives attend and participate in the subcontractor meetings.

### 9.1.3 Prestart Meetings

Pre-Start Meetings shall be held prior to the commencement of each work shift and shall be attended by all worker on site. The purpose of prestart meetings is to communicate and ensure the site workers are aware of their daily work requirements as well as to provide a forum where any issues relating to the job can be discussed. Any safety issues will be recorded and investigated with the learnings being used to improve site safety. The records of these meetings shall be handed to the Project / Site Supervisor for use in the weekly site safety inspection. In the event of any worker missing the prestart meeting, they shall report to the site manager or subcontract supervisor before commencing work to review prestart meeting minutes for that day, (refer *Procedure PP:06 and Site Daily Prestart Meeting Form [HB-HSEQ-F-054]*).

The Site Manager or delegate shall chair the prestart meeting and will advise workers of:

- any relevant safety alerts,
- any incidents that occurred on the previous day
- hazard that were identified the previous day and the current status of same,
- any issues arising from current or previous days worked,
- changes in high risk activities,
- the current day's workload/ manning and operational requirements,
- the weekly work schedule,
- other information as appropriate.

### 9.1.4 Toolbox Meetings

Toolbox meetings shall be held on a regular basis generally at intervals not greater than seven days. Toolbox meetings are designed to be short information sessions where the Site Manager / HSE Advisor involves the workers in discussion regarding the current works, incident and hazard updates, possible operational improvements, and any safety issues requiring attention.

Toolbox meetings are utilised to foster communication and consultation and to encourage two-way communication and participation in the continuous improvement process of safety on site. Further detailed information on this topic may be found in *Project Procedure 06 Consultative Arrangements on Site and Record of Toolbox Talk Form*.

Details of each toolbox meeting such as; training information, issues raised, safety information, action items, persons responsible for actioning, action dates and the attendance list, shall be maintained on the *Record of Toolbox Talk Form [HB-HSEQ-F-055]* and retained in the project records for future reference.

### 9.1.5 Health and Safety Committee Meetings

Hutchinson Builders shall form a Health and Safety Committee upon workers request, or if worker numbers dictate that the committee is necessary as per legislative requirements detailed in relevant legislation. The Health and Safety Committee shall comprise of the elected Hutchinson Builders Health and Safety Representative, the Site Manager, the Hutchinson Builders HSE Advisor, and the elected subcontractor Health and Safety Representatives (HSRs). The election will be conducted on site following a formal nomination process.

The Hutchinson Builders procedure *Project Procedure 06 Consultation Arrangements on Site, H&S Reps, H&S Committees* details how consultation will occur with HSRs over health and safety issues at the workplace, and documents the access to information and resources that will be availed to the HSRs.

Health and Safety Committee meetings will be held at predetermined intervals and documented on the *Project HSE Committee Agenda [HB-HSEQ-F-05]8*. It is the responsibility of the HSRs to be the conduit to take items raised by the workers to the meeting agenda, and provide feedback to the workers at the earliest opportunity after each meeting.

### 9.1.6 Issue Resolution

Health and safety issues raised on site will be recorded and addressed as a matter of urgency. Where there is a matter that cannot be resolved in the first instance the escalation process outlined below shall be followed;

- Hutchinson Builder Foreman / Subcontractor Supervisor
- Hutchinson Builders HSE Advisor (where applicable)
- Hutchinson Builder Site Manager / Project Manager
- Site Health and Safety Committee
- Hutchinson Builders Team HSE Manager / National Health and Safety Manager

Above parties will make reasonable efforts to achieve a timely and effective resolution of the health and safety issue in question. Further guidance is available in *Project Procedure 06: Consultative Arrangement on Site*.

## 9.2 External Consultation

Where it is identified that construction activities will or have affected the client, members of the public, or other interested stakeholders Hutchinson Builders will enter into appropriate consultation through community meetings, email, letter drops and/ or other effective means.

All consultation with the community shall be recorded on the *Community Consultation Register [HB-HSEQ-F-041].*

### 9.2.1 Simultaneous Operations (SIMOPS) also refer Section 14.1

Simultaneous Operations is the term that describes situations where multiple organisations are engaged on a single site conducting activities in a shared area. Examples of Simultaneous Operations are;

1. where Hutchinson Builders is undertaking the role of principal contractor and is involved in the construction activities across a project site, and another contractor who is engaged directly by the client to undertake specialist services or architectural fitout at the same time at the same site location, *e.g. construction activities at an operational transport hub, shipping depot, manufacturing plant or process facility.*
2. where Hutchinson Builders is undertaking the role of principal contractor at an operational public facility and the client has stipulated contractual obligation upon the PC that certain core business undertakings or tenant operations continue during the

course of the contract works, *e.g. an operational school, college or university, an operational shopping centre or service station.*

For this project – a SIMPOS plan will be developed upon arrival to site to discuss and agree operational requirements or impacts between the construction the of the new site and the court house.

**In these situations the potential for negative commercial impact, human damage, and plant losses can be elevated to a significant degree where the overall context of the project, the operational imperatives and timeframes, and the emergency plans are not effectively shared and agreed amongst the relevant stakeholder groups. The instrument titled *Document1* has been developed to guide the coordination of the simultaneous operations of projects involving Hutchinson Builders. This instrument has been designed with a seven-day-look-ahead focus and is comprised of four key sections;**

1. SIMOPS Process Steps – a guide to developing a SIMOPS Plan;
2. SIMOPS Part A – Formal identification of the Project in question, the party with overall control of the project, the client, the client appointed or other involved parties, and the specific persons who are authorised to represent each respective party.
3. SIMOPS Part B – Identifies the delineated portions of the site footprint and the related emergency response plan.

SIMOPS Part C – Outlines for coordination purposes, the seven day look ahead of operational activities and is intended to flag instances where there may be activity or location clashes which will require rescheduling by the affected parties.

Successful simultaneous operations are the product of effective communication and well developed and executed planning processes.

# 10. Audits and Inspections

Hutchinson Builders are committed to ensuring that management systems are maintained and continually improved through a process on internal audits. All projects are subject to a process of inspections and audits.

Additionally Hutchinson Builders entertain audits by accrediting bodies, clients, and other key stakeholders as a means of extending the opportunity of gaining exposure from which to further build on continuous improvement. All findings are reviewed and considered appropriately to develop action plans, and assign action responsibilities, and realistic timeframes for completion.

## 10.1 Internal Audits & Inspections

Project systems compliance audits, external site inspections, and WHSMP reviews shall be undertaken as prescribed by the Team HSE Manager for the project and in conjunction with *Management Procedure 05: Inspections and Monitoring of Health and Safety*.

### 10.1.1 Plan revisions

The WHSMP shall to be reviewed at three monthly intervals, where deficiencies are identified, when changes occur in Hutchinson Builders' OHS Management System, or at significant changes to the project scope of works. It shall be the responsibility of the Team HSE Manager or Team Leader to disseminate the revised WHSMP to all stakeholders.

### 10.1.2 Weekly HSE Inspections – BIG 10 / Daily visual inspections

The HSE Advisor and Site Manager or delegated person shall review the site safety standard at intervals not greater than seven days. This inspection shall be documented on the *Weekly Site Safety Inspection Checklist – BIG 10 [HB-HSEQ-F-048]* and it shall be the responsibility of the relevant person to review the checklist and action the findings accordingly.

An informal daily inspection shall be undertaken with all findings documented for further action. Subcontractors will be engaged to participate in site inspections as and when required.

### 10.1.3 Task Observations

Task Observations are to be utilised by workers on site as a means of active participation in fostering a positive and inclusive safety culture.

Task Observations are to be undertaken on active work tasks to as a means of establishing the appropriateness of the work instruction and/or the quality of the application of the instruction by the worker. Feedback should be sought in a constructive manner to either compliment the worker on the quality of application, or to coach the worker towards improvement. Additionally where the Task Observation process identifies potential improvements to the work instruction such amendments shall be quantified and applied at the earliest opportunity.

Task Observations shall be a KPI for the project team with targets established at the commencement of the project and progress monitored at the project review meetings.

Task Observation Forms *[HB-HSEQ-F-052]* shall be used for all task observations. Any issues that arise shall be recorded as corrective actions and shall assign an action responsible and the proposed date for completion.

### 10.1.4 Records

Site Inspection Checklists, Corrective Action Reports and Tool Box Talks shall be maintained available on site with a copy forwarded to the Project Manager where suitable.

## 10.2 External Audit / Inspections

Hutchinson Builders is certified to a number of management systems with various external parties. Such systems are instrumental in the continuous improvement of company processes and play a critical part in the future of the business overall. Hutchinson Builders subjects the systems to regular surveillance and recertification audits. Additional project specific or client initiated audits are scheduled on an infrequent basis. The findings of the audits are disseminated to the relevant stakeholders with action plans initiated and tracked for progress.

### 10.2.1 Records

External / third party audit outcomes shall be maintained available on site with a copy forwarded to the Project Manager where suitable.

# 11. Incident Reporting and Investigation

Hutchinson Builders policy requires that all incidents, injuries and hazards are documented and reported in accordance with *Management Procedure 08: Incident / Accident Investigation & Reporting*. All information gathered can provide an important indicator of any emerging trends or particularly hazardous work practices.

All significant incidences must be fully investigated with the essential and contributing factors identified to enable appropriate actions be put in place to prevent similar reoccurrences.

All injuries must be reported to the Site Manager and HSE Advisor immediately following the occurrence to afford the best opportunity to conduct an investigation and to establish learnings and appropriately action plans.

Upon satisfactory completion of the investigation, the Site Manager shall demonstrate concurrence with the findings by signing off on all incidents, injuries and hazards on the *Incident / Accident / Hazard Report Form [HB-HSEQ-F-027-B]*.

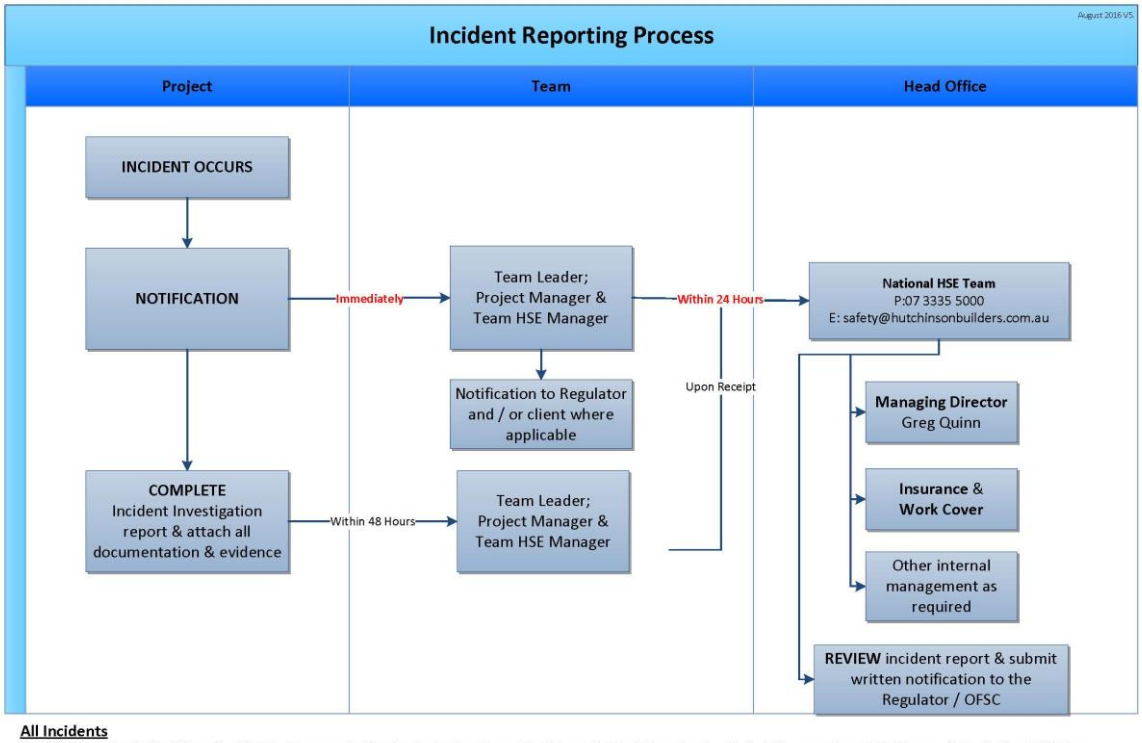
Hutchinson Builders has a legislative duty to investigate the circumstances of every incident that is reported which results in injury to a worker. The Office of Federal Safety Commission (OFSC) and State Regulators require additional reporting obligations for certain incidents and injuries.

All incident reports and supporting evidence are to be reported to Hutchinson Builders Corporate Health & Safety Team in accordance with *Management Procedure 08 Incident / Accident Investigation & Reporting*. All relevant documentation and records will be maintained by the Team HSE Manager and the Corporate HSE Team.

All minor first aid records are to be retained on the project on the *Minor First Aid register [HB-HSEQ-F-028]*.

## 11.1 Internal Incident Reporting and Investigation Process

Hutchinson Builders Incident reporting process is outlined in the following flowchart.




**All Incidents**

1. All incidents (excluding Minor First Aid) shall be reported by the site to the relevant Hutchinson Builder's Team Leader, Project Manager, Team HSE Manager & the National HSE Team and should be done immediately after the occurrence of the incident as detailed above.
2. In all cases the National HSE Team shall be notified immediately & within 24 hours following the occurrence of any incident by phone or email.
3. An Incident / Injury / Hazard Report Form HB-HSEQ-F-027-B shall also be sent to the National HSE Team within 24 hours or as soon as a detailed investigation is completed.

Immediately following the occurrence of an injury or incident the project leadership team shall assess the severity of the event to determine if an incident investigation is required. The following steps shall be taken by the Site Manager and HSE Advisor:

1. Refer to Incident Management & Notification Process [HB-HSEQ-F-027-A] for clarification of all necessary investigation;
2. Obtain witnesses' signed statements [HB-HSEQ-F-027C];
3. Complete the Incident / Accident / Hazard Report Form [HB-HSEQ-F-027-B];
4. Report the incident to the relevant stakeholders;
5. Enter information into the Incident Report Register [HB-HSEQ-F-027];

## 11.2 Notification to regulating authorities and third parties

### 11.2.1 Regulator Notification

Notifiable events must be reported to the appropriate regulator at the earliest opportunity by phone call and with documented follow up by email and the lodgement of relevant documentation. The reporting protocols are described in *Management Procedure 08 Incident Investigation*.

The following table describes the types of events that are required to be notified to the State and Federal regulators:

**Table 6. Notifiable injury classification table**

| Illness or injury | Dangerous Incidents |
|---|---|
| • The death of a person<br>• an injury or illness requiring the person to have<br>– immediate treatment as an in-patient in a hospital<br>– immediate treatment for<br>– the amputation of any part of his or her body<br>– a serious head injury<br>– a serious eye injury<br>– a serious burn<br>– the separation of his or her skin from an underlying tissue (such as degloving or scalping)<br>– a spinal injury<br>– the loss of a bodily function<br>– serious lacerations<br>– medical treatment (treatment by a doctor) within 48 hours of exposure to a substance<br>• any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work. | A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:<br>• an uncontrolled escape, spillage or leakage of a substance<br>• an uncontrolled implosion, explosion or fire<br>• an uncontrolled escape of gas or steam<br>• an uncontrolled escape of a pressurised substance<br>• electric shock<br>• the fall or release from a height of any plant, substance or thing<br>• the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations<br>• the collapse or partial collapse of a structure<br>• the collapse or failure of an excavation or of any shoring supporting an excavation<br>• the inrush of water, mud or gas in workings, in an underground excavation or tunnel<br>• the interruption of the main system of ventilation in an underground excavation or tunnel<br>• any other event prescribed under a regulation; but does not include an incident of a prescribed kind. |

Regulator contact details can be located on *Incident Management & Notification Process Form [HB-HSEQ-F-027-A]*.

### 11.2.2 Office of the Federal Safety Commissioner Notification

Hutchinson Builders will report the relevant incidents and injuries to the O FSC (scheme & Non-Scheme) as required under the FSC Accreditation. All notification to the OFSC will be completed by Head Office using the online portal in alignment with OFSC reporting requirements.

#### 11.2.3 Third Party Notification

All relevant parties shall be notified of an incident that has occurred within their area of responsibility at the earliest convenient timeframe and shall be kept up to date with relevant information as and when it comes to hand. Incident investigation documents will be provided upon request or in alignment with contractual agreements.

All notification processes are to be carried out in accordance with Hutchinson Builders *Management Procedure 08: Incident Investigation & Reporting*.

#### 11.2.4 Record Keeping

Following the completion of any incident report or investigation on any project all collated documentation shall be retained in electronic format on the project file for the period not less than seven years post project completion. In the event of any notifiable incident this Plan along with the relevant documentation noted on the incident report are to be retained in the project file for a period of two years post event.

### 11.3 Rehabilitation & Return to Work

The Rehabilitation and Return to Work (RRTW) process for workers shall be applied in accordance with *Management Procedure 15 Rehabilitation and Return to Work*. The team rehabilitation and return to work coordinator will liaise with payroll and the relevant workers compensation authority where there is a serious incident involving medical treatment, lost time events or restricted work capabilities.

It is the express intention of Hutchinson Builders to provide comprehensive rehabilitation opportunities to every injured person.

#### 11.3.1 Health and Safety Reporting

Reports are submitted through the Team HSE Manager and are required to be submitted to the National HSE Team on a monthly basis. The report records man hours, incidents; an inspection completed etc. and allows the Hutchinson Builders Corporate HSE Team to collate companywide incident rates and statistics.

