PARKVIEW

CONSTRUCTION MANAGEMENT PLAN

for

Woolooware Bay Town Centre

461 Captain Cook Drive, Woolooware NSW

ISSUE 03: DA Issue

REVISION HISTORY

ISSUE	DATE	PURPOSE OF ISSUE
01	7/02/2013	DA Issue – for the development application
02	7/02/2013	DA Issue – Revised CMP drawings for development application
03	11/02/2013	DA Issue – Revised CMP drawings for development application

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REVISION APPROVALS

……..……	Checked OHS&E Manager	..... / ..... / .....
……..……	Checked Site Manager	..... / ..... / .....
……..……	Checked Project Manager	..... / ..... / .....
……..……	Checked Construction Manager	..... / ..... / .....

1.0 INTRODUCTION

This document outlines a Construction Management Plan for Stage 1 of the Concept approval being the Retail and Club component of the Cronulla Sutherland Leagues Club site now known as the Woolooware Bay Town Centre (WBTC) and located on the eastern side of the existing Stadium.

The project will comprise of the construction of a new retail neighbourhood centre, car parking and medical facilities on the existing eastern car park site and upgrade to existing club facilities.

The project will generally comprise of concrete framed structure, facade, services, associated finishes and external works to perimeter of the redevelopment.

This plan documents Parkview Construction's construction management planning for the Development Application for the above mentioned project.

The contents of this document include a brief description of the project, planned project sequencing, an overview of the Environment Health & Safety Plan for the project, Community Management, Traffic, Vehicle Access & Parking, Demolition, Excavation, project specific Waste, Stormwater, Noise, & Vibration and Dust & Air controls.

All other management plans not included above will be addressed in separate reports by the relevant consultants.

In addition to this an overview of the methodology of constructing the concrete structure included.

2.0 PROJECT DESCRIPTION

Existing Development

The Cronulla Sutherland Leagues Club site is legally described as Lot 11 DP 526492 and Lot 20 DP 529644 and is known as 461 Captain Cook Drive, Woolooware. Three Lots owned by Sutherland Shire Council (being Lot 21 DP 529644, Lot 1 DP 711486 and Lot 1 DP 501920) are also included within the proposed scheme.

The site is located on the northern side of Captain Cook Drive approximately 1 kilometre from Woolooware (to south) and 2 kilometre from Cronulla (to south east). The site is bounded by mangroves and Woolooware Bay to the North, Captain Cook Drive to the South, Football Stadium to the West and Woolooware Road Nth to the east.

Proposed Development

The new neighbourhood centre now known as the Woolooware Bay Town Centre (WBTC) will be constructed on the eastern side of the football stadium on the existing club car park site. The redevelopment of this site will include the construction of a Retail, Medical and Leisure Centre on the existing eastern car park site and redevelopment of the existing Cronulla Sutherland Leagues Club facilities.

It is intended that the existing club will remain in operation during construction with access and parking provided for club staff and patrons during construction.

The internal fitout of the club, retail shops, medical and leisure facilities will be subject of separate Development Applications.

3.0 SITE PLAN

This ***Site Plan-CMP001*** (refer ***Appendix 'A'***) has been prepared to demonstrate the proposed setup for construction of the Works on this site including pedestrian & vehicle access, temporary club patron parking during construction and construction workers parking, Construction Work Zones, Crane Zones, Site amenities which are to be read in conjunction with this Report.

The Plans have been developed into three separate plans to demonstrate the sequencing of construction phases.

4.0 CONSTRUCTION SEQUENCING

1. It is intended to commence construction of the new retail centre on the northern half of the existing bitumen car park. Club patrons and staff can utilise parking on the southern half of the existing car park while construction occurs on the northern portion of retail. Access to existing club main foyer and loading dock areas will remain unaffected.
2. On completion of structure to northern retail portion, construction to the southern retail portion will commence. Parking for club patrons and staff will be reallocated to the northern retail portion of the newly constructed retail at ground level. Safe pedestrian access shall be provided to gain access to the club.
3. Civil and Infrastructure works shall be coordinated and constructed to accommodate club patrons and construction program
4. The internal fit out of the club, retail shops, medical and leisure facilities will be subject of separate Development Applications.

The above works shall be programmed to allow for staged completions

5.0 SITE ENVIRONMENTAL MANAGEMENT PLAN

PARKVIEW'S APPROACH TO ENVIRONMENTAL MANAGEMENT

Environmental Policy

Parkview is committed to pursuing a responsible approach to a sustainable community environment through all its operational activities.

Parkview implements strict building practices and policies to ensure all activities are environmentally sensitive throughout the project and beyond.

Parkview's Environmental Management System (EMS) requires a site specific Environmental Management Plan (EMP) which is implemented to ensure that all projects comply with the environmental conditions, while guaranteed environmental risks are properly managed or avoided.

The EMP is maintained as part of Parkview Construction's overall Management systems which have been accredited to and maintained to AS/NZS ISO 140001 standard.

Environmental Management Plan Outline

Parkview supports the principles of Ecological Sustainable Development (ESD). Parkview's aim is to conserve and enhance resources so that ecological processes are considered and the total quality of life preserved and can be increased.

This Environmental Management Plan (EMP) has been developed in accordance with Section 4 of the NSW Government Environmental Management Systems Guidelines (1998) to comply with NSW legislative requirements including relevant aspects of (but not limited to) the following:

- Protection of the Environment Operations Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Protection Act 1994 (QLD)

The Plan will also comply with the relevant aspects of the Green Building Council of Australia Office As Built V2, including (but not limited to):

- Provide and implement a comprehensive Environmental Management Plan (EMP) for the works in accordance with Section 4 of the NSW Environmental Management System guidelines;
- Provide and implement a comprehensive waste management plan that achieves 80% by weight reuse and/or recycling of construction waste;
- All stormwater leaving the site, at any time up to a 1 in 20 year storm event, is treated/ filtered in accordance with the Australian and New Zealand Environment Conservation Council (ANZECC)'s Guidelines for Urban Stormwater Management;
- No direct beam light is directed beyond the site boundaries or upwards without falling directly on a surface with the explicit purpose of illuminating that surface.

The EMP will also include measures to ensure compliance with approval conditions issued by the Determining Authority.

Parkview demonstrates through its Site Environmental Management Plans (EMP) (specifically developed for each site), that environmental considerations receive priority attention on a continual basis. The EMP has been developed to ensure that all contractors and sub contractors comply with the environmental conditions for approval for the project and that the environmental risks are properly managed.

Education / training of all employees on environmental issues stress the commitment of senior management to EMP being the method by which the company enhances environmental performances. All employees are encouraged to participate in educational / training programs.

Note - This plan shall be read in conjunction with the Construction Management Plan and the Occupational Health and Safety Management Plan.

Project Environmental Objectives

To comply with environmental legislation and standards by:

- Implementing programs to assess risk and eliminate or minimise any negative impact on the environment by; recycling materials where possible, facilitating waste reduction of natural resources and implementing waste minimisation disposal methods.
- Embracing a best practice approach to environmental performance through a process of continual review development and improvement.
- Integration of environmental considerations into planning operational activities such as the impact of traffic, plant and work methods.
- Education of staff, employees and subcontractors in responsible environmental stewardship and responsibilities.
- Conduct business with suppliers and contractors who also demonstrate a commitment to responsible environmental management.

EMP Objectives

The specific objectives of this EMP are as follows:

- Establish relevant environmental standards, goals or objectives for each issue, based on the findings of the Preliminary Environmental Assessment, specific conditions imposed by licences and approvals;
- Develop management strategies and actions to meet the environmental objectives, including specific safeguards as identified in the Preliminary Environmental Assessment and conditions of approval;
- Allocate responsibility and timing for the execution of the environmental action and provide a mechanism to ensure that the principles of environmental management are understood by all personnel;

- Develop an appropriate review regime to ensure a documented, periodic and objective system for the evaluation of environmental performance;
- Ensure that all required environmental controls and environmental plans are in place before the commencement of specific works or activities, and
- Develop a process for implementing corrective action, to ensure that recommendations are implemented.

Please also refer to ***Appendix 'B'*** for Parkview's ***Site Environmental Management Plan*** with more specific details relating to the following-

- Responsibilities
- Legislative Authority requirements
- Planning for environmental elements including-
    - ***Noise***
      minimising noise impacts on the environment including Fauna (Large-footed Myotis), Residents and the surrounding Community and Businesses, by ensuring that the approved noise levels are not exceeded where practical.
      Noise monitoring will be undertaken during construction activities which create an increase level of noise above acceptable levels on site.
    - ***Vibration***
      Minimise impact to structure and Residents of the surrounding Community and Businesses. If structures are damaged the necessary remedial measures will be completed satisfactorily.
    - ***Air Quality***
      The project will be conducted in a manner so that airborne dust is not a nuisance to residents, by ensuring that the approved air quality criteria levels are not exceeded.
      The project will be conducted in such a manner that air emissions are minimised.
    - ***Greenhouse Gas emissions***
      All greenhouse gas emissions generated as a result of construction to be reduced where practical and kept to a minimum
    - ***Water Quality***
      Water quality in receiving waters will not be affected by the construction activities.
      All Stormwater leaving the site, at any time up to 1 in 20 year storm event, is treated /filtered in accordance with the Australian and New Zealand Environment Conservation Council (ANZECC)'s Guidelines for Urban Stormwater Management.
    - ***Water Minimisation***
      Practices during construction will be aimed at minimising water usage,
      All fixtures (taps, toilets, urinals, etc) for the use of construction personnel, will archive a minimum 3 star WELS or equivalent.
    - ***Erosion***
      Conserve the soils in the areas affected by the construction activities and areas affected by runoff.
      All Precautions shall be taken to minimise erosion and sediment runoff to watercourses
    - ***Flora & Fauna***
      All precautions will be taken to protect the Flora (Managroves) and Fauna (Large-footed Myotis), including nominated trees on site and street trees in accordance with Council's Tree Preservation Order.
    - ***Weed Management***
      All precautions shall be taken to ensure that the spread of weeds in the locality is not exacerbated by the project.
    - ***Waste Management & Minimisation***

80% of construction waste will be reused or recycled in accordance with the Construction Waste Management Plan (CWMP) prepared by the site when the detailed design of materials has been finalised.

Recycle Bins shall be procured and construction waste materials placed in the appropriate bins on site.

All other office waste (glass, paper, etc) will be recycled and placed and in the appropriated recycle bins.

- ***Light***

  All precautions will be taken to reduce pollution from the unnecessary dispersion of light into the night sky and onto neighbouring property.

- ***Hazardous Materials storage and handling***

  Removal of hazardous material from the site will be in accordance with local requirements.

  All hazardous material is to be handled in accordance with the relevant guidelines, as well as the procedures in the Site Work Health & Safety Plan.

- ***Rehabilitation***

  Rehabilitation of disturbed areas shall be undertaken and completed to original conditions or better in accordance with Landscape Consultant.

  Materials used for rehabilitation and site control works are to originate from the site as much as possible, and

  Areas disturbed by construction activities will be revegetated as soon as possible.

- Implementation, Measurement and evaluation

Site specific reports relating to some of the elements above and as required by the Concept Plan approval conditions shall be submitted by individual consultants and address accordingly.

6.0 CONSTRUCTION WASTE MANAGEMENT PLAN

Relationship of this Plan

This Waste Management Plan relates to the construction of the proposed development.

Any person acting upon the development consent pursuant to which this Plan is made shall ensure that a copy of this Plan is provided to each person who is to work at the building site for the construction activities to be undertaken at the site.

The items below describe the overview of the construction activities and the general materials / waste management guidelines. Specific action plans can be found in Appendix 2 once the DA Conditions have been issued.

Waste Generation

All generated waste will be separated on into primary waste groups either on site or off site (at the waste contractor's depot):

- Concrete
- Masonry
- Steel and sheet steel
- Timber products
- Aluminium and glass

Building Structure

The proposed building structure will be a steel reinforced concrete frame with masonry wall panels. This construction will generate waste materials from the following key trades:

Formwork – timber forms and supports, materials pallets and metal strips.

Reinforcement – steel bars, mesh and post tension coils

Concrete – excess concrete and slurry.

Masonry – excess bricks, mortar slurry, brick pallets, plastic wrap and/or straps.

Building Interior and Finishes

The internal finishes for the project will create a range of waste materials:

- Aluminium metalwork – plastic protection and coatings.
- Render – excess materials and slurry.
- Tiles – excess materials, cardboard packaging and pallets.
- Plasterboard – excess materials and pallets (generally recycled).
- Services equipment – pallets and plastic packaging.
- Hardware – cardboard packaging.
- Paint – tins and brush wash down.
- Timber Flooring – excess materials and plastic packaging.

Waste Management

Materials Ordering

In order to minimise the creation of waste during the construction works, the construction team will seek to more closely identify the necessary quantities for new bulk materials to reduce on site wastage of materials.

Component Manufacture Off-Site

Where elements of the construction may be manufactured off site and, therefore, minimising the potential for site waste generation then this will be encouraged.

Materials Delivery Packaging

Where elements of the construction are manufactured off site and, therefore, require packaging for site delivery, the method of delivery will be selected to minimise packaging and methods of handling will be provided to maintain safety of the materials in transit and loading.

Waste Water and Liquids

All waste water will be retained and held in metal drums to settle sediment.
Sediment free waste water will be re-used on site for mortar.

Paint brush wash down and cleaning acids will be retained and stored on site for removal by a specialist contractor.

Waste bins will be stored on site within the site boundaries. General Construction waste will be separated between recyclable and non recyclable for movement off site to approved waste collection and or landfill stations in accordance with EPA and relevant authority legislation.

Any demolition materials are to be recycled. Food waste will be separated and contained within a bin with a lid. This bin will be changed over at regular intervals to avoid smells and the attraction of rodents.

7.0 WORK HEALTH & SAFETY PLAN

PARKVIEW'S APPROACH TO WORK HEALTH AND SAFETY MANAGEMENT

Work Health and Safety Policy

At Parkview we are committed to ensuring the health, safety and welfare of all our employees, subcontractors and visitors at our workplace.

To achieve this we will maintain a culture of continuous improvement, which adopts principals of risk management practices and facilities the integration of health and safety into all activities.

Parkview will maintain an OHS system that complies with AS/NZ 4801 standards and meets regulatory and legislative frame works. We will enforce, monitor and review this policy on a continual basis.

Parkview's OHS will:

- Identify and assess potential hazards and control the risks
- Develop and maintain safe working procedures and programs
- Provide training, information and instruction
- Implement injury management and rehabilitation of injured employees
- Facilitate consultation in workplace health and safety
- Provide adequate resources to facilitate this policy
- Monitor and review OHS compliance

All levels of supervision will be responsible in the areas of their control for the enforcement of Parkview's policy and the health and safety system. Employees and subcontractors will be required to cooperate with Parkview's policies and procedures and any site health and safety requirements by following correct safe work procedures and report any unsafe conditions and accidents to their supervisor and advise the site foreman.

In promoting continuous improvement, and to ensure that the OHS and associated processes on site are being implemented as required, Parkview regularly conduct **audits of all sites, policies and objectives. Executives will seek commitment and improvements from all stakeholders: employees, sub-contractors, clients and consults.**

Please refer to ***Appendix 'C'*** for Parkview's ***Work Health & Safety Plan***

8.0 COMMUNITY CONSULTATION & MANAGEMENT

We recognise the importance of informing the local community of activities occurring within their surrounds. As noise and traffic is generated from the construction process the community must be kept informed of the progress to ensure understanding.

As we enter the community we need to understand the local protocols, issues and concerns regarding the proposed project. By engaging the community and working with all stakeholders we learn of the concerns that need to be discussed and can plan and develop our local management plans accordingly.

Communication is paramount. Should any community member have concern or issue they need to be able to know who and how they are able to make contact.

Methods of communication and consultation may include:

- Site signage
- Newsletter
- Web-page with project information and feedback forms, 1300 telephone number and message service
- Workshop facilitation
- Site tours

Parkview will establish and maintain good relations with the community.

Complaints or concerns that residents have with the site or any construction related activity should be firstly raised with the Project Manager or Site Manager where practical. The Project or Site Manager's contact details will be posted on the main site entry gate. A complaints register will be kept and maintained.

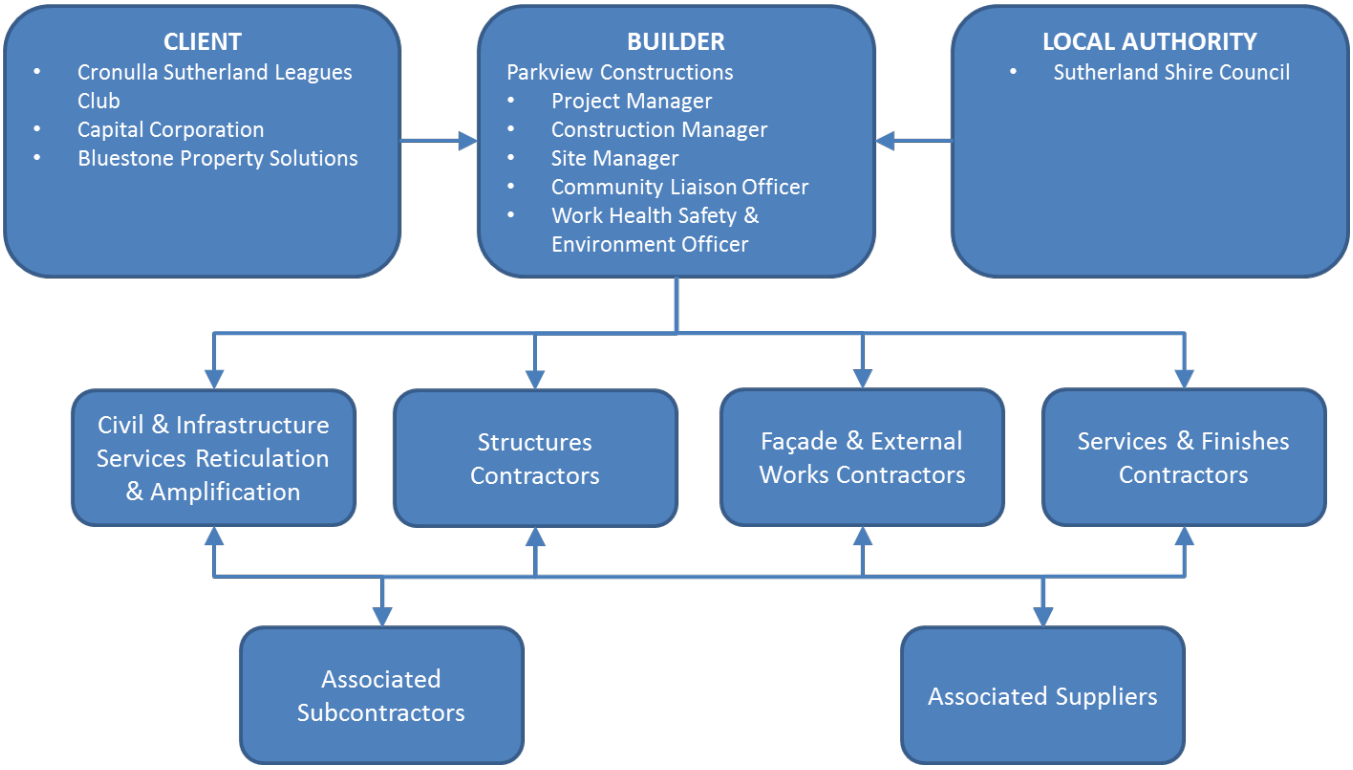
9.0 PROJECT STRUCTURE

Parkview Constructions is the preferred principal contractor and will engage specialist structure, façade, finishes, services and external works contractors for this project.

The contractors will comply with all current Codes, Regulations and Standards.

The following reporting structure is likely to be implemented.

Woolooware Bay Town Centre
Project Structure



Parkview Construction management will be the main point of contact for all construction works on this project.

The processes for monitoring the contractor's procedures such as safety plans, risk assessments, safe work method statements (SWMS) and controls is to ensure continual improvement in the environmental performance, and is part of Parkview Construction's overall Management systems which have been accredited to and maintained to AS/NZS ISO 140001 standard.

Please also refer to ***Appendix 'C'*** for Parkview's ***Work Health & Safety Plan*** with more specific details relating to Parkview's Policies and Procedures.

10.0 STORMWATER & EROSION MANAGEMENT PLAN

Objectives

To plan and carry out the work to avoid erosion, contamination and sedimentation.

To control the quality of surface water leaving the construction site such that no unacceptable impact occurs to adjoining waterways or the local stormwater system.

Minimise disturbance to the hydrologic regime of the surrounding landscape and maximise opportunities for stormwater recycling on the site.

Protect groundwater from contamination which could result from construction activities.

Key Management Issues

Construction activity on the project site involves disturbing soils so that infrastructure relocations, demolition, piling, services and structure activities can be conducted. The potential exists for unconsolidated soils to be eroded by water and wind action.

The construction phase works have the potential to adversely impact:

- Hydrology and flooding
- Soil resources
- Unconsolidated soils to be eroded by water and wind action

However the following activities are expected to be the key risk sources during construction;

- Site clearing, spoil and material stockpiling.

Potential discoveries which could result from construction activities include direct contact with contaminated soil or substances of unknown quality during excavation of infrastructure relocations, demolition, piling, services and structure.

The following management issues have been identified:

- Site contamination through the potential for an overflow of fuel/ chemical storage containers and contamination from the equipment and plant repair area into surrounding natural watercourse
- Stormwater runoff coming into contact with potential contaminated soils may potentially flow into the stormwater inlets and thus nearby natural water courses could be affected and consequently reduce water quality
- Sediment laden water from the construction site may potentially flow into the stormwater inlets and thus nearby natural water courses could be affect and consequently reduce water
- Stormwater with excessively high or low pH values could run-off from the selected stockpiles stabilisation area
- Site cut off drains eroding and increasing site water sediment loads
- Vehicles leaving the construction site depositing dirt/ mud on public roads after rain periods
- Removal of excavated material off site escaping from vehicles and polluting roadways

Key Legislation

Protection of the Environment Operations Act

Contaminated Land Management Act and Regulation

Soil Conservation Act

Occupational Health and Safety Amendment (Dangerous Goods) Act

Sutherland Shire Council Development Control Plan SSDCP-2006

Other Requirement & Guidelines

Managing Urban Stormwater-Soil and Construction

ANZECC (2000) Australian and New Zealand

Site Actions

The prevention of soil erosion by water and wind and by sediment pollution WILL BE key components of the environmental management plan for the site.

A stormwater, erosion and sedimentation control map will be prepared prior to site activity and Earthworks. The map will detail collection points, temporary drainage flows, sedimentation controls and general stormwater overflow management.

Construction stage water quality impacts shall be minimised by incorporation of appropriate erosion and sediment control measures in the detailed design, specification and contract arrangements and quality assurance inspection during construction.

The Stormwater Management Plan is in accordance with the following principles:

Planning

- Divert runoff around disturbed areas
- Limit disturbance to the area
- Stormwater drainage
- Site access will be limited to the minimum number of entry and exit points required
- All approved access points shall be marked prior to the commencement of construction within that area
- Dissipated uncontrolled flow by sediment fencing/ devices placed across the line of water flow
- Reduce the erosive energy (concentrate d flow and velocity) of water using measures such as temporary storage, dissipaters, and excavated holding ponds.
- Where practicable maintain stormwater inlets and protect the drainage line from erosion
- Direct runoff from disturbed areas through sediment traps or filters
- Loss of soil from stockpiles is minimised using filter barriers and temporary covering

Dispersal Control

- Prevent deposition of sediment on the public road network due to truck / equipment movements to and from the site
- A purpose built wheel wash/ shaker facility will be constructed at the exit gates of the site
- Main construction roads on site to be all weather and adequately drained
- Collection of on site stormwater into temporary detention basins as part of excavation as required

Rehabilitation

On completion of works remove sediment traps constructed as part of the temporary works to all kerb inlets on streets by removeing all silt material from the base of the pit, removing the sedimentation control material and check off,

Temporary silt traps or sediment control devices will not be removed, but shall only be removed following completion of surrounding works.

