

WHS Management Plan

Project Details	
Project Name:	Barangaroo Cutaway Cultural Facility
Project Number:	200290
Project Location:	1 Merriman St, Barangaroo NSW 2000
Client:	Infrastructure NSW
Commencement date:	April 2024
Estimated completion date:	July 2025
Name of principal contractor:	FDC Construction (NSW) Pty Limited
Company address:	22-24 Junction Street, Forest Lodge NSW 2037
ABN:	72 608 609 427

Approved Signature

Peter Colak

Senior Project Manager Peter Colak

Conney Approved n Signature Emma Thomy

Project Director



Acknowledgement of Country

This project is being undertaken on **Eora** land.

FDC are proud to acknowledge the Traditional Custodians of the land on which this project is located, and their connections to land, sea and community.
 We pay our respects to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people and all Aboriginal and Torres Strait Islander workers on this project.

FDC Commitment

"FDC are committed to a reconciled, just and equitable Australia" (FDC Reconciliation Action Plan)

By these acknowledgements and other actions, FDC will continue to do all we can to contribute to improving the lives and communities of our First Nations People.

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1. WHSMP

This Work Health safety Management Plan (WHSMP) has been developed in accordance with FDC's integrated management system and NSW work health & Safety Management Guidelines to achieve project specific worker health and safety requirements. The WHSMP enables the project team to deliver the project in accordance with client requirements and without safety or incidents to employees, or the community.

The WHSMP links with the Site Risk Assessment and First Aid Risk Assessment to identify potential hazards and aspects at the workplace and develop appropriate control measures to eliminate or reduce potential risks. The WHSMP is a live document that is developed and communicated to interested parties at project commencement and revised throughout the project to reflect the changing nature of the project.

Throughout the WHSMP the following Legislations have been reviewed and applied to this plan WHSA s17 and 18: Duty to eliminate risk SFAIRP before minimising it SFARP and have documented defensible evidence to support the SFAIRP decision (also see

<u>https://www.safeworkaustralia.gov.au/system/files/documents/1702/interpretive_guideline_</u> <u>reasonably_practicable.pdf</u>

and

<u>https://www.safeworkaustralia.gov.au/system/files/documents/2002/guide_reasonably_practicable.pdf</u> WHSR Ch. 3 Pt 3.1: Duty to comply with WHSA s 17 & 18 using the HOC, to maintain those controls so that they are effective.

2. PLAN REVIEW AND APPROVAL

The WHSMP shall be prepared by the Project team for the General Managers approval prior to issue and subsequent revision. Peter Colak shall be responsible for inducting the project team into the requirements of the WHSMP. Team members with assigned responsibilities and accountabilities shall sign the document through the Project Simple portal to acknowledge they have read, understood, and accepted the WHSMP requirements and are committed to complying with these.

The WHSMP will be stored within the site safety management system (Project Simple) and a further electronic copy retained on Aconex and assessable to stakeholders where requested. The WHSMP shall also be issued to subcontractors via Aconex together with the Site Risk Assessment and First Aid Risk Assessment, prior to them commencing work on site.

The ongoing suitability of the WHSMP shall be reviewed during the monthly site audit. Changes due to reviews, design meetings, site-specific outcomes and recommendations through inspections, reports, audits etc. shall be reviewed in consultation with Divisional HSEQ representatives and approved as above prior to re-issue.

The revision table in Appendix B shall record WHSMP revisions and Peter Colak shall be responsible for communicating changes to holders of copies and other stakeholders as required and recorded through project correspondence.

3. POLICIES AND OBJECTIVES

FDC's WHS policies communicate FDC's commitment to delivering this project safely, and in accordance with client requirements. These policies are included in the Appendix of this plan or available on site. Additional policies are available on the Vault and include:

- Code of Conduct and Ethics
- Equal Employment Opportunity
- Unexpected Finds Protocol
- Subcontractor Payment Administration
- Indigenous Participation Policy
- Drug and Alcohol Policy
- Fatigue Policy

- Industrial Relations
- Return to Work Policy
- Young, Inexperienced Workers Policy
- Training Management Policy
- Travel Policy
- FDC Group Motor Vehicle Policy
- Whistleblower Policy



Hot and Cold Policy

Modern Slavery

FDC Construction is committed to providing a workplace that enables all work activities to be carried out safely.

FDC will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of works, contractors, visitors, and anyone else who may be affected by our operations.

The Barangaroo Cutaway WHS Management Plan, Site Risk assessment, First Aid assessment set out the safety arrangement and principles which are to be observed by INSW, EY, FDC Construction and its workers to ensure compliance with the WHS Act FDC Policy's and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

4. ROLES AND RESPONSIBILITIES

General roles and responsibilities for employees are outlined in individual identified position descriptions. Peter Colak will assign project specific roles and responsibilities in accordance with the nature of the task and responsibility and the resource Training and Experience. When reading the WHSMP, the following definitions explain Responsibility and Accountability:

Define meaning within WHSMP.

Responsibility – the person with overall responsibility for ensuring the specific task is completed. Only one person can be responsible.

Accountability –the person, or persons, with delegated authority to complete the task. There can be more than one person accountable for a task.

Peter Colak has executive responsibility for safety, quality and responsible for implementation of the WHSPM requirements.

Roles – refer to Org chart to see names, roles.

FDC - Project Director General manager

Are responsible for providing and maintaining a working environment in which workers and stakeholders are not exposed to hazards, be informed monthly of safety issues, stats of safety lead and Lag indicators, ensure resourcing is available for the site to assist in safety management, drive safety initiatives with the team, complete monthly site walks and attend High Risk Workshop and be actively involved. This being –

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met
- actioning safety reports
- ensuring safe work practices
- participating in incident investigations
- leading by example and promoting health and safety at every opportunity.
- attend safety briefings and safety walks.

FDC - Peter Colak/Luke Trochei /HSEQ coordinator

Are responsible to ensure we provide a safe, maintained workplace for the workers, visitors and public. <u>All FDC personal</u> are all responsible to manage safety aspects on the site and identify safety issues, drive change in workers behaviours with safety issues, maintain safety and emergency equipment and records, attend High Risk Workshops and be active in discussions on its development, communicate safety aspect of the project to the workforce.

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met
- actioning safety reports and carrying out workplace inspections
- ensuring safe work method statements are completed
- ensuring safe work practices
- conducting inductions and regular safety briefings
- participating in incident investigation



• leading by example and promoting health and safety at every opportunity

Safety committee

Is to comprise of an elected committee made up of workers from different disciplines within the workforce and FDC management through a cooperative and managing

approach the safety committee will review site direct change in safety behaviours, push safety innovation and develop weekly lists and WHS actions to be actioned.

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met
- actioning safety reports and carrying out workplace inspections
- ensuring safe work practices
- conducting inductions and regular safety briefings
- participating in incident investigations

<u>Workers</u>

Are responsible to maintain a safe working environment for themself, other workers and the construction site, every worker is to ensure they are following their safety systems and engaging in good work practices that don't put themselves or the other workers in an unsafe environment. This being

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedure given by their employer, business or controller of the workplace.
- doing risk management activities
- Review changes that may affect the health and safety of yourself or workers
- making decisions about any health and safety procedures

5. PROJECT SCOPE & DESIGN IN CONSTRUCTION PROCESS

The Cutaway is envisaged to become one of Sydney's premier cultural facilities and be recognised globally for hosting the performing and visual arts, along with exhibitions and events – appealing and connecting with both the local community and national and international visitors. The scope includes, but is not limited to the design and construction, and testing and commissioning of:

- Primary Use Areas inclusive of the Main Entry, Entry Foyer, Event Hall, Gallery & Exhibition Space, Education Space, Waranara Terrace, and associated amenities;
- Back of House Areas inclusive of a Security Control Centre, Loading Dock, Offices, Green Rooms, Event Kitchen, Storage Spaces;
- Service and Amenity areas inclusive of a Café and Retail/merchandising space;
- Management Offices including Precinct Management Office, Cutaway Management Office and Facilities Management Office;
- High-risk activities including structural modifications, hazardous material handling, complex installations, working at heights, confined space entry, and heavy machinery operations
- New services including upgrades, connection to and augmentation of existing services;
- New skylight structure on the existing sandstone wall (the skylight support will impact on the top of the rock shelf and the adjacent existing concrete upstand, which will require additional structural strengthening to support the new enclosure);
- Bespoke timber elements of the fitout; and
- External precinct works.

6. WORK HEALTH AND SAFETY LEAD AND LAG INDICATORS

6.1 Lead Indicator	Target	Responsibility
Peter Colak s Audit	1 per month	Peter Colak
Weekly Site Inspections	1 per week	WHS Coordinator
FDC Toolbox / Pre-start meetings	1 per week	Luke Trochei
Work Observations	1 per month	Luke Trochei
Temp works inspections – Scaffold / temp structures	1 per week	Luke Trochei
Hoarding inspections	1 per week	Luke Trochei
Task observations	4 per week	Luke Trochei
Emergency drill	Every 3 months	WHS Coordinator
Nurse call inspection	1 per week	WHS Coordinator
6.2 Site lead indicators for consultation to workforce		
Daily Pre-starts	1 per working day	WHS Coordinator
Daily CWMC	1 per working day	WHS Coordinator
Task observations	4 per week	Luke Trochei
6.3 Lag Indicator	Target	Responsibility
Recording of Medical Treatment Injury (MTI*)	MTI = 0	Peter Colak
Recording of Lost Time Injury (LTI)*	LTI = 0	Peter Colak
Non conformances	NC = 0	

* Notes In accordance with AS1885:

A Medical Treatment Injury (MTI) is as an injury, which results in a journey to a medical facility where a medical
practitioner provides treatment;

• A lost time injury / disease (LTI) is defined as a workplace injury where the injured person is not able to work for at least one full day/shift at any time after the day the injury occurred.

Implementation of Internal Reviews

WHS Management Plan: Monthly Reporting

To ensure continuous improvement in workplace health and safety by systematically monitoring and reporting on both lead and lag indicators at divisional and national levels.

Lead Indicators: Lead indicators are proactive, preventive measures that help predict and prevent workplace incidents. Monthly reporting on lead indicators will include, but is not limited to:

- Number of safety training sessions conducted
- Frequency of safety audits and inspections
- Employee participation in safety programs
- Number of hazard identifications and risk assessments completed
- Implementation rate of corrective actions from safety audits

Lag Indicators: Lag indicators are reactive measures that reflect the outcomes of safety performance. Monthly reporting on lag indicators will include, but is not limited to:

- Number of reported incidents and near-misses
- Lost Time Injury Frequency Rate (LTIFR)



- Total Recordable Injury Frequency Rate (TRIFR)
- Severity rate of injuries
- Workers' compensation claims and costs

Reporting Process:

Data Collection: Each division will collect data on both lead and lag indicators throughout the month.

Data Analysis: The collected data will be analysed to identify trends, areas of improvement, and potential risks.

Monthly Reports: Divisional reports will be compiled and submitted to the national WHS team by the 5th of each month.

National Summary: The national WHS team will consolidate divisional reports into a comprehensive national report, highlighting key findings, trends, and recommendations.

Review and Action: The national WHS committee will review the monthly report, discuss findings, and implement necessary actions to address identified issues and improve overall safety performance.

Client Reporting: A summary of key findings, trends, and actions taken will be prepared and presented to the client during the monthly PCG report. This report will include:

- Overview of lead and lag indicators
- Significant trends and patterns
- Key safety initiatives and their outcomes
- Actions taken to address identified risks and improve safety performance.
- Recommendations for further improvements

Responsibilities:

Divisional WHS Managers: Responsible for collecting, analysing, and reporting divisional data on lead and lag indicators. Issuing feedback to teams and engagement with subcontractors.

National WHS Team: Responsible for consolidating divisional reports, preparing the national summary, and coordinating the review and action process.

Client Liaison: Responsible for preparing and presenting the monthly summary report to the client, ensuring transparency and continuous communication.

7. WHSMP AUDITS TEAM AND NOMINATED AUDIT DELIVERABLES

FDC Safety team will prepare the draft audit schedule and audit program to be submitted to INSW for review at which time the Audit leader will be nominated by INSW. FDC will be issued all required paperwork to satisfy the Audit process.

Ongoing monthly review of the management plans is to be undertaken by Peter Colak, this is to ensure ongoing conformance to the project deliverables or when one of the following take places onsite –

- After an incident onsite
- o Divisional and company updates
- Results of Audits
- Emergency scenario training
- Change in Resources to the project



8. TRAINING

Throughout the project FDC staff Subcontractor will require training, or have completed training prior to arriving to site, Licencing and tickets required by an individual worker to complete his or her works will be uploaded onto Project Simple portal through the workers personal profile, these tickets and license, will be reviewed and checked during the induction process, any new items uploaded post the induction will require the review and sign off of FDC site and safety team, prior to use. All companies will be required to maintain an up-to-date training register for their staff of any training completed and future training required to complete future works, this is to upload on to the companies admin page on Project simple.



PROJECT ORGANISATION CHART



10. WHS MANAGEMENT

10. F	10. RISK MANAGEMENT					
Section	Requirements	Responsibility	Accountability	Tools		
10.1	The Site Risk Assessment (F001) shall be used to inform FDC, Subcontractors and other interested parties of the potential hazards and FDC's minimum controls. The risk assessment identifies high risk construction work activities and minimum requirements that shall be addressed through safety documentation SWMS, Permits or other documented safety procedures relevant to the specific tasks. These shall address the hierarchy of control and applicable legislation, codes of practice and Australian standards to establish controls to reduce the potential risk so far as reasonably practicable where hazards are unable to be eliminated.	Peter Colak	Peter Colak	Site Risk Assessment (F001)		
10.2	 The Site Risk Assessment (F001) shall be established prior to construction work commencing and be communicated with the project team to confirm potential hazards and control requirements during the project. The Site Risk Assessment shall be: prepared by employees trained in FDC risk management procedures; approved by the Peter Colak; approved by the Division HSEQ Manager; and issued to subcontractors prior to them commencing work and where revisions are made during the project. 	Peter Colak	Luke Trochei	Site Risk Assessment (F001)		
10.3	Only employees trained in FDC risk management procedures addressing the Hazard Identification Risk Assessment and Control (HIRAC) process, including the use of the Site Risk Assessment (F001), shall be responsible for managing HIRAC activities.	Divisional HSEQ Representative	Peter Colak	See HSEQ / Division Admin for Training and Experience Register (F024)		
10.4	 The HIRAC process shall be evaluated to determine its effectiveness in managing risk through: Task Observations; Weekly Site Inspections and Monthly Site Audits (Project team); HSEQ Assessments (Divisional HSEQ Manager); and HSEQ Management Meeting (National HSEQ Systems Manager). Project safety improvements are managed through respective site activities above, and process improvements shall be raised with the National HSEQ Systems Manager.	Peter Colak	Peter Colak	Task Observation (F053); Weekly Site Inspection (F049); Monthly Site Audit (F054), HSEQ Assessments		



10.5 11. S	 Mental Health / Psychosocial Hazards - Everyone is responsible for their own safety and of those working around them. This includes potential mental and physical safety hazards. If you have concerns for your own, or other workers mental state on this site, refer them to your manager, FDC Luke Trochei or one of the professional services available as appropriate (refer Site Noticeboard and FDC Vault). Through the project the following programs are in place for the Workers to bring attention to mental health issues RUOK day and ongoing support Prevention posters Site personal with identifying helmets for mental health champions trained for the site Ongoing team toolbox talks and interactive discussions with workforce to initiate conversations about mental health. 	Peter Colak	Luke Trochei	FDC Vault Resources: - Mental Health. - FDC Employee Assistance Program (EAP) - Mates in Construction		
Section	Requirements	Responsibility	Accountability	Tools		
11.1	 FDC, Subcontractors and client contractors SWMS shall be developed for required Licences and training, high risk construction work activities in consultation with workers. SWMS and relevant safe operating procedures shall be reviewed and accepted by FDC using the SWMS Checklist (F029) to ensure potential hazards and controls are in accordance with the Site Risk Assessment prior to works commencing on site. High risk works are identified on page 2 of the Safe Work Method Statement Checklist (F029) in accordance with legislative requirements. 	Jorge Oancea	Luke Trochei	FDC SWMS Template (F030) SWMS Checklist (F029)		
11.2	SWMS and/or safe operating procedures shall be reviewed and revised, if necessary, whenever construction work changes or if there is reason to believe that risk control measures are not adequate to control the level of risk. All persons affected by the amendment must be advised of the change and retrained.	Luke Trochei	Lucas Aragona	Toolbox Talk F050. Pre-Start Meeting (F051).		
11.3	A Task Observation (F053) shall be used at maximum monthly intervals to evaluate and confirm SWMS for High- risk works are being complied with, are effective, and aligned with current work activities. In addition, the observation shall determine if hazard controls measures are adequate, and that the SWMS addresses identified hazards. Unsafe activity shall be immediately reported to FDC, and a stop work process initiated until the SWMS and/or activity is rectified.	Luke Trochei	Lucas Aragona	Task Observation (F053) Non-Conformance Reports (F039)		
12. V	12. WORKER CONSULTATION AND COMUNICATIONS					
Section	Requirements	Responsibility	Accountability	Tools		



12.1	Consultation involves the sharing of WHS information with the workforce and providing the workforce an opportunity to contribute to the improvement and resolution of WHS issues including: Work policies, systems, procedures and consultative arrangements; Risk assessments and control measures; Work premises, work environment, plant, equipment or substances used for work; Incidents, illnesses (including mental health), or injuries (in a way that protects the confidentiality of personal information); Reporting procedures; and WHS and welfare with workers. Consultation occurs when: changes to premises, work environment, work methods, plant, and substances that may affect health, safety or welfare are proposed; risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed; decisions are made about the measures to be taken to eliminate or control hazards; When introducing or altering the procedures for monitoring hazards. The Luke Trochei shall facilitate a toolbox meeting with workers at project commencement to establish the consultation statement. The statement shall be displayed on site and referenced at site inductions. Changes to the established consultation arrangements shall be in adverdence with the legislation and documented on the stablished consultation arrangements shall be made in writing to FDC site management and any WHS disputes shall be managed per section 3.4 Dispute Resolution. In accordance with the following consultation arrangements, weekly inspections shall monitor the workplace and information shared. Raised issued shall be actioned, closed out and a copy of the completed report shall be filed.	Peter Colak	Luke Trochei	Toolbox Talk F050; Consultation Statement (F047); Weekly Site Inspection (F049). FDC Vault Resources: - Mental Health. - FDC Employee Assistance Program (EAP) - Mates in Construction
12.2	Health and Safety Representatives	Peter Colak	Health and Safety Representatives	Toolbox Talk (F050); Consultation Statement (F047); Weekly Site Inspection (F049).

A worker may request the election of a health and safety representative to represent them on work health and safety matters. If a worker makes this request, work groups must be established to facilitate the election. Health & Safety Representatives shall be elected by members of the work group unless the number of nominations equals the number of vacancies whereby the Luke Trochei shall facilitate the election if requested to do so by the work group. Negotiations shall commence within 14 days after a worker makes the request and may involve a worker's representative (such as a union official) if requested. Workers shall be notified of the outcome of the negotiations and of any work groups determined by agreement as soon as practicable after negotiations are complete.			
 Management and workers shall agree on the formation of work groups including: The number of health and safety representatives and deputy health and safety representatives (if any) to be elected; The workplace or workplaces to which the work groups will apply, and The businesses or undertakings to which the work groups will apply. 			
The elected Health & Safety Representatives shall hold their position whilst on the project, but no longer than 3 years, unless they leave employment, are removed from office by the members of the work group or are disqualified from holding the position as per the WHS Act. Health & Safety Representatives shall:			
 Confirm the consultation statement; represent the work group in matters relating to work health and safety, monitor the measures taken by the person conducting the relevant business or undertaking or that person's representative in compliance with this act in relation to workers in the work group, investigate complaints from the work group relating to work health and safety, and inquire into potential risks to the health or safety of the work group arising from the conduct of the business or undertaking. Not be entitled to have access to personal or medical information concerning a worker without the worker's consent, unless the information is in a form that does not identify the worker, and could not reasonably be expected to lead to the identification of the worker; Attend prescribed training to be eligible to be a Health & Safety Representatives; and Conduct a site inspection with work group representatives to identify areas for improvement. 			
Health and Safety Committee	Luke Trochei	Committee	Weekly Site Inspection (F049).

