

**PEOPLE WHO BUILD**

# ENVIRONME NTAL

**MANAGEMENT PLAN**

PROJECT NAME

**LIVERPOOL HOSPITAL & ACADEMIC  
PRECINCT - MULTI STOREY CAR PARK**

PROJECT NO.

**CLIENT – HI20174  
ADCO – 3460**

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## VERSION CONTROL

Rev. No.	Issue Date	Approved By	Position	Details
V0	26/5/2021	Kristian Anthony	Project Construction Manager	Initial Plan
V1	26/08/2021	Kristian Anthony	Project Construction Manager	For Construction
V2	25/11/2020	Stefan Chalouhi	Project Engineer	For Construction
V3	17/12/2020	Stefan Chalouhi	Project Engineer	Added Flood Emergency Response Plan
V4	20/02/2021	Stefan Chalouhi	Project Engineer	Changed site plans
V5	28/4/2021	Stefan Chalouhi	Project Engineer	Compliance & non-conformance updated
V6	03/05/2021	Stefan Chalouhi	Project Engineer	ADCO update
V7	20/09/2021	Maya Krvavac	Project Engineer	Periodic review, personnel updated
V8	28/10/2021	Maya Krvavac	Project Engineer	Updated incident management, included non-compliance, obtrusive lighting
V9	29/10/2021	Maya Krvavac	Project Engineer	Updated to capture items addressed in Aquas Audit 28.10.21
V10	22/12/2021	Maya Krvavac	Project Engineer	Updated to include Stage 2 works: Demolition of existing multi-storey car park
V11	11/03/22	Maya Krvavac	Project Engineer	Updated to address DPIE comments Table B12
V12	22/06/22	Maya Krvavac	Project Engineer	Updated to address DPIE commenced regarding culture heritage management
V13	19.10.22	Matt Mangin	Safety Advisor	Personnel Updated

## ADCO PROJECT PERSONNEL CONSULTATION AND SIGN OFF

We, the undersigned, confirm that we have been consulted on the contents of this document, read and understood the contents of this document, and agree to implement the requirements of this Plan on this project site.

Name	Position	Signature	Date
<b>Ben Matarranz</b>	Project Manager		19.10.22
<b>Robert Turner</b>	Site Manager		19.10.22
<b>Matthew Mangin</b>	HSE Advisor		19.10.22
<b>Matthew Rowcliff</b>	Foreman		19.10.22
<b>Maya Krvavac</b>	Project Engineer		19.10.22
<b>Sean O'Byrne</b>	Contracts Administrator		19.10.22
<b>Samuel Begbie</b>	Carpenter		19.10.22

## INTRODUCTION

### Purpose

ADCO Constructions (ADCO) implements an integrated safety and environmental management system on all projects. Our HSE (Health, Safety and Environment) Management System, documents the manner in which construction-related activities are required to be completed on ADCO project sites. This Management Plan provides information on how workplace health and safety will be managed on this project to provide a safe, injury and incident free workplace for workers and the general community. This report takes into account requirements and information set out in the EIS, Liverpool Hospital – Multi Storey Car Park Environmental Impact Statement 08 May 2020.

### Management System and Documentation

System documents which are referenced in this Plan or any associated Plan or Risk Register can be sourced by accessing the ADCO Constructions Intranet. (ADCO personnel only). Additional information can be obtained from the HSE Manager in each State.

### ADCO Personnel Sign Off

ADCO project personnel will be inducted into the requirements of this Plan and any associated Plan or Risk Register by the relevant Project Manager. Evidence of induction and discussion will be recorded within section ADCO Project Personnel Consultation and Sign off.

### Information Supply to Subcontractors

This Plan and any associated Plan or Risk Register (including any future revisions) will be supplied to subcontractors for review through the Aconex portal or another approved format.

## Plan Review

This document will be reviewed on a periodic basis, not exceeding 6-monthly, to ensure its compliance to legislative and operational requirements of the Project. Review and updates to this plan will initiate a change to the plan revision number and be recorded in the “Version Control” section of the document. Superseded Plans will be marked as such and will be located within the Management Plan Folder located in the Site Office.

## Site Filing

A hard copy of this Plan and any associated Plan or Risk Register (including any future revisions) will be held on site.

## Plan Archiving

Copies of this and superseded Project Management Plans and associated Risk Registers will also be maintained (archived) by ADCO for a period of at least 24 months following an update completion.

## PRINCIPAL CONTRACTORS DETAILS

Name	State Address		ABN
<b>ADCO Constructions Pty Ltd</b>	Address	L2, 7-9 West Street	46 001 044 391
	Suburb	North Sydney, 2060	
	State	NSW	
	Phone	02 8437 5000  1800 232 628 (National ADCO helpline 24/7)	

## PROJECT INFORMATION

Project Description	Liverpool Health & Academic Precinct – Multi Storey Car Park
Project Address	Liverpool Hospital – Cnr Elizabeth & Goulburn Streets, Liverpool NSW 2170

## SITE REQUIREMENTS

### WORK HOURS

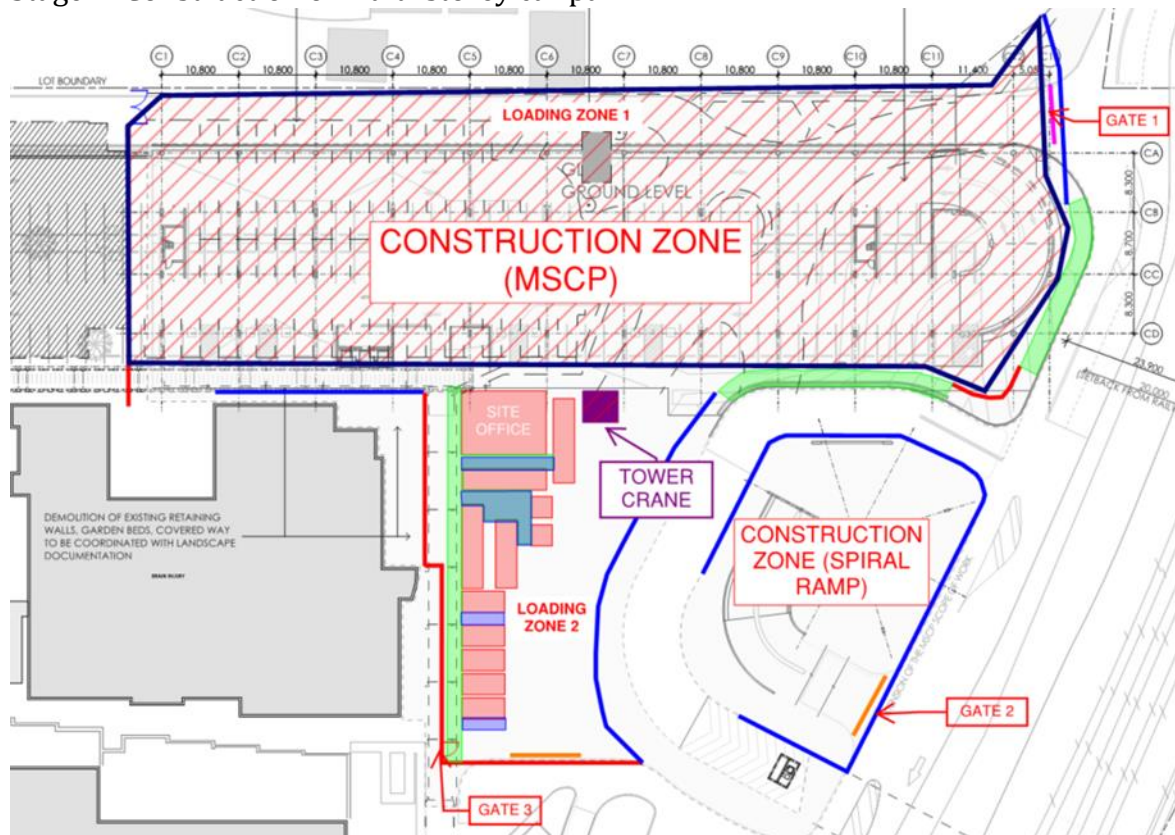
Monday – Friday	7:00am – 6:00pm
Saturday	8:00am – 1:00pm
Sunday / Public Holidays	Permitted by exception in accordance with SSDA10388 and/or COVID-19 extended industry hours.
By Exception	The Site Manager's approval is required for work outside of the normal construction hours listed above. No person is permitted to work on site alone or without at least one member of the ADCO site management team in attendance.