For landscaped areas, maintenance will continue until vegetation is well established, is independent of further artificial watering.

Erosion and Sediment Control

It is encouraged that excavation activity is completed in periods of dry weather. The nature of construction allows for runoff to be trapped on site. All existing gutter inlets shall be monitored and controlled within sedimentation guidelines.

Swales and Perimeter Banks

Swales and perimeter banks will be used to control the flow of runoff within the site. All runoff collected in swales and perimeter banks will be selectively directed back to the site works.

Sediment Fences / Devices

Sediment fences and devices will be used in areas where temporary sediment control is required. These relatively simple devices will dissipate stormwater velocity and collect moving solids.

Throughout the Pre-excavation and Post Road Construction period of excavation and construction, temporary sediment fences and devices will need to be positioned where erosion is most severe.

Sediment fences will be placed downstream of stockpiles and disturbed areas. It is important that sediment is collected adjacent to these areas to prevent loss of material downstream.

Sediment devices will be placed in areas where energy dissipation is required. When constructed these systems are commonly known as check dams and are placed in areas where major flow path exists. Straw bales filter course sediments but tend to be less effective with fine sediments. For this reason all Straw bales will be lined on the upstream side with geotextile filter fabric where appropriate. Straw bales will be secured with three stakes and positioned so the bale twine does not degrade due to direct sunlight.

Fencing

Fencing is an effective and simple way to identify areas that require protection in a construction site. If areas are selected for protection they will be fenced and protected throughout the duration of the construction period.

Orange mesh fencing will be used to distinctly fence-protect trees and any other area or object susceptible to being disturbed by machinery or construction activity.

De-watering

Management practices have been implemented to address all sources of pollution on the site in accordance with current practices.

Parkview Constructions is committed to Stormwater Management during construction, and as such operates in accordance with industry best practice for the management of stormwater and de-watering discharge.

All site waters during construction and landscaping shall be contained on site, and released only when suspended solids are less than 50mg/L (for storms less than 1 in 5 year time of concentration) in order to avoid pollutants entering the Council's stormwater drainage system.

The collection of stormwater / ground water on a project could be discharged to the stormwater system if it meets certain criteria. This would involve an analysis of the quality of receiving waterways and the collected water within the project boundary. This analysis would need to be carried out by a NATA accredited laboratory and the results and final report supplied to Parkview Constructions.

The analysis would need to demonstrate that the collected water within the project boundary does not exceed the tested parameters and have no evidence of the following substances detected:

- Nutrients, from fertilisers
- Herbicides and pesticides used in landscaping
- Acids from washing
- Building wastes and litter
- Paint and paint wastes
- Oils, grease and fuel from equipment operation and maintenance

Note:

This initial analysis should be engaged by the Parkview site project team to an Environmental Consultant to prepare and interpret the results for verification and acceptability before any pump-out work can commence.

An on site treatment with discharge to stormwater system could be implemented providing that there is no chemical contamination (as listed above) and compliance to all legislation and other standard requirements and guidelines.

Note:

This site treatment should be sub contracted to an appropriate subcontractor and the test results supplied to Parkview Constructions and filed in the site records for verification purposes.

Treatment options could include the use of a mobile specialist plant for this procedure and may prove more cost effective than a procedure of pumping out and / or on site storage of this water. It is envisaged to re-use site contained rain water for dust suppression during early works.

Ongoing water quality monitoring would need to be addressed and the appropriate subcontractor engaged to do this work would need to provide a safe work method statement (SWMS) detailing the frequency of sampling and on site procedures to ensure discharge does not exceed the criteria.

Training

Communication and education material on the stormwater, erosion and sediment controls will be part of the Site Environment Awareness Program that will be incorporated into the site induction program and subcontractors scope of work, especially the early works trades.

Performance Measures

- Control structures constructed and operational prior to earthworks commencing in the nominated area.
- All site cut-off drains unobstructed
- All major site drains adequately stabilised
- All controls maintained and functional
- All stockpiled material adequately stabilised and protected
- No de-watering stormwater / ground water discharge from the site in a 5 year ARI storm event and have a suspended solid content of less than 50mg/L
- No complaints concerning mud / organic debris on the surrounding public roads to the site

Monitoring and Reporting

At least weekly, and after major rainfall, the relevant subcontractors whose works are associated with Stormwater / Sedimentation control or the nominated maintenance subcontractor will inspect (and document) the site and, providing particular attention to the following;

- Visual inspection of sediment control devices
- Ensure drains operate effectively and initiate repair as required
- Remove spilled soil (or other materials)
- Construct additional erosion and/ or sediment control works as might become necessary to ensure the desired protection is given
- Remove trapped sediment from catch drains, pits sediment fences, etc
- Ensure rehabilitated lands have effectively reduced the erosion hazard and initiate upgrading or repair as appropriate
- Maintain erosion and sediment control measures in functioning condition until all earthwork activities are completed and the site is rehabilitated
- Remove temporary soil conservation structures as a last activity in the rehabilitation program
- The area Foreman will keep records and comments on the condition of existing erosion and run-off controls (drains, silt fences, catch drains, etc) de-watering procedures and test results, and any site instruction issued to subcontractors to undertake remedial works
- Rainfall data will be filed on site and area Foreman for management discussion will keep records of poor drainage areas
- Monitoring and recording quality of water being discharged from site to ensure that the sediment load is less than 50 mg/L
- The records will form part of the site Environmental Management Plan and will be made available on request.

Corrective Actions

Non-conformances are to be recorded by way of the Parkview's Notification process. Refer the Site Environmental Management Plan for further details.

The Subcontractor shall review and analyse the cause of detected non-conformance and develop a corrective action to prevent recurrence. Details of the non-conformance including any immediate corrective actions undertaken, are to be recorded, reviewed and accepted by the OHSE Manager / Site Manager.

It is the responsibility of the OHSE Manager / Site Manager to immediately initiate corrective actions, if required. The non-conformance and corrective action must include details of the action proposed and an appropriate close out date. The corrective action should be signed, dated and filed.

If such corrective and preventative action leads to further non-conformance, any further action shall be subject to approval by the Site Manager in consultation with the OHSE Manger and Construction Manager.

11.0 PROJECT TRAFFIC MANAGEMENT PLAN

Objectives

To address traffic issues arising from construction and establish general guidelines and standards that address the issue.

Key Management Issues

Early works Construction of the WBTC will result in approximately 150 workers.

The location of the site, consultation with the Cronulla Sutherland Leagues Club and Sutherland Shire Council personnel and careful management will ensure that conflicts between construction and operational facilities and activities in the area will be avoided.

Construction traffic and parking on the project site is subject to constraints imposed by site conditions and public traffic movements.

The primary issues that affect this construction project includes:

- General site access and egress
- Interaction with existing facilities and operations
- The location and amount of parking
- The timing and extent of material deliveries
- Traffic conflicts with both existing vehicles and other construction traffic
- Traffic congestion and conflicts on external roads, and
- Signage and directions

Key Legislation

Road Transport (Safety and Traffic Management) Act 1999

Road Rules 2008

The Road Transport (General) Act 2005

Road Transport (General) Regulations 2005

Local Government Act 1993

Sutherland Shire Council Development Control Plan SSDCP 2006

Site Actions

It is therefore proposed to manage the impact of construction traffic through the provision of controlled access points to the site. These will be carefully coordinated to minimise conflicts with other activity.

The following actions will be implemented to manage construction traffic:

SITE ACCESS & PARKING

Site Access will only be permitted to approved Contractors and site staff with appropriate PPE. Members of the public will not be allowed on site without prior approval from the Site Manager. The proposed main entry gates into the site will be via Woolooware Road Nth and Captain Cook Drive for construction of the southern retail portion. All other access points to site works will be locked. Access points will be clearly marked 'For Construction Access Only"

All construction traffic, temporary roads and storage of materials will occur within the site.

All construction traffic will be advised to use Captain Cook Drive and access site via Woolooware Road North off Captain Cook Drive to avoid increasing heavy traffic on local roads around the area.

Safe access and adequate visibility for both pedestrians and vehicles will be maintained at all times while any traffic enters and exits the site.

Vehicle deliveries will be managed by Traffic Controllers where required to ensure that the public are safe at all times and minimise the impact of Construction vehicles on local traffic management and flow.
Traffic Management around the site will be provided by Parkview, including the surrounding streets as required.

An approved Construction Traffic management plan will be prepared and submitted to relevant authority for approval prior to commencement of construction by Parkview on site.

The plan will identify-

- Construction period, including stages of construction.
- The daily volume of construction traffic generated (trucks, plant & equipment vehicles, materials delivery and construction staff (vehicles) for demolition and construction phases.
- Truck routes, with truck prohibited from using Woolooware Road in order to protect amenity of nearby residents.
- Site Access for trucks & construction staff. Control of soil / mud from being dropped from wheels of construction vehicles onto adjacent public streets when those vehicles leave the construction site.
- Construction staff parking zones.

Approximately 100 car spaces will be made available on the existing car park to the south site for club patron parking during construction and relocated to level 1 car park at the northern end when suitably constructed.

Parking is indicated in the location shown on the attached ***Site Plan-CMP001*** (***Appendix 'A'***).

Site Accommodation

It is proposed that the site accommodation be provided on northern boundary.
Site accommodation will then be relocated to the level 3 car park when suitably constructed
Site Office and Amenities compound for Workers will be located in the location shown on the attached ***Site Plan-CMP001*** (***Appendix 'A'***).

MATERIALS HANDLING & STORAGE

Consideration of general materials handling including manual handling shall be identified and assessed in the applicable SWMS. Where materials have been identified as presenting significant risk, controls shall be developed to manage these risks, such as two man lifting, mechanical aids, PPE etc.

All materials will be stored within the fenced site compound with hazardous materials such as asbestos, hazardous chemicals, lead etc stored in designated and secure areas by a specialist contractor or qualified person in accordance with NSW Code of Practice *'Storage and Handling of Dangerous Goods'* and Parkview's ***Site Work Health & Safety Plan*** attached (***Appendix 'C'***).

This includes correct signage, correct protection (cages), correct labelling, SDS and risk assessment. An **SDS** will be maintained in the office for all chemical on site. Hazardous substances or dangerous goods are stored on site and the risk assessment will include assessing compatibility issues like storing an oxidising agent with flammable liquids or gas.

Materials handling will be predominantly by fork lifts and tower Crane and / or mobile cranes operating generally within the nominated construction zones and within the site. All plant used outside the site shall comply with all RTA requirements.

DELIVERIES OF MATERIALS

No deliveries will be allowed outside the approved Site Working Hours. All unloading and loading of vehicles will be carried out within the site boundaries and/or Work Zones located on Captain Cook Drive. Delivery of materials and supplies associated with the works shall be unloaded / loaded at designated areas as shown on the attached ***CMP001*** (***Appendix 'A'***) and as directed by Parkview staff/ Traffic Controllers.

PEDESTRIAN MOVEMENTS

Some pedestrian movement diversions will be necessary during the construction works. These diversions will detailed on the Construction Management Plan. Appropriate directional signage will be provided to ensure pedestrians are diverted from areas of construction activity.

Safe access will be maintained at all times during construction to entrance of club to ensure its ongoing operations.

SIGNAGE

On-site signage, speed limits and speed reducers will be used to ensure drivers use appropriate routes through the site and to and from the site access points.

EDUCATION

All site personnel will be inducted into the construction traffic management system that will be operating for the site during the approved hours of work.

An ongoing site education and supervision program for site staff will be run on-site during the entire construction process.

PERFORMANCE MEASURES

- Access provided prior to works commencing
- Provision of fencing and gates
- Complaints received from adjoining operations or from statutory authorities
- Parking outside designated areas when available

MONITORING AND REPORTING

The Construction Manager will report when required on the implementation of the Site Traffic Management Plan.

The plan will be periodically updated to include but not limited to:-

- Access points in use
- Location of parking areas if and when available
- Variations to traffic management plans
- Identification of any safety or operational incidents and actions taken to address the conditions that caused the incidents
- Monitoring complaints and corrective actions
- Details of signage on internal and external roads.

CORRECTIVE ACTIONS

The Construction Manager CM / Site Manager shall review and analyse the cause of detected non-conformance related Traffic management and develop a corrective action to prevent recurrence.

The Sub-contractor shall advise the Site Manager, by way of the System Defect report procedure, the corrective action and the preventative action taken to correct the non-conformance.

If such corrective and preventative action leads to further non-conformance, any further action action shall be subject to approval by the Construction Manger CM / Site Manager in consultation with the WHSE Manager.

12.0 NOISE & VIBRATION MANAGEMENT PLAN

Objectives

It is Parkview's objective to minimise the generation of noise and vibration from construction activities occurring on site and its impact on the environment and the community including surrounding residents, businesses, workers, flora and fauna.

To limit noise where practical to within the Department of Environment and Climate Change (DECC) Industrial Noise Policy.

To comply with AS 2436-1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites."

Establish and maintain good relations with community and adjacent neighbours.

Key Management Issues

Noise generated on the project site during construction will be created by vehicle movements, heavy machinery (e.g. drilling & piling rigs and concrete pumps) and handheld machinery and tools. Some additional vehicle noise may be generated by the thoroughfare of vehicles using transport corridors to and from the site.

Construction noise acceptability criteria vary depending on construction period, as outlined in the Environmental Noise Control Manual (ENCM) Chapter 171 Construction Noise. Parkview shall undertake localised noise monitoring during periods of construction to establish acceptable criteria to the above standard.

Construction Period

Parkview will only undertake construction activities including Piling, Demolition, Excavation, Structure, Façade, Finishes, Services, and External Works will operate during the approved site working hours. The intent is for all works to be conducted within these nominated operating hours, however due to construction methods and certain safety issues, there will be occasions when works are completed outside normal working hours. If any of these works are proposed then approval will be sought from the relevant authorities.

The key measures to addressing this issue are as follows:-

- Establish and maintain good relations with community and neighbouring sites.
- Identify the Environmental risk of noise generated during construction activity affects adjoining properties.
- Identify the Environmental risk of noise generated during construction affecting the overall site

This includes noise and vibration generated from construction machinery such as drilling/piling rigs jackhammers, concrete pumps and vehicles travelling to and from the site.

Key Legislation

Department of Environment and Climate Change (DECC) Industrial Noise Policy and Guidelines.

Australian Standard AS 2436-1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites."

Australian Standard AS 2601 Demolition of Structures

Sutherland Shire Council Development Control Plan SSDCP-2006

Site Actions

Parkview will only work within the approved site working hours unless approved in writing by the relevant authority.

No construction works shall commence unless the subcontractor has submitted a Risk Assessment and Work Method Statement which details the schedule of plant and equipment describing the equipment types to be used, noise levels these will generate, expected time and duration of use, and any measures required to ensure the noise levels are acceptable (such as screen mufflers), or monitored.

Ensure traffic access to and from the site will be via designated entry/exit points.

Personal safety measures shall be implemented wherever noise exceeds 85dB (A)

Fit and maintain appropriate mufflers on construction equipment as required, and to meet current legislation requirements.

Operation of all plant, vehicles and hand held equipment is to be in accordance with DECC Industrial Noise Policy Guidelines.

All practical and possible methods of construction will be used to comply with AS 2436-1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites."

Parkview will establish and maintain good relations with the community.

Vibration

When planning for construction activities that may include vibration work, all practical efforts to be protect vibration sensitive buildings and the amenity of the occupier's of buildings are to be assessed and monitored.

A fully detailed dilapidation survey shall be conducted. This shall be undertaken initially by an authorised consultant, further survey undertaken by Parkview Constructions and all subcontractors. These surveys shall be documented, issued to the relevant authorities and stakeholders and a copy kept on site. The Cronulla Sutherland Leagues Club, Fitness First and Petrol Station on the eastern side of the football stadium are to be considered during these surveys.

Apply a practical and economical combination of vibration control measures to manage vibration impacts such as:-

- Substitution by an alternative process
- Restricting times when work is carried out
- Screening or enclosures
- Consultation with affected members of the community

During business hours, vibration disturbance from construction operation must be kept to a minimum. The basis for this vibration management strategy will be to limit the times that certain vibration producing activities may be carried out. Generally, this may well be accomplishes by performing such work outside of normal hours

(when the majority of residents / businesses are either not present or engaged in less vibration sensitive activities).

Training

Communication and education material on the noise and vibration controls and procedures will be part of the Site Environmental Awareness Program that will be incorporated into the site induction program and relevant subcontractor scope of work, risk assessment and SWMS's

Performance Measures

- Assessment of performance by issues / queries / concerns received from the community or from statutory authorities.
- Warning / notices received from statutory authorities fro exceeding noise levels or work outside the approved work hours as set out in the DA consent.
- The maximum noise level (LA max), when measured at a distance of 7 metres from any item of plant or equipment and must not exceed the maximum noise levels indicated in table 1. Below or the recommended level stipulated by the approval authority-

Table 1 provides guidelines for acceptable maximum noise levels of typical plant and equipment (at 7 metres)

ITEM	TYPICAL PLANT OR EQUIPMENT	MAX NOISE LEVEL (at 7 metres)
Bulldozer	Caterpillar D7, D9	88
Front End Loader	Wheeled	90
Jack Hammers	With silencing bags	85
Air Track Drill	800 CFM Compressor	96
Scraper	Caterpillar 651	85
Grader	Caterpillar 16	85
Compactor	Caterpillar 825	85
Compactor	Vibrating Plate	92
Vibratory Roller	10-12 Tonne	89
Water cart		88
Dump Trucks	35 Tonne	96
Excavator	Kato 750	86
Truck		80
Crane	Truck Mounted	85
Compressor	600 CFM	75
Compressor	1500 CFM	80
Backhoe		88
Spreader	Asphalt, concrete	70
Asphalt Truck		92
Asphalt Paver		89
Tip Truck		83
Generator	Diesel	79
Spraying Machine		75
Mechanical Boom		83

ITEM	TYPICAL PLANT OR EQUIPMENT	MAX NOISE LEVEL (at 7 metres)
Piling Hammer	For piles and casing	93
Concrete Truck		83
Concrete Pump		84
Concrete Vibrators		80
Drill	Air	85
Drill	Pneumatic	85
Welders		85
Concrete Saw		93
Concrete leveller		90
Cherry Picker	On Truck	80

Monitoring and Reporting

All subcontractors where the use of plant and equipment is required to carry out their works may be required to submit noise monitoring compliance certificates or monitoring results for all major plant and equipment on the project prior to use on site demonstrating conformance with operational licence.

Routine inspections of plant and equipment should ensure acoustic performance as per compliance.

Subcontractors are to provide details of acoustic performance of plant and equipment used on site

Any noise complaints or feedback from the community or from the operational facility on site to be recorded, reported and monitored.

The Site Manager may require the Subcontractor to carry out additional noise monitoring if a complaint regarding construction noise is received.

The Site Manager in consultation with the OHSE Manager will advise the monitoring location and the monitoring required will be manned monitoring.

Corrective Actions

Non-conformances are to be recorded by way of the Parkview's Notification process. Refer the Site Environmental Management Plan for further details.

The Subcontractor shall review and analyse the cause of detected non-conformance and develop a corrective action to prevent recurrence. Details of the non-conformance including any immediate corrective actions undertaken, are to be recorded, reviewed and accepted by the OHSE Manager / Site Manager.

It is the responsibility of the OHSE Manager / Site Manager to immediately initiate corrective actions, if required. The non-conformance and corrective action must include details of the action proposed and an appropriate close out date. The corrective action should be signed, dated and filed.

If such corrective and preventative action leads to further non-conformance, any further action shall be subject to approval by the Site Manager in consultation with the OHSE Manger.

Please also refer to ***Appendix 'B'*** for Parkview's ***Site Environmental Management Plan*** with more specific details relating to Parkview's Policies and Procedures.

13.0 AIR QUALITY MANAGEMENT PLAN

Objective

Maintain the current levels of local air quality during construction activities.

To minimise the generation of dust on the project site.

To implement appropriate controls to supress dust and other suspended particles in accordance with the consent conditions and risk management requirements.

To minimise all potential odour issues relating to contaminated soil or ground water.

Key Management Issues

Heavy machinery (mobile and fixed) may contribute to emissions (diesel pollution) to the local atmosphere. Exposed soils and unsealed vehicle access may contribute to dust generation and affect local air quality. Impacts upon native fauna and flora and reduce community amenity.

The generation of dust from the site can be a major nuisance to local activities as well as creating unacceptable working conditions. The key measures to addressing this issue are as follows:

- Emissions of dust due to traffic movement. Limit areas of disturbance to the minimum necessary.
- Emissions of dust due to wind erosion of stockpile material and exposed soil. Cover or rapidly dampen down areas where practical to minimise wind erosion and install mitigation devices to reduce the transfer of spoil and dust.
- Emissions of volatile gases, vapours and odurs from exposure and handling of contaminated soils and/or contaminated water.
- Ensure water carts are available to dampen approaches, access roads and other susceptible surfaces.

The environmental risk of dust generated from construction activities on site affecting adjoining properties or public access shall be assessed and managed.

The environmental risk of dust generated on the construction site affecting site operations shall be assessed and managed.

Key Legislation

Protection of the Environment Operations Act

Contaminated Land Management Act and Regulation

Occupational Health and Safety Act

Site Actions

The minimisation of air-borne pollution is a key component for this environment management plan for the site. Construction phase air quality impacts shall be minimised or avoided by incorporation of appropriate air quality control measures.

The installation and application of air quality controls durig the construction phase shall be in accordance with the following principals:

Prior to Construction Works

- Ensure that all equipment used and all facilities erected on site are designed and operated to control the emission of smoke, dust, fumes, odours and any other air impurity into the atmosphere
- Spray earthworks, roads and other surfaces as necessary with water, or other approved applications.

Construction Phase

All disturbed areas shall be stabilised as soon as practicable to prevent or minimise wind blown dust;

- Trafficable areas shall be clearly defined by guide posts or other suitable barriers to prevent unnecessary vehicle movement onto other areas;
- Water carts, high pressure water hoses and other approved methods shall be employed as required to dampen work areas and exposed soils, to prevent the emission of excessive dust from the site.
- A wheel washing / shaking facility shall be constructed at the access point to the site if appropriate.
- Trucks transporting material from the site shall be covered immediately after loading to prevent wind blown dust emissions and spillage's. The covering must be maintained until immediately before unloading the trucks.
- The tailgates of all trucks leaving the premises must be securely fixed prior to loading or immediately after unloading to prevent loss of material.
- All access roads shall be surfaced in selected materials to minimise generating dust, Mud stone, clay stone and shale stone shall not be used.
- Subcontractors will maintain all construction equipment to ensure exhaust emissions comply with the relevant Air Regulations issued under the state legislation,
- Cleared vegetation, demolition materials and other waste material shall not be burnt on the site and no fires of any kind shall be lit.
- All waste material will be removed from the site in a manner described in the Waste Management Plan

Training

Communication and education material on the air quality and dust controls and procedures will be part of the Site Environmental Awareness Program that will be incorporated into the site induction program and form part of the relevant subcontractors scope of work.

Performance Measurements

- Assessment of performance by number of complaints received from adjoining operations or from statutory Authorities

Monitoring and Reporting

The Site Manager will monitor background levels of dust deposition and air quality, the effectiveness of dust emission controls and the construction and the impacts of any nuisance on adjoining properties or other affected properties.