12.3

 A Health & Safety Committee must be established within two months after being requested to do so by 5 or more workers or by a Health & Safety Representative. If agreement about the Health & Safety Committee cannot be reached in a reasonable time, either party can request the regulator to appoint an inspector to decide on the make-up of the Health & Safety Committee, or whether it should be established at all. Health & Safety Representatives are eligible to be on the Committee and nominations shall be held for the remaining positions. At least half of the members of the committee shall be workers not nominated by management. If there are more nominations than positions, then an election shall be held, and results published. Each WHS Committee member within 2 months of being elected have completed their HSR Training by an accredited trainer Health and Safety Committees shall meet weekly, but not exceed 3 monthly intervals, with meeting minutes published on to the Site notice board and raised in the site wide Toolbox. The first meeting of the Health & Safety Committee shall be the constitution of that committee with the constitution displayed on site and referenced in the site induction. Committee members shall have appropriate prescribed training to be eligible to participate as a Health & Safety Committee are to: facilitate cooperation between FDC and workers in instigating, developing, and carrying out measures designed to ensure the workplace, use and procedures relating to health and safety that are to be followed or compiled with at the workplace, use and procedures relating to health and safety that are to be followed or compiled with at the workplace. address other functions prescribed by the regulations or agreed between FDC and the committee; and Conduct a site inspection to identify areas for improvement. Record and produce Minutes for Workforce Minutes are to be placed for viewing on Site notice board Refer to Section 12.6 <th></th><th></th><th>Toolbox Talk (F050).</th>			Toolbox Talk (F050).
Agreed Arrangements	Luke Trochei	Luke Trochei	Weekly Site Inspection (F049). Toolbox Talk (F050).

12.4



	Any other arrangements for consultation shall be established to suit workers and workplace situations ensuring these are consistent with the requirements of the WHS Act. Agreed arrangements shall be determined by the workers at a meeting, records made, and Consultation Statement confirmed. The statement shall be displayed on site and referenced at site inductions. The agreed arrangements for this project shall be managed by the Luke Trochei and include: • Site toolbox talk conducted Tuesdays (Weekly, as Required)]; and • Site inspection conducted weekly Monday Mornings, with members of the workforce - all welcome. If there are WHS issues for FDC to address, these shall be communicated at the above inspection/toolbox or directly with FDC site management. Additional toolbox talks/prestarts may be held at any time in support of worker / project needs or as directed by FDC. Where directed by FDC, evidence of subcontract toolbox talks shall be collected and maintained by FDC.			
12.5	Consultation and communication to Workers A daily coordination meeting will take place called Cutaway Workforce Coordination Meeting (CWCM) to align tasks and communicate exclusion zones, change of access, high risk works, issues resulting from site works and daily safety briefing to be undertaken the within the next 48hours the Subcontractors principle Luke Trochei or Forman, will attend this meeting and be involved in the implementation of the daily worker notification prestart, the daily CWCM meeting will be recorded and issued out within the daily prestart communication through Project Simple, each worker will be required to attend their designated prestart with their company Forman / Site manger to ensure that the items discussed in the CWCM are explained and any issues raised reported back to FDC site management.	Luke Trochei	Luke Trochei	CWCM Minutes and Daily Prestart
12.6	Site Communication and Notice Board The site notice Board is to be installed to the Level 1 site amenities, within the notice board will be the site daily prestart, the weekly Tool box, Plan of the site noting exclusion zones - access path routes, FDC Polices, Daily weather, WHS information, Site management team photos and Numbers, Fire wardens details, First aiders detail, Safety committee members, Emergency contact information. the notice board will be updated each day after the CWCM	Luke Trochei	Luke Trochei	
12.7	Weekly WHS updates and consultation As part of the Weekly Subcontractor meeting held on site WHS items will be raised with Subcontractors management with them being encouraged to communicate any WHS issues raised from the workforce, also	Luke Trochei	Luke Trochei	



	reviewing and setting WHS targets and timeframes for High-risk workshops, Safety Initiatives, Design workshops and Monthly workers safety awards.			
12.8	 The following management plans will be made available to the workforce through Project simple and a hard copy will be presented if a worker requests it form the Project office at 1-3 Munns street WHS Management plan Site risk assessment First aid risk assessment Site management Plans AQMP CTMP CWMP CNVMP 	Luke Trochei	Luke Trochei	Management plans issued to workers through Project Simple Documents register system
	Workers, external stakeholders Public Issues notification steams Workers Internal Reporting Systems: Workers can report issues through internal systems like project simple management software or to FDC site personal. Safety Meetings: Regular safety meetings or toolbox talks provide a platform for workers to voice concerns. Supervisors and Safety Officers: Workers can directly report hazards to their supervisors or designated safety officers on-site. General Public Public Forums and Meetings: Community meetings or public forums allow residents to express concerns about the construction project. Hotlines and Websites: Dedicated hotlines or websites for the public to report issues or hazards. Local Authorities: The public can also report concerns to local government bodies or regulatory agencies. External Stakeholders Stakeholder Meetings: Regular meetings with stakeholders such as clients, investors, and regulatory bodies to identify and address concerns. Surveys and Feedback Forms: Surveys and feedback forms can be distributed to gather input from external stakeholders.			



	 Legal and Regulatory Channels: External stakeholders can raise issues through formal legal or regulatory channels if necessary. General Practices Transparent Communication: Maintaining open and transparent communication channels is essential for addressing concerns promptly. Documentation and Follow-Up: All reported issues should be documented, and follow-up actions should be taken to resolve issued can be raised within the weekly and monthly safety reports. Training and Awareness: Regular training sessions understand how to report hazards and the importance of doing so form site base software Project simple. 			
13. E	ISPUTE RESOLUTION			
Section	Requirements	Responsibility	Accountability	Tools
13.1	 WHS Disputes: Where WHS issues cannot be resolved, the disputed issue shall be resolved in accordance with local legislation where the dispute has been raised. The agreed procedure to resolving WHS disputes includes: Notifying the FDC Supervisor in charge of the area of the issue. The FDC Supervisor shall, where possible, organise to have the matter rectified immediately. If this is not possible the FDC Supervisor shall inform affected parties of the issue and arrange for workers affected by the issue to be relocated until rectified if necessary; An inspection shall be then undertaken of the disputed area by the Luke Trochei per the project consultation arrangements with the FDC Supervisor and affected parties where practical. Where the dispute involves a subcontractor their Site Supervisor and HSR (where nominated) may also be present. Where the dispute cannot be resolved, the matter may be determined through the local regulatory authority. 	Peter Colak	Luke Trochei	Toolbox Talk F050; Correspondence
13.2	Industrial Disputes: Potential disputes shall be notified to FDC site management. Resolution is to be sought through consultation between affected parties and in accordance with applicable regulatory and industrial instruments. Escalation of disputes beyond the directly affected parties, should not occur unless all other possible remedies and negotiations have been exhausted. Records of the issue and agreed action shall be maintained.	Peter Colak	Luke Trochei	Toolbox Talk F050 Consultation Regulatory and/or Industrial Instrument



14. II	NJURY MANAGEMENT			
Section	Requirements	Responsibility	Accountability	Tools
14.1	Conduct a First Aid, Emergency and Health Surveillance Risk Assessment using the First Aid, Emergency and Health Surveillance Risk Assessment (F009) to identify site first aid equipment and requirements in accordance with relevant legislation, codes of practice and Australian standards. This shall be completed prior to commencement to ensure adequate first aiders, first aid equipment and facilities are supplied. This assessment shall be completed by a qualified first aider. First aid equipment shall be listed on the FDC First Aid and Emergency Equipment Register to assist the ongoing inspection, test and maintenance of equipment on site.	Luke Trochei	Jorge Oancea	First Aid, Emergency and Health Surveillance Risk Assessment (F009); Training and Experience Register F024; FDC First Aid and Emergency Equipment Register (F060)
14.2	Locations of first aid equipment and facilities, and names of First Aiders, shall be communicated at site induction and displayed on site. First aid equipment and facilities shall be inspected weekly and maintained in compliance with manufacturers and/or legal requirements.	Luke Trochei	Lucas Aragona	First Aid Restock Request (F037). Weekly Site Inspection (F049).
14.3	 First Aiders shall provide first aid and coordinate additional medical assistance / emergency services as required. The FDC Register of Injury (F036) shall be completed when first aid has been provided through designated First Aiders. Injuries, and provision of first aid, must be notified to FDC on the day of the occurrence to be reported. Late notifications of injuries, without FDC first aid treatment, shall only be noted in the site diary. First aid injuries shall be verbally notified immediately per the Incident Notification Flowchart to offsite management when: Emergency services, unions, or the media attend site; or A notifiable incident (e.g. serious Injury / illness or fatality) is likely. 	Luke Trochei	[First Aiders]	Incident Notification Flowchart G014; FDC Register of Injury (F036)
14.4	For FDC employees – Where an injured worker seeks additional offsite medical assistance the FDC Register of Injuries shall be copied to Divisional HSEQ to assist the injured worker with the completion of workers compensation paperwork. For all other injured parties - The FDC Register of Injuries (F036) shall be copied to the supervisor of injured workers seeking additional offsite medical assistance.	Luke Trochei	[First Aiders]	FDC Register of Injury (F036).



	Where a Medical Practitioner prescribes time off work due to reported work-related injuries, a clearance certificate from a Medical Practitioner must be provided prior to returning to work.			
14.5	Return to work and rehabilitation activities shall be managed in consultation with the Divisional HSEQ representative in accordance with Cor8.5-002 Injury Management. FDC Return to work coordinator -Taylor Bertram – 0498 143 333 Support and Monitoring: Regular check-ins will be scheduled to monitor the individual's adjustment back to work. Support services, such as counselling or ergonomic assessments, will be made available as needed. Responsibilities: Employee/Subcontractor: Notify supervisor or primary contractor of return date. Submit required documentation. Ensure compliance with WHS policies and procedures. Supervisor/Primary Contractor: Schedule return-to-work meeting. Coordinate with project WHS team for a smooth transition. Ensure that the returning individual is briefed on any changes to the project or safety protocols. WHS Team: Conduct health and safety assessments. Assist with training and risk management. Monitor compliance with WHS policies and procedures. Project Manage: Communicate any changes in project scope or safety requirements to the returning individual. Coordinate with the WHS team to address any safety concerns. Site Supervisor: Oversee the day-to-day implementation of the return-to-work plan on-site. Ensure that the returning individual is integrated smoothly into the worksite. Address any immediate safety concerns and report them to the WHS team.	Divisional HSEQ Representative	Luke Trochei	FDC Register of Injury (F036); Workers compensation forms
15. H	AZARDOUS CHEMICALS			
Section	Requirements	Responsibility	Accountability	Tools



15.1	Where Safety Data Sheets (SDS) identify chemicals to be hazardous or dangerous these shall be recorded, and risk assessed for use in accordance with the Hazardous Chemical Register. Suitable safety documentation (e.g. SWMS, standard operating procedures as appropriate) are developed prior to works commencing for the safe use, handling, and storing of chemicals. Current SDS shall be identified and readily accessible in either hard copy or electronic format.	Luke Trochei	Lucas Aragona	Hazardous Chemical Register (F086)
15.2	Hazardous chemicals and dangerous goods shall be stored and separated as required by the Dangerous Goods Regulation.	Luke Trochei	Lucas Aragona	Hazardous Chemical Register (F086)
15.3	The use of hazardous chemicals requiring health surveillance, as defined by legalisation, shall be managed in accordance with the Site Risk Assessment and the Health Surveillance section of this WHSMP.	Luke Trochei	Lucas Aragona	Site Risk Assessment (F001)
15.4	 Managing Hazardous Material – Procedures for managing hazardous materials onsite. 1. Identification and Assessment Inventory: Maintain a detailed inventory of all hazardous materials on site. Risk Assessment: Conduct regular risk assessments to identify potential hazards and determine the level of risk associated with each material. 2. Proper Storage Labelling: Clearly label all hazardous materials with appropriate hazard symbols and information. Segregation: Store incompatible materials separately to prevent dangerous reactions. Containment: Use appropriate containers and secondary containment systems to prevent leaks and spills. 3. Handling and Usage Training: Ensure all workers handling hazardous materials are properly trained in safe handling procedures. Personal Protective Equipment (PPE): Provide and enforce the use of appropriate PPE, such as gloves, goggles, and respirators. Safe Practices: Implement and enforce safe handling practices, including proper lifting techniques and the use of tools designed for handling hazardous materials. 4. Emergency Preparedness Spill Response Plan: Develop and communicate a spill response plan, including procedures for containment, cleanup, and reporting. First Aid: Ensure first aid supplies and trained personnel are available on site to respond to exposure incidents. Emergency Contacts: Maintain a list of emergency contacts, including local hazardous material response teams and medical facilities. 			Hazardous Chemical Register (F086) Site Risk Assessment F001; Hot and Cold Work Environment Policy.
	 Disposal: Follow local regulations for the disposal of nazardous waste, including using licensed disposal facilities. 			



 Recycling and Reuse: Where possible, recycle or reuse materials to minimize waste. Documentation: Keep detailed records of hazardous waste generation, storage, and disposal activities. 		
 6. Regulatory Compliance Regulations: Stay informed about and comply with all relevant local, state, and federal regulations regarding hazardous materials. Inspections: Conduct regular inspections to ensure compliance with safety standards and regulations. Reporting: Report any incidents involving hazardous materials to the appropriate authorities as required. 		

16. MANUAL HANDLING AND HOT AND COLD WORK ENVIRONMENTS

Section	Requirements	Responsibility	Accountability	Tools
16.1	 Workers and subcontractors are encouraged to take sufficient time to assess risks before they perform manual handling tasks in accordance with the national Code of Practice for Manual Handling. Where possible, and after completion of training in the use of equipment, mechanical aids should be used for manual handling in accordance with the Site Risk Assessment. Examples of manual handling tasks include: Heavy / awkward materials, plaster board sheet, products, packages, cement bags; Moving plant, equipment and scaffolding; Using wheelbarrows and trolleys to transport materials; and Reaching and stretching tasks. 	Luke Trochei	Lucas Aragona	Evidence of training; Toolbox Talk F050; SWMS
16.2	HOT AND COLD WORK ENVIRONMENTS Where work is conducted in extreme temperatures these require hazard identification, risk, and control through the Site Risk Assessment in accordance with the Hot and Cold Work Environment Policy.	Luke Trochei	Lucas Aragona	Site Risk Assessment F001; Hot and Cold Work Environment Policy.
17. C	CONCRETE CUTTING – CORE HOLES			
Section	Requirements	Responsibility	Accountability	Tools
17.1	A Concrete Cutting and Coring Permit shall be completed and issued for coring works or penetrating concrete slabs.	Luke Trochei	Lucas Aragona	Concrete Cutting and Coring Permit (F068)



18. H	18. HOT WORKS				
Section	Requirements	Responsibility	Accountability	Tools	
18.1	Work including oxy/acetylene welding/brazing and cutting, electric welding and cutting, grinding, works that involve the use of a naked flame or other heat-producing or spark-producing source in a hazardous environment require a Hot Works Permit. The permit shall be completed in accordance with the Site Risk Assessment when any one of the following conditions apply:	Luke Trochei	Lucas Aragona	Hot Works Permit F062	
	 hot work is being completed within a client or user occupied area (e.g. breaking through into an occupied or completed area such as an extension to the building services / involve retro fitting in a completed area / post occupancy work); and/or 				
	 hot work in a high-risk zone. A high-risk zone is an area containing readily flammable material below, or within 10m of works, that cannot be removed (i.e. carpet and furnishings, cardboard, paper and packaging, dry grass, straw and litter, stored flammable gas or liquids, glues, cleaners, lubricants, oils, paper, insulation, PVC plastic etc.); and/or 				
	 hot work is likely to trigger thermal (heat) detectors or activate sprinklers and/or smoke detectors. 				
	A permit is not required where the above conditions do not apply. In such cases, the hot works shall be managed through safe systems of work including SWMS, standard operating procedures, ensuring first attack firefighting equipment is readily available.				
19. H	IIGH RISK CONSTRUCTION WORK				
Section	Requirements	Responsibility	Accountability	Tools	
19.1	The following high risk construction work activities establish FDC minimum requirements and shall be managed in accordance with the Site Risk Assessment. Potential hazards shall be controlled through safety documentation including SWMS, safe operating procedures, permits, other documented safety procedures or a combination of these relevant to the specific tasks.	Peter Colak	Luke Trochei	Site Risk Assessment F001	
	Emergency procedures and safe systems of work, including SWMS, safe work/operating procedures, permits etc. shall be established by person's trained in and conducting high risk construction work activities.				



20. A	SBESTOS			
Section	Requirements	Responsibility	Accountability	Tools
20.1	When an unexpected find of contamination is triggered in the event of identification or disturbance of contamination including asbestos containing materials (ACM) in any area of works (excluding ACM identified through the pre demolition hazardous materials surveys).	Luke Trochei	Lucas Aragona	G009
	To ensure appropriate management, process in the Unexpected Find Process Flow diagram located on the site notice Board is to be used see Appendix U			
20.2	Where the removal of asbestos is required, an Occupational Hygienist shall provide an Asbestos Management Plan including types of asbestos, locations, and exposure monitoring standards.	Luke Trochei	Lucas Aragona	Asbestos Management Plan
20.3	Removal of asbestos shall be in accordance with the Asbestos Management Plan by licenced asbestos removal contractors in accordance with their Asbestos Control Plan and safety documentation including SWMS. Records of worker qualifications/ training and evidence that health surveillance medicals have been conducted shall be made available. The intended removal of asbestos shall be notified to the Regulator by the subcontractor prior to works commencing. Liaison with stakeholders potentially affected by removal activities shall be managed by FDC.	Luke Trochei	Lucas Aragona	Asbestos Control Plan; SWMS; Regulator and stakeholder notification
20.4	Air monitoring and sampling activities shall be conducted by an Occupational Hygienist that is independent of the licensed asbestos removal contractor. Clearance certificates shall be obtained from the Hygienist on completion of any asbestos removal work.	Luke Trochei	Lucas Aragona	Clearance certificates
20.5	Waste disposal receipts for removed asbestos products shall be obtained from the asbestos removal contractor.	Luke Trochei	Lucas Aragona	Waste removal receipts
21. C	ONFINED SPACE			
Section	Requirements	Responsibility	Accountability	Tools
21.1	The Confined Space Criteria and Entry Permit (F063) shall be used to determine the presence of confined spaces. Inadvertent access to confined spaces shall be prevented by securing the confined space, installing confined space signage, and ensuring access is only by workers with a permit and training as follows.	Luke Trochei	Lucas Aragona	Confined Space Criteria and Entry Permit F063
21.2	Persons entering the confined space, and standby persons, shall hold Nationally Recognised Training in Confined Space and have SWMS for the proposed activities. Where a harness is required for access a Harness Permit shall be required.	Luke Trochei	Lucas Aragona	Training/qualification; SWMS; Harness Permit (F064).