## 12. Record Maintenance & Retention

Throughout the life of the project various documents will be required to be maintained on site. Upon completion of the project there will be various plans, registers and forms that under law will be required to be retained for an additional period, refer *Document Record Matrix [HB-HSEQ-F-002]* for further detail.

Any documentation completed to fulfil the requirements of this WHSMP shall be retained on site for the duration of the project and archived in accordance with *Management Procedure 12 OHS Records and Documentation*.

## 13. Manual Handling

Hutchinson Builders recognises that manual handling activities have significant potential to impact upon the health and safety of workers. Therefore every effort shall be made to assess each manual handling activity with the view to reducing the human involvement in favour of mechanised device or other effective control medium that will result with the risk being diminished to ALARP. Hutchinson Builders have developed a *Project Risk Assessment* and *Generic Safe Work Method Statement 04 – Manual Tasks* as a guide to identify and control risks associated with manual handling.

### 13.1 Legislation

The Australian *National Standard for Manual Handling*, and *Code of Practice 2011 – Hazardous Manual Tasks* requires employers, so far as is reasonably practical, to avoid manual handling operations which involve a risk of injury to worker. Where it is not reasonable for manual handling to be avoided an assessment of the operation must be carried out and the risk reduced to ALARP.

## 13.2 General Guidance

Manual handling is described as, 'any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force'

Significant injuries can occur from the application of incorrect manual handling of materials and loads.

Poor posture and excessive repetition of movement are often unconsidered as factors that result in muscular skeletal injuries. Many handling injuries are cumulative rather than being attributable to any single handling incident. Ergonomic Workstation Assessments shall be completed where appropriate.

When conducting the risk assessment the following guidelines apply:

- Observe all existing and proposed manual handling activities; and
- consider what aspects present as hazardous and are likely to cause injury to a worker involved in the activity; and
- ensure the relevant SWMS identifies all manual handling control measures.

# 14. Permits to Work (PTW) System

Hutchinson Builders utilises a Permit to Work (PTW) system that regulates and monitors specific controls that are applied to tasks that have known hazards and an elevated potential for risk. The proper implementation of the PTW system provides the opportunity for the planning and execution of the work in question to be managed by the representative of the Principal Contractor, known as the 'Permit Authoriser'. The PTW shall detail all aspects of the proposed work activity, i.e. the precise location, the nature of proposed controls, the names of supervisor/s and those workers directly involved, and the precise timeframe. These aspects, when known, shall allow the Permit Authoriser the opportunity to consider the potential for extended risk when considering the simultaneous operations in the immediate vicinity. The person directly in control of the activity in question, the 'Works Coordinator' shall have the delegated responsibility to ensure that the requirements of the PTW are fulfilled without deviation. Work permits shall be formally closed out by both the Permit Authoriser and the Works Coordinator after the satisfactory completion of the activities in question. Completed documentation shall be filed in accordance with the *Document Record Matrix [HB-HSEQ-F-002]*.

The following table contains a list of the common activities, related documentation, timeframe guidance, and a description of the works which require a PTW.

**Table 7. Hutchinson Builders permit types and details**

| Permit Types | Permit Number | Maximum Duration Permit is valid | Type of Work Environment requiring a Permit |
|---|---|---|---|
| Isolation & Lockout | *HB-HSEQ-F-074* | To be enforced for the duration of the isolation. | This covers the servicing and maintenance of machines and equipment in which the unexpected energizing, start-up of the machines or equipment, or release of stored energy could cause injury to workers. Energy sources may include: electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal or other energy. |
| Confined Space | *HB-HSEQ-F-075* | For the duration of the task on the day of application ONLY. | To be obtained for work occurring in an enclosed or partially enclosed space that:<br>• Is not designed or intended to be primarily occupied by a person<br>• E.g. vats, tanks, pits, pipes, ducts, flutes, chimney's, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures. |
| Hot Works | *HB-HSEQ-F-076* | For the duration of the task on the day of application ONLY. | • Flame (Welding / soldering / brazing)<br>• Spark or slag (grinding/ cutting/ friction tools /welding)<br>• Hot Objects (metal surface / plate etc.) |
| Working at Heights | *HB-HSEQ-F-077* | Flexibility to cover the duration of the working at heights | • For all works over 2.0 metres from the ground – working on any of the following: |

| Permit Types | Permit Number | Maximum Duration Permit is valid | Type of Work Environment requiring a Permit |
|---|---|---|---|
| | | activity. Must be reviewed weekly. | • Scaffold / mobile scaffold / EWP / scissor lift / ladder / platform ladder |
| Excavation | *HB-HSEQ-F-078* | Flexibility to cover the duration of the excavation activity. Must be reviewed weekly. | • Bulk cut<br>• Drilling / piling<br>• Trenching |
| Coring / Cutting | *HB-HSEQ-F- 079* | For the duration of the task on the day of application ONLY | Coring or cutting work must be carried out in accordance with the relevant SWMS and includes coring / cutting work where the worker will be breaking into:<br>• Walls, Tilt panels, soffits, ceilings, ground |

**Note –** this list is indicative and is not an exhaustive account of the high risk activities that may be encountered in the execution of the works associated with construction activities.

## 14.1 Working in a client's premises

Where Hutchinson Builders is engaged to undertake activities on a site where the Client activities are operational a detailed plan is required to be established and agreed by all relevant parties in order to ensure the appropriate considerations are in place to enable a timely and safe execution of the proposed works. ***Section 9.2.1*** *– Simultaneous Operations*, has been established as a guide to the arrangements that are required to address these challenges.

Under the terms of this Contract, Hutchinson Builders shall be responsible for making sure BGIS tools, forms and procedures are used on site during project life time. Hutchinson Builders shall be responsible for following the WHS responsibilities and accountabilities on site, in accordance with the BGIS Workplace Health and Safety Plan.

In this situation BGIS nominated SMS is required for the proposed works. The register at **Table 8** shall be utilised to identify the key permits that are to be implemented for specific activities. All permits will be captured on BGIS *Permit to Work Register.*

Where the Client provided SMS does not contain an appropriate instrument for the intended task the Hutchinson Builders SMS shall be utilised with the prior approval of BGIS.

**Table 8. Permits required for works in a client's premises**

| Permit Types | Approval time to obtain the permit | Person responsible for applying for and closing out permit | BGIS Document Number |
|---|---|---|---|
| Asbestos | 7 Days | Project/Site Manager | WHS-T-087- Permit - Asbestos |
| Confined Space Entry | 7 Days | Project/Site Manager | HSEQ-T-022 |
| Core – Holing – Penetration | 7 Days | Project/Site Manager | HSEQ-T-066 |
| Demolition | 7 Days | Project/Site Manager | WHS-T-048 – Permit - Demolition |
| Electrical LV Isolations | 7 Days | Project/Site Manager | WHS-T-038-Permit - Electrical (LV) Isolation |
| EWIS & Fire Systems Isolation | 7 Days | Project/Site Manager | HSEQ-T-068 |
| Excavation | 7 Days | Project/Site Manager | HSEQ-T-041 |
| Hot Work | 7 Days | Project/Site Manager | HSEQ-T-042 |
| Plant & Equipment | 7 Days | Project/Site Manager | HSEQ-T-069 |
| Working at Height | 7 Days | Project/Site Manager | HSEQ-T-045 |
| Cold Works / LV Isolations | 7 Days | Project/Site Manager | WHS-T-075 - Permit – Cold Works / LV Isolations |

# 15. High Risk Work Systems

Hutchinson Builders acknowledges that certain aspects of construction work is classified as high risk. Therefore Hutchinson Builders has developed generic safe systems of work for the common high risk activities that are encountered in the execution of such activities.

The common high risk construction activities and the relevant documented processes are detailed below:

**Table 8. High Risk Activities and Details**

| Work Activity | Permit / Checklist / Form | Details |
|---|---|---|
| **Asbestos** | • Asbestos Removal Checklist HB-HSEQ-F-063.<br>• BGIS WHS-T-087- Permit - Asbestos<br>• Project Risk Assessment – Asbestos<br>• Asbestos Register<br>• Asbestos Management / Removal Plan<br>• Regulator Notification of Asbestos Removal<br>• Clearance certificate<br>• Disposal receipts<br>• Air monitoring records<br>• Regulator notification | Hutchinson Builders does not hold the required licence to remove any asbestos in any circumstances. Asbestos removal is to be completed by a suitably trained and licenced removalist.<br>All project management teams completing refurbishment works on existing buildings constructed before 1990 should assume that there will be asbestos containing materials (ACM) in the existing structure. Where teams are not sure whether a material contains asbestos they should assume it does and take adequate precautions.<br>Prior to all removal the *Asbestos Removal Checklist [HB-HSEQ-F-063]* must be used. The Project Risk Assessment shall be used to plan for the safe and compliant removal of asbestos from the job site ensuring all relevant documentation is reviewed, updated and retained on the job and handed over to the client following completion of works. In the event that ACM is found on site after construction has commenced the suspected ACM is to be isolated and the team is to refer to the Emergency Response Plan for the management of ACM during construction.<br>For further information refer to *Specific Procedure 05 Asbestos or Future Leaders Module Task 6 Health & Safety, Topic 10 Asbestos Demolition & Lead.* |
| **Concrete Pumping** | • Initial inspection checklist<br>• Plant prestart<br>• Maintenance / servicing documentation<br>• Project Risk Assessment- Concrete Pumping | Concrete pumps will be subject to rigorous pre-start processes prior to use on the site. Collection of proof of registration, inspections, maintenance and sign offs required at the designated intervals.<br>Operators of concrete pumps shall be licensed in accordance with regulatory requirements. Concrete pumps are to be established and used in a manner to minimize potential risk to the worker and members of the public. Each pipe bend and reducer shall be clearly identified and be traceable through the plant logbook. The operators must be able to produce the logbook whilst on site.<br>Where required traffic control shall be in place to ensure safe entry for trucks to back onto the concrete pump. |
| **Demolition** | • Demolition of Work Structures Checklist HB-HSEQ-066<br>• BGIS WHS-T-048 – Permit - Demolition<br>• Demolition Plan<br>• Regulator Notification of Demolition<br>• Demolition Licence<br>• SWMS<br>• Project Risk Assessment – Demolition | All demolition works shall only be undertaken by a licensed demolition contractor in accordance with AS 2601 The Demolition of Structures.<br>Demolition work includes any work to demolish, deconstruct or dismantle a structure, or part of a structure that is load-bearing or otherwise related to the physical integrity of the structure.<br>Demolition work involves hazards for which potential exposure must be controlled, including:<br>• Falling objects, including part or all of a structure or debris;<br>• Being struck or crushed by operating mobile plant; or<br>• Airborne contaminants, such as asbestos or silica.<br>The Regulations require that demolition work be carried out by an appropriately licensed Person Conducting a Business or Undertaking (PCBU). The Regulation also requires that demolition work be notified to the relevant state regulator 5 days prior to the commencement of demolition works.<br>Prior to the commencement of any demolition work Hutchison Builders must be provided all relevant documentation (i.e. Demolition Plan including demolition methodology and sequencing and SWMS) documentation retained |

| Work Activity | Permit / Checklist / Form | Details |
|---|---|---|
| | | in the project file for the duration of all demolition activities. All demolition is to be completed by a suitably licenced supervisor.<br>Where Demolition work is to be completed under Hutchinson Builders Nominated Supervisor and Demolition Licence demolition documentation and process will be completed as per Project Risk Assessment. |
| **Electrical** | • BGIS WHS-T-038-Permit - Electrical (LV) Isolation<br>• BGIS WHS-T-075 - Permit – Cold Works / LV Isolations<br>• Electrical Register<br>• SWMS<br>• Project Risk Assessment | Only qualified licensed electricians shall be permitted to carry out electrical installation, commissioning and maintenance work. Electrical workers qualifications are required as a minimum. Isolation procedures shall be followed as outlined in *Specific Procedure 03 Isolation and Lockout*. All electrical installation works will be installed in accordance with AS 3000 Electrical Installations, AS 3012 Electrical Installations – Construction and Demolition Sites, COP Working near Electrical Live Parts and Project Risk Assessment; along with the subcontractor's relevant Safe Work Method Statements. Electrical worker will have all licenses captured during inductions.<br>All electrical leads, hand tools and appliances shall be checked and tested on a quarterly basis and tagged with the appropriate coloured inspection tag. If the inspection tag is missing or not current the appliance should not be used, an 'Out of Service' tag secured to the appliance and the Project/ Site Supervisor advised.<br>Only a qualified person is permitted to undertake the testing and tagging of the portable tools and equipment. Earth leakage protection devices (RCD) are to be provided to all circuits providing alternating current supply to portable, mobile or moveable electrical apparatus. Testing of RCD units is to occur in alignment with state legislative requirements (QLD / NSW 3 monthly, VIC – monthly). All electrical devises shall be plugged into a RCD unit. |
| **Lead** | • Removal of Lead Materials Checklist HB-HSEQ-F-071<br>• Project Risk Assessment<br>• Regulation Notification<br>• SWMS | All works involving the disturbance of lead and lead containing materials are to be performed in compliance with Hutchinson Builders process for removal of lead materials as per the Project Risk Assessment. Prior to the commencement of works the necessary risk assessment is to be performed and SWMS relevant to the task are to be submitted for site management approval.<br>Hutchinson Builders Removal of Lead Materials Checklist [HB-HSEQ-F-071] form is to be utilized throughout the works to ensure all required steps have been addressed throughout the removal of lead from site.<br>Regulators require notification of removal of lead work within 7 days of the determination that the removal work is lead related. All necessary checklists are to be completed by the Supervisor who shall also define the methodology as well as reviewing and approving the risk assessment and SWMS specific to the task. The Site Manager/Foreman/HSE Advisor will ensure workers are consulted through site pre-start and tool box talks prior to all removal works. Any formal inspections, atmospheric monitoring, regulator reporting and high risk checklist are to have records maintained for a minimum of 30 years. |
| **Mobile Crane** | • Initial Inspection Checklist<br>• Maintenance, Inspection and Test documentation<br>• Lifting Gear Register<br>• BGIS Plant & Equipment Risk Assessment Checklist HSEQ-T-046 | All crane activities undertaken on site shall be risk assessed and approved by Hutchinson Builders prior to commencement of activity.<br>**Note**: The Design of the crane will be completed by a RPEQ Engineer in accordance with the all relevant Legislative and Australian Standard requirements.<br>All cranes brought to site are required to complete an Initial Inspection Checklist completed prior to admittance to site.<br>All cranes and/ or lifting gear that is brought onto site shall be accompanied with the following:<br>• Maintenance, inspection and test records for the crane and associated lifting equipment including slings and chains.<br>• Plant log book including relevant registration evidence.<br>• All cranes shall undergo daily pre-start inspections prior to operation<br>**Note**: lifting plant shall not be permitted on site without these records.<br>• All crane or lifting plant operators shall by competent in the piece of plant they will be operating. |

| Work Activity | Permit / Checklist / Form | Details |
|---|---|---|
| | | • At a minimum Hutchinson Builders requires for crane operation and slinging loads certification of training (license / ticket), obtained through an RTO.<br>• All worker that are required to be lifted in a man box shall have work at heights training and a dogger's certification obtained from an RTO.<br>All mobile cranes brought to site shall have at a minimum the following:<br>• Limiting and indicating devices (crane movement)<br>• A rated capacity limiter (load limiter)<br>• Motion limiting device (prevents motions outside cranes design)<br>• Radius indicator (slew movement of the crane)<br>• Free fall lock<br>• Safe access (stairs, foot holes, grab rails)<br>• Load Charts<br>• All markings shall be legible (controls, charts, etc.)<br>• Adequate number of crew (operators & doggers) as determined by risk assessment (SWMS)<br>Hutchinson Builders requires comprehensive lifting procedures for the following situations:<br>• Tilt-up panel jobs<br>• Multiple crane lifts, where more than one crane is used to lift a load at any one time<br>• Lifting of workboxes with persons in the boxes<br>• Working near live overhead powerlines<br>• Lifting large pressure vessels or tanks<br>• Erection of tower cranes, and<br>• Heavy lifts where the load is 50 tonnes or more.<br>The contractors supplied comprehensive lifting plan shall include at a minimum:<br>• Maximum load radius to be used for the cranes<br>• Where spotter duties are required (e.g. for preventing collision or contact with powerlines),<br>• What the duty is and who is responsible for performing the duty<br>• Position of the load to be lifted and the final position to which it is to be lifted, where practicable (a diagram that shows a plan view of the site may assist)<br>• Maximum wind speed where the load has a large surface area<br>• Verification of the maximum allowable ground bearing pressure (this must be carried out for heavy lifts<br>• Allowance for any factors that may require de-rating of the crane (e.g. for multiple crane lifts, additional radius caused by tilting of tilt-up panels), and<br>• Rigging requirements of the job.<br>**Note**: the comprehensive lifting plan shall include the relevant information from the SWMS.<br>All contracted mobile crane operators shall take into account the following regarding ground stability:<br>• The presence of water, including when it is mixed with the soil as mud, and where it is present under the surface (e.g. underground springs or streams)<br>• The type of ground (e.g. clay, sand, rock or a mixture of these)<br>• Backfilled ground that was previously an excavation or trench<br>• Underground services |