The Site Manager will monitor levels of dust deposition and air quality, the effectiveness of dust emission controls and the construction site and the impacts of any nuisance on adjoining properties.

The Site Manager may require the Subcontractor to carry out additional Air monitoring if a complaint regarding Air Quality is received.

The Site Manager in consultation with the OHSE Manager will advise the monitoring location and the monitoring required will be manned monitoring.

Corrective Actions

Non-conformances are to be recorded by way of the Parkview's Notification process. Refer the Site Environmental Management Plan for further details.

The Subcontractor (and Parkview's Site Manager / OHSE Manager) shall review and analyse the cause of the detected non-conformance and develop a corrective action to prevent recurrence. Details of the non-conformance including any immediate corrective actions undertaken are to be recorded, reviewed and accepted by Site Manager / OHSE Manger.

It is the responsibility of the Site Manager to immediately initiate corrective actions, if required. The non-conformance and corrective action must include details of the action proposed and an appropriate close out date. The system defects report should be signed dated and filed.

If such corrective and preventative action leads to further non-conformance, any further action shall be subject to approval by the Construction Manager / OHSE Manager.

14.0 WOOLOOWARE BAY TOWN CENTRE (WBTC) CONSTRUCTION METHODOLOGY OVERVIEW

Legislative Requirements

Preparation of an Environmental and Health & Safety Management Plans for the overall works is to be completed.

This will include various sections relating to works to be carried out as part of construction. The implementation of the Plans will ensure the project meets all legislative and regulatory requirements and facilitate continuous improvement of performance and compliance. The project Team will adopt best practice elements for all construction activities.

The Environmental Management Plan has been develped to conform to Section 4 of the NSW Government Environmental Management Systems Guidelines (1988) and comply with NSW legislative requirements.

Parkview will maintain an Occupational Health and Safety system that complies with AS/NZ 4801 standards and meets regulatory and legislative frame works.

All construction works will be undertaken by Parkview and its specialist subcontractors and will comply with current NSW requirements and Guidelines for licensing, Acts and Regulations administered by Workcover Authority of NSW.

All Plant , Equipment and processes will conform to the relevant NSW Workcover Codes of Practices and Guidelines

All subcontractors shall, in conjunction with Parkview formulate risk assessments, develop safe work method statements and any other controls and procedures necessary to comply.

Public / Pedestrian Protection

Risk management for the protection of the public is a continuous process and begins with hazard identification. Hazard identification processes on the project will identify sources that have the potential to impact the local

environment, community and the health and safety of the public. Construction controls and methodologies will be developed and implemented based on risk assessment and hazard identification outcomes throughout the whole of the scope of works.

Risk assessment will conform to the requirements for public protection during construction and give consideration to demolition/construction adjacent to public places and buildings, overhead protective structures, perimeter scaffold, construction signage and defined barricades. All risk assessments and work method statements shall adopt Australian Standards such as AS2436-1981 'Guide to Noise Control on Construction Sites to mitigate noise and vibration.

Materials Handling and Access

Parkview in conjunction with local and regulatory authorities and its subcontractors will identify and assess appropriate methods and controls to be used to minimise the impact and inconvenience to the community and environment while accessing the site and conducting construction activities. This could entail such methods as pre-determined routes and times of use, parking standby lanes for vehicles awaiting call up for loading or delivery to minimise congestion on local street traffic and construction zones. All access and egress construction gates shall be clearly marked and signposted to ensure compliance with agreed controls.

Plant and equipment will be selected on the basis of minimising noise, dust and vibration, for example the use of electric Tower cranes. All access and egress points shall be monitored to maintain a high level of compliance to the agreed methods and controls. The use of construction zones on Captain Cook Drive shall enable materials to be delivered, unloaded by Tower Cranes of forklifts under the control of certified traffic management controllers thus allowing public traffic to managed during the process.

Throughout the construction process all trades shall comply with material storage nominated areas across the site to ensure all materials are securely located within the boundaries of the site hoardings and perimeter fencing. Any construction activities within the nominated construction zones during work hours shall be free of materials and equipment after hours or highlighted with approved traffic methods to control the area.

Pedestrian worker and staff access shall be clearly marked and signage in place to ensure that all site pedestrian access is adhered to at all times.

Traffic Controls

Traffic movements and vehicles will conform to current RTA requirements. A Project Traffic Management Plan will be developed and implemented. The Traffic Management Plan will be designed by RTA accredited designers and be implemented by competent persons during the course of construction and amended to suit the requirements of local authorities and construction program activities.

The Traffic Management Plan will conform to Roads Traffic Authority "Traffic controls at work sites" manual, and Australian Standards 1742-Traffic control, and only certified traffic controllers will be used. Works will be scheduled to avoid pedestrian and traffic peak flows at various times and days during construction.

Public Relations

All subcontractors and their employees will be inducted into all the above plans and requirements to ensure neighbours and the general public will be treated with respect and courtesy at all times. The Project Environment, Health and Safety Plan will address community relations and communication requirements and

procedures for the project through the Project Community Management Plan. These protocols will be included in the project induction. Community and media contacts will be recorded and promptly actioned and closed out as per the provisions of the Project Community Management Plan.

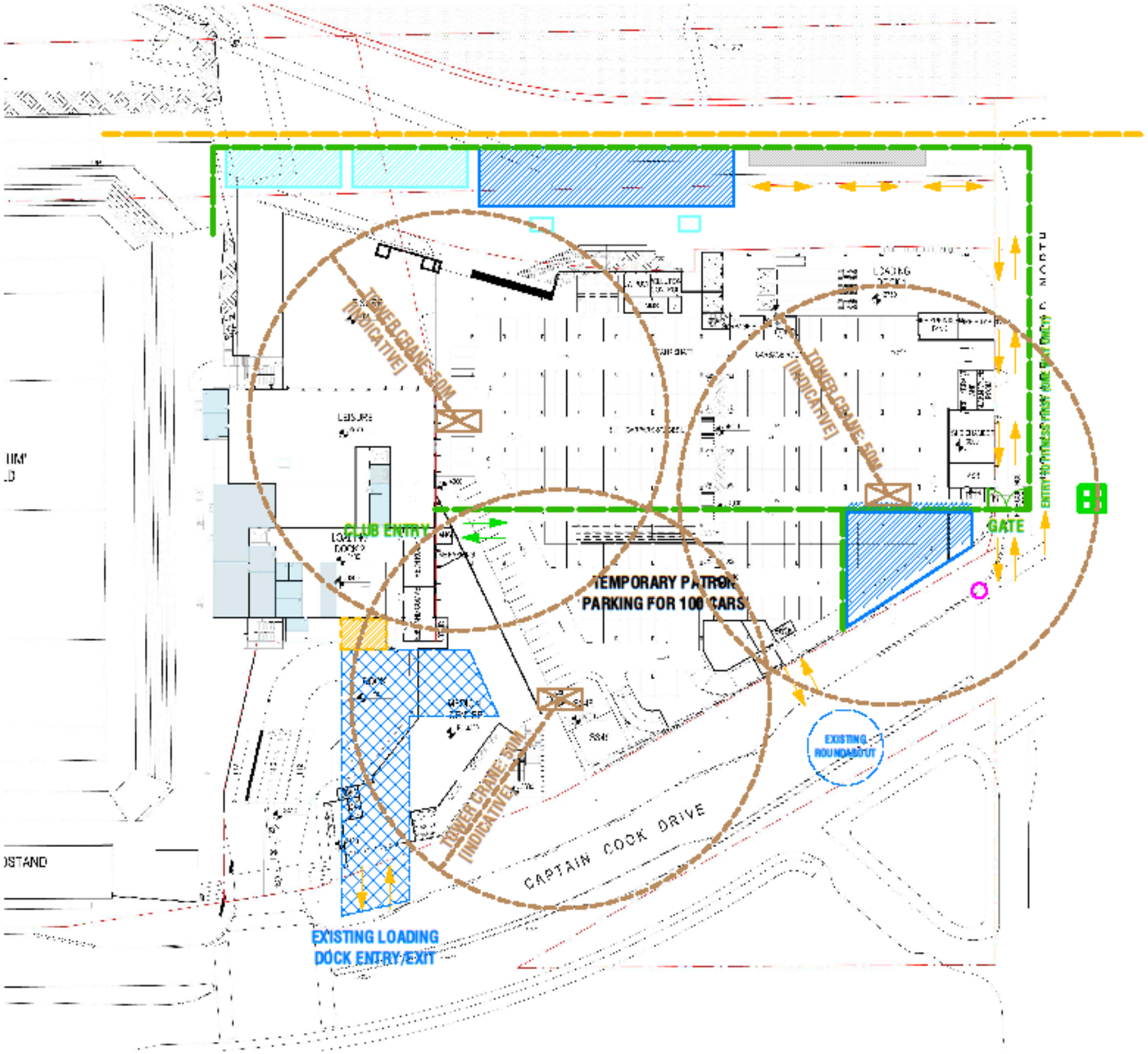
High on the induction format will be the clear directions given to workers on the local community activities that could be impacted by their construction day to day work. These would include the Cronulla Sutherland Leagues Club and Woolooware High School.

Environmental Protection

The Project Environment, Health and Safety Plan shall address the risks and subsequent controls to ensure compliance to the Protection of the Environment Operatins Act 1997, and other environmental legislation, codes and guidelines to cover operations during all construction activities such as waste mitigation, integrity of adjoining structures, roads, footpaths, dangerous goods management, noise management, air pollution management and community.

All of these activities shall be assessed and applied to all risk assessments and work method statements complied for each trade during the course of that activity and amended from time to time to ensure compliance by all undertaking the activity and current legislation.

Appendix 'A' –Site Plan CMP001



PHASE 1 CLUB/RETAIL

LEGEND

- EMERGENCY ASSEMBLY POINT
- SITE SHED / AMENITIES / OFFICES
- TRAFFIC CONTROLLER (TEMPORARY)
- MATERIALS HANDLING AND STORAGE
- CONSTRUCTION WORK ZONE
- CRANE (INDICATIVE)
- PERIMETER FENCING
- PERSONNEL MOVEMENT
- VEHICLE MOVEMENT
- WASTE CHUTE
- EXISTING MOVEMENT ROUTE
- EXISTING LOADING DOCK
- PARKVIEW STAFF PARKING
- EROSION & SEDIMENT BARRIER

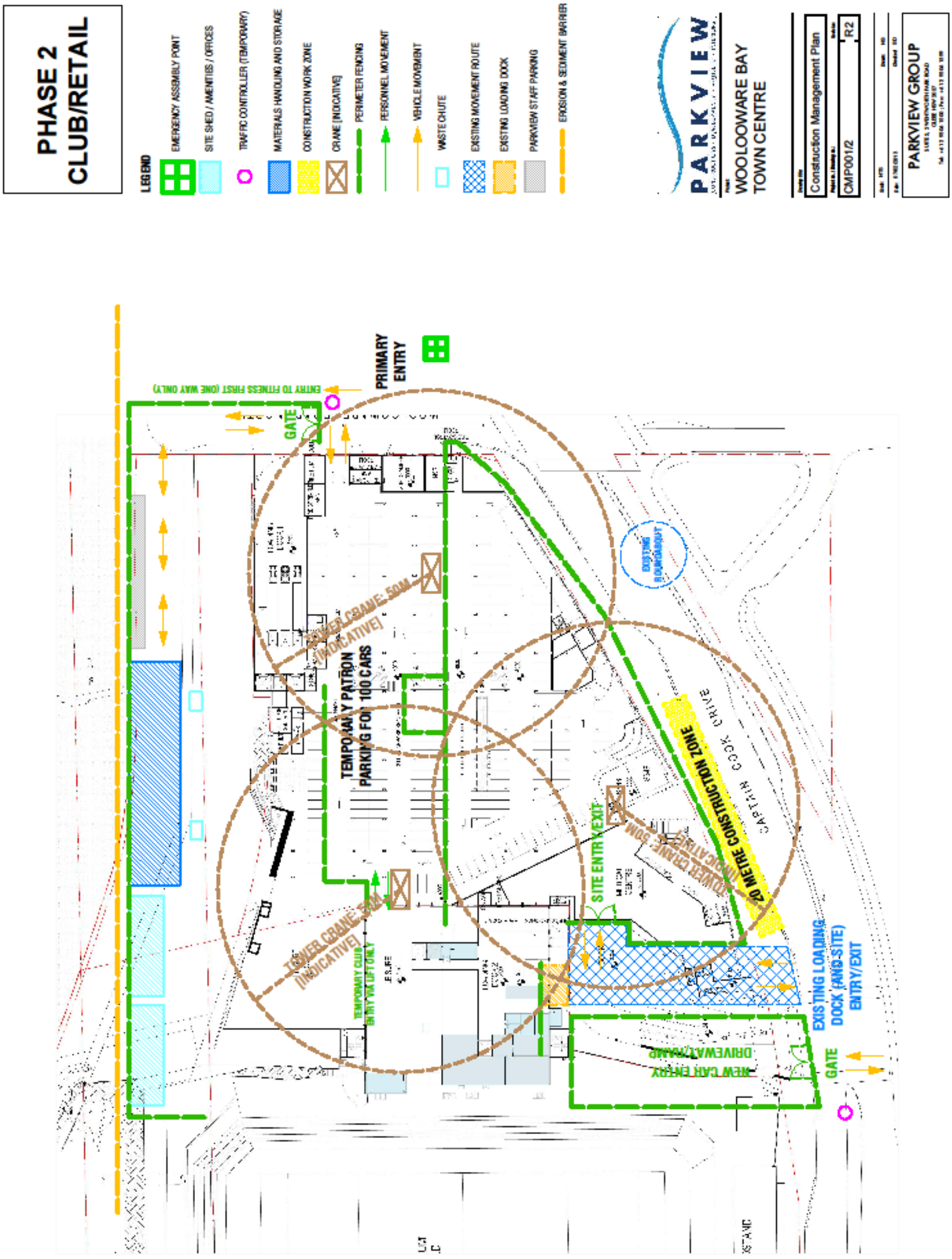
PARKVIEW

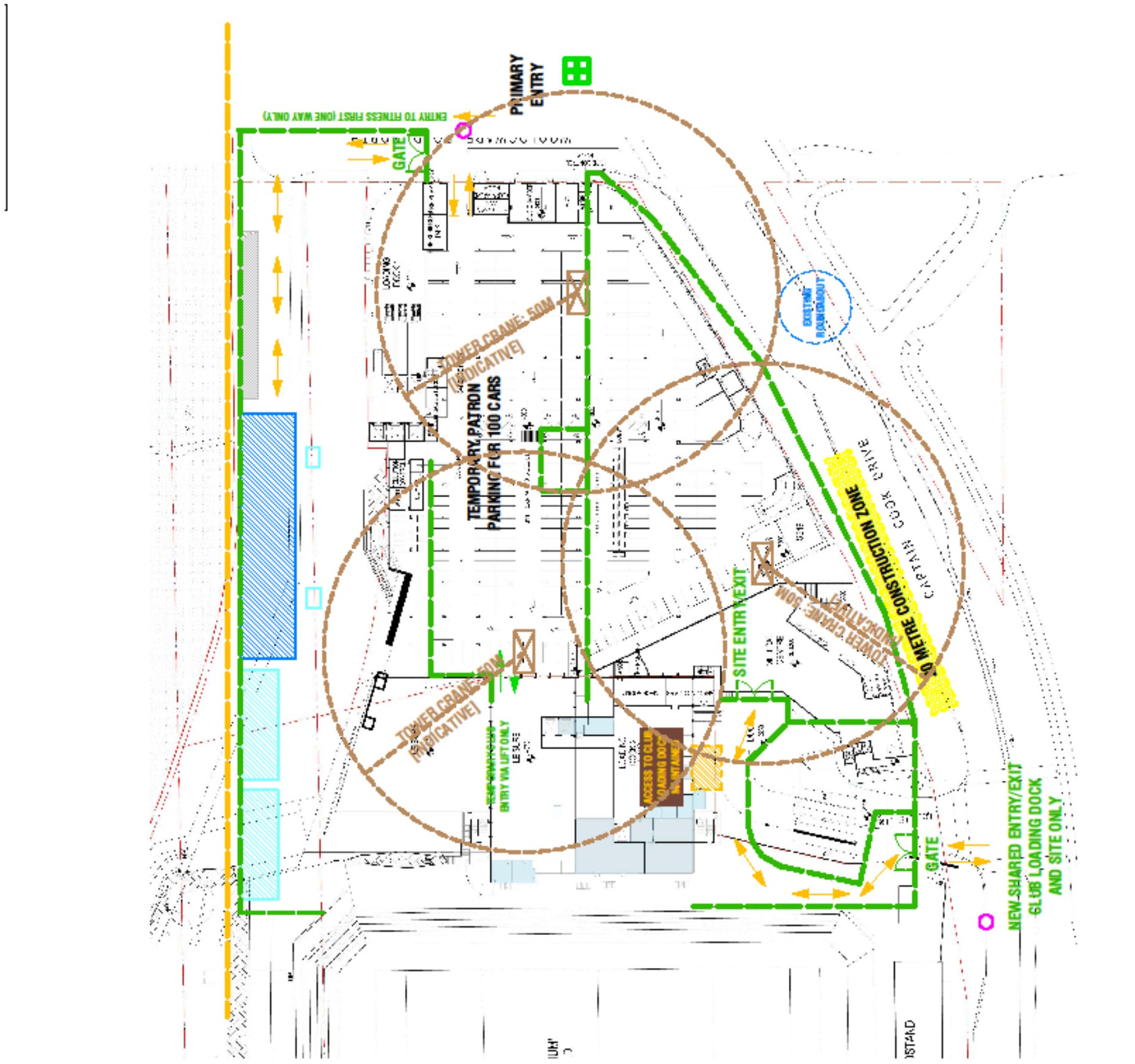
WOOLOOWARE BAY TOWN CENTRE

Construction Management Plan

CMP001/1 R3

PARKVIEW GROUP


PHASE 2
CLUB/RETAIL
LEGEND
EMERGENCY ASSEMBLY POINT
SITE SHED / AMENITIES / OFFICES
TRAFFIC CONTROLLER (TEMPORARY)
MATERIALS HANDLING AND STORAGE
CONSTRUCTION WORK ZONE
CRANE (INDICATIVE)
PERIMETER FENCING
PERSONNEL MOVEMENT
VEHICLE MOVEMENT
WASTE CHUTE
EXISTING MOVEMENT ROUTE
EXISTING LOADING DOCK
PARKVIEW STAFF PARKING
EROSION & SEDIMENT BARRIER
PARKVIEW
WOOLOOWARE BAY
TOWN CENTRE
Construction Management Plan
CMP001/2
R2
PARKVIEW GROUP
PRIMARY ENTRY
ENTRY TO FITNESS FIRST (ONE WAY ONLY)
GATE
TEMPORARY PATRON PARKING FOR 100 CARS
TOWER CRANE: 50M (INDICATIVE)
EXISTING ROUNDABOUT
CAPTAIN COOK DRIVE
20 METRE CONSTRUCTION ZONE
SITE ENTRY/EXIT
TOWER CRANE: 50M (INDICATIVE)
TEMPORARY CLUB ENTRY/EXIT ONLY
EXISTING LOADING DOCK (AND SITE) ENTRY/EXIT
NEW CAR ENTRY DRIVEWAY/RAMP
GATE


PHASE 3
CLUB/RETAIL
LEGEND
EMERGENCY ASSEMBLY POINT
SITE SHED / AMENITIES / OFFICES
TRAFFIC CONTROLLER (TEMPORARY)
MATERIALS HANDLING AND STORAGE
CONSTRUCTION WORK ZONE
CRANE (INDICATIVE)
PERIMETER FENCING
PERSONNEL MOVEMENT
VEHICLE MOVEMENT
WASTE CHUTE
EXISTING MOVEMENT ROUTE
EXISTING LOADING DOCK
PARKVIEW STAFF PARKING
EROSION & SEDIMENT BARRIER
PARKVIEW
WOOLOOWARE BAY
TOWN CENTRE
Construction Management Plan
CMP001/3
R2
PARKVIEW GROUP
PRIMARY ENTRY
ENTRY TO FITNESS FIRST (ONE WAY ONLY)
GATE
TEMPORARY PATRON PARKING FOR 100 CARS
TOWER CRANE: 50M (INDICATIVE)
TOWER CRANE: 50M (INDICATIVE)
TOWER CRANE: 50M (INDICATIVE)
60 METRE CONSTRUCTION ZONE
SITE ENTRY/EXIT
ACCESS TO CLUB LOADING DOCK & STAIRS
NEW SHARED ENTRY/EXIT
CLUB LOADING DOCK
AND SITE ONLY
GATE

PARKVIEW
CONSTRUCTIONS · DEVELOPMENTS · PROJECTS · INTERIORS

SITE ENVIRONMENTAL MANAGEMENT PLAN

FOR

Woolooware Bay Town Centre

461 Captain Cook Drive, Woolooware, NSW

PROJECT DETAILS

PROJECT NAME	Woolooware Bay Town Centre
ORGANISATION NAME	Parkview Constructions Pty Ltd
ORGANISATION ADDRESS	Suite 3, 2 Wentworth Park Road Glebe NSW 2037
SITE ADDRESS	461 Captain Cook Drive, Woolooware
PHONE	(02) 9506 1500
FAX	(02) 9506 1599
ACN/ABN	41 078 064 963
ELECTRONIC LOCATION OF FORMS	https://portal.pview.com.au/Parkview/organisation/page.cfm?id=302
DESCRIPTION OF PROJECT	Neighbourhood retail, medical and leisure centre on the eastern car park site and redevelopment of the Cronulla Sutherland Leagues Club facilities.
PROJECT COMMENCEMENT DATE	
ESTIMATED PROJECT COMPLETION DATE	
CONSTRUCTION MANAGER NAME / CONTACT	
PROJECT MANAGER NAME / CONTACT	
SITE MANAGER NAME / CONTACT	

Document Control (Site)

Revision	Reason for Change	Date	Changed By
A	Initial Issue		
B			

Contents

Environmental Policy

Parkview is committed to pursuing a responsible approach to a sustainable community environment through all our operational activates.

Parkview implements strict building practices and policies to ensure all activities are environmentally sensitive throughout the project and beyond.

Our Environmental Management System (EMS) requires site specific Environmental Management Plans (EMP) are implemented to ensure that all projects comply with the environmental conditions, while guaranteed environmental risks are properly managed or avoided.

Parkview will maintain an EMS that complies with the AS/NZS ISO 140001 standard. Parkview is committed to pursuing a responsible approach in its operational activities that facilitate a sustainable community environment. In order to achieve this we will:

- Comply with environmental legislation and standards
- Implement programs to assess risk and eliminate or minimise any negative impact on the environment
- Embrace best practice approach to environmental performance through a process of continual improvement
- Integrate environmental considerations into planning operation activities
- Educate employees and subcontractors in responsible environmental stewardship
- Conduct business with suppliers and contracts who also demonstrate a commitment to responsive environmental management

In promoting continuous improvement, and to ensure that the EMS and associated processes on site are being implemented as required, Parkview regularly conduct audits of all sites, policies and objectives. Executives will seek commitment and improvements from all stakeholders; employees, sub contractors, clients and consultants.

Tony Touma
Managing Director

1 July 2012

Environmental Management Plan Outline

Parkview supports the principles of Ecological Sustainable Development (ESD). Parkview's aim is to conserve and enhance resources so that ecological processes are considered and the total quality of life preserved and can be increased.