21.3	When confined space requirements including qualifications, PPE, emergency procedures, equipment maintenance and calibration, isolations, signage, barricading, hot works, and air monitoring have been met a Confined Space Criteria and Entry Permit for the duration of the activity shall be issued. The permit shall be closed out on completion of the activity.	Luke Trochei	Lucas Aragona	Confined Space Criteria and Entry Permit F063;
22. D	EMOLITION			
Section	Requirements	Responsibility	Accountability	Tools
22.1	An Occupational Hygienists shall determine the presence of hazardous substances, including review of available asbestos registers, which may be hazardous to the health of the site personnel or the public if disturbed by the stripping or demolition. The nature, location, and proposed methods to control the hazards shall be recorded and provided to FDC and the demolition contractor prior to demolition activities. Where required by contract or Divisional requirements a Hazardous Material Management Plan may be used.	Luke Trochei	Lucas Aragona	Asbestos Register; Hazardous Material Management Plan
22.2	 Notice of demolition work shall be issued by the Subcontractors to the relevant authority prior to commencement of demolition work if the demolition involves: demolition of a structure, or a part of a structure that is load bearing or otherwise related to the physical integrity of the structure, that is at least 6m in height; demolition work involving load-shifting machinery on a suspended floor; demolition work involving explosives. 	Luke Trochei	Lucas Aragona	Notice of demolition work
22.3	Demolition contractors shall provide FDC with SWMS and a Demolition Work Plan addressing Hazardous Material Management Plan, the building structure, including adjacent structures and materials prior to commencing works. Safe systems of work, including SWMS, shall address requirements for working at heights and protecting persons from falling objects.	Luke Trochei	Lucas Aragona	Demolition Work Plan; SWMS
22.4	Prior to commencing demolition work Dial Before You Dig requests, Electrical Safety Survey, All Services Isolation Permit or Termination of Services Permit and/or specific client, contractor or utilities permit requirements shall be completed.	Luke Trochei	Lucas Aragona	Electrical Safety Survey and Protection Plan (F069). All Services Isolation Permit (F071). Termination of Services Permit



				F070; Dial Before You Dig
22.5	Where demolition consists of non-structural strip out the Electrical Safety Survey, All Services Isolation Permit or Termination of Services Permit and or specific client, contractor or utilities permit requirements shall be completed. Safe systems of work, including SWMS, shall address requirements for working at heights and protecting persons from falling objects.	Luke Trochei	Lucas Aragona	Electrical Safety Survey and Protection Plan (F069). All Services Isolation Permit (F071). Termination of Services Permit (F070). SWMS
23. E	LECTRICAL			
Section	Requirements	Responsibility	Accountability	Tools
23.1	A Licensed Electrical Contractor shall be responsible for developing safe systems of work, including SWMS and safe work procedures for work on electrical installations (e.g. construction wiring, high voltage power, switchboards, and isolation). The Licensed Electrical Contractor shall ensure workers are licensed and trained in safe systems of work involving the installation, modification, testing and certification of electrical installations. Evidence of licensing and qualifications shall be reviewed during site induction. The Licensed Electrical Contractor shall be responsible for the training and supervision of unlicensed workers (e.g. apprentices, trade qualified workers) whilst on site.	Luke Trochei	Lucas Aragona	Qualifications
23.2	 The Electrical Safety Survey and All Services Isolation Permit (for de-energising and re-energising) or Termination of Services Permit shall be completed for works involving: isolation, de-energisation and re-energising activities; lockout and tag out of electrical isolations; and working near energised parts. Work on, or testing of, energised electrical equipment shall only be conducted by a Licensed Electrical Contractor in accordance with task specific procedures and legislative requirements. The permits shall only be issued to a Licensed Electrical Contractor when safe systems of work, including SWMS, have been developed for these specific works. The Luke Trochei must visually check that tags, lockouts etc. have been applied as required. 	Luke Trochei	Lucas Aragona	Electrical Safety Survey & Protection Plan (F069). All Services Isolation Permit (F071). Termination of Services Permit (F070). SWMS



23.3	The Licensed Electrical Contractor shall ensure electrical work, including switchboards, distribution boards, temporary and permanent wiring has been installed, inspected prior to use, and conforms with relevant legislation, codes of practice and Australian standards (AS3000, AS3012, AS3760) by a qualified electrician. Construction wiring shall be adequately secured, protected, and clearly marked accordingly with "Construction	Luke Trochei	Lucas Aragona	Regulatory Compliance Certificates
	Wiring" sticker and not be tied, bundled, or grouped with permanent wiring.			
23.4	Testing and tagging of electrical equipment shall be completed at maximum 3-month intervals by a qualified electrician, or competent person with an industry recognised test and tag training course (e.g. UEENEEPO26A) in accordance with relevant legislation, codes of practice and Australian standards (AS3760).	Luke Trochei	Lucas Aragona	Electrical Test and Tag Register F073
	Records of testing and inspection activity, including Electrical registers and Compliance Certificates, shall be maintained. FDCs Electrical Test and Tag Register may be used in the absence of similar register supplied by a Licensed Electrical Contractor.			
23.5	RCD protection is required for portable generators, construction wiring and electrical systems to protect workers from electrical contact. RCD's shall be tested by a Licensed Electrical Contractor at maximum 3 monthly intervals and results recorded.	Luke Trochei	Lucas Aragona	Electrical Test and Tag Register F073
23.6	The Licensed Electrical Contractor shall develop safe systems of work to prevent workers from coming into contact with energised cables. Safe systems of work to ensure electrical cable ends are terminated safely shall consider taping the ends of the cables, installing a j-box, twisting and/or taping the cables during rough-in, or altering existing electrical cabling to prevent the cables from becoming live.	Luke Trochei	Lucas Aragona	SWMS, Safe operating procedures All Services Isolation Permit (F071). Termination of Services Permit (F070).
24. E	XCAVATION			
Section	Requirements	Responsibility	Accountability	Tools
24.1	 The Site Risk Assessment shall be used to develop safe systems of work to manage excavation activities including: Impacts to adjacent building structures, materials and foundations; Excavation near above ground and underground services (including liaising with asset owners); Mobile plant working in or around an excavation; Potential falls into the excavation; and 	Luke Trochei	Lucas Aragona	Site Risk Assessment; SWMS, permits, drawings/plans; hazmat, Geotech / dilapidation reports



	- emergencies related to excavations.			
	Safe systems of work include the development of Permits, SWMS, drawings/plans, engineering reports or a combination of these in accordance with the below requirements.			
24.2	Identification and location of services by contacting Dial Before You Dig (DBYD) by telephone 1100 or visit their website www.1100.com.au. Allow at least three days from enquiry submission to receive all your DBYD information. Print DBYD plans including your Enquiry Confirmation Sheet that contains the DBYD Confirmation Number. Printed plans shall be maintained on site for the duration of the excavation activity. DBYD plans have an expiry date that can be found on the Enquiry Confirmation Sheet. A new DBYD enquiry shall be made when excavation activities exceed the expiry date. Relevant asset owners shall be contacted to determine potential impacts of above ground and underground services on excavation activities. Asset owner requirements shall be documented and permits, training needs, and encroachment distances complied with. Termination of Services F070 and the All-Services Isolation Permit F071 may be required. <i>Where drawings show services within 2 (two) metres of the proposed excavation/penetration, the actual location of those services must be confirmed by either a locating device or by hand excavation.</i>	Luke Trochei	Lucas Aragona	DBYD; Drawings/plans; SWMS; Termination of Services F070; All Services Isolation Permit F071; Excavation Works Permit F066;
24.3	An Excavation Works Permit (F066) shall be completed for excavations prior to commencing works and issued to a supervisor / Lucas Aragona responsible for the activity. The permit and associated safety documentation shall address the nature of the works and note methods to prevent ground collapse. Drawings / plans / permits / reports relevant to the excavation activity shall be attached to the Excavation Works Permit (F066). Inspection of the excavation and control measures shall be conducted by a supervisor / Lucas Aragona each day the excavation is accessed and recorded on the Excavation Works Permit (F066). Note - Excavation Works Permits are not required for Aqua Vac exploratory excavation, potholing for services, other hand tool excavations including driving of star pickets. For these activities instructions (e.g. equipment maximum nozzle pressures) from asset owners and DBYD must be available on site for reference and implemented.	Luke Trochei	Lucas Aragona	Excavation Works Permit F066; drawings/plans; Geotech reports; SWMS
24.4	Excavation support systems including hydraulic shoring, sheet piling, steel shoring/trench lining, sheeting and ground anchors shall be:	Luke Trochei	Lucas Aragona	Drawings / designs / Geotech reports
	 designed by a qualified Geotechnical or Structural Engineer; detailed on current drawings; 			



	 installed and verified by persons trained and instructed in the support system being installed in accordance with documented designs/drawings; and authorised by a qualified Geotechnical Engineer or Structural Engineer where changes to the design or installed system are made. 			
24.5	 Safe systems of work shall ensure: Safe access at all times. Where a ladder is used, it must be sufficient to extend 1 (one) metre past the landing place and be secured at the top and bottom to prevent slipping; Excavations deeper than 1.5m shall be properly benched, battered or shored, or a combination of these, any nominated batter designs will be supported by a Geotech engineer and the proprietary design of the system nominated. Excavations shall not be left exposed if unattended. Flagging, para webbing and/or barricading must be erected at a minimum of 1m from the edge and warning signs posted to protect persons from falling into the excavation; Sufficient controls (e.g. signage, flagging/para webbing/barricading) are implemented where mobile plant is working in and around excavations in accordance with the Vehicle Movement Plan. 	Luke Trochei	Lucas Aragona	SWMS; Vehicle movement plan
25.	FORMWORK			
Section	Requirements	Responsibility	Accountability	Tools
25.1	FDC shall ensure formwork is designed by a qualified person, documented on drawings/plans and installed as per the plan, and changes to the design or installed system are authorised by a qualified person.FDC shall conduct a workshop with subcontractors to confirm formwork requirements for vertical and suspended formwork systems. Attendees shall include FDC Luke Trochei, Subcontract Supervisor as a minimum.	Peter Colak	Luke Trochei	Formwork Workshop F044
25.2	 Subcontractors shall provide the following documentation that must be available for inspection on site: certification of the maximum loads from stacked materials that the formwork assembly can withstand; specifications for the concrete and when formwork can be removed; back-propping details (plans and elevations including tying in); drawings for the formwork design. The drawings must be signed by a formwork designer/structural engineer 	Luke Trochei	Lucas Aragona	Designs, Engineers Certificate; drawings
	 or be accompanied by a certification letter that lists the drawing numbers and drawing revision numbers; and written confirmation by a structural/geotechnical engineer of the assessment of building structures / materials / foundations and identify controls required prior to commencing formwork. 			



	• practice use and stripping of formwork:			
	 erection, use and stripping of formwork; prevention of persons falling and the management of falling objects, including exclusion zones; management of penetrations - open penetrations such as stairwells shall include handrails, mesh, and plywood covers. Slabs shall include cast in mesh to be secured prior to pouring concrete. Penetrations on poured slabs shall be covered with form play and secured in place to prevent inadvertent removal; and correct installation and conformation of systems/structures, including the ongoing monitoring/inspections of the effectiveness of the systems/structures in accordance with legislative and manufactures requirements and applicable drawings or plans; Installation of multiple formworks systems, including how they are shown on drawings and how they interact; Verification by a competent person of the correctly installed formwork prior to use. A competent person includes someone holding Cert III Carpentry, VoC for Formwork, Formwork certificate, Licenced Builder, Qualified Carpenter, Structural engineer or equivalent; these documents are uploaded within the worker Induction portal on Project Simple on the site induction with the workers company maintaining an up-to-date records with any training, trade-based certification or task training required to complete works. review design variations that deviate in the erection from the plan or that fall outside the design parameters and ensure designs/drawings are updated and approved. 			
25.4	An Engineer with experience in structural design shall inspect and certify that the completed formwork meets the design specifications, manufacturers' instructions and relevant legislation, codes of practice, Australian standards and applicable drawings/plans and is structurally sound prior to concrete pours.	Luke Trochei	Lucas Aragona	Engineers Certificate
26. E	EXPOSURE MONITORING			
Section	Requirements	Responsibility	Accountability	Tools
26.1	The Site Establishment Checklist prompts the completion of site investigations. The Asbestos Registers and Hazardous material/substances survey shall be completed by an Occupational Hygienist to identify potential hazards including biological and chemical/atmospheric contaminants and products identified in legislation that require health surveillance activities to: - determine workplace exposure standards and exposure levels; and - consider potential health hazards when developing safe systems of work for project specific activities in accordance with the Site Risk Assessment.	Luke Trochei	Lucas Aragona	Site Establishment Checklist; Hygienist Report; Site Risk Assessment F001; SWMS; Permits



	Potential physical hazards, including dust, Silica, Welding Fumes, noise and vibration shall be managed in accordance with the Work Environment section of the Site Risk Assessment. Workplace/Worker exposure monitoring activities for work areas potentially affected by health hazards shall be developed in consultation with Divisional HSEQ representatives and Occupational Hygienists. Safe systems of work including Site Risk Assessment, SWMS, Permits or a combination of these shall address the following activities:			
	 Sampling and analytical method (including exposure standards); Interpretation and consultation of results; Nomination and maintenance of control measures; and The need for individual health surveillance. 			
	When monitoring activities identify that exposure to potential health hazards are approaching accepted exposure standards, the suitability of nominated control measures shall be reviewed in consultation with site management and the Occupational hygienist to determine appropriate actions where appropriate.			
26.2	The inspection, measuring and test equipment related to health and safety monitoring shall be managed in accordance with manufacturer's specifications and legal requirements with records of calibration maintained. In the absence of registers or calibration certificates from the subcontractor, FDC shall maintain a register of project specific on the Calibration Register.	Luke Trochei	Lucas Aragona	Calibration Register F080
26.3	 A review of monitoring activities and nominated control measures shall be undertaken when: a failure of nominated control measures is suspected; accepted exposure limits are exceeded; or when individuals are unexpectedly exposed to hazardous substances that weren't previously known to be present on-site. 	Luke Trochei	Lucas Aragona	Nil.
	Where potential exposure to hazardous substances has occurred, work shall cease immediately, and the area evacuated and secured. Further work activities shall be assessed in consultation with site management, Divisional HSEQ representative and the Occupational Hygienist to determine improvements to work methods and control measures.			
	Access to closed secured areas due to potential health hazards shall not be permitted until certification is received from the Occupational Hygienist and the suitability of monitoring requirements and nominated control measures have been assessed, recorded, and improved as necessary.			
	The HSEQ Manager shall be notified when individuals have potentially been exposed to health hazards due to absent controls or safe systems of work.			



26.4	General information on health surveillance, exposure monitoring and control measures is communicated as appropriate through inductions, toolbox talks, noticeboard etc. Records of health surveillance and exposure monitoring activities however contain personal information and shall remain confidential.	Luke Trochei	Lucas Aragona	Site Induction-Site Rules F018.Toolbox Talks F050. First Aid, Emergency & Health Surveillance Risk Assessment (F009)
26.5	AQMP – Is to be developed in line with Australian standards and legislations on completion of the Site risk assessment this plan will be available at the site notice board.	Luke Trochei	Lucas Aragona	AQMP – Cutaway
27. ⊦	IEALTH SURVEILLANCE			
Section	Requirements	Responsibility	Accountability	Tools
27.1	Individuals potentially exposed to hazardous substances shall be directed to seek medical treatment with a medical practitioner to assess exposure and any requirement for ongoing health surveillance. Where Medical Practitioners identify/advise that health surveillance is required, a review of monitoring activities and nominated control measures, including any recommendations by the registered Medical Practitioner, shall be undertaken in consultation with site management, Divisional HSEQ representatives and Occupational Hygienist to determine appropriate actions. The HSEQ Manager shall be notified when individuals have potentially been exposed to health hazards due to absent controls or safe systems of work.	Luke Trochei	Lucas Aragona	First Aid, Emergency & Health Surveillance Risk Assessment (F009)
27.2	Records of surveillance data shall be maintained and actions arising from assessment recorded. Records shall include monitoring equipment calibration records whenever the monitoring is conducted directly by FDC. Ongoing individual health surveillance shall be provided in accordance with the recommendations of registered medical practitioners. Health surveillance requirements shall be communicated to relevant employees in consultation with Divisional management and shall remain confidential. Section 153 of the WHS (MPS) Regulation 2022 requires certain monitoring of airborne dust to be undertaken by a licenced person. This applies to coal mines, or mines where respirable crystalline silica has been identified as a hazard. The Resources Regulator grants the licence, which includes the sampling and analysis of airborne dust	Luke Trochei	Lucas Aragona	Surveillance Data First Aid, Emergency & Health Surveillance Risk Assessment (F009) Calibration Register F080.
27.3	The Air Quality Management Plan is available on the site notice board and complies with Section 153. This plan details the criteria for testing and inspections throughout the project, as well as key health monitoring indicators. Inspections and recommendations will be Section 153 of the WHS (MPS) Regulation 2022 requires certain monitoring of airborne dust to be undertaken by			
	a licenced person. This applies to coal mines, or mines where respirable crystalline silica has been identified as	1		1



	a hazard. The Resources Regulator grants the licence, which includes the sampling and analysis of airborne dust			
28. N	10BILE PLANT			
Section	Requirements	Responsibility	Accountability	Tools
28.1	The Mobile Plant Induction (F077) shall be completed for mobile plant prior to commencing works on site. The induction shall ensure, as a minimum, a plant risk assessment specific to the plant model, maintenance records, log books and original equipment manufacturers manuals are available. Plant risk assessments shall focus on higher order controls including plant specific warning devices, ROPs/FOPs, guarding, edge protection etc. Operator controls are considered lower order controls and on their own are not acceptable as a plant risk assessment. The mobile plant induction process aims to establish safe systems of work addressing original equipment manufacturers requirements, plant risk assessment outcomes and controls, and the need for ROP's and FOP's. Site specific requirements shall be established through SWMS, vehicle movement plans and permits related to activities.	Luke Trochei	Lucas Aragona	Mobile Plant Induction F077
28.2	Upon successful induction the plant shall receive a plant identification sticker and be registered on the Plant Register. Registered items shall be randomly selected, and records verified through Weekly Site Inspections and Monthly Site Audits. The Plant and Equipment Competency and Inspection Schedule is available as guidance regarding plant inspection requirements. The Plant Register shall record plant inspections and maintenance specific to the needs of each type of plant. Inspections shall be in accordance with regulatory inspections, registrations, and manufacturers requirements, including pre-start inspections and/or commissioning prior to commencing on site. The Plant Register shall be used to manage ongoing maintenance requirements.	Luke Trochei	Lucas Aragona	Plant Register F079; Plant and Equipment Competency and Inspection Schedule G012
28.3	Where a mobile crane or boom pump is required, the Mobile Crane / Boom Pump Setup form shall be completed. This is required for each new location that a Mobile Crane / Boom Pump is set up for operation. The set-up location shall be communicated to relevant parties.	Luke Trochei	Lucas Aragona	Mobile Crane/Boom Pump Setup F078
	The subcontractor shall develop safe system of work, including SWMS, in addition to the above documentation.			



28.4	Lifting procedures for Tower Cranes – the subcontractor shall provide lifting procedures/lift plan when working outside the Original Equipment Manufacturers requirements and when multiple cranes are involved in a lift. Procedures shall include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS
28.5	Lifting procedures for Mobile Cranes - Documented lifting procedures shall be provided by persons responsible for mobile cranes, in addition to safe work method statements, for work associated with cranes in the following situations: tilt-up panel jobs multiple crane lifts - where more than one crane is used to lift a load at any one time lifting of workboxes with persons in the boxes installation of bridge beams during bridge installation work working near live overhead powerlines lifting large pressure vessels or tanks the use of mobile cranes on barges erection of tower cranes or heavy lifts where the load is 50 tonnes or more.	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS
28.6	 The mobile cranes lifting procedures for the above situations shall include: maximum load radius to be used for the cranes where spotter duties are required (e.g., for preventing collision or contact with powerlines), what the duty is and who is responsible for performing the duty position of the load to be lifted and the final position to which it is to be lifted, where practicable diagram that shows a plan view of the site may assist maximum wind speed where the load has a large surface area verification of the maximum allowable ground bearing pressure (this must be carried out for heavy lifts including tilt up panels and loads of 50 tonnes or more.) allowance for any factors that may require de-rating of the crane (e.g., for multiple crane lifts, additional radius caused by tilting of tilt-up panels) rigging requirements of the job. 	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS
28.7	Work boxes - Subcontractors shall develop safe systems of work in accordance with relevant legislation, standards, and codes of practice for using crane lifted work boxes, including crane lifted first aid work boxes. Safe Work Australia has an information sheet including reference to AS 1418.17 and AS 2550.1 crane use, design and construction requirements. The safe systems of work shall address requirements for the use of work boxes and cranes.	Luke Trochei	Lucas Aragona	Lifting procedures / lift plan; SWMS



28.8	Operator licensing, qualifications or competency requirements shall be identified through the Mobile Plant Induction. These documents shall be verified at worker site inductions. Further guidance on competency/qualifications is available through the Plant and Equipment Competency and Inspection Schedule to assist this process. NOTE: a letter signed by an employer or supervisor claiming that the worker is competent is not acceptable.	Luke Trochei	Lucas Aragona	Site Induction-Site Rules F018; Mobile Plant Induction F077; Plant and Equipment Competency and Inspection Schedule G012	
28.9	To manage the interaction between people and mobile plant a vehicle movement plan shall be maintained that illustrates work areas and pedestrian access. These plans shall be displayed and communicated through toolbox/ prestart meetings and updated as necessary to reflect site activities. Plans shall take into consideration site characteristics, barricading, exclusion zones, warning devices and plant/vehicle/worker interactions.	Luke Trochei	Lucas Aragona	Vehicle Movement Plan	
29. SCAFFOLD					
Section	Requirements	Responsibility	Accountability	Tools	
29.1	FDC shall ensure where a person or object could fall greater than 4m that scaffold is designed by a qualified person, documented on drawings/plans and installed as per the plan, and changes to the design or installed system are authorised by a qualified person.	Peter Colak	Luke Trochei	Scaffold Workshop F045	
	FDC shall conduct a workshop with subcontractors to confirm scaffold requirements for high-risk scaffolds, including where an object or person could fall greater than 4 metres. Attendees shall include FDC Luke Trochei, Subcontract Supervisor as a minimum.				
29.2	 Scaffold where a person or object could fall greater than 4m shall be designed by a qualified structural engineer who shall: provide a scaffold design/plan that includes a site layout, engineer sketch plan, engineer approved as-built or standard drawings for scaffolds; provide documented design parameters provided by the scaffold manufacturer. These should be located on the scaffold drawings or associated documents; provide designs and drawings that reflect interactions between multiple scaffold systems where applicable; review design variations that deviate in the erection from the plan or that fall outside the design parameters and ensure designs/drawings are updated and approved; and review modifications to erected scaffold, outside specified design parameters and ensure designs/drawings are updated and approved. 	Luke Trochei	Lucas Aragona	Scaffold Workshop F012; Design/drawings; qualifications	


	A structural/geotechnical engineer shall provide written confirmation of the assessment of building structures/materials/foundations and identify controls required prior to commencing scaffolding.			
29.3	Scaffold where a person or object could fall greater than 4m shall be erected by a person holding a High-Risk Work Licence (Basic, Intermediate or Advanced Scaffolder) in accordance with the guidance in G012 Plant and Equipment Competency and Inspection Schedule.	Luke Trochei	Lucas Aragona	G012 Plant and Equipment Competency and Inspection Schedule
29.4	Scaffold where a person or object could fall greater than 4m shall not be used or accessed unless a written inspection certificate from the scaffold inspector (HRWL Intermediate or Advanced Scaffolder), has been obtained for the scaffold, or its relevant portion, and is complete, and verified as installed in accordance with the manufacturers' instructions and relevant legislation, codes of practice and Australian standards and applicable drawings/plans.	Luke Trochei	Lucas Aragona	Scaffold Inspections
	Scaffold inspections shall be conducted:			
	 prior to initial use; after repairs and alterations; before scaffold is used after an incident (e.g. heavy weather events, unplanned impact to scaffold) that may affect the stability of the scaffold; and at least every 30 days. The inspections shall include methods to check base plates and sole boards are correctly installed per design and			
	supported on solid ground. Inspection records by the scaffold inspector shall be in accordance with AS 4576:1995 and include the:			
	individual identification number or mark of the scaffold;			
	design, drawing, specification, or manufacturers reference;			
	location of the scaffold;			
	 purpose for which the scaffold is provided; 			
	date and time of each inspection; and the			
	 name and signature of the person conducting the inspection. 			
	Written inspections shall be maintained in site files. Where scaffold tags (or similar are used), the above records of inspection are still required.			
	The Safe Work Australia – Guide to scaffold inspection and maintenance can be used by FDC team to monitor scaffold suitability.			