| Work Activity | Permit / Checklist / Form | Details |
|---|---|---|
| | | • Cavities or penetrations in the ground that have been covered but still exist, and<br>• Continued operation of the crane in one location.<br>Hutchinson Builders internal checklists are to be utilized throughout the process to ensure the necessary steps have been completed with records maintained on site and made available when required.<br>All lifting gear, including slings, hooks and material boxes, shall be periodically inspected for damage and wear by a competent person. The period between inspections shall not exceed 12 months. The inspection of synthetic slings shall be carried out at three-monthly intervals.<br>All lifting gear shall be tagged to identify the date of the lifting gear's last inspection. Documented maintenance records for the lifting gear shall be provided to Hutchinson Builders.<br>All crane operations undertaken on Hutchinson Builders sites shall be carried out in compliance of the relevant State Legislation, Codes of Practice and Australian Standards |
| **Scaffolding** | • Scaffold Handover certificate HB-HSEQ-F-072<br>• Weekly HSE Inspection HB-HSEQ-F-048<br>• Monthly Scaffold Inspection Checklist HB-HSEQ-F-061 | Hutchinson Builders requires all scaffolding shall only be installed, erected and dismantled by a certified scaffolder in accordance with Australian Standards (AS 1576.4).<br>Following installation / erection the scaffold is to be checked and handover documentation (*Scaffold Handover Certificate [HB-HSEQ-F-072])* or scafftag are to be signed and dated by a suitably competent person. No scaffolding shall be used unless an up to date scaffold handover certificate has been issued indicating the scaffolding is safe for use.<br>The Site Manager or delegated Hutchinson Builders worker will, as part of the weekly HSE Inspection, visually inspect the scaffold for compliance.<br>Scaffolding shall be inspected monthly using *Monthly Scaffold Inspection Checklist [HB-HSEQ-F-061]* or using an equivalent subcontractor form by a certified scaffolder. Following changes, modifications, high winds or inclement weather an inspection is required and a formal handover shall be completed for the relevant section or the entire structure.<br>All documentation is to be retained on the project until the project has been completed.<br>**NOTE**: Hutchinson's systems contains the relevant documentation to fulfil the above requirements however equivalent subcontractor documentation may be utilised where appropriate. |
| **Structural Steel Erection** | • Erecting Steel Structures HB-HSEQ-F-067 | The erection of structural steel is to be performed in accordance with Hutchinson Builders process for erecting structural steel utilising the risk control methods outlined in the Project Risk Assessment refer Appendix 1 WHSMP. Prior to the commencement of works the necessary risk assessment is to be performed and SWMS relevant to the task are to be submitted for site management approval.<br>Hutchinson Builders form *Erecting Steel Structures [HB-HSEQ-F-067]* is to be utilized throughout the works to ensure all required steps have been addressed for the site works.<br>Erection of Structural Steel checklists are to be completed by the supervisor with a minimum qualification of Intermediate Rigger and in alignment with the relevant Codes of Practice and Australian Standards. The Supervisor shall define the methodology as well as review and approve the risk assessment and SWMS specific to the task. The Site Manager/Foreman/HSE Advisor will ensure workers are consulted through site pre-start and tool box talks prior to the steel erection works. Any formal inspections and high risk checklist will require records to be kept and made available if required |

# 16. Plant and Equipment

Hutchinson Builders shall ensure that the safety and risk to the health of all workers, visitors and the general public is controlled so far as is reasonably practicable, in relation to design, purchase, installation, commissioning, operation, maintenance, and decommissioning of plant.

Hutchinson Builders shall provide such information, training and supervision in relation to plant safety to all workers to enable them to perform their work in a manner that is safe and without risk to health.

Subcontractors will be required to provide the information listed below prior to arriving on site. Failure to do so shall result in equipment being excluded from access to the project site.

To achieve the objectives of this policy, Hutchinson Builders shall:

- Ensure prior to use on the project all plant has been subjected to an *Initial Plant Pre-start [HB-HSEQ-F-033]* and has been assessed as compliant and is approved for use on site through the compliance sticker process; Under the terms of this Contract, Hutchinson Builders shall be responsible for making sure BGIS tools, forms and procedures are used on site during project life time. Plant and equipment will be inspected inspections will be recorded using BGIS *Plant & Equipment Hazard and Risk Assessment Checklist [HSEQ-T-046]*
- Maintain current records for plant information, plant maintenance, plant hazards, manufacturers specifications, statutory records and requirements for each item of plant;
- Ensure risk assessments are completed for all plant & equipment operated at the site and that such assessments are reviewed;
  - After a major service or modification or
  - Before use in an unusual operating mode
- Develop and maintain an up-to-date the Plant and Equipment Register [HB-HSEQ-F-032];
- Provide current health and safety information to workers using and/or exposed to plant in the workplace;
- Require all plant operators to complete a daily plant prestart prior to the operation of any plant on the project;
- Ensure plant operating on public roads is appropriately registered;
- Provide training on the purchase, design, installation, operation, maintenance and disposal of all plant;
- Maintain relevant information and worker training records on site and ensure that only persons holding the appropriate and current licences and permits operate the plant and equipment;
- Provide appropriate procedures and training for emergencies involving plant;
- Ensure all electrical leads and portable equipment are tested and tagged for safety by a qualified person at the intervals relevant to the jurisdiction of the operations.
- Ensure all electrical circuits are protected by a Residual Current Device (RCD).

## 16.1 Operator Competency

The following can be used as evidence of competency:

- High-Risk Work Licence issued by a State or Territory under the National Certification System as per the legislation; or
- Where a High-Risk Work Licence is not required by legislation:
  - Licence or Certificate of Competency issued under previous State or Territory legislation for which there is no longer a High Risk Work Licence required e.g. load shifting equipment; or
  - Statement of Attainment or Certificate issued by a Registered Training Organisation (RTO) for the successful completion of the appropriate unit of competency in the Nationally Recognised Training (NRT) package; or
  - evidence of formal VoC assessment against defined competency standards, which should:
    - be completed, or confirmed as having been completed, by the accredited company to an acceptable level, such as the relevant NRT, internal VoC process, or equivalent;
    - include a detailed and documented assessment standard;
    - be completed by a person (or persons) who meets the documented competency as defined by the company to conduct a VoC assessment; and
    - be evidenced by a signed, completed VoC assessment.

The following shall NOT be used as evidence of competency:

- a letter signed by an employer or supervisor claiming that the worker is competent will not, on its own, be accepted as evidence of competence.

All documentation is to be retained on file with the workers induction information for the duration of the project

# 17. Dangerous Goods and Hazardous Substances

Hutchinson Builders recognizes its responsibilities regarding dangerous and hazardous substances and the need to ensure that all chemicals used on this project have been registered. This ensures the use of such material is appropriate to the task for which it is required, and ensure that the risk is controlled to ALARP.

Further information relating to the handling / storage / training and disposal of dangerous goods and hazardous substances on Hutchinson Builders sites can be located in *Specific Procedure 01 Hazardous Substances, Dangerous Goods and Lead*.

Copies of SDS and related risk assessments shall be maintained current at the location where materials are stored or used. A dangerous goods & hazardous substances register shall be completed at each site or work location.

## 17.1 Safety Data Sheets (SDS)

A Safety Data Sheet (SDS) register shall be maintained by Hutchinson Builders on site. All chemicals or hazardous substance supplied to the site shall be required to have the relevant SDS sheet accompany the product. All hazardous materials shall be transported, handled, stored and disposed of as defined by the SDS sheets. Safety data sheets will identify the class and recommended storage and separation information for each material group.

A *Hazardous Substance Risk Assessment [HB-HSEQ-F-040-A]* and *Hazardous Substances / Dangerous Goods Training Record [HB-HSEQ-F-040-B]* form shall be completed for those hazardous and dangerous goods brought onto the site. A *Hazardous Substances Register [HB-HSEQ-F-040]* shall be maintained at the project site office.

Workers required to work with or handle chemicals shall be trained in the correct and safe manner to do so.

## 17.2 Spills and Leakages

All incidents involving hazardous wastes must be reported to the Project/ Site Supervisor and the Safety Manager at the earliest opportunity. Any material spilled or leaked shall be cleaned up immediately. The relevant SDS shall be consulted for information on appropriate clean up and waste disposal procedures. Once the initial spill has been cleaned up an assessment as to any remediation process shall take place and an action plan developed as appropriate. An *Incident / Accident / Hazard Report Form [HB-HSEQ-F-027-B]* shall be completed for all spill incidents as required by the EMP.

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# Appendix 1

**Project Risk Assessment**

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# Appendix 2

**Safe Work Method Statements**

## Safe Work Method Statements

| x | Number | Title |
|---|---|---|
| ☒ | 1. | Work on Portable Ladders |
| ☒ | 1.A | Work on Platform Ladders |
| ☒ | 2. | Work on Elevated Work Platform |
| ☒ | 3. | Work on Mobile Scaffolds |
| ☒ | 4. | Manual handling |
| ☒ | 5. | Work on Trestle Ladders |
| ☒ | 6. | Housekeeping |
| ☒ | 7. | Work in Excavations and Trenches |
| ☒ | 8. | Work with Portable Power Tools |
| ☒ | 9. | Working with Asbestos Materials |
| ☒ | 10. | Work with Lasers |
| ☒ | 11. | Hot work activities |
| ☒ | 12. | Work in Confine Spaces |
| ☒ | 13. | Work with Starter Bars |
| ☒ | 14. | Work with Hazardous Substances |
| ☒ | 15. | Work at Heights |
| ☒ | 16. | Work with Concrete Trucks and Concrete Boom Pump |
| ☒ | 17. | Operating mobile plant |
| ☐ | ~~18.~~ | ~~Tilt-up precast construction erection~~ |
| ☐ | ~~19.~~ | ~~Protecting penetrations and openings~~ |
| ☒ | 20. | Personal fall protection |
| ☐ | ~~21.~~ | ~~Swing stage suspended scaffolds~~ |
| ☐ | ~~22.~~ | ~~Kwik stage scaffolds~~ |
| ☒ | 23. | Traffic control |
| ☒ | 24. | Work with Explosive Power Tools |
| ☐ | ~~25.~~ | ~~Tilt-Up Panel Fabrication and Erection~~ |
| ☒ | 26. | Demolishing work |
| ☒ | 27. | Working with PPE |
| ☐ | ~~28.~~ | ~~Operation of Bin Lifter – Electro Hydraulic~~ |
| ☒ | 29. | Working near overhead power lines |
| ☐ | ~~30.~~ | ~~Work on a Mast Climber~~ |
| ☐ | ~~31.~~ | ~~Operating a Man Material Hoist~~ |
| ☐ | ~~32.~~ | ~~Operating a Forklift to Load/Unload Trucks~~ |
| ☐ | ~~33.~~ | ~~Chainsaw~~ |
| ☒ | 34. | Refuelling (plant & equipment) |
| ☒ | 35. | Operate Telehandler |
| ☒ | 36. | Install manufactured trusses |
| ☒ | 37. | Quick cut saw |

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# Appendix 3

**Responsibility Statements**

## Responsibility Statements

| x | Form Number | Responsibility Statements |
|---|---|---|
| ☒ | HB-HSEQ-F-007-A | Team Leader |
| ☒ | HB-HSEQ-F-007-B | Project Manager |
| ☒ | HB-HSEQ-F-007-C | Site Manager |
| ☒ | HB-HSEQ-F-007-D | Site Forman |
| ☒ | HB-HSEQ-F-007-E | HSE Advisor |
| ☐ | HB-HSEQ-F-007-F | Health and Safety Representative |
| ☒ | HB-HSEQ-F-007-G | Worker |
| ☐ | HB-HSEQ-F-007-H | Health and Safety Committee Member |
| ☒ | HB-HSEQ-F-007-I | Team HSE Manager |
| ☐ | HB-HSEQ-F-007-J | Contracts Administrator |
| ☒ | HB-HSEQ-F-007-K | Quality Manager |

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# Appendix 4

**Project Registers**

## Project Registers

| x | Register |
|---|---|
| ☒ | Induction Register [HB-HSEQ-F-025] |
| ☐ | ~~Visitor Register [HB-HSEQ-F-026]~~ |
| ☒ | Incident Report Register [HB-HSEQ-F-027] |
| ☒ | First Aid Register [HB-HSEQ-F-028] |
| ☒ | Corrective Action Register [HB-HSEQ-F-029] |
| ☒ | Regulatory Notices Register [HB-HSEQ-F030] |
| ☒ | Plant & Equipment Register [HB-HSEQ-F-032] |
| ☒ | Electrical Register [HB-HSEQ-F-037] |
| ☒ | Lifting Gear Register [HB-HSEQ-F-038] |
| ☒ | Height Safety Gear Register [HB-HSEQ-F-039] |
| ☒ | Hazardous Substances Register [HB-HSEQ-F-040] |
| ☒ | Permit Register [HB-HSEQ-F-073] |

**NOTE**: an extensive library of project registers including the above listed are to be accessed via the HB Document Library **https://doclib.hutchies.com.au/**

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# Appendix 5

**Project Forms Index**

## Project Forms Index

### High Risk Work Activity Checklist

| x | Checklist |
|---|---|
| ☒ | Formwork & Concrete Placement Checklist [HB-HSEQ-F-060] |
| ☒ | Monthly Scaffold Inspection Checklist [HB-HSEQ-F-061] |
| ☐ | Construct and Erect Tilt-Up Concrete Panels [HB-HSEQ-F-062] |
| ☒ | Removal of Asbestos Material [HB-HSEQ-F-063] |
| ☐ | Erection of Pre-Cast Wall and Column Panels [HB-HSEQ-F-064] |
| ☒ | Demolition of Structures [HB-HSEQ-F-066] |
| ☐ | Erecting Structural Steel [HB-HSEQ-F-067] |
| ☐ | Tower Crane Selection and Positioning [HB-HSEQ-F-068] |
| ☐ | Erection of a Tower Crane [HB-HSEQ-F-069-A] |
| ☐ | Tie Installation and Climbing of a Tower Crane [HB-HSEQ-F-069-B] |
| ☐ | Dismantle of a Tower Crane [HB-HSEQ-F-069-C] |
| ☐ | Suspended Scaffold – Swing Stage Placement, Erection and Dismantle [HB-HSEQ-F-070] |
| ☒ | Removal of Lead Material [HB-HSEQ-F-071] |

### High Risk Work Permits

| X | Permits |
|---|---|
| ☒ | Isolation and Lock Out [HB-HSEQ-F-074] |
| ☒ | Confined Space Permit [HB-HSEQ-F-075] |
| ☒ | Hot Work Permit [HB-HSEQ-F-0776] |
| ☒ | Work at Heights [HB-HSEQ-F-077] |
| ☒ | Excavation Permit [HB-HSEQ-F-078] |
| ☒ | Coring Cutting Permit [HB-HSEQ-F-079] |
| ☐ | Plant and Machinery on Suspended Slab [HB-HSEQ-F-080] |

## Project Forms

| X | Forms |
|---|---|
| ☒ | HSE Induction Training Record Form [HB-HSEQ-F-025-A] |
| ☒ | Incident / Accident / Hazard Report Form [HB-HSEQ-F-027-B] |
| ☒ | Corrective Action Report [HB-HSEQ-F-029-A] |
| ☒ | Weekly HSE Inspection – BIG 10 [HB-HSEQ-F-048] |
| ☒ | Hazardous Substances Risk Assessment [HB-HSEQ-F-040-A] |
| ☒ | Hazardous Substances Dangerous Goods Training Record [HB-HSEQ-F-040-B] |
| ☒ | Plant Pre-Start [HB-HSEQ-F-033 (A-J)] |
| ☒ | Plant Risk Assessments [HB-HSEQ-F-034 (A-J)] |
| ☒ | Task Observation [HB-HSEQ-F-052] |
| ☒ | Daily Pre-Start Form [HB-HSEQ-F-054] |
| ☒ | Toolbox Talk Form [HB-HSEQ-F-055] |
| ☒ | Subcontractor SWMS Checklist [HB-HSEQ-F-021-A] |

**NOTE**: an extensive library of project forms including the above listed are to be accessed via the HB Document Library **https://doclib.hutchies.com.au/**

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# Appendix 6

**Training Matrix**

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# Appendix 7

**Emergency Response Plan**

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# Quality Management Plan

## Inverell Police Station

**Version 3.2 – 20/01/2020 – Uncontrolled if printed**

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# Preface

Hutchinson Builders has developed this QMP Quality Management Plan (QMP) as the appointed Principal Contractor for Inverell Police Station.

This plan provides specific information regarding the management of project-related works and will ensure that a uniform approach to quality is adopted.

A copy of the plan (QMP) shall be held on site by Hutchinson Builders so that all site employees, client reps, subcontractors have access if required. This plan is to be reviewed (at 3 monthly intervals) or amended where deficiencies are identified or changes occur in Hutchinson Builders' Quality Management System or project works change such that the information contained in the plan is no longer accurate or valid.

## Plan Review

| Name | Position | Responsibility Statement | Signature |
|---|---|---|---|
| Sean Lees | Team Leader | HB-HSEQ-F-007-A | |
| Nick Linnan | Project Manager | HB-HSEQ-F-007-B | |
| Steve Wyatt | Team HSEQ Manager | HB-HSEQ-F-007-I | |
| Steve Andersen | Site Manager | HB-HSEQ-F-007-C | |
| Damian Mills | Foremen | HB-HSEQ-F-007-D | |
| Elise Dornan | Project HSEQ Advisor | HB-HSEQ-F-007-E | |

## Plan Revision

| Revision Number | Review Date | Person Reviewing | Summary of amendments |
|---|---|---|---|
| 1 | 20-01-2020 | E. Dornan | Creation of the QMP |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# Quality Policy

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POLICY

## Quality

**Hutchinson Builders operates within the construction industry and is committed to the delivery of construction activities that are fit for the intended purpose and in line with client product expectations.**

The leadership team recognises that the continued success of Hutchinson Builders relies upon the delivery of a product that is constructed in accordance with the agreed design and without any contingent legacies.

