

Tender Schedule S5

The Building Code – Compliance Outline



Queensland Government

C7810.S5

Name of Tenderer:

Contract Number:

CN-10291

The Tenderer's attention is directed to the Conditions of Tendering and the *Code for the Tendering and Performance of Building Work 2016* (Code). The following information, including the Tenderer's declaration of compliance with the Code, must be provided on, or attached to, this Tender Schedule.

By submitting a tender, the Tenderer has agreed to and will become subject to the Code.

Compliance with the *Code for the Tendering and Performance of Building Work 2016*

1. In Schedule:

| | |
|---|--|
| ABC Commissioner | means the Australian Building and Construction Commissioner referred to in subsection 15(1) of the Act |
| Act | means the <i>Building and Construction Industry (Improving Productivity) Act 2016</i> |
| Code | means the <i>Code for the Tendering and Performance of Building Work 2016</i> (Cth), which is available at https://www.legislation.gov.au/Details/F2016L01859 |
| Building Work | has the same meaning as in subsection 3(4) of the Code |
| Commonwealth Funded Building Works | means Building Work in items 1–8 of Schedule 1 of the Code |
| Enterprise Agreement | has the same meaning as in the <i>Fair Work Act 2009</i> |
| Exclusion Sanction | has the same meaning as in subsection 3(3) of the Code |
| Related Entity | has the same meaning as in subsection 3(2) of the Code |
| Works | means Commonwealth Funded Building Work that is the subject of this Request for Tender |

2. The Code applies to the Works.

3. As part of their tender, Tenderers must submit:

- a) a signed 'Declaration of Compliance' which is attached to this Request for Tender, and
- b) the further information outlined in Attachment A to the 'Declaration of Compliance'.

4. The Department of Transport and Main Roads will only enter into a contract in relation to the Works if:

- a) the successful Tenderer is not subject to an Exclusion Sanction
- b) the successful Tenderer will only use products in relation to the Works that comply with the relevant Australian standards published by, or on behalf of, Standards Australia.

5. The Department will exclude Tenderers from further consideration if at any time before a contract is executed in relation to the Works, the Department considers that they do not comply with the requirements in Clause 4 above.

6. The Department may exclude Tenderers from further consideration if at any time before a contract is executed in relation to the Works they are excluded from performing Building Work funded by a state or territory government.

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Declaration of compliance with the *Code for the Tendering and Performance of Building Work 2016*

1. The Tenderer acknowledges that it and its Related Entities must comply with the Code in relation to all Building Work described in Schedule 1 of the Code for which an expression of interest or request for tender (however described) is called on or after the date that the Code commenced, being 2 December 2016, and should it be the successful Tenderer in relation to the Works.
2. The Tenderer undertakes to ensure that it and its subcontractors, should it be the successful Tenderer comply with the Code.
3. The Tenderer acknowledges the powers and functions of the ABC Commissioner and the ABCC under the Act and the Code and undertakes to ensure that it and its subcontractors will comply with any requests made by the ABCC and the ABC Commissioner within those powers and functions, including but not limited to requests for entry under section 72 of the Act, requests to interview any person under section 74 of the Act, requests to produce records or documents under sections 74 and 77 of the Act and requests for information concerning matters relating to the Code under subsection 7(c) of the Code.
4. The Tenderer declares that where it proposes to subcontract any of the Works, should it be the successful Tenderer, it will:
 - a) not enter into a subcontract with a subcontractor who:
 - i. is covered by an Enterprise Agreement that does not meet the requirements of section 11 of the Code
 - ii. is subject to an Exclusion Sanction, or
 - iii. unless approved otherwise by the ABC Commissioner, is excluded from performing Building Work funded by a state or territory government, and
 - b) only enter into a subcontract where:
 - i. the subcontractor undertakes to only use products in relation to the Works that comply with the relevant Australian standards published by, or on behalf of, Standards Australia
 - ii. if the Commonwealth's contribution to the project that includes the works is at least \$5,000,000 and represents at least 50% of the total construction project value proportion of that project or the Commonwealth's contribution to the project that includes the works is at least \$10,000,000 (irrespective of its proportion of the total construction project value), the subcontractor undertakes to comply with the Workplace Relations Management Plan approved by the ABCC in accordance with Part 6 of the Code that applies to the Works
 - iii. the subcontractor has submitted a declaration of compliance, including the further information outlined in Attachment A to the declaration of compliance, in substantively the same form as the model declaration of compliance applicable to contractors and subcontractors in relation to the Code, and

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Queensland Government

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Name of Tenderer:

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- iv. the subcontract with the subcontractor contains clauses in substantively the same form as the model contract clauses applicable to contractors and subcontractors in relation to the Code.
5. The Tenderer declares that it has provided all of the further information required by Attachment A to this Declaration of Compliance.
6. The Tenderer declares that:
- a) it is not subject to an Exclusion Sanction
 - b) it will only use products in relation to the Works that comply with the relevant Australian standards published by, or on behalf of, Standards Australia, should it be the successful Tenderer; and
 - c) If the Commonwealth's contribution to the project that includes the works is at least \$5,000,000 and represents at least 50% of the total construction project value proportion of that project or the Commonwealth's contribution to the project that includes the works is at least \$10,000,000 (irrespective of its proportion of the total construction project value), it will comply with the Workplace Relations Management Plan approved by the ABCC in accordance with Part 6 of the Code that applies to the Works, should it be the successful Tenderer.

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Queensland Government

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Name of Tenderer:

Contract Number:

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Attachment A – Information regarding compliance with the *Code for the Tendering and Performance of Building Work 2016* and procurement declaration

| Item | Requirement | Compliance | |
|------|---|--|--|
| | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 1 | Does the Tenderer positively commit to the provision of appropriate training and skills development for their workforce, and, if so, what evidence can the Tenderer supply in relation to this (for example, evidence of its compliance with any state or territory government building training policies and evidence of its support in the delivery of nationally endorsed building and construction competencies)? | Details: We have currently apprentices completing carpentry, 2 trainees currently completing Cert III Carpentry and Cert IV Building & Construction David Wright Properties P/L holds a current certificate for Compliance in ASNZS 4801 - The Australian standard for Occupational Health & Safety. | |
| 2 | How many current apprentice and trainee employees are engaged or intended to be engaged by the Tenderer to undertake the Works? | Details: David Wright Properties P/L currently employs 3 apprentices and two staff completing Cert III Carpentry and Cert IV Building & Construction | |
| 3 | How many and what classes of persons that hold visas under the <i>Migration Act 1958</i> are engaged or intended to be engaged by the Tenderer to undertake the Works? | Details: N/A | |
| 4 | Has the Tenderer within the preceding three years had an adverse decision, direction or order of a court or tribunal made against it for a breach of a designated building law, work health and safety law or the <i>Migration Act 1958</i> ? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 5 | Has the Tenderer or its Related Entities within the preceding three years been required to pay any amount under an adjudication certificate (provided in accordance with a law relating to the security of payments that are due to persons in respect of Building Work) to a 'Building Contractor' or 'Building Industry Participant' (as those terms are defined in the Code)? | Details: | |
| | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 6 | Has the Tenderer or its Related Entities within the preceding three years owed any unsatisfied judgement debts to a 'Building Contractor' or 'Building Industry Participant' (as those terms are defined in the Code)? | Details: | |
| | | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

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Queensland Government

C7810.S5

Name of Tenderer:

Contract Number:

CN-10291

Tenderer Declaration

Consistent with section 25A of the Code, the Department requires the Tender to provide the following information:

Name of project Tendered for: Bruce Hwy, upgrade Project

Name, ABN and ACN of Tenderer: DAVID WRIGHT PROPERTIES P/L

ABN - 83112119490 - ACN 112119490

1. The Tenderer declares the following in relation to the extent to which domestically sourced and manufactured building materials will be used to undertake the building work:

If any building materials are required to be sourced for this project, they will be all sourced locally and to the Australian standard.

Please note – demolition and house removal don't not usually require any building materials as we are recycling the whole product.

2. The Tenderer declares that building materials to be utilised to undertake the building work comply with relevant Australian Standards (published by or on behalf of Standards Australia).

Yes, David Wright Properties P/L sources all materials locally and meet Australian standards

3. The Tenderer declares the following in relation to its assessment of the whole-of-life costs of the project to which the building work relates:

Please note, from March 4th 2019 the QLD government will be introducing a waste levy.

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Waste disposal levy

The Queensland Government is developing a new resource recovery and waste strategy to increase recycling and recovery and create new jobs.

The strategy will be underpinned by a waste disposal levy which is proposed to commence on 4 March 2019.

4. The Tenderer declares the following in relation to the impact on jobs of the project to which the building work relates:

David Wright Properties employs staff all on a full-time basis, so this will assist in sustaining these full-time positions within the company. All employees are locally based.

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Queensland Government

C7810.S5

Name of Tenderer:

Contract Number:

CN-10291

Authorisation

For and on behalf of the Tenderer

| Name/Position | Signature | Date |
|---------------|---------------------------------|------------|
| - Manager | Part Refuse Sch.4 Part 4 s.6 Pl | 18.10.2018 |

Name of Tenderer

David Wright Properties P/L

The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.

Released under RTI - QTMAR

Tender Schedule S6 – Queensland Government Compliance Schedule



Queensland Government

Queensland Government Code of Practice for the Building and Construction Industry (Queensland Code)

C7810.S6

Contract Number: CN-10291

Fulfilling the requirements in this Compliance Schedule does not automatically mean a party has complied with the Queensland Codes, whereas a failure to fulfil a requirement in this Compliance Schedule is, prima facie, considered to be acting inconsistently with the Queensland Codes.

Compliance schedule

Primary acknowledgments and undertakings

- 1.1 By completing this Compliance Schedule and submitting an expression of interest or tender response, the Tenderer:
- a. acknowledges that the Queensland Government's *Code of Practice for the Building and Construction Industry* (Queensland Code) applies to the project the subject of this Tender
 - b. undertakes that it, and its related entities, will comply with the Queensland Code on:
 - i. the project the subject of this Tender
 - ii. any privately and publicly funded building and construction work to which the Queensland Code applies, on and from the date of submitting this expression of interest or tender response (if not already required to comply on such privately and publicly funded projects)
 - c. confirms that it and its related entities have complied with:
 - i. the Queensland Code on all its other projects to which the Queensland Code applies or has been applied
 - ii. all applicable legislation, Court and Tribunal orders, directions and decisions, and industrial instruments
 - d. confirm that, where it and its related entities are, or have been, required to comply with the (federal) *Building Code* (Building Code) as amended from time to time, they have done so
 - e. confirm that neither it, nor any of its related entities, are subject to a sanction or other circumstance that would preclude the Tenderer from submitting an expression of interest or tender response, or, if successful, being awarded the Tender.

Sanctions for non-compliance

- 1.2 The Tenderer acknowledges that where it, or a related entity, fails to comply with the Queensland Code, a sanction may be imposed on the Tenderer or its related entity or both. The sanctions that can be imposed include, but are not limited to, one or more of the following:
- a. a formal warning that a further breach will lead to severe sanctions
 - b. referral of a complaint to the relevant industry organisation for assessment against its own professional code of conduct and appropriate action
 - c. reduction in tendering opportunities at either agency or government-wide level, for example, by exclusion of the breaching party from tendering for government work above a certain value, or for a specified period
 - d. reporting the breach to an appropriate statutory body
 - e. publicise the breach and identity of the party.

**Tender Schedule S6 – Queensland
Government Compliance Schedule**
Queensland Government Code of Practice
for the Building and Construction Industry
(Queensland Code)



Queensland Government

C7810.S6

Contract Number:

CN-10291

Disclosure of information

- 1.4 The Tenderer agrees and gives its consent (or reaffirms its consent), and confirms that its related entities agree and give their consent (or reaffirm their consent), to the disclosure of information concerning the Tenderer's, and the Tenderer's related entities', compliance with the Queensland Code, and the Building Code including disclosure of details of past conduct and whether or not sanctions have been imposed on a tenderer or its related entities.
- 1.5 The Tenderer confirms that it has obtained, or will obtain, the consent of each subcontractor or consultant it proposes to use on the project, or that it will use if successful in the Tender, to the disclosure of information concerning the subcontractor's and consultant's compliance with the Queensland Code, and Federal Code including disclosure of details of past conduct and whether or not sanctions have been imposed on the subcontractor or consultant or its related entities.
- 1.6 The consent (or reaffirmation of consent) by the Tenderer, its related entities and any proposed or subsequent subcontractors, is given to the State of Queensland, its agencies, Ministers and the Australian Building and Construction Commission (ABCC) and its authorised personnel for purposes including:
 - a. the exercise of their statutory or portfolio responsibilities
 - b. investigating and checking claims and assertions made by the Tenderer in any documents provided as part of its expression of interest or tender response
 - c. monitoring, investigating and enforcing the Queensland Code, and
 - d. ensuring, facilitating and promoting compliance with the Queensland Code.
- 1.7 The Tenderer acknowledges that this consent is not limited to this Tender, or this project, as parties are expected to comply with the Queensland Code on future projects to which they apply.

Positive obligations

- 1.8 Without limiting the obligations and requirements in the Queensland Code, the Tenderer acknowledges and undertakes to comply with its positive obligations under the Queensland Code, including to:
 - a. allow Queensland Government authorised personnel to:
 - i. access the project site and other premises
 - ii. monitor and investigate compliance with the Queensland Code
 - iii. inspect any work, material, machinery, appliance, article, or facility
 - iv. inspect and copy any record relevant to the project
 - v. interview any personas is necessary to demonstrate compliance with the Queensland Code
 - b. notify the ABCC (or nominee) Client Agency of any alleged breaches of the Queensland Code and of voluntary remedial action taken, within 24 hours of becoming aware of the alleged breach
 - c. (for principal contractors only) report any grievance or dispute relating to workplace relations or Workplace Health & Safety (WH&S) matters that may impact on project costs, related contracts or timelines to the ABCC (or nominee) and the Client Agency within 24 hours of becoming aware of the grievance or dispute and to provide regular updates on the grievance or dispute
 - d. report any threatened or actual industrial action that may impact the project, project costs, related contracts or timelines to the ABCC (or nominee) and the Client Agency

**Tender Schedule S6 – Queensland
Government Compliance Schedule**
Queensland Government Code of Practice
for the Building and Construction Industry
(Queensland Code)



Queensland Government

C7810.S6

Contract Number: CN-10291

within 24 hours and provide regular updates about the steps being taken to resolve the threatened or actual industrial action

- e. take all steps reasonably available to prevent, or resolve, industrial action which adversely affects, or has the potential to adversely affect, the delivery of the project or other related contracts on time and within budget
- f. take all reasonably available steps to prevent, or bring to an end, unprotected industrial action occurring on, or affecting the project, including by pursuing legal action where possible. Any such legal action must be conducted (and where appropriate, concluded) in a manner consistent with the guiding principles and objectives of the Queensland Code, namely supporting outcomes of compliance with the law, productivity in delivering the project on time and within budget, maintaining a high standard of safety and protecting freedom of association.

- 1.9 Without limiting the obligations and requirements of the Queensland Code, the Tenderer acknowledges its obligation to ensure, through contract, that subcontractors and consultants similarly do, or allow for, each of these applicable positive obligations.

Privately funded work

- 1.10 The Tenderer acknowledges and agrees that in respect of its privately funded building and construction work it, and its related entities, will:

- a. comply with the Queensland Code
- b. maintain adequate records of compliance with the Queensland Code (including by contractors)
- c. allow Queensland Government authorised personnel to:
 - i. access the sites and premises
 - ii. monitor and investigate compliance with the Queensland Code
 - iii. inspect any work, material, machinery, appliance, article, or facility
 - iv. inspect and copy any record relevant to the project
 - v. interview any person

as is necessary to demonstrate compliance with the Queensland Code

- d. ensure contractors and consultants similarly do, or allow, for each of these obligations.

Subcontractors and consultants

- 1.11 Where the Tenderer proposes to subcontract a part of the project works, and it is authorised to do so, it agrees that it will ensure, through contract, that each subcontractor or consultant agrees to the above clauses:

- a. the items in Clauses 1.1 (Primary acknowledgments and undertakings) and 1.4 to 1.7 (Disclosure of information) in respect of the relevant subcontractor or consultant
- b. comply with the applicable plans and policies on the project referred to in Clauses 1.8 to 1.9 (Positive obligations) and 1.10 (Privately funded work)
- c. where a nominated subcontractor or consultant is proposed in Tender documents, that nominated party cooperates with Queensland Government authorised personnel during the tender process for purposes outlined in Clauses 1.2 to 1.3 (Sanctions for non-compliance).

Declaration by Tenderer and authorised representative

By signing this declaration on behalf of the Tenderer, the authorised representative declares that they have full authority to execute it and have obtained any necessary consents and approvals to do so.

**Tender Schedule S6 – Queensland
Government Compliance Schedule**



Queensland Government

**Queensland Government Code of Practice
for the Building and Construction Industry
(Queensland Code)**

C7810.S6

Contract Number: CN-10291

| | | |
|---|---------------------------------|-------------------|
| Authorisation | | |
| For and on behalf of the Tenderer | | |
| Name/Position of Authorised Person | Signature | Date |
| <i>MANAGER</i> | Part Refuse Sch.4 Part 4 s.6 PI | <i>18.01.2018</i> |
| Name of Tenderer (insert full legal name, including Australian Business Number (ABN) and, where applicable, Australian Company Name (ACN) of Tenderer) | | |
| <i>David Wright Properties P/L ABN-83112119490 ACN 112119490</i> | | |
| The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact. | | |

Released under RTI

Tender Schedule M5 Form of Security



Queensland Government

C7810.M5.MIC

Contract Number: CN-10291

Security is required to be lodged under the Contract in accordance with the Conditions of Contract. The Tenderer's attention is directed to the Conditions of Tendering.

The Tenderer must indicate, with a tick in the appropriate boxes below, the proposed form(s) in which it will lodge Security. Where Security is to be lodged in other than cash, the name of the proposed security provider must also be provided

Clause numbers below refer to clauses in the Conditions of Contract.

| Type of security | Clause reference | Cash | Bank Guarantee ¹ | Insurance Bond ² | Name and branch of Security Provider (where applicable) |
|--|---|------|-----------------------------|-----------------------------|---|
| Retention moneys or retention security | Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs | | | | |

Notes:

1. A Bank Guarantee must be an Unconditional Undertaking for Security.
2. An Insurance Bond must be an Unconditional Insurance Bond for Security.

| | | |
|---|-----------|------------|
| Authorisation | | |
| For and on behalf of the Tenderer | | |
| Name/Position | Signature | Date |
| Part Refuse Sch.4 Part 4 s.6 PI | | 18/10/2018 |
| Name of Tenderer | | |
| David Wright Properties P/L | | |
| The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact. | | |

Tender Schedule M

Schedule Summary



Queensland Government

C7810.M

| | |
|-------------------------|-----------------|
| Contract Number: | CN-10291 |
|-------------------------|-----------------|

The Tender Schedule M shall be used for Schedule of Rates Contract, Lump Sum Contract or Part Schedule of Rates and Part Lump Sum Contract.

The Tenderer's attention is directed to the Conditions of Tendering, the Conditions of Contract and the Commercial Framework (Annexure B) for requirements for the Schedule of Rates, Schedule of Prices and Payment Provisions.

| Part Number | Description | Amount \$ |
|--|---|---------------------|
| A | Demolition or removal of TMR owned properties | \$696,000.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal amount for Schedule of Rates (Tender Schedule M1) | | |
| | GST amount | |
| Subtotal amount for Lump Sum if any (Tender Schedule M2) | | |
| | GST amount | |
| Tender Price | | \$696,000.00 |
| <small>(This Tender Price does not include amount from Tender Schedule M10 but insert below)</small> | | |

| | |
|---|-----|
| Amount (excl. GST) to be inserted from Tender Schedule M10 | n/a |
| <small>The hypothetical amount carried forward from Tender Schedule M10 does not form part of the Tender Price or the Contract Sum (if the Tender is accepted by the Principal) but will be considered in the assessment of the submitted Tender (not applicable for Minor Works contract and Transport Infrastructure Contract—Sole Invitation).</small> | |

| | | |
|--|---------------------------------|-------------------|
| Authorisation | | |
| For and on behalf of the Tenderer | | |
| Name/Position | Signature | Date |
| Part Refuse Sch.4 Part 4 s.6 PI - Manager | Part Refuse Sch.4 Part 4 s.6 PI | 18/10/2018 |
| Name of Tenderer | | |
| David Wright Properties P/L | | |
| <small>The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.</small> | | |

Tender Schedule M1

Schedule of Rates



Queensland Government

C7810.M1

Contract Number:

CN-10291

Part

A

Demolition of TMR owned properties

The

Tenderer's attention is directed to the Conditions of Tendering, the Conditions of Contract and the Commercial Framework (Annexure B) for requirements for the Schedule of Rates and Payment Provisions.

| Item Number | Description | Unit of measurement | Quantity | Unit rate \$ | Amount \$ |
|--|---|---------------------|----------|--------------|-----------------------------|
| Amount brought forward (if appropriate) | | | | | |
| 90000 | Demolition or removal of TMR owned properties | Lump Sum | | 1 | \$696,000.00 Inc GST |
| | | | | | |
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| | | | | | |
| Subtotal carried forward or Total for part (as appropriate) | | | | | \$696,000.00 Inc GST |

| | |
|--|---------------------------------|
| Tenderer | |
| Name of Tenderer – DAVID WRIGHT PROPERTIES P/L | Part Refuse Sch.4 Part 4 s.6 PI |
| <p>The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.</p> | |

Tender Schedule M4 Tender Program



Queensland Government

C7810.M4

Contract Number:

CN-10291

The Tenderer's attention is directed to the Conditions of Tendering for requirements for tender program. Where a Critical Path Network Program applies, as stated in the Annexure to the Conditions of Contract, a program in that format must be attached to this Tender Schedule.

| Activity | Month/year | | | | | | | | | | | |
|-------------------|------------|---|---|---|---|---|--|--|--|--|--|--|
| ARCP/SWMS | █ | █ | █ | | | | | | | | | |
| ASBESTOS REMOVAL | █ | █ | █ | █ | | | | | | | | |
| SALVAGE MATERIALS | █ | █ | █ | █ | █ | | | | | | | |
| REMOVAL OF HOUSES | █ | █ | █ | | | | | | | | | |
| DEMOLITION WORKS | █ | █ | █ | █ | █ | █ | | | | | | |
| SEPTIC PUMP OUTS | █ | █ | █ | | | | | | | | | |
| SITE CLEANS | █ | █ | █ | █ | █ | | | | | | | |
| FINAL SITE CLEAN | █ | | | | | | | | | | | |
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or a Tender Program in an appropriate format is attached Yes No

| | | |
|--|-----------|------------|
| Authorisation | | |
| For and on behalf of the Tenderer | | |
| Name/Position | Signature | Date |
| Part Refuse Sch.4 Part 4 s.6 PI | | 18/10/2018 |
| Name of Tenderer | | |
| David Wright Properties P/L | | |
| <p>The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.</p> | | |

Tender Schedule M4 Tender Program



Queensland Government

C7810.M4

Contract Number:

CN-10291

NOVEMBER

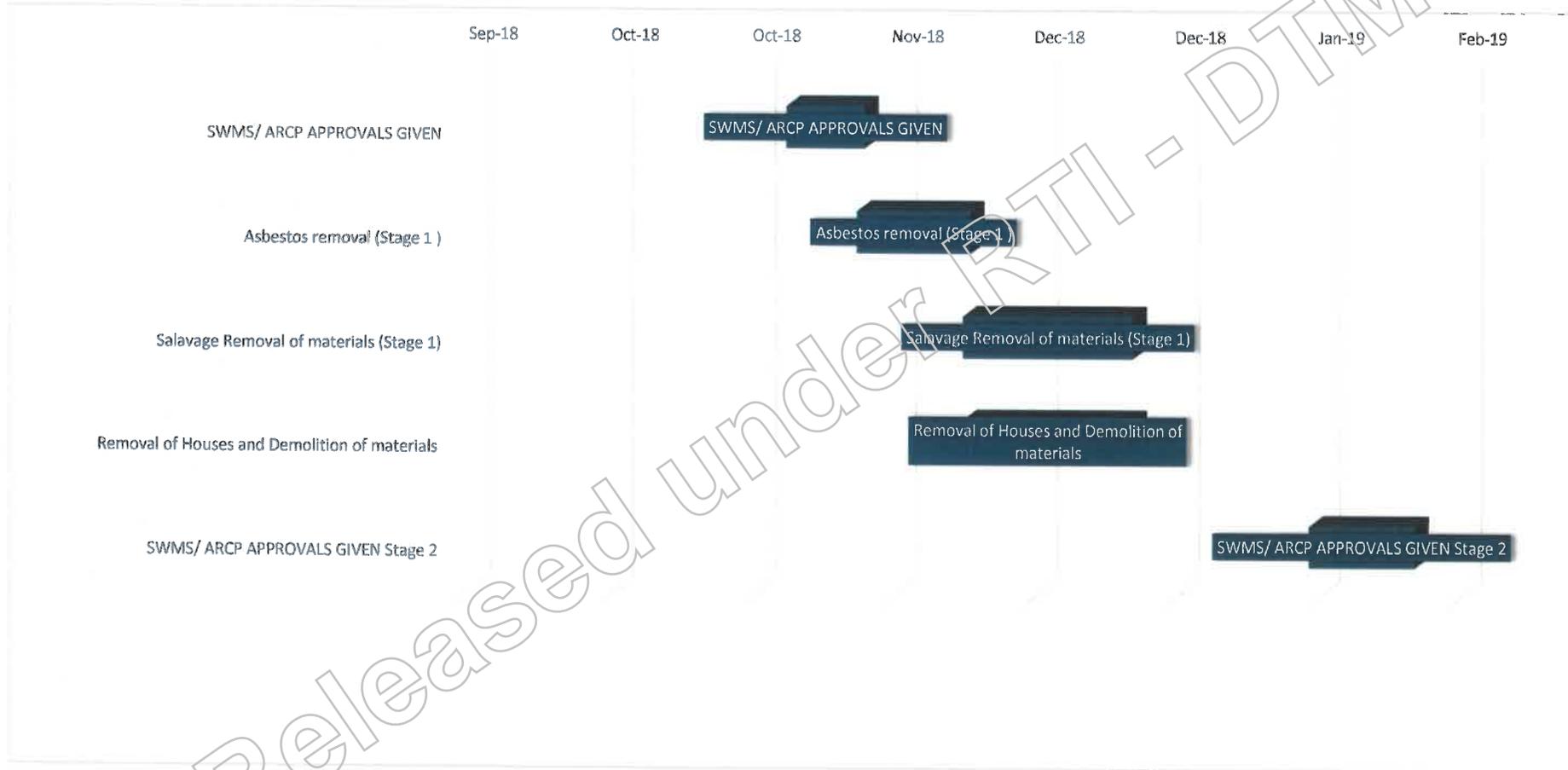
DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL



CONTRACT NUMBER CN – 10291

Tender schedule M4

Tender Program

DAVID WRIGHT PROPERTIES

SCHEDULE OF WORKS

| Number | DATE FROM | DATE TO | WORKS BEING CARRIED OUT |
|--------|------------|------------|--|
| 1. | 1/11/2018 | 11/11/2018 | SWMS/ARCP/ENVIRONMENTAL PLANS |
| 2. | 11/11/2018 | 15/11/2018 | Approval to commence and pre-start meeting |
| 3. | 16/11/2018 | 26/11/2018 | Asbestos Removal start |
| 4. | 27/11/2018 | 7/12/2018 | Asbestos Removal (Stage 1) |
| 5. | 8/12/2018 | 9/12/2018 | Clearances given on houses (stage 1) |
| 6. | 10/12/2018 | 20/12/2018 | Salvage Materials (stage 1) |
| 7. | 10/12/2018 | 20/12/2018 | House Removals (stage 1) |
| 8. | 10/12/2018 | 20/12/2018 | Demolition of houses (Stage 1) |
| 9. | 7/01/2019 | 15/01/2019 | Asbestos Removal (stage 2) |
| 10. | 26/01/2019 | 27/01/2019 | Asbestos Clearances given (stage 2) |
| 11. | 28/01/2019 | 14/02/2019 | Salvage Materials (stage 2) |
| 12. | 26/02/2019 | 15/03/2019 | House Removals (stage 2) |
| 13. | 26/02/2019 | 30/03/2019 | Demolition of houses (Stage 2) |
| 14. | 15/03/2019 | 30/03/2019 | Demolition - final clean up |
| 15. | 30/03/2019 | 15/04/2019 | Final Clean up |

- Please note we are estimating from the Asbestos audits – 20-25 days for asbestos removal
- Air Monitoring will be provided by David Wright Properties P/L by an independent hygienist for the duration of the asbestos removal and then clearance will be completed prior to demolition commencement.
- Demolition works will be staged as properties become vacant and power is abolished by DTMR

DAVID WRIGHT PROPERTIES P/L

Bruce Hwy, Burpengary & Bruce Hwy Curra

Department OF TRANSPORT AND MAIN ROADS – DEMOLITION TENDER CONTRACT NUMBER CN-10291



Part Refuse Sch.4 Part 4 s.6 PI

David Wright Properties P/L

10/1/2018

DAVID WRIGHT PROPERTIES P/L

REF – 2018 COMPANY PROFILE

Table of Contents

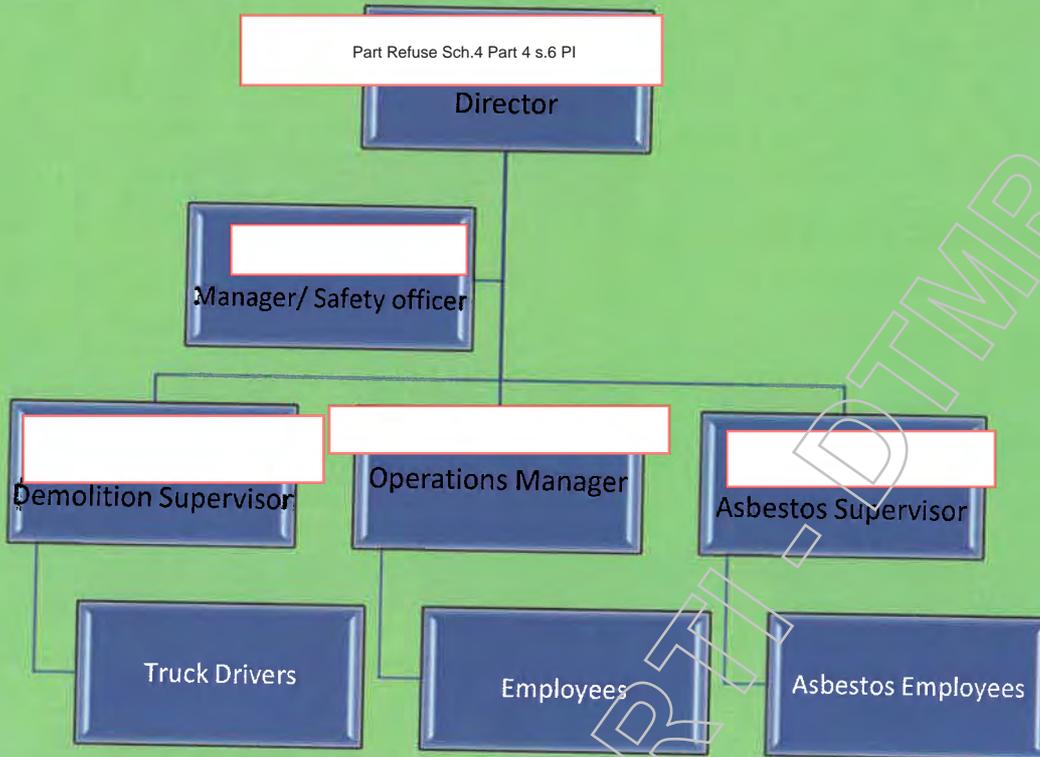
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Company Name: David Wright Properties P/L

ABN: 83112119490

ACN: 112119490

Head Office Location: Bruce Highway Burpengary & Bruce Highway Curra QLD



Company Profile: (Mandatory Criteria 1)

David Wright Properties P/L has current licences in:

As per EC1 In Tender CN-10291

- Open Builders Licence 1066702
- Full Demolition Licence
- Full A Class Asbestos licence
- [Redacted]
- Transit Insurance whilst moving houses
- Fire Ant ARCP
- Asbestos Assessor
- AS/NZS 4801

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Key Personnel:

[Redacted] is a sole director in the company. [Redacted] has been dedicated to this industry and all aspects involved since 1990.