29.5	 The assembly, dismantling and re-assembly of fixed or mobile scaffolds where a risk of fall of a person or object is less than 4m shall be by competent persons including: a person holding a High-Risk Work Licence (Basic, Intermediate or Advanced Scaffolder) and SWMS; or persons trained in the use of the scaffold components in accordance with manufacturers requirements and SWMS. These scaffolds shall be inspected to monitor the effectiveness of the system / structure in accordance with specified requirements through the Weekly Site Inspection. The Task Observation may also be used as applicable to observe the scaffold in use for a specific task. Where inspections are also conducted by competent persons records shall be maintained. Work platforms with no assembly requirements (e.g. Snappy Scaffold) are exempt from this process.	Luke Trochei	Lucas Aragona	Evidence of training; SWMS, Weekly Site Inspection (F049). Task Observation (F053)
29.6	Swinging stages shall only be erected and operated by persons holding the relevant High Risk Work Licence in accordance with the Plant and Equipment Competency and Inspection Schedule.	Luke Trochei	Lucas Aragona	G012 Plant and Equipment Competency and Inspection Schedule
30. S	TRUCTURAL STEEL			
30. S Section	Requirements	Responsibility	Accountability	Tools



	The workshop shall address hazards associated to the proposed works including working at heights, falling materials, electrical and plant management. Attendees shall include FDC Luke Trochei, Subcontract Supervisor as a minimum.			
30.2	 Design and planning by the structural design engineer shall consider: the effect of the erection sequence on the stability of the structure; safe access and working places including anchorage points for fall prevention/arrest systems; the ease of connections for components such as landing cleats; safe handling storing and transport of components including providing details of lifting points, and all materials, for example grades of steel and welding comply with standards specified in the design; and ensure shop drawings comply with the structural design before steel members are fabrication. The erection sequence shall be documented and supplied to FDC, and parties involved in the fabrication and erection of the steelwork. Structural steel shop drawings shall be reviewed by the Permanent Works Engineer, and Temporary Works Engineer where applicable, prior to fabrication and erection respectively.	Peter Colak	Luke Trochei	Design Plan / Design Drawings; Shop drawings
30.3	 Persons responsible for structural steel fabrication shall: Ensures the accurate detailing and manufacture of the steelwork according to the shop drawings; Ensures steel members are identifiable for the sequence of erection and fit together correctly; Structural steel shall be supported and tied to prevent movement during loading or unloading and transport; and Logistics for site delivery have been coordinated. 	Peter Colak	Luke Trochei	Shop drawings
30.4	 Persons responsible for structural steel erection shall ensure site specific safe systems of work are developed and: Obtain the approved erection sequence documentation; Prepares the method of erection according to the drawings; Provide a site plan with detailed information on the location and coverage of cranes and lift plans where required, workers, unloading points and storage areas, and exclusion zones; Consider the stability requirements of all items of the structure, including temporary works; and Consider the suitability of ground conditions for the safe movement of mobile plant. If the erection process is split into shifts, a defined process for beginning of a shift, and ending of a shift shall be determined by the persons responsible for structural steel erection. 	Peter Colak	Luke Trochei	SWMS, Mobile Plant, Mobile Crane Setup, Lift plans



30.5	Persons responsible for structural steel erection shall provide written confirmation that the structural steel erection meets design requirements in accordance with the structural steel high risk workshop.	Peter Colak	Luke Trochei	Handover inspections, ITPs'
31. T	ILT-UP/PRECAST CONCRETE			
Section	Requirements	Responsibility	Accountability	Tools
31.3	 A Design Plan for Tilt-up/Precast activities shall be developed and certified by a Structural Engineer qualified as a member of the Institution of Engineers Australia to address: design and construction of panels including identifiers for each panel; lifting points and panel placement; erection requirements that include panel bracing and details of anchorage designs; and inspection requirements for panels, lifting points, bracing prior to, during and after installation. 	Luke Trochei	Lucas Aragona	Design Plan
31.2	 Prior to commencing Tilt-up/precast activities the following must be provided to FDC: project design engineer's certificate of compliance; manufacturer's certificate of compliance; component schedule; design drawings, including approval of proprietary or manufactured inserts and fixings; and shop drawings. 	Luke Trochei	Lucas Aragona	Compliance certificates; drawings; schedules
31.3	 The subcontractor shall develop safe system of work, including SWMS prior to activities commencing on site to address: that a Lift Plan has been developed in consultation with crane crew; erection, bracing and stripping; protection of workers under and around Tilt-up/Precast; falls and falling objects; unloading and slinging panels and cranage requirements and the protection of panels and bracing from damage by inadvertent contact with Mobile Plant or other site activities; and changes to the design approved by the design engineer 	Luke Trochei	Lucas Aragona	SWMS; Lift Plan
31.4	Subcontractors shall provide FDC evidence of inspections to verify that Tilt-up/Precast panels have been installed in accordance with the manufacturers' instructions and relevant legislation, codes of practice and Australian standards and applicable drawings/plans. Changes to the design or installed system shall be approved by the design engineer.	Luke Trochei	Lucas Aragona	Inspection records



	Ongoing inspection by subcontractors that provide FDC evidence of ongoing inspection of braces / props / fixtures / bolts conducted in accordance with the frequencies and requirements of the Design Plan. Daily visual inspections of braced and bracing concrete elements shall be conducted by the <i>Subcontractor</i>			
	representative and recorded where corrective action is required.			
32. T	RAFFIC			
Section	Requirements	Responsibility	Accountability	Tools
32.1	The Site Risk Assessment shall identify who is responsible for developing and implementing the traffic management plan for roads around the site. A Vehicle Movement Plan shall be developed for onsite activities in accordance with the Mobile Plant section of this PMP.	Luke Trochei	Lucas Aragona	Site Risk Assessment F001
32.2	A project specific Traffic Management Plan (TMP) shall be developed to inform, control and guide road users and to protect the safety of construction personnel and the public.			Traffic Management Plan
	The TMP shall:			
	 be prepared in accordance with relevant legislation, Codes of Practice, Australian Standards, or other requirements; include location specific traffic control plans (e.g. diagrams/drawings); detail the methodology for safely implementing and dismantling traffic control devices; and be approved as specified by the relevant authority prior to implementation where required. 			
	The TMP and associated control plans shall be prepared by qualified and licensed personnel. The FDC Traffic Management Plan template shall be used in the absence of any externally provided TMP. Traffic management requirements shall be communicated through Site Inductions, as a minimum, and other communication forums (e.g. Prestart Meetings) as required.			
32.3	FDC shall ensure that personnel developing, installing, using, and monitoring traffic control devices are suitably qualified and licenced with the relevant road authority. G012 Plant and Equipment Competency and Inspection Schedule is available for further guidance. Evidence of specific qualifications and licensing shall be recorded through the site inductions.	Luke Trochei	Lucas Aragona	G012 Plant and Equipment Competency and Inspection Schedule
32.4	Monitoring of traffic management shall be conducted at least daily when traffic controls are active. Inspections shall ensure controls are in accordance with requirements specified in the TMP and that controls have not been vandalised or tampered with. Inspections shall be documented and maintained by the Delivery coordination manager this being a FDC resource or Leading hand Traffic Controller.	Luke Trochei	Lucas Aragona	Traffic control inspections



32.5	 FDC shall ensure that the TMP is reviewed at frequencies specified in the plan and following an incident to determine its adequacy in managing traffic and potential hazards. Reviews shall verify that: Revisions to the plan have been made, approved/acknowledged, uploaded, and communicated; or the current plan remains unchanged and has been confirmed as adequate in managing project requirements. 	Luke Trochei	Lucas Aragona	TMP Review
33. V	VORKING AT HEIGHT			
Section	Requirements	Responsibility	Accountability	Tools
33.1	The primary methods to prevent falls from height and falling objects shall be managed in accordance with safe systems of work for Demolition, Excavation, Formwork, Mobile Plant, Scaffold and Tilt Up / Pre-Cast activities. Proposed working at heights activities not covered by those activities shall be identified, assessed, and controlled in accordance with the hierarchy of control and applicable legislation, codes of practice and Australian standards in the Site Risk Assessment and the following requirements. To reduce potential risk of harm work methods to avoid working at heights shall be considered. Where not reasonably practicable the following sections for harness use; temporary edge protection and ladder use shall apply.	Luke Trochei	Lucas Aragona	Site Risk Assessment F001
33.2	Harness Use Training - Workers using fall restraint/fall arrest equipment shall hold Nationally recognised Work at Height training course or applicable high risk construction work license including EWP >11m, Riggers/Scaffolders tickets. Maintenance - Evidence of equipment maintenance and inspections shall be provided prior to works commencing and continue throughout the project in accordance with an equipment maintenance schedule.	Luke Trochei	Lucas Aragona	Training/Qualification Equipment maintenance; Design documentation Harness Permit (F064).
	Attachment Point Design - Engineering design for proprietary attachment points (e.g. eye bolts, static lines) shall be in accordance with manufacturers' requirements and provided and certified by a qualified Engineer with experience in fall restraint/fall arrest equipment and a member of Engineers Australia. Evidence of qualifications and competency must be kept on site.			
	Attachment Point Installation - Installation and inspection of proprietary attachment points (e.g. eye bolts, static lines) shall be in accordance with manufacturers' requirements and conducted and certified by a competent person trained in the use of the anchor points design and manufacturers requirements.			
	Attachment Point Inspection – Prior to harness use, inspections of installed anchor points shall be conducted by a competent person trained in the use of the installed systems manufacturers requirements.			



	Where fall restraint / fall arrest equipment is attached to a structural element (e.g. a concrete column) this shall be done so by a person holding Riggers (All) / Scaffolders (Advanced / Intermediate) high risk work license.			
33.3	The Harness Permit shall be issued by FDC where safe systems of work, including SWMS and associated design, installation, maintenance, inspection, and training records are developed where the risk of working at heights is identified. The Permit shall be approved by FDC when safe systems of work have been developed and evidence of SWMS, equipment inspections, design and installation information of attachment points and training records have been received. The Permit shall remain valid for one week from date of issue unless a new harness user is required, or equipment and attachment points change within that period. A permit is not required when using a harness as a secondary control measure such as EWP and Work Box.	Luke Trochei	Lucas Aragona	Harness Permit (F064).
33.4	 Temporary edge protection systems (including proprietary and engineered systems) shall: be installed as directed by either the designers, manufacturers, or suppliers of the system; be installed and inspected by a Ticketed Scaffolder, or a Rigger, or a worker trained in the use of the system, prior to handover. Evidence of the initial installation/inspection shall be documented; Ongoing inspections are conducted through weekly inspections by a Ticketed Scaffolder, or a Rigger, or a worker trained in the use of the system shall be documented. 	Luke Trochei	Lucas Aragona	Training/Qualification Equipment maintenance; Design documentation; SWMS
33.5	Safe systems of work shall be developed to prevent people or objects falling through penetrations. Safe system may include handrails, mesh, plywood covers and signage. Where subcontractors are installing roof safety mesh the Roof Installation Permit shall be required in accordance with the Site Risk Assessment and SWMS. Safe access and egress for workers working at height shall be assessed and controlled in accordance with the Site Risk Assessment > Working at Heights. Controls may include scaffold stair access, hoist, good lift etc.	Luke Trochei	Lucas Aragona	SWMS, Roof Installation Permit (F061), Site Risk Assessment F001
33.6	Ladders shall primarily be used as a means of access (e.g. access to mobile scaffolds, formwork decks etc.) and not a working platform. The use of ladders (i.e. A frames/rung ladders) for other purposes shall only be considered if safer alternatives, such as scaffolding or elevating work platforms, Platform Ladders or trestles are not reasonably practicable. The Ladder permit is required where scaffolding, elevating work platforms, platform Ladders or trestles are not reasonably practicable. The permit shall ensure safe systems, including SWMS, Site Risk Assessment or other standard operating procedure shall be developed to address potential hazards and controls relating to working from the ladder. In these cases, the safe use of ladders shall only be used for light duty work of short duration. Domestic ladders are not permitted.	Luke Trochei	Lucas Aragona	Ladder Permit F065; SWMS



34. P	ERSONAL PROTECTIVE EQUIPMENT (PPE)			
Section	Requirements	Responsibility	Accountability	Tools
34.1	Workers must wear the mandatory personal protective equipment (PPE) including hard hats, high visibility clothing and steel capped safety footwear when performing construction work. Additional PPE shall be worn where specified in safe systems of work, including SWMS, permits or the workplace specific induction.	Peter Colak	Luke Trochei	Site Risk Assessment; SWMS; Site Induction
	Visitors must wear the mandatory personal protective equipment (PPE) including hard hats, high visibility clothing and enclosed footwear when visiting construction sites. Additional PPE shall be worn where specified in safe systems of work, including SWMS, permits or the workplace specific induction.			
35. M	IANAGING SUBCONTRACTORS, VISITOR AND CONSULTANTS			
Requirement	s	Responsibility	Accountability	Tools
35.1	Selecting subcontractors			
	Pre-Qualification: Subcontractors must meet specific criteria, including financial stability, relevant experience, and compliance with safety regulations			
	Tendering Process : Qualified subcontractors are invited to submit bids. <u>This process evaluates their ability to deliver on time</u> , within budget, and to the required standards.			
	Evaluation: Bids are assessed based on various factors such as cost, quality, past performance, and safety records.			
	Contract Award : The subcontractor that best meets the criteria is awarded the contract. <u>This includes agreeing on terms and conditions</u> , scope of work, and timelines:			
	Ongoing Management: Regular monitoring and evaluation of subcontractor performance to ensure compliance with project requirements and safety standards			
	Before engaging subcontractors and consultants, conducting a pre-start meeting is essential to review and identify any deviations from the FDC WHS, quality standards, NSW legislation, insurance requirements, and environmental management plans. Companies entering into a contract for work or consultancy on the project must demonstrate compliance with these management plans and continuously provide evidence of maintaining compliance throughout the project's duration.			



35.2	Prior to any contractor starting onsite the following documentation will be issued to the Sub-Contractors team to ensure Safety document issued form the subcontractor is aligned with the policies of the project – - WHS Management plan - Site risk assessment - First aid risk assessment - Site management Plans o AQMP o CTMP o CWMP o CNVMP	Peter Colak	Luke Trochei	Aconex transfer and register kept on Project simple
35.3	Managing Documents to Subcontractors All project Management Plans, Risk assessments and Policies will be stored on Aconex documents this allowing access to these documents form sub-contractors, our Communication and Document manger will transmit any updated to these plans to the Sub – Contractors and update site hard copies within the Site notice board. With any updates the Luke Trochei will communicate these to the workforce each week in the weekly tool box.	Project Manger	Document and communication manager	Aconex Documents
35.4	Subcontractor Performances Performance Assessments: Conduct regular performance reviews to identify areas of improvement. Use a standardised assessment form to evaluate subcontractors on various dimensions such as quality, timeliness, safety, and compliance. Throughout the project, FDC project teams will complete subcontractor performance reviews to ensure the subcontractor is completing their work within the project requirements. Contractor performance will be reviewed at the following intervals while the contractor is completing their contract works onsite. If the contractor's scope limits the performance review, it will be completed at the end of the project. • Within the first month onsite • Every 2 months during contract works • At the end of practical completion Clear Communication: • • Establish clear expectations and deliverables at the start of each project. • Maintain open lines of communication to address issues promptly and effectively. Training and Support: • • Provide training sessions to address specific areas where subcontractors are underperforming. • Offer resources and support to help subcontractors improve their skills and knowledge.	Package manager	Luke Trochei	Aconex Documents



	 Implement a system of incentives for subcontractors who consistently meet or exceed performance standards. Apply penalties for repeated underperformance, including the possibility of contract termination for severe or ongoing issues. Feedback Mechanism: Create a feedback loop where subcontractors can receive constructive feedback and have the opportunity to discuss their performance. Encourage subcontractors to provide feedback on the project management process to identify any areas for mutual improvement. Monitoring and Reporting: Use project management software to track subcontractor performance in real-time. Generate regular reports to monitor progress and identify trends in subcontractor performance. 			
36. S	ITE SPECIFIC INDUCTION			
36.1	Nominated FDC site management shall use the Site Induction to induct workers into site specific requirements and site rules. FDC shall ensure officials, delegates, or other representatives of a building association do not undertake or administer site inductions.	Luke Trochei	Lucas Aragona	Training and Experience Register F024
36.2	 Workers shall complete the site-specific induction before commencing work on site. To be inducted workers must provide photographic proof of identity and evidence that they have completed the Construction Industry Induction Card (e.g. White Card/Blue card). A register of all inducted workers shall be maintained. Task specific training and qualifications (e.g. high-risk licences etc.) required to perform tasks or operate plant/equipment shall be recorded at the site induction. Where it is not possible to obtain copies of the required certification the person conducting the inductions is to sight the documentation and make note on the induction form that documentation has been sighted and record the required details. 	Peter Colak	Peter Colak	Site Induction-Site Rules F018; Site Induction Register-Construction Large Project F022; Site Induction Register F023.
36.3	Workers from a non-English speaking background, or having difficulty understanding English, shall have their employer provide a translator to interpret the induction content to the person being inducted.	Peter Colak	Sub-contractor	Site Induction-Site Rules F018
36.4	Visitors to site that are not performing construction work shall sign in, be advised of emergency procedures, and be accompanied at all times by a person who has completed the site induction.	Luke Trochei	Lucas Aragona	Site Sign in Register F005