The leadership team demonstrates this commitment by:

- Considering the needs and expectations of interested parties, and complying with all relevant statutory duties, codes, standards, contractual requirements
- Determining the scope of all project quality processes in line with project risks and opportunities
- Establishing quality objectives in alignment with strategic direction, project risk and industry best practice
- Applying knowledge and leadership to project design and development, enhancing continual improvement with the benefit of the learnings from historic challenges
- Identifying and monitoring critical control elements across the construction phases
- Providing the resources required to deliver high standards of craft skills
- Ensuring that the integrity of the quality system is upheld

Hutchinson Builders recognises that quality in the design and delivery of our projects is the individual and shared responsibility of all relevant parties.

Greg Quinn
Managing Director

**Date** 1 March 2019
**Version** 6
**Document** HB-CO-Policy-0003-Quality-06

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

# 1. Introduction

This Quality Management Plan (QMP) is the prime document for the management of quality for all works undertaken by Hutchinson Builders. The Plan provides information and guidance on how Hutchinson Builders will meet all quality requirements.

By implementing this management plan, Hutchinson Builders aims to:

- provide assurance to customers that its products and services will meet the customer's specified requirements.
- ensure that purchased items conform to specification before incorporating them in the works;
- plan and control work processes;
- plan and carry out inspection and testing to verify that the work processes are effective and that all finished work complies with the Contract;
- ensure careful selection of subcontractors and confirmation that their work complies with the contract;
- acknowledge and rectify any nonconforming work and improve work processes to prevent recurrence of nonconformities;
- keep orderly records to demonstrate that the works comply with the contract; and
- improve procedures and work practices when opportunities are identified to minimise errors, waste and product nonconformities.

# 2. Project Scope/Description

Hutchinson Builders has been appointed to construct the new Inverell Police Station for the NSW Police Force.

The project is located at 109 Otho St Inverell. The project is located next to the Inverell court house which will remain in operation for the duration of the construction. There is currently multiple dwellings on the property which need to have hazardous material removed prior to demolition, site clearance and subsequent construction of the new police station and associated facilities.

The project contains the removal of lead and asbestos materials prior to the demolition of structures. High level controls for this scope of works have been documented in Appendix 1 of the Project Risk Assessment. Works will be completed by qualified and experienced subcontractors, at this time the Subcontractors SWMS will be reviewed to ensure adequate ground controls are appropriate.

In addition, the location of the build is in close proximity to Heritage significant buildings. The management of works in this area will be covered under the Construction Management Plan as well as the Project Risk Assessment and Environmental Management Plan.

# 3. Construction Program

The construction program will be updated progressively and records kept in project files.

# 4. Project Management Responsibilities

Project roles and responsibilities are defined as individual responsibility statements and the ***Roles and Responsibilities Table (HB-HSEQ-F-007)***. These statements need to be signed on each project by the relevant person and are included in the Work Health and Safety Management Plan to ensure capture during project set up and induction. The following non-project roles identify the quality roles and responsibilities for various company positions.

# 5. Communications Management

## 5.1 On-Site Communication

The Project Manager (Site Manager in his absence) is the contact point for all quality, issues and emergencies on site. Emergency contact numbers are displayed on notice boards at the work site.

Regular site meetings (weekly or as required) in the form of ***Toolbox Meetings (HB-HSEQ-F-055)*** are held to discuss project progress and actual outputs against targets; and to discuss other issues such as incidents/accidents, near misses, non-conformances, corrective actions and improvements.

Work team members are required to notify the Project Manager or Site Manager of any quality, safety or environmental issues on site.

## 5.2 External Communication

The Project Manager and the Site Manager are the designated 24-hour emergency contacts for external authorities. They have the authority to take any action on site as directed by the Clients authorised representative or any relevant external authority.

## 5.3 Communication with Subcontractors and Suppliers

An up to date supplier contacts list in maintained in the site office. The list contains the Trading name of the contractor / supplier, contact person/s, position of the contact person/s and contact numbers. The Site Manager and Project Manager are the contacts for subcontractor and supply matters.

## 5.4 Community liaison

All relevant authorities, residents, businesses and others affected by project works will be informed of the project activity and timeframes.

In the event of interference with resident accesses, shop access, pedestrian thoroughfares or other matters, Hutchinson Builders ensures that affected members of the public are so advised through, doorknocks, and letterbox drops or media announcements as appropriate.

Enquiries about the works from external parties are recorded in ***Community Consultation & Complaints Register HB-HSEQ-F-041.***

## 5.5 Complaints

Any complaints concerning any aspect of the project are registered, investigated and recorded in ***Community Consultation & Complaints Register HB-HSEQ-F-041.***

The register shows the details and nature of the complaint, the complainant and actions taken as a result of the investigation. It cross-references any Corrective action reports or other relevant documentation.

If an environmental complaint (such as a complaint regarding noise or pollution) is received, a corrective action report is prepared and given to the offending contractor or Hutchinson Builders and clients' representative within one (1) working day. This report includes details of the complaint, action taken to correct the problem and proposed measures to prevent the occurrence of a similar incident.

The Project Manager ensures that any complaint received is investigated promptly and that appropriate action is taken.

# 6. Documents and Records

## 6.1 Control of Documents

The key elements of document control are approval, distribution and control of superseded documents. In addition there must be evidence of control in the form of records.

The Project Manager authorises the QMP and approves changes during the project. The Contract Administrator or Document Controller is the document/records controller on site.

Controlled copies are issued to the client as required. Any enquiries concerning the adequacy of the QMP should be directed to the Project Manager.

Responsibilities of the document controller for all project documents include:

- creating and maintaining document registers including:
  - Drawing & Transmittal Register HB-HSEQ-F-014
  - Request for Information HB-HSEQ-F-015
  - Concrete Register
- distributing copies of new and updated documents to registered copy holders
- ensuring that out-of-date documents are withdrawn from circulation
- keeping documents safe from tampering or corruption.
- managing and communicate document changes

Document controllers keep records that demonstrate that all intended recipients of documents received them and have taken appropriate action with out-of-date copies. Controlled copies are delivered using Transmittal form***.***

Register of controlled copy holders is established; refer to ***Master Document Register HB-HSEQ-F-001.***

**Refer to section 2.1 in Hutchinson Builders QMSM.**

## 6.2 Control of Records

Hutchinson's is committed to ensuring that all records required to manage the project according to the contract requirements, as well as Hutchinson's requirements, are created, stored and disposed of according to specified requirements.

Project Records are any record generated to document the execution of the project but not including records that are commercial-in-confidence or relate to staff confidential matters.

The Contracts Administrator should be the records controller on site.

The records controller is responsible for:

- ensuring that project records are created (that is, checklists are completed and signed off; forms are filled-in with complete and accurate data)
- ensuring that records are filed such that they can be easily retrieved when required
- protecting records from loss, damage, tampering and corruption
- providing records or copies of records to the client's representative on request
- Ensuring that Identified Records are delivered to the client at the times set out in the contract documents.

# 7. Purchasing

Hutchinson Builders ensures that all purchased product (including subcontractor's work) conforms to contract requirements.

All purchased products (including subcontractor's work) are subject to verification to ensure conformance to contract requirements. All materials and equipment used for the works will be of the highest quality and will be entirely suitable for the use to which they were designed.

Goods delivered to the depot or site is subject to receiving-inspection by the project team member who takes delivery.

All subcontractors who provide services for the project must be controlled directly by Hutchinson Builders personnel in compliance with this plan. Purchased products are handled, stored, combined with other products, installed and used in accordance with the manufacturer's recommendations.

# 8. Design Management & Development

Hutchinson Builders completes construction projects under two main delivery models. Construct Only and Design and Construct (D & C). The design responsibilities and requirements for each project type are outlined below as well as in *section 7 in Hutchinson Builders QMSM*.

All projects will be conducted in four stages;

- **Stage 1:** Tender,
- **Stage 2:** Design,
- **Stage 3:** Construction and
- **Stage 4**: Commissioning, Handover and Defects Liability.

## 8.1 Construct Only

Prior to commencement of work on construct only projects Hutchinson Builders will require the design to be reviewed and a design risk assessment to be completed by the client prior to commencement. in the event the a design risk assessment has not been provided by the client Hutchinson Builders will complete a design risk assessment using form ***Design Risk Assessment HB-HSEQ-F-023.***

**Refer to section 7 of the Hutchinson Builders QMSM.**

## 8.2 Design & Construct (D&C)

Hutchinson Builders will complete Design and Construct projects in four distinct stages as outlined in *section 7.2.3 in Hutchinson Builders QMSM*:

Throughout the stages of the project authorised Hutchinson Builders personnel will review, verify and validate design and construction decisions to ensure they are consistent with the desired outcome. Design Meetings to occur at project designated intervals not exceeding fortnightly. Meetings are to be recorded and retained as per ***Document Record Matrix HB-HSEQ-F-002***.

**Refer to Quality Management Systems Manual Section 7.0 Design Management and Development.**

# 9. Subcontractor Management

## 9.1 Selecting and engaging subcontractors

Hutchinson Builders engages only suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily.

In the project planning process, the Project Manager identifies work to be subcontracted and determines:

- the method of selecting subcontractors — from preferred suppliers list, by tender, Expression of Interests or other means
- the method of assessing subcontractors

- the type and level of subcontractor control required

The Project Manager prepares a list of potential subcontractors and assesses them against contract requirements utilising supplier & subcontractor assessment and supplier review summary.

### 9.2 Managing subcontractors on site

The Project Manager applies a level and type of control to subcontractors appropriate to the risks associated with the subcontracted works.

Hutchinson Builders provides site induction to subcontractors on site by:

- informing the subcontractors of their responsibilities
- identifying those Hutchinson Builders' staff (Project Manager and Site Manager) who have authority to direct subcontractors to stop work if their activities breach safety or environmental requirements

Hutchinson Builders provides instruction on any systems or documentation that the subcontractor is expected to work under or use.

Hutchinson Builders monitors all subcontractors' work for compliance with quality requirements. This is done through inspections and audits. Any inspections completed throughout the day are recorded on the ***Forman's Daily Report HB-HSEQ-F-053.***

All materials and equipment used for the works will be of the highest quality and will be entirely suitable for the use to which they were designed.

Only appropriately licensed and/or qualified skilled tradesman will be employed for the delivery of the works. Any materials or workmanship which is of an inadequate quality or not complying with specifications will be rejected.

## 10. Hold and Witness Points

Where hold and witness points have been established for the project the following applies.

A **hold point** is a point in a process beyond which work may not proceed without the authorisation of a designated organisation or authority.

*A **witness point** is a point in a process where Hutchinson Builders must give prior notice to* the designated organisation, client or authority that work is ready for inspection.

A **process** is a series of interrelated construction or maintenance activities. These include the temporary works and the manufacture of items that result in a constructed product.

The Project Manager ensures that hold and witness points are clearly identified as part of the Inspection and Test Plans (ITP) checklist in technical procedures.

- Witness point notifications are completed when the client is notified.
- Hold points are completed when the client authorises the hold point release.

The Site Manager identifies (or labels) product that is subject to a hold or witness point to ensure that further work is not performed until authorised.

## 11. Inspection and Testing

To demonstrate conformity of products delivered to specified requirements, inspection and testing is carried out as follows:

### 11.1 Receiving inspections of incoming goods

Before supplied product is used in the works a receiving inspection is carried out. Receiving inspection ensures that purchased product conforms to what has been ordered from the supplier. The delivery will only be received and signed for once this inspection is complete.

## 11.2 In-process inspection

Progressively during construction of the works, in-process inspection and testing are carried out. In-process inspections, tests and surveys are detailed in the technical procedures.

Hutchinson Builders has identified, planned and documented all construction processes required by the project; they are documented as technical procedures and/or work instructions.

Technical Procedures establish:

- the hold points and inspection and test points for each process
- the acceptance criteria at check-points in each process
- the identified records and information to be supplied for each process.

Technical procedures contain checklists that, once completed, are the principal records of process and product conformance. They tell the workforce the "right" way to carry out the work to obtain the specified product quality. Each process is reviewed while in progress to evaluate how effectively the work methods achieve product conformance. Improvements are implemented where necessary in consultation with the project team.

**Technical Procedures for this Project can be found in *Appendix 1***

**Refer to section 6.1.3 Monitoring and Measuring of Processes & Projects.**

## 11.3 Final inspection

To demonstrate conformity of the work to specified requirements a final or acceptance inspection and testing is carried out. Final inspection is carried out on lots to verify that finished work conforms to specified requirements. Any nonconformity is managed in accordance with the non-conformance procedure. The Project Manager is responsible for the final check that all inspections and tests have been completed.

## 11.4 Project Finalisation

At the completion of the project and the final inspection a ***Project Finalisation Checklist HB-HSEQ-F-081*** will be completed. This will include the generation of the ***Defects List HB-HSEQ-F-083*** which will be compiled in accordance with the ***Control of Defects process – refer HB-HSEQ-F-082.*** Once the defect list is generated and closed out a final inspection will be completed by the Site Manager, Project manager, Clients Representative and Certifier if applicable.

# 12. Non-conformance Control

Non-conformance is defined as:

- Product which cannot achieve the specified requirements of the client, as indicated in the contract documents or,
- An identified breakdown within the quality management system, of which the criticality of the process shall determine the action required (if any).

Some examples of non-conformance are:

- Failing to pass an inspection and test
- Poor workmanship
- Materials and equipment used not as specified
- Deviation from specified tolerances
- Exceeding specified requirements

Non-conforming products or services are reported through the ***Correction Actions Report HB-HSEQ-F-029-A.***

Non-conforming product must be reported to the Site Manager, who:

- raises a Corrective Action Report (C.A.R.)

- ensures that the non-conforming product or lot is not used or covered up
- decides how the non-conforming product should be dealt with (disposition), in consultation with the Project Manager when necessary.

The Site Manager is primarily responsible for taking appropriate action to address non-conformances. To register all non-conformances and generated CARs a register will be established ***Corrective Actions Register HB-HSEQ-F-029.***

**Refer to Section 6.4 of the Quality Management System Manual.**

## 12.1 Corrective Action

Corrective action is action taken to:

- discover and eliminate the underlying cause of problems and non-conformance and prevent its recurrence
- provide documentary evidence of problems being addressed
- provide a record of the events and circumstances that inform decisions and direct changes to the system
- ensure that top management is made aware of all of the above.

Triggers for corrective action include (but are not limited to):

- recurring non-conformances, suggesting a gap in Hutchinson Builders' systems
- internal audit, or audit by the client showing that Hutchinson Builders' systems do not fully address the client's requirements
- the client issuing a Corrective Action Request

Corrective action is documented using form ***Correction Actions Report HB-HSEQ-F-029-A***.

(CAR) and register of CARs is established on project records; refer to ***Corrective Actions Register HB-HSEQ-F-029.***

The requirements of the corrective action process are as follows:

- Once raised, a C.A.R. must be brought to the attention of the business unit or project manager
- The business unit or project manager must act on the request
- Only the business unit or project manager is authorised to close the C.A.R.
- The project manager must close the CAR within an acceptable timeframe.

**Refer to section 6.4.2 Corrective action & 6.4.3 Preventative Action in the Hutchinson Builders QMS.**

# 13. Training

All project management personnel and site personnel receive initial induction training on the Project Quality Plan including their roles and responsibilities in meeting the project's quality assurance requirements. Site staff is also trained in the Technical Procedures including the requirements of Inspection and Test Plans (ITPs).

Specific training needs are identified at the commencement of the project or during project review meetings. The Project Manager, in conjunction with the Site Manager identifies:

- Staff members who require training
- The qualifications or skills required
- The type of training required.

Training is provided as needed. Only appropriately licensed and/or qualified skilled tradesman will be employed for the delivery of the works.

Informal training through toolbox meetings is also delivered when required in topics such specific methods of work, appropriate use of trades tools, hold and witness points, non- conformance, corrective action and record keeping, etc.

Details of the skills and competencies of the organisation's employees on site are kept on project records; Document ***Site Training Register HB-HSEQ-F-031.***

**Refer to Procedure MP:04 Training in the OHS Corporate Procedures Manual.**

# 14. Auditing

The Project Manager will ensure that the QA and QC systems are subject to audit and this shall be in accordance with *section 6.2 Internal Audit* of the QMS. Where deficiencies are found actions will be taken in a timely manner to make rectifications.

The internal audit schedule will be populated to suit the project and Business unit using ***QMS Audit Schedule HB-HSEQ-F-047***.

# 15. Project Forms

Project forms to be used in this project are located on the document library. Records generated as works progress are filed in project records.