[Redacted] is a master builder, specialising in all aspects of the building, demolition, asbestos removal, removal of homes and the structural rebuilding.

[Redacted] prides himself and the company on being able to complete projects set out by the department, and has a proven track record on delivering on time and on budget.

David Wright Properties has outstanding performance when dealing with sensitive matters.

[Redacted]
Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

| Job Title | Name | Skills or strengths |
|-------------------------|---------|--|
| Principal | | |
| Manager/ Safety Advisor | | |
| Operations Manager | | Part Refuse Sch.4 Part 4 s.6 PI |
| Demolition Supervisor | | |
| Asbestos Supervisor | | |
| Trade Personnel | Various | David Wright Properties P/L employs 30 full time staff to continue to deliver contracts on time and on budget. [Redacted] |

List of recent work history and capabilities on similar projects, including references.

(Included are previous government projects.)

- 1. M1/M3 UPGRADE:** Rochedale M1/M3 Road upgrade
Client: Department of Transport and Main Roads
Contact: Paul McCormack paul.s.mccormack@tmr.qld.gov.au Phone: Not Relevant
Contact: Adrian Penny Adrian.Z.Penny@tmr.qld.gov.au Phone: Not Relevant
Project: Demolish and remove 95 Houses at Rochedale ready for the road to
Value of Works: 1.1 Million
Date of Works carried out: September 2018 -January 2018
Safety Officer by DTMR: Paul Grant
- 2. North Bikeway:** Albion/Wooloowin Area
Client: Department of Transport and Main Roads
Contact: Adrian Wilson Adrian.X.Wilson@tmr.qld.gov.au Phone 0730669108
Project: Demolish and remove 13 houses and commercial shop ready for north bikeway commencement
Value of Works: \$150,000.00
Date of Works carried out: May 2018 – Within a very tight time frame set by DTMR
- 3. Bundall Road Gold Coast Road Upgrade**
Client: Department of Transport and Main Roads
Contact: Paul McCormack paul.s.mccormack@tmr.qld.gov.au Phone: Not Relevant
Project: Demolish and remove 15 houses, including all asbestos and asbestos lined pools under friable conditions.
Value of Works: \$600,000.00
Date of works carried out: November – December 2016
- 4. Samford Road Enoggera Road upgrade**
Client: Department of Transport and Main Roads
Contact: Melanie J Bartlett Melanie.J.Bartlett@tmr.qld.gov.au Phone: Not Relevant
Project: Demolish and remove 22 Houses. 8 houses were removed and reinstated at a later date
Value of Works: \$629,000.000
Date of works carried out: March 2013- June 2014 – Time frames staged by DTMR

5. Demolition of Residential houses, burnt out houses and alike

Client: Department of Housing and Public Works.

Contact: Ross Tapsall Ross.Tapsall@hpw.qld.gov.au Phone: Not Relevant

Project: Demolish and remove various houses and burnt out houses, within a very short time frame some under friable conditions

Value of Works: \$300,000.00 +

Date of works carried out: January 2018- August 2018

References:

1. Contact:

Paul McCormack paul.s.mccormack@tmr.qld.gov.au Phone: Not Relevant

2. Contact:

Adrian Penny Adrian.Z.Penny@tmr.qld.gov.au Phone: Not Relevant

3. Contact:

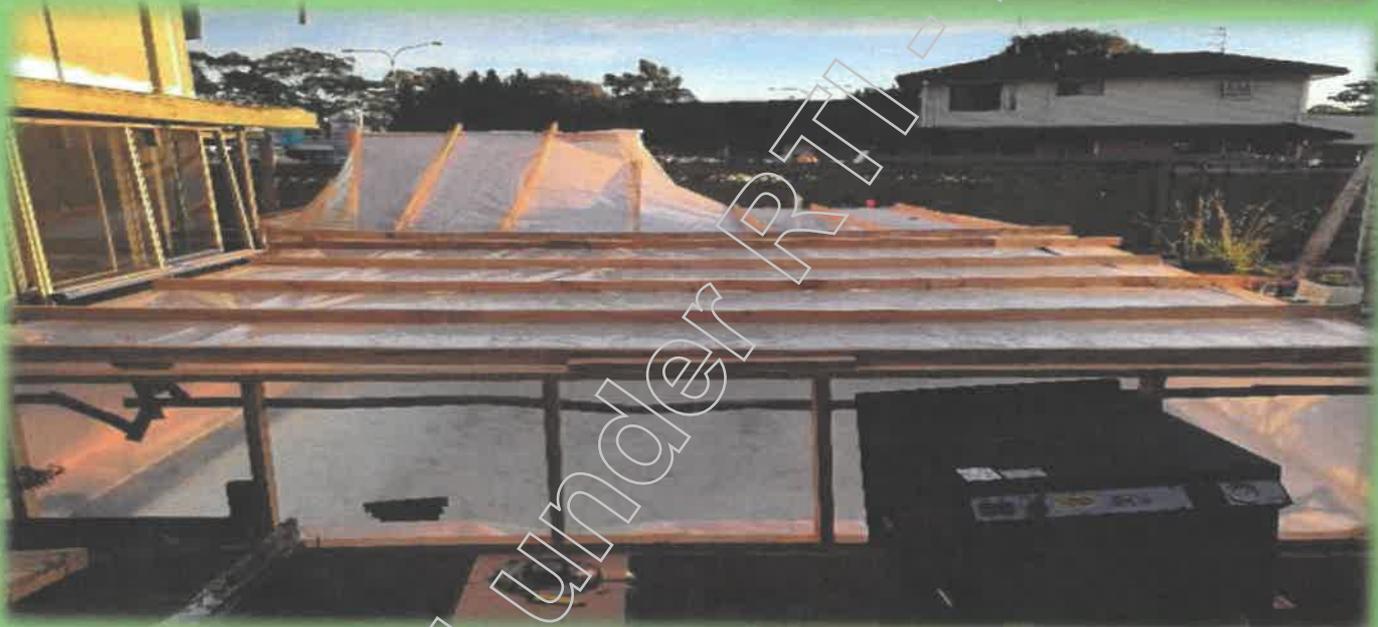
Paul Grant Paul.A.Grant@tmr.qld.gov.au Phone: Not Relevant

4. Contact:

Ross Tapsall Ross.Tapsall@hpw.qld.gov.au Phone: Not Relevant

Previous Successful Jobs. |

Tender Schedule EC3



Previous Successful Jobs. |

Tender Schedule EC3





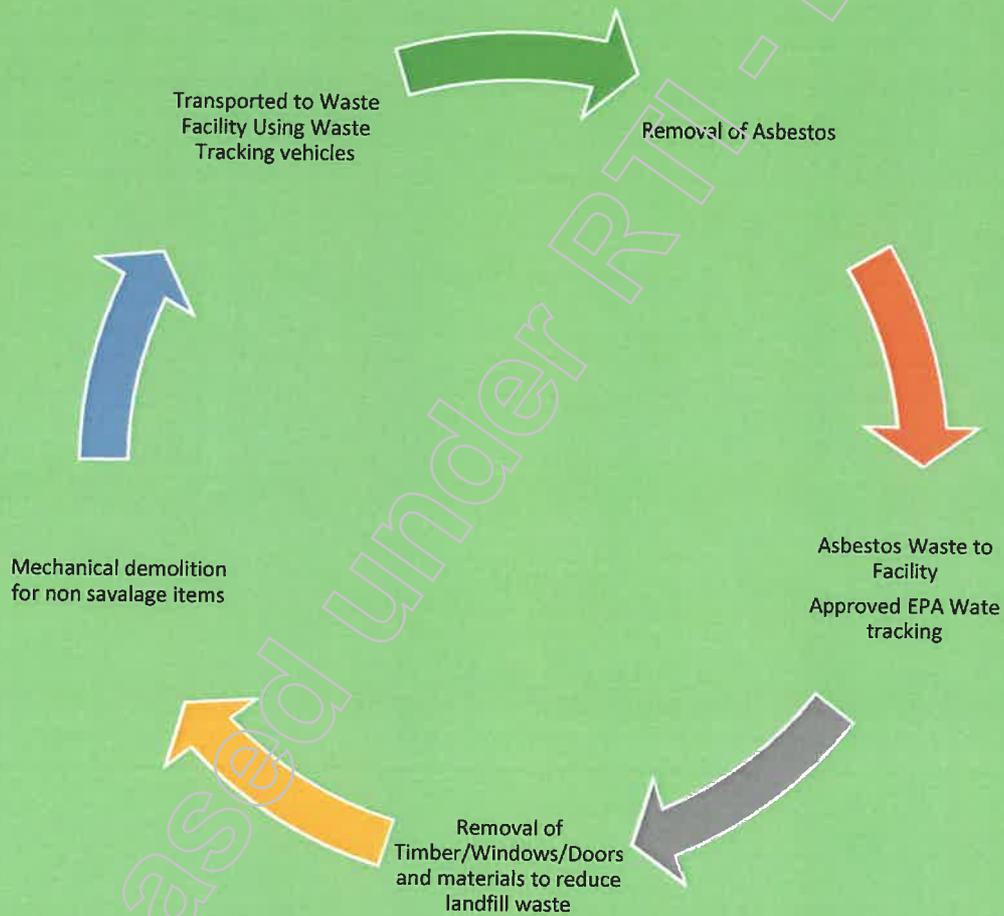


Released under RTI - DIMP

ENVIRONMENTAL WASTE MANAGEMENT AND WASTE TRACKING

David Wright is committed to reducing landfill and where ever possible aims to salvage materials.

All waste is disposed of at the waste facility and waste tracking is provided to the department on all jobs.



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Previous Successful Jobs. |

Tender Schedule EC3



Page 30 redacted for the following reason:

Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Released under RTI - DTMR

[REDACTED] submission is based on our evaluation of scope including all asbestos removal and demolition works including all waste tracking all taking waste to an APPROVED waste facility.

Please note, from March 4th 2019 the QLD government will be introducing a waste levy. [REDACTED]

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Waste disposal levy

The Queensland Government is developing a new resource recovery and waste strategy to increase recycling and recovery and create new jobs.

The strategy will be underpinned by a waste disposal levy which is proposed to commence on 4 March 2019.

David Wright Properties will provide full copies of all safety plans as per tender documentation 1.6, 1.6.1, 1.6.2,

Our safety plans provided will also incorporate Environmental Management plan and we will issue a detailed “Work Method and Site-specific Safety Plan” along with ARCP, SWMS and all notifications to the regulator known as form 65.

In conclusion, we thank you for the opportunity to submit our quote and hope we will be successful.

We would also like to take this opportunity to reassure you that any work we undertake within your guidelines is based on our respect for your instructions. We will adhere to all work place health and safety policies and invite extensive correspondence throughout the extent of any programmed works.

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Total Pricing:

\$696,000.00 Inc GST

We look forward to post tender negotiations to clarify our Tender Price.

I look forward to hearing from you in the near future.

Kind Regards,

Part Refuse Sch.4 Part 4 s.6 PI

Director

David Wright Properties P/L

Tender Schedule EC1

Comply with Relevant codes and licensing requirements



EC1

Name of Tenderer: **DAVID WRIGHT PROPERTIES P/L**

Contract Number: CN-10291

DDThe completed Tender Schedule must specifically address the criteria as detailed below:

1. Provide evidence of all relevant licensing requirements as listed in the scope and technical specifications – 1.5

Comments or further supporting information should be included below and/or as an appendix

David Wright Properties P/L holds current and valid licences as per the scope and technical specifications – 1.5

(All licences are attached with this document) – Also I have included this in the company Profile as included in this tender.

- Open Builders Licence QBCC 1066702
- Full Demolition Licence as per code of practice 2011 AS 2601-2001 "The Demolition of Structures"
- Full A Class Asbestos licence - Code of Practice for the Safe Removal of Asbestos 2011
- Workplace Health and Safety Regulations 2011
- Workplace Health and Safety Act 2011
- Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs
- Transit Insurance whilst moving houses
- Fire Ant ARCP
- Asbestos Assessor
- AS/NZS 4801 compliant

Tender Schedule EC1

Comply with Relevant codes and licensing requirements



Queensland Government

| | | | |
|------------|--|-------------------------|----------|
| EC1 | Name of Tenderer: DAVID WRIGHT PROPERTIES P/L | Contract Number: | CN-10291 |
|------------|--|-------------------------|----------|

Authorisation

For and on behalf of the Tenderer

| | | | | |
|----------------------|----------------------|----------------|---|---|
| Name/Position | <input type="text"/> | Manager | Signature | Date 13 th October 2018 |
| | | | <input type="text"/> Part Refuse Sch.4 Part 4 s.6 PI | |

Name of Tenderer David Wright Properties P/L

The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess Tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.

Released under RTI - DTPMR



Achieve Best Practice Audit Certification

This is to certify that the Management Systems of:
David Wright Properties Pty Ltd
ABN: 83 112 119 490

Have been formally assessed and found to comply with the
requirements of:

**AS/NZS 4801:2001 Occupational Health and
Safety Management Systems**

17-472
Certificate
Number

29/10/2017
Issue Date

29/10/2019
Expiry Date

Paul Douglas
Exemplar Global
Certified Auditor --
115001
WHSQ Auditor
Certified -- 147656

Scope of Certification:

Demolition and Asbestos Removal for Domestic,
Commercial, Defence and Industrial Buildings.

Audited Site(s):

240 Eastern Service Rd, Burpengary, QLD 4505

This certificate is issued by an Exemplar Global certified Auditor and or an Auditor for the Queensland
Government Pre Qualified Contractor Purchasing Scheme.

P | PO Box 286 Montville Qld 4560
M | 0438 783 700

Page 36 redacted for the following reason:

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Office use only

ARMP # 6109
 Implementation date 03 AUG 2015
 Approved by Ihab ERIAN
 Insp to

Fire ant risk management plan

Commercial operators who work with restricted items within the fire ant restricted area must hold an approved risk management plan (ARMP).

Follow through the **7 steps** of this form to build your risk management plan for approval. This plan will provide Biosecurity Queensland with an outline of the strategies you will implement to address the risks of spreading fire ants to keep your business fire ant free.

Step 1 Business details

Enter contact information for your business.

Business entity name David Wright Properties P/L
 Trading name As above ABN/ACN 83112119490
 Business CEO
 Primary contact person Part Refuse Sch.4 Part 4 s.6 PI Primary contact position Manager
 Phone 0738882234 Email @davidwright.com.au

Primary place of business

Physical address 240 EASTERN SERVICE ROAD BURPENGARY 4505
 Postal address AS ABOVE
 (Write 'as above' if the same as the physical address)
 Phone 0738882234 Fax 0738882231

Secondary place of business (if applicable)

Physical address N/A
 Postal address
 (Write 'as above' if the same as the physical address)
 Phone _____ Fax _____

Has your staff received training to conduct fire ant monitoring?

- Yes. Please stipulate if this training was conducted by Biosecurity Queensland or through another organisation.
 Another organisation - In house training
- No.

As monitoring of sites is a mandatory activity, staff must be trained in the identification of fire ants and their nests. For more information on how to look in for training, at no charge, refer to the training factsheet.

Does your business already have an ARMP

ARMP # _____ ARMP implementation date / / (dd/mm/yyyy)
 Approved by _____
 (Name of Biosecurity Queensland Inspector)



Pages 38 through 39 redacted for the following reasons:

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Queensland
Government

Licence to perform Class A asbestos removal

DAVID WRIGHT PROPERTIES PTY LTD
TRADING AS
DAVID WRIGHT DEMOLITIONS

Licence number 2301362

is licensed under the Work Health and Safety Regulation 2011 to carry out removal of friable asbestos and asbestos-contaminated dust or debris.

Nominated supervisors:

Part Refuse Sch.4 Part 4 s.6 PI

Conditions of licence:

The licence holder must ensure that an appropriate safe work method statement adapted for the friable asbestos work to be performed is available for inspection at each workplace where the asbestos work is carried out under this licence

21/08/2018

Date of issue

20/08/2023

Date of expiry

Johanna Sutherland
Director, Licensing Services
Workplace Health and Safety Queensland

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This certificate is produced on secure paper to provide proof of authenticity. Several security features are integrated within the document, some of which are described overleaf. The absence of any of the security features indicates this is not an original document.



Queensland
Government

Licence to perform Class B asbestos removal

**DAVID WRIGHT PROPERTIES PTY LTD
TRADING AS
DAVID WRIGHT DEMOLITIONS**

Licence number 2300805

is licensed under the Work Health and Safety Regulation 2011 to carry out removal of more than 10 square metres of non-friable asbestos or asbestos containing materials, and asbestos-contaminated dust or debris associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing materials.

Conditions of licence:

The licence holder must ensure that an appropriate safe work method statement adapted for the bonded asbestos work to be performed is available for inspection at each workplace where the asbestos work is carried out under this licence

04/06/2018

Date of issue

03/06/2023

Date of expiry

**Johanna Sutherland
Director, Licensing Services
Workplace Health and Safety Queensland**

Release

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QBCC - Search for Licensee

Licence Number: 1066702

Particulars

Business Name: David Wright Properties Pty Ltd

Licence Address: 240 BRUCE HIGHWAY EASTERN SERVICE ROAD BURPENGARY QLD 4505

Trading Name: None Provided

MR Category: Category 3 - \$12,000,001 to \$30,000,000

[Licence Search - Main Page](#)

| Licence Class | Licence Grade | Condition* | Status |
|---------------------------|-----------------|------------|--------|
| <u>Builder - Low Rise</u> | Builder Licence | NO | Active |

* NOTE: Where QBCC has imposed a condition, details of the condition can be obtained by downloading a licensee's full history.

Disclaimer: QBCC does not warrant information regarding Key Personnel correctly reflects the actual information contained through the Australian Securities and Investment Commission (ASIC). The information listed above only reflects the information recorded on QBCC's register as at the time of printing the search. To find the actual key personnel details of a company QBCC recommends you obtain a company search from ASIC - <http://www.asic.gov.au/asic/asic.nsf>.

Released under RTI



Licence to perform Demolition Work

David Wright Properties Pty Ltd

Licence number 2315743

is licensed under the *Work Health and Safety Regulation 2011* to carry out demolition work.

Nominated Supervisors:

Part Refuse Sch.4 Part 4 s.6 PI

Conditions of licence:

The licence holder must ensure that an appropriate demolition plan and safe work method adapted for the demolition work to be performed is available for inspection at each workplace where demolition work is carried out under this licence.

23/02/2017
Date of issue

27/02/2019
Date of expiry

Kym Tollenaere
Director, Licensing Services
Workplace Health and Safety Queensland

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Tender Schedule EC2

Availability



| | | | |
|------------|--|-------------------------|----------|
| EC2 | Name of Tenderer: DAVID WRIGHT PROPERTIES P/L | Contract Number: | CN-10291 |
|------------|--|-------------------------|----------|

The completed Tender Schedule must specifically address the criteria as detailed below:

1. Availability – The demolition works are to commence in November 2018 and be completed by 30th April, 2019. This contract requires works to be completed as a staged process, as various properties become vacant and as per departmental requirements.

Comments or further supporting information should be included below and/or as an appendix

David Wright Properties P/L holds immense experience in staged demolitions and removal, having completed a project at Rochedale recently and this also was staged. David Wright Properties team are great at communication and develop a GANT timing chart to be able to be clear on all demolition works, keeping within the time frame but sensitive to current tenants where required.

David Wright Properties will be available to commence these works in November, we believe as we hold all the relevant licences

Part Refuse Sch 4 Part 4 s.7(1)(c) Commercial affairs

All of the programming in the above correspondence is designed so that works are completed in your required time frame.

Our service is a specialty with our depth of resources within the company meaning we can meet the time needs of your project within its expected time frame.

Based on the properties becoming vacant, power being abolished and approval has been given to David Wright Properties to commence we are then able to complete the works in a timely manner and complete works within 1 week per 1-2 properties including all asbestos removal and house removals.

As David Wright Properties P/L employs all staff full time, we are fully accountable for all timing and making sure the project is completed within the time frame required.

David Wright Properties can assure the cost and timing on the project of the removals/demolition will be as per the project timing requires.

Tender Schedule EC2

Availability



Queensland Government

| | | | |
|--|--|--|----------------------------------|
| EC2 | Name of Tenderer: DAVID WRIGHT PROPERTIES P/L | | Contract Number: CN-10291 |
| Authorisation | | | |
| For and on behalf of the Tenderer | | | |
| Name/Position [Redacted] -Manager | Signature [Redacted] | | Date 18/10/2015 |
| | Part Refuse Sch.4 Part 4 s.6 PI | | |
| Name of Tenderer – DAVID WRIGHT PROPERTIES P/L | | | |
| <p>The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess Tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.</p> | | | |

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Tender Schedule EC3

Past Experience with Similar Projects



EC3

Name of Tenderer: DAVID WRIGHT PROPERTIES P/L

Contract Number:

CN-10291

The completed Tender Schedule must specifically address the criteria as detailed below:

1. Demonstrated track record and experience in successfully completing works on similar projects.

Comments or further supporting information should be included below and/or as an appendix

Released under RTI - DTMR

Tender Schedule EC3

Past Experience with Similar Projects

| | | |
|------------|--|----------------------------------|
| EC3 | Name of Tenderer: DAVID WRIGHT PROPERTIES P/L | Contract Number: CN-10291 |
|------------|--|----------------------------------|

David Wright Properties P/L has been working completing contracts for the department of transport and main roads for the past 15 years.

We have a great working relationship with DTMR, David Wright Properties P/L can complete this current project in time and on budget as per the tender scope. Below are some previous successful tenders David Wright Properties P/L has completed for the department which demonstrates our tract record of successfully completing these works on time and on budget.

1. M1/M3 UPGRADE: Rochedale M1/M3 Road upgrade

Client: Department of Transport and Main Roads

Contact: Paul McCormack paul.s.mccormack@tmr.qld.gov.au Phone:

Contact: Adrian Penny Adrian.Z.Penny@tmr.qld.gov.au Phone:

Project: Demolish and remove 95 Houses at Rochedale ready for the road to

Value of Works: 1.1 Million

Date of Works carried out: September 2018 -January 2018

Safety Officer by DTMR: Paul Grant

2. North Bikeway: Albion/Wooloowin Area

Client: Department of Transport and Main Roads

Contact: Adrian Wilson Adrian.X.Wilson@tmr.qld.gov.au Phone 0730669108

Project: Demolish and remove 13 houses and commercial shop ready for north bikeway commencement

Value of Works: \$150,000.00

Date of Works carried out: May 2018 – Within a very tight time frame set by DTMR

Tender Schedule EC3

Past Experience with Similar Projects

EC3

Name of Tenderer: DAVID WRIGHT PROPERTIES P/L

Contract Number: CN-10291

3. Bundall Road Gold Coast Road Upgrade

Client: Department of Transport and Main Roads

Contact: Paul McCormack paul.s.mccormack@tmr.qld.gov.au Phone

NR

Project: Demolish and remove 15 houses, including all asbestos and asbestos lined pools under friable conditions.

Value of Works: \$600,000.00

Date of works carried out: November – December 2016

4. Samford Road Enoggera Road upgrade

Client: Department of Transport and Main Roads

Contact: Melanie J Bartlett Melanie.J.Bartlett@tmr.qld.gov.au Phone

Not Relevant

Project: Demolish and remove 22 Houses. 8 houses were removed and reinstated at a later date

Value of Works: \$629,000.000

Date of works carried out: March 2013- June 2014 – Time frames staged by DTMR

5. Demolition of Residential houses, burnt out houses and alike

Client: Department of Housing and Public Works.

Contact: Ross Tapsall Ross.Tapsall@hpw.qld.gov.au Phone

Not Relevant

Project: Demolish and remove various houses and burnt out houses, within a very short time frame some under friable conditions

Value of Works: \$300,000.00 +

Date of works carried out: January 2018- August 2018

Tender Schedule EC3

Past Experience with Similar Projects



| | | | |
|-----|---|------------------|----------|
| EC3 | Name of Tenderer: DAVID WRIGHT PROPERTIES P/L | Contract Number: | CN-10291 |
| | | | |

Authorisation

For and on behalf of the Tenderer

| | | |
|---|--|-----------------|
| Name/Position - -MANAGER | Signature | Date 18/10/2018 |
| | <div style="border: 1px solid red; width: 150px; height: 30px; margin: 0 auto;"></div> <p style="font-size: small; margin: 0;">Part Refuse Sch.4 Part 4 s.6 Pl</p> | |
| Name of Tenderer – DAVID WRIGHT PROPERTIES P/L | | |

The Department of Transport and Main Roads collects personal information on this form so that you may authorise the Tender for and on behalf of the Tenderer. The information on this form is accessible by authorised departmental officers and external personnel who are engaged to assess Tenders and if your organisation is the successful Tenderer, the Department may from time to time disclose your contact details to third parties as a point of contact.

Released under RTI - DTMR

Tender from David Wright Properties Pty Ltd

Documents included in this file:

- Request for Quote (4 pages)
- Cover letter and pricing (10 pages)
- Payment Schedule (5 pages)
- Demolition Work Plan (30 pages)
- Construction Safety and Environmental Management Plan (82 pages)
- Asbestos Removal Control Plan (25 pages)
- Program of Works Stage 1 (1 page)
- Program of Works Stage 2 (1 page)

Released under RTI - DTMR

Request for Quote

CN-3514 - Demolition of houses for the Pacific Motorway Upgrade – M1/M3/Gateway Merge

The Department of Transport and Main Roads invites offers for the demolition of 20 houses in the Rochedale South area as specified in Section 1 - Requirements.

This Request for Quote (RFQ) process will be governed by the Conditions of Offer contained in Section 2 – Conditions of Submission. Any contract arising from this RFQ process will be governed by the Conditions of Contract and Special Conditions contained in Section 3.

The response form contained in Section 4 – Offeror Response has been included to allow Offeror's to respond to the RFQ. It is a requirement of the RFQ that the response form be completed and submitted to the Department of Transport and Main Roads by the date and time specified in Section 1 - Requirements.

Section 1 - Requirements

| | | |
|---|--|--|
| Description of Goods and/or Services required: | CN-3514 - Demolition of 20 houses in Rochedale South | |
| Specifications and/or scope of works: | As per attached brief/ scope | |
| Key deliverables and/or milestones: | As per attached brief/ scope | |
| Delivery address of Goods and/or Services: | 20 houses in Rochedale South | |
| Delivery period: | Early September 2017 to 16 February 2018 | |
| Insurance requirements: | (a) Workers' Compensation Insurance in accordance with the <i>Workers' Compensation and Rehabilitation Act 2003 (Qld)</i> ; (b) Public Liability insurance for a minimum of \$20 million in respect of each claim | |
| Evaluation criteria: | Offers received will be evaluated against the following criteria. | |
| | Evaluation criteria 1: | Capability of the company in undertaking similar projects; examples and/or referees to be provided |
| | Evaluation criteria 2: | Best value for money |
| | Evaluation criteria 3: | Relevant experience and qualifications of key personal |
| Mandatory requirements: | (a) Registered Qld Builder (b) Demolition Licence (c) 'A Class' Asbestos Removal Licence | |
| Requirements of submission: | (a) Completion of section 4 – Offeror Response | |

| | |
|----------------------------------|--|
| | (b) Safety Management Plan (c) Program for demolition works for each stage (d) Payment Schedule to be completed. |
| Lodgement of submission: | projects.southcoast@tmr.qld.gov.au |
| Closing Date: | 10am – 12/06/2017 |
| Offer Validity Period: | 90 days |
| Contact officer: | Adrian Penny projects.southcoast@tmr.qld.gov.au |
| | Not Relevant |
| Confidential Information: | N/A |
| Complaints Management: | The Customer's Complaint Manager is the Chief Procurement Officer GPO Box 1412 Brisbane Qld 4001 Ph: (07) 3066 1747 E: Chief Procurement Officer |

Section 2 – Conditions of Submission

This RFQ process is governed by the terms of Conditions of Offer version 004 dated 1 July 2012 as detailed at: <http://www.hpw.qld.gov.au/SiteCollectionDocuments/ConditionsOfOffer004.pdf>.

The Conditions of Offer are to be amended as follows: <http://www.tmr.qld.gov.au/business-industry/Business-with-us/Goods-and-services-procurement.aspx>

Section 3 – Conditions of Contract and Special Conditions

The documents that will govern any contract arising from this RFQ process are as set out below:

- (a) Short Form Conditions of Contract for the provision of goods and services version 004 dated 1 July 2012 as detailed at <http://www.hpw.qld.gov.au/SiteCollectionDocuments/ShortFormConditionsContract004.pdf>.