36.5	FDC shall ensure completed site inductions are secured in a lockable cabinet or site office to prevent misuse, interference or loss, and unauthorised access, modification, or disclosure.	Luke Trochei	Lucas Aragona	Site Induction-Site Rules F018
37. V	VORK ACTIVITY TRAINING			
37.1	Workers shall undertake work activity training prior to commencing work on site. This includes being inducted into and signing Safe Work Method Statements (SWMS) or other relevant safe operating procedures covering relevant high risk construction work. The work activity training may be in a form of toolbox talks, development and/or review of a SWMS) / safe operating procedures/ instructions or training provided by a company, individual or a combination of these.	Luke Trochei	Lucas Aragona	SWMS; Toolbox Site Induction-Site Rules F018.
37.2	 Training and Experience Register identifies minimum training requirements for positions and provides a record of individual's internal training and external qualifications. Training requirements are reviewed throughout the project when there's a change in project resources, where a skill gap has been identified, or as required by the Peter Colak. The register shall be made available through Divisional Management. Additional training for workers shall be arranged with Divisional management where there's a change in project resources, promotion, where a skill gap has been identified, or where unforeseen or special training skills have been identified (e.g. High-risk licence, Confined Space, Working at Heights etc.), to ensure appropriate training and qualifications are gained. Copies of training documentation (certificates, statements of attainment and induction record forms) shall be held in the Personnel files. 	Peter Colak	Peter Colak	Training and Experience Register F024
37.3	 Additional training to be completed by Workers will be the following – Emergency scenario training Emergency evac drills Dust management (as required) Fit testing (As required) Mental health Additional information on these Training items can be found in Appendix S Emergency Management Plan			



38. DESIGN IN CONSTRUCTION

Requireme	Requirement		Accountability	Tools
38.1	HIGH RISK Workshops At each phase of a project, the risk management process is to be undertaken. The HSE Risk Workshop flow chart outlines the three phases of when risk must be assessed. The purpose of the HSE risk workshop is to identify and plan how the activity is to be safety conducted. Prior to the commencement of the activity, the outcome of the HSE Risk Workshop is to be presented using the HSE Risk Workshop templates to the Construction Manager/ Project Director for approval. During the construction phase, the HSE Risk register is to be maintained.	Peter Colak	Luke Trochei	Design management plan Safety in design workshops High risk works flow chart High risk Gate register
38.2	Safety in Design Workshops During the safety and design workshops, the Client, Subcontractors, and consultants will attend and identify all aspects of the design, constructability, and end user compliance. During these workshops, each contractor must identify any safety and design aspects of the project and constructability issues to ensure that the workers, public, and end user safety is considered. Re-design of elements should be completed early to achieve the best design for the project workforce. During design development, the Site risk assessment and Hazard identification will be used to set the Hierarchy of hazard controls and reduce and eliminate them through the design development phase.	Peter Colak	Design Manger	Design management plan Safety in design workshops High risk works flow chart High risk Gate register

39. INSPECTION - TESTING AND SERVICING

39.1	Indicated throughout the WHS Management plan there is several Inspections that have been captured this section aims to consolidate the Inspection, Testing and Servicing Deliverables	Peter Colak	Luke Trochei	
39.2	Inspections – Throughout the project Inspections will be required to be completed to support key indicators, maintain a high level of Safety and communication to the workforce about safety deliverables for the project. throughout the project the inspection will be completed by FDC, Consultants, subcontractors and Client representatives. Inspections will take place in the form of daily, weekly, Monthly and 3 monthly, these constraints around Inspections will be set out in the inspection schedule to be developed with each subcontractor and consultant, FDC has a standard template of Inspection types and Site KPIs that are recorded and stored through our live portal on Project simple. Legislation, Aust standards. Manufacture design and Building code requirements will be within the Inspection Schedule and be used to confirm and adhere Testing procedures. Section 39.2 - Appendix T	Peter Colak	Luke Trochei	



39.3	Testing - Throughout the project testing, Servicing and validations will be required to be completed for plant and equipment, Existing structure, and safety equipment, as items are inducted into the site this is recorded within the plant and equipment portal of Project Simple which will manage the notification of the Plant testing and servicing requirements for each item.	Peter Colak	Luke Trochei	
39.4	ITP management and implementation can be found within the QMP appendix V	Peter Colak	Luke Trochei	
40. II	NCIDENT MANAGEMENT			
40.1	Incident Notification - Incidents shall be managed at the time of the occurrence in accordance with the Incident Notification Flowchart (G014).	Peter Colak	Luke Trochei	Incident Notification Flowchart G014
	 Emergency services, unions or the media attend site; or 			
	 Immediate Notification: due to the following - the death of a person a serious injury or illness of a person a potentially dangerous incident. 			
	 Details to Include: "The notification must include the following details: The name and contact details of the notifier. The name and contact details of the person involved in the incident. The time and date of the incident. The location of the incident. A description of the incident. The nature of the injury or illness (if any). The action taken or proposed to be taken to prevent a recurrence." 			
40.2	Critical Incidents – Class 1 incidents shall be managed in accordance with the Incident Notification Flowchart (G014) and Emergency Management Plan that addresses critical incident protocols for trauma counselling, legal privilege and media management and require senior management involvement.	HSEQ Manager	Luke Trochei	Incident Notification Flowchart G014; Emergency Management Plan
40.3	Non-disturbance – Where incidents are notifiable to the regulator the incident location shall remain unaltered until an inspection/investigation or direction has been provided by the Regulator. Work shall cease in the immediate area and appropriate barricades and signage displayed to prevent unauthorised entry and having the scene altered and/or contaminated. The non-disturbance provision does not prevent such actions as helping or removing trapped or injured persons or actions directed by the Regulator.	Peter Colak	Luke Trochei	Nil.
40.4	Regulatory notices (e.g. Prohibition, Improvement etc.) shall be addressed in consultation with Divisional HSEQ representatives and the regulator to determine and implement suitable actions. Work related to the incident shall not recommence until the notice has been closed as advised by the regulator.	Peter Colak	Luke Trochei	Regulatory notices



	Notices shall be copied to the General Manager, Division HSEQ and National HSEQ Systems Manager.			
40.5	 Incident Investigation - HSEQ Managers, trained in FDC incident management requirements, shall be responsible for incident notification, investigation and reporting and involving the project team and senior management as required to identify causes, contributing factors and actions for improvement. Incident investigations shall be completed for Notifiable Incident or where an incident occurs due to an absence of safe works procedures or physical controls. Investigations, including site attendance where practical, shall include relevant project team, subcontractor members and offsite FDC senior managers. FDC senior managers must be involved in Notifiable and Class 1 incident investigations. Incident Reports shall be completed to assist FDC understand how the incident occurred and identify contributing factors that lead to the incident. HSEQ Manager to review report and work with project teams to close out actions. Incidents shall be communicated through monthly project, division, and group HSEQ reports and monthly HSEQ meetings and HSEQ management reports. This enables FDC to take suitable projects/system actions, including lessons learned as relevant, to prevent incident recurrence. Incident Reports shall not be distributed externally without approval from the General Manager or a Director. 	HSEQ Manager	HSEQ Manager	Cor-8.5-001 Incident Management
40.6	 Communicating Information About Issues and Corrective Actions Throughout the FDC: Effective internal communication is crucial for addressing issues and implementing corrective actions. This can be achieved through: Regular Meetings: Hold team meetings to discuss ongoing issues and the steps being taken to resolve them. Ensure transparency and encourage feedback. Internal Memos and Emails: Use these to inform all employees about significant issues and the corrective actions being implemented. Ensure the message is clear and concise. Bulletin Boards and Intranet: Post updates on bulletin boards or the company intranet to keep everyone informed. Training Sessions: Conduct training sessions to educate employees about new procedures or changes resulting from corrective actions. To Clients: Maintaining trust with clients requires clear and honest communication about any issues that may affect them. This can be done through: Direct Communication: Contact clients directly via phone or email to inform them of the issue and the steps being taken to resolve it. Regular Updates: Provide regular updates on the progress of corrective actions to keep clients informed. Apologies and Compensation: If the issue has caused inconvenience, offer a sincere apology and consider providing compensation or discounts as a goodwill gesture. c) To Subcontractors and Other Service Providers Subcontractors and Service providers subcontractors and service providers need to be informed about issues that may impact their work. This can be subcontractors and Service providers subcontractors and Service Pro			



 Formal Notifications: Send formal notifications detailing the issue and the corrective actions being taken. Meetings and Briefings: Organize meetings or briefings to discuss the issue and ensure that subcontractors understand their role in the corrective actions. Contracts and Agreements: Update contracts and agreements to reflect any changes in procedures or responsibilities resulting from the corrective actions. d) To the Relevant Authorities, Including Incident Notification to SafeWork NSW Compliance with regulatory requirements is essential when reporting issues to authorities. This involves: Incident Reports: Prepare detailed incident reports that include all necessary information about the issue and the corrective actions taken. Timely Notifications: Ensure that notifications to authorities like SafeWork NSW are made promptly, adhering to any legal timeframes. Documentation: Maintain thorough documentation of all communications and actions taken to address the issue, as this may be required for regulatory reviews or audits. Follow-Up: Engage in follow-up communications with authorities to provide updates on the status of corrective actions and ensure compliance with any additional requirements. 		
actions and ensure compliance with any additional requirements.		

41. PURCHASING AND OBTAINING CLIENT PURCHASE PLANT EQUIPMENT FOR THE PROJECT

41.1	Purchasing and Hiring Plant and Equipment Many injuries and illnesses associated with plant operations occur due to the failure to select the appropriate equipment for the job. Before purchasing plant equipment for the project, FDC will ensure the following: Suitability Verification: Confirm that the equipment is appropriate for its intended use, including the environment it will be used in and the workers who will operate it. Supplier Consultation: Discuss specific needs with the plant supplier, who must provide the following information to be stored in the project's Aconex data storage: Workshop drawings Consultant and design team inputs Third-party stakeholder reviews Overall INSW approval 	Peter Colak	Design Manger	
	 This process ensures documented control of information regarding workflows and sample approvals. Additionally, FDC will consider: The purpose for which the plant was designed or manufactured. The results of any calculations, analysis, testing, or examination. Any conditions necessary for the safe use of the plant. Any alterations or modifications made to the plant. Before purchasing, hiring, or leasing plant equipment, FDC will also determine: The hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage, and dismantling of the plant. Control measures needed to minimize these hazards and risks. 			



	 The manufacturer's recommendations regarding the frequency and type of inspection and maintenance needed. Any special skills required for people who operate the plant or carry out inspection and maintenance. Any special conditions or equipment required to protect the health and safety of people carrying out activities such as installation, operation, and maintenance. Any alterations or modifications to be made to the plant. FDC will check whether the plant includes some or all of the following characteristics: Prevention of contact with or access to dangerous parts, for example, by using guards and protective structures. Sturdy construction and tamper-proof design. No obstructions to the plant operator. Fail-safe operation. Ease of inspection and maintenance. No introduction of other hazards (e.g., manual handling problems or excessive noise) into the workplace. Incorporation of measures to minimize risks during use (e.g., low noise). 			
42. ł	HAZARDOUS MANUAL TASKS			
42.1	 Hazardous manual tasks require someone to lift, lower, push, pull, carry or otherwise move, hold or restrain something involving one or more of the following: repetitive or sustained force (e.g. steel fixing, formwork) high or sudden force (e.g. plasterboard install); repetitive movement (e.g. steel fixing); sustained or awkward posture (e.g. concreting); exposure to vibration (e.g. concreting, using a wacker packer). The use of mechanical aids shall be considered to reduce the likelihood of hazardous manual task related musculoskeletal injuries (injuries to muscles, nerves, tendons, joints, cartilage and spinal discs). Safe systems of work (e.g. SWMS, standard operating procedures) shall be developed in accordance with the Site Risk Assessment to manage the risk of hazardous manual tasks.	Luke Trochei	Lucas Aragona	Site Risk Assessment; SWMS
42.2	Effectiveness of controls shall be reviewed through: task observation; where task circumstances change; or when a musculoskeletal injury has been recorded. 	Luke Trochei	Lucas Aragona	Evidence of training; Toolbox Talk F050; Task Observation (F053); FDC Register of Injury (F036);



43. I	NTERNAL MONTHLY REPORT			
43.1	FDC Monthly Reporting The Monthly Report, including the Cost to Complete and Project Monthly HSEQ Report (F090) is submitted to Divisional management for review. The monthly meeting between the team and management shall address the report and determine actions that are minutes, to assist successful project delivery.	Project Director	Peter Colak	Internal Monthly Report F191 or division equivalent (e.g. Divisional PowerPoint Template). Project Monthly HSEQ Report(F090)
43.2	Client Monthly reporting Monthly reporting Contract Details Contract name Signature and date Contractor Period covered Contractor's representative Implementation of Inspection, testing and servicing procedures Summary of WHS inspections and tests carried out for: Plant and Equipment Work site access and exits Incoming products Personal Protective Equipment (PPE) Compliance with and completeness of Risk assessments, Safe Work Method Statements and Site Safety Rules Implementation of <i>Incident management and corrective action</i> procedures re Details of:	Project Director	Peter Colak	INSW PCG monthly reporting
	 WHS incidents or WHS issues, including non-compliances with WHS processes and procedures and near misses Implementation of incident management 			



- Implementation of corrective action					
• WHS statistics for the contract including	\sim WHS statistics for the contract including				
· · · · · · · · · · · · · · · · · · ·					
Work Health & Safety Metric	Current reporting period (Insert month)	Life of Project			
1 Hours worked	montary				
2 1 st aid injuries (FAI)					
3 Medical treatment injuries (MTI)					
4. Lost time injuries (LTI)					
5. Davs lost due to injury					
6. WHS site inspections					
7. Workers inducted					
8. Toolbox talks conducted					
9. WHS Committee meetings conducted					
10. High Risk Workshops (HRW) conducted					
11. Near misses					
12. SafeWork NSW Inspections					
13. Number of notifications to SafeWork					
14. Improvement Notices or fines from SafeWork					
15. Total recordable injury frequency rate (TRIFR) [(Total fatalities, LTI's, MTI's x 1,000,000)/total hours worked] (2 decimal places)					
16. Lost time injury frequency rate (LTIFR) (Total LTI's x 1,000,000)/total hours worked) (2 decimal places)					
PROJECT MONTHLY HSEQ REPORT					
Project HSEQ performance shall be reported monthly via the Project Monthly H HSEQ representative on the 1 st working day of the following month. The repo including:	ISEQ Report (rt summarises	F090) to the Divisiona s the month's activitie	al Peter Colak s	Peter Colak	Project Mo HSEQ Re
 Incidents / LTI / MTI /First aids reports. 					



	 Regulatory / statutory / union notices; and Non-conformance reports. These reports are collated into a Divisional Monthly HSEQ Report, and the summary is distributed within Divisions in the interest of keeping employees informed and consulted. The summary forms part of the Divisional Monthly HSEQ Report and reviewed by the General Manager at Senior Managers Meetings Cor-5.6-002. 			
45. I	NON-CONFORMANCE			
45.1	 Where a non-conformance with planned requirements (including PMP, SWMS, contract, legal requirements or repeat issues/offences, products and materials) has been identified a Non-Conformance Report (F039) shall be issued and actions agreed, monitored and closed out in consultation with the non-conformance recipient. Non-Conforming product or materials shall be quarantined and either returned to the supplier, disposed of, or used with client approval. Non-conformance can be identified through Weekly Site Inspection, Work Observations, Monthly Site Audit, internal/external audits, or general observations. Non-Conformances reports shall be included in Project Monthly HSEQ Report (F090). Where non-conformance has the potential to impact FDC's integrated management system these shall be communicated with the Division HSEQ representative for consultation with the National HSEQ Systems Manager. 	Peter Colak	Luke Trochei	Non-conformance Report (F039). Project Monthly HSEQ Report (F090).
46. I	PERMITS AND PROCEDURES			
46.1	During the project, work will need to extend beyond the site constraints, including areas such as the parkland on level 2, the basement carpark, and utility areas. FDC will obtain the necessary permits for subcontractors to complete their tasks. These permits include: Hoarding installation Temporary works in public areas Barricade permits Road closures Footpath closures Hot works permits Services isolation permits Workers must read and follow these permits, which are additional to the FDC permits required for ongoing works within this plan. FDC permits can be found on Project Simple. If there are any concerns or questions about permit requirements, please contact the project site manager. Project permits can also be found on the site notice board.	Peter Colak	Luke Trochei	Project permits



47. C	DOCUMENT CONTROL AND RECORDS MANAGEMENT			
47.1	Controlled documents Controlled documents shall be controlled via transmittals and may include: • WHSMP • Supporting Management plans • Specifications. • Design responsibilities	Peter Colak	Peter Colak	Transmittal – Collaboration Tool (e.g. Aconex)
	A transmittal shall be issued with the documents, when controlled documents are issued to third parties. Superseded documentation shall be marked "Superseded".			
	Project collaboration tools used on this project to assist plan implementation include. Aconex, Simpel			
47.2	Project Correspondence Received by FDC The Peter Colak shall be responsible for control of incoming correspondence. The Peter Colak shall control amendments to the specification and shall ensure that variations are received in writing, filed and the appropriate personnel advised.	Peter Colak	Peter Colak	Cor-4.2-001 Document Control
47.3	Project Documentation Received by FDC Project documentation received by FDC shall be controlled via a Document Transmittal or Register. Superseded documentation shall be marked "Superseded". Copies shall be issued to the relevant parties together with a Document Transmittal.	Peter Colak	Peter Colak	Cor-4.2-001 Document Control
47.4	Handwritten Inspections testing Handwritten changes to project documentation are allowed provided that all copies are initialled and dated by the Peter Colak, scanned and uploaded on Aconex	Peter Colak	Peter Colak	Aconex documentation naming
47.5	Filing Structure Electronic records shall be filed in accordance Aconex document management Plan	Peter Colak	Peter Colak	Aconex documentation naming
47.6	Archiving Records generated throughout the project, including records resulting from the WHSMP implementation shall be maintained in either electronic or hardcopy version. Upon project completion hard copy site records shall be collected for archiving and be kept for a minimum of 10 years unless otherwise noted. Electronic records are backed up daily and archived upon projects completion with the IT Department.	Peter Colak	Contracts Administrator	Cor-4.2-002 Records
47.7	Documentation location and storage	Documentation manag	gement Location	



Induction and training records	Project simple induction portal
Skills, competency, and license register	Project simple induction portal
Hazard identification, risk assessments and associated safe working procedures	Project simple – Safety Portal SWMS
Reports of incidents and illness/injury?	Project simple – Incidents Portal
Illness/injury and incident investigation reports?	Project simple – Incidents Portal
Illness/injury statistics, such as lost time frequency rates and duration rates?	Project simple – Incidents Portal
Maintenance, testing, servicing and repair of plant and equipment?	Project simple – Plant Portal
Use of hazardous substances and associated monitoring	Project Simple - SDS Register
Inspection and test reports	Project Simple – ITPs
Particulars of qualifications held by individuals	Training register – Aconex
Internal review reports	Project Simple – Reports
WHS design reviews	Aconex -Documents
Minutes of WHS meetings?	Aconex Minutes
WHS audit reports	Project Simple – Safety inspections
Worker injury management records	Project Simple Incidents
Evidence of actions taken because of WHS meetings	Project Simple safety Portal
Corrective action records?	Project Simple Incidents
Work safety records generally	Project Simple safety Portal

APPENDIX A – Work Health and Safety Policy



Work Health And Safety Policy

The work, health and safety elements of FDC's integrated management system manages the provision of project and construction management for residential, industrial and commercial building, including ground up construction, refurbishment or additions and interior fitout to existing buildings and the provision of project management, design management, installation and maintenance of electrical, communication and mechanical services to industrial, commercial and civil buildings.

The directors and senior management of FDC are committed to ensuring the health and safety of workers and visitors and stakeholders that interact with our activities.

Our aim is to provide safe and healthy work conditions to prevent work related injuries and illness.

To achieve this, FDC is committed to the following key objectives:

- Implementing a strategic framework to enable continual improvement of systems, people and performance;
- Providing systems and resources to effectively manage work, health and safety including rehabilitation and return to work processes;
- Ensuring work is conducted in accordance with applicable WHS legislation, standards and workplace directions;
- Identifying and eliminating hazards and reducing the risks of activities with the potential to
 produce injury or illness;
- Consulting with workers on work, health and safety matters and ways to identify, assess and control workplace hazards;
- Providing instruction, training and supervision to enable understanding of workplace hazards, safe work practices and emergency procedures; and
- Conducting workplace inspections to identify opportunities for improvement.

FDC managers and supervisors are responsible and accountable for the health and safety of workers, visitors and company property and ensuring applicable WHS legislation, procedures and safe work practices are followed.