## CLIENT SPECIFIC REQUIREMENTS

Provide Details	Full time air-monitoring during excavation and demolition.
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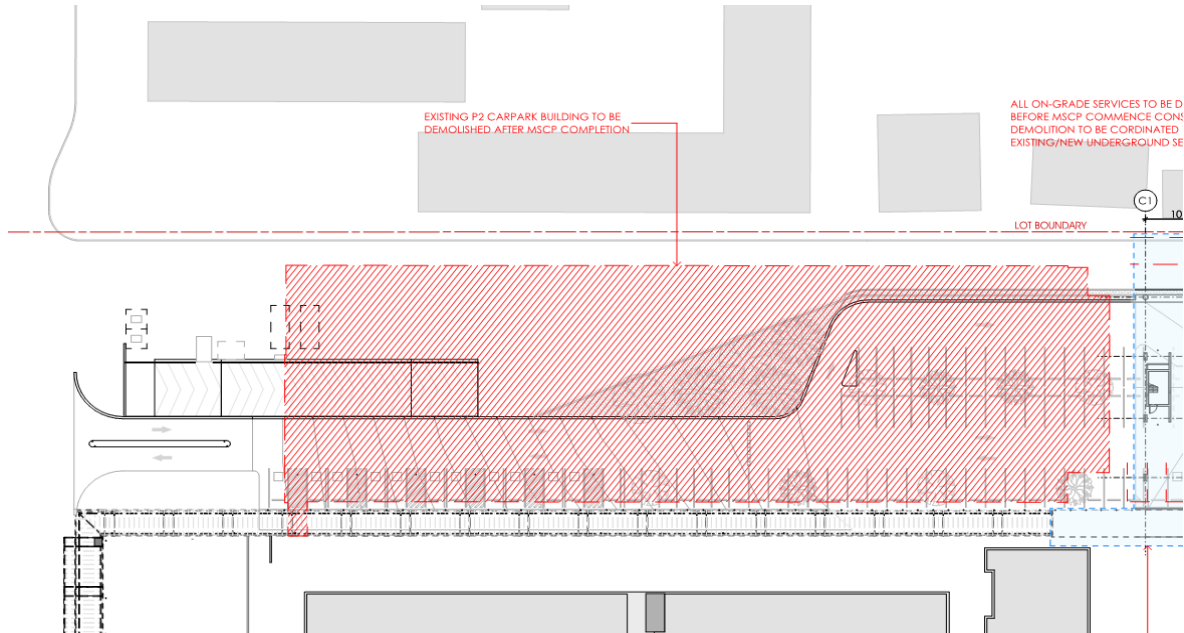
## SITE/AERIAL VIEW

Stage 1: Construction of Multi-storey car park





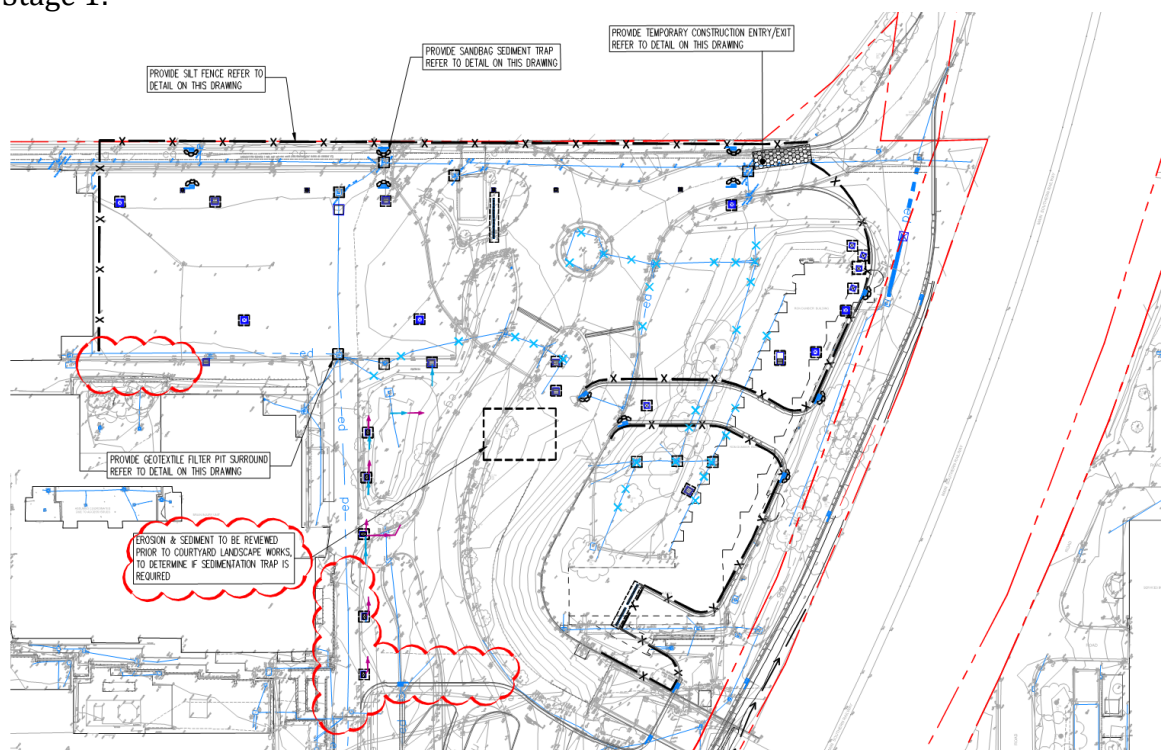
## Stage 2: Demolition of existing multi-storey car park



Site Establishment Plan is subject to change throughout project delivery. Any changes will be communicated to workers through project consultative forums.

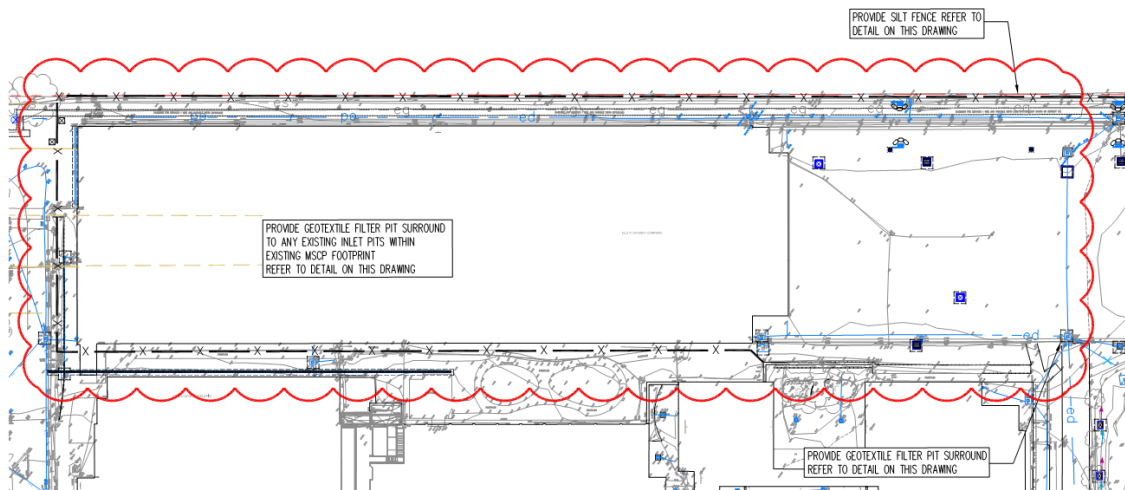
## EROSION & SEDIMENT CONTROL

### Stage 1:





## Stage 2:



## ENVIRONMENTAL COMPLIANCE OBLIGATIONS

On-site inspections and monitoring will be carried out to ensure environmental controls achieve their objectives and to facilitate modification where necessary. The table below details the projects inspection and monitoring requirements to ensure environmental compliance obligations are achieved.

Aspect	Compliance Obligation	Responsibility	Frequency*
Dust	Monitoring for visible dust Depositional and Directional dust gauges	HSE Advisor / Site Manager	Daily – visual As required
Noise	Monitoring of Sound Pressure Levels	Project Manager	As required
Vibration	Monitoring of vibration levels.	Project Manager	As required
Waste Management	Use of waste bins– inspect contents	HSE Advisor / Site Manager	Daily – visual as required
Waste Management - Recycling	Waste disposal – documentation provided by waste removalist detailing quantities and percentage waste recycled / diverted from landfill.	Project Manager	Monthly
Tree Protection Zone No-Go zones	Ensure areas are protected e.g. fenced and sign posted Ensure works are located outside fenced off areas Inspect protection for breaches.	HSE Advisor / Site Manager	N/A

Aspect	Compliance Obligation	Responsibility	Frequency*
	Inspect irrigation (if applicable)		
Hazardous Substances and Dangerous Goods	Review the storage of Hazardous Substances and Dangerous Goods. / Presence and detail of Safety Data Sheets (SDS) / Suitability and effectiveness of storage and bunding / Location of spill kits	HSE Advisor / Site Manager	Weekly
Sediment Control and Onsite Water Management	Monitoring to ensure sediment laden water is managed properly and not discharged offsite.	HSE Advisor / Site Manager	Daily – visual
Sediment Control and Onsite Water Management	Establishment of erosion and sediment control devices.	HSE Advisor / Site Manager	Weekly / Following a rainfall event
Weeds	Monitor weed infestations to ensure noxious weed infestations found within the area are controlled.	HSE Advisor / Site Manager	N/A
Onsite water Management	Monitoring of water prior to discharge offsite	HSE Advisor / Site Manager	As required
Testing of excavated soil	Suspected contaminated soil from where excavated or prior to reuse at a different location onsite.	Project Manager	As required

*Note: As applicable Environmental monitoring may involve collecting and interpreting data to provide quantification of the effectiveness of the Environmental Management System. All equipment used for environmental monitoring will be calibrated as per manufacturer's requirements. Where laboratory testing is required, a NATA accredited laboratory will be used. Certificates, checklists and records of the calibration, NATA accredited and installation checklists are maintained to verify compliance with these requirements.*

## OBJECTIVES AND TARGETS

### ADCO MANAGEMENT SYSTEM

The Management System objectives are to assist ADCO in:

- / Achieving and maintaining compliance with the requirements ISO 9001, AS 4801 and ISO 14001 in each State in which ADCO operates;
- / Maintaining a practical, proactive and efficient management system to support quality, safety and environmental management strategies on each project;
- / Planning design and construction activities to minimise or eliminate quality, environmental and safety related risks;
- / Promoting a proactive attitude towards work practices required to support the strategic vision;
- / Supporting all persons involved with our business towards alignment with ADCO's strategies and to meet their accountabilities and responsibilities;
- / Ensuring that all works undertaken and products, materials and equipment provided are fit for purpose and safe for use;
- / Ensuring that non-conformances, defects and other issues and impacts are reported, corrected, analysed and corrective action implemented; and
- / Providing a framework for continual improvement in its business activities.