Section 4 – Offeror Response

| | |
|--|--|
| Company details: | |
| Company name | David Wright Properties P/L |
| ACN/ABN | 112119490/83112119490 |
| Address | 240 Bruce Hwy Eastern Service Road Burpengary East |
| Postal Address (if different from above) | As Above |
| Contact Officer Name | Part Refuse Sch.4 Part 4 s.6 PI |
| Phone Number | 0738882234 |
| Email Address | Part Refuse Sch.4 Part 4 s. @davidwright.com.au |
| Fax Number | 0738882231 |
| Offer details | <p>Note to Offeror:</p> <p>Please address the following as outlined in Section 1:</p> <ul style="list-style-type: none"> the requirements of submission each of the Evaluation Criteria <p>If required, please attach an appendix to this Request for Quote.</p> <p>Please see attached evaluation criteria</p> |
| Fee / Pricing Information: | As per below |
| Price (excl GST) | Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs |
| Hourly rate (excl GST) | |
| GST Amount | |
| Estimate of hours (if relevant) | |
| Total Price: (incl of GST) | |
| Insurance Details: Professional Indemnity (if specified in Section 1) | Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs |
| Public Liability (if specified in Section 1) | |
| Other insurances (if specified in Section 1) | N/A |

| | | |
|---|--|--|
| Warranty details including warranty period and conditions: (if required) | Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs | |
| Deviation from the above Specifications: (if applicable) | N/A | |
| Departures from the Conditions of Contract (including Special: Conditions if required) | Clause Number | Proposed departures, variations and additions |
| | N/A | N/A |
| Conflict of Interest and Collusion: (disclose if applicable) | <p>Conflict of Interest: Offerors must supply details of any possible conflict of interest that exists or may arise in relation to the making and/or acceptance of their Offer. If there is nothing to declare, please insert "None". NONE</p> <p>Collusion: In submitting its Offer, the Offeror warrants to the Eligible Customer that it fully complies with clause 23.5 of the Conditions of Offer, except as expressly disclosed in this Response Form. The Offeror must disclose the full nature and extent of any agreements with competitors to the Eligible Customer. If there is nothing to disclose, please insert "Nil". NIL</p> | |
| Authorisation, Certification and Execution by Offeror | <p>As the authorised officer named below, I certify that in submitting the Offeror's Response on behalf of the Offeror:</p> <p>(a) I have the appropriate authority to authorise the Offeror's Response</p> <p>(b) I have read, understood and complied with the Requirements of the Request for Quote.</p> <p>(c) The enclosed Offeror's Response is a true and accurate account of our offer.</p> | |
| | Name: | |
| | Signature: | Part Refuse Sch.4 Part 4 s.6 PI |
| | Date: | 09/06/2017 |

- Good Quality removal homes
- Relocations
- Lifting & stumping
- Demolition & Asbestos removal



David Wright
HOUSE REMOVERS AND DEMOLITION PTY LTD

ABN: 63 112 119 400 | Reg: Builder: 1066702

**QUEENSLAND'S
LARGEST NO.1
PROFESSIONAL
HOUSE REMOVERS**

☎ 07 3888 2234 📠 07 3888 2231 ✉ info@davidwright.com.au 🌐 www.davidwright.com.au

Friday, 9 June 2017

Department of Transport and Main Roads

Projects South coast
Attention: Adrian Penny

Email: projects.southcoast@tmr.qld.gov.au

RE: CN-3514 – Demolition of 20 Houses in Rochedale South.

David Wright Properties P/L is pleased to submit the following quotation for the provision of our services regarding the above project for the demolition of 20 houses in Rochedale South.

Scope of Works:

As per the scope and technical specification provided by DTMR included in tender package 1.3 Scope of Works

Please note DWP will fill the pools and compact to level 1 included in this scope if required.

All demolition works and associated tasks will be undertaken in accordance with the following codes and standards.

- AS 2601-2001 “The demolition of structures”
- Code of Practice for the Safe Removal of Asbestos 2011
- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulations 2011
- Electrical Safety Act 2002 and Safety Regulation 2013 and associated Codes of Practice

DISPLAY YARDS:

Burpengary: 240 Eastern Service Road, Burpengary QLD 4505
Curra: 49 Atkinson Road, Curra QLD 4570

- ✓ House Removing ✓ House Slides ✓ New Homes ✓ House Lifting
- ✓ Restumping ✓ Asbestos Removal ✓ Demolition ✓ Free Quotes

- Good Quality removal homes
- Relocations
- Lifting & stumping
- Demolition & Asbestos removal



David Wright
HOUSE REMOVERS AND DEMOLITION PTY LTD

ABN: 63 112 119 490 | Reg. Builder: 1064703

**QUEENSLAND'S
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HOUSE REMOVERS**

☎ 07 3888 2234 📠 07 3888 2231 ✉ info@davidwright.com.au 🌐 www.davidwright.com.au

David Wright Properties P/L is pleased to provide the following documentation along with the tender services:

- Safety Management Plan (SMP)
- Demolition work plans including Safe Work Method Statements (SWMS)
- Asbestos Removal Control Plan (ARCP)
- Erosion and Sediment Control Plan
- Construction safety and Environment Management plan

QUOTATION:

Total Cost: \$303,400.00

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

DISPLAY YARDS:

Burpengary: 240 Eastern Service Road, Burpengary QLD 4505
Curra: 49 Atkinson Road, Curra QLD 4570

- ✓ House Removing ✓ House Slides ✓ New Homes ✓ House Lifting
- ✓ Restumping ✓ Asbestos Removal ✓ Demolition ✓ Free Quotes

- Good Quality removal homes
- Relocations
- Lifting & stumping
- Demolition & Asbestos removal



David Wright
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ABN 63 112 119 490 | Reg. Builder: 1066702

**QUEENSLAND'S
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☎ 07 3888 2234 📠 07 3888 2231 ✉ info@davidwright.com.au 🌐 www.davidwright.com.au

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Kind Regards,

Part Refuse Sch.4 Part 4 s.6 PI

David Wright Properties P/L

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DISPLAY YARDS:

Burpengary: 240 Eastern Service Road, Burpengary QLD 4505
Curra: 49 Atkinson Road, Curra QLD 4570

- ✓ House Removing ✓ House Slides ✓ New Homes ✓ House Lifting
- ✓ Restumping ✓ Asbestos Removal ✓ Demolition ✓ Free Quotes

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- Good Quality removal homes
- Relocations
- Lifting & stumping
- Demolition & Asbestos removal



David Wright
HOUSE REMOVERS AND DEMOLITION

ABN: 63 112 119 490 | Reg. Builder: 1060702

**QUEENSLAND'S
LARGEST NO. 1
PROFESSIONAL
HOUSE REMOVERS**

☎ 07 3888 2234 📠 07 3888 2231 ✉ info@davidwright.com.au 🌐 www.davidwright.com.au

DWP carried out the demolition and removal of 13 houses at Dale Street Burpengary for Moreton Bay Regional Council for the new flood levy bank.

Part Refuse Sch.4 Part.4 s.7(1)(c) Commercial affairs

With the above in mind, DWP carried out the works within the time frame and also the cost management was always adhered to.

David Wright Properties P/L has the knowledge and the skills to complete this demolition of the houses at Rochedale South and carry out the works within the required time frame as previously proven on all jobs.

DWP can carry out the works, maintain budgets and complete the demolitions and asbestos removal whilst maintaining the time frame by DTMR.

DWP understands the environmental aspect on this project and all projects, that's why we are dedicated to recycling but still able to complete the demolition in the time frame required.

Also attached are the licences and referees listed below for your information on what you may require also.

Referees Below:

Project Services (Building and Asset Services)

Part Refuse Sch.4 Part 4 s.6 PI

Project Services (Building and Asset Services)

Transport and Main Roads – 07 3066 87 16 – Graham Meharg

Brisbane City Council –

Subdivision and construction Management –

Moreton Bay Regional Council –

DISPLAY YARDS:

Burpengary: 240 Eastern Service Road, Burpengary QLD 4505

Curra: 49 Atkinson Road, Curra QLD 4570

- ✓ House Removing
- ✓ House Slides
- ✓ New Homes
- ✓ House Lifting
- ✓ Restumping
- ✓ Asbestos Removal
- ✓ Demolition
- ✓ Free Quotes

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Licence to perform Demolition Work

David Wright Properties Pty Ltd

Licence number 2315743

is licensed under the *Work Health and Safety Regulation 2011* to carry out demolition work.

Nominated Supervisors:

Part Refuse Sch 4 Part 4 s.6 PI

Conditions of licence:

The licence holder must ensure that an appropriate demolition plan and safe work method adapted for the demolition work to be performed is available for inspection at each workplace where demolition work is carried out under this licence.

28/02/2017
Date of issue

27/02/2019
Date of expiry

Kym Tollenaere
Director, Licensing Services
Workplace Health and Safety Queensland

The information contained in this document is valid as at date displayed.
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**Queensland
Government
Licence**

Class A asbestos removal

DAVID WRIGHT PROPERTIES PTY LTD

Licence number 2301362

is licensed under the *Work Health and Safety Regulation 2011* to carry out removal of friable asbestos and asbestos-contaminated dust or debris.

Nominated Supervisor:

Part Refuse Sch.4 Part 4 s.6.P1

Conditions of licence:

The licence holder must ensure that an asbestos removal control plan adapted for the licensed asbestos removal work to be performed is available for inspection at each workplace where the asbestos work is carried out under this licence;

21/08/2013
Date of issue

20/08/2018
Date of expiry

James Beck
Director, Licensing and Advisory Services
Workplace Health and Safety Queensland

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Licence to perform Class B asbestos removal

DAVID WRIGHT PROPERTIES PTY LTD

Licence number 2300805

is licensed under the *Work Health and Safety Regulation 2011* to carry out removal of more than 10 square metres of non-friable asbestos or asbestos containing materials, and asbestos-contaminated dust or debris associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing materials.

Nominated supervisors:

Part Refuse Sch.4 Part 4 s.6 PI

Conditions of licence:

1. The licence holder must ensure that an asbestos removal control plan adapted for the licensed asbestos removal work to be performed is available for inspection at each workplace where the asbestos work is carried out under this licence;

04/06/2013
Date of issue

03/06/2018
Date of expiry

Jim Beck

Director, Licensing and Advisory Services
Workplace Health and Safety Queensland

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Engagement Brief
Pacific Motorway Upgrade - M1/M3/Gateway Merge
Demolition of Houses
CN-3514

DMS No. 445/01237



Project Requirements

Purpose

The Department of Transport and Main Roads requires demolition and removal of Structure/s and Materials for properties as detailed in the tender document. The Contractor will leave properties in a clean and tidy condition free from rubbish and debris, the ground is to be levelled and all holes are to be backfilled and compacted. The demolition of these properties are required for the Pacific Motorway Upgrade M1/M3/Gateway Merge project.

Background

As part of the Pacific Motorway Upgrade M1/M3/Gateway Merge project, TMR will be commencing the acquisition process for the properties required for the construction of stage one of the motorway upgrade in early April 2017.

The Pacific Motorway Upgrade M1/M3/Gateway Merge project funding was partially approved in late March, the Program Delivery and Operations team are now required to engage a suitable Contractor for the demolition and removal of Structure/s and Materials from properties as detailed in the tender document.

Objectives

The Department of Transport and Main Roads requires demolition and removal of Structure/s and Materials from properties as detailed in the tender document.

Scope

The Contractor will leave properties in a clean and tidy condition free from rubbish and debris, the ground is to be levelled and all holes are to be backfilled and compacted. The demolition of these properties are required for the Pacific Motorway Upgrade M1/M3/Gateway Merge project. All works are to be in accordance with the 'Scope and Technical Specification' document.

Timing of the Assignment

Demolition of properties will commence early in September 2017 and some properties maybe available sooner. The demolition of properties are to be undertaken in two stages.

Stage 1 properties are to be demolished by the 15th of December 2017 and include the following:

- 449 Underwood Road, Rochedale South
- 3 Rotheron Drive, Rochedale South
- 5 Rotheron Drive, Rochedale South
- 7 Rotheron Drive, Rochedale South
- 9 Rotheron Drive, Rochedale South
- 17 Rotheron Drive, Rochedale South

- 19 Rotheron Drive, Rochedale South
- 25 Rotheron Drive, Rochedale South
- 35 Rotheron Drive, Rochedale South
- 37 Rotheron Drive, Rochedale South
- 29 Anna Marie Street, Rochedale South

Stage 2 properties are to be demolished by the 16th of February 2018 and include the following:

- 48 Roseland Avenue, Rochedale South
- 34 Narrawong Street, Rochedale South
- 60 Karoonda Crescent, Rochedale South
- 54 Karoonda Crescent, Rochedale South
- 52 Karoonda Crescent, Rochedale South
- 50 Karoonda Crescent, Rochedale South
- 48 Karoonda Crescent, Rochedale South
- 44 Karoonda Crescent, Rochedale South
- 9 Moffit Court, Rochedale South
- 23 Sylvia Street, Rochedale South

Stage 3

Additional properties (Provisional Item, if ordered) timing to be agreed.

Deliverables

The successful Contractor will demolish properties as per the 'Scope and Technical Specification' document attached to this tender for Stage 1 and 2.

Additional properties may be ordered by TMR if properties become available and the performance of the Contractor is acceptable to TMR.

Payment Schedule

Refer to Table 1 for the payment schedule for Stage 1 and 2.

Refer to Table 2 for the payment schedule for Stage 3 (Provisional Item, if ordered).

The following are special conditions, which form part of this contract:

- Swimming pools in the properties need to be decommissioned, demolished, filled and compacted as part of the demolition process.
- TMR will provide the successful Contractor an Asbestos Audit with a register for each property. These audits will advise if asbestos was encountered. If asbestos was encountered, the register will advise on the location and square area. This register will evaluate whether the material is

bonded and/or friable asbestos containing material for each property. These audits will be provided at least two weeks prior to demolition works commencing.

(c) The Contractor is required to complete Table 1 - Payment Schedule for the demolition and removal of asbestos for each property. The key components of this table are as follows:

- The Contractor is required to provide with costs associated with demolition each property to meet the requirements in the 'Scope and Technical Specification' document.
- The Contractor is required to provide a square metre rate for removal and disposal of bonded asbestos containing material for each property.
- The Contractor is required to provide a square metre rate for removal and disposal of friable asbestos containing material for each property.

The square metre rate will be used to cost asbestos removal and disposal, once the location and areas are determined in the Asbestos audits. The cost for removal and disposal of asbestos will be added to the demolition cost. A total cost for demolition will be agreed with by TMR and the Contractor in writing and before any demolition works commence on site.

Table 1 – Payment Schedule for the demolition and removal of asbestos for each property

| Address | Real Property Description | Type | Demolition cost (\$) (without removal and disposal of asbestos) | Removal and disposal of bonded asbestos containing material (\$/m2) Unit Rate ONLY | Removal and disposal of friable asbestos containing material (\$/m2) Unit Rate ONLY |
|----------------------|---------------------------|-------------------|---|---|--|
| 449 Underwood Road | L1 RP99975 | House | | | |
| 3 Rothon Drive | L25 RP103388 | House | | | |
| 5 Rothon Drive | L26 RP103388 | House | | | |
| 7 Rothon Drive | L27 RP103388 | House | | | |
| 9 Rothon Drive | L28 RP103388 | House (with Pool) | | | |
| 17 Rothon Drive | L32 RP106021 | House | | | |
| 19 Rothon Drive | L33 RP106021 | House | | | |
| 25 Rothon Drive | L83 RP112613 | House | | | |
| 35 Rothon Drive | L78 RP112613 | House (with Pool) | | | |
| 37 Rothan Drive | L77 RP112613 | House | | | |
| 29 Anna Marie Street | L71 RP106475 | House | | | |
| 48 Roseland Avenue | L68 RP106475 | House | | | |
| 34 Narrawong Street | L401 RP129251 | House | | | |
| 60 Karoonda Crescent | L495 RP137524 | House | | | |
| 54 Karoonda Crescent | L492 RP137524 | House | | | |

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

| | | | |
|----------------------|---------------|-------|---|
| 52 Karoonda Crescent | L491 RP137524 | House | Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs |
| 50 Karoonda Crescent | L490 RP137524 | House | |
| 48 Karoonda Crescent | L489 RP137524 | House | |
| 44 Karoonda Crescent | L487 RP137524 | House | |
| 9 Moffit Court | L6 RP118968 | House | |
| 23 Sylvia Street | L2 RP195631 | House | |

Table 2 – Payment Schedule for the demolition and removal of asbestos for an indicative property for Stage 3 (Provisional Item, if ordered)

| House type | Building material | Indicative lot size | Demolition cost (without removal and disposal of asbestos) (\$/m2) Unit Rate ONLY | Removal and disposal of bonded asbestos containing material (\$/m2) Unit Rate ONLY | Removal and disposal of friable asbestos containing material (\$/m2) Unit Rate ONLY |
|------------------------|-------------------|---------------------|--|---|--|
| Single story (no pool) | Brick | 700m2 | | | |
| Double story (no pool) | Brick | 700m2 | | | |
| Single story (no pool) | Brick | 700m2 | | | |
| Double story (no pool) | Brick | 700m2 | | | |

David Wright Properties P/L

240 Bruce Hwy Eastern Service Road
 Burpengary East QLD
 4505

Rochedale Project

Date of commencement: 01/09/2017

1. Amendment Record

| Date | Description | Prepared by | Reviewed by | Approved by |
|------------|-------------------------|-------------|---------------------------------|-------------|
| 01/09/2017 | Demolition of Dwellings | | Part Refuse Sch.4 Part 4 s.6 PI | |
| | | | | |
| | | | | |
| | | | | |

2. Distribution Record

| Copy | Issued to | Controlled Copy | | PCBU Signature | Recipient Signature | Issue Date |
|------|-----------|-----------------|---|----------------|---------------------|---------------------------|
| | | Y | N | | | |
| 1 | DTMR | Y | | | | 1 st June 2017 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |



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3. Introduction

This Demolition Work Plan (DWP) includes processes and procedures in place for the demolition and removal of *houses situated at Rochedale South*

The DWP will be available for inspection by all relevant persons, including visitors, direct relevant workers, Health and Safety Representatives, principal contractors, relevant workers of principal contractors and subcontractors and government appointed inspectors.

This DWP will be monitored and updated as required by David Wright Properties P/L and the most current copy will be kept on site for the duration of the project.

All persons should read and understand this DWP before starting work on this project. David Wright Properties P/L requires all relevant persons to adhere to the contents of the DWP. Failure to comply with the requirements of the DWP will lead to disciplinary action, which may include possible dismissal, loss of employment and legal action for severe breaches.

Note: David Wright Properties P/L DWP has been designed to provide the necessary practices and procedures for the demolition and removal of *20 Houses in Rochedale South*. It should be read in conjunction with David Wright Properties P/L Occupational Health, Safety and Environmental Management Plan.

4. Document Control

The DWP is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version distributed to them will be recorded in the Distribution Record.

5. Management Commitment and Approval

The DWP has been approved and endorsed by Senior Management of the Principal Contractor. The signature of the authorised person in the footer Part Refuse Sch.4 Part 4 demonstrates a commitment to the procedures and tools contained within the DWP.

Senior Management Sign-off: _____ **Date:** ___/___/___

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6. References

Indicate applicable references relevant to the project.

- Work Health & Safety (National Uniform Legislation) Act 2011
- Work Health & Safety (National Uniform Legislation) Regulations 2011
- Work Health & Safety Act (QLD) 2011
- Work Health & Safety Regulations (QLD) 2011
- Australian Government (1999): *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*
- QLD Department of Environment & Heritage Protection (1994): *Environment Protection Act 1994*
- SafeWork Australia (2011): Code of Practice: *Demolition*
- SafeWork Australia (2011): Code of Practice: *How to Manage Work Health and Safety Risks*

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7. Definitions

Access and egress: Refers to the rate and means of entry and exit to a workplace.

Act: A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principal pieces of law covering, in this case, health and safety in the workplace.

Code of Practice (COP) A Code of Practice is a practical guide to achieve the standards of health and safety required under the model Work Health and Safety (WHS) Act and model WHS Regulations. Codes of Practice provide duty holders with guidance on effective ways to manage work health and safety risks. (*Overview: Safe Work Australia: Code of Practice, Legislative Fact Sheet Series.*)

Barricade: Any barrier that obstructs passage.

Controlled document or record: Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Demolition: The act or process of destroying a structure or man-made building or item of plant.

Exclusion zone: An area into which entry is forbidden.

Hazard: A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Hazardous materials: Any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Hoarding: A temporary fence around the perimeter of a construction site.

Manifest: A manifest is different from a register. A manifest is a written summary of specific types of dangerous goods that are used, handled or stored at a workplace.

Plant: includes -

- a. Any machinery, equipment, appliance, implement and tool; and
- b. Any component of any of those things; and
- c. Anything fitted, connected or related to any of those things.

Regulations: Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk: Risk is a combination of the likelihood and consequences of any injury or harm occurring.

Spotter: Also, known as a Safety Observer which is a person who looks or observes a particular process to avoid potential incidents.

Structure: Mode of building.

Material/Safety Data Sheet (M/SDS): Information containing data regarding the properties and effects of a particular chemical that must be provided by the manufacturer, supplier or importer of the hazardous chemical/dangerous good. M/SDS must be current – within 5 years of the issue date and meet specific legislated format requirements.



8. Site Location

Insert aerial map indicating the location of demolition activities



9. Site Organisation

- Access to the demolition zone will be through
- Access/egress: Barricades Signs Spotter Other?
- Work areas and any identified hazards will be barricaded and signposted to define the area and prevent access
- The materials processing area is located at *the front of the properties* and will be enclosed within the perimeter hoarding
- The amenities will be maintained in a clean and hygienic manner during the course of the project
- Where the workplace adjoins public spaces (e.g. roads walkways etc.) public safety will be provided by installing hoarding. The hoarding will be signposted with 'Demolition' and 'Asbestos Removal' as applicable.

FENCING/HORDING.

- | | | |
|--|---|--|
| <input type="checkbox"/> Security fencing | <input type="checkbox"/> Containment sheets | <input type="checkbox"/> Mesh |
| <input type="checkbox"/> Overhead protective structure | <input type="checkbox"/> Road Closures | <input type="checkbox"/> Exclusion zones |
| <input type="checkbox"/> Other? | <input type="checkbox"/> | <input type="checkbox"/> |



10. Project Details

Contractor Details

DAVID WRIGHT PROPERTIES P/L

Building/Business Address: 240 BRUCE HWY EASTERN SERVICE ROAD, BURPENGARY EAST

Contact Person

Phone: 0738882234

Email: @davidwright.com.au

Mobile Phone Number

ABN:83112119490

Site – specific Details

Demolition task: 21 HOUSES TO BE DEMOLISHED

Address of site: ROCHEDALE SOUTH

Start Date: SEPTEMBER 2017

End date:

Duration:

| Daily start times | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
|--------------------|------|-------|------|--------|------|------|------|
| Daily finish times | | | | | | | |

Traffic management arrangements; David Wright Properties P/L has in place a Traffic Management Plan (TMP) to allow for the safe management of people and mobile plant within the workplace and interaction with the public.

Refer to Appendix A: Traffic Management Plan Checklist and Appendix B: Traffic Management Plan.

Site Contact Details

Name of Site Contact

Workplace Phone: 0738882234

Email: @davidwright.com.au

Location of Site Contact: Rochedale South

Mobile Phone Number:

Structure Details

Name of structure owner: DTMR

Address:

Contact Person:

Email:

Phone:

Mobile Phone Number:

Obtain and attach to this DWP, as applicable:

- Drawings
- Site survey
- Plan of services
- Structural engineer report
- List of existing defects
- Hazardous Materials Registers (asbestos / lead etc.)
- Confirmation of vermin removal
- Evidence chemicals, volatile fuels and gases have been deactivated
- Drawings to include the location of underground essential services including:
 - electricity
 - drainage and sewerage
 - gas
 - communications cables (for example, telephone, radio and television relay lines)
 - water
 - hydraulic pressure mains
 - liquid fuel lines
 - lubrication systems
 - process lines (chemical, acid).



13. Emergency Management

- Adequate numbers of first aid trained staff are on site
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.
- Workers have access to:
 - First aid kit/supplies
 - M/SDS
 - Communication devices (check mobile phones will have service)
 - Suitable fire protection equipment.

Emergency evacuation assembly point:

Police / Fire / Ambulance - 000 **If mobile phone is out of range dial - 112**

First Aid Officer: _____ Contact Number: _____

Qualification: _____ Expiry date: _____

First Aid Kit Falls Rescue Equipment *(list items)*

Communication System

Fire Extinguisher

Key personnel (24-hour contact)

| Name/s | Email | Contact number |
|--------|---------------------|----------------|
| | @davidwright.com.au | Not Relevant |
| | | |

Nearby facilities/neighbours

| Facilities/neighbours | Contact name/s | Email | Contact number |
|-----------------------|----------------|-------|----------------|
| | | | |
| | | | |
| | | | |

Have fire and emergency authorities been notified of commencement date type of work likely hazards

14. Communication and Consultation

DAVID WRIGHT PROPERTIES P/L will ensure effective communication and consultation with other Duty Holders, such as structure owner/s, neighbouring business holders, neighbouring home owners, body corporates, contractors etc. affected by this project. All efforts will be made to identify hazards, consult with duty holders, cooperate and co-ordinate with duty holders to ensure health and safety for the duration of the project.

| Other duty holders | Details |
|--------------------|---------|
| | |
| | |
| | |
| | |
| | |



15. Monitoring and Inspections

The process of hazard identification, risk assessment and control is an on-going process and will be conducted in full consultation with relevant persons for the duration of the project.

Have arrangements been put in place to ensure safety on site and SWMS are being followed.

- | | |
|--|---|
| <input type="checkbox"/> Spot checks | <input type="checkbox"/> Consultation, information and training |
| <input type="checkbox"/> Adequate supervision | <input type="checkbox"/> Worker competency assessments. |
| <input type="checkbox"/> Audits and Workplace Checklists | <input type="checkbox"/> Other |

16. Notifiable Demolition Work

The Regulator will be notified at least 5 days before any of the following works commence.

Notification will be provided on the prescribed form and in the prescribed manner the intention of the company to undertake the following works:

- Demolition of a load bearing structure, or a part of a structure, where the structure is greater than six (6) metres in height or,
- Demolition work involving the use of explosives or,
- Demolition work that involves load shifting machinery on a suspended floor.

(s142. Work Health and Safety Regulations 2011)

Has the regulator been notified? Yes No Date notified?

17. Noise / Vibration

David Wright Properties P/L will conduct risk assessments and apply best practice techniques to eliminate or reduce the environmental impact of noise / vibration to the community, buildings and structures.

Proposed noise producing activities to be undertaken:

- | | |
|---|---|
| <input type="checkbox"/> Oxy cutting | <input type="checkbox"/> Plant Movement |
| <input type="checkbox"/> Shearing with excavators | <input type="checkbox"/> Crane work |
| <input type="checkbox"/> Rock hammering with excavators | <input type="checkbox"/> Power tools |
| <input type="checkbox"/> Loading trucks | <input type="checkbox"/> Concrete crusher |
| <input type="checkbox"/> | <input type="checkbox"/> |



18. Hazard Identification

The process of hazard identification, risk assessment and control is an on-going process and will be conducted in full consultation with relevant persons for the duration of the project. Utilising consultative arrangements in place, David Wright Properties P/L will identify all reasonably foreseeable hazards that may give risk for workers, contractors, and others such as visitors and members of the public. The following hazards have been identified as applicable to this project.

The following hazards have been identified as applicable to this work site.

✓ Tick applicable hazards and add controls

| <u>Identified Worksite Hazards</u> | <u>Hazard Controls</u> |
|--|------------------------|
| <input type="checkbox"/> Access & egress to site | |
| <input type="checkbox"/> Asbestos | |
| <input type="checkbox"/> Lead | |
| <input type="checkbox"/> Atmospheric contaminants | |
| <input type="checkbox"/> Confined spaces | |
| <input type="checkbox"/> Electrical (equipment and/or installations) | |
| <input type="checkbox"/> Falling objects | |
| <input type="checkbox"/> Falls – on same level | |
| <input type="checkbox"/> Falls – from one level to another | |
| <input type="checkbox"/> Flammable and combustible substances | |
| <input type="checkbox"/> Hazard Manual Tasks | |
| <input type="checkbox"/> Lighting (Day / Night works) | |
| <input type="checkbox"/> Mobile Plant | |
| <input type="checkbox"/> Noise | |
| <input type="checkbox"/> Power tools | |
| <input type="checkbox"/> Public | |
| <input type="checkbox"/> Shaft or trench | |
| <input type="checkbox"/> Temperature extremes | |
| <input type="checkbox"/> Utilities (underground/overhead services) | |
| <input type="checkbox"/> Work near/over water | |
| <input type="checkbox"/> Work Outdoors | |
| <input type="checkbox"/> Young workers/Apprentices | |
| <input type="checkbox"/> Hazardous process (such as welding) | |
| <input type="checkbox"/> High Risk Construction Work | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <u>Identified Environmental Hazards</u> | |



The following hazards have been identified as applicable to this work site.