This Environmental Management Plan (EMP) has been developed in accordance with Section 4 of the NSW Government Environmental Management Systems Guidelines (1998) to comply with NSW legislative requirements including relevant aspects of (but not limited to) the following:

- Protection of the Environment Operations Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Protection Act 1994 (QLD)

The Plan will also comply with the relevant aspects of the Green Building Council of Australia Office As Built V2, including (but not limited to):

- Provide and implement a comprehensive Environmental Management Plan (EMP) for the works in accordance with Section 4 of the NSW Environmental Management System guidelines;
- Provide and implement a comprehensive waste management plan that achieves 80% by weight reuse and/or recycling of construction waste;
- All stormwater leaving the site, at any time up to a 1 in 20 year storm event, is treated/ filtered in accordance with the Australian and New Zealand Environment Conservation Council (ANZECC)'s Guidelines for Urban Stormwater Management;
- No direct beam light is directed beyond the site boundaries or upwards without falling directly on a surface with the explicit purpose of illuminating that surface.

The EMP will also include measures to ensure compliance with approval conditions issued by the Determining Authority.

Parkview demonstrates through its Site Environmental Management Plans (EMP) (specifically developed for each site), that environmental considerations receive priority attention on a continual basis. The EMP has been developed to ensure that all contractors and sub contractors comply with the environmental conditions for approval for the project and that the environmental risks are properly managed.

Education / training of all employees on environmental issues stress the commitment of senior management to EMP being the method by which the company enhances environmental performances. All employees are encouraged to participate in educational / training programs.

Note - This plan shall be read in conjunction with the Construction Management Plan and the Occupational Health and Safety Management Plan.

Project Environmental Objectives

To comply with environmental legislation and standards by:

- Implementing programs to assess risk and eliminate or minimise any negative impact on the environment by; recycling materials where possible, facilitating waste reduction of natural resources and implementing waste minimisation disposal methods.
- Embracing a best practice approach to environmental performance through a process of continual review development and improvement.
- Integration of environmental considerations into planning operational activities such as the impact of traffic, plant and work methods.
- Education of staff, employees and subcontractors in responsible environmental stewardship and responsibilities.
- Conduct business with suppliers and contractors who also demonstrate a commitment to responsible environmental management.

EMP Objectives

The specific objectives of this EMP are as follows:

- Establish relevant environmental standards, goals or objectives for each issue, based on the findings of the Preliminary Environmental Assessment, specific conditions imposed by licences and approvals;
- Develop management strategies and actions to meet the environmental objectives, including specific safeguards as identified in the Preliminary Environmental Assessment and conditions of approval;

- Allocate responsibility and timing for the execution of the environmental action and provide a mechanism to ensure that the principles of environmental management are understood by all personnel;
- Develop an appropriate review regime to ensure a documented, periodic and objective system for the evaluation of environmental performance;
- Ensure that all required environmental controls and environmental plans are in place before the commencement of specific works or activities, and
- Develop a process for implementing corrective action, to ensure that recommendations are implemented.

Environmental Responsibilities

Parkview Constructions

Parkview is committed to pursuing a responsible approach in its operational activities that facilitates a sustainable community environment.

The company also acknowledges the fact that its activities could have an impact on the environment. Therefore the company embraces the principle of pursuing its enterprise commitments without compromising the community or the environment.

Construction Manager

- To ensure that Environmental Management Plan is prepared and implemented.
- Define responsibilities of personnel responsible and qualified for EMP matters.
- Assess sub-contractors' abilities to comply with EMP requirements.
- Act on any incidents or emergencies with an environmental aspect

Construction Manager Responsibility Sign-off

Name	Position	Signature	Date

Project Manager

To oversee the preparation of the Environmental Management Plan by ensuring that the Project Manager has reviewed:

- the major environmental aspects identified in the tender preparation stage
- the client contract and tender conditions for environmental management requirements
- the undertakings of any environmental impact assessment and conditions of consent
- any environmental licences or approvals and conditions attached to licences or approvals
- obtaining and reviewing subcontractor's Environmental Management Plan(s) if applicable and incorporating these EMP's into Parkview's EMP
- if the project is Design and Construct, conduct an environmental risk assessment

- Prepare the site specific General Site Management and Waste Management Plan
- Review Environmental Aspect/Impact Statements issued by contractors on site where required.
- Conduct an on-going evaluation of the subcontractors' performance

Project Manager Responsibility Sign-off

Name	Position	Signature	Date

Responsibilities of Site Management

- Implement and ensure compliance with the Environmental Management Plan.
- Manage compliance with Environmental legislation, regulations, standards and codes.
- Acquire and disseminate Environmental information.
- Review Environmental Aspect/Impact Statements issued by contractors on site.
- Investigate incidents and initiate corrective (preventative) actions.
- Assess sub-contractors' abilities to comply with Environmental requirements.
- Management of Sub-Contractors
- Issue Improvement Notices for non-compliance with the EMP
- Develop and implement emergency procedures.
- Report all incidents and mishaps to the Project Manager.
- Ensure that all persons on site receive induction training and arrange other environmental and on the job training when required.
- Regularly report in Site Diary status of implementation of the EMP
- Assessment of sub-contractors' abilities to comply with EMP requirements.
- Ensure Sub-contractor Environmental Management Plans are provided by Sub-Contractor in contract documents if required.

Site Manager Responsibility Sign-off

Name	Position	Signature	Date

Responsibilities of Site Supervisors (Foremen)

- Support the management of the site team to ensure the safest working conditions / environment is maintained.
- Report any environmental issues to site management.
- Ensure all site personnel have been correctly inducted.

Site Supervisor Responsibility Sign-off

Name	Position	Signature	Date

Responsibilities of Employees

- Keep site clean and tidy e.g. sweeping, checking site regularly and cleaning up
- Identify environmental risks and report them to the Site Manager / Supervisor
- Damp down dust as required

Employee Responsibility Sign-off

Name	Position	Signature	Date

Responsibilities of Contractors:

- Report and record all accidents and mishaps to the Site Manager
- Ensure that all environmental hazards are identified and controls are in place.

- Ensure that the Sub-contractor EMP is/are complied with and amended where necessary.
- Assess all tasks for risks and record the results.
- Plan, carry out and participate in environmental training.
- Ensure site personnel have access to the emergency response procedure.
- Ensure compliance with Parkview's EMP rules.
- Observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Disciplinary Procedure

The site manager will ensure that a subcontractor who fails to adhere to the project environmental standards shall be warned as follows:

1. A verbal warning in the presence of their employer and an OHSE Committee member (where applicable).

2. A written warning (Improvement Notification) in the presence of their employer and an OHSE committee member (where applicable).

3. Counselling by means of a second site specific induction.

4. A further repetition of the offence shall be brought to the attention of the Construction Manager for review and may result in dismissal from site.

Legislative Authorities

General

The EMP will include statutory and other obligations which Contract Manager, Proponent and Contractor is required to fulfil during project construction, including all approvals and consultations and agreements required from authorities and other stakeholders, and key legislation and policies which control the construction.

The relevant legislation and Responsible Authority are identified in Table 1 Below:

Table 1. Relevant Legislation

Act	Requirements	Authority
Protection of the Environment Operations Act	This Act was introduced to protect, restore and enhance the quality of the environment in NSW. There is a core list of activities listed in Schedule 1 that require a licence from the EPA. The Act also requires that an environment protection licence be required for scheduled development work.	OEH
Contaminated Land Management Act and Regulation	This Act promotes the better management of contaminated land including establishing a process for investigating and where appropriate remediating land areas where contamination presents a significant risk of harm to human health or some other aspect of the environment. In dealing with contaminated land it is necessary to comply with the requirements of this Act. Preliminary surveys and geotechnical work has identified potentially contaminated sites which may need to be disturbed.	OEH, Council
Explosives Act and Regulation	Under this Act all peoples with unsupervised access to explosives or concentrated ammonium nitrate must be licensed.	OEH, WorkCover
Occupational Health and Safety Amendment (Dangerous Goods) Act	This Act requires anyone using and keeping dangerous goods to adopt a risk management approach based on a nationally uniform approach to hazard identification, risk assessment, risk control, hazard communication and emergency preparedness. This includes communications requirements, such as Material Safety Data Sheets, placarding, site registers, site manifests, training and the provision of information as required.	DECCW, WorkCover
Environmental Planning and Assessment Act and Regulation	This Act institutes a system for environmental planning and assessment including approvals and EIA for proposed developments. Any alteration to the scope of works will require a reconsideration of the environmental impacts and Minister's approval. It is likely that a	DOP

	separate approval under the Act will be required for any additional works.	
Heritage Act	This Act relates to the conservation of items of natural and European heritage. Approvals are required to demolish/damage/remove/alter an item of heritage.	Heritage Council
National Parks & Wildlife Act and Regulation	This Act relates to the protection of fauna, native plants, and Aboriginal sites and relics. Under the Act it is necessary to obtain a licence to take/kill fauna, picking/harming native plants or damaging/defacing/removing aboriginal relics or places. The EIS addressed these issues and as a result there is no need to obtain a licence for the species or sites covered in the EIS provided all the necessary safeguards are implemented. However, it an additional species or aboriginal place is discovered during the construction phase then this must be reported to NPWS and a licence obtained if necessary.	OEH
Ozone Protection Act and Regulation	This Act regulates and prohibits the use, emission, storage and disposal of stratospheric ozone depleting substances and articles which contain those substances. During construction ensure that the use of any CFCs, HCFCs, halons or other ozone depleting substances complies with the requirements of this Act.	OEH
Public Health Act	This Act relates to the maintenance of proper standards of health for the public. Under this Act the Minister for Health has the authority to close a water supply if it is unfit for drinking or domestic purposes or a risk to public health is likely to arise because of the water.	NSW Health
Road and Rail Transport (Dangerous Goods) Act	The purpose of this Act is to regulate the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment. Consequently any dangerous goods transported must be in accordance with the requirements of this Act.	WorkCover
Soil Conservation Act	This Act relates to soil conservation, erosion mitigation and the protection of waterways and some habitats.	DNR
Waste Avoidance and Resource Recovery Act	This Act promotes waste avoidance and resource recovery. Any wastes created should be handled in accordance with the requirements of this Act	OEH

Other

Agencies such as the DOP, OEH, DNR, etc have regulatory a responsibility to ensure the development is constructed in accordance with relevant legislation and best practice guidelines.

Officers from these agencies can be expected to work with the project team periodically to audit the activities for compliance and to provide advice on issues.

Specific DA Requirements

The following are specific development consent conditions relating to the EMP:

[Enter Specific DA Conditions]

PLANNING

Objectives and targets

The general Objectives for the project are:-

- That the construction work complies with all relevant legislation and government policies;
- That the sub-plans are capable of addressing and incorporating revisions to existing legislation and/or new legislation;
- That the works be undertaken such that it supports the Green Building Council of Australia Green Star Office As Built, Construction Waste Management Plan (Arup, Oct 2006) and ESD Construction Management Plan;
- Compliance with the criteria, safeguards etc as specified in the various planning approval documents and
- Compliance with all approvals, plans, procedures and strategies.

Environmental targets

The table below lists the required outcome for each of the environmental elements, relevant to the project. This is monitored during periodic Project OHSE Review meetings.

Element	Required Targets
Noise	Minimising noise impacts on residents, by ensuring that the approved noise levels are not exceeded;
Vibration	Minimise impact to structures and residents. If structures are damaged the necessary remedial measures will be completed satisfactorily;
Air Quality	The project will be conducted in a manner so that airborne dust is not a nuisance to residents, by ensuring that the approved air quality criteria levels are not exceeded; The project will be conducted in such a manner that air emissions are minimised.
Greenhouse gas emissions	All greenhouse gas emissions generated as a result of construction to be at a minimum A minimum of 10% of the energy used in construction will be sourced from an accredited Green Power supplier (if reasonable practical).
Water Quality	Water quality in receiving waters will not to be affected by the construction activities;

Element	Required Targets
	All stormwater leaving the site, at any time up to a 1 in 20 year storm event, is treated/ filtered in accordance with the Australian and New Zealand Environment Conservation Council (ANZECC)'s Guidelines for Urban Stormwater Management
Water Minimisation	Practices during construction will be aimed at minimising water usage; All fixtures (taps, toilets, urinals, etc) for the use of construction personnel, will achieve a minimum 3 star WELS or equivalent;
Erosion	Conserve the soils in the areas affected by the construction activities and areas affected by runoff; All precautions shall be taken to minimise erosion and sediment runoff to watercourses
Flora & Fauna	All precautions will be taken to protect the nominated trees on site and street trees in accordance with Council's Tree Preservation Order;
Weed Management	All precautions shall be taken to ensure that the spread of weeds in the locality is not exacerbated by the project;
Waste Management & Minimisation	80% of construction waste will be reused or recycled in accordance with the Construction Waste Management Plan (CWMP) prepared by for the site; In addition to the CWMP: All other office waste (glass, paper, etc) will be recycled where facilities exist; Waste minimisation measures will be encouraged.
Light	All precautions will be taken to reduce pollution from the unnecessary dispersion of light into the night sky and onto neighbouring property
Hazardous Materials storage and handling	Removal of hazardous material from the site will be in accordance with local requirements; All hazardous material is to be handled in accordance with the relevant guidelines, as well as the procedures in the OHS plan.
Rehabilitation	Rehabilitation of disturbed areas shall be undertaken and completed successfully; Materials used for rehabilitation and site control works are to originate from the site as much as possible; and Areas disturbed by construction activities will be revegetated as soon as possible.

Implementation

Process Control

To ensure compliance with the EMP, the main trades / processes which have a potential impact on the environment have been separated and individual action plans developed. In addition, a Waste Management Plan which incorporates all identified construction waste is implemented and maintained.

These plans include the following:

- The environmental aspects associated with each relevant activity;
- The environmental impact of that environmental aspect;
- The control measure implemented to reduce or eliminate the impact of that activity;
- Responsibilities for implementing the control measures; and
- The timing of the implementation of the control measures.

These plans are continually updated and reviewed as required.

In addition to the above action plans, an Environmental Impact Assessment is conducted prior to the works commencing, and throughout the course of the project to look at site-specific environmental impacts. These include measures to control any potential impacts identified. This is reviewed / updated through monthly Project OHSE review meetings. Refer the Site Online OHSE Management System for the latest Risk / Impact Register.

Training

An agenda for Environmental Induction at the site will be developed to ensure site-specific environmental issues are communicated to all contractors and subcontractors.

Documentation

Records of environmental management activities will be kept on site as required.

Emergency Preparedness and Response

Emergency Preparedness and Response for environmental incidents have been developed specifically for the site and will be linked to the OHS Emergency Response Procedure.

Measurement and evaluation

Inspection and Testing

Monitoring of environmental issues are incorporated during local inspections, monthly audits and as required. The site manager is responsible for completing the monthly Environmental Audit Report as required (Refer Environmental Protection Audit Form)

In addition, any environmental monitoring requirements that arise out of the course of the works will be entered and monitored via the Online OHSE Management System Database

Corrective Action

The corrective action for any non-conformances or breaches is via Parkview's Improvement Notification process. Refer the Site Safety Plan for further details.

Communications and Reporting

Communicating on environment issues is done through the following means:

1. Site safety committees
2. Subcontractor meetings
3. Site toolbox talks
4. Site notice board

Community Consultation

We recognise the importance of informing the local community of the activities occurring within their surrounds. As noise and traffic is generated from the construction process the community must be kept informed of the progress to ensure understanding.

As we enter the community we need to understand the local protocols, issues and concerns regarding the proposed project. By engaging the community and working with all stakeholders we learn of the concerns that need to be discussed and can plan and develop our local management plans accordingly.

Communication is paramount. Should any community member have a concern or issue they need to be able to know who and how they are able to make contact.

Methods of communication and consultation may include:

- Site signage
- Newsletter

- Web-page with project information and feedback forms, 1300 telephone number and message service
- Workshop facilitation
- Site tours

Review

All aspects of the EMP will be reviewed during periodic Project OHSE Review meetings with any updates being applied as required.

Project Details:			
Project:	Woolooware Bay Town Centre	Address:	461 Captain Cook Drive, Woolooware

Action Plan: General Site Management and Waste Management

Aspect	Impact	Control Measures	Responsibility
Soil erosion from vehicle movements and excavation Trucked dirt on roads	Loss of soil Sedimentation of drains, local creeks and waterways Nuisance to public and neighbours	Implement the Soil and Water Management Plansfor the site Sweep roads free of dirt each day Regularly check and clean silt from behind silt fences and barriers if required All vehicles to remain on clean all weather surface within the site	Site Manager Parkview Parkview All
Use of water for cleaning	Wastage of water	Minimise water use for cleaning - use a broom or electric blower If hoses are required for cleaning use hand trigger fittings other:	Parkview
Dust generated from unsealed areas	Nuisance to public and neighbours	damp down dusty areas as required	Parkview
Vehicle Exhaust	Nuisance to public and neighbours	Turn off equipment and vehicles when not in use – do not leave idling Service vehicles to manufacturers requirements Do not use vehicles blowing excessive exhaust fumes	All
Emissions from burning off	Local and regional air pollution	Do not burn off any waste products or off-cuts	All

Aspect	Impact	Control Measures	Responsibility
Waste generation from site activities	Inefficient use of resources and increased disposal costs Loss of land fill space Increased project costs	Implement the site Construction Waste Management Plan (see attached) Order only the required quantities of materials Order pre-cut materials and prefabricated components Collect receipts from waste disposal contractors to demonstrate appropriate disposal of all wastes leaving the site Separate recyclable from non-recyclable waste	Site Manager All All Site Manager All
Litter being left on site and entering stormwater drains	Contamination of waterways with litter Impacts on flora and fauna Visual pollution of downstream areas	Install lidded containers for general litter Ensure the correct waste containers are used by all site personnel Conduct regular checks and cleanup of litter on the site	Site Manager Site Manager Site Manager
Chemical storage and handling leading to spills Hazardous Waste generation	Stormwater or soil contamination Impacts from improper disposal	Minimise chemicals stored on site by ordering the minimum quantities and only order as required instead of storing chemicals Keep Material Safety Data Sheets (MSDSs) on site at all times Keep clearly marked booms and/or absorbent material on site to contain spills if they occur If paints or chemicals are spilled, stop the source of the spill, contain the spill and clean it up following any requirements in the relevant MSDS If a spill occurs that threatens or harms the environment, notify the Environment Protection Authority on 131 555 Use a solvent recycler for oil based paints and solvents Put waste solvents, cleaners and paints in sealed containers for hazardous waste collection	Site Manager Site Manager Site Manager All Site Manger All All

Aspect	Impact	Control Measures	Responsibility
Increased traffic leading to congestion in roads and parking at the site	Disturbance to public and neighbours	Identify site access with minimal impacts on residents and instruct trucks to use this access Avoid parking site vehicles where they will unduly impact local use of the street Do not place waste containers, skip bins or building materials on road or footpath – store all materials within the work site	Site Manager Site Manager Site Manager
Truck and equipment use and general site noise	Disturbance to public and neighbours	Limit hours of operations to suit council requirements listed in consent conditions Use noise suppressors on machinery Do not use loud radios where neighbours can be disturbed	Site Manager All All
Release of water through dewatering	Pollution of waterways	Obtain licences or approvals for discharge of wastewater to sewer	Site Manager
Disturbance to the community	Community complaints Potential work stoppages	Advise the adjoining neighbours of the work prior to commencement, including hours of work Advise local residents if work changes, resulting in increased noise, vibration or traffic impact compared to normal operations	Site Manager Site Manager
Construction work generally	Damage to trees	Protect trees during construction Do not stockpile soil or other materials under the canopy of a protected tree as designated by client or the local council	Site Manager Site Manager

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Site Preparation and Establishment

Aspect	Impact	Control Measures	Responsibility
Stormwater runoff from disturbed areas causing erosion of soils and transport of suspended solids	Sedimentation of drains, local creeks and waterways	Implement the site Soil and Water Management Plan or Erosion Control Plan	Site Manager
		Install appropriate silt fences and other sediment control structures	Site Manager
		Ensure sediment control measures are in place before starting clearing and excavation activities	Site Manager
		Install a fence at the site boundary to limit site access from footpath	Site Manager
		Divert runoff from upslope so as not to pass into cleared areas by digging drainage channels to the sedimentation basins	Site Manager
		Minimise disturbance of soils due to clearing and site preparation	Site Manager
		Minimise clearing of vegetation	Site Manager
		Fence off no-go areas to minimise disturbance	Site Manager
		Stockpile materials only in designated areas behind sediment fences	Site Manager
		Cover stockpiled materials with plastic to prevent erosion by wind and rain	Site Manager
		Limit vehicle entry points and lay geotextile and blue metal to stabilise vehicle access ways	Site Manager
		Install a cattle grid or similar device to remove dirt from vehicles before they leave the site	Site Manager
		Do not disturb the nature strip between the site and the roadway	Site Manager
		Other:	Site Manager
Siting of amenities	Impact on trees, noise nuisance to neighbours	Ensure site amenities such as sheds and material storage areas are not sited underneath tree canopies or in a position to disturb neighbours	Site Manager

Aspect	Impact	Control Measures	Responsibility
Dust produced during excavations	Nuisance to neighbours	Install a fence around the site with cloth barrier to act as a wind break if dust is a problem Damp down surfaces such as open excavations and stockpiles as required to reduce windblown dust	Site Manager Parkview
Waste generation from tree removal, branch pruning and excavated spoil	Filling up land fill space Increased disposal costs	Implement the site Waste Management Plan Contract a landscaper to mulch and reuse tree waste Store excavated spoil for reuse on the site	Site Manager Site Manager Site Manager
Vibrations near buildings due to construction equipment	Damage to buildings	Assess if damage to local buildings is likely Take appropriate care when using construction equipment adjacent to buildings	Site Manager All
Spread of noxious weeds from the site	Weed infestation off-site and impact on local environment	Eradicate blackberry, onion and oxalis weeds, nut grass and any other noxious plants found on the site	Site Manager
Site preparation activities	Disturbance or destruction of heritage items	Identify and protect heritage items present on the site	Site Manager

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Concreting

Aspect	Impact	Control Measures	Responsibility
Washout water from concrete delivery trucks	Sedimentation of drains, local creeks and waterways, contamination of soil and water from improper disposal	Wash out trucks at suppliers depot	Concrete Supplier
		Washout in an area where water cannot enter waterways, stormwater drains, footpaths or roads upslope from a sediment control device	Concrete Supplier
		Collect washwater in plastic container carried by delivery truck and return with the truck to the supplier for recycling or proper disposal	Concrete Supplier
		Collect washwater in an on-site container to allow solids to settle. Allow the water to evaporate and/or spill water onto a flat grassy area. Cover at night and during rainfall to stop the container filling up with rainwater. Dispose of solids with concrete waste	Concrete Supplier
		Irrigate a flat grassy area with diluted washout water, ensuring that it does not enter waterways or stormwater (this action is only suitable for small volumes of washout water and may require ph correction)	Concrete Supplier
		Other:	
Waste concrete from concrete delivery trucks	Filling up land fill space Increased disposal costs Soil and water contamination from improper disposal	Implement the site Construction Waste Management Plan	Site Manager
		Order and supply only sufficient quantities of concrete	Site Manager
		Return excess concrete with delivery truck to supplier for recycling or proper disposal	Site Manager
		Use excess concrete as fence post footings or place on areas to be used for paths or driveways	Site Manager
		Store excess concrete in a lined bin or pit for eventual recycling or disposal	Site Manager
		Other:	