These objectives are targeted and measured through the following performance indicators:

- / Proactive reporting, investigation and closure of incidents and non-conformances;
- / Quality processes implemented and managed on all projects, supported by staff training;
- / Nil regulatory notices (i.e. improvements, infringements, prohibitions);
- / Auditing achieving a Gold/Silver rating compliance on > 85% of projects;
- / Lost Time Injury Frequency Rate (LTIFR) 12 Month Rolling Average <5. Based on number of LTI incidents per 1,000,000 hours worked over a 12 month period;
- / Medical Treatment Injury Frequency Rate (MTIFR) 12 Month Rolling Average < 18. Based on number of MTI incidents per 1,000,000 hours worked over a 12 month period;
- / Nil incidents that adversely impact on the environment;
- / Each project nationally completes a monthly Safety Pulse inspection; and
- / Other targets set in annual and 3 year business plans and strategies for Horizon 1, 2 and 3.

### PROJECT ENVIRONMENTAL OBJECTIVES AND TARGETS

Element	Frequency	Target
Dust complaints lodged by stakeholders	Life of Project	Zero
Noise complaints lodged by stakeholders	Life of Project	Zero
Contamination of marine, groundwater and surface water systems	Life of Project	Zero
Minor spills controlled, contained and cleaned up within 24 hours	Life of Project	100%

Spills greater than 100 Litres	Life of Project	Zero
Spills which require an emergency response	Life of Project	Zero
Injury or death of any fauna caused by vehicles or excavations	Life of Project	Zero
Disturbance of vegetation outside the construction area due to construction activities	Life of Project	Zero
Off-site traffic leaving formed roads or approved tracks	Life of Project	Zero
Project traffic safety incidents	Life of Project	Zero
Hazardous materials managed and disposed of appropriately	Life of Project	100%
Invasive species introduced into construction area	Life of Project	Zero
Reportable Environmental Incidents	Life of Project	Zero
Major Environmental Incidents	Life of Project	Zero
Minor Environmental Incidents	Life of Project	<2
Environmental Near Misses	Life of Project	All reported
Environmental Hazards	Life of Project	All reported

## ADDITIONAL INFORMATION

### Environmental Management

ADCO will manage construction activities and operations are conducted in a manner which, so far as is practicable, minimises any impact upon natural or heritage protected environments. In general, construction activities will seek to:

- / Minimise land disturbance.
- / Where required (e.g. DA conditions), restore the area to pre-disturbed conditions.
- / Protect flora and fauna ecosystems.
- / Implement controls to prevent the pollution of surface and ground water quality.
- / Implement air quality control measures (e.g. dust suppression, contained work area).

- / Implement waste control / management strategies including (where practicable) recycling, recovering and re-using resources from waste.
- / Implement noise and vibration reduction strategies (where practicable).
- / Ensure compliance with all laws, regulations and rules pertaining to the environment that are applicable to the site.

## Incident Management

Zero reportable incidents.

All incidents are reported to ADCO site management and Superintendent immediately on occurrence.

Incidents investigated within two hours of notification.

Corrective actions are implemented according to the ADCO risk management time frame.

Incident reports are completed within 7 days of occurrence.

Incident reports are closed out within 14 days of occurrence.

Preventative actions implemented across the project and noted in Incident Reports.

## Waste Management

A form of waste minimisation, recycling and reuse program is established and promoted throughout the project period.

Where waste minimisation is a requirement of project compliance (e.g. green star), waste strategies are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

## Fauna and Flora Management

Not remove, damage or destroy, or cause to be removed, damaged or destroyed any trees or shrubs at the Site without written approval of the Superintendent.

Where fauna and flora minimisation is a requirement of project compliance, work activities are completed with consideration and protection of the same.

Management requirements are included in the site induction program.

Work activities are monitored for compliance through the Weekly Site Inspection.

## Air and Water Quality Management

Work activities are completed with nil to minimal impact on air and water quality in and around the site.

Mitigation strategies (e.g. dust suppression, nominated trade waste wash off areas and refuelling locations) are identified for the project and per work activity (i.e. SWMS).

Management requirements are included in the site induction.

Work activities are monitored for compliance through the Weekly Site Inspection.

Soil Erosion	Take proper precautions to prevent soil erosion from any land used or occupied ADCO delivery of the project works.
Nuisance	Not cause any nuisance occurring through the discharge of dust, dirt, water, fumes and the like on to persons or property
Cultural Heritage Management	<p>Where heritage management is a requirement of project compliance, work activities are completed with due consideration and protection</p> <p>Management requirements are included in the site induction program.</p> <p>Work activities are monitored for compliance through the Weekly Site Inspection.</p> <p>When a “find” is identified in a work area:</p> <ol style="list-style-type: none"><li>1. All work in the find area must be stopped and the find must be reported to the Site Manager.</li><li>2. The Site Manager must establish a ‘no-go zone’ for at least 10 metres around the find. (e.g. fencing, hi viz mesh, solid barricades) where practical. No interference, including works, ground disturbance is allowed in the zone.</li><li>3. The Site Manager must notify the Project Manager.</li><li>4. The Project Manager to contact a heritage Adviser and arrange for the Adviser to assess the find.</li><li>5. Subject to assessment, work may recommence at a set distance from the item. Existing protective barriers may need to be adjusted.</li><li>6. To recommence work in the find area, the Project Manager must obtain written clearance from the Adviser including any additional project/heritage approvals/determinations.</li><li>7. Where required, the Project Manager / State HSE Manager will be required to update the Project Risk Register (environmental) to reflect the find and any additional conditions / controls.</li><li>8. The Site Manager or HSE Advisor will be required to incorporate any changes to the PMP into: the site induction presentation; (as required) the Traffic Movement Plan and the Pre-Start Meeting.</li></ol> <p>Refer to <i>ADCO’s General Requirements Environmental Management Cultural Heritage</i></p>
Employee Health and Wellbeing	<p>Work activities which may impact on employee health and well-being are identified at project design / tender / commencement / construction stages.</p> <p>Information and management requirements are included in the site induction program.</p>

Work activities are monitored for compliance through the Weekly Site Inspection.



## LEGAL AND OTHER REQUIREMENTS

### Legislation

Risks, hazards and controls on this project will be implemented in accordance with SSDA 10388 and state Work Health and Safety / OHS legislation, Codes of Practice and Standards. Legislation, Codes of Practice and Standards which will be applied to this project are noted in a relevant Plan or Risk Register. Further requirements are set out within the Environmental Impact Statement (EIS) Liverpool Hospital – Multi Storey Car Park Environmental Impact Statement 08 May 2020.

Access to current Legislation, Codes of Practice and Standards is available to all project personnel. Subcontract workers should liaise with the Site Manager or HSE Advisor for access through IT Forums.

### Identification

The identification and assessment of environmental risks (aspects and impacts) that could eventuate during construction of the project will be completed by ADCO at any / all of the following project stages:

- / Design
- / Tender
- / Project planning
- / Project construction

Aspects and impacts will be assessed relative to:

- / The potential to cause the discharge or release of pollutants to water, air, or land.
- / The impact on flora, fauna or heritage.
- / The potential to impact on the surrounding neighbourhood (e.g. noise, vibration).

### Conduct on Site

All persons entering the site are required to:

- / Wear clothing such as shirts, shorts, trousers, etc. in a neat and tidy condition at all times. (No singlets, sleeveless shirts or inappropriate shorts permitted).
- / Comply with site rules and procedures
- / Observe restraint in the use of inappropriate language.
- / Not use amenities except those expressly provided for construction personnel.
- / Not bully or victimise any worker or management personnel.
- / Not use amenities except those expressly provided for construction personnel.
- / Report hazards and incidents immediately.
- / Ensure that work area/s are kept fenced to not permit public access.
- / Wear identification at all times. (e.g. Site Induction sticker)
- / Wear the mandatory signed PPE at all times.
- / Feel free to discuss any issues troubling you with our HSE Advisor or Site Manager (confidentiality will apply).

## ASPECTS AND IMPACTS MANAGEMENT

### Hierarchy of Project Documentation

ADCO has robust systems in place to manage the delivery of the project works. Project documentation across the various disciplines generally follows the below hierarchy:

- / Policies – Vision and Values
- / Project Management Plan and Risk Register documentation
- / Procedures and Protocols in line with relevant Australian Standards
- / Forms / Checklists / SWMS / iTPs
- / Records - Measuring and Testing.