✓ Tick applicable hazards and add controls

| | |
|--------------------------|---|
| <input type="checkbox"/> | Air quality |
| <input type="checkbox"/> | Bulk excavation/spoil |
| <input type="checkbox"/> | Construction waste disposal |
| <input type="checkbox"/> | Contaminated soil/water |
| <input type="checkbox"/> | Dewatering/pump out |
| <input type="checkbox"/> | Habitats (protected flora/fauna) |
| <input type="checkbox"/> | Hazardous waste disposal / biological hazards |
| <input type="checkbox"/> | Heritage & Archaeology |
| <input type="checkbox"/> | Noise or vibration |
| <input type="checkbox"/> | Noisy work (neighbourhood) |
| <input type="checkbox"/> | Slurry or other discharges |
| <input type="checkbox"/> | Spills of hazardous/toxic chemicals |
| <input type="checkbox"/> | Stormwater/sediment control |
| <input type="checkbox"/> | Traffic & parking |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

19. Permits

David Wright Properties P/L recognises the role of Work Permit System. Permits that will be issued will be but not limited to the following:

- Hot work (drilling, grinding, cutting)
- Working at height (above 2 m)
- Electrical power will be isolated prior to demolition commencing
- Welding
- Oxy cutting
- Excavation and Penetrations
- Hazardous Work Permit

| | | | | | | | | |
|--|--------------------------|-----------------------------|--------------------------|-----|--------------------------|-----|--------------------------|-----|
| Entry Permit/s (<i>Appendix C</i>) completed and signed | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | | |
| Hot Work Permit/s (<i>Appendix D</i>) completed and signed | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | | |
| Confined Space Permit/s (<i>Appendix E</i>) completed and signed | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | | |
| ELECTRICITY | | UNDERGROUND SERVICES | | | | | | |
| Energised | <input type="checkbox"/> | Dial Before You Dig plan | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| De - Energised | <input type="checkbox"/> | Electrical Services | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Isolated | <input type="checkbox"/> | Gas Services | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Locked Out & Tagged | <input type="checkbox"/> | Water Services | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |
| Permit No. (if applicable) | <input type="checkbox"/> | Communications | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A |



20. Method of Demolition

This is a full demolition partial demolition

The method of demolition manual mechanical combination (indicate in the demolition sequence where each method is used).

| 21. <u>Demolition Sequence</u> | WORKERS / WORK GROUP | Tick as applicable demolition method | | |
|--------------------------------|----------------------|--------------------------------------|------------|-----|
| | | Manual | Mechanical | N/A |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

22. Plant and Equipment

| Manual demolition equipment list. | Mechanical demolition powered mobile plant list. |
|-----------------------------------|--|
| | |



25. Appendix A: Traffic Management Plan Checklist

| | |
|--|---------------|
| Organisation Name: DAVID WRIGHT PROPERTIES P/L | Date: |
| Location: | Completed by: |
| Names of Health and Safety Representatives / Employees / Workers involved: | |

KEY: YES 'Y' No 'N' NOT APPLICABLE 'N/A'

| POTENTIAL HAZARD | CIRCLE RESPONSE | | | COMMENTS |
|--|-----------------|---|-----|----------|
| INFORMATION, TRAINING, INSTRUCTION | | | | |
| Is/will a Construction TMP be in place for this site? | Y | N | N/A | |
| Will the plan be available for all visitors, employees / workers and contractors on site? | Y | N | N/A | |
| Is there a process in place for checking licences, qualifications and fitness for work when engaging drivers, operators or contractors | Y | N | N/A | |
| Is there a process in place for managing the activities of visiting drivers/operators? | Y | N | N/A | |
| Is there a process in place for employees / workers including contractors to know and understand the traffic rules, safety policies and procedures for the workplace on the day? E.g. induction, toolbox talks? | Y | N | N/A | |
| PARKING | | | | |
| Are there designated parking areas for employees / workers and visitors outside of the work area? | Y | N | N/A | |
| Is the parking area clearly marked for visitors? | Y | N | N/A | |
| Is the parking area clearly signed? | Y | N | N/A | |
| Is there a safe route for visitors to access the site office/work area? | Y | N | N/A | |
| Does the route from the parking area have clearly signed crossing points where a pedestrian pathway crosses a traffic pathway? | Y | N | N/A | |
| Are pedestrian walkways clearly marked? | Y | N | N/A | |
| ELEVATED WORK PLATFORMS | | | | |
| Protected from potential impact/ barricaded while in use? | Y | N | N/A | |
| Used on suitable ground surface (flat, solid, even no backfill)? | Y | N | N/A | |
| Sufficient clearance from overhead electric lines and other obstructions? | Y | N | N/A | |
| Only trained, licenced operators to use EWP? | Y | N | N/A | |
| SIGNS / WARNING DEVICES | | | | |
| Is there a safe system of work developed to stop loads being carried where clear vision is | Y | N | N/A | |



| POTENTIAL HAZARD | CIRCLE RESPONSE | | | COMMENTS |
|---|-----------------|---|-----|----------|
| impaired e.g. SWMS | | | | |
| Do employees / workers, plant operators and pedestrians at the workplace wear high-visibility or reflective clothing? | Y | N | N/A | |
| Will a trained person be appointed to control manoeuvres on site? | Y | N | N/A | |
| Are sufficient communications in place e.g. radio, line of sight hand signals? | Y | N | N/A | |
| Will all mobile plant have flashing lights, reversing alarms? | Y | N | N/A | |
| Are there appropriate speed limit signs? | Y | N | N/A | |
| Are there warning signs of powered mobile plant hazards? | Y | N | N/A | |
| Are there appropriate site safety signs - PPE- First Aid-location of site office-other hazards? | Y | N | N/A | |
| Are there appropriate and clear loading zone signs? | Y | N | N/A | |
| Are there speed-controlling devices in place to restrict vehicle speed on site? E.g. speed bumps? | Y | N | N/A | |
| VEHICLES AND POWERED MOBILE PLANT | | | | |
| Is there a system for reporting faults/defects on vehicles and powered mobile plant? | Y | N | N/A | |
| Do drivers/operators carry out basic pre-start safety checks before using vehicles? | Y | N | N/A | |
| Is mobile plant appropriate for the tasks to be done? | Y | N | N/A | |
| Does the site require rumble pads/wheel washers to be used before exiting site? | Y | N | N/A | |
| Are there blind corners or low visibility areas on site? | Y | N | N/A | |
| Is there any slopes/ grades or drop offs that may cause a vehicle/plant to lose control? | Y | N | N/A | |
| Are there any actual or possible environmental conditions that may increase risk? e.g. wet weather, fog, ice? | Y | N | N/A | |
| Are there procedures/signs available for changes in conditions that may affect a drivers/operator's vision, or ability to control a vehicle? | Y | N | N/A | |
| ROAD TRAFFIC CONTROL PLANS | | | | |
| Is road traffic control necessary? | Y | N | N/A | |
| If road traffic controls are necessary, will a Road Traffic Control Plan (RTCP) be developed to manage traffic movements? | Y | N | N/A | |
| Will the RTCP be developed as per Australian Standard AS 1742 series and/or permit conditions? (a RTCP can only be prepared by a person who suitably trained and qualified) | Y | N | N/A | |
| Will Road Traffic Control be set up and controlled by suitably trained and qualified personnel? | Y | N | N/A | |
| OVERHEAD ELECTRICAL HAZARDS | | | | |



| POTENTIAL HAZARD | | CIRCLE RESPONSE | | | COMMENTS |
|--|--------------------------|---|--------------------------|---|--------------------------|
| Has information from the relevant Regulators been obtained for No Go Zones and permitted clearance distances? | | Y | N | N/A | |
| Are all relevant employees / workers (and affected Duty Holders) trained in the No Go Zones and clearances? | | Y | N | N/A | |
| Can power to the electrical lines be isolated for the duration of the works? | | Y | N | N/A | |
| Have dedicated SWMS been developed in consultation with relevant persons for all tasks conducted near overhead electrical lines? | | Y | N | N/A | |
| Has the electrical line owner been informed of the nature and duration of the work? Note: any permits or special restrictions that may apply. | | Y | N | N/A | |
| Has written permission from the line owner been obtained? | | Y | N | N/A | |
| Will a dedicated and trained Spotter be utilised for the duration of the work? | | Y | N | N/A | |
| Has the following been determined? <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | |
| (a) Location/s of electrical lines and electrical installations (transformers are often mounted lower than wires). | <input type="checkbox"/> | (d) Minimum clearance zones. Condition of the installations. | <input type="checkbox"/> | (g) Measurements from ground to installation (transformers, conductors, and any sag / sway in sections of the lines). | <input type="checkbox"/> |
| (b) Type of installations (lines, conductors, transformers, Single Wire Earth Return (SWER), communications cables). | <input type="checkbox"/> | (e) Voltage. | <input type="checkbox"/> | (h) Presence of insulation. | <input type="checkbox"/> |
| (c) Maximum range of plant or machinery being used near the electrical installation (design envelope). | <input type="checkbox"/> | (f) If there is doubt about any of these matters, contact with the installation owner will be made. | <input type="checkbox"/> | (i) Contact details: | |
| List risk controls that will be implemented for the duration of the work: <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | |
| Relocate cables / conductors. | <input type="checkbox"/> | Signs / clearance indicators. | <input type="checkbox"/> | Other? | <input type="checkbox"/> |
| Height limits on plant / equipment . | <input type="checkbox"/> | Visual markers. | <input type="checkbox"/> | Specify: | |
| Equipment with reduced design envelopes. | <input type="checkbox"/> | Dedicated Spotters. | <input type="checkbox"/> | | |
| Are all employees / workers trained about the nature of the hazards (including arcing and touch potential)? | | | | | Y N N/A |
| Have employees / workers been trained in correct emergency response in the event of contact with overhead electric lines and installations? | | | | | Y N N/A |



26. Appendix B: Traffic Management Plan

This Workplace Traffic Management Plan (TMP) has been developed in consultation with relevant parties and includes risk controls for managing traffic on site. The plan will be reviewed and amended to reflect conditions throughout the project. Refer to Appendix A: TMP example customising instructions.

| <u>PRINCIPAL CONTRACTOR DETAILS</u> | <u>PROJECT DETAILS</u> | | | | | | | | | | | | |
|--|--|-----------|------|--|--|--|--|--|--|--|--|--|--|
| Principal Contractor: | Project Name: | | | | | | | | | | | | |
| Address: | Project Address: | | | | | | | | | | | | |
| Principal Contractor contact ph. #: _____ Date: _____ | Project Manager: | | | | | | | | | | | | |
| PM Signature: _____ | Project Manager contact phone #: _____ | | | | | | | | | | | | |
| <u>HIERARCHY OF CONTROLS</u> | | | | | | | | | | | | | |
| TMP APPROVED BY EMPLOYER / PCBU / DIRECTOR / OWNER: Name: _____ Signature: _____ Date: _____ Person/s responsible for ensuring compliance with TMP: Person/s responsible for reviewing the TMP: Relevant persons consulted in the development, approval and communication of this TMP: <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">NAME</th> <th style="width:40%;">SIGNATURE</th> <th style="width:30%;">DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | NAME | SIGNATURE | DATE | | | | | | | | | | |
| NAME | SIGNATURE | DATE | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Daily Tool Box Talks will be undertaken to identify, control and communicate additional traffic management hazards. | <u>TMP Scope:</u> | | | | | | | | | | | | |
| Work must cease immediately if an incident or near miss occurs. TMP must be amended in consultation with relevant persons. | <u>Environment:</u> | | | | | | | | | | | | |
| Amendments must be approved by _____ and communicated to all affected employees / workers before work resumes. | | | | | | | | | | | | | |
| TMP must be made available for inspection or review as required by WHS legislation. | | | | | | | | | | | | | |
| Record of TMP must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | | | | | | |



Workplace TMP Review

| | | | | | | | | | | |
|------------|---|---|---|---|---|---|---|---|---|----|
| Review No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Name: | | | | | | | | | | |
| Initial: | | | | | | | | | | |
| Date: | | | | | | | | | | |

| | | | | | |
|---|---|--|-----------------|-----------------------|--------------|
| Speed limit site approach and departure | Speed Limit on Site | Restricted Work Hours on Site for Plant/Truck | | Communications | |
|  |  | Monday - Friday | 7:00am - 6:00pm | UHF Radio channel | 16 |
| | | Saturday | 7:00am - 2:00pm | Site foreman ph.: | 0418 000 000 |
| | | Sunday | No Work allowed | Other contact ph.: | 0418 000 000 |

TRAFFIC ASSESSMENT:

PARKING ARRANGEMENTS:

VEHICLES AND MOBILE PLANT RULES:

TEMPORARY PEDESTRIAN ACCESS (footpath/driveway):

STOCKPILING/SPOIL:

DAMAGE TO SERVICES:



26.1 Emergency Response for Contact with Essential Services



CONTACT BETWEEN PLANT AND OVER-HEAD POWER-LINE

- Operator to ONLY attempt to break contact if SAFE to do so
- If unable to break connection safely, operator to stay inside cabin until notification that power has been
- Ensure no persons enter near the area – do not touch any part of the plant, ropes, suspended loads etc.
- Set up exclusion zone
- Contact emergency services and service provider immediately.

FIRE / THREAT OF DIRECT BODILY CONTACT EXISTS

- Operator to leave cabin by jumping clear and as far away from the plant and equipment attached to plant as possible
- Do not touch plant and ground at the same time
- After jumping clear, move away slowly by shuffling or jumping with feet together.
- WARNING: Any steps should be avoided as one foot could be in a high voltage area and the other in a lower voltage area. (Under some circumstances, this voltage difference could result in electrocution)
- Do not return to plant until notification that power has been isolated and cleared to do so by emergency services personnel.
- If victim is in contact with power (or if this is unknown), do not attempt to touch the victim until the power is isolated. At such time, provide medical attention as required

ELECTRIC UTILITIES - UNDERGROUND

- Operator to ONLY attempt to break contact if SAFE to do so
- If unable to break connection safely, operator to stay inside cabin until notification that power has been
- Ensure no persons enter near the area – do not touch any part of the plant, ropes, suspended loads etc.
- Set up exclusion zone
- Contact emergency services and service provider immediately.

GAS PIPES OR INFRASTRUCTURE

- Shut down all equipment, and work processes near-by
- Evacuate all persons from area for a minimum of 50 metres distance, especially if there is any chance that gas is leaking and/or pipes damaged
- Ensure no Hot Works, flammables or ignition sources are present
- Contact Gas provider and emergency services immediately
- Do not reverse/remove equipment
- Set up exclusion zones
- Allow emergency services to respond accordingly.

NOTE: Gas pipelines may contain either Natural Gas or Liquid Petroleum Gas (LPG). LPG is heavier than air and sinks to the lowest possible point. Gas can travel long distances at and below ground level and can easily accumulate creating additional hazards and risks.

FIBRE-OPTIC CABLES

- Do not look directly at ends of cut cables (lasers)
- Stop work and clear the area
- Contact service provider.

TELECOMMUNICATIONS CABLES

- Treat as energised with electricity unless proven otherwise
- Follow same procedure as for energised utilities
- Shut down all equipment, and work processes near-by
- Set up exclusion zone
- Contact service provider.

STORM-WATER/SEWER

- Stop work and clear area
- Seek medical attention if persons exposed to sewage
- Hazardous atmosphere may develop – ensure there are no ignition sources
- Set up exclusion zone – especially around trenches as there is risk of collapse
- Contact service provider for assistance.



TRAFFIC MANAGEMENT PLAN - PART A

Insert Image/Drawing

Released under RTI - DTMR





TRAFFIC MANAGEMENT PLAN- PART B

Insert Image / Drawing, attached pages as required to complete the plan.



Released under RTI - DTMP



27. Appendix C: Permit to Work

TO BE COMPLETED BY THE CONTRACTOR

| | |
|---------------------------|-----------------|
| CONTRACTOR COMPANY NAME: | |
| CONTRACTOR NAME: | |
| CONTRACT SUPERVISOR NAME: | PHONE: |
| WORKSITE: | |
| LOCATION OF THE WORK: | |
| DATE: | PERIOD OF WORK: |

WORK DESCRIPTION:

.....

.....

.....

WORK WILL INVOLVE:

✓ TICK APPLICABLE

- | | |
|---|---|
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Working at heights (above 2m) |
| <input type="checkbox"/> Hazardous chemicals | <input type="checkbox"/> Working at depths greater than 1.5 Metres |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Trenching |
| <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | <input type="checkbox"/> Working in tunnels |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines | <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Tilt up or pre-cast concrete |
| <input type="checkbox"/> Spray painting | <input type="checkbox"/> Erecting scaffolding |
| <input type="checkbox"/> Hot work | <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor |
| <input type="checkbox"/> Abrasive blasting | <input type="checkbox"/> Moving Plant |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Artificial extremes of temperature |
| <input type="checkbox"/> Remote or isolated work | <input type="checkbox"/> In or near water or other liquid that involves risk of drowning |
| <input type="checkbox"/> Biological hazards | <input type="checkbox"/> Diving work |
| <input type="checkbox"/> Human factor hazards | <input type="checkbox"/> Other. Specify: |
| <input type="checkbox"/> Energised electrical installations or services | |
| <input type="checkbox"/> Other. Specify: | |

Note: A work permit specific to the work activity is to be forwarded to the Contract Supervisor along with any other relevant documents.



- Do you have Safe Work Method Statements to undertake the work indicated above? Yes No
- Have Risk Assessment(s) been completed for this work? Yes No
- Have you been trained and are you competent in safe work method(s)? Yes No
- Is a Hot Work Permit required before commencement of work? Yes No
- Is a Confined Spaces Entry Permit required? Yes No
- Are there any other permits required? Yes No If yes – *Specify:*

Please attach copies of all relevant documents.

CONTRACTOR SIGN OFF

I of declare that I/we
Contractor Name – please print Company Name

- a. Understand the obligations under the Work Health and Safety Act and Work Health and Safety Regulations, Codes of Practice and Australian Standards that are applicable to the work being undertaken and to the circumstances in which the contract will be affected
- b. Have certification and qualifications that are required by legislation and have attached a copy of these
- c. Will cease working, make safe the workplace and contact the Site Manager if I become aware of danger to myself or others during the period of the contract
- d. Understand environmental obligations for the work undertaken including the need to prevent potential damage to the environment
- e. Will maintain at all times a current Worker's Compensation Insurance Policy (if applicable)
- f. Will maintain at all times the following insurance policies:

Type of Policy: Policy covers:

Type of Policy: Policy covers:

Type of Policy: Policy covers:

Please attach copies of all relevant licences and insurance policies.

Signed: Contractor _____ **Date** / /

SITE MANAGER SIGN OFF

The contractor has been admitted to the site to provide the services as detailed in the contract.

The additional permits have been issued
.....

Contractor Site Induction has been arranged before work will commence on the site.

Signed: Site Manager _____ **Date** / /



28. Appendix D: Hot Work Permit

| | | | | | |
|----------------------|-------|----------------|----------------------|-----------------------|---------|
| Site Name: | | Site Location: | | Location of Hot Work: | |
| Date Permit Starts: | Time: | am / pm | Date Permit Expires: | Time: | am / pm |
| Description of work: | | | | | |

TO BE COMPLETED BY THE PERSON PERFORMING THE WORK

| | | | | | |
|------------------|--------|---------------------------|--|--------|--|
| Company Name: | | Contractor / Worker Name: | | | |
| Contact address: | Phone: | Supervisor Name: | | Phone: | |

TO BE COMPLETED BY THE APPROVED PERSON IN CONSULTATION WITH THE WORKER/S PERFORMING THE WORK

Work will involve the following equipment, which is in good condition and approved for use: (Tick applicable)

- | | | | |
|---|--|--------------------------------|---|
| <input type="checkbox"/> Welder - Specify type: | <input type="checkbox"/> Angle Grinder | <input type="checkbox"/> Saw | <input type="checkbox"/> Other - Specify: |
| <input type="checkbox"/> Soldering Iron | <input type="checkbox"/> Gas torch / Blow lamp | <input type="checkbox"/> Laser | <input type="checkbox"/> Other - Specify: |

Emergency Information

In an emergency call Emergency Services 000 or 112 (if calling from mobile)

| | |
|--|---------------------------------------|
| Closest Emergency Alarm is located at: | Closest Evacuation Assembly point is: |
|--|---------------------------------------|

| | |
|-------------------------------|---------------|
| Supervisor to be notified is: | Phone Number: |
|-------------------------------|---------------|

The following control measures have been implemented and will be monitored for the duration of the work: (Tick applicable)

| | | | |
|---|---|---|---|
| Services isolated: <input type="checkbox"/> Smoke / thermal detectors <input type="checkbox"/> Tanks / vessels <input type="checkbox"/> Pipes / valves <input type="checkbox"/> Drains <input type="checkbox"/> Electrical equipment <input type="checkbox"/> Electrical installations | Hot Work location has been isolated from: <input type="checkbox"/> Pedestrians <input type="checkbox"/> Traffic <input type="checkbox"/> Mobile Plant <input type="checkbox"/> Unauthorised access <input type="checkbox"/> Adjacent work where Hot Work may affect other hazardous work in progress or workers | General: <input type="checkbox"/> Machinery & equipment is cleaned of combustible residue <input type="checkbox"/> Enclosed plant is purged & cleaned of combustible vapours <input type="checkbox"/> Work area is adequately ventilated <input type="checkbox"/> Flash screens, barricades &/or guards provided <input type="checkbox"/> Hot work equipment inspected & in good working condition <input type="checkbox"/> Signage in place | Environmental conditions are assessed: <input type="checkbox"/> Rain <input type="checkbox"/> Wind <input type="checkbox"/> Excess heat or cold <input type="checkbox"/> Vegetation <input type="checkbox"/> Animals <input type="checkbox"/> Working surfaces |
|---|---|---|---|



The following control measures have been implemented and will be monitored for the duration of the work: (Tick applicable)

Spotter / Fire Watch:

- Spotter / Fire watch to implemented
- Personnel trained to use fire equipment & emergency procedures
- Appropriate PPE to be worn
- Work & adjacent areas patrolled during work
- Work & adjacent areas patrolled up to 30 mins after completion
- Fire extinguisher provided & ready for use
- Hose reel provided & ready for use
- Emergency procedure in place
- All workers are aware of fire safety precautions

Within 10 metres of work area:

- Floors swept clean
- All floor, wall & ceiling openings are covered
- Covers are suspended beneath elevated work to catch any sparks
- No combustible items or material
- Any combustible materials or surfaces that cannot be removed are adequately protected
- Pits, trenches, confined spaces, general area inspected and clear of combustible materials, flammable liquids, gases, vapours
- No chemicals stored in the immediate area

Are all workers familiar with the Hot Work procedure at David Wright Properties P/L ?

Yes No

Have all workers been trained and assessed as competent in safe work method(s)?

Yes No

Do you have Safe Work Method Statements to undertake the work indicated above?

Yes No

Is a Confined Spaces Entry Permit required?

Yes No

Have Risk Assessment(s) been completed for this work?

Yes No

Are there any other permits required? *If yes - Specify:*

Yes No

Applicant Agreement

I, _____ agree that, to the best of my knowledge, I am qualified and competent to complete the hot work described on this permit and will adhere to all the controls listed on this permit. I will cease work if these precautions cannot be maintained or if an unsafe situation arises during work.

Name:

Signature:

Date & time:

Authorisation by Approved Person

The work area has been inspected, equipment and PPE has been checked and the appropriate controls and conditions of this permit are in place. Authorisation for this work to commence is granted.

Name:

Signature:

Date & time:

Final Sign Off by Approved Person

The worksite where this Hot Work was conducted under this permit has been inspected and:

- a) The work area and adjacent areas were inspected at 30 minutes and again at 2 hours after completion of work
- b) Fire protection / detection systems (including alarms) have been re-instated
- c) Services have been re- connected and /or energised or remain locked out as required to ensure safety.

Name:

Signature:

Date & time:



29. Appendix E: Confined Space Entry Permit (CSEP)

CSEP #:

The Confined Space Permit must be completed and signed by the Supervisor before work may commence. This permit covers ONLY the work listed on this permit and only during the time period that the permit is current. This permit must be prominently displayed at the worksite during confined space entry.

Site Name:

Site address:

Confined space location:

Date Permit Starts:

Date Permit Ends:

Company/ Contractor Supervisor:

Phone Number:

In an Emergency Call Emergency Services 000 (112 if calling from a mobile out of range)

Closest Evacuation Assembly point is:

Confined Space Identification & Risk Assessment Checkiist

Description of space:

| | Yes | No | Control Measure <i>From control options e.g. B</i> | Control Options |
|---|--|--------------------------|---|--|
| Section 1 – For the space to be defined as confined all points, 1.1 – 1.3, must be answered with a ‘yes’ | | | | |
| 1.1 The space is not designed or intended primarily to be occupied by a person? | <input type="checkbox"/> | <input type="checkbox"/> | | <i>(These are example risk controls and the list is not exhaustive).</i> A. Permit - signed, dated & correct for the task B. Atmospheric testing C. Atmospheric monitoring D. Removal of ignition sources E. Lock out all isolation points F. Isolate all energy sources G. Purging H. Ventilation I. Communication J. Standby K. Air breathing apparatus |
| 1.2 Is the space designed or intended to be, at normal atmospheric pressure while any person is in the space? | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 1.3 Is the space likely to be a risk to health and safety from: a. An atmosphere that does not have a safe oxygen level? b. Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion? c. Harmful concentrations of any airborne contaminants? d. Engulfment? | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Section 2 – Risk assessment – A full risk assessment is required for a confined space. | | | | |
| 2.1 Entry | Can the work be carried out without the need to enter the confined space? | | <input type="checkbox"/> | <input type="checkbox"/> |
| | All persons have been trained? | | <input type="checkbox"/> | <input type="checkbox"/> |
| | Suitable Access and exit? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 Atmosphere | Is there a risk of the atmospheric pressure in the space changing to an unsafe | | <input type="checkbox"/> | <input type="checkbox"/> |



| | | Yes | No | Control Measure |
|--|--|--|--------------------------|---|
| | level? | | | |
| | Is there a risk of the atmosphere being unsafe before entering the space? | <input type="checkbox"/> | <input type="checkbox"/> | L. Air breathing respirator |
| | Is there a risk of any harmful contaminant or process entering the space or being created from inside once inside the space? | <input type="checkbox"/> | <input type="checkbox"/> | M. Particulate mask |
| | Are any processes occurring inside or adjacent to the space likely to cause any oxygen deficiency? | <input type="checkbox"/> | <input type="checkbox"/> | N. Safety harness & lanyard / lifeline |
| | Area clear of all combustibles including atmosphere | <input type="checkbox"/> | <input type="checkbox"/> | O. Head protection |
| | Is continual air monitoring required? | <input type="checkbox"/> | <input type="checkbox"/> | P. Face shield / goggles / safety glasses |
| 2.3 Hot work | Hot Work permitted? | <input type="checkbox"/> | <input type="checkbox"/> | Q. Ear muffs / plugs |
| 2.4 Isolation required? | Water/gas/steam/chemicals Mechanical/electrical drives Auto fire extinguishing systems Hydraulic/electric/gas/power Sludge/deposits/wastes Locks and/or tags have been affixed to isolation points? | <input type="checkbox"/> | <input type="checkbox"/> | R. Gloves |
| 2.5 Communication | Is continual communication between the workers in the space and the standby difficult? | <input type="checkbox"/> | <input type="checkbox"/> | S. Warning notices / barricades |
| 2.6 Access | Warning notices/barricades? | <input type="checkbox"/> | <input type="checkbox"/> | T. Lighting provisions |
| 2.7 Entanglement | Is there a risk of entanglement from moving parts or plant in the space? | <input type="checkbox"/> | <input type="checkbox"/> | U. Hot works controls |
| 2.8 PPE | PPE Required? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2.9 Other? | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Section 3: Risk Controls – Conditions for entry | | | | |
| 3.1 Describe the features of the confined space e.g. access, conditions inside the space | 3.2 Description of emergency procedures to be taken in the event of an emergency e.g. fire brigade, mechanical ventilation etc. | 3.3 Describe the emergency equipment required for the confined space entry e.g. Safety harness & lanyard / lifeline etc. | | |
| | | | | |



| Atmospheric Testing Results | | | | | | | | | | | |
|---|------|---------------|-----------------------------------|--------------------------|----------|--|--------------------------|------------------------------|------------------------------------|--------------------------|--------------------------|
| Date | Time | Flammable LEL | Y | N | Oxygen % | Y | N | Other ppm (insert type) | Y | N | |
| | | Safe? | <input type="checkbox"/> | <input type="checkbox"/> | | Safe? | <input type="checkbox"/> | <input type="checkbox"/> | Safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Safe? | <input type="checkbox"/> | <input type="checkbox"/> | | Safe? | <input type="checkbox"/> | <input type="checkbox"/> | Safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Safe? | <input type="checkbox"/> | <input type="checkbox"/> | | Safe? | <input type="checkbox"/> | <input type="checkbox"/> | Safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| I hereby confirm that all appropriate measurements have been taken with the suitably calibrated equipment and that all atmospheric conditions are safe for a workforce to enter the confined space. | | | | | | Approved Gas Tester's Name: | | | | | |
| The conditions for entry are identified and listed in section 3 | | | | | | Approved Gas Tester's Signature: | | | | | |
| | | | | | | With supplied air breathing apparatus? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| | | | | | | Without respiratory protection? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| | | | | | | With escape unit | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Supervisor (Permit Holder) Sign Off | | | | | | | | | | | |
| I hereby confirm that all controls are in place and every one that will be working in the confined space is aware of the requirements of this permit before entering the confined space. | | | | | | Supervisor's Name: | | | | | |
| | | | | | | Supervisor's Signature: | | | | | |
| HSE Manager (Permit Issuer) Sign Off | | | | | | | | | | | |
| I hereby confirm that all hazards have been duly assessed and all requirements will be met in order to enter and conduct work in the confined space without causing any harm to the Permit Users. | | | | | | HSE Manager's Name: | | | | | |
| | | | | | | HSE Manager's Signature: | | | | | |
| Permit User(s) Sign on and Off | | | | | | | | | | | |
| I hereby confirm that I understand the hazards and I will implement the controls associated with working in this confined space and that I have been formally trained to work in a confined space. | | | | | | | | | | | |
| Name | | | Sign on (Signature / Date / Time) | | | | | | Sign off (Signature / Date / Time) | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Supervisor (Permit Holder) Close Out Sign Off | | | | | | | | | | | |
| I hereby confirm that all personnel and equipment have been removed from the confined space and that the confined space have been secured to prevent any unlawful entry. | | | | | | Supervisor's Name: | | | | | |
| | | | | | | Supervisor's Signature: | | | | | |



David Wright
PROPERTIES PTY LTD

David Wright Properties P/L

240 Bruce Hwy Eastern Service Road
Burpengary East
QLD 4505

Rochedale Demolition of Houses

Construction Safety & Environmental Management Plan

| | | | |
|----------------------------|-----|---|---------------------------|
| Controlled COPY No. | 1 | This is a controlled document issued by David Wright Properties | |
| Issue No. | 1.0 | Date: | 1 st June 2017 |

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- Attachment G** **Project forms**

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David Wright Properties P/L OHS and Environmental Policy

OHS and Environmental Policy

David Wright Properties P/L is committed to providing a safe and healthy workplace for all of its employees, contractors, and visitors to its premises as well as to the premises of its customers.

David Wright Properties P/L will take all steps necessary to ensure that its activities do not compromise this commitment.

The Health, Safety and Environment Policy receive the highest priority from the senior managers of the organization and this priority is communicated to all personnel connected with the company.

David Wright Properties P/L is committed to the use of safe working systems supported by documented safe working procedures and will only utilize materials that are safe and do not pose a risk to the environment.

All incidents however minor are reported to management so that appropriate action can be undertaken to prevent a repetition or to minimize the risk.

David Wright Properties P/L will reduce and recycle waste materials where possible and dispose of other waste material in a responsible manner.

All employees and contractors of David Wright Properties P/L attend appropriate training courses for the type of work that they undertake so that they may complete their tasks in a competent and safe manner.

Employees and contractors are expected to report all known or observed hazards to senior management and shall observe safe-working practices at all times.

David Wright Properties P/L undertakes to consult its employees, contractors and the client on safety and environmental matters especially where any workplace change of practice may affect their health and safety or their obligations.

Director: _____

Date: ____ / ____ / ____

1 Introduction

This construction Safety and Environmental Management Plan (CSEMP) is the prime document for the management of safety and environmental issues in all works undertaken by David Wright Properties P/L. The Plan provides information and guidance on how David Wright Properties P/L will meet all OHS and Environmental requirements.

By implementing this management plan, David Wright Properties P/L aims to:

- ensure that personnel working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness
- Ensure that appropriate environmental protection measures are implemented on works undertaken within the work areas.

2 Project description

The Project is for the demolition of 22 houses at Rochedale South including all aspects of asbestos removal and demolition works to be carried out.

This will be carried out in a 2 or 3 stage project as provided by the department of transport and Main Roads. Delivery times for this project will vary subject to the Department of transport and main roads.

The main activities to be carried out within the associated project are:

- Asbestos Removal
- Manual Demolition
- Mechanical Demolition
- Removal of all waste from site

3 Working Hours

Approved working hours will be 7am to 4pm Monday to Friday and 7am to 1 pm on Saturdays. No work on Sundays and public holidays.

Works outside these hours will require written approval from the Client and nearby residents and businesses will be advised of changed hours.

4 OHS and Environmental (OHS&E) Planning and Responsibilities

The Project Manager has the overall responsibility for the management of OHS&E on the project

The organisation details, project delivery team for the project and contact numbers is detailed in Attachment A.