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Bricklaying

Aspect	Impact	Control Measures	Responsibility
Washout water from cement mixers and wheel barrows	Sedimentation of drains, local creeks and waterways, contamination of soil and water from improper disposal	Washout in an area where water cannot enter waterways, stormwater drains, footpaths or roads, preferably upslope from a sediment control device	Site Manager / Bricklaying contractor
		Collect washwater in an on-site container to allow solids to settle. Allow the water to evaporate and/or spill water onto a flat grassy area. Cover at night and during rainfall to stop the container filling up with rainwater. Dispose of solids with concrete waste	Site Manager / Bricklaying contractor
		Irrigate a flat grassy area with diluted washout water, ensuring that it does not enter waterways or stormwater (note that this action is only suitable for small volumes of washout water and may require ph correction)	Site Manager / Bricklaying contractor
		Other:	
Wastewater from brickcutting	Silt washed into drain and into stormwater	Ensure brick cutting is undertaken where wastewater will not run onto footpaths or roads	Site Manager / Bricklaying contractor
Waste bricks and mortar	Filling up land fill space Increased disposal costs Soil and water contamination from improper disposal	Implement the site Construction Waste Management Plan	Site Manager / Bricklaying contractor
		Order and supply only sufficient quantities of materials	Site Manager / Bricklaying contractor
		Use excess mortar as fence post footings or place on areas to be used for paths or driveways	Site Manager / Bricklaying contractor
		Store excess mortar with waste concrete in a lined bin or pit for eventual recycling or disposal	Site Manager / Bricklaying contractor
		Other:	

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Cement Rendering

Aspect	Impact	Control Measures	Responsibility
Washout water from cement mixers and wheel barrows	Sedimentation of drains, local creeks and waterways, contamination of soil and water from improper disposal	Washout in an area where water cannot enter waterways, stormwater drains, footpaths or roads, preferably upslope from a sediment control device	Site Manager / Rendering contractor
		Collect washwater in an on-site container to allow solids to settle. Allow the water to evaporate and/or spill water onto a flat grassy area. Cover at night and during rainfall to stop the container filling up with rainwater. Dispose of solids with any concrete waste	Site Manager / Rendering contractor
		Irrigate a flat grassy area with diluted washout water, ensuring that it does not enter waterways or stormwater (note that this action is only suitable for small volumes of washout water and may require ph correction)	Site Manager / Rendering contractor
		Other:	
Waste materials and render	Filling up land fill space Increased disposal costs Soil and water contamination from improper disposal	Implement the site Construction Waste Management Plan	Site Manager / Rendering contractor
		Order and supply only sufficient quantities of materials	Site Manager / Rendering contractor
		Use excess render as fence post footings or place on areas to be used for paths or driveways	Site Manager / Rendering contractor
		Store excess render with waste concrete in a lined bin or pit for eventual recycling or disposal	Site Manager / Rendering contractor
		Other:	

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Painting

Aspect	Impact	Control Measures	Responsibility
Wastewater from paint brush and roller washing	Sedimentation of drains, local creeks and waterways, contamination of soil and water from improper disposal	Washout in an area where water cannot enter waterways, stormwater drains, footpaths or roads, preferably upslope from a sediment control device	Painting Contractor
		Transfer as much paint as possible back to the tin	Painting Contractor
		Spin brushes and roller sleeves in a waste paint drum	Painting Contractor
		Reuse washwater or solvent as much as possible	Painting Contractor
		For water based paints, place wastewater in larger drums and allow solids to settle. Spill wastewater onto a flat grassy area	Painting Contractor
		Irrigate a flat grassy area with diluted washout water, ensuring that it does not enter waterways or stormwater (note that this action is only suitable for small volumes of washout water)	Painting Contractor
		For solvent based paints, return solvent to a solvent recycling depot	Painting Contractor
		Dispose of solid paint waste with other solid waste	Painting Contractor
Dust from surface preparation	Nuisance and health effects on workers and public, particularly if lead is present in paints	Determine if lead is present in surfaces to be painted	Site Manager / Painting Contractor
		Lay dropsheets before preparing the surface to catch paint flakes and dust	Painting Contractor
		Seal the area with plastic sheeting to prevent escape of dust	Painting Contractor
		To prevent lead fumes do not use open flame torches on lead paint	Painting Contractor
		Use a high efficiency particulate air (HEPA) vacuum cleaner to clean up lead dust	Painting Contractor
		Wash surfaces with a small amount of high phosphate detergent	Painting Contractor

Aspect	Impact	Control Measures	Responsibility
Paints and Chemical storage and handling leading to spills	Stormwater or soil contamination	Minimise paints and chemicals on site by ordering the minimum quantities and only order as required instead of storing chemicals	Painting Contractor
		Substitute standard chemicals or paints for less toxic counterparts	Painting Contractor
		Store paints and chemicals in a bunded area where they can be contained if spills occur	Painting Contractor
		Keep Material Safety Data Sheets (MSDS) on site at all times	Site Manager / Painting Contractor
		Keep clearly marked booms and/or absorbent material on site to contain spills if they occur	Site Manager / Painting Contractor
		If paints or chemicals are spilled, stop the source of the spill, contain the spill and clean it up following any requirements in the MSDS	Site Manager / Painting Contractor
		If a spill occurs that threatens or harms the environment, notify the Environment Protection Authority	Site Manager
		Make staff aware of emergency phone numbers(such as the Fire Brigade) to use in the case of a large spill	Site Manager

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Building Services

Aspect	Impact	Control Measures	Responsibility
Stormwater runoff from disturbed areas causing erosion of soils and transport of suspended solids	Sedimentation of drains, local creeks and waterways	Perimeter stormwater / sediment control measures implemented and maintained as required.	Site Manager
		Fill in service trenches as soon as work is completed to minimise erosion	Site Manager / Services Contractor
		Cover service trenches with plastic sheeting or another suitable cover if filling cannot be immediately completed	Services Contractor
		Connect guttering and downpipes to the stormwater system as soon as the roof is completed	Services Contractor
Connection of plumbing and stormwater services	Pollution of waterways, overloading of the public sewerage system	Ensure there are no cross connections made between the stormwater and public sewerage system	Services Contractor

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Action Plan: Landscaping

Aspect	Impact	Control Measures	Responsibility
Stormwater runoff from disturbed areas causing erosion of soils and transport of suspended solids	Sedimentation of drains, local creeks and waterways	Once no longer required, reinstate ground level around the works, fill spoon drains and sediment basins, level banks and remove surplus soil	Site Manager
		Complete landscaping and revegetation as soon as possible following building activities	Site Manager / Landscaping Contractor
		Ensure sediment control measures are in place until all vegetation is established	Site Manager
		Regularly check all sediment control structures to ensure they are working effectively	Site Manager
		Ensure that no disturbance of the nature strip occurs between the site and the roadway	Site Manager
		Do not locate stockpiles within 2 metres of hazard areas such as spoon drains or areas of high flow	Site Manager
Dusts generated from work activities, stockpiles and open areas	Nuisance to public	Ensure stockpiles and open dusty areas are damped down as required	Site Manager
		Cover stockpiles as needed to minimise dust	Site Manager
Introduction of noxious weeds from imported soil /plants	Weed infestation on-site and impact on local environment	Ensure that soils and fill used in landscaping are free from weeds and weed seeds	Site Manager
Planting trees for landscaping	Blocking sunlight and disturbing underground services	Ensure appropriate trees are chosen for the site and location relative to buildings and services considering their eventual height and root system	Client / Designer

Verification

Date	Verified By:	Position	All Relevant Items Implemented and Maintained (Y/N)	If No, Corrective Actions required	Date Rectified

Demolition Waste Management
Recycling Measures

Waste Materials	Estimated quantity		Planned Actions		
	Vol (m3)	Mass (t)	On site reuse (specify proposed reuse or recycling methods)	Off site recycling/ reuse (specify recycler and recycling outlet)	Disposal (specify contractor and landfill site)
Cardboard packaging					
Bricks					
Timber					
Tree waste					
Tiles					
Pavers					
Concrete					
Metal waste					
Rubble					
Mixed waste					
Plastic					
Asbestos					
Synthetic fibre					
Other (specify)					

Waste Materials	Estimated quantity		Planned Actions		
	Vol (m3)	Mass (t)	On site reuse (specify proposed reuse or recycling methods)	Off site recycling/ reuse (specify recycler and recycling outlet)	Disposal (specify contractor and landfill site)
Cardboard packaging					
Bricks					
Timber					
Tree waste					
Tiles					
Pavers					
Concrete					
Metal waste					
Rubble					
Mixed waste					
Plastic					
Asbestos					
Synthetic fibre					
Other (specify)					

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PARKVIEW
CONSTRUCTIONS • DEVELOPMENTS • PROJECTS • INTERIORS

WORK HEALTH & SAFETY PLAN

FOR

Woolooware Bay Town Centre

461 Captain Cook Drive, Woolooware, NSW

PROJECT DETAILS

PROJECT NAME	Woolooware Bay Town Centre
ORGANISATION NAME	Parkview Constructions Pty Ltd
ORGANISATION ADDRESS	Suite 3, 2 Wentworth Park Road Glebe NSW 2037
SITE ADDRESS	461 Captain Cook Drive, Woolooware NSW
PHONE	(02) 9506 1500
FAX	(02) 9506 1599
ACN/ABN	41 078 064 963
ELECTRONIC LOCATION OF FORMS	https://portal.pview.com.au/Parkview/organisation/page.cfm?id=302
DESCRIPTION OF PROJECT	Neighbourhood retail, medical and leisure centre on the eastern car park site and redevelopment of the Cronulla Sutherland Leagues Club facilities.
PROJECT COMMENCEMENT DATE	
ESTIMATED PROJECT COMPLETION DATE	
CONSTRUCTION MANAGER NAME / CONTACT	
PROJECT MANAGER NAME / CONTACT	
SITE MANAGER NAME / CONTACT	
WHSE REPRESENTATIVE NAME/ CONTACT	
FIRST AID OFFICER NAME/ CONTACT	

Document Control (Site)

This Work Health Safety (WHS) Plan is maintained by Parkview and kept up to date through regular reviews carried out on a three-monthly basis. At all times an up to date copy of this plan shall be kept on site and made available to all employees and contractors involved in the project. Amendments that are made to this document are recorded on the register of amendments below and shall be approved by the director. Superseded versions of this document shall be maintained for a period of 7 years to demonstrate record of WHS management and compliance.

This document shall be created prior to commencement of the project and a controlled copy shall be supplied to all interested parties. Distribution of controlled copies shall be recorded on the distribution register below. When changes are made to this document, parties listed below shall be provided with updates.

General documentation relating to WHS on site shall be controlled through use of dates and version numbering as applicable.

Revision	Reason for Change	Date	Changed By
A	Initial		

Each section in this manual identifies records that will be produced. All records shall be maintained on site and then kept for 7 years after completion of the project. If records are produced relating to injuries, employee health monitoring or employee medical information, these shall be maintained indefinitely.

Contents

Parkview Work Health and Safety Policy

At Parkview we are committed to ensuring the health, safety and welfare of all our employees, subcontractors and visitors at our workplace.

To achieve this we will maintain a culture of continuous improvement, which adopts principals of risk management practices and facilities the integration of health and safety into all activities.

Parkview will maintain an OHS system that complies with AS/NZ 4801 standards and meets regulatory and legislative frame works. We will enforce, monitor and review this policy on a continual basis.

Parkview's OHS will;

- Identify and assess potential hazards and control the risks
- Develop and maintain safe working procedures and programs
- Provide training, information and instruction
- Implement injury management and rehabilitation of injured employees
- Facilitate consultation in workplace health and safety
- Provide adequate resources to facilitate this policy
- Monitor and review OHS compliance

All levels of supervisions will be responsible in the areas of their control for the enforcement of this policy and the health and safety system. Employees and subcontractors will be required to cooperate with this policy and any site health and safety requirements by following correct safe work procedures and report any unsafe conditions and accidents to their supervisor and advise the site foreman.

In promoting continuous improvement, and to ensure that the OHS and associated processes on site are being implemented as required, Parkview regularly conduct audits of all sites, policies and objectives. Executives will seek commitment and improvements from all stakeholders; employees, sub contractors, clients and consultants.

Tony Touma
Managing Director

1 July 2012

Health and Safety Legislative Provisions (NSW)

WHS Act Provisions

General duties of employers and employees as described in the Workplace Health Safety Act 2011 are detailed below:

19 Primary duty of care

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

(a) workers engaged, or caused to be engaged by the person, and

(b) workers whose activities in carrying out work are influenced or directed by the person,

while the workers are at work in the business or undertaking.

(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

(3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:

(a) the provision and maintenance of a work environment without risks to health and safety, and

(b) the provision and maintenance of safe plant and structures, and

(c) the provision and maintenance of safe systems of work, and

(d) the safe use, handling, and storage of plant, structures and substances, and

(e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and

(f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and

(g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

(4) If:

(a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and

(b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available,

the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

(5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

28 Duties of workers

While at work, a worker must:

(a) take reasonable care for his or her own health and safety, and

(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and

(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and

(d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

84 Right of worker to cease unsafe work

A worker may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose the worker to a serious risk to the worker's health or safety, emanating from an immediate or imminent exposure to a hazard.

86 Worker to notify if ceases work

A worker who ceases work under this Division must:

(a) as soon as practicable, notify the person conducting the business or undertaking that the worker has ceased work under this Division unless the worker ceased work under a direction from a health and safety representative, and

(b) remain available to carry out suitable alternative work.

87 Alternative work

If a worker ceases work under this Division, the person conducting the business or undertaking may direct the worker to carry out suitable alternative work at the same or another workplace if that work is safe and appropriate for the worker to carry out until the worker can resume normal duties.

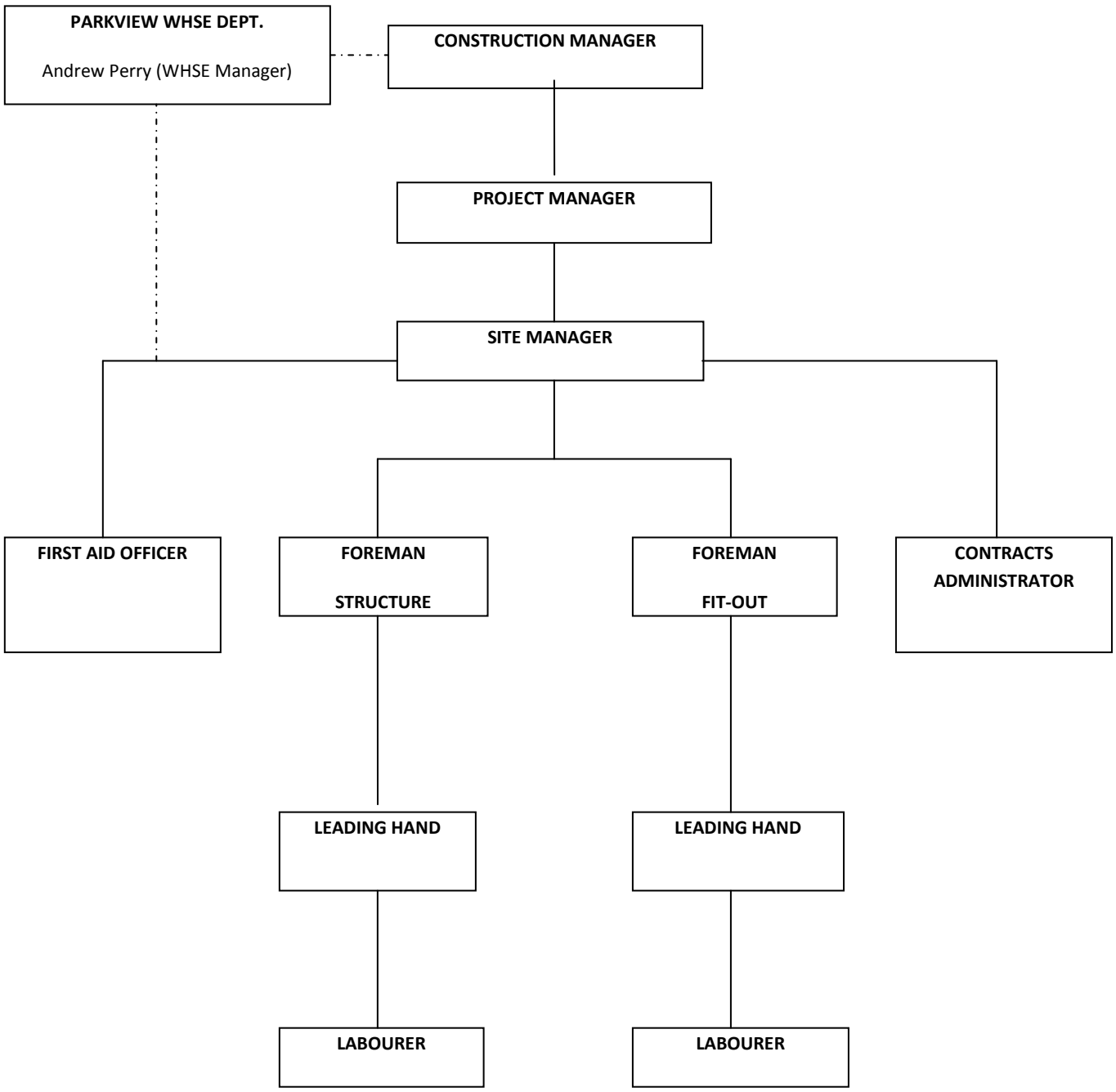
WHS Objectives and Targets

Parkview have developed the following objectives and targets in order to comply with our O\WHS policy and continually improve the performance of the WHSE Management System.

Ref #	Objective	Target	Responsibility	Time Frame
1	Comply with all relevant legislative requirements	Subscribe to work cover website to receive updates on legislative changes and OHS alerts	Director / Project Manager	Review weekly updates
2	Ensure that all employees and contractors are aware of site OHS requirements	Every person working on site to be inducted, every person working on site to hold a current construction industry induction card	Director / Project Manager, Foreman	Ongoing
3	Zero OHS incidents	Report all near hits. Report all injuries. Analyse all incidents and develop corrective action to prevent reoccurrence	All staff and contractors	Ongoing
4	Ensure effective response in an emergency	Carry out site evacuation drill on 3 monthly basis	Foreman	Every 3 months
5	Employees are provided with regular and up-to-date information on OHS for the duration of the project.	Conduct regular tool box meetings. Communicate safety alerts through notice board.	Foreman, Director / Project Manager	Tool box meetings weekly
6	Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.	Safe Work Method Statements to be documented for each activity. SWMS to identify all potential risks associated with each activity. SWMS to be reviewed and signed off by staff.	Subcontractors to complete, Foreman to review.	SWMS completed for every activity

Health and Safety Responsibilities

Organisation Chart



Responsibilities of Parkview

To ensure the health, safety and welfare of their employees and contractors whilst at our work sites, Parkview shall make all effort to comply with the occupational health, safety and environmental legislation, as well as all other relevant legislation, regulations, codes of practice and Australian Standards.

Responsibilities of Senior Management

- Manage sites to ensure the safest working conditions / environment is maintained.
- Ensure National Safety Management involvement with site set-up.
- Close liaison with safety representative on site.
- Defining WHS Policies, Objectives and Procedures on site.
- Ensuring that adequate human, technical and financial resources are allocated to the project.
- Reviewing internal reviews and audits of the WHS Plan conducted by Site WHSE Officer.

Senior Management Responsibility Sign-off

Name	Signature	Date

Responsibilities of Project Manager

- Comply with WHS policies/procedures at all times and not expose others to any harm.
- Manage site manager to ensure the safest working conditions / environment is maintained.
- Monitor and improve work method statements in consultation with workers and in response to changes in legislation, standards, technology, and new tasks / work requirements
- Ensure Safety in design is acknowledged and assessed at initial stages of project and throughout construction stage.
- Alert site manager of any possible safety breaches.

- Ensure all sub-contractors are compliant for workers compensation, public liability insurance and hold a valid contractor's license.
- Ensure all subcontractors have a documented WHS management system applicable available on site and signed off by their workers (including any contractors they engage) and Parkview management before commencing work – must include a Work Method Statement for any high risk activities they perform on site.
- Ensure National Safety Management involvement with Site set-up.
- Close liaison with safety representative on site.

Project Manager Sign-off

Name	Signature	Date

Responsibilities of Site Management

- Implementing the Site WHS Plan and ensuring compliance to the Corporate WHSE Management System
- Comply with WHS policies/procedures at all times and not expose others to any harm.
- Manage site team to ensure the safest working conditions / environment is maintained.
- Develop, review and ensure work method statements are current and being carried out in the safest possible way.
- Alert site team of any possible safety breaches.
- Ensure all subcontractors have a documented WHS management system applicable available on site and signed off by their workers (including any contractors they engage) and Parkview management before commencing work – must include a Work Method Statement for any high risk activities they perform on site. Monitor these SWMS for compliance
- Ensure all relevant safety inspections and audits are being administered according to OH&S requirements

- Manage and Report any unsafe situation/s to relevant authorities and management
- Ensure incident reports / investigations are carried out and relevant control measures are implemented.
- Ensure that relevant site inductions / training are being adhered to.
- Ensure first aid equipment / facilities are maintained as required
- Oversee WHSE officer
- Ensure site complies with requirements with the WHS Act 2011, WHS Regulation 2011 and relevant Australian Standards / Codes of Practice
- Monitor purchasing and material delivery
- Authorising the use of Work Permits (ie confined spaces)
- Reviewing WHS reports and inspections, and following up on recommendations
- Managing WHS Design issues where applicable

Site Manager Sign-off

Name	**Signature**	**Date**

Responsibilities of Site Supervisors (Foremen)

- Comply with WHS policies/procedures at all times and not expose others to any harm.
- Support the management of the site team to ensure the safest working conditions / environment is maintained.
- Coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- Coordinating OHS meetings and programs;
- Monitoring and managing compliance with the WHS Management System, including Safe Work Method Statement and communicating requirements
- Review work method statements to ensure all procedures are being carried out in the safest possible way in conjunction with the Site Manager.

- carrying out risk assessment and using the Hierarchy of Controls in all design, fabrication and construct activities to minimise WHS risks
- Ensure site safety management is to WHS standards.
- Delivery of alerts to site team of any possible safety breaches.
- Ensure all sub-contractors are compliant for workers compensation, public liability insurance and hold a valid contractor's license.
- Verifying by way of inspections that work areas, work methods, materials, plant and equipment comply with OHS legislation and applicable requirements.
- Report any unsafe situation/s to site management or relevant safety supervisor
- Ensure all site personnel have been correctly inducted.

Site Supervisor Sign-off

Name	**Signature**	**Date**

Responsibilities of Work Health, Safety & Environment Officer

- Comply with WHS policies/procedures at all times and not expose others to any harm.
- Be a point of contact for all Parkview staff and deal with their enquiries in effective and timely manner.
- Monitoring and managing compliance with WHS, workplace injury management and workers compensation legislation, regulations, standards and codes.
- Take immediate action and where required assist site management in investigating all incidents and near misses and provide recommendations to management to prevent re-occurrence of such events.
- Implementing Corrective actions to prevent reoccurrence of injuries/incidents
- Investigate all Workplace Health and Safety complaints and provide advice to management.
- Undertake periodic inspections and audits and assess and document level of compliance through legislative requirements and risk assessments.
- Assist in developing and implementing emergency procedures.
- Assist in the development / updating of all WHSE policies, procedures and documentation, including WHS procedures and SWMS. Manage WHSE Online Database
- Investigate, develop and implement new safety and health initiatives.

- Assist in the return to work of injured employees.
- Ensure first aid equipment / facilities are maintained as required

WHSE Officer Sign-off

Name	Signature	Date

Injury Management Coordinator

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- monitoring the progress of the injured employee's capacity to work;
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

The Injury Management Coordinator is Wendi Williams (HR Manager)

First Aid Officer(s)

Is responsible for administering first aid and maintain the first aid kit (may be more than one person to ensure there is a first aid officer on site at all times.