# Appendix 1

## ITP / Checksheets

## ITP / Checksheets

| No. | Document Type ITP / Checklist | Description | Responsible Trade / Subcontractor |
|---|---|---|---|
| 1 | Checklist | Metal Roofing | |
| 2 | Checklist | Windows and doors | |
| 3 | Checklist | Waterproofing – External areas | |
| 4 | Checklist | Structural Dimensional Tolerances | |
| 5 | Checklist | Render | |
| 6 | Checklist | Material Moisture | |
| ~~7~~ | ~~Checklist~~ | ~~Waterproof – In Ground Works~~ | |
| 8 | Checklist | Waterproof – Internal Areas | |
| 9 | Checklist | Mechanical Services | |
| ~~10~~ | ~~Checklist~~ | ~~Pools~~ | |
| 11 | Checklist | Steel Protection | |
| 12 | Checklist | Stairways and Rams | |
| 13 | Checklist | Protection of Finished Surfaces | |
| 14 | Checklist | Acoustic and Fire Separation | |
| 15 | Checklist | Wall and Ceiling Linings | |

HUTCHINSON BUILDERS
Established 1912


# Environmental Management Plan

## Inverell Police Station

**Version 4.1 – 18/01/2020 – Uncontrolled if printed**

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# Preface

Hutchinson Builders has developed this Environmental Management Plan (EMP) as the appointed Principal Contractor.

This plan provides specific information regarding the management of project-related works and will ensure that a uniform approach to environmental management is adopted.

A copy of the plan (EMP) shall be referenced in Hutchinson Builders site specific induction and will be held on site by Hutchinson Builders so that all site employees, Client Reps, Subcontractors have access to the plan at all times. This plan is to be reviewed at 3 monthly intervals or amended where deficiencies are identified, or changes occur in Hutchinson Builders' Environmental Management System or project works change such that the information contained in the plan is no longer accurate or valid. If this EMP is altered it will be the Team Leaders / Team HSE Managers responsibility to ensure that the revised EMP is distributed to all Hutchinson Builders Site Management Staff, Client Representatives, Site Employees and Sub-contractors associated with the work.

**Plan Review**

| Name | Position | Signature |
|---|---|---|
| Sean Lees | Team Leader | |
| Nick Linnan | Project Manager | |
| Steve Wyatt | Team HSE Manager | |
| Steve Andersen | Site Manager | |
| Damian Mills | Foremen | |
| Elise Dornan | HSE Advisor | |

**Plan Revision:**

| Revision Number | Review Date | Person Reviewing |
|---|---|---|
| 1 | 18-01-2020 | E. Dornan |
| | | |
| | | |

# Glossary

| Term | Definition |
|---|---|
| C.A.R. | Corrective Action Report |
| Consequence | The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain |
| Control Method | Method available to facilitate compliance with the performance criteria |
| Corrective Action | Action taken to eliminate the cause of a non-conformance, defect or short-coming |
| EMP | Environmental Management Plan |
| EMSM | Environmental Management Systems Manual |
| Environmental Aspects | Any element of an organisation's activities, products or services that can interact with the environment |
| Environmental Impact<br>Environmental Issue | Any change in the environment whether adverse or beneficial, wholly or partially resulting from organisation activities, products or services<br>A term used by the Company to address both environmental aspects and impacts. |
| EPA | Environment Protection Authority |
| ERP | Emergency Response Procedure |
| EWMS | Environmental Work Method Statement |
| HSE | Health Safety and Environment |
| Likelihood | A qualitative description of probability or frequency |
| NATA | National Association of Testing Authorities |
| PM | Hutchinson Builders Project Manager |
| PPE | Personal Protective Equipment |
| PRA | Project Risk Assessment |
| SDS | Safety Data Sheet |
| SM | Hutchinson Builders Site Manager |
| WHSMP | Work Health & Safety Management Plan |

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# POLICY

## Environmental

**Hutchinson Builders operates within the construction industry and is committed to the delivery of construction activities through environmentally responsible practices from inception to completion.**

The leadership team is committed to the prevention of pollution, and recognises that the company's role in the protection of the environment, to the extent to which we can control it, is the cornerstone of our success.

The leadership team demonstrates this commitment by:

- Considering the needs and expectations of interested parties, and complying with all relevant statutory duties, codes, standards, contractual requirements
- Establishing environmental objectives in alignment with strategic direction, project risk, and industry best practice
- Understanding the exposure to environmental risk at each phase of a project, and implementing processes and procedures to identify, prevent, and mitigate undesirable environmental impacts
- Applying the appropriate evaluation techniques for enhancing continual improvement, with the benefit of learnings from historical challenges

This Environmental Policy will be communicated to all persons working on behalf of Hutchinson Builders to provide an understanding of the environmental objectives of the business.

Greg Quinn
Managing Director

**Date** 1 March 2019
**Version** 6
**Document** HB-CO-Policy-0002-Environmental-06

ISO
14001:2015
ENVIRONMENTAL MANAGEMENT SYSTEM

# 2. Introduction

## 2.1 Purpose

This Environmental Management Plan (EMP) was developed by Hutchinson Builders to identify and provide management solutions for potential environmental impacts arising from the construction of Inverell Police Station.

The aim of this EMP is to provide the framework for environmental management of the construction phase of the project.

It is the responsibility of all project personnel, contractors and subcontractors to comply with the objectives and requirements of this EMP and related documents.

Specifically this document:

- Sets the environmental objectives or standards to be achieved
- Identifies relevant legal requirements and conditions of approval
- Identifies environmental aspects of the construction activities and the potential environmental impacts which may result
- Details measures to mitigate potential environmental impacts and protect any special environmental characteristics of the site
- Identifies extraordinary factors (i.e. natural disasters, emergencies) that may cause environmental impacts and describes contingency plans to deal with these
- Describes strategies to ensure site personnel are aware of the environmental risks associated with the activity, and are trained in the measures and contingency plans to deal with them
- Details the monitoring and review program to evaluate environmental performance and ensure the effectiveness of environmental controls and contingency plans
- Describes the activities organisational structure and environmental responsibilities of site personnel including sub-contractors
- Outlines the mechanisms for communication of environmental information throughout the organisation and other stakeholders
- Describes the response and reporting procedure for complaints
- Details the requirements for record keeping
- Provides for continual improvement.

### 2.1.1 Environmental Commitment

Hutchinson Builders and their staff are committed to a ensuring a high standard of responsible environmental management during the Project.

Hutchinson Builders are committed to:

- Reducing the risk of adverse environmental impacts through an ongoing process of hazard identification, risk assessment, control implementation, monitoring and review;
- Minimising the potential for disturbance and disruption to surrounding stakeholders, including residents, businesses and the public;
- Striving for continuous improvement through ongoing environmental performance evaluation against Environmental Work Method Statements (EWMS), three monthly auditing, and ongoing update and review of this EMP;
- Sustainable procurement; and
- Complying with all relevant regulatory, local laws and planning requirements.

### 2.1.2 Objectives of this Environmental Management Plan

The objectives of this EMP are to:

- Minimise the potential for adverse environmental impacts arising from construction activities;
- Outline the mitigation measures to ensure environmental risks are adequately managed during construction;
- Ensure all activities comply with relevant local and State regulatory requirements; and
- Ensure all activities comply with any environmental conditions of approval or permits.

The objectives will be achieved through the management commitment, strategies and monitoring programs outlined in this EMP and related plans.

## 2.2 Project Scope and Description

The project is located next to the Inverell court house which will remain in operation for the duration of the construction. There is currently multiple dwellings on the property which need to have hazardous material removed prior to demolition, site clearance and subsequent construction of the new police station and associated facilities.

The project contains the removal of lead and asbestos materials prior to the demolition of structures. In addition, the location of the build is in close proximity to Heritage significant buildings. Heritage sensitive building and structures are to be clearly identified, signed and barricaded/protected as required, these area's will be communicated to all workers on site at time of site induction. THERE IS NO WORK TO BE UNDERTAKEN THAT WILL IMPACT THESE BUILDINGS.

Controls to protect such buildings during construction activities will be incorporated into the subcontractors SWMS which will be reviewed prior to the workers starting on site. The management of works in this area will be covered under the Construction Management Plan as well as the Project Risk Assessment.

The project is expected to be completed within 41 weeks with a commencement February 2020 completion November 2020.

Activities undertaken on the construction site and the timeframe in which these activities occur during the time which the site is operational are outlined in Table 1. The Site Layout with erosion and sediment control measures is provided in Appendix 7.

**Table 1 Construction time frames**

| Activity | Estimated Timeframe |
|---|---|
| Site Establishment | 1 week |
| Demolition | 2-3 Weeks |
| Foundation and bulk earth work | 6 Weeks |
| Structure, Fit out and Finishes, External works | 33 Weeks |

## 2.3 Structure of the Environmental Management Plan

The EMP consists of:

- This overarching Environmental Management Plan which describes the environmental management system for the works in alignment with ISO 14001.
- Element based Environmental Work Method Statements (EWMS) which details the specific objectives / performance standards, control measures, monitoring and responsibility for the various environmental aspects associated with the works.
- Element based sub-plans for environmental aspects which carry a higher environmental risk.

The following supplementary documentation below in Table 2 may be required to be incorporated with the EMP. these documents may be provided by an external agent.

**Table 2 Supplementary Documentation**

| Reference Element | Elements(s) |
|---|---|
| EWMS-1 | Erosion and Sediment Control (Stormwater Management) |
| EWMS-2 | Waste Management |
| EWMS-7 | Air Quality |
| EWMS-8 | Noise and Vibration |
| EWMS-9 | Dangerous Goods and Hazardous Substances |
| EWMS-10 | Sustainable Practices |
| EWMS-11 | Cultural and Natural Heritage |

## 2.4 Related documents

The EMP must be read in conjunction with the following documents:

- Environmental Management Systems Manual (EMSM)
- Work Health & Safety Management Plan (WHSMP)
- Project Risk Assessment (PRA)
- Emergency Management Plan (EMP)
- Quality Management Plan (QMP)
- Construction Management Plan (CMP)

# 3. Responsibilities

The project specific organisational structure is provided in the Work Health & Safety Management Plan (WHSMP). The general structure of authority and reporting flow paths is shown in the project WHSMP Appendix 3 – Project Organisational Chart.

## 3.1 On-site Environmental Responsibilities (EMSM Section 5)

The Site Manager is responsible for on-site activities and ensuring the management strategies outlined in this EMP and related documents are implemented correctly, and monitoring performance indicators. The Site Manager is also responsible for ensuring all on-site activities comply with project permits, local government and regulatory requirements.

The environmental responsibilities of Hutchinson Builders workers on site are outlined in Table 3 as well as in the relevant Responsibility Statements HB-HSEQ-F-007-A to HB-HSEQ-F-007-L that are signed upon commencement on the project and retained in the site specific WHSMP.

**Table 3 Project Team Environmental Responsibilities**

| Position Title | Responsibility |
|---|---|
| Project Manager<br>Refer HB-HSEQ-F-007-B | Overall project environmental management and due diligence<br>Allocation of resources<br>Approval of EMP and revisions<br>Sustainable procurement<br>Ensuring that all project management receive appropriate environmental inductions and additional training as required<br>Promote environmental incident avoidance<br>Respond to environmental incidents<br>Corrective and preventative action<br>Emergency preparedness and response<br>Supporting the HSE Advisor in execution of their responsibilities and ‘top-down’ promotion of environmental best practice.<br>Liaison with community and regulator |
| Site Manager<br>Refer HB-HSEQ-F-007-C | Overall Project environmental management and due diligence<br>Allocation of resources<br>Ensuring that all site personnel receive appropriate environmental inductions and additional training as required<br>Reporting on this EMP<br>Promote environmental incident avoidance<br>Monitoring of performance of this EMP<br>Respond to environmental incidents<br>Corrective and preventative action<br>Emergency preparedness and response |

| Position Title | Responsibility |
|---|---|
| | Approval of any chemicals entering the site<br>Maintenance of up-to-date EMP and documents at the site<br>Emergency response manager<br>Compliance with permits, local council guidelines and regulatory requirements.<br>Monitoring of sub-contractor compliance with the EMP |
| Site Foreman<br>Refer HB-HSEQ-F-007-D | Direct activities in accordance with this EMP and related documents<br>Ensure that all site personnel are aware of any changes to this EMP and related EMPs<br>Ensure that all personnel, including visitors are appropriately inducted<br>Ensuring their individual areas of control and associated personnel comply with the requirements of this EMP and related documents.<br>Monitoring of sub-contractor compliance with the EMP |
| HSE Advisor or<br>Refer HB-HSEQ-F-007-E<br>Project Environmental Representative<br>Refer HB-HSEQ-F-007-L | Maintenance of Training Register and Community Complaints and Consultation Register<br>Complete environmental checklists<br>Maintain, assess, monitor and update the EMP and other environmental documents<br>Promote environmental incident avoidance<br>Environmental performance in conjunction with project management<br>Site inspection and monitoring<br>Reporting to project/site manager on performance of the system and improvement opportunities<br>Respond to environmental incidents<br>Reporting any incidents, non-conformance or corrective actions. |
| Corporate Environmental Advisor | Provide environmental advice, support and management to the Project Manager and site personnel<br>Consult with project management and relevant stakeholders regarding environmental issues<br>Identify and prepare environmental toolbox and awareness training materials<br>Conduct system environmental audits |

## 3.2 Sub-contractor requirements

Contractors shall be required to comply with the specific performance objectives of the contract and participate in the implementation of the EMP.

Key responsibilities of sub-contractors and their personnel in the field are to:

- Work with site supervisors to ensure their activities are undertaken in a manner which does not cause environmental harm;
- Rectify environmental controls removed or damaged by their activities and
- Report situations that have, or may result in environmental harm.

# 4. Relevant Legislation & Standards (EMSM 6.2.3)

Key legislation and policy directly relevant to the works are outlined in the Environmental Legislation and Guidelines HB-HSEQ-F-005-A (refer to Appendix 1).

## 4.1 Licences, Permits and Consents

Certain project activities will need to comply with the relevant local council laws and state regulatory requirements. A review of relevant legislation and development approval conditions, and consultation with local regulatory bodies found the following statutory environmental permits and approvals where required:

| Mark X if required | Required licences/ permits / consents required – if applicable |
|---|---|
| ☒ | Development approval |
| ☒ | Approval to enter the site (from land owner) |
| ☒ | Approval of the Erosion and Sediment Control Plan (ESCP) |
| ☐ | ~~Local and/or State Government approval for any disturbance to protected vegetation~~ |
| ☒ | Road authority approval for ancillary works within a road reserve |
| ☒ | State government approval (e.g. waterway licence) to disturb, clear, modify, bypass or temporarily dam a watercourse |
| ☐ | ~~EPA licence to construct works within tidal areas or within a Marine National Park~~ |
| ☒ | Regulated waste disposal |

The requirement for any environmental permits and approvals will be reviewed with any significant change in scope of works or construction methodology. These approvals and any changes in current conditions of approval will be updated in this EMP by the Site Manager or delegate and re-distributed to site contractors. Up to date permit and licence details will be maintained and available at the site office (see Appendix 2)

## 4.2 Relevant Guidelines and Standards (EMSM Section 6.2.5)

The primary guidelines and standards applicable to the development and implementation of the EMP can be located via List of Relevant Australian Standards HB-HSEQ-F-004. Unless mentioned elsewhere in the EMP, the standards to be adopted for monitoring and assessment of environmental performance shall be the relevant Australian Standards.

## 4.3 Environmental Sampling and Laboratory Analysis

Where environmental sampling and analysis is required, methods and procedures used for sampling and analysis must be capable of withstanding rigorous scrutiny. The use of NATA registered laboratories or laboratories that perform to a recognised quality standard should be considered.

# 5. Environmental Aspects

## 5.1 Site Risk Assessment (EMSM 6.2.1)

Most, if not all, aspects of construction involve environmental risks of varying degrees. A break-down of construction activities and the associated risk levels (of an activity causing an adverse environmental impact) are provided in the WHSMP - Appendix 1 Project Risk Assessment (PRA). This document forms the primary risk management tool for the works and shall be reviewed as part of the EMP review procedure discussed in Section 10.

An assessment of the projects location and scope of work was completed to identify potential environmental issues that may require consideration and/or management during construction (refer to WHSMP Appendix 1 - Project Risk Assessment – Environmental Impacts).

Those aspects that were identified as having a moderate or greater risk of causing significant environmental impacts are as follows:

| Aspect | Details |
|---|---|
| Proximity to sensitive receptors | The proximity of the works to the nearest sensitive receptors:<br>• Court Operations<br>• Heritage sensitive buildings<br>• Public with works required under traffic and footpath closures |
| Waste management | Waste generation is potential high, with loss of renewable resources, stress on landfill resources.<br>• Asbestos and lead waste during demolition |
| Air quality | Monitoring to be undertaken during all demolition works |
| **Refer to PRA for all risks Moderate and greater** | |

Those environmental aspects that were assessed as a low to insignificant risk will be monitored as part of routine site inspection activities by the Site Manager or their delegate. If aspects initially assessed as low to insignificant risk, result in environmental harm, the risk assessment should be revised and this EMP updated. The PRA will be reviewed 3 monthly and appropriate management measures will be developed and implemented within a practical time after their identification. Implementation of the controls is to occur by the Site Manager in consultation with the HSE Advisor.

## 5.2 Sub-contracted activities

The detachment of subcontractors from the main project delivery team can present an environmental risk to a project due to:

- Challenges in communicating environmental risks and controls to transient nature of sub-contractors and their employees
- Sub-contractors operating under a different management systems or standards.

Hutchinson Builders will ensure that the work of sub-contractors is monitored through daily surveillance whilst onsite; the site inspection and auditing processes are detailed in Section 8.

## 5.3 Sustainable Procurement

Sustainable procurement refers to the purchase of goods and services that have a lesser or reduced effect on the environment and human health (over the entire life cycle of the product i.e. production, distribution, usage and disposal), while maintaining value for money, when compared with other products or services that serve the same purpose.

Hutchinson Builders shall adopt a sustainable approach to procurement in the process of delivering the project.