OHS&E management means thinking preventively about where potential risks or hazards are likely, then planning how to provide:

- Safe work places;

- Safe systems of work;
- Safety and environmental awareness within the workforce; and
- Appropriate monitoring that safety and environmental controls are effective

The Project Manager is responsible for the following planning activities:

- implementing the CSEMP for the duration of the project;
- overseeing the preparation, maintenance and implementation of this plan;
- liaison with the principal contractor / client on project issues, including disposition of any non-conformance;
- liaison with regulatory agencies regarding requirements for approvals, licenses, permits and authorities;
- identifying hazards and assessing the risks associated with the work, and documenting the risk control measures to be taken;
- selecting plant and equipment that is safe and meet regulatory requirements;
- managing compliance with OHS workplace injury;
- managing workers compensation legislation, regulations, standards and codes, Safe Work Method Statements and the Site Safety Rules;
- coordinating the OHS and environmental activities of all personnel involved in the project;
- encouraging the active involvement of all staff in the management of OHS&E;
- check and initiate corrective action to manage OHS&E issues raised in weekly OHS&E site inspections;
- leading the investigation of incidents and accidents;
- ensuring SWMS are effective and appropriate;
- ensuring that implementation and maintenance of environmental controls are appropriate;
- ensure that all site personnel, including sub-contractors, are aware of their environmental responsibilities in the management and implementation of safeguards; and
- Managing OHS&E communication and consultation provisions in accordance with the regulatory and other requirements.

The Works Supervisor is responsible for the following activities:

- implementing this CSEMP and associated procedures;
- displaying and making Site Safety Rules available to personnel on, and visitors to, the works site;
- conducting site-specific induction, specific work activity safety training and refresher training;
- making sure that before starting work on site all personnel attend suitable induction training courses;
- managing workplace injury, illness and emergency management processes to suit procedures;
- preparing, maintaining and making accessible the register of hazardous substances;

- maintaining first aid stocks and providing first aid;
- briefing Team Leaders on safe work procedures, if necessary;
- consulting with the Project Manager (as necessary) if any potential hazards are detected which have not been planned for;
- co-ordinating with other parties on site and restrict access to work areas, if needed;
- issuing of protective clothing and equipment, if needed;
- instructing workers on safe work procedures, if necessary;
- checking that operators have certificates of competency;
- planning traffic and plant movements, if necessary ;
- planning materials handling to avoid heavy manual lifting, where practicable;
- conducting or participating in incident/accident investigations;
- ensuring appropriate Safe Work Method Statements are followed;
- ensuring that appropriate environment controls are implemented and maintained;
- amending safe work method statements in consultation with site personnel;
- ensuring appropriate personal protective equipment is worn;
- conducting toolbox talks when there are changes to the work program that alters the risk and hazards at the work site, and highlight changes to safe work method statements (if any);
- ensuring that all plant and equipment is maintained and operated in accordance with established codes of practice;
- reviewing and monitoring progress of the work, identify potential environmental problems, and investigate and recommend possible practical solutions to the Project Manager; and
- keeping Project records

Employees are responsible for the following:

- Working in a safe manner without risk to themselves and others;
- Complying with the CSEMP including all Safe Work Method Statements;
- Reporting all incidents to the Works Supervisor;
- Reporting all injuries and illnesses to the designated First Aid Officer;
- Reporting any OHS&E hazards to the Works Supervisor;
- Providing suggestions, through agreed consultation methods, on how to improve OHS&E issues;
- Seeking assistance if unsure of OHS&E rules;
- Reporting any faulty tools or plant to the Works Supervisor;
- Complying with site rules;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

Subcontractors responsibilities are:

- Operate under a system that identifies, assesses and controls risks. This may be their own or David Wright Properties P/L
- Ensure that all their personnel are aware of their OHS&E responsibilities

- Ensure that all their personnel are properly inducted and trained in accordance with the OHS&E regulations and site rules
- Ensure that their plant and equipment are properly inspected and maintained
- Notify the David Wright Properties P/L site supervisor of any safety or environmental incident such as oil spills, near misses, injuries
- When required, participate in incident investigations
- Ensure that their personnel hold all relevant tickets, licences and permits
- Ensure that appropriate SWMS are available on site

4.1 Environmental legislation, approvals, licenses and permits

All activities carried out on the site and in relation to the Project shall comply with the relevant provisions of all legislation relating to the construction of the Project. A detailed Schedule of Environmental Legislative Requirements with obligations relevant to the Project is detailed in Attachment F.

David Wright Properties P/L will ensure that any approvals, licenses and permits as required by the REF (Review of Environmental Factors) / Environmental Impact Assessment (EIA) or similar document and legislation is obtained before works commence. See Attachment G.

5 Hazard Identification, risk assessment and control

David Wright Properties P/L requires that a thorough hazard control process, comprising hazard identification, risk assessment and analysis, be conducted before work commences in order to have appropriate safety and environmental controls measures in place from the start of the project.

An overall worksite OHS&E hazard identification and risk assessment is carried out and documented before works commence. The identified hazards and risk controls are then incorporated into the Safe Work Method Statements and Environmental Protection measures.

The hazard identification and risk assessment is documented in Attachment B

6 Hazard Reporting

David Wright Properties P/L encourages all employees to report hazards immediately to the Works Supervisor. Where the hazards cannot be corrected immediately, they are reported and recorded in the *Hazard Report* form F14.

The Works Supervisor investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury. The Project Manager regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced

7 OHS&E Training and consultation

The Project Manager assesses and arranges any additional qualifications and/or training that is required in order to carry out each activity on the project including refresher training.

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

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

Training is provided as needed. Refer to form F10 *Training and competency register* for details of the skills and competencies of the organisation's employees assigned to the project.

Only operators with appropriate licences or certificates and logbooks are allowed to operate plant and equipment on David Wright Properties P/L work sites.

Informal training through toolbox meetings is also delivered when required in topics such as erosion and sedimentation control, protection of heritage items, protection of native vegetation and other safety and environment issues relevant to the site.

7.1 Induction training

The Works Supervisor ensures that all personnel and subcontractors working on site have attended all induction training required by Work Cover namely:

- general health and safety induction training,
- work activity-based health and safety induction, and
- Site-specific health and safety induction training.

The **general health and safety induction training** is provided by external organisations approved by Work Cover. The works supervisor ensures that personnel working on site have the appropriate certificate.

The **work activity-based health and safety induction** concerns training provided on safe work method statements. This training is provided by the Works Supervisor or Team Leader through toolbox meetings before each activity commences. Participants of this toolbox talks will sign on the SWMS forms.

The **site-specific induction training** is delivered by the Works Supervisor to employees and subcontractors commencing work on construction sites. The induction would cover the following topics:

- Brief description scope of works, works in progress and the site layout;
- Site safety rules, emphasis that safety is everyone's business and that the company requires care and co-operation by all;
- First aid arrangements and emergency contact details;
- Indicate who is Site OHS Representative if any;
- Explain when personal protective equipment, such as gloves, safety boots, UV protection and high visibility clothing have to be worn;

- Explain the importance of maintaining the site as a safe work place. Cover items such as driving on site, fencing and ladders, electrical plugs, leads and tools, maintaining site in a clean and tidy condition;
- Point out any high-risk construction activities where safe work procedures apply, eg: excavation, scaffolding, confined spaces, blasting, crane operation etc;
- Emergency procedures, including location of assembly area, emergency exits and amenities, first aid kits, fire extinguishers and emergency contact numbers
- Identified hazards at worksite
- Environmental Awareness of their environmental protection responsibilities and measures to minimise environmental impacts
- Environmental protection requirements of the site as set out in this Plan

Any other relevant health and safety issues, which become apparent during project start up, will be included in the site-specific induction.

Only people who have attended this induction will be permitted onto the jobsite. This will be provided by the works supervisor or another delegated Officer. Site induction training is recorded in form F02 *Site Induction Register*.

Subcontractors and visitors to the site will be inducted along the lines of the topics listed above. Induction is given before a subcontractor is allowed to commence work on site. Visitors to workplaces are site inducted and must be accompanied at all times around the workplace by an authorised person. When required they are issued with protective clothing.

7.2 Consultation

David Wright Properties P/L promotes the active participation of all employees in OHS&E decisions. Employees are consulted and given opportunity, encouragement and training to be proactively involved in OHS&E matters affecting the organization and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures of work routines which may affect OHS&E;
- incidents/accidents, near misses, non-conformances, corrective actions and improvements
- changes to OHS&E legislation / regulations; and
- election of OHS and employees representatives

All workplace consultation is recorded using form F01 *Record of Toolbox meeting* and occurs weekly or as required.

8 Communications Management

8.1 On-Site Communication

The Works Supervisor (Team Leaders in his absence) is the contact point for all quality, safety, environment and traffic management issues and emergencies on site. Emergency

contact numbers are detailed in Attachment A and displayed on notice boards at the work site.

Regular site meetings (weekly or as required) in the form of toolbox talks (form F01) are held to discuss project progress and actual outputs against targets; and to discuss other issues such as incidents/accidents, near misses, non-conformances, corrective actions and improvements.

Work team members are required to notify the Team Leader of any quality, safety and environmental issues on site.

8.2 External Communication

The Works Supervisor and the Project Manager are the designated 24-hour emergency contacts for external authorities. They have the authority to take any action on site as directed by an authorised officer of any relevant external authority. (See Attachment A for the 24-hour contact numbers).

8.3 Communication with Subcontractors

Contact names and phone numbers for subcontractors are available on the subcontractor register kept on site (form F05). The Works Supervisor and Project Manager are the contacts for subcontractor matters.

8.4 Community liaison

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

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

Enquiries about the works from external parties are recorded on the Communications and Complaints Register (Form F06).

8.5 Complaints

Any complaints concerning any aspect of the project are registered, investigated and recorded; the Communications and Complaints Register (Form F06) shows the details and nature of the complaint, the complainant and actions taken as a result of the investigation. It cross-references any Non-Conformance reports or other relevant documentation.

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

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

9 Incident Management

The Works Supervisor is the first point of contact when an incident or accident occurs. He can be contacted 24 hours a day.

Back up for the Works Supervisor is provided by the Project Manager, the names and contact numbers of these people will be given to all staff at their induction to the site. They will also be displayed at the site office.

All incidents and accidents are to be reported immediately to the Works Supervisor.

Emergency contact numbers (see Attachment A) are displayed on relevant notice boards and informed during site inductions.

The Works Supervisor is responsible for managing the incident response according to the following procedures:

9.1 Accidents/Incidents Response Procedures

Minor Accidents Procedure:

- Minor injuries will be attended to by the first aid officer/s. First aid Kits are located in each Team Leaders' truck
- If further treatment is required (eg X-Rays, injections), arrangements will be made through the Works Supervisor.

Serious Accidents Procedures:

- Unless in danger of further injury do not move the injured person.
- Notify a first aid officer to attend to the injured person.
- If an ambulance is required, call 000. The site address, telephone number, (details of which are posted on the notice boards) and injury details must be given accurately to the emergency service. The exact location of the injured person shall be given to the operator.
- Reassure and keep the injured person warm until help arrives.
- Ensure that someone is available at the site to meet the Ambulance and direct it to the injured person. Ensure clear access is available to the ambulance to get as close as possible to the injured person.
- Notify the Project Manager or Works Supervisor as soon as possible.

9.2 Fire response procedure

- Warn & rescue any person in immediate danger - only if safe to do so!
- Call the fire brigade on 000
- Extinguish the fire using the right fire extinguisher if safe to do so
- Evacuate to the emergency assembly area if directed or in danger.
- Remain at assembly area & ensure everybody is accounted for.

9.3 Chemical spill / environmental incident response procedures

If a spillage occurs the following procedure is to be followed:

- Immediately identify the spilled material and notify the works supervisor.
- Refer to MSDS for Personal Protective Clothing needed.

- Assess the need for containment
- If containment is required, contain using earth mound and/or absorbent socks/spill kit.
- Use the relevant clean up procedure as instructed by the MSDS.
- Dispose of material using a licensed contractor and keep records of disposal on site.

A register and Material Safety Data Sheet (MSDS) is kept for all hazardous substances kept at the worksite (form F04).

Spill Kits are kept at each Team Leader's truck and at the site compound.

All environmental incidents are dealt with promptly to minimise any potential impacts. Likely environmental emergencies and incidents may involve:

- fuel or chemical spills;
- Unlicensed discharge of pollutants to environment (air, water, noise, soil).
- Dumping of waste to an unauthorised site.

Any incidents on site, which are likely to cause material harm to the environment, will be immediately reported to the main contractor's Representative using form F07.

The main contractor will notify the EPA (Environmental Protection Authority) of pollution incidents on or around the site which have occurred in the course of the works, in the following instances:

- The actual or potential harm to the health or safety of human beings or ecosystem is not trivial
- The actual or potential loss or property damage (including clean up costs) associated with a pollution incident exceeds \$ 10,000.

9.4 Injury management and Incident investigation

Injuries

All injuries are reported to the Works Supervisor and recorded on the *Register of Injuries* form F13.

Where the injury requires medical attention or off site treatment an *Incident Investigation Report* is initiated (refer to form F08). Copies of the report are provided to the principal contractor, as required.

Return to work

David Wright Properties P/L is committed to the return to work of injured employees. David Wright Properties P/L ensures that injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause.

David Wright Properties P/L participates in the development of an injury management plan to ensure that injury management commences as soon as possible after an employee is injured. A suitable person (Return to work Coordinator) will be arranged to manage the return to work plan.

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.

Incidents

For all incidents involving near misses, property/plant damage or injury to the public or the environment, David Wright Properties P/L investigates and records the details in the *Incident Investigation Report* form F08.

Notifiable Incidents

David Wright Properties P/L reports all notifiable incidents to the principal contractor and to the relevant Authority. Where such an incident has occurred, David Wright Properties P/L considers whether the site needs to be preserved for investigation by the relevant authority.

Record keeping

David Wright Properties P/L keeps records of incidents and injuries in accordance with statutory requirements.

10 Site Safety and Environmental Protection Rules

Site Safety and Environmental protection rules are included in Attachment C.

All employees, subcontractors, suppliers and visitors to the site must abide by the identified site safety rules. A copy of these rules will be given during site induction. Furthermore, the rules will be displayed on notice boards or at other suitable locations at the work site.

11 Safe Work Method Statements

All work activities assessed as having OHS risks require the preparation and implementation of Safe Work Method Statements.

Safe Work Method Statements (SWMS) identify the safety controls that must be put in place to minimise identified risks as part of the hazard assessment. SWMS have been prepared (see Attachment D).

These SWMS have been developed in consultation with site personnel and represent the safest and most practical way of carrying out work activity. Staff working on the activity is inducted into the SWMS.

At the start of each shift the delivery team assesses the adequacy of the SWMS to current site conditions and documents any hazards not controlled by the existing SWMS. Form F03 *Daily Risk Assessment* is used for this purpose.

It is the responsibility of the Project Manager/Work Supervisor to ensure that the control measures adopted are monitored in both their implementation and also their ongoing adequacy for the activity. It is also the responsibility of those undertaking the work to

inform management that the proposed controls are inappropriate and the responsibility of those supervising the work to monitor the implementation of the control measures.

Subcontractors working on site are required to prepare their own Safe Work Method Statements.

12 Environmental protection measures

Works carried out under this project has the potential to damage the environment. A site risk assessment (Attachment D) is carried out by the working team before works commence; findings from the risk assessment are then incorporated into the Environmental protection measures (Attachment E) and inducted to site personnel.

In general, all activities carried out on the site will comply with the relevant provisions of all environmental legislation for the construction of this Project.

The environmental issues identified as requiring planning and control measures during the delivery of the project are detailed in Attachment E (form T03). They cover three distinct phases of activity in accordance with the sequence of operations. These are requirements:

- prior to construction;
- during construction; and
- Post construction. (but not including operation).

13 Plant and Equipment

David Wright Properties P/L ensures that plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations. The inspection and maintenance history of each item is documented using form F11 *Plant and Equipment Register*.

Daily pre-start checks are carried out on plant (forms F15) and schedule of maintenance and fault reports are notified to the Works Supervisor and documented in logbooks and made available to relevant parties on request.

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

14 Hazardous Substances and Dangerous Goods

All hazardous substances brought on site are stored, handled and transported in a manner that meets relevant legislative requirements and minimises the risks associated with the substance.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS. All hazardous substances and dangerous goods are stored in the original containers with the label intact at all times

Each hazardous substances is recorded using form F04 *Hazardous Substances Register* and relevant staff is trained on the MSDS and how to use them

15 Electrical Equipment

David Wright Properties P/L ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including

AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site. Electrical equipment brought on site is listed in the *Electrical Equipment Register* form F12.

16 Subcontractor Management

16.1 Selecting and engaging subcontractors

David Wright Properties P/L engages only suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily.

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

- the method of selecting subcontractors — from preferred suppliers list, by tender, Expression of Interests or other means
- the method of assessing subcontractors — according to David Wright Properties P/L purchasing procedures
- The type and level of subcontractor control required.

The Project Manager prepares a list of potential subcontractors and assesses them against contract requirements.

16.2 Managing subcontractors on site

The Project Manager applies a level and type of control to subcontractors appropriate to the risks associated with the subcontracted works. Subcontractors working on site are registered in form F05

David Wright Properties P/L provides site induction to subcontractors on site by:

- informing the subcontractors of their responsibilities
- identifying those David Wright Properties P/L staff (Project Manager and Works Supervisor) who have authority to direct subcontractors to stop work if their activities breach safety or environmental requirements

David Wright Properties P/L provides instruction on any systems or documentation that the subcontractor is expected to work under or use.

David Wright Properties P/L monitors all subcontractors' work for compliance with quality, safety and environmental requirements. This is done through inspections and audits.

17 OHS and Environmental Site Inspections & Review of OHS&E performance

The Works Supervisor conducts weekly safety and environmental inspections (form F16) on the construction site to monitor the performance of safety and environmental controls implemented on site. Any actions resulting from the inspections are promptly resolved and recorded as non-conformances.

18 Corrective and preventive action

A non-conformance occurs when a procedure or safety and environmental safeguard is not followed, or does not perform as required by this EMP. David Wright Properties P/L will monitor non-conformances to the EMP and initiate a corrective and preventive action where required. Non-conformance is reported in form F17.

The Project Manager ensures that project performance is evaluated on a regular basis by reviewing inspections records, complaints, enquires received, incidents and accidents.

19 Project Forms

Refer to Attachment E for forms to be used with the project.

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Attachment A Organisation details, Project delivery team & contact numbers

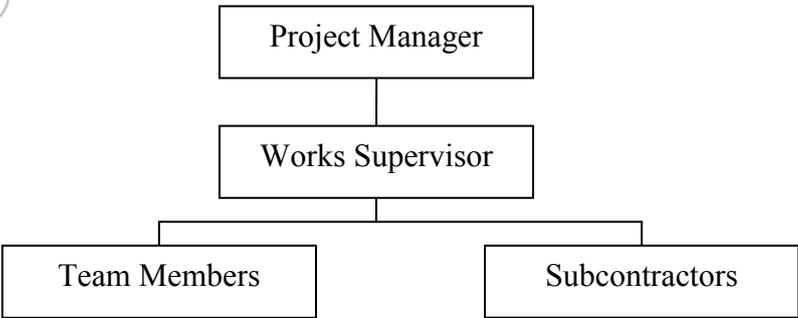
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| ORGANISATION DETAILS | | | |
|---------------------------------------|--|------------------------|---|
| Business or trading name and address: | David Wright Properties P/L | | |
| ABN: | 83112119490 | Contractor licence No: | 1066702 QBCC |
| Telephone: | 0738882234 | Facsimile | 0738882231 |
| Email: | <input type="text"/> @davidwright.com.au | Mobile: | <input type="text" value="Not Relevant"/> |
| Name of director or manager: | <input type="text" value="Part Refuse Sch.4 Part 4 s.6 PI"/> | Telephone: | 0738882234 |

| Insurances (Attach copies of certificates of currency) | Company | Policy number | Expire date |
|---|----------------|----------------------|--------------------|
|---|----------------|----------------------|--------------------|

Part Refuse Sch.4 Part 4 s.7(1)(c) Commercial affairs

Project Delivery Team - Organisation Structure



| PROJECT CONTACT DETAILS | | |
|-----------------------------------|---------------------------------|-----------------------|
| | Contact name | Contact number |
| Emergency Services: | | |
| Ambulance / Fire Brigade / Police | | 000 |
| Poisons information | | 131126 |
| First Aiders: | Part Refuse Sch.4 Part 4 s.6 Pl | 3888 2234 |
| ASBESTOS ASSESSOR | | Not Relevant |
| Utilities: | | |
| Water | | 132 203 |
| Electricity | | 132 090 |
| Gas | | 131 388 |
| Telephone | | 131 909 |
| Dial Before You Dig: | | 1100 |
| EPA: | | |
| 24 hour Pollution Line | | 131555 |
| Project Manager (*): | | 3888 2234 |
| Works Supervisor (*): | | |
| OHS Representative: | | 0738882234 |
| Other contacts: | | 0738882234 |
| | | |
| | | |
| | | |
| | | |

(*) These contacts are available on a 24-hour basis. Both persons have the authority to halt the progress of the works if required.

Attachment B Hazard identification and risk control

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Attachment C Site Safety and Environmental Protection Rules

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Site Safety Rules

Project / Location:

Site Inductions

- All staff must be inducted to the site on initial commencement and following any significant changes to site management arrangements.
- All contractors and visitors must be inducted to the site on arrival.
- Visitors must be accompanied by a guide at all times and must follow all instructions given to them
- Inductees must be advised of site safety rules, hazardous work activities occurring at the site and arrangements for first aid and emergencies.
- Only employees who have completed the general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site

Manual Handling

- Manual handling is to be eliminated wherever possible.
- Wherever possible, use mechanical devices to lift heavy or awkward items.
- Team lifting should only be used where mechanical lifting is not practical.
- List tasks at your site where manual handling is prohibited.

Traffic & Vehicle Movements

- Travel paths for general traffic and site vehicle movements must be clearly marked and separated from pedestrian travel paths.

Mobile Plant

- The sphere of influence of the mobile plant must be identified prior to operation of that plant.
- Work must not be carried out within 4 metres of a mobile plant and its sphere of influence.
- Beware of reversing trucks and plant. Listen for reversing alarms.
- Beware of overhead power lines and low branches when operating mobile plant.

High Visibility Clothing

- High visibility safety vests are to be worn during daylight hours whenever working in the vicinity of traffic or mobile plant.
- White overalls with reflective striping are to be worn at night when working in the vicinity of passing traffic.

Use of Hazardous Substances

- Hazardous substances must not be used without reference to the material safety data sheet to ensure that use is accordance with the manufacturer's instructions taking particular account of recommendations for:
- Precautions for use, especially requirements for ventilation and personal protection equipment,
- Health effects including short and long term effects and risks associated with inhalation, ingestion and skin or eye contact
- First Aid and Emergency requirements.

Site Safety Rules

Project / Location:

- All containers of hazardous substances must be labelled and carry the minimum set of risk phrases

Plant & Equipment

- Plant and equipment must only be used for the purpose it is intended and in accordance with the manufacturer's instructions.
- Daily pre-start inspections must be conducted for all mobile plants.
- Only licensed truck drivers are to be allowed to drive trucks.
- Only trained plant operators are to be allowed to operate plants.
- When entering/exiting trucks, use the steps and handrails provided and have three points of contact at all times.
- Plant operators are to wear a seatbelt if ROPS cabin fitted.
- Plant operators and truck drivers are to complete the daily safety inspection checklists.

Personal protection Equipment (PPE)

- Safety gloves must be worn when handling any materials where there is a risk of cuts, abrasions or splinters.
- Safety helmets must be worn whenever work is carried out underneath a structure or in the vicinity of a plant where there is a risk of objects falling from above.
- Eye protection must be worn whenever operating plant or equipment where there is a risk of flying objects or debris.
- Hearing protection must be worn in the vicinity of plant or equipment that, when operating, makes it necessary to raise your voice to talk to a person 1 metre away from you.
- Areas where this plant operates must be signposted to advise hearing protection is required
- Steel-capped safety footwear is required whenever:
 - Working on a road construction or maintenance site,
 - Operating construction plant or working in the vicinity of such plant

Wherever there is a risk of heavy objects falling

Hand Protection

- Safety gloves must be worn when handling any materials where there is a risk of cuts, abrasions or splinters.

Working at Heights

- No work is to be carried out above 2 metres without fall protection. Fall arrest systems must be used where secure, fenced work areas cannot be provided.
- Ladders must be inspected for faults prior to use. They are to be used primarily as a means of access.
- Only short-term tasks may be carried out from a ladder using the third top rung and ensuring that three points of contact are maintained at all times.

Loading and unloading plant

- When loading/unloading plant, the plant operator/float driver is to wear a seatbelt if a ROPS cabin is fitted. Load/unload plant on level ground where possible. Extra care should be taken in wet conditions.

Site Safety Rules

Project / Location:

Working in the vicinity of utilities

- All underground, above ground and overhead utilities must be identified and services disconnected prior to work commencing where there is a risk of contact.
- All services must be clearly marked using a colour-coded system on site plans.
- Services must be located using detection equipment and hand digging techniques if necessary
- Minimum clearances are to be observed when working under power lines (usually 3 metres). Where this is not possible, a qualified safety observer is to be appointed. Only plant operators and truck drivers with current *Plant and Crane Electrical Safety* qualifications are to work within minimum clearances

Sun Protection

- Limiting the time out in the sun during peak periods of daily UV radiation (normal hours: 10am to 2pm and daylight saving hours: 11am to 3pm).
- Where work cannot be conducted in shade, broad-brimmed hats, long sleeved shirts and UV protection cream must be worn.
- Brims for safety helmets must be worn where a safety helmet is required.
- Safety glasses with UV protection must also be worn.
- Take frequent drink breaks on hot days. A supply of drinking water must be available on site.

Housekeeping

High standards of housekeeping is the responsibility of all staff to ensure:

- Access and egress is maintained at all times, especially for emergency safety equipment including fire extinguishers, eyewash stations, emergency showers, first aid and emergency exits
- The absence of combustible materials from work areas
- The absence of trip or slip hazards and obstacles in travel paths
- Safe storage of materials and supplies.

Drug & Alcohol

- Illicit drugs are to not be consumed, possessed, distributed or sold on site premises at any time.
- Alcohol is not to be consumed on site premises.
- A person reasonably suspected to be impaired by drugs or alcohol will be directed to leave the workplace until the commencement of the next working day and that person is unimpaired by drugs or alcohol.

Mobile Phones

- Mobile phones must not be used by persons while standing in the vicinity of a mobile plant.
- Hands-free mobile phone devices may only be used by persons driving company vehicles and only for short duration calls.

Electrical equipment

- All electrical equipment must be regularly inspected and tagged.

| | |
|---|--|
| Site Safety Rules | |
| Project / Location: | |
| <ul style="list-style-type: none"> • Work on live electrical installations is prohibited except for the purpose of testing or in emergency situations following risk assessment and approval by a manager. | |
| Incident Reporting Report all near misses and incidents that occur in the work zone to your immediate supervisor. | |
| First aid First aid officers will be identified by a first aid logo on the back of their safety vest. First aid kits are also available in all company vehicles. First aid attendants are: Name: _____ Phone: _____ Name: _____ Phone: _____ | |

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Site Environmental Protection Rules

Project/Location:

General Site management

| | |
|-----|---|
| 1. | Implement the Soil and Water Management Plan for the site |
| 2. | Sweep roads free of dirt each day |
| 3. | Regularly check and clean silt from behind silt fences and barriers if required |
| 4. | All vehicles to remain on clean all weather surface within the site |
| 5. | Minimise water use for cleaning |
| 6. | Install appropriate silt fences and other sediment control structures |
| 7. | Ensure sediment control measures are in place before starting clearing and excavation activities |
| 8. | Install a fence at the site boundary to limit site access from footpath |
| 9. | Minimise clearing of vegetation |
| 10. | Fence off no-go areas to minimise disturbance |
| 11. | Stockpile materials only in designated areas behind sediment fences |
| 12. | Limit vehicle entry points and lay geo-textile and blue metal to stabilise vehicle access ways |
| 13. | Do not disturb the nature strip between the site and the roadway |
| 14. | Implement the site Construction Waste Management Plan |
| 15. | Order only the required quantities of materials |
| 16. | Separate recyclable from non-recyclable waste |
| 17. | Ensure the correct waste containers are used by all site personnel |
| 18. | Minimise chemicals stored on site |
| 19. | Make staff aware of emergency phone numbers (such as the Fire Brigade) to use in the case of a large spill |
| 20. | Keep Material Safety Data Sheets (MSDS's) on site at all times |
| 21. | Keep clearly marked booms and/or absorbent material on site to contain spills if they occur |
| 22. | If a spill occurs, stop the source, contain it, clean up in accordance with MSDS's and notify relevant authorities |
| 23. | Damp down dusty areas as required |
| 24. | Do not burn off any waste products or off cuts |
| 25. | Identify site access with minimal impacts on residents and instruct trucks to use this access |
| 26. | Avoid parking site vehicles where they will unduly impact local use of the street |
| 27. | Do not place waste containers, skip bins or building materials on road or footpath - store all materials within the work site |
| 28. | Limit hours of operations to suit council requirements listed in consent conditions |
| 29. | Use noise suppressors on machinery |
| 30. | Do not use loud radios where neighbours can be disturbed |
| 31. | Take appropriate care when using construction equipment adjacent to any buildings |

| | |
|--------------------|--|
| 32. | Advise the adjoining neighbours of the work at least one week prior to commencement, including hours of work |
| 33. | Protect trees during construction |
| 34. | Do not stockpile soil or other materials under the canopy of a protected tree as designated by Resitech or the local council |
| 35. | Ensure site amenities such as sheds and material storage areas are not sited underneath tree canopies or in a position to disturb neighbours |
| 36. | Identify and protect heritage items present on site |
| Demolition | |
| 37. | Stockpile materials only in designated areas behind sediment fences |
| 38. | Cover stockpiled materials with plastic to prevent erosion by wind and rain |
| 39. | Install a fence around the site with a cloth barrier to act as a wind break if dust is a problem |
| 40. | Damp down surfaces such as stockpiles as required to reduce wind blown dust |
| 41. | Implement the site Demolition Waste Management Plan |
| 42. | Do not bury or burn demolished materials on site |
| 43. | Ensure hazardous materials such as asbestos are handled and disposed of correctly by licensed contractors, following Environment Protection Authority requirements |
| 44. | Do not mix hazardous materials with other demolition materials |
| 45. | Identify and protect heritage items present on site |
| Concreting | |
| 46. | Wash out trucks at supplier's depot |
| 47. | Wash out in an area where water cannot enter waterways, stormwater drains, footpaths or roads up slope from a sediment control device |
| 48. | Collect wash water in plastic container carried by delivery truck and return with the truck to the supplier for recycling or proper disposal |
| 49. | Collect wash water in an on-site container to allow solids to settle |
| 50. | Irrigate a flat grassy area with diluted wash out water, ensuring that it does not enter waterways or stormwater |
| 51. | Implement the site Construction Waste Management Plan (attached) |
| 52. | Order and supply only sufficient quantities of concrete |
| 53. | Return excess concrete with delivery truck to supplier for recycling or proper disposal |
| 54. | Use excess concrete as fence post footings or place on areas to be used for paths or driveways |
| 55. | Store excess concrete in a lined bin or pit for eventual recycling or disposal |
| Bricklaying | |
| 56. | Wash out in an area where water cannot enter driveways, stormwater drains, footpaths or roads, preferable up slope from a sediment control device |
| 57. | Collect wash water in an on-site container to allow solids to settle |
| 58. | Irrigate a flat grassy area with diluted wash out water, ensuring that it does not enter waterways or stormwater |
| 59. | Ensure brick cutting is undertaken where waste water will not run onto footpaths or roads |
| 60. | Implement the site Construction Waste Management Plan |
| 61. | Store excess mortar with waste concrete in a lined bin or pit for eventual recycling or disposal |

| Painting | |
|--------------------------|---|
| 62. | Wash out in an area where water cannot enter waterways, stormwater drains, footpaths or roads, preferably up slope from a sediment control device |
| 63. | Transfer as much paint as possible back to the tin |
| 64. | Spin brushes and roller sleeves in a waste paint drum |
| 65. | Irrigate a flat grassy area with diluted wash out water, ensuring that it does not enter waterways or stormwater |
| 66. | For solvent based paints, return solvent to a solvent recycling depot |
| 67. | Dispose of solid paint waste with other solid waste |
| 68. | Determine if lead is present in surfaces to be painted |
| 69. | Seal the area with plastic sheeting to prevent escape of dust |
| 70. | To prevent lead fumes, do not use open flame torches on lead paint |
| 71. | Use a high efficiency particulate air (HEPA) vacuum cleaner to clean up lead dust |
| 72. | Wash surfaces with a small amount of high phosphate detergent |
| 73. | Minimise paints and chemicals on site by ordering the minimum quantities |
| 74. | Store paints and chemicals in a bunded area where they can be contained if spills occur |
| 75. | Keep Material Safety Data Sheets (MSDSs) on site at all times |
| 76. | Keep clearly marked booms and/or absorbent material on site to contain spills if they occur |
| 77. | If a spill occurs, stop the source, contain it, clean up in accordance with the MSDSs and notify relevant authorities |
| Building services | |
| 78. | Fill in service trenches as soon as work is completed to minimise erosion |
| 79. | Cover service trenches with plastic sheeting or another suitable cover if filling cannot be immediately completed |
| 80. | Connect guttering and downpipes to the stormwater system as soon as the roof is completed |
| 81. | Ensure there are no cross connections made between the stormwater and public sewerage system |
| Landscaping | |
| 82. | Once no longer required, reinstate ground level around the works, fill spoon drains and sediment basins, level banks and remove surplus soil |
| 83. | Complete landscaping and revegetation as soon as possible following building activities |
| 84. | Ensure sediment control measures are in place until all vegetation is established |
| 85. | Regularly check all sediment control structures to ensure they are working effectively |
| 86. | Ensure that no disturbance of the nature strip occurs between the site and the roadway |
| 87. | Do not locate stockpiles within 2 metres of hazard areas such as spoon drains or areas of high flow |
| 88. | Ensure stockpiles and open dusty areas are damped down as required |
| 89. | Cover stockpiles as needed to minimise dust |
| 90. | Ensure that soils and fill used in landscaping area are free from weeds and weed seeds |
| 91. | Ensure appropriate trees are chosen for the site and location relative to building and services considering their eventual height and root system |