Responsibilities of Employees

- Comply with WHS policies/procedures at all times and not expose others to any harm.
- Conduct all tasks in a safe working manner and ensure the work site is environmentally maintained as directed by relevant supervisor.
- Abide by Parkview WHSE Policy, system and procedures.
- Have an awareness of compliance of work method statements to ensure all procedures are being carried out in the safest possible way.
- Closely follow and adhere to notification of safety alerts as directed by relevant supervisor.
- Notify site management regarding any possible safety breaches.
- Report any unsafe situation/s to site management.
- Utilise all safety equipment supplied when the given task requires it.
- Reporting any WHS hazards to the Foreman
- Providing suggestion, through agreed consultation methods, on how to improve OHS issues
- Seeking assistance if unsure of OHS rules
- Reporting any faulty tools or plant to the Foreman
- Complying with site rules
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures
- Ensure correct techniques of manual handling are adopted.
- Ensure proper use of tools (standard or electrical) on site;

Employee Sign-off

Name	**Signature**	**Date**

Responsibilities of Contractors:

- Comply with WHS policies/procedures at all times and not expose others to any harm.
- Ensuring their health & safety risk assessment, safe work plan and Safe Work Method Statement for the work to be undertaken is lodged with Parkview for review before the commencement of any work, and take steps to ensure it is complied with throughout the duration of the contract.
- Compliance to the site health & safety rules or requirements of Parkview site management plan.
- Ensuring their compliance to all health & safety legislative requirements, including any codes of practice, standards or safety guidelines.
- Make provision for the reporting and communication of any information that may affect health & safety on site.
- Participate where required in any relevant site health & safety programs.
- Provide the material safety data sheets prior to new chemicals arriving to site and prior to use.
- All contractors and sub-contractors engaged to perform work are required, as part of their contract to comply with the occupational health and safety policies, procedures and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Disciplinary Procedure

The site manager will ensure that a subcontractor who fails to adhere to the project safety standards shall be warned as follows:

5. A verbal warning in the presence of their employer and a Safety Committee member (where applicable).

6. A written warning (Improvement Notification) in the presence of their employer and a Safety Committee member (where applicable).

7. Counselling by means of a second safety induction.

8. A further repetition of the offence shall be brought to the attention of the Construction Manager for review and may result in dismissal from site.

Consultation, Co Operation & Coordination

Parkview promotes the active participation of all employees and subcontractors in health and safety related matters.

On commencement of the project, a toolbox meeting shall be held to elect the consultation arrangements for the site. This may be to form WHS committee (if 30 or more staff and contractors are working on site and the majority elect), the use of an WHS employee representative, or other agreed arrangements. As a minimum, tool box meetings will be held on a weekly basis or more frequently if required following an incident or changes on site. On election of consultation arrangements, this page shall be completed and displayed on the site notice board.

A tool box meeting was held on this site on ____/_____/_____ to elect WHS consultation arrangements. The consultation arrangements elected and agreed to for this site are

WHS committee / WHS representative / Other agreed arrangements.

(Circle the consultation method)

All elected WHS Committee members and WHS Representatives shall attend a Work Cover accredited WHS consultation course.

Workplace Safety Committee

The determination of the Workplace Safety Committee on this project shall comprise of representatives as per the Work Health and Safety Act 2011. The committee will be formed at such time as the number of workers on site reaches approximately 30 (or as agreed through consultation on site).

Each committee member shall have rights within the committee, which include:

1. Inspection of the workplace at any time after giving reasonable notice to the Site Manager or immediately in the event of any accident or where there is immediate risk to the health and safety of any person.

2. Access to relevant health and safety information in the possession of Parkview Constructions.

3. To direct work to stop where there is an immediate threat to the health and safety of any person.

4. Accompany any Workplace Health & Safety / WorkCover Inspector.

5. A meeting schedules of the Committee quorum and the Workplace Safety Inspections is contained in the Constitution.

6. Minutes of meetings and / or rectification lists of safety matters will be distributed and displayed on notice boards.

Workplace Safety Representative

A safety representative will be an employee from Parkview democratically elected from their co-workers. Where required, Parkview may require that subcontractors provided their own safety representative to form part of the consultation process.

Other Arrangements

In addition to above, and until such time when the committee is formed, Parkview will undertake regular tool box talks to highlight any changes to the working environment or if specific safety issues need to be addressed. Parkview also require sub-contractors to have tool box talks with their relevant workers and provide a copy to Parkview as evidence that the talk took place.

Toolbox Meetings

(Use for Small projects)

Due to the small number of workers anticipated on this project, Parkview will undertake regular tool box talks to highlight any changes to the working environment or if specific safety issues need to be addressed. Parkview also require sub-contractors to have tool box talks with their relevant workers and provide a copy to Parkview as evidence that the talk took place.

Toolbox meetings are held weekly or as required onsite and documented on the **toolbox meeting minutes** form. Tool box meetings are held to communicate with staff on contractors about relevant risks and controls onsite, as well as provided a method of consultation and training.

Daily Prestart

Daily prestart meetings shall be held to discuss work that will be carried out for the day and any specific hazards that may be presented. The site diary shall be used to record prestart meetings.

Arrangements with Other Duty Holders

Parkview understands that our construction activities may have an impact with other parties such as subcontractors, clients, suppliers, neighbouring premises etc. Parkview will ensure we will consult, cooperate and coordinate our activities through various forums such as subcontractor meetings, client meetings, design meetings, face to face discussions etc.

Documentation Review / Updates / Control

Site Safety Plan

The site safety plan shall be reviewed regularly as the site progresses (therefore the risks change), change in site management or as required. Any deficiencies in the plan are updated and communicated. The site manager is responsible for ensuring that any corrective actions, additions etc form the review / update of the site safety plans are disseminated to relevant employees, subcontractors etc as required.

Site WHSE Records

At the commencement of the project, all relevant WHSE folders are to be set up for record keeping purposes. No WHSE documentation is to be modified, withdrawn, amended or disposed of without the permission of the National Safety Manager who is the document controller for all WHSE documents.

At the conclusion of the project, the documentation will be archived as per Parkview's policies and procedures.

As a minimum, the following WHSE folders are required to be maintained on site. The site manager is responsible to ensure that the folders are kept updated as required:

(1) Site Establishment (Including Safety / Environment Plans, Set-up Forms, Safe Work Method Statements, Safe Operating Procedures, training etc)

(2) WHSE Registers and servicing / test records (ie plant, electrical, hazardous substances [including MSDS], PPE etc)

(3) Committee Reports, Inspections, Internal Audits, Monthly Reports, Reviews etc

(4) Incident Register (including First Aid register), Reports / Investigations including witness statements, corrective actions etc

(5) Induction Registers, Induction booklet (including site rules) toolbox talks etc

(6) Subcontractor safety folders and applicable documentation.

Local Site information

The Site Manager is also to ensure that local information in relation to site personnel / processes are kept up to date around site as required including list of first aiders, committee members, emergency procedures, toolbox minutes, inspection / audit reports etc.

SITE CONDITIONS AND ESTABLISHMENT

Access to the Site

Edit as required

Access to the site will be as follows:

Site Security / Public Protection

The site will be bounded by adequate fencing, located around perimeter....

Temporary Buildings and Amenities

Temporary Buildings and amenities will be provided as per the Workplace Health & Safety Regulation 2011 and the Code of Practice: Managing the Work Environment and Facilities.

Refer to the Construction Management Plan for shed and amenities layout.

Temporary Services

Electrical

All electrical work is to be carried out strictly in accordance with the Workplace Health & Safety Regulation 2011 and Australian Standards 3000 & 3012.

Mains supply to the main temporary switchboard will be provided by Energy Australia.

Sub Boards will be provided at each level, positioned in such a way to allow power to be obtained for all areas of the site.

Water

The temporary water supply will be connected to the Site.

Temporary Lighting

- Temporary Lighting will be set up in stairs, hallways, corridors and exits to provide safe access where required.
- Mesh guards are to be fitted to all lights that are to be used for temporary lighting.
- Subcontractors shall be responsible to provide additional task specific lighting for areas not covered by the above temporary lighting.

Storage

In general, structural materials will need to be delivered only when they are ready for use. A great deal of co-ordination work is therefore required.

- The site manager shall coordinate the allocation of space to subcontractors.
- Subcontractors must always give advance notice of their storage requirements.
- All materials stored on site must be neatly stacked. Clear access ways must be maintained at all times.
- Materials must not be stored so as to create fire hazards.
- Some small compounds will be built on the site as required.
- Gas bottles will be stored in accordance with the current regulations.
- Pallets of bricks, blocks etc will not be stacked any more than two (2) high.

Refer site plan in the Construction Management Plan (CMP) for further information

On-Site Communication

There are communications systems for:

Supervisory Staff:

- Hand-held radios
- Mobile Phone

Personal Protective Equipment

The Site Manager will ensure that adequate stocks of appropriate personal protective equipment are maintained in the site store and will ensure that personal protective equipment is issued whenever necessary (costs may be incurred by sub-contractors).

All PPE identified as required will be issued to employees and recorded on the PPE Issue Register Form. Minimum PPE requirement for this project include:

1. Hi Vis vests
2. Safety Footwear
3. Safety Helmet
4. Other PPE (ie respirators, hearing protection etc) may be required depending the individual tasks.

Hearing Protection Area

Any areas where employees could be exposed to excessive noise shall be marked by relevant signs.

Ear muffs must comply with AS1270 and AS1269 and should be checked regularly for cracks or other damage.

Where necessary employees should be rotated to minimise exposure to noise.

Housekeeping

Good housekeeping is a very important part of our safety plan. The following rules shall apply:

* Rubbish containers are to be located in all work areas and be emptied regularly.
* Builder's rubbish skips shall be located at various locations around the Site for use by Sub-contractors.

* Combustible scrap shall be removed daily.
* Tools and materials must be placed where they will not create hazards for others.
* Spilled liquids can be dangerous and must be cleaned up immediately.
* All amenities areas are to be kept clean and tidy at all times.
* Projecting nails and other objects must be removed.
* Access ways must be kept clear at all times.

The Site Manager is to ensure all the above happens.

Traffic Control

Appropriately trained employees will be posted to direct traffic whenever interruptions to traffic are likely as per the traffic control plan.

Risk Management

Principal Contractor's identified risks

Prior to commencing works (and as the site progresses), Parkview will undertake a a site risk assessment to identify any potential hazards with the project and implement measures to eliminate or reduce the risks. In addition, as part of the subcontractor management process, Parkview will note any potential high risk hazards to the subcontractor as required.

This risk assessment will be recorded / managed on the Online WHSE Management System.

Step 1. Hazard Identification

Identifying the hazard is the first step in the process. When identifying hazards, the following items should be taken into account:

1. The situation, events, processes etc that have a potential to cause injury or harm to the environment.
2. The potential of the injury / environment impact in relation to the activity / process. This also includes past incidents and events.

Hazard identification is to take place in all Parkview's activities including (but not limited to):

1. The method by which construction activities takes place (including design)
2. The fabrication, installation commissioning and handling and disposal (of materials, workplaces, plant and equipment)
3. Purchasing of goods and services
4. Contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to an by contractors
5. Inspection, maintenance, testing repair and replacement (of plant and equipment).

Step 2. Risk Assessment

Once the hazards are identified and recorded on the appropriate medium (ie SWMS, Hazard form, Site Inspection Form etc) the next step is to assess and rate the risk of the hazard taking into account the consequence (ie the severity) and likelihood (probability) of the hazard causing harm. Also consider the current control measures (if any) implemented. The tables and matrix below is used to determine the risk score:

Level	Description of Consequence

High (1) (High level of harm)	**Safety** - Potential death, permanent disability or major structural failure/damage. **Environment** - Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	**Safety** - Potential temporary disability or minor structural failure/damage. **Environment** - On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	**Safety** - Incident that has the potential to cause persons to require first aid. **Environment** - On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Using the risk matrix below, determine the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class/Ranking	Description / Requirements
1	Critical - Identified hazard is critical and requried immediate action to eliminate / control hazard or Significant Environmenal Impact and requires immediation action. May have global effects to the environment **Work must not continue until risk is reduced to level 2 or lower**

2	Urgent - Identified hazard requires a high priority to eliminate / control the hazard or Non Significant Environmenal Impact however more measures may be required as their may be a potential to become Significant
3	Minor / Low Risk – Hazard has a minimal risk to health, safety however some action / monitoring may be required Non-Significant Environmental Impact – Nil or low level measures may be required

Step 3. Implement Additional Controls

Once the hazards have been assessed and rated for severity, the next phase is to implement suitable controls with the aim of eliminating or, reducing the risk of the hazard. The hierarchy of control preference sequence below should be used when implementing control measures:

Hiereachy of Controls	Example
1. Eliminate the hazard	Ceiling lights on balconies – Eliminate risk of falls from heights by design the building to have lights on the walls instead
2. Substitution	Cleaning products – Substitute hydrlochloric acid with a safer chemical product
3. Engineering Controls	Rendering – Install suitable scaffolding as a work platform
4. Administration (Procedural) Controls	Manual Handling - Implement procedures and training for people to follow to reduce the risk (ie job rotation, manual handling awareness training)
5. Personal Protective Equipment (PPE)	Note – Least preferrable as it does not prevent the hazard but only reduces consequence.

Once the agreed controls have been implemented, the residual risk shall be reviewed to ensure that the control measures have had the desired effect to eliminate or reduce the impact of the hazard. All risks must be reduces to a minimum Ranking of **2 or lower**, otherwise the risk assessment shall be repeated.

Step 4. Monitor and Review

Once control measures are implemented, they should be monitored and reviewed for effectiveness. This should be on a regular basis but also when there has been a failure (ie incident) or change in the process.

Risk Management Forms / Processes:

Parkview uses the following processes / Forms for Risk Management:

Hazard Reporting

Refer Hazard Reporting Form

Hazard Report Forms allow for the risk assessment and control of hazards that are identified on site. These forms are kept in the site office and persons that have identified a hazard on site, which cannot be immediately eliminated / controlled, are to report a Parkview representative and complete the form. Hazard reporting forms shall be managed via the Online WHSE Management System (where used)

Safe Work Method Statement (SWMS)

Refer Safe Work Method Statement Form

SWMS allow for Parkview and subcontractors to identify and control risks associated with high risk construction activities. These will be developed in consultation with those undertaking the relevant tasks. The SWMS shall be reviewed after multiple safety breaches have occurred or following an incident that relates to the steps outlined in the SWMS.

Procedure for completing SWMS is as follows:

- Complete the information on page 1 of the SWMS form;
- Identify applicable legislation and codes of practice and record on page one of the SWMS form;
- Break the activity down into steps and record on the SWMS form;
- Write down the hazards associated with each step;

- Use the Risk Matrix to assess the risk associated with each hazards and enter into the SWMS form;
- Using the Hierarchy of control as detailed above (for risk assessment), develop the best control that is reasonably practicable. Write the control on the SWMS;

Risk Assessment Form

Refer Online WHSE Management System - Risk / Impact Register or Risk Assessment Form

Documented risk assessments allow for Parkview to identify and control adhoc risks associated with high risk construction activities. These will be developed in consultation with those undertaking the relevant tasks.

Hazardous Substances

Refer Online WHSE Management System – Hazardous Substance Register or Hazardous Substance Register Form

All hazardous substances used on site by Parkview will be listed on the Hazardous Substances Register with a copy of the relevant Material Safety Data Sheet (MSDS). Any control measures for safe use of the substances will be incorporated into the relevant SWMS. All subcontractors are required to provide Parkview with a Hazardous Substances Register (including any MSDS's) prior to commencement on site.

In addition, the Online Management System has a facility for Parkview to undertake risk assessments on hazardous substances if site specific risks (outside the scope of the SWMS) are identified.

Electrical

Refer Online WHSE Management System – Electrical Register or Electrical Register Form

All electrical items used by Parkview will be listed on the Electrical Register and tested at periodic intervals as specified by the WHS Regulation 2011 and AS 3012. The risks and associated control measures for safe use of the electrical items will be incorporated into the relevant SWMS.

In addition, all subcontractors are required to provide Parkview with an Electrical Register prior to commencement on site as periodically as required.

Plant / Equipment

Refer Online WHSE Management System – Plant Register / Plant Maintenance Schedule

Refer High Risk Plant Checklist Form

Parkview ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

Also, certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation. This includes:

- tower cranes including self-erecting tower cranes
- mobile cranes with a safe working load of more than 10 tonnes
- concrete placement units with delivery booms
- lifts, escalators and moving walkways
- building maintenance units

Prior to plant arriving on site the following records must be supplied to Parkview:

- Copy of plant Work Cover Registration (if applicable);
- Copy of detailed plant risk assessment and work method statements detailing that prestart inspections will be carried out on the plant each day it is used;
- Copy of plant maintenance records;
- Copy of operators tickets or training records for persons that will be operating the plant;
- Copy of SDS for fluids associated with the plant (diesel, grease etc) ;

Prior to operating plant on site, the above documents must be available in the site office. All operators will be observed by the Foreman operating the plant to assess competency prior to commencing work. No person shall operate plant without a valid ticket and being assessed as competent. Operator tickets shall be photocopied and filed during inductions. The above records will be maintained.

All plant in operation must contain a completed pre-start inspection for the day of use (provided by the subcontractor). All plant that is brought on site shall be recorded on the plant register.

Prior to commencing Excavation, the Permit to excavate form must be completed and signed off by the foreman.

Parkview ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and

documented in the Safe Work Method Statement. In addition, the Online Management System has a facility for Parkview to undertake risk assessments on High Risk Plant if site specific risks (outside the scope of the SWMS) are identified.

Pre-start checks, schedule of maintenance and fault reports are notified to the site supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired or from the Client, the same requirements as above apply.

All major items of plant will be listed on the Plant Register including mobile plant, lifting gear, fall restraint devices etc. In addition, High Risk Plant will be listed on the High Risk Plant Preventative Maintenance Register with the relevant maintenance checks monitored as required. Refer the Online WHSE Management System for further information.

Prior to any high risk plant commencing on site, the subcontractor is required to completed the High Risk Plant Checklist form and submit to Parkview for review.

Purchasing

Refer Online WHSE Management System - Risk / Impact Register

Prior to purchasing materials (from suppliers that have been assessed as being able to comply with WHS requirements for supply and delivery of materials), Parkview ensures that risk assessment is carried out to identify potential WHS hazards associated with the material. Where hazards are identified controls are implemented based on the hierarchy of control. First control will always be to eliminate the use of the material or substitute with a different material that may be less hazardous. For every material that is brought onto site a Safety Data Sheet shall be collected and kept in an SDS folder onsite. This folder shall include SDS for all chemicals onsite, not just hazardous materials and include an SDS register. All SDS kept on site must be within 5 years old and comply with Australian standard requirements. For all materials identified as hazardous substances on the SDS, a documented risk assessment shall be completed and kept with the SDS. The hazardous substance shall also be recorded on the hazardous substances register.

When materials are received on site they will be inspected by the foreman prior to acceptance to ensure that relevant WHS information has been provided. If materials and equipment are found to be non-conforming, they will be returned to the supplier. A signature on the delivery docket is evidence of the inspection. All delivery dockets shall be kept and filed on site.

Plant and material supplied by the client for Parkview projects will be inspected by the Foreman on delivery to the site. Where appropriate, the same rules apply to client supplied materials and plant in regard to SDS, prestart checks, maintenance records etc.

Inspection Testing and Servicing

Refer Online WHSE Management System – Inspection Testing Procedure

Various levels of inspection and testing are required to be carried out on Parkview projects. Inspection and testing includes regular site safety inspections, scaffold inspections, excavation inspections, testing and tagging of electrical and fire fighting equipment as well as lifting chains, slings, harnesses and other applicable activities to control risks and comply with WHS legislation.

A Project Inspection schedule which defines the requirements and frequency for inspection, testing and approvals on the project will be developed in conjunction with Parkview's Quality Management System. This schedule shall be updated on commencement of the project and then on a regular basis to ensure that all requirements for testing and inspections are being met. This schedule must be implemented on the project and shall be regularly checked by the Foreman to ensure inspection and testing is being completed. Items defined in the records column shall be maintained in the site office.

Equipment that does not pass inspection and testing shall be labelled DO NOT USE and kept in the site office or disposed of to prevent unintended use.

All equipment used for testing of equipment shall be calibrated to the manufacturer's recommendations.

Authorisation and use of Hazardous Work Permits

Refer Permit to Work Form

A Permit to Work System provides a systematic disciplined approach to assessing the risks of a job and specifying the precautions to be taken when performing hot work and/or working in a confined space.

The permit to work system:

1. Specifies the work to be done and the equipment to be used
2. Specifies the precautions to be taken when performing the task
3. Gives permission for work to start
4. Advises occupants of building that work is being performed within their building
5. Provides a check to ensure that all safety considerations have been taken into account, including the validity of permits and certificates and compliance to the policies and procedures put in place and

Instructions on how to complete the Permit to Work are located on the form itself. Permit to Work covers the following activities:

1. Hot Works
2. Excavations
3. Work at Heights (in a harness)
4. Use of a Confined Space
5. Work outside of Site
6. Coring / Drilling / Chasing

Isolation, Lock-out, tag-out Procedure

When maintenance work is carried out on plant and equipment, this procedure is required to safeguard the employees carrying out this work.

Hazardous Energy Sources

During the hazard and risk analysis process as part of writing a JSA / SWMS and whilst carrying out the work, the hazardous energy sources must be identified and if a potential risk is apparent then measures must be taken to eliminate, isolate or dissipate the energy.

There are four kinds of energy sources:

• Electrical energy (mains, battery / capacitor, static)

• Mechanical energy (transitional, rotational)

• Thermal energy (hot, cold)

• Potential energy (springs, gravity, hydraulic / pneumatic / vacuum pressure)

Aims of the Lockout/Tagout Process

The aims of this process are to:

• Isolate all forms of potentially hazardous energy.

• Ensure that an accidental release of hazardous energy does not occur.

• Make certain that entry to a restricted area is tightly controlled.

Shutdown & Isolation Procedure

1. **Notification** – Notify all affected employees that lockout and tagout is about to occur for servicing and maintenance of plant and equipment.

2. **Shutdown** – Follow the normal procedure to shutdown an item of plant or equipment, if not already completed.

3. **Isolation** – Activate energy-isolating devices that have been identified as being capable of preventing any hazard to those who will be working on the plant.

4. **Application of Isolation Equipment** – This is the application of locks and tags to ensure that energy-isolation devices remain in the “OFF” or “SAFE” position. Tags must be applied so that they can be easily read and identify the person who placed them.

5. **Release of Stored Energy** – It is important to relieve, disconnect or restrain any and all of the potential, stored or residual energy. E.g. bleeding the pressure in a pneumatic system.

6. **Try** – Check the function of all controls and lock outs to make sure that all residual energy has been dissipated and that any energy sources have been controlled or isolated.

7. **Release from Lockout** – Once the work has been completed and all tools have been cleared away and personnel are standing clear, the isolation and lockout equipment can be removed. The worker who put isolation and lockout equipment in place must (wherever possible) be the person who removes it.

Out of Service tag

Out of service tags can be placed by any employee if they find a fault with equipment which jeopardises the continued safe use of the plant. The tag must be correctly filled out with details of the person, who placed the tag, the date the tag was placed and the reason for the placement of the tag. The employee should then inform their supervisor about the tag and the equipment concerned. The supervisor is then to notify the appropriate company that the equipment requires repair.

The out of service tag can only be removed by a qualified person authorised to repair the reported fault.

The out of service tag is not to be removed until the repair work is completed. Whilst the repair work is being completed, the repairer is to attach a Danger – Equipment Locked Out tag and lock if possible.

The Out of Service tag will also be applied to all equipment upon its return to the yard to indicate that it is awaiting inspection and checking prior to being certified ready for hire.