## 5.4 Environmental Management Measures

Specific management measures for the various environmental aspects of the works are provided as Environmental Work Method Statements in Appendix 3. The environmental management measures outlined aim to minimise or prevent the risk of adverse environmental impacts.

Waste generated though construction activities may be outsourced to a licenced third party. Disposal dockets shall be retained on the job file for future reference. Where the client specifies the use of a project specific Waste Management Plan a supplementary plan will be established and retained on site as per Section 1.3.

## 5.5 Emergency Planning and Response (Section 6.3.7)

Environmental management will include planning for potential emergencies at the site. The organisational structure, responsibilities and on-site contact details for all emergencies is specified Emergency Response Plan (WHSMP – Appendix 8). The relevant plan will be available in the site office. All emergency contacts will be recoded on the Emergency Contacts for site template (WHSMP – Appendix 8 – Appendix 1) and be displayed on the site notice board.

The general procedure for managing environmental emergencies is provided in Appendix 6.

Members of the Emergency Control Structure (ECS) will receive the relevant training to enable them to respond to identified environmental emergency situations in accordance with EMSM Section 6.3.2 Included in the site specific induction all workers will receive appropriate training in Emergency Response Procedures.

The ERP must be regularly tested and information revised regularly to ensure all details are current, including:

- The names of key response personnel
- Personnel responsibilities and contact details, including after-hours contact
- Contact details of emergency services
- The location of on-site information on hazardous materials, including SDSs and spill kits
- Information about minimising / controlling the emergency
- Procedures for notifying project management, regulators and public, if necessary.

# 6. Training, Awareness & Competency (EMSM Section 6.3.2)

## 6.1 Induction

Prior to working onsite all personnel and subcontractors will complete an environmental induction informing them of:

- Hutchinson Builders Environmental Policy;
- Legal requirements, including their duty of care under the State Environmental Protection Act;
- The purpose, objectives and key elements of the EMP ;
- Environmental responsibilities;
- Significant environmental issues relevant to the site;
- Key environmental control measures;
- Incident avoidance, management, emergency plans, and response;
- Reporting process for environmental harm/incidents; and
- Protection and maintenance of environmental controls.

A copy of the EMP and related documents will be maintained on-site by the Site Manager/HSE Advisor and made accessible to personnel and subcontractors on the site. All subcontractors are responsible for ensuring personnel are aware of site environmental management measures and adequate materials are available to implement these.

## 6.2 Environmental training

Staff working onsite shall be provided with environmental training to achieve a level of awareness and competence appropriate to their assigned activities where required. Targeted environmental training will be provided to individuals or groups of workers with a specific authority or responsibility for environmental management or those undertaking an activity with a high risk of environmental impact. This training will be prepared and delivered by the HSE Advisor or Corporate Environmental Advisor in alignment with the specific Site Training Register HB-HSEQ-F-031.

The HSE Advisor will maintain an up to date register (Refer WHSMP - Appendix 7 Site Training Register) for the site.

Subcontractors should also maintain training details of any additional environmental awareness or competence training provided to personnel, and make records available to site management upon request.

## 6.3 Toolbox Training (EMSM 6.3.3)

Ongoing toolbox training using form Toolbox Talk OHSE HB-HSEQ-F-055 shall be prepared and delivered by the HSE Advisor to ensure that relevant information is communicated to the workforce on an ongoing basis and that feedback can be provided on issues of interest or concern. For additional information relating to the use and implementation of Toolbox Talk refer to OHSMS procedure PP:06 Communication on Site.

# 7. Communication & Reporting (EMSM Section 6.3.3)

## 7.1 Internal communications and reporting pathways

The organisational structure described in Section 2 represents the general communication and reporting pathways for the contract.

Signage shall be erected displaying contact details for the Site Manager and persons responsible for responding to incidents and emergencies.

Hutchinson Builders will ensure consultation / cooperation and consultation occurs with duty holders & site personnel through the following consultative arrangements and in alignment with the EMSM, and internal OHSMS Procedure PP:06 Communication on Site:

- Weekly HB Site Meeting
- Weekly Subcontractor Meeting
- Weekly HSE Committee Meeting
- Toolbox and Prestart Meetings (refer Section 6.3)

## 7.2 External stakeholders

Hutchinson Builders are committed to working with other stakeholders to ensure an amicable approach is taken to the sharing of infrastructure and resources through specific and open lines of communication.

The Project Manager and Site Manager are responsible for consultation with external stakeholders. Sub-contractors are to notify the Site Manager of any issues or contact with stakeholders and refer all stakeholders to site management for further information. The Principal's Representative will be advised of all stakeholder consultation prior to it occurring and invited to attend meetings and/or discussions.

## 7.3 Routine reporting

General Progress Reports shall be prepared monthly using form Project Performance HB-HSEQ-F-049 by the Site Manager or delegate and made available to the Principal. The report will, at a minimum, provide the following information summaries:

- Any EMP revisions
- Weekly HSE Inspection BIG 8 HB-HSEQ-F-048
- Environmental training
- Results of internal audits
- Non-conformances, incidents and/or proposed actions for rectification or improvement of management procedures, and
- The status of any open non-conformances
- Monitoring results, if requested.
- Project specific reporting requirements.

## 7.4 Internal reporting – hazards, non-conformance and corrective action

The Project Manager will be responsible for ensuring that all incidents are investigated and reported internally in accordance with the Hutchinson Builders procedure using form Incident Report Form HB-HSEQ-F-027-B.

Further to documenting a hazard or event, the type and extent of investigation will be determined by the Team HSE Manager. Management will review all information available and consider the risks associated with the hazard or incident. All events resulting in injury, disease or other harm will be investigated to determine the cause of the event. The result of the investigation will be reported to the Management Team. Where a systematic breach has been identified a corrective action will be raised in accordance with Environmental Management Systems Manual section 7.8.2

## 7.5 Incident and corrective action reporting to the Principal

The Principal shall be consulted on what environmental occurrences are considered to be incidents, prior to any works commencing. The Principal shall be notified of the occurrence of an environmental incident, or where there is any uncertainty about any incident.

## 7.6 Reporting incidents to regulatory authorities

The state regulatory body shall be notified in writing of any incident which has caused, or may cause serious or material environmental harm. The Project Manager is responsible for ensuring incidents are reported to regulatory authorities within the required time frames.

A written notice detailing the following information must be provided to the state regulatory body within 14 days only when the released contaminates exceed the allowable limit. The following are details that are required to be included on the notification:

- The name of the operator, including their registration certificate number
- The name and telephone number of a designated contact person
- Quantity and substance released
- Person(s) involved
- The location and time of the release
- The suspected cause of the release
- A description of the effects of the release
- The results of any monitoring performed in relation to the release
- Actions taken to mitigate any environmental harm caused by the release
- Proposed actions to prevent a recurrence of the release.

## 7.7 Complaints and complaints response

A Community Complaints and Consultation Register HB-HSEQ-F-041 will be established for the project for the purpose of documenting impacts or complaints from neighbours or community. Incidents involving members of the community or complaints directly received may require an Incident / Injury / Hazard Report Form HB-HSEQ-F-027-B to be completed and retained on site for the duration of the project.

Sub-contractors will ensure that any complaints received by them during works are forwarded to site management immediately. Sub-contractors are not to initiate consultation or communication with community or stakeholders without site management approval.

Complaints shall be managed by the Project Manager, Site Manager or their delegate, in consultation with other relevant stakeholders so that a timely resolution is achieved. The resolution process shall involve a review of the effectiveness of control measures, which shall be modified where found to be deficient, and extended to other work areas or practices to avoid recurrence of the issue (refer Section 9)

# 8. Record Keeping & Document Control (EMSM Section 6.3.4)

The following records shall be accessible at the main site office:

- Current and superseded versions of the site specific EMP (all versions)
- Regulatory licences and permits
- Pre-clearance survey (where applicable)
- Regulatory authority inspection reports
- Correspondence with regulatory authorities and other interested parties
- Employee training records
- Register of Environmental Monitoring HB-HSEQ-042 and all relevant Environmental monitoring records
- Records of all environmental accidents/incidents/emergency (Incident / Injury / Hazard Form HB-HSEQ-F-027-B)
- Corrective Action Report HB-HSEQ-F-029-A
- Site Weekly Date Collection Form HB-HSEQ-F-049-A
- Community Complaints and Consultation Register HB-HSEQ-F-041
- HSEQ Internal Audit Report HB-HSEQ-F-045-A
- HSEQ Monthly Review Agenda HB-HSEQ-F-057
- Weekly HSE Inspection BIG 8 HB-HSEQ-F-048
- Records of the type, quantity and lawful disposal of regulated waste and recyclables removed from site
- Records of stormwater testing results and lawful discharge
- Calibration records for environmental monitoring equipment

Document control on the project is to occur in alignment with the EMSM Section 6.3.5. Further details on document control and management of project records is provided in the WHSMP.

# 9. Monitoring & Review Of Environmental Performance (EMSM Section 6.4.1)

## 9.1 Monitoring and Meetings

Environmental inspection of the site will be carried out by means of a routine monitoring program, which will identify non-conformances and areas for improvement. A formal audit program will also be implemented at the site.

Key aspects of the program include:

- Weekly site inspections will be undertaken by the HSE Advisor using the Weekly HSE Inspection BIG 8 HB-HSEQ-F-048 to review performance against the key performance indicators outlined in Appendix 3. Records of inspection findings, recommendations for improvement and non-conformances will be maintained in accordance with this EMP.
- On a regular basis, responsible personnel, including site supervisors, sub-contractor representatives and site management, will review site environmental performance, non-conformances and identify areas for improvement.
- All site personnel and sub-contractors will report non-conformances, identified as part of day to day works.
- Reporting to the Project Manager environmental management issues identified through Toolbox Talks
- Audit findings will be closed where practical within one month of audit.
- Monitoring and inspection shall be documented on Weekly HSE Inspection BIG 8 HB-HSEQ-F-048. All inspection, monitoring and non-conformance records are to be maintained for the purposes of audit and overall compliance monitoring for the life of the project.
- Any equipment required to satisfactorily complete environmental inspections must be recorded on the Plant and Equipment Register HB-HSEQ-F-032 and include calibration records. Training records will also be maintained for measuring and monitoring equipment as required.

## 9.2 Environmental Work Method Statements (EMSM Section 6.2.1)

The EWMS provided in Appendix 3 detail the aspects that need to be monitored and controlled to reduce the potential environmental impacts at the site. Monitoring and inspection should assess activities against these EWMS to review overall environmental management performance at the site.

## 9.3 Internal Auditing (EMSM Section 6.4.4)

Construction activities and environmental procedures at the Project site will be audited for compliance with this EMP. Audits will be conducted as per the OHSMS Internal Audit Schedule HB-HSEQ-F-045. The Environmental Auditor will be either an appointed independent consultant, HSE Manager, Site Manager, or delegate.

Audits may be conducted along with other required site audits, e.g., health and safety and quality audit. The scope of the audit will cover all construction activities on the site. It shall be the auditor's responsibility to:

- Provide an assessment of compliance with the environmental procedures and EWMS identified in this EMP;
- Identify any other activities that have, or may cause an adverse impact to the environment, or non-conformance to regulation;
- Provide recommendations to the Project Manager and Site Manager regarding any practical measures that can be made to improve the effectiveness of environmental management at the Project site, and
- Complete and distribute and Audit Report within 1 week of the audit.

# 10. Non-Conformance & Preventive / Corrective Action (EMSM Section 6.4.2)

Negative findings arising from complaints, incidents, and routine inspection, monitoring and auditing shall be cause for corrective / preventive action. This shall include the completion of Corrective Action Report HB-HSEQ-F-029-A and the preparation of documented action plans consistent with the level of risk associated with the matter of concern.

In the event of a non-conformance:

- The nature of the event will be investigated
- Advice will be sought from a specialist where the matter is outside the expertise of project management
- Monitoring will be undertaken where required to properly investigate an incident, compliant or non-conformance
- An appropriate preventative and corrective action will be implemented
- The effectiveness or need for new/additional controls will be reviewed
- Strategies will be identified to prevent recurrence
- Environmental documentation will be reviewed and revised
- In certain situations work will be ceased until appropriate remedial actions are taken.
- Any non-conformance will be documented in the monthly Project Performance HB-HSEQ-F-049 and forwarded to team HSE Manager for record and follow up. Corporate will be advised on monthly basis via Team C.A.R register.

The Site/Project Manager and HSE Advisor should be notified of any non-conformance within 24 hours of the incident occurring. However, if it appears that legislation has been breached or the events are of a major non-conformance the Corporate Environmental Advisor must be immediately notified.

Corrective action should be taken within a timely manner to ensure that the issue is addressed. A record of non-conformance for the event must be completed. Any issues for corrective or preventative action identified should be recorded, including responsibility for action and date for completion.

## 10.1 Close-out of Corrective Action Reports

The status of corrective actions shall be periodically reviewed by the HSE Advisor to ensure that all actions arising from inspections and audits are implemented in a timely manner, and verified and recorded as being satisfactorily completed.

Corrective action requests and observations of concern arising from external audits shall be addressed immediately following the site audit closing meeting using draft audit findings and resolved within two weeks of receiving the final audit report.

Corrective actions shall be included in the monthly Project Performance HB-HSEQ-F-049.

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Established 1912

# Appendix 1

## Legal Requirements

Print Relevant State legal requirements Form : Environmental Legislation and Guidelines HB-HSEQ-F-005-A

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# Appendix 2

**Licences, Permits & Consents**

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# Appendix 3

**Environmental Work Method Statements**

Insert relevant EWMS from Doc Library

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# Appendix 4

**Community Complaints & Consultation Register**

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# Appendix 5

**Environmental Monitoring Reports / Evidence**

Insert:

Stormwater Monitoring Register

Water Discharge Approval form

Calibration Records

Waste Tracking Certificates

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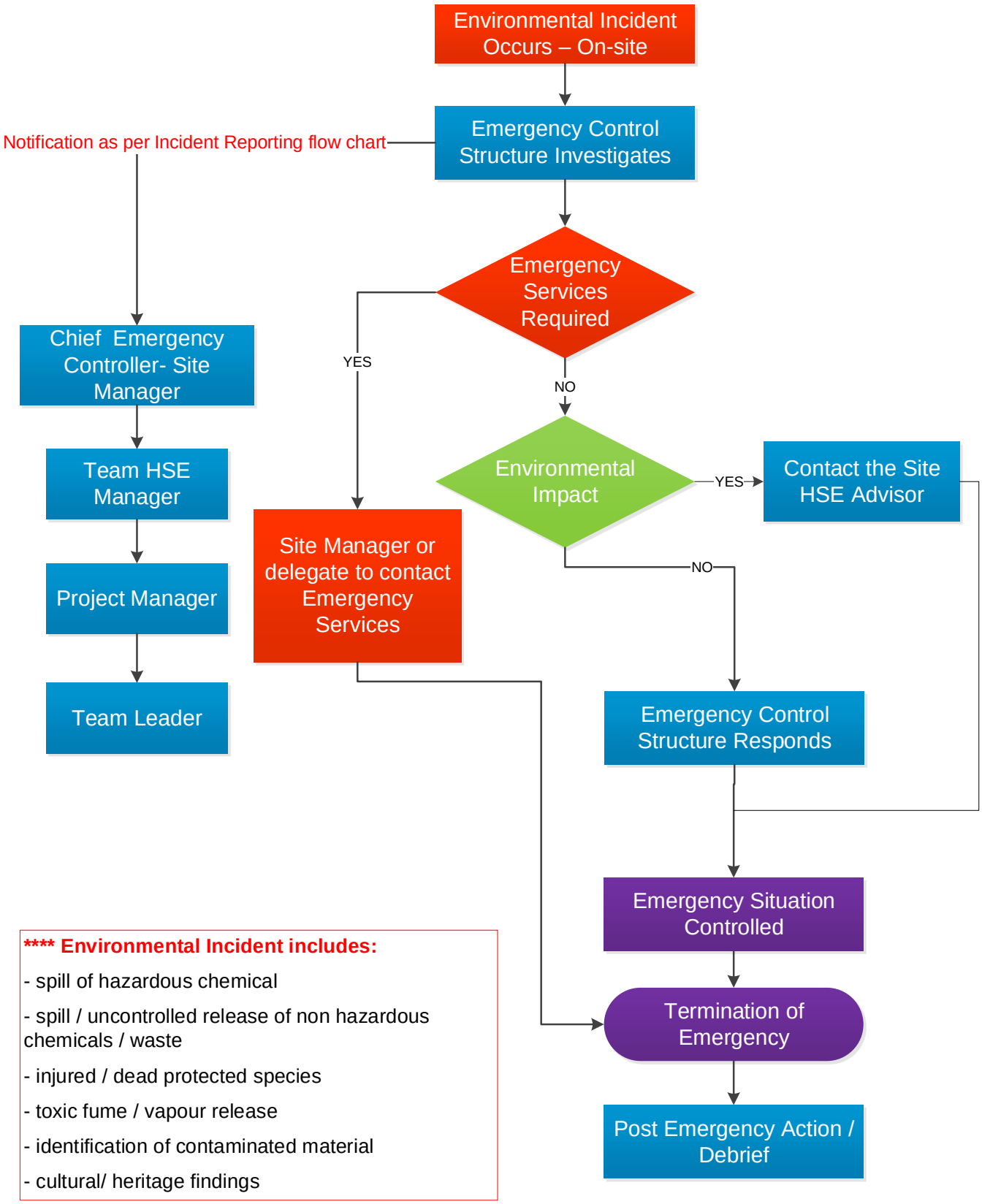
# Appendix 6