### Identification Tender

Where ADCO does not have responsibility for the design of a building / component, a review of the buildability of the design may be completed by any/all of the following: Design Manager, HSE Manager Project Manager, Estimator, Consultants, etc.

Information (risks and controls) detailed in the Register may be used to develop the Project Management Plan, Risk Registers and other supporting Plans. Information within the Register will be supplied to subcontractors for trade pricing and development of their SWMS. This may be supplied via Aconex or another approved format.

### Project Preparation

Prior to commencement of the project, the Project Manager and HSE Manager are required to develop the Project Management Plan, Risk Registers and any other supporting Plans. An assessment of project operating conditions will be made by completing the Project Review (Part A) – Commencement form.

The Plan / Risk Register will be made available to subcontractors through the Aconex portal, for development of their SWMS. Soft copies are available on site.

### Project Construction

During project construction, risks / hazards will be assessed and managed through, but not limited to:

- / Site daily pre-start meetings.
- / Pre-start meetings with individual trade contractors.
- / Authority to Work Permits (ATW Permits) for high risk work activities.
- / Regular visual site inspections.

### Considerations

The identification of risks or hazards in the workplace will consider:

- / Situations / events that have the potential to give rise to injury or illness.
- / The nature of potential injury or illness relevant to the activity, product or service.
- / Past incidents, audit reports, etc.

The identification process will consider but not be limited to:

- / The way work is arranged, managed, completed.
- / The fabrication, installation and commissioning and handling and disposal (of materials, plant and equipment).

- / The purchasing of goods and services.
- / The inspection, maintenance, testing, repair and replacement of plant and equipment.

## Reporting

ADCO encourages all site personnel to identify, report and action (where practicable and within their capacity to fix) hazards on the site whether within their work area or in any other accessed area.

Risk and hazards will be identified by the ADCO project team, but not limited to the following:

- / Completing regular visual site inspections.
- / Completing the Weekly Site Inspection.
- / Issuing ATW Permits.
- / Conducting daily pre-start meetings.

Risks or hazards, which cannot be actioned by the identifying person, must be reported to the Site Manager or HSE Advisor. The methods for reporting risks and hazards, include:

- / Verbal notification.
- / Advice at any of the consultative forums (e.g. pre-start meeting, committee meeting, subcontractor meeting).
- / Completion of the Issues Notification form.

## Action

Where a Site Manager or HSE Advisor is notified of a risk or hazard the following must occur:

- / The risk or hazard must be reviewed.
- / The risk or hazard should be assessed, and appropriate controls developed according to the principles of the hierarchy of controls.

## Monitoring

Worker compliance to approved risk controls will be monitored through but not limited to:

- / Routine Inspections i.e. Daily visual inspections by the project team.
- / Review of Permit conditions and controls.
- / Review of subcontractor SWMS and implementation on site. .
- / Completion of a Weekly Site Inspection by the project team.

## Review

This document will be reviewed on a periodic basis, not exceeding 6-monthly, to ensure its compliance to legislative and operational requirements. Review and updates to this plan will initiate a change to the plan revision number and be recorded in the "Version Control" section of the document. Superseded Plans will be marked as such and will be located within the Management Plan Folder located in the Site Office or electronically.

Amendments to the Register / supporting Plan are noted in the "Authorisation" table at the front of the document. The amended Plan / Risk Register will be made available to subcontractors through the Aconex portal.

## Consultation

ADCO project team personnel and subcontractors will be advised of amendments to the Register / supporting Plan through:

- / Site consultation forums

/ Aconex / other approved forums

## Non Conformances

Where a worker does not comply with a risk or behaviour control requirement, disciplinary action through the ADCO non-conformance system will be initiated. Dependent on the severity of the non-compliance, workers are subject to a tiered warning system and may receive up to 3 warnings for engaging in the same non-compliant activity.

Written warnings in the form of an Improvement Notice are issued to a company, when an individual of that company has engaged in a non-compliant activity.

ADCO reserves the right to deny a person access to site - irrespective of the number of warnings required / issued - if the non-compliance could / has resulted in a dangerous occurrence. This determination will be made in consultation with Construction Manager, Project Manager, Site Manager and HSE Manager.

## PROJECT ASPECTS AND IMPACTS MANAGEMENT

### WASTE MANAGEMENT

**Waste sources** Identified sources of waste generated from project delivery include:

- / Metal.
- / Concrete / sand.
- / Wood.
- / Plasterboard.
- / Excavated Material (if soil has been classified as contaminated)
- / Organic.
- / Glass
- / Plastic
- / Paper and cardboard
- / Polystyrene

**Waste Management**

Waste categories on the project will consist of solid waste, liquid waste, food waste and contaminated waste (if applicable). Waste management of the project will consist of single stream or co-mingled bins to collect waste material. All waste (excluding hazardous waste) will be transported to an offsite facility for disposal. The project will manage waste by:

- / Designating waste storage areas.
- / Recycling waste products wherever possible.
- / Waste storage areas will be located in accessible areas for both vehicles and personnel to allow for easy access for collection and transport.
- / Waste bins will be maintained in good condition to prevent leaks and spills.
- / Defective containers will not be used for waste storage or transport.
- / Hazardous waste (e.g. asbestos) will be contained and separated from other waste categories. Hazardous waste will be disposed of at an approved waste disposal facility and evidence of disposal i.e. waste disposal dockets obtained.
- / Establishment of a designated concrete wash out area. Where practicable excess concrete will be recycled onsite for use e.g. access and egress routes or stabilise fill material.
- / If applicable – Material contaminated by spills i.e. fuel, oil, lubricants etc. will be stored in sealed containers and disposed of at an approved facility.
- / Actively encouraging Contractors and Suppliers to use non-toxic or recycled products and recycled packaging.
- / Encouraging Contractors and Suppliers to reduce the amount of packaging materials brought on to site.
- / Ensuring that all persons working on our projects are made aware of their responsibility for achieving a green working environment.
- / Any contaminated soil on the project will be classified prior to removal and transport directly to an approved disposal facility.

**Food Waste**

- / Food waste will be managed to prevent birds and vermin accessing the waste.
- / Lidded food waste bins will be located in the site amenities areas i.e. offices / lunchrooms.
- / Designated food waste bins will be emptied on a daily basis.
- / Food waste bins are to be kept covered

- / Food waste will be contained in bags which will be secured / tied when emptied
- / Work areas are to be kept free of rubbish and other debris at all times.
- / No food waste to be deposited directly into external construction waste skips.
- / Active rodent control established on the site i.e. baits around site perimeter.

## Housekeeping

The Site Manager will ensure that Site Amenities i.e. crib rooms and toilet blocks are maintained in a clean and tidy condition at all times. All waste bins shall be covered and sealed and all organic waste shall be removed from site on a regular basis.

Each Subcontractor must maintain a clean and tidy workspace. If after a formal warning, any Subcontractor who does not maintain their workspace in a clean and tidy manner and properly dispose of its waste, the Project Manager will arrange for the workspace to be cleaned and waste segregated to be properly disposed of with the associated costs back-charged to the non-compliant Subcontractor.

The Project Manager will ensure that an adequate number of waste bins have been provided and are located as close to areas of work as practicable for the material to be removed from the site by the subcontractor's waste removal contractor. All bins shall be covered by lids where available to prevent material from being dislodged during transport of storage.

Trucks and vehicles delivering goods, materials, plant, equipment, etc. must so far as practicable not traverse mud, dirt, stones or other materials to external areas of the site so as not to cause injury, nuisance or damage to the surrounding environment. Should surrounding roads, footpaths, watercourse and verges be soiled with dust, sand, grit, litter, debris, mud and the like caused by site activities, the Project Manager will undertake to have them cleaned immediately.

The site must be maintained in a clean and tidy condition at all times. A formal housekeeping inspection will be completed on a weekly basis by the project team utilising the Weekly Site Inspection form.

## Waste Removal and Disposal

Removal and recycling of waste will be provided by a licenced waste removalist

Trucks removing material from site will have the loads securely covered to prevent spillage. Drivers are required to ensure that no materials are tracked onto the road. All traffic leaving the site is to use the designated wash down bay to remove mud, dust and other debris.

The transport of all materials from the site will comply with the requirements of the EPA, Local Councils, RTA and other relevant authorities.

Waste removed from site will be disposed of at an appropriately licenced waste disposal facility. On a monthly basis a Waste Management Report will be provided to ADCO which will detail quantities of waste that are recycled, reused or go to landfill.

## HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

### Substance Use

ADCO will have appropriate measures in place to use and store hazardous substances / dangerous goods to prevent accidental or intentional release to the natural environment leading to environmental harm, including impacts to air and water. The following management protocols will be implemented and monitored for implementation on a daily basis:

- / Maintaining a limit of 250 litres of each substance on site at any one time. Note: Any requirement to use or store more than this quantity, requires a ATW Permit issued.
- / Subcontractors providing a site-specific SWMS detailing the work activities, risks and control measures. (No work will proceed until ADCO Constructions has accepted the SWMS).
- / Current SDS for each substance will be available for reference. SDSs are to be Australian and issued within the previous 5 years. SDS information will be located on site.
- / Current Register for such substances as used on the site. (The Register detailing the nature, quantity and location of all hazardous material must be maintained and regularly updated).
- / Ensuring that the substances and their containers are correctly labelled and contained.
- / Erection of appropriate warning/emergency panel signage to warn of the location of the substance.
- / Ensuring that the substances are safe from use or access by other parties.
- / Completing regular inspections of vehicles, containers, bunding and equipment to check for any leaks or spills.
- / Providing appropriate fire suppression equipment.
- / Providing details for ensuring that at the completion of the works, all residual stocks of substances are guaranteed to be removed from the construction area.