Danger – Equipment Locked Out tag

This tag indicates that repair work is currently being carried out and the equipment is not to be started or operated. The tag should be applied at the point of lockout with a suitable padlock – in most cases for powered equipment this will be the ignition key; for other equipment in a visible and suitable location. Whilst this tag is applied, the key should be removed (if applicable) and all energy sources de-energised (except when required to test repairs to the equipment).

Should the repair work go beyond the end of the shift, then the Danger tag is to be removed. If the repair

work is not complete and the equipment ready to re-enter service, then an out of service tag must be applied (if notalready).

Where possible, the Danger – Equipment Locked Out tag should be applied with a padlock and the key retained by the person carrying out repairs. Employees are responsible for the security of the keys to their issued locks. Where more than one employee is required to work on equipment, a multi-lock labelled hasp is to be used. The equipment is not be started until all locks and the hasp have been removed at the completion of the work.

Only the person placing a lock or danger tag is to remove that lock or tag. In the event that the person who placed the lock cannot be located, only the person's supervisor has the authority to remove the tag or lock using

their master key. This step should only be taken after an exhaustive attempt to locate the missing person to ensure that they are no longer working on the machine has been completed.

Any person found interfering with lockout or danger tags etc will be removed from site immediately

Handling and Storage of Materials

Where hazardous materials such as asbestos, hazardous chemicals, lead etc are present on site, specialised contractors or qualified people will be used to handle these materials. Hazmat personnel will be inducted into the site as per the planned arrangements and copies of tickets and licenses shall be maintained in the site office. Where required, individual management plans for hazardous materials shall be developed by the Foreman.

Consideration of general material handling including manual handling shall be identified and assessed in the applicable SWMS. Where materials have been identified as presenting significant risk, controls shall be developed to manage these risks, such as two man lifting, mechanical aids, PPE etc. Controls shall be developed using the **Hierarchy of control**s.

All hazardous substances and dangerous goods stored on site shall comply with legislative requirements. This includes correct signage, correct protection (cages), correct labelling, SDS and risk assessment. An **SDS** must be maintained in the office for all chemicals on site. Hazardous substances must be recorded on the **Hazardous Substance Register**.

Storage of dangerous goods will be in accordance with NSW Code of Practice *'Storage and Handling of Dangerous Goods'* and will include control measures such as spill kits, bunding, cages and flame proof cabinets when necessary. Storage of hazardous substances will be according to the recommendations on the SDS relating to temperature, quantity and spill control. Where multiple hazardous substances or dangerous goods are stored on site the risk assessment will include assessing compatibility issues like storing an oxidising agent with flammable liquids or gas.

Asbestos Management

[Edit as Required]

A detailed Hazardous Material Assessment (Hazmat) Report has been developed for this project by an Occupational Hygienist consultant [Enter Details]. There has been no **friable** asbestos recorded however there are some **bonded** asbestos (in the form of sheeting) located in areas such as eaves, ceiling lining, some all panels etc. Any asbestos containing materials will be fully removed by a licensed asbestos contractor prior to other works being performed. At the conclusion of the remediation a clearance certificate will be obtained to confirm that the asbestos has been satisfactorily removed. A copy of this report will be available for inspection on site.

The emergency procedures contained in this WHS Plan outline what process will be followed in the advent that there is an unexpected find of asbestos containing material.

Lead Paint Management

[Edit as Required]

Prior to working on any existing painted surfaces (ie during demolition), the paint shall be assessed by an Occupational Hygienist to determine if any lead is present and, if so then the level of lead content.

If the level of lead content exceeds the minimum standard (and is therefore deemed as lead work), works on and around the painted structure will cease until the lead paint is remediated and clearance given by an Occupational Hygienist.

If lead paint is found, workers conducting the remediation shall be blood tested prior to and after performing the works as per legislative requirements.

Scaffolding & Working at Height

[Edit as Required]

During the course of the project, potential injuries resulting from working at heights will be controlled by the following measures:

1. Scaffolding – Perimeter scaffolding will be installed (including chain and shade) to provide protection form workers and objects falling. The scaffolding will be erected by qualified persons and will be subject to regular inspections (eg after alterations, if damaged for any reason, every 30 days etc) to ensure of its integrity. Refer General Operating Procedures and Controls section for further information on scaffolding. A scaffolding Coordinator will be appointed to liaise with site management to ensure that all areas where work on and around scaffolding will be taking place shall be inspected prior to use.

2. Guard rail – Where it is not reasonable practical for scaffolding, a guard rail system comprising of a top rail, mid rail and kickboard shall be installed by a competent person. All guard rails will also have infill panel installed on the inside to prevent objects falling through.

3. Other protection – In the event that the first two measures are not reasonably practical, other forms of protection such as a harness may need to be used. Prior to any harness work a documented risk assessment to be completed to demonstrate why other forms of protection are not able to be implemented and what measures will be applied (eg rescue procedures, falling object protection etc).

Fatigue Management

Fatigue refers to mental or physical exhaustion that stops a person from being able to function normally. However fatigue is more than simply feeling tired or drowsy. Fatigue is caused by prolonged periods of physical and/or mental exertion without enough time to rest and recover.

Fatigue is generally associated with:

- spending long periods of time awake
- having an inadequate amount and/or quality of sleep over an extended period

Fatigue can significantly affect an individual's capacity to function. The side effects of fatigue include decreasing performance and productivity, and increased potential for injuries to occur.

To ensure workers do not suffer from fatigue during the course of the project, the following items will be implemented:

1. Ensure materials are delivered / placed close to the work area to minimise manual handling
2. Ensure workers take their allotted breaks
3. Ensure workers conducting high fatigue tasks take regular breaks (or swap task with other workers etc)
4. Minimise after hours works
5. Educate workers on the effect of lack of quality sleep
6. Provide drug & alcohol briefing sessions to workers which relates to poor quality sleep.
7. Encourage workers to speak up if they are feeling tired and to look out for each other.

Working Alone

This project adopts a strict "No working alone" policy. It is the responsibility to for each subcontractor to ensure they inform Parkview where they will be working on site to ensure there will be other workers in the vicinity in case an emergency occurs. As a minimum, a trained first aider / site supervisor will be on site monitoring the work at all times. If workers may be in an area where they may be temporary isolated from other workers than Parkview will supply a radio so contact can be maintained during this time.

Drugs & Alcohol

Parkview hold a strict no Drug & Alcohol policy and will not tolerate any person on site who appears under the influence of alcohol or an illegal drug, including removing from site.

In saying that, Parkview recognises that addiction is a form of illness and encourages workers to speak up if they feel they have a problem and Parkview will assist arranging counselling if required. This will be fully confidential.

In addition, as this site is operating under the NSW Government TfNSW, all persons on site may be subject to drug and alcohol testing by the TfNSW. All workers will be made aware of this during site induction and may choose not to work on site if they do not which to be the subject of testing.

Parkview will provide briefing sessions on Drug & Alcohol by an independent organisation during the course of the project.

Construction Hazard Assessment Identification Review (CHAIR) / Design Changes

Refer to Design Procedure and CHAIR Review Template Form

To ensure that any hazards associated with the construction, maintenance and operation of the construction project are identified at an early stage, CHAIR reviews are conducted regularly, including prior to construction works commencing. Where possible, changes in the design should be made to eliminate, or reduce the risks associated with the construction activities. The CHAIR reviews should include all key stake holders including clients, designers, architects etc as well as Parkview staff.

The Chair review is to be completed in accordance with the Design Procedure (located on the Portal).

The intervals of the CHAIR reviews shall be determined by the key stake holders during the course of the reviews with the next date being inserted in the Project Risk Assessment & Review meeting minutes. This will ensure that design reviews are maintained during the life of the project.

In addition to CHAIR reviews, all other design changes (ie through design meetings, drawing updates etc) are to be assessed by the Site / Project Manager. If the changes have potential WHS implications, they are to be inserted on the Online WHSE Management System Risk / Impact Register and a risk assessment conducted as required.

If design changes are required the process for managing these changes is to gain permission through the architect / client (or for DNC projects through Parkview's Design Engineer). Once approved they will then get the relevant drawings amended and re-issued / communicated the effected subcontractors through the projects document transmittal systems utilised on site.

If recommended design changes are not approved by the Client, the Project Manager is to request confirmation in writing and submit to the National Safety Manager and Construction Manager for review / action. If the National Safety Manager and Construction Manager agree that the changes are critical to the

health, safety and welfare of workers / persons on site then a formal letter hall be sent to the Client documenting these reasons. If the Client still refuses the changes, then standard contract dispute mechanisms shall be instigated.

Design Consultants

For design changes required during the project, the corporate procedures for design management and hazard identification and risk assessment shall be followed. Any design changes that occur during the project shall be assessed for WHS hazards that the design introduces. See Section of the corporate WHSE Management System manual and the Hazard identification and risk assessment procedure for further information.

General Operating Procedures and Engineering Controls

The following table contains plant, equipment and processes used on site and the general procedures that need to be followed. Detailed information should be contained in the relevant SWMS. The site manager is responsible to ensure that everyone engaged in hazardous processes and appropriately licensed and competent.

Plant / Equipment / Process	Instructions
Crane	Only be operated by appropriately ticketed drivers and dogman.
Scaffolding	1. The supply and erection of all scaffolds on this project shall conform to the requirements of AS/NZS 1576 and state legislation. 2. Scaffolding shall be erected, altered and dismantled only by persons holding a Certificate of Competency as a Scaffolder. 3. During inspections / audits the ladders will be inspected for defective rungs, warping, cracking or splintering of timber stiles, or faulty feet. Ladders must be placed on firm, level ground and must be lashed at the top, extending one metre above the landing, and be placed at the correct angle (1:4). 4. A scaffolding Coordinator will be appointed to liaise with site management to ensure that all areas where work on and around scaffolding will be taking place shall be inspected prior to use. [Edit as required] 5. Handrails and kick boards are to be provided on all scaffolds as per regulations. 6. Handrails shall also be provided at all floor openings and at the perimeter of the building where there is no scaffolding in place. 7. Parkview's National Safety Manager must be notified of any swing-stage / mast climber scaffolding that is going to be used on site.
Mobile Scaffolds	When in use are not to be moved whilst persons or material are on the mobile scaffold. Correct ladder access to be installed to all mobile scaffolds.

Plant / Equipment / Process	Instructions
Excavation	1. All excavations exceeding 1.5 metres in depth are to be benched, battered or shored and temporary handrails installed. 2. All spoil from the excavations are to be placed well back from the edge of the excavation. 3. All persons operating excavating equipment are to hold the appropriate ticket for competency. 4. Before any excavation takes place beyond the boundary of the site, the Site Manager will check with the local Authority re permit requirements, and notify neighbours as required. 5. Care is to be taken to control dust and keep the Street clean. 6. Ensure site information about underground services etc is obtained before starting work (ie Dial Before You Dig)
Formwork	An engineer shall certify the design of the slab Formwork. Prior to placing concrete the Site Manager shall ensure that: 1. All formwork has been inspected and certified by a qualified engineer prior to the concrete pour 2. Suitable signage and barricades have been placed to warn and limit the amount people allowed under the formwork. 3. A signed copy of the Engineers Inspection report giving approval of the Formwork for each pour is in the office, and a copy shown to the pump operator and a member of the safety committee (if applicable)
Manitou	1. Only appropriately ticketed / competent persons are permitted to operate the manitou. 2. Load notices are to be displayed and load handling to be done strictly in accordance with he manufacturers specifications eg. Mass of load, load centre, height and stability. 3. All attachments must comply with the relevant local legislation and must be maintained to comply with the original specification. 4. A load should be carried as low as possible. 5. At least 1.5 metres distance should be kept from electrical conductors. 6. No modifications should be made to tines. However, approved sleeves designed to fit over tines must be secured when in use and the adjusted SWL never exceeded. 7. Rear vision mirrors must be used and double checked before reversing. 8. Pedestrians must be given right of way. 9. The horn should be used at corners. 10. People must be kept away from elevated loads. 11. Stacks are to be kept clear of sprinklers and lights and must be stable.

Plant / Equipment / Process	Instructions
Open Penetrations	1. Floor penetrations must be securely covered and / or fenced off with approved handrails and toe boards. 2. Any barrier or handrail to be removed to conduct work must be replaced prior to leaving the area. 3. Any unprotected penetrations or openings must be immediately covered and reported to your Foreman or Supervisor. 4. The covers shall be strong enough to support the loads to be imposed on them and shall be mechanically secured to prevent accidental displacement and shall be marked. 5. All lift shaft bases must have a ladder or other means of access installed in case someone inadvertently falls in.
Electric Tools	1. Power saws, drills, grinders and other power tools must have proper guards in place at all times. Cords and leads must be placed so as not to create a tripping hazard, or be subjected to damage from equipment or materials. 2. All electrical leads and power tools must have current inspection tags before they may be used on site as detailed in the Code of Practice. If they do have current tags, the details will be recorded in the log book if they do not have current tags they may not be used until they have been inspected, tagged and logged in by a licensed Electrician. 3. All leads and power tools will be inspected intervals specified in state legislation. 4. Only use electrical equipment that they have been instructed in. 5. Elevate all electrical leads at least 2m above ground level on approved stands or insulated hooks (NSW only).
Explosive Power Tools	1. Examined for defects before use by the competent operator 2. Dismantled completely and examined for defects once during the week by the ticketed operator. 3. Kept in its locked container when not in use, together with Log Book containing detailed particulars of all examinations of, and repair to, the tool. 4. If the tool does not meet these requirements, it will be rejected by Parkview 5. The Sub-foreman will also ensure that all necessary warning signs have been displayed and that operators have the appropriate ticket of competency. 6. Only low velocity types are to be used on site.
Compressed Air	1. When compressed air is used, the compressor shall be maintained regularly as per current regulations. 2. All air lines and tools are to be checked before their use by the relevant section Leading Hands. All connections shall be fastened securely. 3. Under no circumstance is compressed air to be used for blowing dust from skin or clothing

Plant / Equipment / Process	Instructions
Welding / Gas cutting	1. Operators must wear proper protective gear. Where necessary protective screens shall be provided. 2. Before commencing, the work area must be inspected to ensure that sparks or molten metal cannot fall on combustible materials. Also ensure that the decanting of flammable liquids is not carried out in the vicinity. 3. Suitable fire extinguishers must be kept nearby, and/or secured to the cutting equipment trolley. 4. Never weld materials or containers that have contained combustible or unknown materials. 5. Cylinders must be handled in proper cradles or other safe approved means of transport. 6. Cylinders must be stored upright in secure trolleys. 7. Adequate ventilation must always be provided during welding or gas cutting operations. 8. All equipment is to be properly maintained. 9. Operators must be skilled in the work to be performed. 10. Oxy cutting equipment to be fitted with flash back arrestors.
Man / Materials Hoist	1. QLD - Design of the building ties and application to the Department of Industrial Relations for approval will be carried out by the hoist supplier who will also erect the hoist and conduct all necessary tests. 2. All servicing of the hoist shall be by the hoist supplier. 3. The hoist shall only be operated by a person holding a Certificate of Competency as hoist driver.
Lasers	There is a possibility that lasers may be used on site during surveying work levelling on ceilings etc. If used, a toolbox talk regarding the dangers and areas to be used will be conducted.
Manual Handling	Manual handling risks are to be identified, assessed and controlled in the appropriate task safe work method statement as required.

Plant / Equipment / Process	Instructions
Chemicals	Before any chemicals or other hazardous materials are brought onto site, the materials safety data sheets are to be obtained. A decision will need to be made by site management whether they are acceptable for use on the site and any necessary precautions are taken. Items to be considered are: 1. Trade name of any product 2. Chemical ingredients and proportions 3. Physical and chemical properties 4. Long and short term health hazards 5. Applicable standards and regulations 6. Workplace environmental monitoring 7. Health and medical monitoring procedures 8. Ventilation requirements 9. Handling precautions 10. Safe disposal procedures 11. Should any hazardous materials be required on the site in quantities above prescribed limits then ADCHEM warning notices shall be posted. Discussions shall be held with all Sub-Contractors to explain the above requirements. Records shall be kept of all substances brought on to the site including information on safe storage and emergency clean up procedures in case of a spill, fire or other emergency etc.

Plant / Equipment / Process	Instructions
Cutting / Grinding tasks (safety goggles)	In order to minimise the risk of eye damage it is now mandatory across all Parkview sites that safety goggles (which provide additional protection to the eyes) are to be worn (at a minimum) for the following tasks. This is in addition to other PPE required as per individual Job Safety Analysis and Safe Work Method Statements: 1. Grinding 2. Using a power saw / drop saw 3. Any drilling / coring 4. Any cutting which creates metal filings 5. Any other process where there is a significant risk of excessive filings / off-cuts being propelled into the air. There are other processes such as welding, oxy cutting etc which require addition protection such as face masks, welding goggles which also need to be worn as required.
Non-conforming materials / substances	Any material / substances brought on site that do not meet the relevant standards or are not suitable packaged will be quarantined and either returned or disposed.
Coring / Chasing	Prior to any coring / chasing tasks, the relevant checks shall be conducted to ensure that there are live services present in the area.
Ladders	Ladders are used as a means of access or short term use only and must meet the Australian Standards of Industrial Ladders. 3 and 4 rung step ladders are not to be used as work platforms (cannot maintain 3 points of contact)

Subcontractor Compliance

As Principal Contractor, Parkview recognised that the majority of workers on site will be subcontractors engaged to perform specific construction activities. To ensure the health, safety and welfare of all persons on site, Parkview have adopted processes to ensure that Parkview can assess subcontractors safety performance at all stages of the construction work. Parkview will ensure that subcontractors have access to the site safety plan applicable safe work method statements. All records will be maintained on site as required.

Prior to Tendering - Refer Subcontractor Pre-Tender Questionnaire Form

During the 'Invitation to Tender' Stage, potential subcontractors will be required to complete a questionnaire will identifies what WHSE systems they have in place and also their safety performance in recent history (Eg. Major Incidents, Notices Received etc).

All service providers have been assessed and selected based on their ability to comply with WHSE requirements as per our corporate procedures. All service providers are provided with a copy of this WHS Plan and expected to comply with its requirements.

Tendering – Refer Subcontractor Tender Information Form

During the tendering process, and high risk activities as determined through our Risk Assessment identification process in which Parkview will be subcontracting will be highlighted to the potential subcontractors so they are made aware of the activity. During this process, the subcontractors are informed of the level of safety, including the relevant documentation they are to provide when submitting the tender.

Prestart – Refer Subcontractor Pre-Start Check & Safe Work Method Statement Review Forms

Prior to commencement of work on site Parkview will ensure that the subcontractor has provided all necessary documentation and have received the appropriate level of induction / training.

All service providers are required to submit an WHS Management Plan that covers the elements in the WHS Management Plan Checklist including a documented risk assessment and controls for the activity they will be

undertaking. The Foreman / WHSE Officer shall review the management plan complete the Prestart Checklist for each subcontractor employed on the project.

Any SWMS will also be reviewed prior to commencement of works with the SWMS Review form completed.

Monthly Safety Report– Refer Subcontractor Monthly Safety Report Form

Each month, the subcontractor is to submit to Parkview any updated registers, SWMS's etc to highlight any changes which have occurred since the previous month. This is to be sighted by Parkview.

On a regular basis, the Foreman / WHSE Officer will carry out reviews of subcontractor performance including review of the subcontractors SWMS to determine compliance to its requirements. Records of this review shall be recorded in the Site Diary and shall include the name of the subcontractor, identification of SWMS reviewed and comments relating to compliance. Where subcontractors are found to be in breach of WHS requirements they will be presented with an Improvement Notice.

Subcontractor Compliance Form – Refer Subcontractor Compliance Form

On a regular basis, the Foreman / WHSE Officer will carry out reviews of subcontractor performance including review of the subcontractors SWMS to determine compliance to its requirements. Records of this review shall be recorded in the Site Diary and shall include the name of the subcontractor, identification of SWMS reviewed and comments relating to compliance. Where subcontractors are found to be in breach of WHS requirements they will be presented with an Improvement Notice.

Improvement Notification – Refer Online WHSE Management System or Improvement Notice Form

Any serious safety breaches performed by the subcontractor will be issued an Improvement Notice by Parkview detailing what the breach was and the rectification requirements. Repeated safety breaches will be escalated to the Construction Manager for review.

Parkview Compliance

Site Inspections - Refer Site Inspection Form / Committee Minutes Form

Whilst site personnel are constantly on site identifying and rectifying safety hazards, Parkview will conduct a detailed documented site inspection on a monthly basis (at a minimum), to identify hazards and safety breaches on site, which will then be risk rated and rectified within the required time frames. Any subcontractor responsible for the hazard / breach will be allocated the information for immediate rectification. Failure to do so will result in the subcontractor compliance process previously outlined. This inspection shall be undertaken by the Committee or in the absence of a committee the Site Manager / Site Safety Officer. Any unsafe activity or safety issue shall be addressed using the Improvement Notice form.

Internal Safety Audits – Refer Internal WHSE Compliance Form

The sites will undergo periodic WHSE compliance audits(as per Project Inspection Schedule) from Parkview's Safety Department which will look at all aspects of site safety including compliance to the Corporate WHSE System, WHS Plan, documentation, licensing, certification, hazards, amenities etc. A report will be issues to site management for rectification. Failure to address the items in the report a time of follow-up will be escalated to the Construction Manager for actioning.

The **WHSE Compliance Form** shall be used to record the audit. Where deficiency in the implementation of the Management System and WHS Plan is identified, the issue shall be recorded on the **Corrective Action Request Form** an entered into the **Corrective Action Register** and managed in accordance with Non-conformance, Corrective Action and Preventive Action Procedure.

Site Monthly Reports – Refer Site Monthly Report Form / Online WHSE Management System

At the end of each month, the Site Manager will ensure that the monthly report is completed and sent to Parkview's Safety Department for review and filing. This report details safety statistics including incidents, number of safety related meetings, inductions and subcontractor performance. Action plans can then be developed to address and trends or issues that may be present.

Improvement Notification – Refer Improvement Notice Form / Online WHSE Management System

Any serious safety breaches performed by the subcontractor will be issued an Improvement Notification by Parkview detailing what the breach was and the rectification requirements. Repeated safety breaches will be escalated to the Construction Manager for review.

Site Inductions and Training – Refer Training Register/ Online WHSE Management System

All persons working onsite shall be inducted into the site and this WHS Plan. The site induction provides an opportunity to communicate site specific requirements and hazards, emergency procedures, site rules, amenities, consultation, identify training needs and ensure that the inductee has signed their SWMS and is aware of their WHS responsibilities.

The Foreman shall complete the induction using the Site Induction record for each inductee. The Site Induction record shall be kept as a record of the induction, plus a photocopy of the inductee's induction card and relevant tickets. A register shall be maintained that identifies all persons inducted into the site.

Visitors that will not be carrying out construction work shall be inducted using the Visitor Induction Form. All people entering the site shall sign in and out using the Site Attendance Register.

Training needs shall be identified during the induction, tool box meetings, and through day to day activities. Appropriate training shall be provided as required by the WHS Regulation. Training shall be provided by suitably qualified people. All training that is provided on site shall be recorded on the training register. This includes training for plant and equipment that does not require a Work cover operators ticket such as small scissor lifts, power tools etc.

Any training that takes place (either internal or external) will have the names and qualifications of the trainer recorded and filed with the training records as required.

No person may operate equipment or carry out a task without receiving training from a suitably qualified person or being assessed as competent.

Toolbox meetings shall also be used to provide training and refresher training. This is a good opportunity to discuss procedure requirements and training needs with all present.

Record of training will be maintained in the form of Tool box meeting minutes, training register, induction records, photocopies of tickets, licenses and certificates.

Induction Process

* All workers are required to have a current General Safety Induction Card as issued under the State Health & Safety legislation.

* Explain employee's responsibilities as outlined in safety rules.

* Explain reporting procedure for accidents and show where the first aid kits and the first aid stretcher are located. Introduce the site First Aider.