**Emergency Response Procedure (Environmental)**




****** Environmental Incident includes:**

- spill of hazardous chemical
- spill / uncontrolled release of non hazardous chemicals / waste
- injured / dead protected species
- toxic fume / vapour release
- identification of contaminated material
- cultural/ heritage findings

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# Appendix 7

## Erosion and Sediment Control Plan

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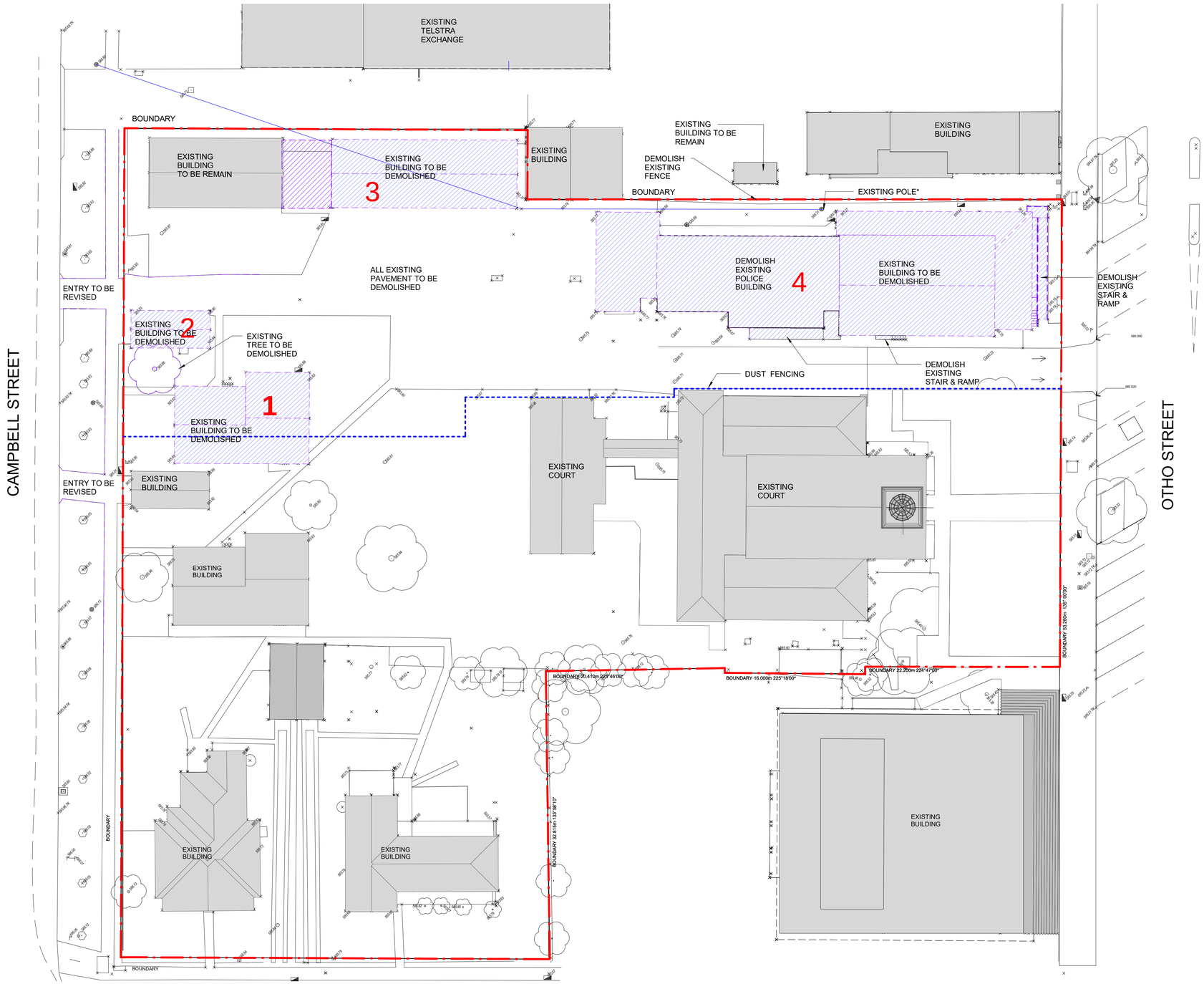
# Appendix 8

**Waste Management Plan**

## Appendix F – Demolition Plan




1 DEMOLITION PLAN
1 : 250

NOTE:
POWER SUPPLY AND POLE WORKS ARE PART OF A YET TO BE APPROVED LEVEL 3 DESIGN

**LEGEND**

| | |
|---|---|
| EL.XXXX | EXISTING SITE LEVEL |
| | SITE BOUNDARY |
| | DUST FENCING |
| | EXISTING BUILDING TO BE DEMOLISHED |
| | EXISTING TREE TO BE DEMOLISHED |
| | EXISTING BUILDING |
| | PROPOSED BUILDING |
| | PROPOSED AWNING |

1. THE CONTRACTOR IS TO UNDERTAKE ALL NECESARY DEMOLITION TO FACILITATE NEW WORK INCLUDING BUT NOT LIMITED TO THE ITEMS INDICATED ON DRAWINGS & AS NOTED.
2. REMOVE EXISTING STRUCTURE/ ELEMENTS AS NOTED.
3. REMOVE SERVICES INCLUDING BUT NOT LIMITED TO THOSE INDICATED ON DRAWINGS & NOTED IN SPECIFICATION TO SUIT THE NEW WORK, INCLUDES SUCH ITEMS SUCH AS MECHANICAL SERVICES (REFER TO MECH. DEMO. DRAWINGS). EXISTING SERVICE PIPES & CABLES TO BE TERMINATED IN ACCORDANC TO CONSULTANTS DRAWINGS & SPECIFICATION
4. FOR EACH DEMOLITION ITEM SHOWN & NOTED, ALLOW TO PROTECT, REPAIR, LEVEL, PATCH, FILL, REPAINT AND GENERALLY MAKE GOOD ADJACENT SURFACES & PREPARE THE AREA FOR ANY NEW WORK AS REQUIRED. PROVIDE TEMPORARY SUPPORT FOR ITEMS TO BE RETAINED INCLUDING EXISTING SERVICES TO BE RETAINED IN NEW WORKS.
5. FOR PART DEMOLITION OF ANY ITEM, ALLOW FOR MODIFICATION, REPAIR, MAKING GOOD THE WHOLE OF THAT ITEM TO SUIT NEW WORK.
6. ALL WORKS SHOWN ON COURTHOUSE LAND ARE INCLUDED WITHIN THE CONTRACTORS SCOPE.

REVISION

| REV No. | COMMENTS | DATE | INIT. |
|---|---|---|---|
| P1 | 50% CC | | NL |
| P2 | 50% CC | 24/07/2019 | NL |
| P3 | 75% CC | 16/08/2019 | NL |
| P4 | 90% CC | 06/09/2019 | NM |
| | | | |

General Notes

Do not scale this drawing. The drawing shows design intent only. All dimensions to be checked on site prior to construction or production. Construction details to be confirmed by contractor/manufacturer. This is a computer generated drawing. Do not amend by hand. Figure dimensions are to be used. Contact architect for clarification if dimensions are not clear. All dimensions are in millimeters. All discrepancies and omissions on site must be reported to the architect for their comments or approval prior to commencing work.

ORIENTATION:

NSW Police Force

BGIS

Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
ABN. 34 001 485 435

38 WILLOUGHBY ROAD
CROWS NEST. NSW 2065
TEL 02 9490 9600
FAX 02 9438 1224

PROJECT:
**INVERELL POLICE STATION**

LOCATION:
**109 OTHO STREET, INVERELL**

SCALE:
**1 : 250 @ A1**

DRAWING:
**DEMOLITION PLAN**

JOB No.: **190077** DRG. No. **A100** REV **P4**

**Appendix G – Environmental Documentation (Erosion & Sed Control Plans, Noise, Air Quality, Vibration & Unidentified Hazardous Materials Cultural/Heritage items)**

# EWMS – Cultural, Unidentified Hazardous Materials and Natural Heritage including Unexpected Finds

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| Planning / Assessment Prior to Construction Works | Avoid impacting significant items by obtaining prior knowledge relating to potential finds, unidentified hazardous materials or known items. | 5<br><br>5<br><br>5<br><br>5 | • Identify if any part of the works involves aspects which are heritage listed. (Researching of cultural and/or heritage items).<br>• If either cultural or natural heritage items are thought to be present contact the relevant authorities and undertake necessary actions as required.<br>• It is understood that the existing court house on the common property as well as the adjacent boundaries have heritage listed structures which care needs to be taken in order to preserve these structures.<br>• Ensure all necessary consultation and approval has been undertaken before any construction work begins. | Project Manager / Site Manager / HSE Manager |
| Training of Site Personnel | Lack of understanding of unidentified hazardous materials, cultural or natural heritage items and relevant 'stop work' procedures can lead to negative impact. | 5<br><br><br><br><br>5 | • Unidentified hazardous materials, Cultural and natural heritage items relevant to the project shall be communicated as part of the induction process to all personnel, this is inclusive of both of the structures that are on either side of the main police station building. This will include items to be aware of and procedure in the event of unexpected finds within the site. Works will cease immediately in the event of an unexpected find and the relevant stakeholders will be consulted with first step to be notifying BGIS of the unexpected find.<br>• Toolbox talks relating to cultural, unidentified hazardous materials and natural heritage items should be held as required as further information becomes available and to reinforce or supplement induction training. | Site Manager /<br>HSE Advisor |

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| Unexpected Discovery of Significant Items | Ensure correct procedures are undertaken upon finding significant items to avoid negligence. | 3<br><br>5<br><br>5 | • If items of cultural, unidentified hazardous materials or natural heritage items are found or suspected to be present, all work within the vicinity must stop immediately. Site management must be notified at once and the area isolated to prevent personnel from disturbing any finds.<br>• On site management will then notify project management and take any photos or record any information necessary.<br>• Project management will then notify relevant authorities and enlist any consultants as necessary and take recommended action. BGIS will be the first call on site once the works have been stopped and the area properly isolated. | Project Manager /<br>Site Manager /<br>HSE Manager |
| Enlistment of Skilled Personnel | If suitably skilled personnel are not contacted when required procedures and historical / cultural knowledge may be misguided. | 5<br><br>5 | • If specialist knowledge is required a heritage consultant* should be enlisted to offer guidance and advice to best adhere to legislated guidelines.<br>• Any work involving heritage restoration or preservation of items should be conducted by qualified personnel who have experience with relevant heritage items*.<br>• Ensure that unidentified hazardous materials are being treated and cleared by suitably qualified personnel | Project Manager /<br>Heritage Consultant* / Hygienist / Demolition Contractor |
| Recording and Reporting | Without required reporting and record keeping, items may become unaccounted for or procedures not evidenced. | 5<br><br>5<br><br>5<br><br>5 | • Monitor for items of heritage significance and unidentified hazardous materials throughout construction works.<br>• Report all significant finds to relevant authorities and record all required information as instructed.<br>• If there are any incidents involving items of cultural. Unidentified hazardous materials or natural heritage significance a formal **Incident Report Form HB-HSEQ-F-027-B** must be completed and any necessary corrective actions reported and actioned using the relevant documentation **Corrective Action Report HB-HSEQ-F-029-A**. | Project Manager /<br>Site Manager /<br>HSE Advisor |

*****A suitably qualified and experienced professional is defined as a person with training and/or qualifications that are recognised by the assessing authority; and relevant experience in the workplace with the subject matter.

| **Developed / approved and communicated to all relevant workers on site by**: | | |
|---|---|---|
| **Name:** | **Position:** | **Date:** |
| **Nick Linnan** | **Project Manager** | |
| **Steve Andersen** | **Site Manager/ Foreman** | |
| | **Workers Representative** | |

# EWMS-7 Air Quality

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| Planning | Proactively avoid creation of negatively impacting particulate matter on the surrounding environment. | 5 | • Plan site layout to minimise the effect of machinery and potential dust creating activities that will have an effect on the neighbouring buildings that are on either side of the main police building that is to be demolished. This includes planning desired routes for mobile plant, site vehicles and deliveries. Set down areas and access and egress will also be considered to minimise the effect upon sensitive receptors. | Project Manager / Site Manager / HSE Advisor |
| | | 5 | • Avoid importing potentially airborne materials unless necessary. In this event plan the importing of loose materials to coincide with the removal of the UPSS in ground tank works so as the material/s are exposed for a little time as possible. | Project Manager / Site Manager |
| | | 5 | • Plan the works to avoid the use of oversized plant and equipment. Give preference to newer / less polluting plant and equipment. | Project Manager / Site Manager |
| | | 5 | • Plan bulk earthworks to be staged as far as practicable to avoid large areas of exposed soil at the same time. | Project Manager / Site Manager |
| | | 5 | • Communicate desired outcome and appropriate air quality controls to all site personnel during the induction procedure and through **Toolbox Talk OHSE HB-HSEQ-F-055** and **Daily Pre Start Meeting Form HB-HSEQ-F-054** as required. | Site Manager / HSE Advisor |
| Stockpiles / Dust Creating Materials on Site | Creation of unnecessary / excess particulate matter | 1<br>4<br>4 | • Remove materials created on site which pose a risk of dust creation, e.g. unwanted spoil, as soon as practicable.<br>• Manage stockpiles on site so they are present for at least time as possible. If stockpiles are retained on site for an extended period or during adverse conditions take appropriate action. This may involve compacting and flattening or contouring the stockpile. Other controls can involve wetting or covering the stockpile as necessary. For long periods stockpiles (excess 28 days) can be seeded to ensure vegetation cover to aid stabilisation or using alternative soil binder products.<br>• Debris created from construction activities such as cutting, grinding, sawing or sanding must be cleaned up regularly to avoid the materials becoming airborne. Where practicable use dust suppression | Site Manager / Subcontractors |

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| | | | techniques when conducting these activities such as water sprays or local extraction (suction devices). | |
| Earthworks / Exposed Soil | Risk of dust creation from the surface of exposed soil. | 4 | • Minimise the amount of exposed soil on site at any given time. Manage areas of exposed soil using appropriate dust suppression techniques. This shall involve wetting down areas through the use of water trucks or sprinklers as required. | Site Manager |
| | | 4 | • Once earthworks have been completed, revegetate the area/s as soon as possible. Revegetation methods may involve seeding, hydro mulch or turfing depending upon the severity of the risk and the project specification. | Site Manager |
| Vehicles - Tracking of Materials and Dust Creation | Creation of dust and tracking a materials on roads by site vehicles | 5<br><br><br><br>4 | • Implement site controls to avoid creating excess dust. These controls should include:<br>- Impose a maximum speed limit for all vehicles which is clearly signed. This limit will be relative to the site conditions such as the quality of the road surface, type of traffic and weather conditions.<br>- Implement site exit controls to avoid tracking material when leaving the site. Examples are rumble grids, rock pads or wash-down bays. | Site Manager / HSE Advisor |
| | | 4 | • Ensure trafficked areas are wetted down to aid dust suppression through the use of water trucks, or if practicable for lesser affected areas, sprinkler systems. Any trafficked material out of site must be removed immediately and preventative controls reassessed for effectiveness. Avoid dry sweeping as this will only create airborne dust particles. | Site Manager /<br>HSE Advisor |
| Emissions from Plant and Equipment | Negative impacts from noxious emissions to site personnel, nearby sensitive receptors and the general environment. | 5<br><br><br>5 | • Ensure all plant and machinery complies with relevant emission standards and legislation. Service logs must be routinely checked and up to date and plant and machinery must be inspected daily.<br>• Promote the use of plant and equipment which uses electricity as opposed to diesel or petrol. Avoid unnecessary idling of plant or equipment when not in use. | Site Manager /<br>HSE Advisor |
| Emissions from Hazardous Substances / Waste Material | Emissions released into the surrounding environment form chemicals and waste material | 5<br><br><br>4 | • The will be no burning of waste materials at any time.<br>• Hazardous substances must be used and stored in compliance with relevant legislation and manufacturer's guidelines at all times. A copy | Site Manager /<br>HSE Advisor /<br>Site Manager |

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| | | 4 | of the current Safety Data Sheet (SDS) must be kept on site for all hazardous materials on site.<br>• When necessary appropriate ventilation / extraction controls must be utilized. | |
| | Particulate matter as a result of suspected or confirmed asbestos containing material (ACM) or lead containing material | 5 | • In the event of suspected or confirmed asbestos or lead containing materials a site specific management plan must be drafted by a suitably qualified person* which is accepted by the regulated body. Any management plan accepted as part of the project works must be fully adhered to at all times. | Project Manager / Site Manager / Environmental Consultant. |
| Regular monitoring and record keeping | Effects on the surrounding community and adherence to legislation and guidelines | 5<br>5<br>5<br>5 | • Conduct regular on-site and off-site inspections to record and monitor air quality for any changes or negative impacts.<br>• Maintain a record of any complaints **Community Complaints and Consultation Register HB-HSEQ-F-041**, and employ appropriate controls to rectify the complaint if justified. If air quality cannot be maintained cease all related activities immediately until alternative control methods can be implemented.<br>• Record incident reports as required using an **Incident Report Form HB-HSEQ-F-027-B** and action any **Corrective Action Reports HB-HSEQ-F-029-A** as necessary.<br>• Quantitative air monitoring shall be untaken to resolve issues or if requested by regulators as required. | Site Manager /<br>HSE Advisor |