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Attachment D Safe Work Method Statement

| SWMS No. | Description |
|----------|--|
| 001 | Dale Street |
| 002 | DEMOLITION OF HOUSE SWMS (Separate Document) |

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Attachment E Environmental Legislation, approvals, licenses and permits

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| Legislation | Approval/Licence Requirements | Relevance to the Project | Approval/Licence Obtained (Yes/No/N A) |
|--|---|---|--|
| Contaminated Land Management Act 1997. | Must report to EPA if land contamination presents "a significant risk of harm". | If contaminated land is found. | |
| Environmental Planning and Assessment Act 1979. | <ul style="list-style-type: none"> Part IV – Development Consent from Council. Part V – REF/EIS/SIS. | Works assessed under Part V of the EP & A Act. | |
| Heritage Act 1977. | <ul style="list-style-type: none"> Approval required doing certain things that will affect an object subject to an Interim Heritage Order or listed on the State Heritage Register. An excavation permit required under certain circumstances. | If works disturb an object subject to an Interim Heritage Order or listed on the State Heritage Register. | |
| Noxious Weeds Act 1993. | <ul style="list-style-type: none"> You must notify relevant control authority within 3 days of becoming aware that a notifiable weed is on your land. You must control spread of noxious weeds onto adjoining land. | If listed weeds are found or imported on site. | |
| Protection of the Environment Operations Act 1997. | <ul style="list-style-type: none"> Environmental Protection Licences required for scheduled activities of activities that may cause water pollution. Approval required to construct and operate sediment control structures. Licence necessary if water discharges from structures required. Must notify EPA of a pollution incident. Licence required if the proposed works are likely to generate, store, transport or dispose of industrial or hazardous waste. | <p>If works involve a spill or other pollution incident.</p> <p>If works are likely to involve industrial or hazardous waste which requires a licence</p> | |
| Threatened Species Conservation Act 1995. | Applies to any threatened species (flora and fauna) found on work site. | If works locate threatened species (flora or fauna) listed under the Act. | |
| Waste Avoidance and Resource Recovery Act, 2001. | None | Waste management to be done in accordance with waste hierarchy (Avoid, Reuse, Recycle, Energy Recovery, Disposal) | |
| Water Management Act 2000 | <p>To obtain access licences to access different water sources, and additional approvals for use, water management works and certain activities. The Act provides for Water Management Plans to be made which govern the grant of relevant licences and approvals.</p> <p>The Act also sets out the powers of water supply authorities, for instance, to interfere with public roads and sewers, drains or tunnels under public roads</p> | | |

| Legislation | Relevance to the Project Yes/No | Approval/ Licence Obtained (Yes/No/NA) |
|--|------------------------------------|---|
| Environmental Protection Act 1986 An Act to provide for an Environmental Protection Authority, for the prevention, control and abatement of pollution and environmental harm, for the conservation, preservation, protection, enhancement and management of the environment and for matters incidental to or connected with the foregoing | | |
| Contaminated Sites Act 2003 An Act providing for the identification, recording, management and remediation of contaminated sites, to consequentially amend certain other Acts and for related purposes | | |
| | | |
| | | |

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Attachment F Project forms

| Number | Name |
|--------|---|
| F01 | Toolbox Meeting Record |
| F02 | Site Induction Register |
| F03 | Daily Site Risk Assessment |
| F04 | Hazardous Substance Register |
| F05 | Subcontractor Register |
| F06 | Communications Register |
| F07 | Environmental Incident Report |
| F08 | Incident/accident Investigation Report |
| F09 | Waste Register |
| F10 | Training and Competency Register |
| F11 | Plant and Equipment Register |
| F12 | Electrical Equipment Register |
| F13 | Register of Injuries |
| F14 | Hazard Report |
| F15 | Plan and Truck Pre-Start Inspection & Defect Report |
| F16 | OHS and Environmental Inspection Checklist |
| F17 | Nonconformance report |
| T01 | Risk Assessment |
| T02 | Safe Work Method Statement |
| T03 | Environmental Protection Measures |
| | |
| | |
| | |

Note: F stands for Form and T for Template

Record of Toolbox Meeting

Project/ location: _____

| Date: | Date: | Date: | Date: |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Attendees' names and initials |
| | | | |
| | | | |
| | | | |
| What was discussed? | What was discussed? | What was discussed? | What was discussed? |
| | | | |
| Action required? By Whom? |
| | | | |
| Presenter's name: | Presenter's name: | Presenter's name: | Presenter's name: |
| | | | |

| | | |
|--|-----------------------------------|------------|
| | David Wright Properties P/L | F03 |
| | Daily site risk assessment | |

Site risk assessment to be conducted by Work Supervisor/Team leader before each shift work starts.

| | |
|-----------------------|---|
| Site Location: | Week Beginning Monday:/...../..... |
|-----------------------|---|

Attendees' names and initials

| | | | |
|--|--|--|--|
| | | | |
| | | | |

| Risks – What can go wrong? (Identified new hazards and note under comments) | Mark boxes: ✓ for Yes X for No | | | | | | |
|---|--------------------------------------|---|---|---|---|---|---|
| | M | T | W | T | F | S | S |
| Are there any hazards on site not controlled by the existing SWMS or the initial site risk assessment? | | | | | | | |
| Are appropriate resources (staff numbers and training) available to carry out the works safely? | | | | | | | |
| Are appropriate tools / plant / equipment available on site to carry out the works safely? | | | | | | | |
| Are the site environment conditions (eg. rain, fog, heavy traffic, hot/cold temperatures) adequate to carry out the works safely? | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Comments/other issues:

| | |
|--|--|
| | |
|--|--|

| New hazards | Control measures – how to manage risks? |
|-------------|---|
| | |
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| | David Wright Properties P/L | F06 |
| | Communications and Complaints Register | |

Project, Location: _____

| Ref no | Date-time reported | Issue details (complaint, enquiry, incident, etc) | Form of communication (Letter, phone, etc.) | Complainant details and contact No. | Action taken | Feedback date (if done) | Closed out Date |
|--------|--------------------|--|--|-------------------------------------|--------------|----------------------------|-----------------|
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| | David Wright Properties P/L | F07 |
| Environmental Incident Report | | |

| Part A: Details of complaint/incident (to be completed by Works Supervisor) | | | | |
|--|--|-------------------|-------|---------------------|
| Date of incident: | | Time of incident: | AM/PM | Incident Report No. |
| Name and phone number of complainant: | | | | |
| Description of incident/concern: | | | | |
| | | | | |
| | | | | |
| | | | | |
| Immediate actions/control measures to rectify the incident/complaint: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Was EPA notified? Yes/No on ___/___/___ by: _____ (Phone/letter) | | | | |
| Was Client? Yes/No on ___/___/___ by: _____ (Phone/letter) | | | | |
| Other authorities notified? _____ (eg, water authorities) | | | | |
| Print Name: _____ Signature _____ Date: ___/___/___ | | | | |
| Part B Follow up details: (to be completed by Project Manager) | | | | |
| Action: | | | | |
| | | | | |
| | | | | |
| Print Name: _____ Signature _____ Date: ___/___/___ | | | | |
| Was the complainant/EPA/other authorities informed of the actions taken? Yes/No | | | | |

Note: Report all incidents to the principal contractor and/or client.

A spill should be reported to the Environmental Protection Authority (EPA) if:

- The actual or potential harm to the health or safety of human beings or ecosystem is not trivial
- The actual or potential loss or property damage (including clean up costs) associated with a pollution incident exceeds \$ 10,000

| | | |
|--|---|------------|
| | David Wright Properties P/L | F08 |
| | Incident and Accident Investigation Report | |

David Wright Properties P/L completes an Incident investigation report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public

| | |
|-------------------|--|
| Location: | |
| Date of Incident: | |
| Time of Incident: | |

| Type of Incident / Accident | Name/s of Person/s Involved | Name/s of Witness/es |
|--|-----------------------------|----------------------|
| Injury <input type="checkbox"/> | | |
| Near Miss <input type="checkbox"/> | | |
| Property / Plant Damage <input type="checkbox"/> | | |
| Other | | |

| | |
|---|--|
| DETAILS OF INCIDENT <i>(where applicable, take photographs and draw a diagram of the incident scene)</i> | |
| Section 1 – Location, Task and Supervision | |
| What was the exact location and time of the incident? | |
| What was damaged/who was harmed and what was disrupted? | |
| What task was the person performing when the incident occurred? | |
| What had the person been instructed to do? | |
| Describe the conditions of the work area where the incident occurred | |
| What were the activities leading up to the incident? | |
| On the incident date, how long had the person been performing the task? | |
| What supervision was provided to the person doing the task? | |
| Section 2 – Training and Competency | |
| What training had the person received for the task? | |
| What extra training had the person received for the task? | |

| | | | | |
|--|---------------|----------------------------------|-----------------------------|-----------------------|
| What training had the supervisor received? | | | | |
| Section 3 – Risk Management and OHS Procedures | | | | |
| Was a risk assessment undertaken prior to commencing this task? If not, please explain why | | | | |
| What risk controls were recommended in the risk assessment? | | | | |
| Were risk controls provided? If not, explain | | | | |
| Were risk controls implemented and/or used correctly? If not, explain | | | | |
| What written safety and environmental procedures or standard operating procedures were available for the task? | | | | |
| What policies and procedures should have been followed in this situation? | | | | |
| Section 4 – Contributing Factors to the Incident | | | | |
| What was the sequence of events that led up to the accident or incident? Try and work backwards from the FINAL EVENT to identify the contributing factors to this incident which will help identify recommendations for preventative action required | | | | |
| Sequence No: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| CORRECTIVE ACTION PLAN | Action | Responsibility for Action | Date to be Completed | Date Completed |
| 1. OHS management responsibility | | | | |
| 2. Consultation/ Communication | | | | |

| | | | | |
|--------------------------|--|--|--|--|
| 3. Risk Management | | | | |
| 4. Training | | | | |
| 5. Policies / procedures | | | | |

FOLLOW UP

Comments of Site Manager of Investigating Officer regarding completion of action steps above:

.....

Name:

Signature:

Date:

SIGNATURES:

Investigating Officer

Date

Site Manager's concurrence

Date

Director's concurrence

Date

Released under RTI - DTMR

Density conversion factors

(use these conversion factors to convert m³ to tonnes)

m³ x Conversion factor = tonnes

1000 kg = 1 tonne

| Construction & demolition materials | | Vegetation materials | |
|-------------------------------------|------|--------------------------------------|-------|
| Concrete | 1.1 | Soil mixes/amenders | 1.2 |
| Fill* | 1.3 | Mulch and bark chips | 0.3 |
| Asphalt | 1.6 | Fill and aggregates | 1.2 |
| Aggregate | 1.45 | Soil conditioners/composted organics | 0.8 |
| VENM** | 2 | General waste | |
| Timber | 1.1 | Uncompacted rubbish | 0.131 |
| Sand | 1.5 | Compacted rubbish | 0.296 |
| Landscaping materials/waste | 1.0 | | |
| Bricks and roof tiles | 1.3 | | |
| Steel | 0.65 | | |
| Mixed waste | 1.0 | | |
| Gravel | 1.62 | | |
| | | | |

* **Fill** = Excavated material such as clay, gravel, sand, soil and rock that has been mixed with another waste or excavated from areas that are contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.

****VENM** = Virgin excavated natural material such as clay, gravel, sand, soil and rock that is not mixed with any other waste and has been excavated from areas that are not contaminated with manufactured chemicals, as the result of industrial, commercial, mining or agricultural activities.

| | | |
|--|---|------------|
| | David Wright Properties P/L | F10 |
| | Training and Competency Register | |

Project Name / Location: _____

The following register contains details of the skills and competencies of the organisation's employees

| Employee Name | Type of work on this project | Skills /competencies / experience (e.g tickets / qualifications) | Card No / Reg No | Expiry date |
|---------------|------------------------------|---|------------------|-------------|
| | | | | |
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| | | |
|--|-------------------------------------|------------|
| | David Wright Properties P/L | F11 |
| | Plant and Equipment Register | |

Project Name / Location: _____

The following register contains details of all plant and equipment to be used during the course of the work activities

| Plant Type | Serial No. / Reg. No | Make / Model | Reg. Expiry date (if applicable) | Date last serviced or maintenance record available | Log book available (if applicable) Yes/No |
|------------|----------------------|--------------|-------------------------------------|--|---|
| | | | | | |
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|--|--------------------------------------|------------|
| | David Wright Properties P/L | F12 |
| | Electrical Equipment Register | |

Project Name / Location: _____

The following register contains details of all electrical equipment brought on site.

Note: Testing and tagging frequency is as required by State or Territory legislation, codes and relevant standards

| Equipment description / Electrical item | Plant / Serial No. | Make / Model | Reg. Expiry date (if applicable) | Date last serviced or maintenance record available | Log book available (if applicable) |
|--|--------------------|--------------|-------------------------------------|--|--|
| | | | | | |
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|--|-----------------------------|------------|
| | David Wright Properties P/L | F13 |
| | Register of injuries | |

David Wright Properties P/L records all injuries in the following register.

| | |
|---------------------|---|
| General | |
| Location: | |
| Injured Person Name | |
| Home Address | |
| Date of Birth | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Occupation | |
| Employers name | |
| Employers address | |

| | |
|---|---|
| Details of Injury | |
| Date of Injury | Time of injury: am <input type="checkbox"/> pm <input type="checkbox"/> |
| Activity in which the person was engaged at the time of injury | |
| Exact location where injury occurred | |
| Nature of injury e.g. fracture, burn, sprain, foreign body in eye | |
| Body location of injury e.g. ear, eye, face, neck | |

| | | | |
|---|--|--|---|
| Details of Treatment | | | |
| Treatment provided by First Aid Officer | Yes <input type="checkbox"/> No <input type="checkbox"/> | Remarks. | |
| Follow up treatment required | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, an incident Investigation Report must be completed with 24 hours | |
| Doctor/Medical Centre attended | | | |
| Date attended | Medical Certificate Received | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Treatment i.e. x-ray, prescription | | | |
| Further consultation required | Yes <input type="checkbox"/> No <input type="checkbox"/> | Injury Management required | Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, notify the Return-to-Work Coordinator |
| Name of Witness | | | |
| Address of Witness | | | |

| | | |
|------------------------------------|------|--|
| Name of Person Providing First Aid | | |
| Signature. | Date | |

| | | |
|--|-----------------------------|------------|
| | David Wright Properties P/L | F14 |
| | Hazard Report | |

Hazards that cannot be immediately corrected, are reported here

| Details of Hazard | |
|------------------------------|---|
| Date | |
| Location | |
| Work activity | |
| Details of Hazard identified | |
| Risk Rating | High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input checked="" type="checkbox"/> |
| Reported by: | |
| Reported to: | |

| Disposition (Control Measures) | |
|---------------------------------------|--|
| Details of Corrective action required | |
| By Whom | |
| When | Immediate <input type="checkbox"/> Within 24 hrs <input type="checkbox"/> Within 7 days <input type="checkbox"/> |

| Completion (verification) | | |
|------------------------------------|-----------|--|
| Corrective action completed By | Signature | |
| Time | Date | |
| Details of Preventive Action taken | | |
| Verified By | Signature | |

| | | |
|--|--|------------|
| | David Wright Properties P/L | F15 |
| | Plant and Truck pre-start checklist | |

It is the responsibility of the driver to ensure this checklist is completed before the truck is operated. Any faults /defects are to be reported and an assessment made as to whether the truck is safe to operate or the fault needs rectification prior to operation.

| | | | | | | | |
|--|--|---|---|-------------|------------|------------|------------|
| Site Location: | | Week Beginning Monday: / / | | | | | |
| Plant description: | Make &, Model: | Registration No Truck..... Trailer(S)..... | | | | | |
| Kilometres At Beginning Of Week: | Contractor's Plant? | Yes / No | | Contractor: | | | |
| ITEM | MON | TUES | WED | THUR | FRI | SAT | SUN |
| Operators initials | | | | | | | |
| Drivers Licence No: | | | | | | | |
| Correct class of current licence? | | | | | | | |
| Construction OH&S cards? | | | | | | | |
| Please Mark Boxes | <input checked="" type="checkbox"/> For Ok | <input type="checkbox"/> For faulty | <input type="checkbox"/> For Not Applicable | | | | |
| Safety: | | | | | | | |
| Neutral start | | | | | | | |
| Cabin – access, egress seating, seatbelts, loose objects, controls, ROPS, FOPS | | | | | | | |
| Visibility – windscreen, windows, wipes, washers, mirrors | | | | | | | |
| Brakes emergency and service | | | | | | | |
| Hydraulics – rams, hoses, leaks, wear | | | | | | | |
| Leaks – engine, transmission, final drives, cooling systems | | | | | | | |
| Electrical system, lights, amber beacon, horn, rev/travel alarm | | | | | | | |
| Wheels - tyres, loose nuts, wear, pressure | | | | | | | |
| Compulsory signs, reflective tape and reflectors | | | | | | | |
| Quick hitch (safety pin) - wear | | | | | | | |
| Misc. – air conditioning, fire extinguisher, spill kit | | | | | | | |
| Damage to – panels/guards – cracks to chassis/frame/body | | | | | | | |
| Exhaust system and smoke | | | | | | | |

| | | | | | | | |
|------------------|--|--|--|--|--|--|--|
| Reversing camera | | | | | | | |
| Plant security | | | | | | | |
| Lifting system | | | | | | | |

Truck Fault/Defect Report Record

To be used to report any fault or defect identified during daily truck inspection or during operations.

| | | |
|---|--------------------------|----------------------------|
| Reported by | Position: | Kilometres: |
| Reported to: | Position: | Date:..... / / |
| Does fault constitute a safety hazard? Y/N | Defect or Fault details: | |
| Does machine require immediate repair? Y/N | | |
| If yes to either park machine up | | |

Released under RTI - DMR

| | | |
|---|-----------------------------|-----|
| | David Wright Properties P/L | F16 |
| OHS and Environmental Inspection Checklist | | |

| | |
|-----------------|--------------|
| Project: | Date: |
|-----------------|--------------|

| Indicate by marking: √ Acceptable X Not Acceptable N/A Not Applicable | Results √ X N/A | Actions / comments |
|---|---------------------------------|---------------------------|
| Housekeeping | | |
| Work areas free from rubbish & obstructions | | |
| Stock / material stored safely | | |
| Free from slip/trip hazards | | |
| Access paths clear and defined | | |
| Prohibited areas display warning signs and barricaded | | |
| Electrical | | |
| No broken plugs, sockets, switches or defective leads | | |
| Electrical equipment tested and tagged | | |
| Register of tagging current | | |
| No cable-trip hazards and no strained leads | | |
| Mobile Plant and Equipment | | |
| Plant and equipment in good condition | | |
| Daily inspection log book completed | | |
| Operators trained and licensed | | |
| Warning and instructions displayed | | |
| Warning lights operational | | |
| Reversing alarm operational | | |
| Fire extinguisher fitted and operational | | |
| SWL of lifting or carrying equipment displayed | | |
| Plant keys and unattended plant kept secure | | |
| Hazardous Substances | | |
| Register current | | |
| MSDS available | | |
| Stored appropriately and storage area bunded | | |
| Containers labelled correctly | | |
| Adequate ventilation/exhaust systems | | |
| Appropriate emergency first aid equipment – shower, eye bath, fire extinguishers | | |
| Chemical handling procedures followed and satisfactory personal hygiene practices | | |
| Hazchem signs displayed | | |
| Excavations | | |
| Shoring in place and in sound condition for all trenches more than 1.5m | | |
| Excavation well secured | | |

| Indicate by marking: ✓ Acceptable X Not Acceptable N/A Not Applicable | Results ✓ X N/A | Actions / comments |
|---|---------------------------------|---------------------------|
| Signage displayed | | |
| Banks battered correctly and spoil away from edge | | |
| Sufficient clear areas and safe access around excavation | | |
| Separate access and egress points from excavation | | |
| Prevention of Falls | | |
| All work platforms have secure handrails, guarding or fence panels | | |
| All floor penetrations covered or barricaded | | |
| Unsafe areas signposted and fenced | | |
| Fall arrest systems maintained and used as required | | |
| Harness and lanyard or belts provided | | |
| Ladders | | |
| Ladders in good condition | | |
| Correct angle to structure 1:4 | | |
| Extended 1.0 metre above top landing | | |
| Straight or extension ladders securely fixed at top | | |
| Metal ladders not used near live exposed electrical equipment | | |
| Scaffolding | | |
| Scaffold design complies with AS 1576 and is certified | | |
| Safe and suitable access and egress to scaffold | | |
| Personal Protection | | |
| PPE being worn by employees | | |
| Sun cream and sunglasses provided and used | | |
| Correct signage at access points | | |
| Hard hat areas correctly sign posted | | |
| Safety footwear appropriate to the job is worn | | |
| High visibility clothing is worn | | |
| Clothing is in good condition | | |
| Manual Handling | | |
| Mechanical aids provided and used | | |
| Manual handling controls implemented | | |
| Material Handling and Storage | | |
| Stacks stable | | |
| Heights correct | | |
| Sufficient space for moving stock | | |
| Material stored in racks/bins | | |
| Bunding and containment provided and operational | | |
| Heavier items stored low | | |
| No danger of falling objects | | |
| No sharp edges | | |
| Confined Spaces | | |
| All confined spaces identified and appropriately signposted | | |
| Risk assessment undertaken | | |

| Indicate by marking: ✓ Acceptable X Not Acceptable N/A Not Applicable | Results ✓ X N/A | Actions / comments |
|---|---------------------------------|---------------------------|
| Communication and rescue plan in place | | |
| Safety equipment in good working condition | | |
| Suitable training provided to employees | | |
| Confined space permit used | | |
| Traffic Control | | |
| Appropriate traffic control plan available | | |
| The plan is correctly implemented | | |
| Traffic controllers trained and their tickets sighted | | |
| High visibility clothing is worn | | |
| All side road access to worksite controlled | | |
| Public Protection | | |
| Appropriate Pedestrian Movement Plan is available and correctly implemented | | |
| Appropriate Vehicle Movement Plan is available and correctly implemented | | |
| Appropriate barricades, fencing, hoarding, gantry secure and in place | | |
| Signage in place | | |
| Hallways clean and free from debris | | |
| Suitable lighting for public access | | |
| Site access controlled | | |
| Amenities | | |
| Drinking water supplied | | |
| Washrooms clean | | |
| Toilets clean | | |
| Meal rooms and lockers room clean and tidy | | |
| Rubbish bins available - covered | | |
| First Aid | | |
| Cabinets and contents clean and orderly | | |
| Qualified first aider(s) available and names displayed | | |
| Stocks meet requirements | | |
| Fire Control | | |
| Fire Extinguishers in place serviced and tagged | | |
| Appropriate sign-posting of extinguishers | | |
| Extinguishers appropriate to hazard | | |
| Minimum quantities of flammables at workstation | | |
| Water Quality | | |
| Are all drains, channels and gutters clear? | | |
| Is runoff from stockpiles and other disturbed areas being adequately intercepted and treated prior to discharge off site? | | |
| Has all mud from truck movements been cleared from the road? | | |
| Are creeks/riverbanks undisturbed? | | |

| Indicate by marking: ✓ Acceptable X Not Acceptable N/A Not Applicable | Results ✓ X N/A | Actions / comments |
|--|---------------------------------|---------------------------|
| Are watercourses not obstructed? | | |
| Are concrete trucks/agitators washed out in designated areas and slurry collected or returned to licensed facilities for washout? | | |
| Erosion and Sedimentation Controls | | |
| Are all erosion and sediment control measures in place according to the Erosion and Sedimentation Control Plan? | | |
| Are all erosion and sediment control measures in good condition? | | |
| Do any erosion and sediment control structures need clearing out? (Sediment to be cleared when traps reach 60% of capacity). (If yes, state work to be carried out.) | | |
| Are all temporary stockpiles surrounded with silt fences? | | |
| Have all newly disturbed areas been protected? | | |
| Have all sediment and erosion controls been inspected within 24 hours of all rainfall events greater than 10mm and the after rain checklist completed? | | |
| Fuels and Chemicals/ Spills | | |
| Are all fuel and chemicals being stored in secure, lockable bunded, sealed and covered areas with a capacity of not less than 120% of the volume of the largest container? | | |
| Are all bunds in good condition? | | |
| Are fuels/chemicals stored at least 20m away from watercourses? | | |
| Are fire extinguishers available both on site and within the containment area? | | |
| Are emergency procedures displayed in a prominent position adjacent to the fuel/chemical storage area within the site working area? | | |
| Are spill absorbent materials kept on site? | | |
| Noise and Vibration | | |
| Has the local community been kept informed of working hours and the level and duration of noise to be expected (including notification in advance for work outside of normal working hours)? | | |
| Are there any adverse noise conditions on site? | | |
| Is variable volume reversing alarms operable on all plant and trucks used on night works? | | |
| Have all possible steps been taken to limit vibration? | | |
| Have any complaints been received and have they been actioned out? | | |
| Waste | | |
| Is the site and surrounding area free of waste, litter and rubbish? | | |
| Are all bins being emptied when three-quarters full? | | |

| Indicate by marking: ✓ Acceptable X Not Acceptable N/A Not Applicable | Results ✓ X N/A | Actions / comments |
|---|---------------------------------|---------------------------|
| Has all site generated waste been collected and removed from the site to a licensed landfill, or made available for recycling? | | |
| Has hazardous and contaminated material been disposed of as per EPA requirements? | | |
| Is waste being controlled in accordance with the Waste Management Plan? | | |
| Air Quality | | |
| Is a water cart being used to reduce dust generation from exposed surfaces whenever necessary? | | |
| Are materials in trucks being covered before transporting? | | |
| Are stockpiles covered or watered down? | | |
| Is any plant/equipment emitting excessive exhaust emissions? | | |
| Has burning off been prevented from occurring on site? | | |
| Has dust monitoring indicated excess dust from works and have extra controls been required? | | |
| Flora and Fauna | | |
| Is all vegetation to be retained clearly marked with temporary fencing (paraweb or similar)? | | |
| Are site works being limited to clearly defined areas? | | |
| Are all stockpiles located 5 metres away from trees and protected vegetation? | | |
| Have turning and parking areas for vehicles been established to minimise vegetation disturbance? | | |
| Is cleared and excavated material containing noxious weed being removed from site to a licensed waste management facility/landfill? | | |
| Are any noxious weeds on site being destroyed and any newly germinating noxious weeds being controlled? | | |
| Have disturbed areas been stabilised and revegetated with local species where necessary? | | |
| Is it ensured that vehicles/heavy plant is not parked under trees? | | |
| Heritage/Archaeology | | |
| Have any indigenous or non-indigenous heritage items been discovered on site? | | |
| If so, was work stopped immediately and appropriate notifications made? | | |
| Have provisions been made to minimise vibration around any identified heritage items? | | |
| | | |
| | | |
| | | |
| Inspected by: _____ | | |

| | | |
|--|-------------------------------------|------------|
| | David Wright Properties P/L | F17 |
| | Non Conformance Report (NCR) | |

| | | | |
|---|-------------------|-------------------------------|--------------|
| Project: | | NCR Number: | |
| 1. Identify and report the non-conformance | | | |
| Reported by: | | Lot No: | |
| Details of non-conformance: | | | |
| | | | |
| Signed: | | Name: | Date: |
| | | | |
| 2. Forward to Works Supervisor to resolve the disposition of the non-conformance | | | |
| Proposed disposition method: | | | |
| | | | |
| | | | |
| | | | |
| Is client concurrence required? | Yes / No | Disposition by (date): | |
| | | | Date: |
| | | | |
| Signed (Works Supervisor) | Print name | | |
| | | | |
| 3. Obtain client's concurrence (required where disposition entails deviation from the specification) | | | |
| Comments: | | | |
| | | | |
| | | | |
| | | | |
| | | Date: | |
| Signed (Client or representative) | Print name | | |
| | | | |
| 4. Close-out non-conformance | | | |
| Is rectification verified for conformance? | Yes / No | | |
| Effectiveness of Disposition and Comments: | | | |
| | | | |
| | | | |
| | | Date: | |
| Signed (Works Supervisor) | Print name | | |
| | | | |

| | | | |
|---|-----------------------------|-------------|------------|
| David Wright Properties P/L 240 Eastern Service Road, Burpengary 0738882234 | David Wright Properties P/L | Revision: 1 | T01 |
| | Risk Assessment | | |