### Substance Storage

Substances must be stored in accordance with the ADCO Substance Management Procedure. To ensure the protection of human health and the environment the following is to be implemented:

- / Storing the substances in a manner which complies with the Code (and with AS 1940, AS 4332 and any other applicable legislation or standards)
- / Storage units are only to be used outdoors.
- / Storage units are not to be located where they could hinder escape from a building in the event of a fire or other emergency;
- / Storage units are to be separated from boundaries and other buildings and infrastructure by the distances required by the relevant Australian Standard.
- / Storage units must be adequately secured against high wind conditions.
- / Storage units are to be positioned, or otherwise protected (e.g. with bollards) so that they are protected from vehicle impact.
- / If two or more storage units are positioned together, they can only be treated as individual stores if they are separated by the distance required by the relevant Australian Standards.
- / If two or more storage units are positioned together, they must not be positioned so that there is any restriction of ventilation through any of the installed vents.



- / The area around storage units is to be kept clear of combustible materials (e.g. timber pallets), vegetation and refuse for a distance of at least 3 metres.
- / Storage units are to be located at least 3 metres away from heat sources. Refer also to separation distance requirements outlined above.
- / Storage units for flammable and oxidizing materials are to be kept away from ignition sources. This includes electrical installations (such as power-points, light-switches and light-fittings), traffic routes, carparks, and work areas where ignition sources may be present (e.g. areas where welding or grinding may take place).
- / For gas cylinders in storage units, separate incompatible gas cylinders by at least 3 metres.
- / Bunds to be of sufficient size and capacity to accommodate substances stored in the event of a spill.
- / "DANGER" signage to be placed in visible positions to warn of dangers (flammable substances).
- / Fire suppression equipment to be located with the substances.
- / Incompatible goods are not to be stored in the same cabinet. Specific information for individual products can be found on the product Safety Data Sheet (SDS).

## Spill management

Substances (chemicals and / or hydrocarbons) that leak into environment can lead to environmental and/or human harm. Equipment failure, poor operation or accidents can all give rise to the potential spills. Any spillage has the ability to impact soil, water, flora or fauna in an adverse manner.

To mitigate and control any unplanned event or spill, emergency spill kits will be strategically placed around the project and clearly defined on the Emergency Plan. Any spill, irrespective of size, must be reported to the ADCO project team who will investigate and implement appropriate risk treatments.

## DUST

### General

ADCO will prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like on to persons or property. Strategies to be implemented to prevent dust generation and potential nuisance includes but is not limited to:

- / Restrict vehicle movements to designated routes.
- / Apply water sprays to earthwork and demolition locations as required during periods of dry weather, strong winds or dust generating activities.
- / Use shade cloth around work areas where practicable.
- / In the event that excavated materials will be stockpiled, onsite stockpile management practices will be carried out. These include water sprays and locating stockpiles away from public and residential properties as much is reasonably practicable.
- / Minimise dust generating construction activities during periods of high winds or adverse weather.
- / Cease relevant construction activities should they be found to be generating excessive dust until effective control measures are implemented.
- / As required, implement regular sweeping (including road sweeping) and cleaning activities.

- / Monitor and manage the incidence of dust deposition from construction activities and construction vehicles.
- / Daily and Weekly visual monitoring of dust and dust management controls will be carried out by the Site team.
- / Ensure that subcontract personnel adopt work methods to include dust minimisation practices.
- / Implement corrective action in response to diminished air quality as a consequence of construction activities or vehicles.
- / Restrict construction traffic to designated / sign posted traffic routes.
- / No burning off will occur on the site.
- / Site amenities areas will have nil dust generating activities that will require additional dust management strategies in place.

#### Monitoring and recording

Where dust management controls are identified as being inadequate ADCO will investigate and identify the root cause and cease the dust generation activity until suitable controls have been implemented.

### OBTRUSIVE LIGHTING

This project does not contain any external obtrusive lighting that may impact neighbouring properties. All works are being undertaken during working hours; no night works are required at this time.

### NOISE AND VIBRATION

#### Management

ADCO will comply with AS/NZS 2436 Guide to Noise Control on Construction, Maintenance and Demolition Sites. Works will be carried out during the approved working hours only and all noise generated through plant will be assessed through the plant mobilisation and induction process.

To ensure that plant and equipment used throughout construction is the quietest reasonably available ADCO Constructions will:

- / Ensure that Plant is inspected at first entry to site and then at regular intervals. Refer to Procedure: Operating Plant (mobile plant).
- / Where practicable, position Plant / equipment (e.g. start-up, parking, refuelling) away from noise-sensitive areas.
- / Where practicable, avoid simultaneous operation of noisy Plant /or equipment.
- / Ensure that Plant / equipment is serviced as per the manufacturer's instruction and maintained in good working order.
- / Ensure that Plant / equipment is switched off when not in use.
- / Where practicable, select alternative Plant or equipment to complete the activity.
- / The ADCO Project team will ensure compliance to noise management controls through:
  - / Communicate noise generating activities with key stakeholders.
  - / Carrying out works within approved Construction Hours.
  - / Regular inspections (documented in the Weekly Site Inspection) and completion of corrective actions where required.
  - / Inclusion of noise and vibration awareness and control requirements through consultative forums.

- / The use of the daily Pre-Start Meeting to discuss awareness, control compliance and requirements.
- / Ensuring, so far as is practicable, that personnel involved in or working near noise generating activities on the construction site, wear PPE applicable to the activity.
- / Ensuring, that signage advising of the hazard/s are posted in visible locations around the work activity area.
- / Where construction activities may result in noise / vibration impacts Facility, notification will be provided to the affected parties.

## Monitoring and recording

Should a complaint be received regarding noise / vibration ADCO will investigate and identify the root cause and cease the noise / vibration generating activity. In the event that Noise / Vibration monitoring is deemed necessary monitoring will be carried out by a suitably qualified person.



MATTHEW PALAVIDIS  
VICTOR FATTORETTO  
MATTHEW SHIELDS

Multi-Storey Carpark, Liverpool Hospital

Stage 2 - Construction Noise and Vibration Management Plan

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## STOCKPILE MANAGEMENT

**DOCUMENT TITLE**  
**REVISION**

**ENVIRONMENTAL MANAGEMENT PLAN**  
**V13**

**DOCUMENT CREATED**  
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**18 FEBRUARY 2019**  
**22 JUNE 2022**  
**24**

**Management** To prevent contamination of nearby watercourses and potential dust emissions which degrade air quality, ADCO will implement the following control measures:

- / Topsoil stockpiles to be located on flat areas, clear of drainage lines and at significant distance away from waterways, roads, and slopes of greater than 10%.
- / Stockpiles to be located at least 3 metres from tree drip lines.
- / Stockpiled materials not to be placed inside VPO areas or within 5 metres of retained trees.
- / Stockpiled materials not to be placed within 5 metres of waterways or stormwater inlets.
- / Clean topsoil and friable subsoil to be stockpiled separately and re-spread in areas to be revegetated
- / Weed infested topsoil to be stockpiled separately and removed from site or re-spread in a manner which mitigates the spread or re-introduction of weeds.
- / Install bunding/silt fencing around stockpiles to prevent against water runoff.
- / Dampen stockpiles by means of water sprays to management dust emissions.
- / Where practicable, vegetate stockpiles to improve soil stability.
- / Limit the height and volume of stockpiles so that control measures can be implemented.
- / Stockpiles and control measures to be monitored regularly and immediately rectified as required.

## SEDIMENT CONTROL AND ONSITE WATER MANAGEMENT

**Management** Surface water management is to be considered into the staging of the construction works program. Regular inspections of stormwater and surface water controls will be undertaken, and issue identification and corrective actions recorded on the online HSE Management System.

The risk of erosion and sedimentation is a direct consequence of exposure of soil to rainfall and stormwater runoff. Sedimentation involves the deposition of eroded material into surrounding areas.

To control the risk of erosion or sediment impacting on the natural environment, ADCO will:

- / Install erosion and sediment control devices to mitigate and manage the impact of excess soils on nearby roads, surface water quality, air quality, fauna and flora.
- / Erosion and sedimentation controls to be monitored on a weekly basis or immediately following a rainfall event.
- / Ensure that the handling and placement of excavated material is in accordance with WMS, Client instructions, EPA requirements etc.
- / Complete daily inspections of stockpiles, excavated areas and control methods for erosion and sediment management.
- / Residue to be disposed of in an appropriate manner.
- / All drainage inlets near or within the site must be protected against silt infiltration and soil run off with the use of silt traps, sandbags and/or geo-fabric protection.