* Show where on-site fire fighting appliances are located and explain emergency evacuation procedures paths of egress and marshalling area.

* Explain the use of any electrical equipment or device necessary for his job and what action is necessary if faults or malfunctions occur.

* Dangerous or harmful substances used on-site must be pointed out and precautions taken in their handling.

* Explain the reasons for maintaining clear access ways and the disposal of waste materials.

* Explain where smoking is / is not allowed and the use of naked flames.

* Explain hours of work.

* Ensure that the employee is competent and skilled in the tasks to be performed.

* Record certificates of competency, induction record and update the Online OHSE Management System

Refer Site Induction Booklet (Induction Booklet) – To be localised for each site

Refer Site Induction Form (Site Induction Form) and Site Induction Form (Visitors) (Induction Form Visitors)

Right to Work in Australia

To ensure only persons who are legally permitted to work in Australia are engaged on Parkview construction sites, subcontractors are required to complete the Right To Work in Australia section of the induction form and, if applicable, provide the relevant ID including passport, Visa etc. Parkview have the right to refuse any person who cannot demonstrate that they are legally permitted to work in Australia.

Engagement of Contract Labour

Refer Contract Labour Request Form

When engaging contract labour (eg through a labour hire agency or direct from a subcontractor) appropriate checks and supervision is required to ensure they have the necessary skills and experience to carry out the task.

Monitoring

Refer WHSE Online System Environmental Monitoring

Noise level monitoring shall be carried out in areas where the environment is perceived to present a noise hazard. Noise assessment is to be carried out using a noise level meter that has been calibrated by an accredited laboratory or using a consultant. As reference for determining when noise monitoring is needed, an area where a raised voice is required to communicate with someone 1 metre away will require monitoring.

Maintenance of First Aid Facilities

The Site Manager / Site Safety Officer will ensure that the first aid facilities / provisions implemented on site are adequately maintained as required. This includes items such as replenishing first aid stock, maintenance of first aid equipment and ensuring that first aid treatment rooms / areas are clean, kept in a hygienic condition and are not used for storage of tools and equipment.

For first aid supplies contact: **Accidental Health & Safety on 1300 362 327.**

Site Rules

Site safety rules are prepared by the foreman and included in the induction for people working on site. The Induction Record includes site rules that the inductee agrees to. Site rules shall also be displayed on the site notice board.

1. Materials, equipment, scaffolding, etc., shall be stacked in such a manner so as to prevent dislodgement.

2. Scaffold tubes, planks and other scaffold members should be correctly slung before rising, and fittings should be raised in a suitable container. (44 gallon drums with holes in them are NOT suitable containers for lifting). These items must never be thrown or dropped from above.

3. Construction equipment and other materials should not be placed on scaffold so as to exceed the safe working load of the scaffold.

4. Protruding nails in timber are to be removed, bent over or hammered down immediately.

5. Ends of protruding reinforced steel are to be bent over or guarded with plastic caps or timbers to prevent injury to persons.

6. Tools and equipment are to be placed so that workers do not trip over them or impede access ways or walkways.

7. Electrical globes will not be fixed to electrical leads by means of metal pins/festoons which puncture the leads.

8. Electrical lighting / leads will not be erected or supported by metal scaffold structures.

9. All electrical extension leads are to be kept off the ground or floor at a height of not less than two metres where possible.

10. Formwork stripping not to be dropped en-mass. Sub-Contractors are to remove Formwork systematically and ensure it is stacked neatly and away from any access ways.

11. The site is to be kept clean and clear of rubbish and rubbish is to be placed in the bins provided.

12. Site change room facilities (where applicable) are provided for the benefit of workers. They are not to be used for the storing of materials.

13. Use of alcohol and drugs is strictly prohibited. Any workers found to be under the influence of alcohol or drugs are removed from the site immediately. Likewise any employees guilty of horseplay or fighting will be removed from the site instantly

14. Under no circumstances shall scaffolding be tampered / altered unless you hold the appropriate competencies and have been authorised by the site manager.

The above rules will be reviewed / changed by the WHS Committee as required.

Incident Reporting / Investigations

Internal

Warning signs often appear before a major incident; therefore all accidents shall be reported and investigated including near misses, minor injuries or more serious occurrences. Prompt investigation shall be carried out as follows:

Near misses - Answer the questions HOW, WHEN, WHERE and WHY and determine a suitable course of action based on the severity potential and likelihood of recurrence.

Minor injuries - Proceed as for near misses. Many times the injured person was lucky and a more severe accident could occur if action is not taken. Also record the injury in the Injury Register.

Serious injuries - Competent investigation is very important if both the injured person and the Company to ensure the incident does not happen again.

Damage to Plant - Is to be investigated and reporting this type of accident is essential in providing a safe work place.

Environmental – Any Environmental incident / non-conformance shall also be reported and, if necessary investigated to ensure systems are implemented to reduce likelihood of further harm to the environment

The Injury Register shall be completed by the First Aid Attendant and attached to the Incident Report as required

All injuries should be recorded in the Incident Register and an Incident Report Form completed (Refer Online WHSE Management System or Incident Report Form).

For significant Incidents (ie those that had or could have resulted in a serious injury, property damage or involving a member of the public) shall also have an Incident Investigation carried out (Refer Online WHSE Management System or Incident Investigation Form). Any witnesses interviewed during this investigation shall be recorded on the Incident Witness Form

Refer flowchart below for flow diagram of the incident reporting process. All completed forms shall be sent to Parkview's Safety Department where corrective actions will be monitored for completion.

Notifiable Incidents

The National Safety Manager is responsible for notifying the Regulatory Authority for Notifiable Incidents. The site Manager is to inform the Construction Manager and National Safety Manager immediately. Notifiable Incidents are

detailed below. For these incidents, the site manager shall ensure that as far as reasonably practical the area where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs (unless to assist an injured person, or make the area safe to avoid risk of a further incident etc):

Notifiable incident means:

(a) the death of a person, or

(b) a serious injury or illness of a person, or

(c) a dangerous incident.

Serious injury or illness means:

An injury or illness requiring the person to have:

(a) Immediate treatment as an in-patient in a hospital, or

(b) Immediate treatment for:

(i) The amputation of any part of his or her body, or

(ii) A serious head injury, or

(iii) A serious eye injury, or

(iv) A serious burn, or

(v) The separation of his or her skin from an underlying tissue (such as degloving or scalping), or

(vi) A spinal injury, or

(vii) The loss of a bodily function, or

(viii) Serious lacerations, or

(c) Medical treatment within 48 hours of exposure to a substance,

(d) 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:

(i) with micro-organisms, or

(ii) that involves providing treatment or care to a person, or

(iii) that involves contact with human blood or body substances, or

(iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products,

A Dangerous Incident means:

An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

(a) An uncontrolled escape, spillage or leakage of a substance, or

(b) An uncontrolled implosion, explosion or fire, or

(c) An uncontrolled escape of gas or steam, or

(d) An uncontrolled escape of a pressurised substance, or

(e) Electric shock, or

(f) The fall or release from a height of any plant, substance or thing, or

(g) 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, or

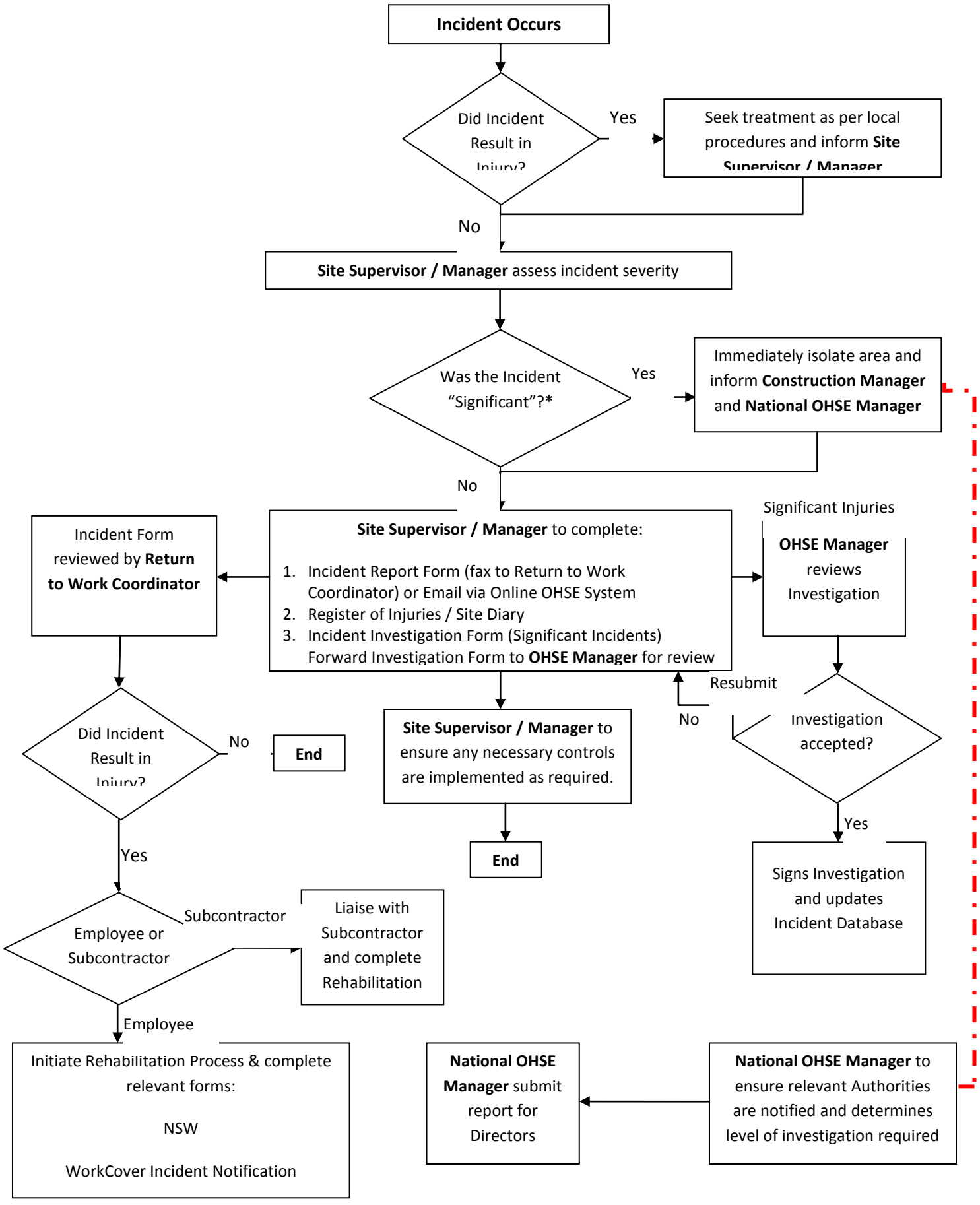
(h) The collapse or partial collapse of a structure, or

(i) The collapse or failure of an excavation or of any shoring supporting an excavation, or

(j) The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or

(k) The interruption of the main system of ventilation in an underground excavation or tunnel, or

(l) Any other event prescribed by the regulations,


Incident Occurs
Did Incident Result in Injury?
Yes
Seek treatment as per local procedures and inform Site Supervisor / Manager
No
Site Supervisor / Manager assess incident severity
Was the Incident "Significant"?*
Yes
Immediately isolate area and inform Construction Manager and National OHSE Manager
No
Site Supervisor / Manager to complete:
1. Incident Report Form (fax to Return to Work Coordinator) or Email via Online OHSE System
2. Register of Injuries / Site Diary
3. Incident Investigation Form (Significant Incidents) Forward Investigation Form to OHSE Manager for review
Incident Form reviewed by Return to Work Coordinator
Significant Injuries
OHSE Manager reviews Investigation
Resubmit
No
Investigation accepted?
Yes
Did Incident Result in Injury?
No
End
Site Supervisor / Manager to ensure any necessary controls are implemented as required.
End
Yes
Signs Investigation and updates Incident Database
Employee or Subcontractor
Subcontractor
Liaise with Subcontractor and complete Rehabilitation
Employee
Initiate Rehabilitation Process & complete relevant forms:
NSW
WorkCover Incident Notification
National OHSE Manager submit report for Directors
National OHSE Manager to ensure relevant Authorities are notified and determines level of investigation required

Return To Work

The Injury Management Coordinator will be arranged to explain the return to work process to the injured employee. The injured employee will be offered the assistance of a Work Cover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices. An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work. The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition. Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

All records relating to the management of injuries such as meeting minutes, investigations, doctors certificates and insurance records will be maintained indefinitely.

Dispute Resolution

Disputes that arise regarding decisions that relate to the health and welfare of employees and contractors shall be handled in the following way: The problem shall first be reported to the Foreman. If a satisfactory resolution does not occur, the problem shall be reported to the WHS committee (if elected) or National Safety Manager. The WHS Committee or National Safety Manager shall attempt to resolve the issue. If a satisfactory resolution is not made, then WorkCover may be contacted. WorkCover's decision will be accepted and changes implemented

EMERGENCY RESPONSE PROCEDURE

This procedure should be reviewed / updated as the site conditions / risks change. Any changes are to be communicated through the various consultation forums (eg OHSE Committee, Toolbox talks, Email, Notice boards, Inductions etc)

1. Current Stage of the construction works:

Describe the current stage of work including items like how deep the excavation is (going to be); how many floors,

TBA

2. Number of persons likely to be on site:

TBA

3. Types of Emergencies that may be required, including the emergency response provisions

Consider the hazards and type of emergencies that may present on site such as fire, structural collapse, etc

The following emergencies (Including emergency response provisions) have been considered to be a risk on the construction project:

OHS Related Emergencies:

a) **Fire** – There will be minimal combustible material on site including timbers (eg formwork). There will also be minimal flammable material (eg paints and solvents) on site.

Emergency Response – Immediately call 000 and notify a Parkview staff member (who will initiate a site evacuation). Fire fighting equipment has been installed for small fires. If safe to do so, attempt to extinguish the fire.

b) **Excavation Collapse** – Potential of excavation collapse (depth -) due to inadequate shoring / battering.

Emergency Response – Immediately call 000 and notify a Parkview staff member (who will initiate the site evacuation procedure).

c) <u>Traffic / Pedestrian Accident</u> – Potential of a traffic accident at front entry / egress into site

Emergency Response – Immediately call 000 and notify a Parkview staff member to arrange a first aid assessment / treatment as required. Parkview to record all details on the accident (ie pedestrian contact details, car details, witnesses etc)

d) <u>Mobile Plant failure</u> - e.g. crane collapse, concrete pump / line failure; Contact with overhead Powerlines etc

Emergency Response – Immediately call 000 and notify a Parkview staff member (who will initiate the site evacuation procedure). In case of contact with Overhead powerlines, **stay well clear of plant / powerlines**.

e) <u>Site injuries / Medical Condition</u>–Including falls cuts, slips trips and falls, heart attack etc

Emergency Response – Depending on the severity notify a Parkview staff member (who will initiate fist aid response or dial 000. **If the person has suspected spinal injuries do not move (unless a life threatening hazard exists)**

f) <u>Contact with electricity</u> – Due to faulty equipment etc, inadvertent contact etc

Emergency Response – Immediately call 000 and notify a Parkview staff member (who will initiate the site evacuation procedure). **If the person is still in contact with electricity do not touch – Instead attempt to turn off the power (if safe to do so)**

g) <u>Bomb Threat</u> – Via site phone etc

Emergency Response – Remain calm and try to get information from the person (eg Name, location of bomb, reason etc). Immediately call 000 and notify a Parkview staff member (who will initiate the site evacuation procedure).

Environmental Related Emergencies:

a) **Excessive site run-off (water)** - Due to unusual amount of rain, blocked stormwater pipes etc

Emergency Response – Parkview to ensure local sediment control measures are in place (including checking stormwater for blockages etc) and notify local affected residents and the local authority as required.

b) **Paint / Solvent spill on sites** - eg paints, solvent spill on ground etc

Emergency Response – Contain spill using site spill kits and inform a Parkview staff member. Parkview to ascertain if the substance has (or has the potential to) enter local storm water drains etc and inform the local authority as required.

c) **Plant / Equipment Environmental Impact** - eg excessive fumes, smoke, noise etc

Emergency Response – Item of plant to immediately cease operation until the environmental impact concern can be rectified (or replaced) as required.

d) **Unexpected discovery of hazardous waste** - eg during demolition / excavation / piling etc

Emergency Response – Immediately cease work and notify a Parkview staff member. Isolate / barricade area and seek advice from an appropriate Occupational hygienist. Inform the local authority as required.

4. Location where workers may be isolated:

Consider areas where workers may be working alone without anyone seeing them. Also consider how long it would take from relevant areas to get to a first aid.

TBA

5. Type of injuries most likely to occur:

Consider the type of work conducted in each area and the types of injuries most likely to be sustained. This could vary for different areas of the site.

The main injuries most likely to occur on site include:

1. Manual handling
2. Catastrophic / Fatal injuries (from falling into excavation
3. Chemical splashes in eyes (ie from concrete, paint, solvents etc)
4. Minor cuts, abrasions etc
5. Electric shock / electrocution (ie from using unprotected or faulty equipment)

The above anticipated risks (including control measures) will form part of Parkview's Risk Assessment / Register.

6. Process for persons to raise attention (ie in case of an emergency / first aid etc):

Consider how people can raise the attention of a first aider (ie nurse call for multi storey; air horn for smaller projects etc)

TBA

7. Type of signal that would be used to evacuate:

Consider the type of signal to be used (ie would an air horn be heard on multiple levels or would other means be required).

TBA

8. Describe the route / methods:

Consider the amount of exits that are available / required (in case the main exit was blocked etc) including whether persons carrying a stretcher would be able to use the exit. Also consider any other evacuation means available (ie crane 'man box', winch / tripod etc)

TBA

9. How many first aid / spill kits will be required?

Consider above items and decide how many kits (including portable kits) are required. Also describe where the locations will be).

TBA

10. Will a first aid room / Occupational First Aider be required? If yes, where will the location be?

For NSW, construction sites > 100 workers require a first aid room managed by an Occupational First Aider / Room.

TBA

11. Describe how many persons it would take to manage the evacuation

Consider the above items and decide how many persons it would take to manage people off the site. Once completed, transfer the positions to the Daily Warden List and update as required

1 X Chief Warden – Responsible for the coordination of the overall emergency response including liaising with emergency services and giving the 'all clear' to return to site

3 x Wardens – Responsible for checking their allocated areas to ensure the all persons have evacuated and reporting to the Chief Warden for further instructions.

12. Describe the process to give the all clear to return to site

The Chief Warden will be responsible for giving the 'All Clear' to return to site. This will be in conjunction with emergency services (if required)

13. Evacuation Practice Frequency

Depending on the size / complexity of the job, the practice frequency of emergency evacuations could vary. The maximum frequency for evacuation is every 3 months. Site Evacuations are tracked / monitored through the Online OHSE Management System

Due to the size, complexity of this project, the evacuation frequency is currently every **3** months.

EMERGENCY RESPONSE / EVACUTION PROCEDURE (SUMMARY)

Emergency Numbers (Update as Required)

In the event of an emergency, the following telephone numbers apply. Also Refer Daily Warden List:

Contact	Phone Number
Site	
Site Phone	
Project Manager	
Site Manager	**(After Hours Contact)**
First Aider	
Emergency Services	
Ambulance, Fire, Police	000 (112 – Mobile Phones)
Nearest Hospital	Ph.
Nearest Medical Centre	Ph. 9758 1248
Nearest Police Station	Ph. 9740 1499
Other	
Electricity	Energy Australia: 13 13 88
Gas	13 19 09
Water	13 20 90
Telstra	Dial Before You Dig: 1100; Faults: 13 22 03
Poisons Info Centre	13 11 26
Department of Environment, Climate Change and Water Pollution Line	131 555

Site Address:

Nearest Cross St:

Specific Entry Point:

IN CASE OF SERIOUS ACCIDENT/EMERGENCY:

- Attract assistance and if someone is injured, call for the First Aid Officer.
- Contact Chief Warden (or a Parkview staff member) who will coordinate Emergency Response, otherwise call 000 (112 – Mobile Phones) and inform them of the service required (Police/Fire/Ambulance).
- Provide address details as above and arrange to have someone meet the Emergency Services at the Site Entrance.
- If there is a fire, use the Fire Extinguishers to try and contain fire, if safe to do so.
- Stay with injured person(s) until help arrives. Do not move the injured person(s) unless there is a higher risk of them being injured.
- If necessary, commence evacuation as per the Evacuation procedure.

IN CASE OF HAZARDOUS SUBSTANCE SPILL

There will only be minor amounts of hazardous substances on site (ie paints, sealants, cleaning solvents etc) however a spill kit has been provided (kept in the site office). In the case of a spill, notify a Parkview representative who will clean up as follows:

1. Ensure any drains in the building are covered to prevent the spill entering the sewer system.
2. Apply absorbent material found within the spill kits to the entire spilled area

3. Using a large hand tool (i.e., non-sparking shovel) ensuring all the liquid has been exposed and mixed with the absorbent material

4. Place the used absorbent into a disposal bag and then a non-combustible container. Dispose of material in conformance with the MSDS sheet.

After the spill has been remedied, an incident investigation will be conducted to ensure control measures are implemented to prevent a recurrence.

IN CASE OF UNEXPECTED ASBESTOS FIND

Whilst all have been made to identify and remove asbestos containing materials (ACM) on site, there may be areas where small amounts of ACM may be uncovered during demolition/excavation etc. If you believe you have discovered some ACM immediately isolate the area and inform a Parkview team member who will implement the following process:

1. Immediately cease work in that area and cordon off.

2. Notify the licensed asbestos contactor who will carry out the necessary notifications (if required – depending on amount / type) and arrange for the remediation to take place.

3. During the remediation, air monitoring to be installed. Once completed, a clearance certificate will be obtained from an occupational hygienist.

EVACUATION PROCEDURE

INTRODUCTION

In the case that an evacuation is required, the site siren will be activated (3 blasts of the siren. Exit from the site will be through the (edit as required)

- Follow the instructions of the Wardens, Parkview or site security.
- Leave tools and personal belongings but switch off plant and equipment where it is possible and safe to do so.
- Inform other workers you meet, as you leave the work area, of the need to evacuate.
- Report to the assembly area as stated above. Remain in this area until instructed otherwise by Parkview personnel.
- Parkview will conduct a head count, liaise with emergency services or others to rectify the situation and will give clearance when it is safe to return to the work area.

EMERGENCY SITUATION REPORTING

- Report the situation to the nearest Parkview representative who is in two-way radio contact with the Parkview Chief Warden
- Remove yourself and any other endangered workers to a safe distance.
- Assist with rectifying the situation only if it is safe and within your capabilities to do so. Otherwise await assistance or further instruction.

DAILY SITE WARDEN CONTACT / RESPONSIBILITY

NAME:

EMERGENCY POSITION (ie Chief Warden, Warden, Assistant etc):

CONTACT:

AREA RESPONSIBILITY: Responsible for the coordination of the overall emergency response including liaising with emergency services and giving the 'all clear' to return to site

NAME:

EMERGENCY POSITION (ie Chief Warden, Warden, Assistant etc):

CONTACT:

AREA OF RESPONSIBILITY:

NAME:

EMERGENCY POSITION (ie Chief Warden, Warden, Assistant etc):

CONTACT:

AREA OF RESPONSIBILITY:

NAME:

EMERGENCY POSITION (ie Chief Warden, Warden, Assistant etc):

CONTACT:

AREA OF RESPONSIBILITY:

NAME:

EMERGENCY POSITION (ie Chief Warden, Warden, Assistant etc):

CONTACT:

AREA OF RESPONSIBILITY:

Appendix 7 –