Project / Location: _____

| Specific task / activity | Potential Hazards | Risk Ranking (*) | Proposed Action / Control Measure. What can be done to lessen the risk? (Add these control measures to your SWMS) |
|--------------------------|-------------------|----------------------|--|
| | | | |
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| Specific task / activity | Potential Hazards | Risk Ranking (*) | Proposed Action / Control Measure. What can be done to lessen the risk? (Add these control measures to your SWMS) |
|--------------------------|-------------------|---------------------|--|
| | | | |
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| | | | |
| | | | |

(*) Refer to Risk Assessment Reckoner next page

Risk Assessment reckoner - Risk Ranking

| | | |
|--------|-----------|--|
| 1 to 3 | High risk | Immediate action is required to reduce the risk; implement appropriate control measures prior to commence the activity |
| 4 to 6 | Low risk | Risks will be minimised with standard work practices. |

| Consequences &/or Impact What type of impact do you expect could result from exposure to this hazard? | Likelihood: What is the likelihood of this occurring? | | | |
|--|--|---|--|--|
| | Very Likely (VL) The event could happen at any time | Likely (L) The event could happen sometime | Unlikely (UL) The event could occur but very rarely | Very unlikely (VL) May happen but probably never will |
| K Kill or cause permanent disability or ill health | 1 | 1 | 2 | 3 |
| S Long term illness or serious injury | 1 | 2 | 3 | 4 |
| M Medical attention and several days off work | 2 | 3 | 4 | 5 |
| F First aid needed | 3 | 4 | 5 | 6 |

Hierarchy of Controls:

| | | | |
|------------------------------------|----|---|---|
| ↓ Best Worst | 1. | Eliminate the hazard | eg. Can you turn off (isolate) the electricity or gas? |
| | 2. | Substitute the hazard with a lesser one | eg. Can you use a less toxic or hazardous substance? |
| | 3. | Isolate the hazard | eg. Construct or erect a crash barrier between traffic and worksite |
| | 4. | Engineer out the hazards | Eg. Design and install equipment to counteract the hazard |
| | 5. | Use administrative controls | eg. Develop a Safe Working Procedure |
| | 6. | Use personal protective equipment (PPE) | eg. Hard Hat, Dust Masks, Ear Muffs or Plugs, Ear protection |

Note: Number 1 being the most preferred and Personal Protective Equipment (PPE) is the last resort and the least preferred option – Not the first option.

| | | |
|--|--------------------------------------|-------------------------|
| David Wright Properties P/L 240 Eastern Service Road, Burpengary 0738882234 | Safe Work Method Statement | SWMS No. 001 |
| | PROJECT: DEMOLITION OF HOUSES | |
| ACTIVITY: DEMOLITION AND ASBESTOS REMOVAL OF HOUSES | | |

| | | | |
|--|------------------|--|------------------|
| This SWMS has been developed in consultation with (names): | | Approval: | |
| | | Name: | Position: |
| | | Signature: | Date: |
| Training required to carry out the activity: | | Plant/Equipment/Personal Protective Equipment required for this activity: | |
| <ul style="list-style-type: none"> • General Induction • Site Induction • Work activity • Drivers Licences (trucks / vehicles) • Manual handling | | <ul style="list-style-type: none"> • Post drivers of the Jaybro type or similar to drive • Star post lifters or similar mechanical aids • High visibility clothing • Gloves, gators, hats, safety boots, long pants, shirts with sleeves, sunscreen. | |
| Codes of Practice, Legislation, Standards which apply to this activity: | | Permits / Approvals required for this activity: | |
| <ul style="list-style-type: none"> • Workplace Health and Safety Act • OHS regulations • National Code of Practice – <i>Induction for construction work</i> | | <ul style="list-style-type: none"> • Dial before you dig • | |
| Training details are located on (tick) | | Maintenance Checks required on plant and equipment listed above for this activity: | |
| <input checked="" type="checkbox"/> | Project files | <ul style="list-style-type: none"> • Pre-use checks on equipment • Daily inspection of PPE • | |
| <input type="checkbox"/> | Other (specify): | | |
| Responsibilities: The Works Supervisor is responsible for: supervise the works, inspect and approve work areas, inspect and approve work methods, inspect and approve protective measures, inspect and approve plant, equipment and power tools | | | |

Activity Analysis

| Work sequence / Job steps | Potential Hazards | How severe? | How likely? | Risk ranking (*) | Safety Controls | Who must implement controls |
|---------------------------------|---|-------------|-------------|------------------|--|-----------------------------|
| Preparation/planning | | | | | <ul style="list-style-type: none"> ▪ Ensure Risk assessment is carried out ▪ Check Personal Protective Equipment (PPE) (numbers and condition) ▪ Locate all underground utilities before installing star pickets, Dial before you dig ▪ Only approved Post Drivers of the Jaybro type or similar should be used to drive star pickets ▪ Only Star Post Lifters or similar mechanical aids are to be used in the removal of star pickets from the ground ▪ SLEDGE HAMMERS, AXES AND HAMMERS ARE NOT TO BE USED ▪ Use only experienced and qualified personnel | Works Supervisor |
| DEMOLITION AND ASBESOTS REMOVAL | <ul style="list-style-type: none"> ▪ Injury from plant and vehicle movements on site | K | VL | 1 | <ul style="list-style-type: none"> ▪ Ensure all plant is fitted with hazard lights, rotating warning lights and reverse alarms. ▪ Keep 3 metres clearance kept from moving plant and equipment, and/or within the area of influence of revolving plant. ▪ Establish NO GO ZONE areas if required. ▪ Provide safe ingress/egress to the work site for pedestrians, workers, vehicles, plant and equipment. | All |
| | <ul style="list-style-type: none"> ▪ Slips, trips and falls | M | L | 3 | <ul style="list-style-type: none"> ▪ Maintain good housekeeping practices to eliminate hazards and keep access routes clear. ▪ Use 3 points of contact rule when entering or exiting trucks / plant. | All |
| | <ul style="list-style-type: none"> ▪ Hearing loss | M | L | 3 | <ul style="list-style-type: none"> ▪ Noise is to be monitored onsite with activities over 85 dBa controlled ▪ Wear appropriate PPE (ear mugs, plugs). | All |

| Work sequence / Job steps | Potential Hazards | How severe? | How likely? | Risk ranking (*) | Safety Controls | Who must implement controls |
|--|--|-------------|-------------|------------------|--|-----------------------------|
| DEMOLITION AND ASBESTOS REMOVAL (continuation) | <ul style="list-style-type: none"> Cuts, abrasions, & hand injuries during driving operations | M | L | 3 | <ul style="list-style-type: none"> Use dolly / slide hammer when driving star pickets. Be aware of sharp edges around the top of star pickets caused during driving operation. Ensure safety caps are installed and secured by ties to all star pickets. PPE to be worn, safety helmets, steel capped boots, and high visibility garments, eye protection, personal hearing protection, gloves, dust masks, glasses / goggles, etc. Follow correct manual handling procedure, reduce repetitive movement, wear appropriate footwear, use mechanical aids where possible, and team lift, warm up exercises when practical. Training in manual handling. | All |
| | <ul style="list-style-type: none"> Star pickets/pegs striking underground services | K | U | 2 | <ul style="list-style-type: none"> Ensure all site personnel receive appropriate instruction on all underground utility locations and associated control measures. Services identified in the DBYD and utility survey plan are to be visually located through potholing with hand tools prior to star pickets/pegs being inserted and/or excavating commencing. | All |
| | <ul style="list-style-type: none"> UV Exposure | K | U | 2 | <ul style="list-style-type: none"> UV Protection, long sleeved shirt, broad brim on hard hat, sun screen, sunglasses, gloves etc. | All |
| Removal of debris off site | <ul style="list-style-type: none"> Manual handling injury | S | L | 2 | <ul style="list-style-type: none"> Use only star picket lifter or similar device when removing star pickets. Be aware of sharp edges around the top of star pickets caused during removal operation. PPE to be worn, safety helmets, steel capped boots, and high visibility garments, eye protection, personal hearing protection, gloves, dust masks, glasses / goggles, etc. Follow correct manual handling procedure, reduce repetitive movement, wear appropriate footwear, team lift, and warm up exercises when practical. | All |

(* Risk Assessment reckoned - Risk Ranking

| | | |
|--------|-----------|--|
| 1 to 3 | High risk | Immediate action is required to reduce the risk; implement appropriate control measures prior to commence the activity |
| 4 to 6 | Low risk | Risks will be minimised with standard work practices. |

| Consequences &/or Impact What type of impact do you expect could result from exposure to this hazard? | Likelihood: What is the likelihood of this occurring? | | | |
|--|--|---|--|--|
| | Very Likely (VL) The event could happen at any time | Likely (L) The event could happen sometime | Unlikely (UL) The event could occur but very rarely | Very unlikely (VL) May happen but probably never will |
| (K) Kill or cause permanent disability or ill health | 1 | 1 | 2 | 3 |
| (S) Long term illness or serious injury | 1 | 2 | 3 | 4 |
| (M) Medical attention and several days off work | 2 | 3 | 4 | 5 |
| (F) First aid needed | 3 | 4 | 5 | 6 |

Review of SWMS for site-specific hazards and controls

| Date | Job step | New hazards identified | Risk ranking | Adjustment to controls | Approval |
|------|----------|------------------------|--------------|------------------------|----------|
| | | | | | |
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Declaration by contractors and workers

I have been consulted and given the opportunity to comment on the content of this SWMS and understood how I am to carry out the activities listed in this SWMS;
 I have read and understand the requirements set out in the material safety data sheets for the hazardous substances identified in this SWMS;
 I have been supplied with the personal protective equipment identified on this SWMS and have been given training in the safe use of this equipment

| Name | Signature | Name | Signature | Name | Signature |
|------|-----------|------|-----------|------|-----------|
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| | David Wright Properties P/L | T03 |
| | Environmental Protection Measures | |

| | | | | | |
|-----------------|--|-----------------|--|-------------------|--|
| Project: | | Issue No | | Issue date | |
|-----------------|--|-----------------|--|-------------------|--|

| Environmental Protection Measures | Sign Off |
|--|-----------------|
| Note: 'Sign Off' for simple, once-only actions the sign off column may be initialled and dated; Sign off on reoccurring actions will be evidenced in the Environmental inspection checklist | |
| Access and Traffic Management | |
| Identify construction activities and site access requirements that are likely to interfere with traffic flow and pedestrian thoroughfare through and adjacent to the site, or interfere with access to nearby properties. Prepare Traffic Control Plan and vehicle movement plan if required. | |
| Pre-works phase | |
| Where possible, all works shall be programmed and undertaken in a manner least disruptive to local businesses and access ways shall not be blocked at any time. | |
| All landowners potentially impacted by construction works or associated activities shall be consulted regarding any practicable and cost-effective measures to minimise impacts which may be beneficially implemented prior to the commencement of construction or within such time frame as agreed with the relevant landowner. | |
| Local residents shall be notified in advance of potential disruption to property accesses and traffic flows. | |
| The works site shall be appropriately fenced to prevent unauthorised access. | |
| Works phase | |
| Care should be taken to ensure access is not affected. If work is near roads warning signs should be erected. | |
| Warning signs need to be erected to alert road users of the change in conditions. Any council conditions will be followed. Nearby residents will be advised by mail of the changes. | |
| Warning signs need to be erected to alert road users of the change in conditions. For major road closures signs should be erected a few days before the works commence. Any council or Roads Authority conditions will be followed. Nearby residents will be advised by mail of the changes. | |
| Post-works phase | |
| All temporary traffic signs will be removed and, where appropriate, new permanent signs erected. | |
| Air Quality | |

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| Pre-works | |
| All construction facilities erected on site must be designed and operated to minimise the emission of smoke, dust, cement dust and other substances into the atmosphere. Indicate here how you are going to control of dust or odours would be eliminated or controlled | |
| Works phase | |
| Vehicular access will be kept to sealed roads wherever possible or to designated site access points | |
| A 25km/hr speed limit shall be imposed on all vehicles within the construction site, including haul roads. | |
| A garden water hose for spraying to reduce dust generation from exposed surfaces will be available at all times. | |
| A water cart shall be available at all times for spraying all exposed areas to reduce dust generation. | |
| The area to be disturbed for excavations will be minimised | |
| Stockpiles, access roads and work areas will be watered down or covered | |
| Excess spoil will be placed in skip bins or covered stockpiles, reused on-site or disposed off-site. | |
| Materials transported in open trucks will be covered to prevent generation of dust. | |
| The tailgates of all vehicles transporting material from the construction site will be securely fixed prior to loading and immediately after unloading. | |
| Complete landscaping and revegetation as soon as possible following building activities | |
| Ensure that no disturbance of the nature strip occurs between the site and the roadway | |
| Machinery will be well maintained with no noxious emissions and not left idling when not in use. | |
| Exhaust systems and engines for plant/equipment will be maintained according to the manufacturers' specifications and regularly monitored to ensure that exhaust emissions are satisfactory (smoke for no longer than 10 seconds). Periodic visual checks will be made on exhaust system emissions | |
| The burning of timber and other combustible materials is not permitted on site at any time. | |
| If winds are high and the works are creating high levels of dust that are likely to cause discomfort to local residents or a safety hazard to traffic or work personnel, the works shall be modified or stopped until the dust hazard is eliminated or is reduced to an acceptable level. | |
| Post-works phase | |
| All exposed soil areas shall be stabilised and revegetated as soon as possible on completion of works to prevent the generation of dust. | |
| Fire Precautions | |
| Vehicles to control fire like fire extinguishers a toolbox talk on total-fire-ban days, cutting, welding, grinding and other activities likely to start fires are not allowed in the open No Burning off permitted at any time on the work site. | |

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| Works phase | |
| No cutting, welding, grinding or other activities likely to generate fires should be undertaken on “total fire ban” days | |
| One general-purpose fire extinguisher and one fire extinguisher suitable for control of oil/petrol fire will be available on site at all times. | |
| A minimum of one person on site will be familiar or trained in the use of fire-fighting equipment. | |
| All flammable materials will be kept in a locked area within the site working area. | |
| All personnel involved in welding, grinding, thermal or oxygen cutting, heating or other fire or spark-producing operations will be trained in fire prevention, safety and basic fire-fighting skills. | |
| Burning off is not permitted under this contract. There must be no burning off on site. | |
| Fuels and Chemicals | |
| be more than 20m from natural or built drainage lines or flood prone areas, they must not be on slopes steeper than 1:10 or near vegetated areas. You should show the storage area on the site map, and state that it is situated as shown on the site map | |
| An impervious bund of sufficient capacity to contain at least 120% of the volume of the largest stored container is in place around the storage area. This bunded area is monitored weekly and drained when required, to ensure that bund capacity is maintained, by pumping out to an oil–water separator | |
| Works phase | |
| A hazardous substance register is kept on site (Form F04) | |
| Where fuel, oil or other chemicals are to be stored on site, a secure, lockable and floored area will be provided before any of these substances are accepted on site. This area will be imperviously bunded with a capacity to contain not less than 110% of the volume of the largest container. This bunded area is monitored weekly and drained when required, to ensure that bund capacity is maintained, by pumping out to an oil–water separator. | |
| Relevant Material Safety Data Sheets (MSDSs) are available on-site for all chemicals used or stored on site. | |
| All chemicals are stored in accordance with the manufacturer’s instructions and the MSDS | |
| In the event of spillage of hydrocarbon products such as fuels and/or chemicals, on-site spill containment equipment/kits will be used to contain spills and cleaned in accordance with the MSDS requirements. | |
| Fuel, oil and chemicals will be used in a bunded area. | |
| A 50-litre container of spill absorbent will be retained within the site working area to be used for emergency spills of fuel, oil or other chemicals. | |
| Ensure that any spills or accidents on site that are likely to cause pollution are managed as per this plan | |
| If stormwater discharges from bunded fuel or hazardous storage areas are required, records are kept of water quality checks, discharges and remedial actions. | |

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| If drums of chemicals and fuels must be used outside a banded area, a spill kit will be readily available nearby, the drums will not be left unattended, and they will be returned to the banded area for storage overnight. | |
| If an Environmental Incident occurs on site, the Incident Report form F09 will be completed and forwarded to the Client. | |
| If refuelling or maintenance cannot take place at this site, temporary bunding will be provided and adequate spill kits kept readily available. | |
| Refuelling operations will not be left unattended while in progress. | |
| Post-works phase | |
| Nil | |
| Indigenous and Non-indigenous Heritage | |
| "No requirements" | |
| Works phase | |
| Any evidence of Heritage relics or sites discovered during construction will be reported immediately to the Works Supervisor. Work in the immediate area of the relic/site will be halted until advice is received from the Project Manager | |
| Noise Management | |
| "Jackhammers must only be used between 7:00am and 4:00pm, Monday to Friday" "Smart reversing alarms have been fitted to all vehicles to be used." | |
| Pre-works phase | |
| Work will be undertaken outside of normal working hours on this project during the following times: Residents potentially affected by night works will be notified by letter, 5 days before works commence. The letter will include details of the works, timing, potential disruptions to traffic and a contact name and number. An after-hours number will also be provided. | |
| Works phase | |
| Construction noise is to be confined to 7am to 6 pm Monday to Friday and 7am to 1pm on Saturdays. No work will be undertaken on Sundays or Public Holidays unless approved by Client. | |
| Noise mitigation measures if required will be implemented during construction to ameliorate the effects of construction noise. Noise generated from construction, maintenance or demolition of a building or other structure at an airport should not exceed 75 dB(A), measured at the site of a nearest sensitive receptor (existing taxi parking facility amenities). | |
| No blasting will be permitted during construction | |
| All plant and equipment used on this job is operated by appropriately trained staff in accordance with regulations and is regularly maintained and serviced by qualified staff. | |
| All plant and equipment used on site will comply with EPA Guidelines. | |
| Equipment not in use will not be left idling. | |

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| All stationary and mobile equipment will be fitted with residential type silencers. | |
| Post-works phase | |
| Nil | |
| Ground Vibration and air blast | |
| Pre-works | |
| "Not required" A Building Condition Inspection report will be undertaken on the following structures: Insert names of structures <ul style="list-style-type: none"> ▪ The report will be provided to the client and the owner of the structure before construction commences. | |
| During-works | |
| Vibration and air blast will be managed using the following strategies and operational controls: <ul style="list-style-type: none"> ▪ "Not required" <ul style="list-style-type: none"> ▪ | |
| Post-works | |
| | |
| Plant and Equipment | |
| Works phase | |
| All plant/equipment operators and employees will be instructed to confine operations to within the clearly marked area of site operations. | |
| All machinery will be secured against vandalism outside working hours. | |
| All plant/equipment will be inspected daily to avoid leakage of fuel, oil or hydraulic fluid to the worksite. Machinery found to be leaking should be repaired or replaced. | |
| Maintenance and cleaning of mechanical plant and equipment is not permitted on site to prevent pollution of existing drains. | |
| Post-works phase | |
| Nil | |
| Waste Management | |
| Waste avoidance is a priority on this project, followed by reuse of waste products, then recycling, with disposal of waste as a last resort If you are going to dispose of VENM on private property (the landholder requires a DA from Council for this to be permitted) you must include the following section: A completed Notice Under Section 143 of the POEO Act will be obtained from the landholder prior to disposing of virgin excavated natural material | |

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| (VENM) on private property. For the purposes of a Notice Under Section 143, VENM includes clay, gravel, sand, rock or soil that is not contaminated or mixed with any other type of waste | |
| Pre-works | |
| Waste avoidance is a priority on this project, followed by reuse of waste products, and then recycling, with disposal of waste as a last resort. This section constitutes the waste minimisation and management plan | |
| A Waste Register (Form-F11) has been established which identifies: <ul style="list-style-type: none"> ▪ waste streams and their classification ▪ reuse, recycling and disposal options ▪ waste transporters. The waste register records amounts generated and transported and by who. The Waste Register is part of the project waste management plan. | |
| Any subcontractors on this project must maintain a Waste Register if their waste is not being recorded by the principal contractor. A copy will be provided as part of the subcontract documents. | |
| Works phase | |
| Wastes will be stored in a manner that does not pose harm to the environment. | |
| Any contaminated soil will be classified and disposed off to legally operating waste management facility. Records of disposed waste will be kept in project records. | |
| Waste material generated by the works will be minimised or recycled where feasible and cost effective. | |
| Spoil material that cannot be reused on site, will be disposed of through an appropriate waste management facility. | |
| All waste material that cannot be recycled will be collected and removed from the site to be disposed of in a legal manner, ie. at a legally operating waste management facility. A register of disposed waste will be kept on site | |
| Bins with heavy lids will be provided within the site compound for personal litter. | |
| Bin lids will be kept closed at all times, and all bins will be emptied when they are three-quarters full. | |
| All site sewage will be collected and disposed of off-site in accordance with relevant regulations. | |
| A daily inspection will be carried out to ensure the worksite is left in a rubbish free state. | |
| All loads of rubbish will be securely covered to prevent spillage during removal. | |
| Only compatible wastes will be transported together | |
| No waste is to be burnt or buried on site. | |
| The site will contain separate bins for recyclable and non-recyclable material; these will be disposed of appropriately. | |
| Skip bins will be provided to contain waste materials and spoil. | |
| Post-works phase | |
| The worksite will be left in a tidy and rubbish free state upon completion of the project. | |
| Site Working Area | |

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| <p>Using the points below as guidance, describe in writing exactly where the site compound is to be located and/or provide the location on your EMP. Remember that the REF or specification may have identified a location for the site compound, so refer to these documents also. Write here what controls will be in place at the site compound</p> | |
| Pre-works phase | |
| The site compound will include amenity sheds, portable toilets, and plant and equipment storage areas. | |
| The site compound and working area will be protected from theft and vandalism using security fencing. | |
| Environmental protection measures will be established at the site compound as outlined in previous sections. | |
| Post-works phase | |
| The compound site will be left in a tidy and rubbish free state upon completion of the project | |
| Stockpile Sites | |
| <p>Temporary stockpiles must be located at least 5 m from the base of retained trees in the area disturbed by construction activities. Existing permanent stockpile sites should be used wherever possible</p> <p>"Stockpiles must be protected by having a sediment fence installed on the downhill slope or by being covered with black plastic Water must be diverted away from stockpile sites and appropriate temporary sediment control structures placed on the downslope side of the area</p> | |
| Pre-works phase | |
| Temporary stockpiles will not be established on site. Contaminated soil if found would remain in excavated area waiting classification and removal | |
| During-works | |
| Stockpiled materials must not be placed inside vegetation protection areas or within 5 m of trees to be retained. | |
| Topsoil material is stockpiled separately from other soil materials. Topsoil stockpiles must be no greater than 1.5 m in height. | |
| Post-works | |
| All temporary stockpile sites will be restored to a standard at least similar to their original condition. | |
| | |
| Water Quality management | |
| <p>dewatering, surface washing, grit blasting, saw cutting, drilling, washing vehicles and plant, batching plants, concrete truck or mixer washout, refuelling plant and handling hazardous chemicals. These activities must not take place less than 20 m from a waterway and must have adequate protection e.g. bunding. Write here what measures will be put in place to control possible wastewater discharges from your site. State exactly where the activity will take place and list the protection to be put in place. Include only whatever is relevant to your job. Example – concrete-truck washout:</p> | |

| | |
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| <p>“A concrete-truck washout area is provided at xx (give exact location). Concrete trucks must only be washed out at this location.”</p> <p>Example – drainage inlets: “Drainage inlets are blocked using absorbent socks to prevent entry of discharge from saw cutting. Discharge water is then suctioned into a truck for disposal at the depot.”</p> | |
| <p>Pre-works phase</p> | |
| <p>Baseline water quality monitoring will be undertaken before any works begin on site. Measurements of turbidity, Biological Oxygen Demand (BOD), pH, suspended solids</p> <p>Samples will be taken 20 m upstream and 20 m downstream of the project limits.</p> <p>Not required</p> | |
| <p>All required sediment control structures shall be installed prior to construction commencing and shall remain in place until all construction is complete. See <i>Erosion and sediment control</i> section</p> | |
| <p>Works phase</p> | |
| <p>All chemicals, fuels and wastes will be kept in sealed containers or banded. Inappropriate containment of chemicals, fuels and wastes can lead to water pollution and soil contamination</p> | |
| <p>All chlorinated waters will be tested to ensure that the chlorine residual level is not more than 0.5 mg/L and that pH is between 6.5 and 9. If these conditions are not met the chlorinated water will not be released into the environment. Instead the water will be irrigated, discharged into the stormwater or sewerage system or tankered away</p> | |
| <p>Ensure there are no cross connections made between the stormwater and public sewerage system. Spillage of any sewage at connection or from sewer overflow can pollute nearby waterways and present a public health risk.</p> | |
| <p>All water collected during construction which is likely to be contaminated, shall be tested, treated, handled and disposed of to the satisfaction of the EPA so that it does not pollute receiving waters.</p> | |
| <p>In areas of contaminated material not previously identified, all work in the vicinity of these areas shall cease and not recommence work until the extent of contamination has been assessed and if necessary, remediation shall be implemented.</p> | |
| <p>Chemicals, particularly flammable liquids shall be stored in appropriately banded facilities with an impervious floor to prevent leaching or spillage to the environment.</p> | |
| <p>Drainage catchment shall be provided for the works compound and materials storage areas.</p> | |
| <p>Diversion banks shall be created at the upstream boundary of construction activities to ensure upstream run-off is diverted around any areas to be exposed. Catch drains at the downstream boundary of construction activities shall be created wherever possible, to ensure any sediment laden run-off is contained and directed toward treatment areas and not permitted to flow onto downstream undisturbed areas. Diversion banks shall be constructed approximately along contours to minimise scour along drains.</p> | |
| <p>Staked hay bales, covered in a geotextile material shall be placed along catch drains to slow flow, reduce scour and capture some sediment from run-off. Silt fences and sand bags shall also be used.</p> | |
| <p>Buffer strips shall be designated and delineated adjacent to waterways, where practicable. These buffer strips shall remain vegetated and shall filter</p> | |

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| sediment from construction site run-off. The area shall be roped off and no plant or operations shall occur within this buffer zone. | |
| Sediment fences shall be constructed on the upstream edges of the designated buffer areas. | |
| Designated areas for plant and construction material storage shall be located as far as possible from waterways, and run-off shall be directed to a holding pond in case of spillages. | |
| All site topsoil shall be retained and protected where practicable | |
| Disturbed areas shall be promptly revegetated or mulched. | |
| All access to the site shall be limited to well defined haul roads. | |
| Post-works | |
| Not required | |
| Erosion and sedimentation control | |
| <p>The work must be planned and carried out to avoid erosion and sedimentation of the site, surrounding areas and waterways. Prepare an Erosion and Sedimentation Control Plan (ESCP) to help you do this. The ESCP could be a site map with water flows indicated and controls drawn on to it. Usually an ESCP will be prepared or updated for each different phase of the works. The site must be subdivided into appropriate sections based on the separate catchment areas that will be affected by the work. The sections you could include are:</p> <ul style="list-style-type: none"> - area bounded by the road reserve - access and haulage tracks - borrow pits - stockpile and storage areas - temporary work areas - materials processing areas - compound areas - concrete and asphalt batching plant areas. <p>Use whatever sections are appropriate to your site.</p> | |
| Pre-works phase | |
| An Erosion and Sediment Control Plan will be prepared and kept on site to show the layout of the erosion and sediment control structures to be installed prior to any construction commencing. | |
| Temporary erosion and sediment controls shall be installed prior to the commencement of any works with the potential to cause soil erosion, including stockpiling. | |
| All site personnel shall receive training in matters pertaining to the control of soil erosion and sediment for the site. | |
| Works phase | |
| Existing drainage lines likely to be affected by the worksite will be identified and protected using siltation barriers, placed such that they intercept run-off from exposed surfaces | |
| Mud deposited on the current road network due to truck movements to and from the site works is to be cleaned immediately. Street sweeper may be used for the purpose | |
| Erosion and sedimentation controls are inspected weekly, and after rainfall greater than 10 mm in a 24 hr period to ensure they are maintained in a fully | |

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| functional condition. Inspections are carried out using environmental inspection checklists | |
| All erosion and sediment controls will be checked daily and after rain | |
| Any sediment that accumulates behind the silt fences or straw bales will be cleaned out and used during rehabilitation | |
| Cleaning of concrete mixing trucks is not allowed on site | |
| Guttering will be connected to the stormwater system or the rainwater tank as soon as practicable | |
| Surface water entering the site will be limited as it increases erosion and the potential for sediment laden water to leave the site. Overburden will be placed in the form of a bund upslope of the site to reduce surface water entering the site (only where safe to do so). | |
| Sediment laden water will be prevented from entering the stormwater system by placing geotextile fabric over the grate, the fabric will be secured with sandbags. | |
| Sandbags, haybales wrapped in geotextile fabric etc. will be used to slow water flow and trap sediment | |
| Linear silt stop fencing will be installed downslope of all affected areas and stockpiles | |
| The work area will be kept to the smallest possible size. The work area will be rehabilitated as soon as work is finished in an area | |
| All sediment control measures will be left in place until the site has been stabilised. | |
| Landscaping and revegetation will be completed as soon as possible following building activities | |
| Do not locate stockpiles within 2 metres of hazard areas such as spoon drains or areas of high flow | |
| Once no longer required, reinstate ground level around the works, fill spoon drains and sediment basins, level banks and remove surplus soil | |
| Connect guttering and downpipes to the stormwater system as soon as the roof is completed | |
| Fill in service trenches as soon as work is completed to minimise erosion | |
| Cover service trenches with plastic sheeting or another suitable cover if filling cannot be immediately completed | |
| All discharges will be monitored to prevent erosion. If discharges are causing erosion flow will be slowed or energy dissipaters used. | |
| Post-works phase | |
| Temporary erosion and sediment control structures shall be retained for six months or until at least 70% of the exposed ground surface has been successfully stabilised against erosion (whichever is the shortest). | |
| All exposed soil areas shall be stabilised and revegetated as soon as possible on completion of works to prevent potential erosion. | |
| Flora and Fauna | |
| Pre-works phase | |
| All reasonable measures shall be undertaken to ensure that no native fauna is harmed or placed at risk during the course of the clearing activities. | |
| Mature trees that occur in close proximity to the construction zone shall be assessed on an individual basis to determine if it is possible to retain these within the project's design. | |

| | |
|---|--|
| Works phase | |
| Any excavation under the drip line of trees will be done by hand, thrust boring or something similar. | |
| No equipment or stockpiles will be placed under the canopy of any vegetation. | |
| Trees that are to be removed will be clearly marked. Any vegetation adjacent to the work area will be protected with exclusion fencing. | |
| Any noxious weeds within the work area will be removed and stored in sealed containers and disposed appropriately. | |
| Weed infested topsoil shall not be re-used in the rehabilitation works unless it is sterilised. | |
| Measures shall be implemented to control weed re-invasion during the works such as cleaning of tyres of plant and trucks coming to and going from the site and the use of clean, sterile topsoil in rehabilitation works. Topsoil to be reused at the site shall only be supplied from local sandstone-based materials. | |
| Cleared vegetation shall not be bulldozed into adjacent bushland, and mulched vegetation shall not be dumped into adjacent areas. | |
| Newly exposed surface areas shall be mulched and replanted as soon as possible in order to reduce the potential for erosion. | |
| All vehicle movements or other construction activities shall be restricted to the delineated construction zone, the existing road network or previously disturbed areas. | |
| Vehicles and machinery shall not be parked or stored in the vicinity of trees or any areas of natural vegetation to be retained, nor in proximity to any ephemeral drainage lines. | |
| The condition of the construction zone boundary fencing and any other exclusion fencing shall be regularly checked to ensure its effectiveness. | |
| To prevent soil compaction, no stockpiles or other materials shall be stored, and no vehicles shall be parked under, the canopy of trees to be retained in the construction zone. | |
| Where practicable, a qualified ecologist shall capture and relocate any fauna (eg. Snakes) that are displaced towards residential areas. | |
| All native wildlife must be protected. No firearms are allowed on site except for security purposes permitted by law. | |
| Any injuries to protected wildlife caused through or because of construction activity must be reported to WIRES (Sydney metro) or other wildlife care service. | |
| When trees are to be removed from site, the following three phase felling process is used: 1. Clear small trees. 2. Knock larger trees (that potentially contain habitat) with machinery to scare off animals. 3. Fell large trees at least 24 hours later. | |
| Post Works | |
| Any bare areas of the site shall be rehabilitated and revegetated with native vegetation where appropriate. | |

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ASBESTOS REMOVAL CONTROL PLAN

Project Name:

Location of Project:

Project Start Date:

Project Finish Date:

Licensed Supervisor:

Part Refuse Sch.4 Part 4 s.6 PI

License Number:

CSQD1704KD

Contact Phone:

(07) 3888 2234

HEALTH & SAFETY REPRESENTATIVE

Contact Phone:

(07) 3888 2234

Company Licence

2300805

Number: Licence Expiry:

3/6/2018

THE FOLLOWING MANAGEMENT PLAN PROVIDES PROCEDURES FOR THE WORK HEALTH AND SAFETY OF ALL PERSONNEL ON SITE AND IS TO BE FOLLOWED AT ALL TIMES.