- / ADCO Constructions will ensure that all drains and gutters leading to the storm water system within the Site have sediment control measures installed to prevent sediment entering into the drainage system and waterways.
- Entering Site
  - / Identify vulnerable locations on site and install control devices as far as practicable to halt or alter course of water.
  - / Inspections prior to a major weather event.
- Exiting Site
  - / Identify vulnerable drains, low points and stormwater runoff points.
  - / Install control devices (i.e. silt fencing, bunding, diversion devices, sandbags, etc).
  - / Daily inspections and maintenance of control

## FLOOD EMERGENCY RESPONSE

- Management
  - In the event of an emergency ADCO will be implementing a Flood and Emergency Response Plan to ensure the following.
    - / Raise awareness to all workers on-site for the flood risk and the protocols and procedures
    - / Create evacuation plans via briefing and signage. This will form part of the mandatory site inductions
    - / Undertake evacuation drills at a minimum frequency of once a year

## MATERIALS STORAGE

- General
  - Construction material required to carry out project works will be stored within designated storage areas within the site compound. Prior to any delivery of materials, mobile plant or tools, subcontractors to consult with ADCO Site Management on the following:
    - / Permissible items permitted on site including DG/Hazardous Substances.
    - / Storage areas for trades / materials / substances / Plant.
    - / Permits or pre- entry inspections including documentation (e.g. Safety Data Sheets, Validation Certificates etc.) required for Plant, tools or substances.
    - / Hazardous substances and flammable goods to be stored in an approved lockable storage cage. Subcontractors to provide their own lockable cages.
    - / Pre- delivery inspections to ensure that materials are in accordance with SHE requirements.
    - / Items found not to be conforming are to be secured and removed from site.

## FOREIGN OBJECT DAMAGE

- Site Compound
  - / Area to be fully contained.
  - / Appropriate storage containers based on the nature of the product being stored will be provided and located in a designated area.
  - / Containers must be closed except for when personnel are accessing or working within the container.
  - / Items within containers must be secured.
  - / Waste must be placed into supplied receptacles fitted with lids.

- / Waste lids are to be closed at all times.
  - / Material or equipment stored external to site sheds or containers must not have any fittings, fixtures or wrapping which could come loose and cause a hazard.
- Work Areas**
- / Material or equipment transported to the work area must be secured to ensure that no fittings, fixtures or wrapping could come loose and cause a hazard during transportation
  - / Work areas are to be maintained with a high standard of housekeeping at all times and must be free of loose material, packaging, debris etc. at the close of each shift.

## PLANT MOVEMENTS

**General**

To ensure that no fuel, lubricant, mud, dirt, stones or other materials is spilled, or other materials is spilled or deposited onto roads or footpaths resulting in damage, loss, injury or nuisance ADCO will:

- / Install control measures (i.e. water spraying, rumble grids, road sweepers) which limit the opportunity for dust, noise or spillage to occur.
  - / Limit site speed Limits.
  - / Loads to be covered prior to leaving the site.
  - / Daily inspections of control measures to be conducted and immediately rectified as required.
  - / Work activity requirements to be included in the Site Induction.
- Traffic Management / Movement**
- / Comply with any approved Traffic Management Plan for external site traffic management.
  - / Where practicable, co-ordinate deliveries and site activities with out of peak traffic hours.
  - / Monitor traffic flows and implement corrective actions in response to traffic impacts as a consequence of construction activities.
  - / Daily inspections of control measures to be conducted and immediately rectified as required.
  - / Work activity requirements to be included in the Site Induction.
  - / If required under planning, inform local community about the timing and scale of construction traffic impacts.
- Roads and Footpaths**
- / Protect footpaths, kerbs and roads from damage through (e.g.) use of metal plates, restriction of heavy vehicles, prohibition for storing equipment or material on roads and footpaths etc.
  - / Daily inspections of control measures to be conducted and immediately rectified as required.
  - / Work activity requirements to be included in the Site Induction.
  - / Should surrounding roads, footpaths, watercourse and verges be soiled with dust, sand, grit, litter, debris, mud and the like caused by site activities, the Project Manager will undertake to have them cleaned immediately.





## CTPMSP;

Liverpool Hospital and Academic  
Precinct, Construction Traffic  
Management Plan  
For ADCO Construction  
8 April 2022

parking;  
traffic;  
civil design;  
wayfinding;  
**ptc.**

## REFUELLING

### Management

The following management protocols will be implemented to ensure that target performance is achieved:

- / Fuels, oils and chemicals are to be stored in accordance with the relevant Standards and all appropriate measures taken to ensure that environmental performance is being fulfilled
- / Regular inspections of vehicles, containers and equipment to be completed to check for any leaks or spills.
- / Ensure that appropriate storage facilities and fire suppression, spill management is used.



- / Ensure that containers are correctly labelled and that minimal quantities are stored on site.
- / Where possible, request substitution of substance with less harmful substances.
- / Major servicing of machinery to be completed off site.
- / Refuelling to occur in a designated area and not within 30m of a water body.
- / Hoses to be fitted with a stop valve
- / Spill response kit to be readily available during refuelling activities.

## HEAT

**Management** Throughout project delivery ADCO will ensure that workers are aware and have the required controls to mitigate the risk associated with long periods of heat and direct sunlight impacting on workers. Controls include but are not limited to:

- / Enforcing frequent breaks including weekly toolbox talks.
- / Mandatory use of SPF 50 sunblock and reapplication at frequent periods.
- / Site PPE Standards.
- / Increase fluid intake & additional water bubblers located throughout site.
- / Scheduling most strenuous works to occur at cooler times of the day.
- / Substituting physical activities to machine where applicable to reduce physical demands.
- / Measure daily temperature and humidity and display on site notice board.
- / ADCO site management staff will also be competent in the warning signs of heat stroke and heat exhaustion and will pass this knowledge onto all site personnel during our induction process and beyond.

## COMPLAINTS

**Management** Complaints can be raised for issues such as, but not limited to:

- / Noise
- / Vibration
- / Dust
- / Pollution
- / Harassment
- / Perceived safety or environmental management issues.
- / Breaches of legislation, DA/BA conditions

A person wishing to register a complaint with ADCO directly through verbal or consultative forums. Information relating to complaints is documented on the ADCO Constructions Complaints Form. Complaints are registered on the Register - Project Complaints.

Complaints must:

- / Immediately - Be reviewed and Investigated by the Project Manager, Site Manager and/or HSE Advisor.
- / 48 Hours - Be actioned by the Project Manager, Site Manager and/or HSE Advisor. Actions to be noted on the form. This includes a response (email or verbal) to the person generating the complaint.
- / In general, the below recommended actions should be followed:

- / Respond to the complainant in an objective, polite and courteous manner.
- / Engage with the complainant to correctly understand the complaint.
- / Seek clarification and confirm the issues, relevant information, and outcomes sought (i.e. summarise the main points).
- / Clarify the application of any relevant legislation, policies or procedures.
- / Resolve the complaint and acknowledge the complainant.
- / If the complaint cannot be resolved within a reasonable time frame, advise the complainant about the complaints process and indicative response.
- / Take reasonable action to prevent similar complaints in the future

## TRAINING AND INSTRUCTION

Training and instruction are key requirements to ensuring that workers can perform their duties and tasks without risk to their health and safety or the health and safety of any other persons.

### SITE INDUCTION

#### Project Induction

The ADCO induction process is a prescribed method of ensuring that workers are provided with information on:

- / The type of project being completed
- / The project teams
- / Site access / egress
- / Emergency management requirements
- / Consultation arrangements
- / Incident and hazard management
- / Compliance management
- / Permit to work management
- / Environmental management requirements
- / Industrial relations
- / Management of contractor's work activities

All persons who are attending the site for the purpose of completing construction activities must attend and complete the site induction (including the supply of skills competence evidence) before commencing any work activity on the site.

#### Visitors

Visitors will not be site inducted and will be required to:

- / Report to the Site Office on entry and at exit from the site.
- / Sign in to and out of the Register – Visitors.
- / Be accompanied and remain within two metres of a site inducted person at all times.
- / Wear PPE mandated per signage.
- / Wear footwear and clothing appropriate to a construction site.

#### Records

Induction information, including supporting documentation, will be maintained on site in a restricted storage facility, by the Site Manager and/or HSE Advisor or online HSE Management system.

Site induction information will be archived for a period of at least three years after completion of the project.

## TRAINING

#### Project Specific Training

Evidence of training and instruction must be provided / be available for all persons who work on our project sites.

Based on construction and project information additional training that is required for the projects works include:

- / Nil additional project specific training from those identified within Risk Management and Operational Management Procedures.

## CONSULTATION AND COMMUNICATION

### Pre Start Meetings

A daily pre-start meeting to identify and discuss safety issues / hazards / controls relative to daily work activities will be held by the Site Manager. Subcontract personnel (i.e. Supervisors) are required to attend the meeting prior to commencing their daily work.

Issues to be discussed at the meeting, include but are not limited to:

- / The tasks being completed by each trade during the shift.
- / Risk and hazard management requirements including the requirement for any Permits.
- / Incidents, accidents and near misses from any previous shifts.
- / Health and safety issues raised by the workforce.

Details of the meetings (attendees, topics discussed, concerns arising, proposed actions) will be recorded on the Pre-Start Meeting form.

### HS Committee Meetings

At the initiation of ADCO or at the request of workers, a Health and Safety Committee (HSC) may be established on the project. All subcontract companies are required to ensure that a representative (elected or nominated) participates if requested by ADCO.