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| **Developed / approved and communicated to all relevant workers on site by**: | | |
|---|---|---|
| **Name:** | **Position:** | **Date:** |
| **Nick Linnan** | **Project Manager** | |
| **Steve Andersen** | **Site Manager/ Foreman** | |

| | | |
|---|---|---|
| | **Workers Representative** | |

## Examples Air Quality Management

**Rumble grid and rock pad in place on the Construction site exit.**

**Revegetation of previously exposed swale drain. A mixture of hydro mulch and turf has been used.**

**Water-truck in use to keep trafficked routes Wet down to aid dust suppression.**

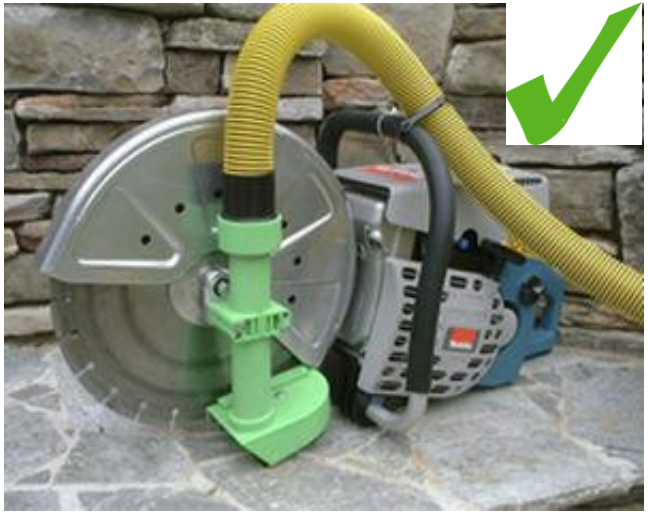
## Examples Air Quality Management

**Dirt has been tracked extensively onto a public road. This can become airborne or enter stormwater drains.**

**Construction vehicle creating dust due to insufficient controls and lack of adherence to speed limits.**

## Examples Air Quality Management

**Concrete cutting with no dust suppression Controls.**



**Demo saw fitted with dust extraction device.**

**Concrete cutter fitted with a hose to enable Effective dust suppression.**

# EWMS-8 Noise and Vibration

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| Planning of Works | Potential to create unnecessary noise and/or vibration through lack of planning | 5<br><br>5<br><br>5 | • Plan work activities with the potential to create excessive noise / vibration with the contractors involved to ensure the correct sized plant is selected and least impacting methods are used.<br>• Keep neighbours / sensitive receptors informed of any expected noisy events which can't be supressed or changes to existing schedules in advance. This will include liaising with the court house clerk on a daily basis informing of noise related activities prior to occurrence.<br>• Plan the site layout and vehicle / machinery routes, including access and egress, to cause as least disturbance as possible in relation to sensitive receptors and the general community. | Project Manager / Site Manager / HSE Advisor<br><br>Project Manager / Site Manager<br><br>Site Manager |
| Plant and Equipment | Potential excess noise and/or vibration through improper use or plant/equipment selection. | 5<br><br>3<br><br>1 / 2<br><br>1 | • Operation of plant and equipment must be restricted to the hours of the Inverell Shire Council approved working hours for construction<br>• Position potentially noisy plant and equipment away from sensitive receptors as much as possible. Try to position noisy plant and equipment away from each other to prevent noise and vibration compounding or stagger the works where practicable.<br>• If possible eliminate noisy activities on site, i.e. can the work be carried out at a more suitable location off-site such as fabrication at a workshop. Explore the option of substituting plant or machinery for quitter counterparts where possible.<br>• Avoid or minimise vehicles and plant idling when not in use. | Site Manager / Subcontractors |
| | Potential for excessive noise or vibration from malfunctioning equipment | 5 | • Ensure all plant and machinery complies with relevant noise and vibration control standards. Service logs must be checked and up to date and plant and machinery must be inspected daily. If the equipment is not working properly or creating a higher level of noise than expected, cease work until the item has been inspected. | Site Manager / Subcontractors |
| | Activities exceed legislated accepted levels of noise and/or vibration, or warrant complaint. | 5<br><br>5 | • If an activity or combined activities result in the legislated maximum levels being exceeded, cease the activity or activities immediately until effective controls are put in place.<br>• If a complaint is received cease the activity or activities in question until the issue has been investigated by site and project management. | Site Manager / Subcontractors |

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| Site Personnel | Risk of noise directly from the actions of site personnel whilst on site and whilst arriving / leaving. | 5<br><br><br><br>5<br><br>5<br><br>1 | • Noise and vibration procedures and controls should be incorporated into site specific Work Method Statements (WMS's) and relevant documents which are made easily accessible so all personnel are properly informed of requirements.<br>• All site personnel must be trained upon arrival to the construction site using a site specific induction which includes all relevant noise and vibration procedures.<br>• Toolbox training will take place as required in regard to noise and vibration requirements and management.<br>• Ensure that vehicles and plant are not queuing or idling outside the site especially before or after specified construction working hours. This will be applicable to all days but especially when court sitting days occur outside the adjacent court house building. Ensure site personnel do not make excessive noise when arriving to, or leaving the construction especially outside of construction hours. | Site Manager / Subcontractors / HSE Advisor<br>Site Manager / HSE Advisor<br>Site Manager / HSE Advisor<br>Site Manager / Subcontractors |
| Deliveries | Noise from heavy vehicles and unloading materials / equipment. | 5<br><br>5<br><br>5 | • Organise the construction site to minimise truck movements and ensure that set-down areas are located away from sensitive receptors where practicable.<br>• Ensure that vehicles, especially delivery trucks have to reverse as little as possible both in and around the construction area. If vehicles / plant do have to reverse non-tonal alarms should be fitted.<br>• All deliveries to occur within designated construction hours unless otherwise approved. | Site Manager |
| Piling Techniques | Excessive noise and vibration from piling activities. | 5<br><br><br>5<br>4 | • Plan the methodology and technique employed when piling. Ensure that maintaining as little disturbance in terms of noise and vibration is a key factor in the choice of piling techniques.<br>• Use industry best practice for installation of bored piers.<br>• If percussive piling techniques are adopted limit the hours of operation, lower the height of hammers and consider acoustic shielding where practicable. | Project Manager / Site Manager |

**Hierarchy of Control (HOC): 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE**

| Environmental Aspects | Impacts | HOC | Controls / Work Methods | Responsible Person/s for Monitor & Review |
|---|---|---|---|---|
| Regular Monitoring | Lack of monitoring can result in inaction and leave possible noise and vibration issues unresolved. | 5<br><br>5<br><br><br><br>5 | • Conduct regular on-site and off-site inspections to record and monitor noise and vibration for any changes or negative impacts.<br>• If necessary differentiate between construction noise and noise from other sources (e.g. background noise, traffic, other works or events etc...) when evaluating. The may be done by monitoring noise when the majority of the site in on a lunch break or directly before or after construction hours.<br>• Quantitative noise monitoring shall be untaken to resolve issues or if requested by regulators as required. | Site Manager /<br>HSE Advisor<br><br><br><br>Environmental Consultant* |
| Record Keeping and Reporting | Accurate record keeping and reporting can ensure that adherence to legislation and guidelines is maintained. | 5<br><br><br><br>5 | • Maintain a record of any complaints **Community Complaints and Consultation Register HB-HSEQ-F-041**, and employ appropriate controls to rectify the complaint if justified. If noise and vibration levels cannot be maintained at an acceptable level, cease all related activities immediately until alternative control methods can be implemented.<br>• Record incident reports as required using an **Incident Report Form HB-HSEQ-F-027-B** and action any **Corrective Action Reports HB-HSEQ-F-029-A** as necessary. | Project Manager /<br>Site Manager /<br>HSE Advisor<br><br>Project Manager /<br>Site Manager /<br>HSE Advisor |

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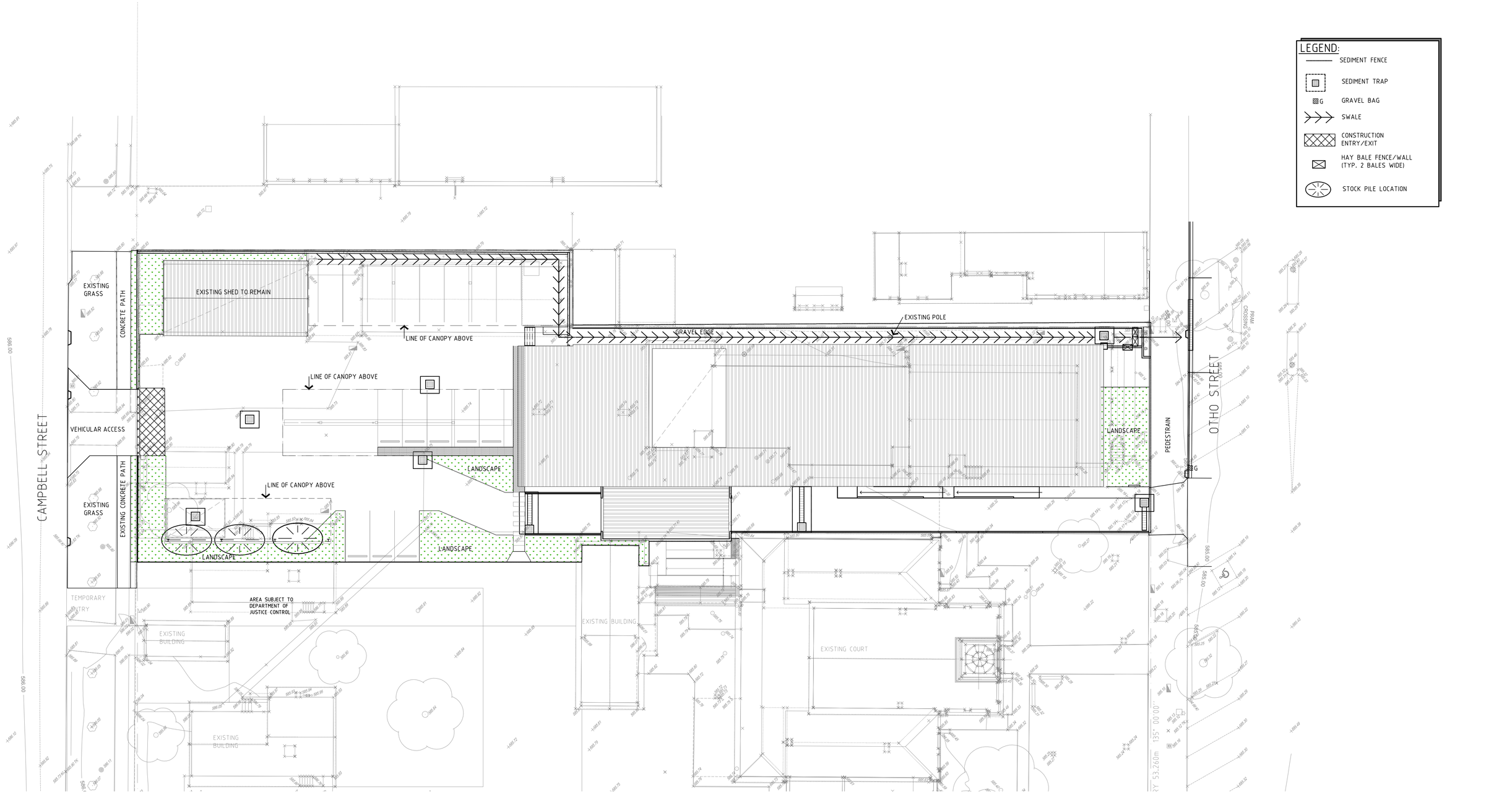


FOR CONSTRUCTION
FOR USE DURING CONSTRUCTION

REVISION

| REV No. | COMMENTS | DATE | INIT. |
|---|---|---|---|
| P1 | 50% CC ISSUE | 12.07.2019 | KS |
| P2 | 75% CC ISSUE | 19.08.2019 | KS |
| P3 | 90% CC ISSUE | 06.09.2019 | MA |
| P4 | CC ISSUE | 14.10.2019 | MA |
| P5 | 95% CC ISSUE | 22.10.2019 | MA |

General Notes

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ORIENTATION:

NSW Police Force

BGIS

Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
ABN. 34 001 485 435

38 WILLOUGHBY ROAD
CROWS NEST. NSW 2065
TEL 02 9490 9600
FAX 02 9438 1224

PROJECT:
**INVERELL POLICE STATION**

LOCATION:
**109 OTHO STREET, INVERELL**

SCALE:
1:200 @A1

DRAWING:
EROSION AND SEDIMENT CONTROL PLAN

JOB No.: **190077** DRG. No. C120 REV P5

## EROSION AND SEDIMENTATION CONTROL NOTES

1. BUILDER SHALL PROVIDE SEDIMENT FENCING MATERIAL DURING CONSTRUCTION TO THE LOW SIDE BOUNDARIES. TIE SEDIMENT FENCING MATERIAL TO CYCLONE WIRE SECURITY FENCE. SEDIMENT CONTROL FABRIC SHALL BE AN APPROVED MATERIAL (EG.HUMES PROPEX SILT STOP) STANDING 300 ABOVE GROUND AND EXTENDING 150 BELOW GROUND.

2. EXISTING DRAINS LOCATED WITHIN THE SITE SHALL ALSO BE ISOLATED BY SEDIMENT FENCING MATERIAL.

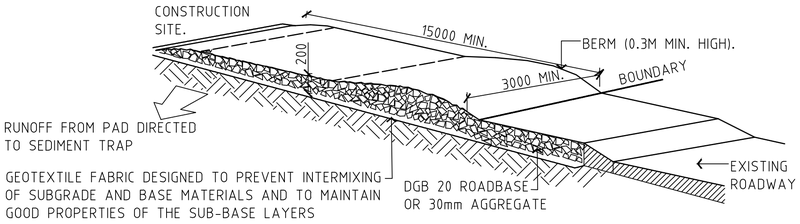
3. NO PARKING OR STOCKPILING OF MATERIALS IS PERMITTED ON THE LOWER SIDE OF THE SEDIMENT FENCE.

4. GRASS VERGES SHALL BE MAINTAINED AS MUCH AS PRACTICAL TO PROVIDE A BUFFER ZONE TO THE CONSTRUCTION SITE.

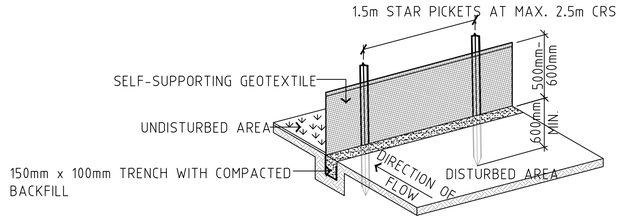
5. ROOF DRAINAGE, IF APPLICABLE, IS TO BE CONNECTED TO THE STORMWATER SYSTEM AS SOON AS PRACTICAL.

6. BUILDER SHALL CHECK ALL EROSION AND SEDIMENT CONTROL MEASURES EVERYDAY THERE IS ACTIVITY ON SITE AND AFTER EVERY STORM EVENT.

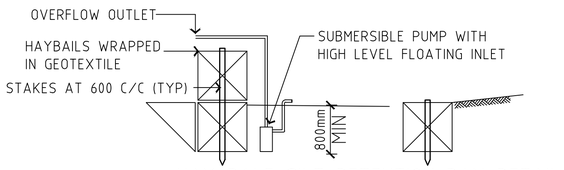
7. EROSION AND SEDIMENT CONTROL MEASURES TO BE INSTALLED BEFORE COMMENCEMENT OF WORKS. DISTURBED SURFACES ARE TO BE TREATED AS DETAILED WITH LINING INSTALLED AS SPECIFIED IN DETAIL



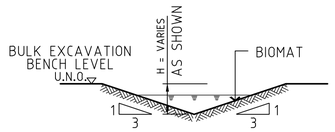

TEMPORARY CONSTRUCTION EXIT



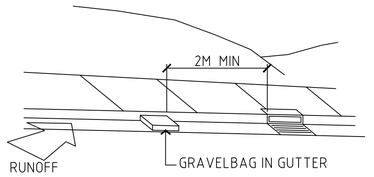

SEDIMENT FENCE



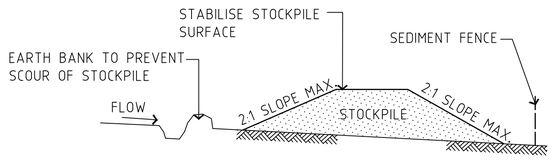

HAY BALE SILT RETENTION DAM DETAIL



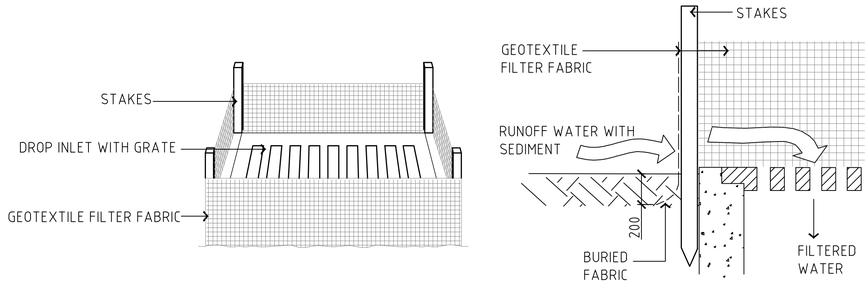

PERMANENT "VEE" DRAIN
MIN GRADE 1%




GRAVELBAG KERB SEDIMENT TRAP




BUILDING MATERIAL STOCKPILES




SEDIMENT TRAP TO STORMWATER SUMP

**FOR CONSTRUCTION**
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