Ba Care

Bentley Cottle Managing Director

Rev.:1 Date: 25 / 08 / 2020

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APPENDIX B – Revision Table

Rev.:	Rev. Date	REVISION DESCRIPTION	PM's INITIALS (approval of changes)
А	15/02/2024	Original Issue	PC
В	13/03/2024	Revised Issue	РС
С	04/04/2024	Revised Issue – Updates Appendices	НР
C1	26/4/2024	Updated Emergency Management Plan	HP
C2	19/07/2024	Updated in relation to preliminary report and inclusion of detailed objectives.	НР
C3	09/02/2025	Updated in regard to HSEQ audit and updated personal Org chart, Updated supplementary docks	НР

APPENDIX C – Site Risk Assessment

PROJECT: Cutaway

		POTENTIAL HAZARD CATEGORIES																				
FD					FDC S	Standard	l High Ri	isk Const	ruction	Work Ac	tivities				N	Non-Standard High Risk Construction Work Activities						es
		Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with 'Tab 3 - Risk Assessment and Control"										Safe accorc	Safe systems of work (eg SWMS, Permits, procedures) shall be developed in accordance with OFSC Audit Criteria Guidelines, legal requirements and "Tab 4 - Hazards impacting others" in consultation with Divisional HSEQ						ed in 'Tab 4 -			
Work Activity Status Active Scheduled	Work Activity/Trade (FDC or Subcontrator) Installation of hoardings in basement 1 Temp services Structural demolition Demolition - strip out Temp Security Relocation incl. fibre link & fitout Installation of new services in basement 1 (cable tray, drainage, etc.)	Asbestos	Confined Space	 ✓ ▲ ▲	 <th>Excavation</th><th>Formwork</th><th>Health Surveillance, Exposure Monitoring, Hazardous Substance</th><th> ✓ Mobile Plant </th><th>Scaffold</th><th>Structural Steel</th><th>Tilt Up/Precast Concrete</th><th> Traffic </th><th> ✓ < Working at Heights </th><th>Artificial Extremes of Temperatures</th><th>Chemical, Fuel or Refrigerant Lines</th><th>Construction Work In, Over or Adjacent to Water/Liquids where Risk of Drowning</th><th>Contaminated/Flammable Atmosphere</th><th>Diving</th><th>Pressurised Gas</th><th>Telecommunication Towers</th><th>Tunnels</th>	Excavation	Formwork	Health Surveillance, Exposure Monitoring, Hazardous Substance	 ✓ Mobile Plant 	Scaffold	Structural Steel	Tilt Up/Precast Concrete	 Traffic 	 ✓ < Working at Heights 	Artificial Extremes of Temperatures	Chemical, Fuel or Refrigerant Lines	Construction Work In, Over or Adjacent to Water/Liquids where Risk of Drowning	Contaminated/Flammable Atmosphere	Diving	Pressurised Gas	Telecommunication Towers	Tunnels



Category	Potential Hazard	Is this a Potential Hazard?	Concorrigioneo	Risk Assessment	Dick Dating	Action to Control Potential Hazard		FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
Ashestos		Tesino	Consequence	Likeillioou	Nisk Natiliy				3
Asbestos Procedure	Exposure to known Asbestos Containing Material (ACM)	Yes	Severe	Unlikely	HM-4	Site Establishment Checklist to identify if known hazards exist on site. Engage an Occupational Hygienist to develop exposure monitoring standards and Asbestos Manaement Plan; SWMS for tasks where health hazards are present; Request Asbestos Register from client/facilities manager/consultants where ACM has been identified or is likely to be present.	Subcontractor	PMP	PMP
	Unknown presence / location of ACM	Yes	Severe	Unlikely	HM-4	Asbestos Management Plan by Occupational Hygienist that identifies type, presence and location of ACM.	Subcontractor	PMP	PMP
	Uncontrolled removal of ACM		Severe	Unlikely	HM-4	Asbestos Removal Control Plan; Regulatory Notifications; Clearance Certificates; SWMS by the licensed Asbestos Removalist per legislative requirements:	Subcontractor	PMP	PMP
		Yes				Class A - licenses the contractor to carry out work with friable and non-friable asbestos; whereas Class B - licenses the contractor to carry out work with non-friable asbestos only. Records of worker qualifications/training/evidence of medicals through Site Inductions; SWMS.			
	Exposure to disturbed ACM	Yes	Severe	Unlikely	HM-4	Air monitoring activities by consultant - Occupational Hygienist that is independent of the licensed asbestos contractor removing the ACM. Asbestos Management Plan; Clearance Certificates; SWMS	Subcontractor	РМР	PMP
	Worker exposure to ACM from removal activities	Yes	Severe	Unlikely	HM-4	Asbestos Management Plan; Asbestos Removal Control Plan; Confirm Subcontractor emergency procedures; SWMS; 1st Aid, Emergency and Health Surveillance Risk Assessment for health surveillance and exposure monitoring activities for workers and work areas potentially affected by ACM.	Subcontractor	PMP	PMP
	Emergencies involving ACM	Yes	Severe	Unlikely	HM-4	Unexpected Finds Protocol; Asbestos Management Plan; Asbestos Removal Control Plan; Confirm Subcontratcor emergency procedures / SWMS; Clearance Certificates; Emergency Management Plan	Subcontractor	PMP	PMP
Confined Space									
Confined Space Procedure	Uncontrolled Entry into Confined Space	Yes	Severe	Possible	H-3	Confined space shall be secured to prevent inadvertent access - Confined Space Criteria and Entry Permit; SWMS	Subcontractor	Site Manager	Project Manager
	Unauthorised Entry into Confined Space	Yes	Severe	Possible	H-3	Site signage to identify confined space areas - Confined Space Criteria and Permit - Persons entering the confined space and standby persons, shall hold Nationally Recognised Training in Confined Space; SWMS, Where a harness is required for access a Harness Permit shall be required.	Subcontractor	Site Manager	Project Manager
	Entry into a contaminated or air quality compromised confined space	Yes	Severe	Possible	H-3	Confined Space Criteria and Permit; Calibration Register; SWMS.	Subcontractor	Site Manager	Project Manager
	Emergencies within a confined space	Yes	Severe	Possible	H-3	Rescue procedure per Confined Space Critera and Entry Permit; Confirm Subcontractor emergency procedures / SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Domolition									
Demolition Procedure	Unauthorised / unsafe demolition / removal of building structures and materials	Yes	Major	Possible	HM-8	Demolition Work Plan to address the building structure and identified materials; SWMS	Subcontractor	PMP	PMP
	Impact to adjacent building structures and materials	Yes	Major	Possible	HM-8	Demolition Work Plan to address adjacent structures and materials; SWMS	Subcontractor	PMP	PMP
	Exposure to hazardous chemicals and materials	Yes	Major	Possible	HM-8	Hazmat survey (including hazardous chemicals and materials) conducted and documented by Occupational Hygienist on behalf of FDC and provided to the demolition contractor; Asbestos Register; SWMS	Subcontractor	PMP	PMP
	Contact with live services	Yes	Severe	Possible	H-3	Dial Before You Dig; All Services Isolation Permit or Termination of Services Permit; SWMS (confirm project specific Client, contractor or utilities permit requirements)	Subcontractor	Site Manager	Project Manager
	Falls from height	Yes	Severe	Possible	H-3	SWMS (addressing Working at Heights fixed covers and guards on openings and penetrations, and safe access and egress is maintained etc);	Subcontractor	Site Manager	Project Manager
	Falling Objects	Yes	Major	Possible	HM-8	SWMS (addressing Working at Heights exclusion zones, scaffolding requirements; protective structures etc);	Subcontractor	PMP	PMP
	Emergencies during demolition	Yes	Severe	Possible	H-3	Demolition Work Plan; Confirm Subcontractor emergency procedures / SWMS, Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Electrical									
Electrical Procedure	Contact with energised electrical services	Yes	Severe	Very Likely	H-2	All Services Isolation Permit or Termination of Services Permit issued to Licensed Electrical Contractor when safe systems of work have been developed; SWMS	Subcontractor	Site Manager	Project Manager
	Unprotected electrical systems including generators and construction wiring		Major	Possible	HM-8	RCD protection for portable generators, construction wiring and electrical systems tested by a Licensed Electrical Contractor at maximum 3 monthly intervals and results recorded; Electrical Safety Survey; Electrical Easement Permit; Electrical Test and Tag Register; SWMS	Subcontractor	PMP	PMP
		Yes				Construction wiring shall be adequately secured, protected and clearly marked accordingly with "Construction Wiring" sticker and not be tied, bundled or grouped with permanent wiring; SWMS; Weekly Site Inspection			
	Contact with faulty electrical equipment / RCD's	Yes	Major	Possible	HM-8	Records of testing and tagging of electrical equipment at maximum 3 month intervals by competent person (Licenced Electrical Contractor or competent person with an industry recognised test and tag training course (e.g. UEENEEPO26A; Electrical Register (Subcontractors or FDC); Regulatory Compliance Certificates; SWMS.	Subcontractor	PMP	PMP
	Non Compliant temporary power	Yes	Major	Possible	HM-8	Regulatory Compliance Certificates for installation of temporary works; SWMS	Subcontractor	PMP	PMP
	Unauthorised installation of electrical services	Yes	Major	Possible	HM-8	Licensed, Qualified and trained in safe systems of work involving the installation, modification, testing and certification of electrical installations; Site Induction; SWMS	Subcontractor	PMP	PMP

Category	Potential Hazard	Is this a Potential Hazard? Yes/No	Consequence	Risk Assessment	Risk Rating	Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
	Emergencies involving energised electrical services / equipment	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedure / SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager

Category	Potential Hazard	Is this a Potential Hazard?		Risk Assessment		Action to Control Potential Hazard		FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk
Execution		Yes/No	Consequence	Likelihood	Risk Rating				Rating
Excavation Procedure	Impact to adjacent building structures, materials and foundations	Yes	Major	Unlikely	HM-9	Excavation Works Permit; SWMS; Dilapidation / geotech / hazardous material reports	Subcontractor	PMP	PMP
	Contact with underground or above ground services	Yes	Severe	Possible	H-3	DBYD; Asset owner requirements; Excavation Works Permit; SWMS; Termination of Services; All Services Isolation Permit	Subcontractor	Site Manager	Project Manager
	Ground collapse.	Yes	Severe	Unlikely	HM-4	Excavation Works Permit; SWMS; geotech reports; Designs/Drawings / Plans; inspections	Subcontractor	PMP	PMP
	Ground collapse where shoring systems or other documented methods are utilised,	Yes	Severe	Unlikely	HM-4	Excavation Works Permit; SWMS; geotech reports; Designs/Drawings/Plans supplied by a qualified engineer; Changes to installation design shall be approved and designs/drawings updated.	Subcontractor	PMP	PMP
	Uncontrolled excavations	Yes	Major	Unlikely	НМ-9	Excavation Works Permit; SWMS; Drawings / Plans	Subcontractor	PMP	PMP
	Potential falls into the excavation	Yes	Major	Unlikely	HM-9	SWMS, flagging/parawebbing/barricading/signage	Subcontractor	PMP	PMP
	Mobile plant impacting on the excavation	Yes	Major	Possible	HM-8	Excavation Works Permit; SWMS; flagging/parawebbing/barricading/signage; Vehicle Movement Plan	Subcontractor	PMP	PMP
	Emergencies related to excavation	Yes	Major	Unlikely	HM-9	Confirm Subcontractor emergency procedures / SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Formwork									
Formwork Procedure	Uncontrolled erection of formwork	Yes	Major	Possible	HM-8	SWMS; Formwork High Risk Workshop completed with subcontractors to confirm formwork requirements for vertical and suspended formwork systems.	Subcontractor	PMP	PMP
	Unauthorised design	Yes	Major	Unlikely	HM-9	installation design shall be approved and designs/drawings updated.	Subcontractor	РМР	РМР
	Collapse of Temporary structure	Yes	Severe	Possible	H-3	SWMS, Designs, drawings, engineer certification	Subcontractor	Site Manager	Project Manager
	Unauthorised erection of formwork	Yes	Major	Possible	HM-8	SMWS;Structural Engineer signoff prior to pouring concrete; competent persons for the erection, use and stripping;	Subcontractor	PMP	PMP
	Temporary structural support / back propping failure	Yes	Major	Possible	HM-8	Formwork Engineers/Designer signoff for stripping / back propping	Subcontractor	PMP	PMP
	Emergencies during formwork activities	Yes	Severe	Unlikely	HM-4	Confirm Subcontrator emergency procedures / SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
Health Surveillance, Exposure	e Monitoring, Hazardous Substance								
Health Surveillance, Exposure Monitoring, Hazardous Substance Procedure	Exposure to known health hazards: Synthetic Mineral Fibres (SMF), Polychlorinated Biphenyls (PCB), Ozone Depleting Substances (ODS), Acrylonitrile, Arsenic (inorganic), Benzene, Cadmium, Chromium (inorganic), Creosote, Crystalline silica, Isocyanates, Mercury (inorganic), 4,4'- Methylene bis (2-chloroaniline) (MOCA), Organophosphate pesticides, Pentachlorophenol (PCP), Polycyclic aromatic hydrocarbons (PAH), Thallium, Vinyl chloride, Lead (inorganic)	Yes	Major	Possible	HM-8	 Site Establishment Checklist to identify if known health hazards exist on site; Engage an Occupational Hygienist to determine workplace exposure standards/exposure levels and controls; Safe systems of work (includiing SWMS, SOP's, SDS for tasks where health hazards are identified/likely to be present); Health surveillance by Medical Practitioner in accordance with legislation if worker is exposed to health hazards when carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals. 	Subcontractor	PMP	PMP
	surveillance/exposure monitoring	Yes	Major	Possible	HM-8	SWMS / Plans to address monitoring controls in specified workplace exposure standards/exposure levels and controls.	Subcontractor	РМР	РМР
	Exposure to health hazards due to failure of measuring and test equipment	Yes	Major	Unlikely	HM-9	SWMS / Plans to identify use of equipment; maintain records of Calibration (Calibration Register OR registers supplied by third parties)	Subcontractor	PMP	PMP
	Exposure to, and Emergencies involving, hazardous chemicals	Yes	Major	Possible	HM-8	Hazardous & Chemical Substances Register shall manage the use, handling, generating and storing of hazardous chemicals. Safe systems of work (including SWMS/SOP's/SDS); Emergency Management Plan	Subcontractor	PMP	PMP
Mobile Plant									
Mobile Plant Procedure	Failure to identify hazards associated with plant	Yes	Major	Unlikely	HM-9	Plant Risk Assessment by either a Designer, Manufacturer or Supplier for all plant prior to use on site; SWMS	Subcontractor	PMP	PMP
	Contact with underground or above ground service	Yes	Major	Possible	HM-8	Mobile Plant Induction; Mobile Crane / Boom Pump Setup; Excavation Works Permit; All Services Isolation Permit; Electrical Safety Survey; Electrical Easement Permit; SWMS	Subcontractor	PMP	PMP
	Unsafe operation of mobile plant	Yes	Major	Possible	HM-8	Mobile Plant Induction; SWMS	Subcontractor	PMP	PMP

Category	Potential Hazard	Is this a Potential Hazard? Yes/No	Consequence	Risk Assessment Likelihood	Risk Rating	Action to Control Potential Hazard		FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
	Failure of lifting and rigging equipment		Major	Possible	HM-8	Mobile Plant Induction; Mobile Crane / Boom Pump Setup; SWMS, Lifting Procedures.	Subcontractor	PMP	PMP
		Yes				For mobile cranes - the subcontractor shall provide a lift procedure / plan for tilt-up panel jobs, multiple crane lifts (where more than one crane is used to lift a load at any one time), lifting of workboxes with persons in the boxes, installation of bridge beams during bridge installation work working near live overhead powerlines, lifting large pressure vessels or tanks, the use of mobile cranes on barges, erection of tower cranes or heavy lifts where the load is 50 tonnes or more.			
		100				For tower cranes – the subcontractor shall provide a lift procedure / plan when working outside the Original Equipment Manufacturers requirements and when multiple cranes are involved in a lift.			
						Lift Procedure / Plan the subcontractor shall develop per regulatory requirements and may include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.		-	
	Uncontrolled movement of Plant / Vehicles	Yes	Major	Possible	HM-8	SWMS - Identify spotter; Vehicle Movement Plan - Exclusion zones, traffic routes, plant/vehicle/worker interactions. Toolbox and Pre Start Meetings shall be used to communicate activities. Weekly Site Inspection	Subcontractor	PMP	PMP
	Unauthorised use of mobile plant	Yes	Major	Possible	HM-8	Mobile Plant Induction evidence of plant operator licencing, training or competence. Plant / Equipment Competency and Inspection Schedule for competency requirements; SWMS Where plant is to be stored on site it must be stored in a manner that is safe and where improper / unauthorised use can not occur.	Subcontractor	PMP	PMP
	Failure of unmaintained mobile plant	Yes	Major	Unlikely	HM-9	Mobile Plant Induction; Plant Register, Weekly Site Inspection; SWMS Theplant induction and register shall be used to manage a program of plant inspections and maintenance specific to the needs of each type of plant. Inspections shall be in accordance with regulatory inspections and registrations; manufacturers requirements, including pre-start inspections and commissioning prior to commencing on site.	Subcontractor	РМР	PMP
	Emergencies involving mobile plant	Yes	Major	Very Likely	H-7	SWMS; Mobile Plant Induction to address safe systems of work includes Original Equipment Manufacturers (OEM) manuals, Plant Risk Assessments, site specific requirements and the need for ROP'S and FOPs. Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Scaffold									
Scaffold Procedure	Unauthorised design of scaffold	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Scaffold design/plan (including design parameters and drawings) to be supplied and certified by a scaffold designer (ie Structural Engineer). Scaffold High Risk Workshop - completed with subcontractors involved in scaffolding. Scaffold where a person or object could not fall greater than 4m Manufacturers requirements to be supplied for fixed or mobile scaffold.	Subcontractor	Site Manager	Project Manager
	Uncontrolled / unathorised scaffolding work and access	Yes	Severe	Possible	H-3	Scaffold where a person or object could fall more than 4m Develop safe systems of work (including SWMS) for the erection and dismantling of scaffolding by scaffolders with Basic, Intermediate or Advanced high risk work licence in accordance with the scaffold design/plan including preventing access to incomplete scaffolds or scaffold unattended during erection and dismantling (eg signage, barriers etc). Scaffold where a person or object could not fall greater than 4m Develop safe systems of work (including SWMS) for a competent person trained in the use of the scaffold to assemble, alter and dismantle fixed or mobile scaffold in accordance with manufacturers requirements including preventing access to incomplete scaffolds or scaffolds unattended during erection and dismantling (eg SWMS, signage, barriers etc).	Subcontractor	Site Manager	Project Manager
	Collapse / Failure of Scaffold	Yes	Severe	Possible	H-3	 Scaffold where a person or object could fall more than 4m Develop safe systems of work (including SWMS) for scaffold to be inspected by Intermediate or Advanced scaffolder with high risk work licence to confirm in writing that the construction of the scaffold has been completed in accordance with the scaffold design/plan: prior to initial use; after repairs and alterations; before the scaffold is used after an incident that may affect the stability of the scaffold; and at least every 30 days. Scaffold where a person or object could not fall greater than 4m Develop safe systems of work (including SWMS) for a competent person trained in the use of the scaffold to assemble, alter and dismantle fixed or mobile scaffold in accordance with manufacturers requirements. Where a Licensed scaffolder is conducting the works - an inspection certificate and scaff tag is acceptable. 	Subcontractor	Site Manager	Project Manager
	Unauthorised scaffold repair, alteration or additions	Yes	Severe	Possible	Н-3	 Scaffold where a person or object could fall more than 4m Changes to installation design shall be approved by the scaffold designer (ie Structural Engineer) and designs/drawings updated; Repairs, alterations and additions shall only be made and inspected by licenced scaffolders in accordance with the scaffold design/plan. Scaffold where a person or object could not fall greater than 4m A competent person trained in the use of the scaffold shall ensure repairs, alterations and additions are conducted on fixed or mobile scaffold in accordance with manufacturers requirements. Where a Licensed scaffolder is conducting the works - an inspection certificate and scaff tag is acceptable; SMWS 	Subcontractor	Site Manager	Project Manager
	Emergencies involving scaffolding work / scaffold failure	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedures / SWMS for scaffolding work; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Structural Steel	Uncontrolled attractural start creation		Source	Dessible		Structural Steel High Dick Workshop Steel completed with subcentractors involved in structural steel creation	Subcontractor	Site Monager	Project Menogen
Structural Steel Procedure	Uncontrolled structural steel erection	Yes	Severe	Possible	H-3	Structural Steel High KISK WORKSNOP Steel completed with subcontractors involved in structural steel erection.	Subcontractor	Site Manager	Project Manager