Author's SIGNATURE:

Date:

AUTHORITY TO COMMENCE WORK

Authority to proceed has been granted by the following (signed):

| | | |
|----------------------------|---|--|
| Supervisor | X | |
| Licensed Asbestos Assessor | X | |
| EPA NOT APPLICABLE | | |

Notice of Asbestos Removal Work Completed & Submitted to Worksafe



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WORK AREA

No worker other than the asbestos removalist may be within the area

Assigned Responsibilities:

SPOTTER – ASBESTOS ASSESSOR –

Part Refuse Sch.4 Part 4 s.6 Pl

Area Supervisor

SITE INFORMATION

WORK IN AREA ADJACENT TO PUBLIC AREAS

Hoardings / Fences

Site Boundary:

Will have access to gates that are 1800 high chain mesh with padlock

1800 high mesh

Gantry Required

Existing Structure is Adequate

Perimeter Barricade

Amenities and Facilities

The following amenities shall be provided by the PCBU for use by onsite personnel.

Washing facilities

Water tap to be made available

At Site Toilets

At Site Crib Rooms

To Perimeter Fencing

At each Building

Drinking facilities

Shall be provided within a maximum of 30 metres from work area

At Site Office

At Site Crib Rooms

To Perimeter Fencing

To each Building

On each Second Level

By use of Portable Water Container

Toilet

Temporary toilets shall be provided to site. This shall comprise o at least one toilet per 15 workers.

Located at:

Crib Room

Site Office

Ground Level and each Third Level thereafter

At each Building

Dining location

15 Workers or more on site, a hut shall be provided

For less than 15 workers, a designated area shall be allocated

The location is (*DINING LOCATION*) - *OFF SITE*



Site Office

Site Office Location: IN TRUCK ONSITE

Services:

| Type | Point of Entry | Isolation Point | Notes | Isolated |
|-------|----------------|-----------------|-------|----------|
| Power | | | N/A | N/A |
| Gas | | | N/A | N/A |
| Water | | | N/A | N/A |
| Sewer | | | N/A | N/A |
| Phone | | | N/A | N/A |
| Other | | | | N/A |

Public Risks

The site during construction will be:

Occupied

Not Occupied

Site Access / Security

Site Access is from:

FRONT

Parking for Workers Vehicles:

OFF SITE

Identify Confined Spaces:

N/A

Local Weather Considerations:

AS PER BOM WEBSITE – TIMING FOR YEAR CONSIDERABLE



RESOURCES

Plant:

| Plant type | Make | Model | Licence |
|----------------------|------|-------|---------|
| Decontamination Unit | | | N/A |
| Negative Air Unit | | | N/A |
| Supplied Air RPE | | | N/A |
| EWP | | | N/A |
| Scissor Lift | | | N/A |

Maintenance program

| Plant item | What is required? | Frequency | Performed |
|----------------------|-------------------|--------------------|-----------|
| Decontamination Unit | Decontamination | after each project | N/A |
| Negative Air Unit | Change filters | As required | N/A |
| Supplied Air RPE | Clean | Daily | N/A |
| Supplied Air RPE | Service | As required | N/A |
| | | | N/A |

Required for the Project:

Hand Tools: Knife, Chisels, Hammer
 Spray Equipment – Surface Soaking / Constant Water Spray
 Vacuum – Complete with HEPA
 Tape
 Bags – 0.2 m bags
 Plastic – 0.2 m plastic

Access Equipment:

Ladders
 Scaffold
 Work Platform
 Edge Protection

Specific training required for this project:

ALL ASBESTOS REMOVALISTS ARE LICENSED AND TRAINED



Site Plan

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Hazardous Substances to be provided for use on-site:

| Substance | Use | Quantity |
|-----------|-----|----------|
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

CONSULTATION

Stakeholders Consulted:

- Workers
- Health & Safety Representative
- Licensed Assessor
- Owner
- Person who commissioned the removal work
- Neighbours

Drop - LETTER BOX FLYER

Consultation with the Stakeholders has raised the following issues:

DUST, NOISE, SUPERVISOR, AIR MONITORING WILL TAKE PLACE AND RESULTS KEPT ON FILE

Licensed Assessor

Name: [Redacted: Part Refuse Sch.4 Part 4 s.6 P]

Phone: [Redacted: Not Relevant]

Air Monitoring

BY ASSESSOR

Clearance Certificate

To be Inspected & Issued



SITE PREPARATION

Public Protection:

SITE WILL HAVE CORRECT SIGNAGE AND TAPE ACROSS FRONT

Lighting: NATURAL LIGHTING IS SUFFICIENT

Scaffolding: N/A

Attach Scaffold Plan & Engineers Certificate

Dust Containment:

Silt Containment: N/A

Noise Containment: N/A

Access & Egress:

Services:

Isolated

Checked By: SUPERVISOR

Electrical

ELECTRICAL SUPPLY TO BE DISCONNECTED TO ENSURE SAFETY OF WORKERS

Enclosure Systems

Areas where enclosure is not possible

| | |
|--|---|
| Locations | |
| Barriers to be installed (min 10 metres) | |
| Signage | X |
| Air Sampling: Static Air Sampling shall be carried out | X |



Enclosure system

| | |
|------------------------|-----|
| Locations | |
| Size | |
| Shape | |
| Structure | |
| Air Sampling | YES |
| Negative Pressure Unit | NO |
| Tested | YES |
| | |

Decontamination Chamber

N/A or

Location:

Facilities:

| ITEM | PROVIDED | TESTED |
|------------|----------|--------|
| Hot Water | N/A | N/A |
| Cold Water | YES | YES |
| Lights | YES | YES |
| Waste | YES | YES |
| Smoke Test | YES | YES |

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SIGNAGE

The following signs maybe required, **SELECT** those signs to be used for this task.

| | | | | | | | |
|--|-------------------------------------|--|-------------------------------------|--|-------------------------------------|--|-------------------------------------|
| | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

METHODOLOGY
Site Set-Up

REMOVAL SYSTEM
Dry Removal Method
Wet Spray Method

Locations:

SPECIAL PRECAUTIONS:

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Create Isolation to Work Area for Non-Friable Asbestos Removal

N/A

All openings shall be sealed with plastic, barricading erected with signage

NOT APPLICABLE NON FRIABLE

Provide a dust barrier around the work area

NOT APPLICABLE NON FRIABLE

Enclosure / Decontamination Area – NO ENCLOSURE REQUIRED AS ASBESTOS IS NOT FRIABLE

Enclose work space in plastic to ensure no asbestos exposure to exterior. Joins shall be 300mm taped, ensuring that the tape if stretched has been allowed to spring back. Where multiple layers of plastic are used it is advisable to use double-sided tape or to apply spray adhesive between layers to prevent slippage. Attach plastic to NPU and Decontamination unit. Use smoke test to verify a seal is created.

Set-up Decontamination Area for non -friable asbestos removal. A double layer of plastic shall be laid on the floor and taped in place, a suitable sized area shall be designated as the dirty decontamination area and another as the clean decontamination area.

Removal of Asbestos - SAFE OPERATING PROCEDURES

The following ticked items are mandatory

Tick the boxes that apply and attached the relevant SOP

| | | |
|-----------------------------|---|--|
| Electrical | | Generators |
| | X | Safety precautions working on electrical equipment |
| | X | Use of ELCB –RCD |
| Hand held equipment | X | Cutting Tools - General |
| | X | Hand Tools |
| | X | Power Tools Usage - General |
| | | Small Plant Operations |
| Hazardous Substances | | Accidental Spills Clean-up |
| | | Hazardous Waste Bin |
| | | Using a Hazardous Substance |
| Manual Tasks | | Erecting Safety Fencing |
| | X | Manual Handling |
| Work Outdoors | | Closure of Footpath |
| | | Working Across Footpaths |
| | | Working Outdoors |
| Heights | | Elevated Work Platforms |
| | | Ladders |
| | | Mobile Scaffold |
| | | Edge Protection |



| | | |
|-----------------|--------------------------|---|
| | | Travel Fall Arrest Systems |
| | | Working at Heights |
| Asbestos | X | Working with Asbestos Containing Material |
| | X | Non-Friable Asbestos material removal |
| | X | Decontamination activities |
| | | Removal of lino tile / sheet |
| | | Removal of fixed AC sheet |
| | | Removal of AC pipe |
| | | Removal of AC roofing |
| | | Removal of communications pit |
| | | Removal of fire doors |
| | | Removal of friable asbestos containing material |
| | | Removal of Zelemite |
| | | Remove asbestos rope |
| | | Remove fire damaged ACM |
| | | Remove formed lagging |
| | Remove heater bank | |
| | Remove spray application | |

| | | |
|-----------------------------|---|---------------------------------|
| Emergency Procedures | X | Accident and incident reporting |
| | X | Asbestos work - rescue |
| | | Confined space rescue |
| | X | Electrical event - rescue |
| | X | Fire procedures |
| | X | Hazardous substance rescue |
| | | Plant rescue |
| | | Rescue from heights |

DECONTAMINATION

Decontamination of Work Area

All surfaces shall be vacuumed, wet wiped and PVA solution sprayed to frame work. Pipe shall be sprayed with heat resistant paint then Plastic shall be PVA sprayed, allowed to become tacky and rolled up and wrapped and treated as waste.

Decontamination of Equipment

All tools shall be vacuumed and wet wiped unless electrical. Any tool that cannot be decontaminated shall be double bagged or sealed in a plastic box, then moved to the clean contamination area.

Decontamination of Soil

The following decontamination methods will be applied to the soil in the removal area:



DECONTAMINATION OF WORKERS

Decontamination of Workers – Friable Work N/A

Workers shall use the 3 chamber decontamination unit, wash themselves, remove their suits and shower again. All disposable PPE shall be double bagged, wash your hands, wet down the mask, hold your breath and remove the mask, immediately wash your face.

Decontamination of Workers – Non-Friable Work

Workers shall vacuum or wet wipe themselves, remove their suits and wet wipe again. All disposable PPE shall be double bagged. Wash your hands, wet down the mask, hold your breath and remove the mask, immediately wash your face.

TESTING OF DECONTAMINATION PROCEDURES

WASTE

Sealing of Waste

Double Bag – YES

- Must be Double Bag or Gooseneck Bags

Double Wrap – YES

- Waste shall be double wrapped in 2 layers of 200um plastic, each layer shall be sealed separately

Storage of Waste – (please select)

Waste shall be stored in a designated area within the work area until the project is complete.

Waste shall be decontaminated immediately and stored outside the removal area in a designated area.

Waste shall be decontaminated immediately and stored outside the removal area in a skip.

Tracking of Waste

All waste shall have a tracking docket completed and supplied to the regulated waste transfer driver who shall sign the docket and take copies for the EPA registered dump site.



Method of Transport to On-Site Bin

TRUCK OR SKIP BIN

Lined Bin

Location:

Size:

Licensed Transport Contractor

Carrier:

Own Vehicle – Licensed

Own Vehicle – Unlicensed (less than 1 cubic metre)

Notification of Asbestos Removal Work Completed & Submitted to Worksafe

Hazardous Waste Cartage License Number:

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RECYCLING

Is any recycling planned for materials that previously had ACM attached? NO

If Yes, detail the procedures for ensuring all recyclable materials will be decontaminated prior to reuse or disposal:

REMOVAL OF ENCLOSURE

Request for Clearance – Friable Work

Prior to requesting a clearance certificate each worker shall be assigned an area to check for cleanliness, the worker will ensure all debris and dust has been removed, all bags have been taken to the designated area and that there is NO VISIBLE ASBESTOS. Then request the certificate from the Licensed Asbestos Assessor for friable work.

Request for Clearance – Non-Friable Work

Prior to requesting a clearance certificate each worker shall be assigned an area to check for cleanliness, the worker will ensure all debris and dust has been removed, all bags have been taken to the designated area and that there is NO VISIBLE ASBESTOS. Then request the certificate from the competent person for non-friable work.

Removal of Enclosure – YES

The assessor will set up air-monitors for approx. 90 minutes, at the end of the time the cowls are sent to a laboratory for a fibre count, if the fibre count is within the workplace exposure standard the assessor will also perform a visual check and authorise dismantling of the enclosure. Dismantling the enclosure shall be performed by workers observing friable removal SOP including the use of PPE. The plastic sprayed with PVA solution and allowed to become tacky to the touch, at this time the plastic shall be taken down and rolled into manageable parcels and double-wrapped, then disposed of as asbestos waste

LEGISLATION & RELATED DOCUMENTS

| | |
|--------------------------|--|
| Legislation | Work Health & Safety Act / Regulation 2011 |
| Codes of Practice | Plant |
| | Management of Asbestos in the Workplace |
| | Removal of asbestos |
| | First Aid |
| | Hazardous Substances |
| | Noise |
| | Risk Management |
| | Scaffolding |



Risk Assessment

LIKELIHOOD 'Likelihood that the stated consequence will occur'

EXPOSURE 'Consider the exposure (frequency) factor when determining the likelihood of the risk/hazard event occurring.'

| | |
|----------------|--|
| Almost certain | Almost inevitable outcome, expected to occur in most circumstances. |
| Likely | Not a certainty but there is a good chance of occurrence. |
| Possible | Could occur. |
| Unlikely | Could occur but not expected. Would require multiple failures of systems/controls. |
| Rare | Little chance of occurrence. Would require a combination of factors to result. |

| Hazard event occurs | Exposure factor |
|---------------------|-----------------------------|
| Continuously | Many times daily |
| Frequently | Approximately once daily |
| Occasionally | Once a week to once a month |
| Infrequent | Once a month to once a year |

CONSEQUENCE 'The outcome of an event expressed qualitatively, being a loss, injury, disadvantage or gain.'

| | Health & Safety | Environment |
|----------------------|--|---|
| Catastrophic | Fatality or permanent disability (Class 1 incident) | High severity which has or may have permanent and/or irreversible effects |
| Major | Life threatening incident, Lost Time Injury or ongoing illness/health effects (Class 2 incident) | Medium severity which has or may have persistent but reversible effects |
| Moderate | Incident that requires medical treatment by a qualified medical practitioner (Class 2 incident) | Low severity which has short term and reversible effects |
| Minor | Incident that may require first aid treatment only (Class 3 incident) | Impact confined to area impacted by work operations |
| Insignificant | No injuries | Very low environmental impact, not noticeable |

QUALITATIVE RISK ANALYSIS MATRIX: LEVEL OF RISK

RISK MATRIX

| LIKELIHOOD | CONSEQUENCE | | | | |
|---------------------------|---------------|-------|----------|-------|--------------|
| | Insignificant | Minor | Moderate | Major | Catastrophic |
| A - Almost Certain | 5H | 10H | 15E | 20E | 25E |
| B - Likely | 4M | 8H | 12H | 16E | 20E |
| C - Possible | 3L | 6M | 9H | 12E | 15E |
| D - Unlikely | 2L | 4L | 6M | 8H | 10E |
| E - Rare | 1L | 2L | 3M | 4H | 5H |

| | |
|-----------------|--|
| Extreme | STOP, senior manager to approve. Risk, immediate action required, works must not proceed at this level. |
| High | STOP, Manager to approve. High risk, acceptable to proceed only with strict controls or a short duration |
| Moderate | CHECK Supervisor to approve. Moderate risk, acceptable to proceed with suitable controls |
| Low | Low risk, acceptable to proceed |



RISK ASSESSMENT

Highest level of control ←

→ Lowest level of control



| Hazard | Potential Risk What goes wrong | Risk | Control type | Risk Controls | Res risk | Person Responsible to Ensure Control is used (select all that apply) |
|--|-----------------------------------|------|--------------|--|----------|--|
| SITE WORKERS SPREADING MATERIALS | LUNG DAMAGE | H | ELIMINATE | DUST MEASURES TO BE CONTROLLED | L | W S P |
| PUBLIC RISK TO DUST | LUNG DAMAGE | H | ELIMINATE | DUST MEASURES AND FENCING TO BE PLACED ONSITE | L | W S P |
| EXPOSURE TO PUBLIC ONSITE | WALKING ONTO THE SITE | H | ELIMINATE | SAFETY CAUTION TAPE TO BE ACROSS PROPERTY AND CORRECT SIGNAGE TO BE VIEWABLE | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P — |
| | | L | ELIMINATE | | L | W S P — |

Risk level: L is Acceptable. M is acceptable with appropriate controls. H is acceptable with strict controls short term. E is unacceptable
W = Worker, S = Supervisor, P = PCBU



RISK ASSESSMENT

Highest level of control

Lowest level of control



| Hazard | Potential Risk What goes wrong | Risk | Control type | Risk Controls | Res risk | Person Responsible to Ensure Control is used (select all that apply) |
|--------|-----------------------------------|------|--------------|---------------|----------|--|
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |
| | | L | ELIMINATE | | L | W S P |

Risk level: L is Acceptable. M is acceptable with appropriate controls. H is acceptable with strict controls short term. E is unacceptable
W = Worker, S = Supervisor, P = PCBU



WORKER PPE ISSUED / TRAINING

I, the undersigned worker acknowledge that I have been instructed in the use of the PPE itemised below, I have been consulted and or trained in the procedures listed in this document, I understand the instructions I have been given. I agree to work in accordance with the instructions discussed with me and outlined in this document. If in doubt I will request clarification from my supervisor and I will be aware of my work area and report all hazards and incidents

| Worker | Signature | PPE Issued | | | | | | | | | | Training | | | | | | | |
|---------------------------------|-----------|------------|----------|----------|-----------------|----------|-------------|--------|----------|-------------|-----------|--------------|--------------------|------------|----------------|-----------|-----------|------|-----|
| | | Suits | P2 masks | P3 masks | P3 supplied air | Gumboots | Boot covers | Gloves | Hard hat | Face Shield | Ear Plugs | N-F Asbestos | F-Asbestos Removal | Supervisor | Plant Operator | First Aid | Emergency | SWMS | SDS |
| Part Refuse Sch.4 Part 4 s.6 PI | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

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Work Schedule

| <i>Task</i> | <i>Requirement</i> | <i>Supplier</i> | <i>Contact Details</i> | <i>Date</i> | <i>Time</i> | <i>Special Instructions</i> |
|-------------------------------|----------------------------|-----------------|------------------------|-------------|-------------|-----------------------------|
| Site Visit | RA / document | Supervisor | | | | |
| Complete Documentation | ARCP / RA | Supervisor | | | | |
| | Regulator Notification | Supervisor | | | | |
| | Neighbours Notification | Supervisor | | | | |
| | | | | | | |
| Resources to Site | Decon / NPU/ Generator | | | | | |
| | Enclosure materials | | | | | |
| | PPE | | | | | |
| | Waste – bags, plastic | | | | | |
| | Waste – skips / vehicle | | | | | |
| | Removal tools | | | | | |
| | Access equipment | | | | | |
| | Workers to site | | | | | |
| | Equipment pre-start / test | Supervisor | | | | |
| | | | | | | |
| Prepare Work Area | Tool box / Site Induction | Supervisor | | | | |



| | | | | | | |
|-------------------------|--------------------------|------------|--|--|--|-----|
| | Air-monitoring - control | | | | | N/A |
| | Isolate work site | Supervisor | | | | |
| | Approval to commence | | | | | |
| | | | | | | |
| Perform Removal | Commence work | | | | | |
| | Air-monitoring | | | | | N/A |
| | | | | | | |
| Removal Complete | Scheduled completion | Supervisor | | | | |
| | Decontamination | | | | | |
| | Check decontamination | Supervisor | | | | |
| | Clearance Air monitor | | | | | N/A |
| | Clearance certificate | | | | | |
| | Demobilise | | | | | |

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Licence
Class A asbestos removal

DAVID WRIGHT PROPERTIES PTY LTD

Licence number 2301362

is licensed under the *Work Health and Safety Regulation 2011* to carry out removal of friable asbestos and asbestos-contaminated dust or debris.

Nominated Supervisor:

Part Refuse Sch.4 Part 4 s.6 PI

Conditions of licence:

The licence holder must ensure that an asbestos removal control plan adapted for the licensed asbestos removal work to be performed is available for inspection at each workplace where the asbestos work is carried out under this licence;

| | |
|------------------------------------|-------------------------------------|
| <u>21/08/2013</u> Date of issue | <u>20/08/2018</u> Date of expiry |
|------------------------------------|-------------------------------------|

James Beck
Director, Licensing and Advisory Services
Workplace Health and Safety Queensland

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LIFE THREATENING EMERGENCY

FIRE

POLICE

AMBULANCE

000

1. Ask the operator for the service you need
2. Wait to be connected
3. Advise the location and details of the emergency calmly and clearly to the service operator.

OUR LOCATION IS

PCBU:

Site:

Head Office:

POWER AUTHORITY

ENVIRONMENTAL AGENCY 1800 803 772

SAFETY AUTHORITY

HSR Phone:

First Aid Phone:

Located:

Fire Extinguisher:

DIAL BEFORE YOU DIG

1100 (www.1100.com.au)

POISONS INFORMATION

13 11 26



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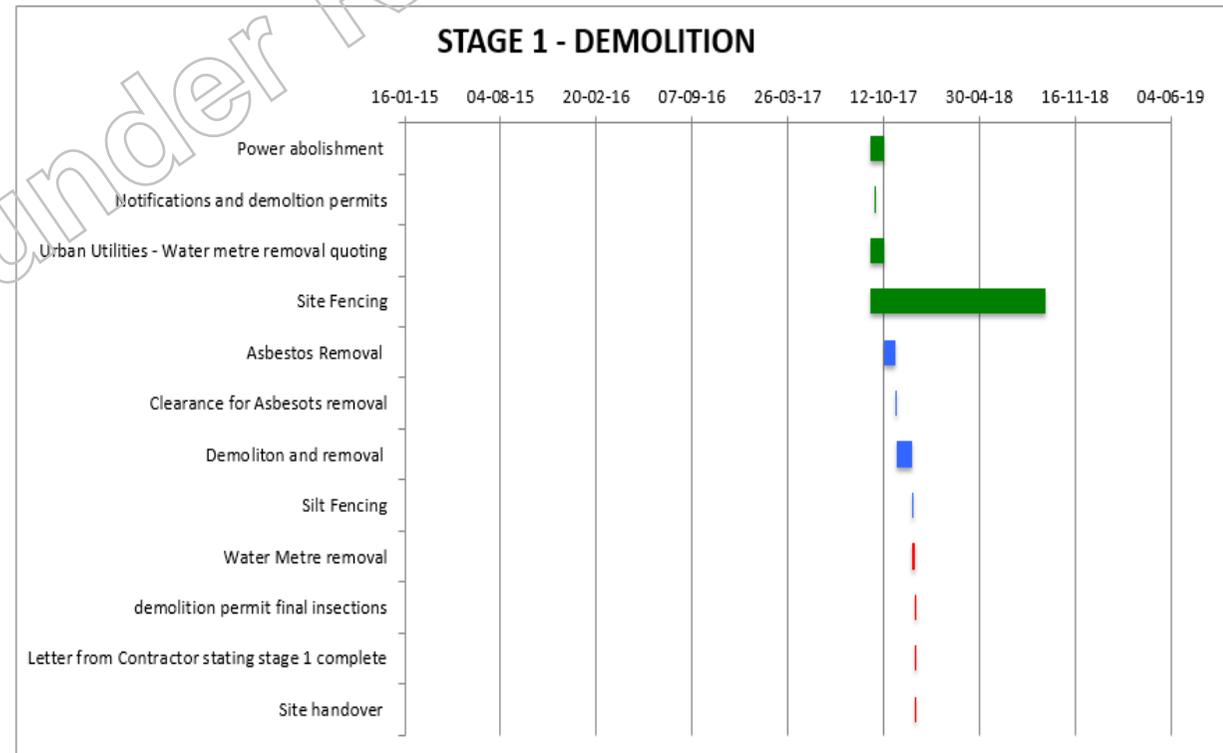


Demolitions and asbestos removal

STAGE 1

| Task Name | Start | End | Duration (days) |
|---|----------|----------|-----------------|
| Power abolishment | 15-09-17 | 15-10-17 | 30 |
| Notifications and demoltion permits | 22-09-17 | 27-09-17 | 5 |
| Urban Utilities - Water metre removal quoting | 15-09-17 | 15-10-17 | 30 |
| Site Fencing | 15-09-17 | 15-09-18 | 365 |
| Asbestos Removal | 15-10-17 | 06-11-17 | 22 |
| Clearance for Asbesots removal | 06-11-17 | 10-11-17 | 4 |
| Demoliton and removal | 10-11-17 | 10-12-17 | 30 |
| Silt Fencing | 10-12-17 | 15-12-17 | 5 |
| Water Metre removal | 10-12-17 | 16-12-17 | 6 |
| Demolition permit final insections | 16-12-17 | 17-12-17 | 1 |
| Letter from Contractor stating stage 1 complete | 17-12-17 | 18-12-17 | 1 |
| Site handover | 17-12-17 | 18-12-17 | 1 |

David Wright House Removers and Demolition – Program of Works – STAGE 1



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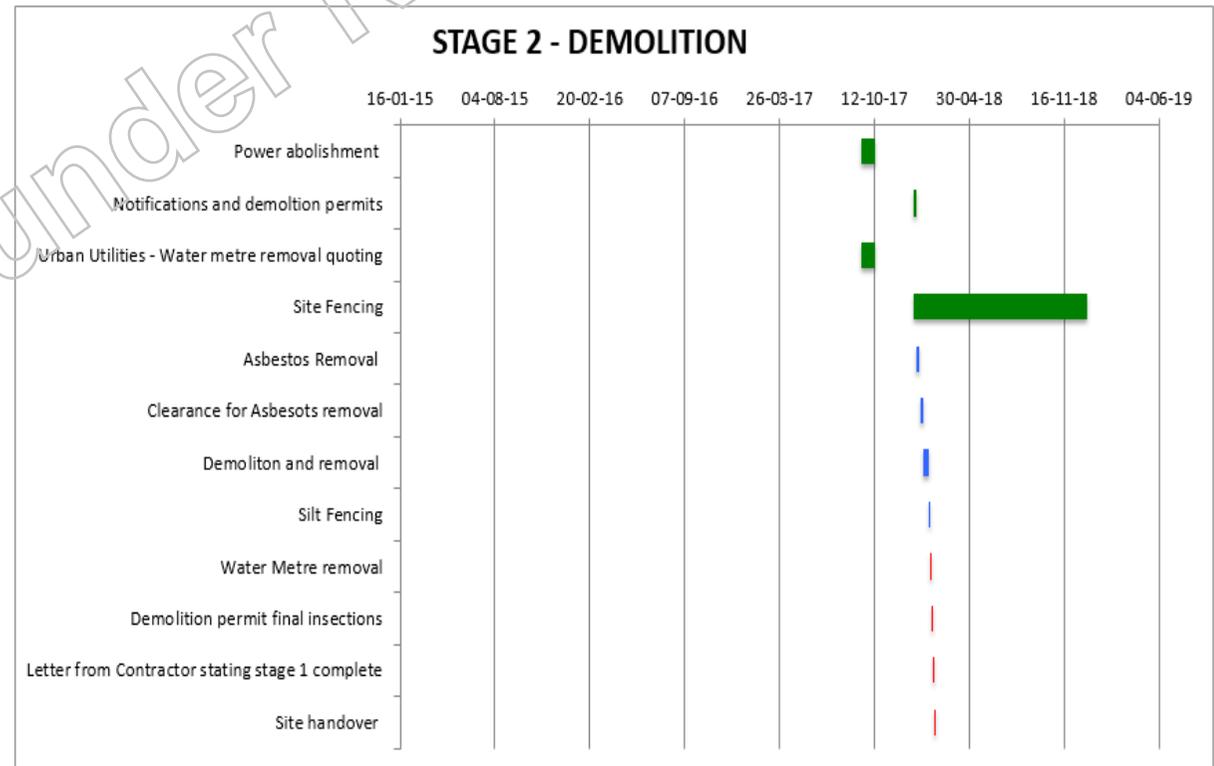


Demolitions and asbestos removal

STAGE 2

| Task Name | Start | End | Duration (days) |
|---|----------|----------|-----------------|
| Power abolishment | 15-09-17 | 15-10-17 | 30 |
| Notifications and demolition permits | 04-01-18 | 09-01-18 | 5 |
| Urban Utilities - Water metre removal quoting | 15-09-17 | 15-10-17 | 30 |
| Site Fencing | 04-01-18 | 04-01-19 | 365 |
| Asbestos Removal | 09-01-18 | 15-01-18 | 6 |
| Clearance for Asbesots removal | 18-01-18 | 22-01-18 | 4 |
| Demoliton and removal | 24-01-18 | 04-02-18 | 11 |
| Silt Fencing | 04-02-18 | 07-02-18 | 3 |
| Water Metre removal | 07-02-18 | 10-02-18 | 3 |
| Demolition permit final insections | 11-02-18 | 14-02-18 | 3 |
| Letter from Contractor stating stage 1 complete | 14-02-18 | 15-02-18 | 1 |
| Site handover | 15-02-18 | 16-02-18 | 1 |

David Wright House Removers and Demolition – Program of Works – STAGE 2



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