Details of the meetings (attendees, topics discussed, concerns arising, proposed actions) will be recorded on the HSE Meeting form. Copies of the meeting minutes will be issued to all committee members and placed on the site noticeboard for general site review.

### Toolbox Talks

On a monthly basis or at the initiation of ADCO (e.g. following an incident), or at the request of workers, topic-based Toolbox Meetings may be held on the project. As a minimum Toolbox Meetings are to be held every two weeks. The objectives of toolbox meetings are to:

- / Review the safety status in the work areas.
- / Discuss health and safety items which have not been resolved on a day-to-day basis.
- / Discuss health and safety aspects of work planned for the next week.
- / Discuss any proposed changes to work procedures.
- / Discuss any topical or promotional health and safety items.

Details of the discussion topic will be recorded on the Toolbox form. Toolbox Meeting Minutes will be displayed on Site Notice Boards for project personnel to review.

### Other Meetings

Other forums which may be used for the discussion of safety, health and environmental management issues include, but are not limited to:

- / Subcontractor Meetings
- / PCG Meetings
- / General site meetings.
- / Fortnightly Contractor meetings
- / Weekly client site meetings

Details of the meetings (attendees, topics discussed, concerns arising, proposed actions) will be recorded on an applicable form and as required distributed to other parties.

## Notice Boards

Notice boards located external to site offices and within amenity areas will be used by ADCO to communicate safety and operational information to site workers. Such information includes but is not limited to:

- / Surveillance and air monitoring results
- / Regulatory notices
- / Notification of significant incidents / events
- / Changes in procedures and management processes
- / Reinforcing requirements for the management of risks / hazards
- / Weather information
- / Traffic movement requirements
- / Emergency management requirements
- / Health management (e.g. sun smart)
- / Confirmation of meeting times and venues

Notice Boards will be located in a prominent position and updated and maintained by the Site Manager and HSE Advisor.

## Notification

Details of the dates and times of consultative forums will be advised to site workers at/on:

- / Site Induction
- / Pre-Start Meetings
- / Site Notice Boards

## SUBCONTRACTOR MANAGEMENT

### Information

ADCOs HSE standards are required to be adopted and maintained throughout the life of the project. Subcontract companies will be advised of the requirements through:

- / Discussions during the tender stage.
- / Discussion and agreement at the project award stage.
- / Provision of the Contractor HSE Requirements book. (annexed to the Subcontract Agreement).

### Safe Work Method Statements

Prior to the commencement of all work activities on a project, a subcontract company must provide safe work method statements (SWMS) to ADCO for review and acceptance. The review and acceptance process is managed by the Site Manager and HSE Advisor and documented using the SWMS Review Form.

SWMS must (at a minimum) include:

- / A description of the work activity.
- / Details of Plant or substances to be used to complete the work activity.
- / Risks and controls measures for the work activity.
- / Emergency management procedures for high risk activities.
- / Details of who is responsible for managing the work activity and the controls.
- / Evidence that workers have been consulted in the production of the SWMS and provided instruction and training.

Works cannot commence until SWMS documentation has been accepted for use.

### Monitoring

The monitoring of subcontractor site activity compliance to accepted SWMS will be:

- / Managed by the Site Manager and HSE Advisor through regular visual inspections.
- / Documented on the Weekly Site Inspection Form.

### Non Compliance

Where a non-compliance (to accepted work methods) is observed, the Site Manager or HSE Advisor will do any/all of the following:

- / Stop the work activity.
- / Cancel / suspended any active ATW Permit.
- / Issue a non-compliance notice through Aconex or online HSE Management System.
- / Issue a verbal instruction.
- / Non-compliances will be listed in the Register – Non-Compliance or through Aconex.

### Archiving

Subcontractor supplied documentation will be archived by ADCO for a period no less than 24 months after project completion. Duration of archiving may be extended if the Safe Work Method Statement is applicable to an incident or in relation to use of hazardous substances etc.

## MONITORING AND REVIEW

**Monitoring** Progress against project targets is monitored by the project team (Project Manager, Site Manager, HSE Advisor) through:

- / Regular daily visual inspections of work activities.
- / Completion of the Weekly Site Inspection report.
- / Close out of identified actions for non-conformances.
- / Internal Audits and Inspections.

**Review** Confirmation of achievement of project targets is reviewed through:

- / Project audits.
- / Other internal or external audits (e.g. client, FSC).
- / HammerTech reporting.
- / A reduction in incident and non-conformances across the State and nationally.

**Inspections** ADCO will complete daily and weekly workplace inspections to review and confirm compliance to approved work practices and controls.

- / Regular daily visual inspections of work activities and work areas will be completed by the Site Manager, HSE Advisor and Health and Safety Representative (if applicable)
- / Formal inspections will be completed by the Project Manager, Site Manager, HSE Advisor using the Weekly Site Inspection form.

The inspection is required to reflect the project's level of compliance to:

- / Control measures required per active work permits.
- / Accepted subcontractor SWMS
- / General site conditions.

**Audits** Project audits completed by the HSE Manager are a formal a review of project compliance against select criteria of the Corporate HSE Management System.

Applicable projects are required to be audited against both national (internal procedures) and project criteria (site specific)

The level of compliance to the requirements of the HSE System is determined by the audit score achieved. Any corrective action (e.g. non-conformances) identified in the audit must, **MUST** be addressed by the site team within a maximum of seven working days of receipt of the audit report.

Corrective actions and supporting evidence must be attached to the Audit Report within the online HSE Management System.



## INCIDENT MANAGEMENT

### Reporting

The reporting of all incidents is mandatory on ADCO project sites.

Workers are advised at the site induction that all incidents – irrespective of type or severity – must be reported to the Site Manager or HSE Advisor immediately upon occurrence.

### Management

All incidents will be recorded by the Site Manager or HSE Advisor.

- / First Aid incidents (incidents only requiring treatment by a First Aider – no external medical treatment) will be recorded in the Register – First Aid Treatment.
- / First Aiders who provide treatment will have certification through a Registered Training Organisation (RTO).
- / Refer to Site Emergency Information Poster displayed on Site Notice Boards for appointed First Aid Officers on the project.
- / All other incidents – safety, environment, near miss and general – will be recorded in the Incident Report located on HammerTech.

### Investigation

Incidents to be investigated include – Medical Treatment Injuries, Lost Time Injuries, Death or permanent disabilities, Near Miss Events and General incidents i.e. contact with services / property damage.

Incidents must be investigated by the Site Manager and HSE Advisor. The investigation is intended to:

- / Collate information / documentation associated with the incident.
- / Identify non-conformances leading to the incident.
- / Identify corrective and preventative action to mitigate recurrence of the incident.
- / The extent to which additional positions (e.g. Project Manager, HSE Manager, Construction Manager or Head of Risk and Compliance) are involved in the investigation of an incident is dependent on the severity and complexity of the incident and the requirements for participation are noted within the ADCO HSE Management System.

### Notification

Where an incident is notifiable under the WHS legislation of the state in which it occurred, notification to the regulator will be made by any of the following positions: HSE Manager, Construction Manager, State Manager or Head of Risk and Compliance.

Notification to the planning secretary must be undertaken through the major portal immediately. ADCO will ensure all necessary information is relayed to John Staff Projects (JSP), for notification to the necessary party. The notification must identify the development (including the development application number and the name of the development if it has one), and set out the location and nature of the incident.

Subsequent notification must be given and reports submitted in accordance with the following requirements:

## **APPENDIX 1 WRITTEN INCIDENT NOTIFICATION AND REPORTING REQUIREMENTS**

### **Written Incident Notification Requirements**

1. A written incident notification addressing the requirements set out below must be provided to the Planning Secretary through the major projects portal within seven days after the Applicant becomes aware of an incident. Notification is required to be given under this condition even if the Applicant fails to give the notification required under condition A25 or, having given such notification, subsequently forms the view that an incident has not occurred.
2. Written notification of an incident must:
  - a. identify the development and application number;
  - b. provide details of the incident (date, time, location, a brief description of what occurred and why it is classified as an incident);
  - c. identify how the incident was detected;
  - d. identify when the applicant became aware of the incident;
  - e. identify any actual or potential non-compliance with conditions of consent;
  - f. describe what immediate steps were taken in relation to the incident;
  - g. identify further action(s) that will be taken in relation to the incident; and
  - h. identify a project contact for further communication regarding the incident.
3. Within 30 days of the date on which the incident occurred or as otherwise agreed to by the Planning Secretary, the Applicant must provide the Planning Secretary and any relevant public authorities (as determined by the Planning Secretary) with a detailed report on the incident addressing all requirements below, and such further reports as may be requested.
4. The Incident Report must include:
  - a. a summary of the incident;
  - b. outcomes of an incident investigation, including identification of the cause of the incident;
  - c. details of the corrective and preventative actions that have been, or will be, implemented to address the incident and prevent recurrence; and
  - d. details of any communication with other stakeholders regarding the incident.

#### **Monitoring**

The Project Manager, Site Manager and HSE Advisor are responsible for ensuring that actions (corrective / preventative) arising out of an incident investigation are implemented and monitored for compliance.