Category	Potential Hazard	Is this a Potential Hazard?	Concomuonoo	Risk Assessment	Dick Dating	Action to Control Potential Hazard		FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
	Unathorised design		Severe	Unlikely	HM-4	Structural design engineer; design drawings / shop drawings.	Subcontractor	PMP	PMP
		Yes							
	Collapse / Failure of structural steel	Yes	Severe	Unlikely	HM-4	Design drawings / shop drawings; documented erection sequence.	Subcontractor	РМР	PMP
	Unsafe delivery and installation of structural steel	Yes	Severe	Possible	H-3	Safe systems of work including SWMS, Mobile Plant Induction/Mobile Crane - Boom Pump Setup; Transportation and delivery; Lifting procedures; handover inspections, ITP's, qualified riggers/operators.	Subcontractor	Site Manager	Project Manager
	Emergencies involving structural steel erection	Yes	Severe	Possible	H-3	Confirm Subcontractor emergency procedures / SWMS; FDC Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Tilt-up/Precast Concrete									
Tilt-up/Precast Concrete Procedure	Unauthorised design and erection of Tilt up / pre cast concrete.	Yes	Severe	Unlikely	HM-4	Design Planning documents, SWMS by relevant Tilt-up/Precast contractor prior to activities commencing on site	Subcontractor	PMP	PMP
	Uncontrolled erection of Tilt up / pre cast concrete	Yes	Severe	Unlikely	HM-4	SWMS by relevant Tilt-up/Precast contractor prior to activities commencing on site. A Lift Plan has been developed in consultation with crane crew and may include crane type / capacity, weight of lift, load charts, rigging/lifting equipment, lifting methods and sequence etc.	Subcontractor	PMP	PMP
	Panel and bracing failure due to impact	Yes	Severe	Possible	H-3	Risks associated with Tilt-up/ Precast Concrete activities are identified, assessed and controlled in accordance with Procedure Tilt-up /Precast Consultation with the relevant Tilt-up/Precast contractor prior to activities commencing on site SWMS, vehicle movement plans	Subcontractor	Site Manager	Project Manager
	Panel and bracing failure		Severe	Possible	H-3	Tilt-up/Precast contractor to provide safe systems of work for managing panels and bracing prior to activities commencing on site SWMS	Subcontractor	Site Manager	Project Manager
		Yes				Installation - The Contractor shall provide FDC with documented verification that Tilt-up/Precast panels have been installed in accordance with the requirements of the Design Planning documents.	3		
						Ongoing Inspection - The Contractor shall provide FDC evidence of inspection of temporary bracings that have been conducted in accordance with the frequencies and requirements of the Design Planning documents .			
	Emergencies involving Tiltup / precast	Yes	Severe	Possible	H-3	SWMS, Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Traffic									
Traffic Management Procedure	Unplanned / Unauthorised Traffic Control.	Yes	Major	Possible	HM-8	Traffic Management Plan; Traffic control plans (FDC Traffic Management Plan in the absence of Subcontractor Plan), Regulatory approvals; SMWS	Subcontractor	PMP	PMP
	Uncontrolled Traffic Controllers	Yes	Major	Possible	HM-8	Traffic Management Plan; Traffic control plans; Traffic Management Inspections.	Subcontractor	PMP 	РМР
	Failure or absence of Traffic Management	Yes	Major	Unlikely	HM-9	Worksite Planning; Design and Audit Traffic Control Plans. Traffic Management Plan, Traffic control plans; Traffic Management Inspections.	Subcontractor	PMP	PMP
	Controls Emergencies involving Traffic	Yes	Major	Possible	HM-8	Traffic Management Plan; Vehicle Movement Plan; SWMS; Emergency Management Plan	Subcontractor	PMP	PMP
		res							
Working at Heights Working at Heights Procedure	People falling from heights	Yes	Severe	Possible	H-3	A Harness Permit and SWMS shall only be permitted for the use of Fall Restraint/Fall arrest equipment if the following controls are not reasonably practicable: 1 - the task can be performed on the ground such as pre fabrication; 2 - the use of scaffold can be utilised to complete the designated task; 3 - An EWP can be used and safely positioned to complete the task; and 4 - Another work positioning system (E.g. Man box, Swinging Stage) can be used and safely positioned to complete the task. SWMS; Harness Permit. Roof Installation Permit required when installing roof safety mesh in accordance with AS4389	Subcontractor	Site Manager	Project Manager
	Falling objects	Yes	Major	Very Likely	H-7	Safe systems of work to be documented per the Hierarchy of Controls as follows to prevent falling objects: 1 - Temporary protective structure e.g. Handrail systems; Hoarding; Nets ; Catch Deck, plywood penetration covers etc) 2 - Exclusion zones, signage 3 - PPE e.g. Lanyards, tool buckets SWMS; Harness Permit	Subcontractor	Site Manager	Project Manager
	Failure of fall prevention systems / structures	Yes	Severe	Possible	H-3	Proprietry/engineered systems (eg roof edge protection, temporary fencing panels etc) SWMS; Harness Permit; Training - Harness use and attachment point installation and inspection by a competent person trained in the use of the installed systems manufacturers requirements.	Subcontractor	Site Manager	Project Manager
	Incorrect use of fall restraint/arrest equipment	Yes	Severe	Possible	H-3	SWMS; Harness Permit; Training - Harness use and attachment point installation and inspection by a competent person trained in the use of the installed systems manufacturers requirements.	Subcontractor	Site Manager	Project Manager
	Working from A-Frame	Yes	Moderate	Very Likely	M-12	Where Scaffolds, EWPS, Platform Ladders or Trestles cannot be used, safe systems of work shall be provided to address the hazards and controls relating to working from an A-Frame ladder including SWMS, A Frame Ladder Permit, standard operating procedure.	Subcontractor	PMP	PMP

Category	Potential Hazard	Is this a Potential Hazard?		Risk Assessment	5 : 1 5 <i>4</i> :	Action to Control Potential Hazard		FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
	Unsafe access and egress when working at heights	Yes/No	Consequence	Likelihood Possible	Risk Rating	Where access and egress cannot be managed by Demolition, Excavation, Formwork, Mobile Plant or Scaffold procedures the following safe systems of work shall apply to provide safe access and egress from heights: THE FOLLOWING ACCESS REQUIREMENTS SHALL BE MADE SITE SPECIFIC	Subcontractor	PMP	PMP
		Yes				 Minimum of 2 x scaffold stair access will be provided to all working deck levels while scaffold is present on site Once available, internal stairs shall be utilised. A personnel / materials hoist will be installed once the building reaches level 4; Allocated building/goods lifts SWMS 			
	Emergencies due to working at heights	Yes	Severe	Possible	H-3	Harness Permit; SWMS; Emergency Management Plan	Subcontractor	Site Manager	Project Manager
Psychosocial									
	High job demands	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Low role clarity	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Onboarding - New Employee and Risk Management (HIRAC) Training Consultation and task allocation via the PMP	FDC	PMP	PMP
	Poor Organisiational Change Management	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Change Management Process / System Improvement Summaries /	FDC	PMP	PMP
	Low reward and recognition	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site induction / WHS Consultation Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Poor organisiational justice	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Poor workplace relationships	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Remote or isolated work - office staff	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Remote Working Policy Documentation Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Remote or isolated work - Site staff	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; scheduled inspections / audits and remote engagement activities; Consultation and task allocation via the PMP Social / Work Life Balance Committees / Initiatives Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Poor Environmental conditions - site	Yes	Moderate	Possible	M-13	Senior Management engagement (eg resource planning; meetings / inspections / audits, staff reviews etc) Site PM monthly audits; inspections / audits and remote engagement activities; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Traumatic events	Yes	Major	Possible	HM-8	Senior Management engagement (Incidennt Management procedures XXX) Crisis Management (Emergency Management Plan) Site PM monthly audits; inspections / audits and remote engagement activities; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Violence and aggression	Yes	Major	Possible	HM-8	Code of Ethics Policy, Code of Conduct and Ethics Onboarding - New Employee Induction Senior Management engagement Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP
	Bullying, harassment or intimidation	Yes	Major	Possible	HM-8	Code of Ethics Policy, Code of Conduct and Ethics Onboarding - New Employee Induction Site PM monthly audits; inspections / audits; Consultation and task allocation via the PMP; Site Induction - Site Rules Senior Management engagement Professional services support (eg EAP, Mates in Construction, Bluehats etc)	FDC	PMP	PMP



Category	Potential Hazard	Is this a Potential Hazard? Yes/No	Consequence	Risk Assessment Likelihood	Risk Rating	Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk Rating
Decim	Subcontractors	Yes	Moderate	Possible	M-13	Subcontractor Tender Assessment; Subcontractor Prestart Checklist; SWMS Review Checklist; PMP / SRA issued to subcontractors; Consultation; Site Induction - Site Rules	Subcontractor	PMP	PMP
Design Procedure	Construction buildability hazards not identified during design planning	Yes	Minor	Possible	L-18	Design and Construct Projects: Conduct the Safety in Design Risk Assessment and transfer outstanding buildability hazards for control this Site Risk Assessment. Non Design and Construct Projects: Review client/designer/ other third-party supplied Design Risk Assessment. If not available, conduct Safety in Design Risk Assessment and address transfer outstanding buildability hazards to this Site Risk Assessment.	Subcontractor	PMP	PMP
	Changes in Design	Yes	Minor	Possible	L-18	Changes in design are documented and communicated after being risk assessed to determine new hazards or changes to existing hazard controls.	Subcontractor	PMP	PMP
	Changes to design unknown	Yes	Minor	Possible	L-18	New hazards and changes to documented hazard controls shall be communicated via Toolbox/Prestarts	Subcontractor	PMP	PMP
Work Environment	- - - - - - - - - -			D 111				5145	D. (D
	I rades working close to others and being unaware of identified hazards	Yes	Moderate	Possible	M-13	SWMS; Pre Start / Tool Box Meetings to communicate project activities.	Subcontractor	PMP	РМР
	Dust	Yes	Moderate	Very Likely	M-12	Engage suitable consultants, SWMS, Pre Start Meetings / Tool Box Meeting to communicate project activities.	Subcontractor	PMP	PMP
	Noise	Yes	Moderate	Very Likely	M-12	Engage suitable consultants, SWMS, Pre Start Meetings / Tool Box Meeting to communicate project activities.	Subcontractor	PMP	PMP
	Vibration	Yes	Moderate	Very Likely	M-12	Engage suitable consultants, SWMS, Pre Start Meetings / Tool Box Meeting to communicate project activities.	Subcontractor	PMP	PMP
	Communicable Diseases (eg COVID-19)		Minor	Possible	L-18	Vaccination requirements Or Covid Safety Plans per client and / or Government requirements.	Subcontractor	PMP	PMP
		Yes							
	Inadequate Lighting	Yes	Moderate	Unlikely	L-14	Emergency Lighting - minimum lighting 20 lx for a minimum of one hour following the loss of normal lighting on sites where natural lighting is insufficient (AS/NZS3012 Electrical installations - Construction and demolition sites). Access and Egress - minimum lighting 40 lx for walkways (AS/NZS3012). General work areas - minimum lighting 160 lx (AS/NZS3012).	Subcontractor	PMP	PMP
	Breach of Service	Yes	Major	Possible	HM-8	Services search (e.g. gas, electricity, fire, water, sewer, telecommunications, etc.) shall be conducted to identify services locations, including in walls and slabs. Investigations may include: Electrical Contractors to investigate and complete Electrical Survey and Protection Plan (F069); Contact Dial Before You Dig (DBYD); Scans; and Requesting information from client and relevant stakeholders. This information, including location of temporary lighting, shall be transferred to drawings, be displayed on site and updated throughout the project and can be used to complete other permits (eh excavation, coring etc).	Subcontractor	PMP	PMP
	Hot	Yes	Moderate	Possible	M-13	Safe systems of work, including SWMS, developed in consultation with workers to consider: The nature and location of the work; sun protection (eg shade structures, clothing, sunscreen. hats/brims); rest breaks and adeqauete recovery between shifts. alternatives to working alone.	Subcontractor	PMP	PMP
	Cold	Yes	Moderate	Possible	M-13	Safe systems of work, including SWMS , developed in consultation with workers to consider: The nature and location of the work; shelter (eg temporary structures, clothing, portable heating); rest breaks and adequate recovery between shifts; alternatives to working alone.	Subcontractor	PMP	PMP
Site Security									
	Injury to public due to unauthorised entry	Yes	Major	Possible	HM-8	FDC to install fencing/hoarding to prevent unauthorised entry; Statutory safety signage to be displayed on site and entrances; Standard signage eg - Do Not Ente Authorised Personnel Only, All Visitors to report to Site Office, 24hr emergency contact details should be posted at site entrances.	Subcontractor	PMP	PMP
	Entry not secure	Yes	Major	Possible	HM-8	FDC to ensure that the site entry within the project are locked when ever the site is unattended. Site be shut at all times unless manned to prevent unauthorized entry on to site.	Subcontractor	PMP	PMP

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Category	Category Potential Hazard Is this a Potential Hazard Hazard?			Action to Control Potential Hazard	Activity Responsibility	FDC SMWS Sign Off	Additional Monitoring for "HIGH" Risk		
		Yes/No	Consequence	Likelihood	Risk Rating				Rating
	Non assisted lifting	Yes	Moderate	Very Likely	M-12	SWMS to address manual handling techiques where mechanical aids are not available.	Subcontractor	PMP	PMP
	Mechanical Lifting and Handling		Moderate	Very Likely	M-12	Horizontal and vertical movements by subcontractors according to SWMS or risk assessment including plant and equipment details.	Subcontractor	PMP	PMP
		Yes				The use of mechanical aids shall be considered to reduce the likelihood of hazardous manual task related musculoskeletal injuries (injuries to muscles, nerves, tendons, joints, cartilage and spinal discs).per safe systems of work (eg SWMS, standard operating procedures).			



Project: Cutaway

POTENTIAL HAZARD IMPACTING OTHER PARTIES (eg Clients, Public and other stakeholders)

POTENTIAL HAZARD	ENTITY IMPACTED	RISK ASSESSI	ENT	HIERARCHY OF CONTROL	CONTROLS		RESPONSIBILITY	
 List potential hazards created by the project that have the potential to impact others eg clients, neighbours, members of the public etc identified through consultation that are not already addressed by Tab 3. Provide documented evidence of liaison/consultation with impacted entity. 	CLIENT NEIGHBOURS (business / residents) MEMBERS OF PUBLIC OTHERS (specify in Controls column)	RISK ASSESSME Consequence Likelihood	T Risk Rating	ELIMINATED SUBSTITUTED ISOLATED ENGINEERED ADMINISTRATIVE CONTROL	Action to Control Hazard Nominated controls below MUST be developed by applying Hierarchy of Control: 1. Elimination, 2. Substitution, 3.Isolation, 4. Engineer, 5. Administrative, 6. PPE)	Activity Responsibility	FDC SWMS Sign Off	Additional Monitoring for "HIGH" Risk Rating
Unplanned / unauthorised traffic control - Interaction between public parking in Basement 1 and construction deliveries.	Y N Y N	Moderate Possible	M-13	ΝΝΥΝΝ	Consult with facilities manager and client and confirm temporary hoarding locations during refurbishment stages. FM to communicate with tenants; FDC to display plans and signage; N weekly FM-FDC-Client meeting to liaise on change outside agreed staging.	FDC	PMP	PMP
Injury to public due to unauthorised entry	Y Y Y NA	Severe Possible	H-3	ΥΝΝΝΝ	Consult with facilities manager and client and confirm temporary hoarding during refurbishment stages. FM to communicate with tenants; FDC to display plans and signage; weekly FM-FDC- N Client meeting to liaise on change outside agreed staging.	FDC	Site Manager	Project Manager

APPENDIX D – First Aid risk assessment



FIRST AID, EMERGENCY & HEALTH SURVEILLANCE RISK ASSESSMENT

Date:	08/04/2024	Prepared By:	FDC Project Team			
Project:	Cutaway – Barangaroo	Project Address:	1 Merriman St, Barangaroo NSW 2000			
Location of I	nearest Hospital:	390 Victoria St, Darlingh	urst NSW 2010			
Location of I	nearest Medical Service:	508/129 Harrington St, The Rocks NSW 2000				
Time to Med	ical Service:	4-minute drive to the medical service and 15-minute to the hospital				

HOW IS THIS DONE?									
Access between floors	Stairs								
Access to persons working at heights	Space is relatively open to access to persons working at height would have to be controlled through equipment such as an EWP.								
Access to persons in confined spaces	Minimal to no confined spaces in the building, this will be controlled through partner work in these spaces to identify if any hazards occur,								
Timely access to first aid	First aid available on site through trained staff, first aid kits and defibrillator on site.								

Minimum Requirements												
			rst		First Aid kit type				st			
	Applies Yes/No	First Aider	Occupational Fi Aider	First Aid room	A	в	С	Nurse call	Crane box & Fir Aid box	Defibrillator	Stretcher	Oxygen
1 to 25 people on site	Y	1				Y						
25 to 100 people on site	Y	2			Y							
>100 people on site	Y	2	Y	Y	Y					Y	Y	Y
Single level	Ν											
Multi-level	Y							Y				
Long distance from first aid, minimal communications	N							Y				
Crane	Y								Y			
Access to hospital or medical centre > 1/2 hour	Ν									Y		Y


FIRST AID, EMERGENCY & HEALTH SURVEILLANCE RISK ASSESSMENT

EMERGENCY RISK ASSESSMENT AND I	EQUIPMENT R	EQUIRED					
	Applicable (Y/N)	Emergency Equipment Required	Y/N				
	Y	Boom Lift					
	Y	Elevated Work Platform	Y				
Working on Roofs with Harness Svstem	N	Mobile Scaffold	N				
	N	Man Box	N				
	N	Gotcha	N				
	Y	Crane & Crane Box	Y				
Working at Heights on Roof	Y	Man/Materials Hoist	Y				
	N	YElevated Work PlatformYNMobile ScaffoldNNMan BoxNNGotchaNYCrane & Crane BoxYYMan/Materials HoistYYMan/Materials HoistYNStretcher AccessNYFire ExtinguishersYYFire Hose ReelsYNLadderYNRopesYYHigh Voltage Rescue KitYNTripodNNRopesYYEmergency LightingYYPPE – respirator, gloves, safety googles, face mask (as per MSDS)YYSpill KitYYPPE – respiratorYYPPE – respiratorY					
F ire	Y	Fire Extinguishers	Y				
FIFE	Y	Fire Hose Reels	Y				
Flood	N	Ladder	Y				
	N	Ropes	Y				
Electrocution	Y	Non-Conductive	Y				
	Y	High Voltage Rescue Kit	Y				
	N	Tripod	Ν				
Confined Space / Restricted Space	N	Ropes	Y				
Entry	Y	Communication Equipment	Y				
	Y	Emergency Lighting	Y				
Chemical Spill	Y	PPE – respirator, gloves, safety googles, face mask (as per MSDS)					
	Y	Spill Kit	Y				
Scaffold	Y	Stretcher access	Y				
Gasses	Y	PPE – respirator	Y				
	N	Ladders	Y				
.	N	Access Scaffold	N				
Deep excavations	N	Access Ramp	N				
	N	Man Box / Crane	N				
	Y	Stairs	Y				
Multi-story	Y	Lifts	Y				
	Y	Man / Materials Hoist	Y				

HEALTH SURVEILLANCE EQUIPMENT REQUIRED								
	Applicable (Y/N)	If Y, Health Monitoring Required	Y/N					
Air Quality Monitoring	N	Calibrated Air Quality Monitor	Ν					
Duct	Y	Shade Cloth on Perimeter Fencing	Ν					
Dust	N	Water Cart	Ν					
Noise	Y	Signage	Ν					
Asbestos (Unexpected Finds) Y Refer H		Refer Hazardous Substance Report	N					
Contaminated Ground Y		Refer Hazardous Substance Report	Ν					

APPENDIX E – Emergency Contact list







Project Director 0434 221 330







Charlie Akle Senior Site Manager 0437 611 026

APPENDIX F – Induction Form



SITE INDUCTION – SITE RULES

Project Name:			FDC Site	No.:	
PERSONAL DETAILS					
Company Name:			Occupatio	n:	
Employee Name:			Contact No	o.:	
Employee Address:					
Date of Birth:		Status of er (i.e. Full-tim	nployment: ne, self-empl	loyed)	
EMERGENCY CONTACT DETAILS					
Contact Name:			Contact No	».:	
Relationship: (Mother, Father, Friend, etc.)					
Are you allergic to any medication?			Ye	es 🗌	No 🗌
If yes, please specify:					
Do you suffer from any illness or injury that o	could affect yo	our work?	Ye	es 🗌	No 🗌
If yes, please specify:					
Are you using any medication that may affec	t you at work?	•	Ye	es 🗌	No 🗌
If yes, please specify:					
PHOTO INDENTIFICATION (attach copy when	e possible)				
Drivers Licence Passport High F	Risk Work Licer	nce 🗌 🛛 Otl	ner (provide (detail) 🔲 :	
LICENCES, TICKETS, COMPETENCIES (attac	h copies whe	re possible)			
Only persons who have a ConstructionOnly persons with relevant licence, tick	Industry Induction Induction Induction	tion Card will tencies can o	be inducted. perate plant	or machinery.	
Training / Licencing / Qualification	Labourer 🗌	Apprent	ice 🗌 🛛 L		other qualifications
Construction Industry Induction Card No.:					
Competencies / licences held: E.g. Electrical, crane, EWP, forklift, dogman,				Expiry:	
rigger, scaffold, hoist, traffic controller, scaffold, Asbestos awareness; client / base building induction				Expiry:	
macion				Expiry:	
				Expiry:	
				Expiry:	
				Expiry:	
PRIOR TO COMMENCING WOR	K YOU MUST	READ, AGRE	EE & SIGN Y	OUR EMPLO	YER'S SWMS.
All FDC Projects: Effective 26 th July 2022, Cod	IMF e covered entitie mendment Inst	PORTANT: es shall comply	with the requ	irements of the	Code for the Tendering and
NSW Projects only: Subcontractors shall comply	with the NSW (Government Inc	dustrial Relation	ons Guidelines	2017 that apply on this project



(T:-1-)

The site rules listed below have been explained clearly to me.