#### **Retaining Records**

All injury records and investigation findings will be retained within HammerTech, a cloud based online HSE management system

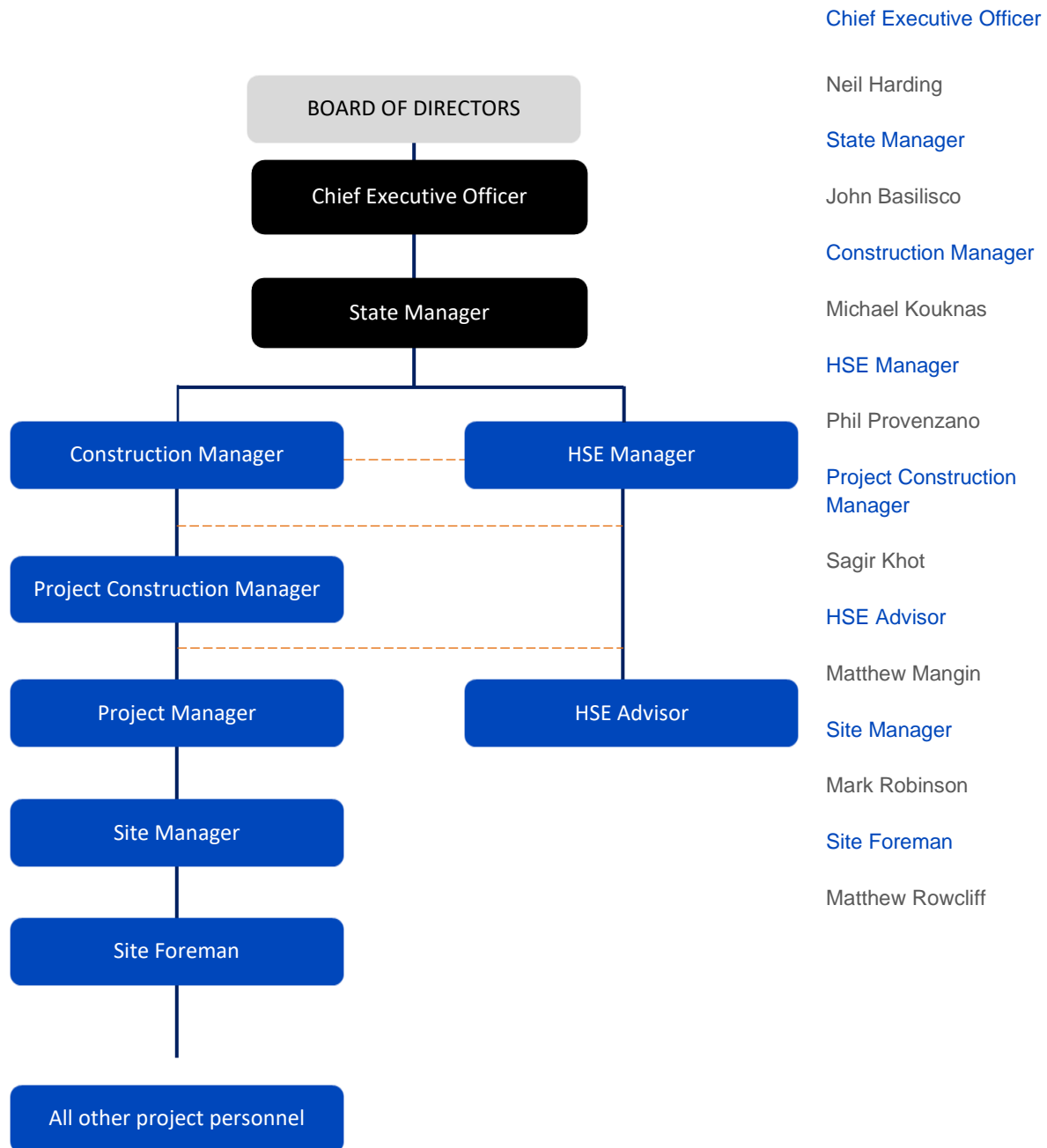
## NON COMPLIANCE

Where a non-compliance is observed the planning, secretary is to be notified through the major project's portal within 7 days. The Certifier must also notify the Planning Secretary through the major project's portal within seven days after they identify any non-compliance. ADCO will ensure all necessary information is relayed to John Staff Projects (JSP), for notification to the necessary party

The notification must identify the development and the application number for it, set out the condition of consent that the development is non-compliant with, the way in which it does not comply and the reasons for the non-compliance (if known) and what actions have been, or will be, undertaken to address the non-compliance.

A non-compliance which has been notified as an incident does not need to also be notified as a non-compliance.

## PROJECT MANAGEMENT STRUCTURE



## POSITION RESPONSIBILITIES

Chief Executive Officer	<p>Provide commitment, leadership and direction in the development, implementation and management of the Corporate Management Systems, including but not limited to:</p> <ul style="list-style-type: none"><li>/ Development of a corporate strategic plan incorporating safety, environment, quality and health management risks and controls.</li><li>/ An assessment of the effectiveness of the Corporate Management Systems. (e.g. review of incidents and non-conformances to identify non-conformance trends and areas of improvement to the Corporate Management Systems.)</li><li>/ Full management obligations including continual improvement of the Corporate Safety, Environment and Quality Management Systems.</li><li>/ Ensure that appropriate resources are allocated to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.</li><li>/ Ensure that resources are competent to deliver the requirements of the Corporate Management Systems.</li></ul>
State Manager	<p>Ensure that:</p> <ul style="list-style-type: none"><li>/ Corporate Management Systems are implemented at all levels in the State.</li><li>/ Appropriate resources are allocated to project teams to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.</li><li>/ Project operations are in compliance with applicable state or federal legislation.</li><li>/ A review of the safety, environment, quality and health management performance of the State is completed regularly to identify non-conformances, trends and areas of improvement.</li></ul>
Construction Manager	<p>Ensure that:</p> <ul style="list-style-type: none"><li>/ Corporate Management Systems are implemented on projects within the State.</li><li>/ HSE requirements have been identified and accounted for during project tender processes.</li><li>/ Project operations are in compliance with applicable state or federal legislation.</li><li>/ Appropriate resources are allocated to project teams to ensure compliance legislative requirements and the requirements of the Corporate Management Systems.</li><li>/ Project team personnel have received training to fulfil their duties and responsibilities with the Corporate Management Systems.</li><li>/ A review of the safety, environment, quality and health management performance of the State is completed regularly to identify non-conformances, trends and areas of improvement.</li></ul>
Health, Safety & Environment (HSE) Manager	<p>Ensure that:</p> <ul style="list-style-type: none"><li>/ Legislative requirements for HSE management are implemented and maintained on project sites.</li><li>/ The requirements of the Corporate HSE Management System are implemented on project sites.</li></ul>

	<ul style="list-style-type: none"> <li>/ Where required, project HSE requirements and risks are identified during project tender and/or trade tender processes and incorporated into project management plans.</li> <li>/ Reviews of HSE performance are completed on all projects to ensure compliance with legislative and corporate requirements.</li> </ul>
Project Manager	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>/ HSE requirements are identified and assessed during trade tender evaluations.</li> <li>/ In conjunction with the HSE Manager, project management plans are developed and implemented on projects.</li> <li>/ Resources are allocated to implement and maintain the HSE requirements on the project.</li> <li>/ ADCO project personnel have received training to fulfil their HSE responsibilities.</li> <li>/ Project personnel are aware of current HSE legislation and their obligations.</li> <li>/ HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.</li> </ul>
Site Manager	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>/ Legislative requirements for HSE management are implemented and maintained on the project site.</li> <li>/ The requirements of project HSE Management Plans are implemented and managed on the project.</li> <li>/ The requirements of the Corporate Management Systems are implemented and managed on the project.</li> <li>/ Any issues which may arise over HSE requirements (legislative or Corporate) are managed on site.</li> <li>/ Employees and subcontractors complete their work in compliance with legislative and Corporate Management System requirements.</li> <li>/ Open lines of communication and consultation are maintained with the HSE Advisor and other parties (i.e. subcontractors, employee representatives) to ensure that the site operates in a safe manner and in compliance with regulatory and corporate requirements.</li> <li>/ HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.</li> </ul>
HSE Advisor	<p>Ensure that:</p> <ul style="list-style-type: none"> <li>/ Legislative requirements for HSE management are implemented and maintained on project sites.</li> <li>/ The requirements of the Corporate Management Systems are implemented on project sites.</li> <li>/ HSE performance on the project is reviewed and non-compliant activities by employees and subcontractors are addressed.</li> </ul>
Health and Safety Representative (HSR)	<p>In general:</p> <ul style="list-style-type: none"> <li>/ Participate in risk and hazard identification and control.</li> <li>/ Participate in incident investigations and management.</li> <li>/ Participate in workplace inspections (e.g. with the Committee, with the project team).</li> </ul>

All Other  
Project  
Personnel

- / Participate in project consultative forums. (e.g. HSE Committee)
- / Consult with and represent workers (i.e. work group) in health and safety issues.

All personnel are responsible for actively promoting and complying with Safety, Health and Environmental Management requirements as determined / advised / required by ADCO. Activities that all personnel are required to participate in include, but are not limited to:

- / Attend pre-start meetings.
- / Conduct pre-start tasks analysis.
- / Adhere to all permit requirements.
- / Report all hazards, near misses and incidents (including injuries).
- / Immediately stop any “at risk behaviour” identified during daily work activities.
- / Attend safety presentations and toolbox meetings.
- / Assist in achieving project HSE objectives and targets.