1110 010		(Tion)
	Introduction	
	Brief explanation of the project and what stage we are at	
	 Introduction to project team (Site Manager Eoreman Labourer PM CA) 	
1.	 Explanation of FDC's commitment to safety including the WHS Policy 	
	• As per Council requirements, work hours are 7am - 6om.	_
	Project duration 15 months	
	Amenifies	
	Location of Toilets, Lunch Rooms, Change Rooms, Site Office.	
	Use of facilities - clean up after yourselves.	
2.	 FDC compound is used for set down of goods and is secured each night. 	
	No Smoking on site in any enclosed areas.	
	No drugs or alcohol permitted on site - No employee affected by drugs or alcohol permitted on site. (refer Drug & Alcohol policy).	
	Site Access/ Sign In/ Visitors	
	Access to the site is via Munns street site entry.	
	Subcontractors <u>MUST</u> always follow site sign in procedures – FULL NAME and contact details to be provided. If you do not have a	
3	mobile telephone, ensure you record the phone number of your supervisor or a colleague so that we can contact you in an	
э.	emergency.	
	Specific site information is displayed on the Site Noticeboard. When signing in at the start of each day, subcontractors and visitors	_
	acknowledge that they have read and understood this information.	
	Visitors to site must sign in to the Sign in Register and report to the site office.	
	Deliveries	
4.	Deliveries to site must be coordinated through FDC site management.	
	Site Bules / Design Management Blan / WDND (aligible NCW Coversmont funded assignts only)	
	• Site rules have been explained to me.	
5.	 A copy of the site thesis is usplayed off site. Site rules are supported by the Drivet Management Plan developed for this project to manage sofety, quality and environmental 	
	 Site fulles are supported by the Project management rian developed to this project to manage sately, quality and environmental requirements. These planes are available for inspection by any person working on site. Plages politic the Project Manager / Site 	
	Supervisor and a copy shall be supplied for review	
	Subcontractor Responsibilities	
	Everyone is responsible for their own safety and of those working with/around them. This includes both mental and physical safety	
	hazards that may exist on this site. If you have concerns for your own or other workers mental state on this site, refer them to your	
	manager, FDC Site Manager or one of the professional services available as appropriate (refer noticeboard).	
	FDC believes that Bullying, Intimidation, Sexual Harassment, etc. is unacceptable. In short show respect for people you work with	
	and those working around you.	
	• FDC believe that employees and contractors have the right to join (or not join) a union. This is called freedom of association. Workers	
	cannot be pressured by a union or by their employer to make a decision about joining, not joining or leaving a union.	
	All visitors are subject to Right of Entry rights and responsibilities per the Fair Work Act 2009 (part 3-4) this includes reporting of	
	unauthorised visitors to FDC site management.	
	The Fair Work Act 2009 (Fair Work Act) and the Building and Construction Industry (Improving Productivity) Act 2016 (BCIIP Act)	
	remain in full effect. Code covered entities are still bound by these laws.	
	Labour market testing requirements and a requirement to only use products that comply with relevant Australian standards, still apply	
	on all FDC projects.	
	NSW Projects Only: FDC and its sub-contractors shall comply with the requirements of the New South Wales Industrial Relations	
6.	Guidelines: Building and Construction Procurement 2017. The CCU are responsible for monitoring the implementation of the	
	Guidelines and may visit site to commin and assist implementation	
	 Prease refer to the guidance material / posters/ site manager to more information in regard to regulatory compliance on this project. 	
	Ensure that workers on site are eligible to work legarly in Australia and provide proof in required. EDC a Will service a displayed as cited to service time to read it.	
	 FDC's White poincy is usplayed on site, take some time to read it. Your company SIMAR have been supplied to us for the avery day is he you do each ampleyee should have been computed read. 	
	 Four company swins have been supplied to us, for the everyday jobs you do, each employee should have been consulted, read, understood & arread with control measures in the SWMS 	
	 SWMS's are created for activities where the notential bazard may cause serious injury or worse i.e. working on live edges confined 	
	spaces, near electrical or ceiling spaces once power has been turned on.	
	Housekeeping	
	- Everyone is responsible for the removal of their own rubbish, on a regular basis. If rubbish is not removed in a timely manner,	
	the time taken to clean any rubbish on the behalf of the sub-contractor will be charged back to the sub-contractor.	
	 Working areas and walkways to be kept clean and free from hazards at all times. 	
	• Tools and leads being used on site must have current electrical test tags. Lead hooks are not to be attached to ceiling grid, leads must	
	be elevated by hooks to fixed services within the ceiling space or preferably on lead stands.	
	Safety signage & barricades must be adhered to.	
	PPE Requirements	
	PPE is to be supplied by subcontractor's employer.	
7.	Steel capped boots and Hard Hats and Hi-Visibility Clothing must be worn at all times on site.	
	Other PPE must be worn as required by your SWMS (i.e. eye or hearing protection).	
	 If you don't have the correct PPE, do not start the task. Ask your supervisor or FDC management. 	
	Mobile Plant	
	A Mobile Plant Induction must be filled out for mobile plant arriving to site and the following documentation provided to EDC prior to the start:	
	Plant Risk Assessment	
8.	 Maintenance records / Service history from a qualified mechanic/service technician (at least last service record) 	
	 Log books. Operating instructions and SWMS - Cover of the operations manual and operators VOC or HR Work License 	
	 Pre-start inspections must be specific to the needs of the plant and address manufacturer's requirements of Operators Manual. 	
-		

SITE INDUCTION – SITE RULES

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The site	e rules listed below have been explained clearly to me.		(Tick)						
9.	 The Emergency Evacuation Point is located on stargazing lawn. Emergency Evacuation and Emergency Response Arrangements have been explained to me. A nurse call system is installed throughout the site and identified on the Site Plans. If you ever find that the Nurse Call Alarms are in your way, please notify FDC so that they can be moved and everyone can be advised of their new locations. Never move the Alarms yourself. Unauthorised relocation of or misuse of the nurse call system may result in instant dismissal from site. In the event of an emergency contact FDC management be either attending the site office / mobile phone / nurse call / radio. Name and contact number of First Aiders is displayed on site. In the event of a First Aid incident, contact the listed First Aiders or FDC Management for assistance. Incidents causing injury or property damage, and the use of fire extinguishers, must be notified immediately to FDC management. Incidents not notified on the day of occurrence shall be recorded in the site diary. 								
10.	 Reporting Hazards / Hazardous Material If you identify a safety hazard on site, report it immediately to FDC Site Management Hazardous material brought to site must be accompanied by a SDS sheet and given 	to the Site Manager for filing in the Site Office.							
11.	 Dispute Resolution The FDC Dispute Resolution Procedure includes: WHS Disputes: Notifying the FDC Supervisor in charge of the area of the WHS issue. The Supervisor shall, where possible, organise to have the matter rectified immediately. If this is not possible the Supervisor shall inform affected parties of the issue and arrange for workers affected by the issue to be relocated until rectified; An inspection shall be undertaken of the disputed area by the Site Manager per the projects consultation arrangements. Where the dispute involves a subcontractor their Site Supervisor and Safety Representative (where nominated) may also be present. Where there remains any disagreements in relation to resolving the dispute, the matter may be determined through the local regulatory authority. Industrial Disputes: Potential disputes shall be notified to FDC site management. Resolution is to be sought through consultation between effected parties and in accordance with applicable regulatory and industrial instruments. Escalation of disputes beyond the directly affected parties, should not occur unless all other possible remedies and negotiations have been exhausted 								
12.	 Consultation Explanation of agreed Consultation arrangements on site (WHS Consultation Statement). The Site Manager will conduct weekly inspections and will check compliance with Safe Work Method Statements and site rules. A toolbox talk with all workers will take place on Tuesday each week prestart will be at 7am each morning following weekly inspections and a copy posted on the site notice board. 								
13.	Monitoring How FDC will monitor control measures on site e.g. Task Observations. Weekly Site Inspection etc.								
14.	 How FDC will monitor control measures on site e.g. Task Observations, weekly Site Inspection etc. Non Conformance Reports FDC uses Non Conformance Reports for the following; When Site Rules are breached. Safe Work Method Statements are not complied with. Workers are creating risks to themselves or others. Environmental breaches. Quality related issues. Non Conformances are always issued to the Subcontractors Management. 								
	The table below indicates the environmental risks/activities on this project.								
15.	Air pollution – including dusts Hazardous Substances – including asbestos, lead paint, SMF Noise & Vibration – including demolition, vehicles, hammers Contaminated Soils – including excavated materials & fill Erosion & Sediment Control – including excavations and run off	YES or NO YES or NO							
16.	 Work Permits must be completed prior to undertaking works for the following: Cutting/Coring, Hot Works, Confined Space Entry, Harness, A-Frame Ladder and Exca 	avation Works.							
17.	Legislation Copies of legislation (Acts, Codes of Practice, and Australian Standards etc.) are available of	on request from the Site Manager.							
18.	 Ethical Practices FDC are committed to the following ethical practices: All aspects of our business shall be conducted with honesty and fairness. Conformance to all legal obligations. Not engaging in practices that give one party an improper advantage over another. Preserving the confidentiality of all information provided in the course of the works. Requiring parties with a Conflict of Interest to declare that interest as soon as the conflict is known to that party. Ensuring building engaging in place matrix a singling in the participation of the participation								
19.	Risk Management The Site Risk Assessment and Environmental Risk Assessment shall be used to identify por Control shall include safety operating procedures, SWMS, Permits, licenses etc.	tential project specific hazards and controls.							



SITE INDUCTION - SITE RULES

INDUCTEE DECLARATION

	(1)	I h a rah	·	that all	aftha	information.	mean data data has	, may realf		he heat of me	/ longer led a struth ful
- 1		I DELED	/ neciare	inai ai	ni ine	mormanon	DIOVICIECI DV	v mvsen	19 10 1	ne nesi ni mi	γκησινμέσσε πητητητ
۰.		1110100		unat an		mornation	provided b	y 111y001	10, 10 1		y knowlodgo dadna.

• •	•					•	-		
(2)	I fully understand	all the information c	ontained in this	OH&S	Induction ar	nd I will adhe	ere to all Sit	e Safety rules p	procedures
	and information	provided to me durin	g the induction						

(3)	I can read and understand English and do not require an interpreter. If NO, signature of interpreter required.
(4)	I hereby declare that I have been consulted, read and understood my Company's SWMS.

- (4) I hereby declare that I have been consulted, read and understood my Company's SWMS.
 (5) I understand and agree with the consultation arrangements put in place by FDC.

Are you an apprentice or construct	Yes 🗌	No 🗌							
Are you a construction worker with	Yes 🗌	No 🗌							
Employee Signature:		Date:							
Interpreter's Name & Signature (if applicable)		Date:							
YOUNG / INEXPERIENCED CONSTRUCTION WORKER DECLARATION									
Name of workers supervisor									
Is the worker competent? Yes No I If Yes, list reasons for competency below. If No, complete Form 025									
List reasons for competency (eg trade certificate, third year apprentice etc)									
Workers supervisors signature		Date:							
FDC DECLARATION	-								
(1) ID sighted (i.e. Drivers Licence, P	assport, High Risk Work Licence etc)								
(2) Construction Industry Induction C	ard verified and/or sighted								
(3) Worker Qualifications/Training/Co	mpetencies verified and/or sighted								
(4) A supervisor for the young / inexp	erienced construction worker has been identified] N/A					
(5) The Young / Inexperienced Const	ruction Worker Management Plan (F025) has been co	<mark>mpleted</mark>		<mark>] N/A</mark>					
Inductor's (FDC) Name:	Date:								
Inductor's Signature:									



SITE INDUCTION - SITE RULES

1. Safety Rules are to be displayed on noticeboards and other suitable locations at the work site and must be provided to all personnel who may work on the site, or visit the site. The site shall comply with the requirements of the Work Health and Safety Act, Construction Safety Act and Safe Work Regulations and Codes of Practice. Unsafe acts or conditions are required to be reported without delay.

2. Induction and safety training

Before starting work on site all personnel must:

- Attend General Induction training in Work Health and Safety aspects of general construction and fitout work.
- Attend adequate site-specific induction training and trade specific induction training for the particular work activity being undertaken.
 - Ensure every employee shall act in such a way as not to affect the health and safety of other persons

3. All personnel on the work site must attend appropriate refresher training and be involved in regular discussion of work site WHS matters.

4. All visitors when on the work site must be accompanied by a person who has received the above training.

5. Personal protective equipment

All personnel and visitors must wear appropriate personal protective equipment (PPE) when on the work site. Personal protective equipment is to be supplied by the Subcontractor to its employees and sub-contractors.

PPE required on the site is:

- Safety Helmet shall be worn at all times by all persons working on site.
- Suitable approved safety footwear to be worn at all times on site.
- High visibility vest/clothing.
- Hearing protection (where required).
- Safety glasses or eye protection (where required).
 Sun protection UV cream, protective clothing.
- Surprotection Ov cream, protective
 Welding protection screens.

6. Site access and security

All entry to, movement on, passage adjacent to, and exit from, the work site of persons, vehicles and equipment will be controlled in accordance with required procedures.

7. Illness/injury and emergency procedures

First aid facilities will be located at the site office and nominated positions as per Emergency Management Plan.

8. All Injuries/Illnesses and near misses must be reported to the Site Foreman/FDC Representative immediately. All details of the incident and treatment are to be recorded. Emergency procedures for the site are: as per the site specific emergency plan. Unsafe acts or conditions are required to be reported without delay to FDC Management.

9. Protection of all workers and the public

Effective barricades, fencing and overhead protection will be used. Walkways must be even or correctly ramped and covered (so people will not trip).

10. Elevated work

All work at heights will be done in accordance with the relevant legislation, regulations, standards, codes and procedures – see the "Safe Working At Heights" guide 2006.

11. Electrical work, overhead wiring, installations and equipment

All electrical work, plant and equipment must comply with WHS and electrical safety legislation, regulations, standards, Code of Practice, including inspection and tagging of leads and power tools.

- No lead will be longer than 30 metres.
- All leads to be kept off the ground, except within 4 metres of work area.
- All plugs on leads and power tools shall be either clear re-wireable or moulded type.
- No piggy-backs or multi-point power boards allowed.
- All power shall be obtained from the same floor as work area.
- The presence and location of all electrical cables will be identified before commencing adjacent work.

12. Adequate task specific lighting must be provided by the sub-contractor.

13. Handrails, toeboards and or approved fencing shall be installed in any place where a person could fall more than 1.5m including openings in floors, stairs, lift shafts, excavations, trenches, mezzanine areas etc. All handrails and fencing shall not be removed unless approved by FDC representative.

14. Demolition, excavation, formwork and other structural frames

All demolition, excavation, formwork and work with other structural frames will be done in accordance with the relevant legislation, regulations, standards, codes and procedures.

15. Hazardous materials and dangerous goods

A register of hazardous substances must be kept and maintained for all hazardous substances brought onto the work site. A copy shall be provided to the Site Foreman. All hazardous substances and dangerous goods must be used, handled and stored in accordance with requirements.

16. Drug and Alcohol Policy

The consumption or use of alcohol, drugs or any other substances that may affect a person's ability to work safely or efficiently is not permitted on the site. People taking prescription or over-the-counter medications that may impair performance are to advise the Site Supervisor. Such advice will be treated confidentially.

- 17. Fire Prevention must be employed by all persons. Hot Works Permit is required for any hot work. An appropriate fire extinguisher must be on hand for each item of hot work performed on site.
- 18. Work Areas and the Site must be kept clean tidy and safe with all rubbish and other hazards cleaned and removed promptly. All protruding nails shall be removed from timber.
- 19. Dropping or throwing down of materials or gear from a height is prohibited except where suitable means has been installed to catch, retain, control such items.
- 20. Formwork shall be stripped in a safe manner. Drop stripping is prohibited.
- 21. Explosive Power Tools to be operated by a qualified and licensed person and can only be used on site after written permission is given by FDC.
 - Only low velocity piston type tools shall be used on Site
 - Charges are to be kept in a locked metal box.
 A warning sign must be displayed at the place where the tool is being used.
- 22. Ventilation must be adequate so as to render harmless all fumes and dust that may be injurious to the health, safety and welfare of workers on site.
- 23. All actual or potential Confined Spaces must be identified by appropriate signage, irrespective of whether works will be conducted within that confined space.
- 24. All actual or potential Confined Spaces must be locked and secured, irrespective of whether works will be conducted within that confined space.
- 25. Breach of these rules may result in removal from site at the discretion of FDC without prior warning.

APPENDIX G – Subcontractor prestart checklist



Project Name:									
Subcontractor Company:									
PART A: (for completion by Contracts / Site Administrator or Sit	e Manager)								
Evidence of current Workers Compensation (As a guide, cover should be minimum of \$50,000 per worker)		YES							
Evidence of current Public Liability Insurance			VES						
(Minimum of \$10 million)			120						
SWMS for High Risk Construction Work			YES						
Safe Operating Procedures or equivalent documentation			YES						
Electrical Test & Tag Register (F073)			YES						
Safety Data Sheets for all hazardous substances			YES						
Confirmation of licences/tickets/competencies required to perform tas safely	ks or operate plant a	and equipment	YES						
Management Plans (Asbestos & Demolition only - per the Site Risk A	ssessment)		YES 🗆	N/A □					
Provided ABCC letter/Determination of Compliance, confirming comp (Required for eligible Commonwealth funded projects only).	11 of the Code	YES 🗆	N/A □						
Sign off & verification by: (Name & Signature)	Sign off & verification by: (Name & Signature)								
PART B: (for completion by Site Manager / Site Foreman)									
Insurances			Expiry Date						
Confirm and file current Workers Compensation Insurances		YES 🗆							
Confirm and file current Public Liability Insurances		YES 🗆							
Safe Work Method Statements									
SWMS for high risk construction work reviewed and accepted using the	he SWMS Checklist	(F029)?	YES 🗆						
Safe Operating Procedures / Task Specific Training									
Safe Operating Procedures / Task Specific Training evidence receive I.e. safe operating procedures or methodologies for Welding, grinding this content may be included in the SWMS.	d and visually reviev a, patching, painting	ved? etc.). Note that	YES						
Pre-Start Toolbox / Site Risk Assessment									
Pre-Start Toolbox Talk (F050) / Site Risk Assessment (F001)			YES						
Sign off & verification by: (Name & Signature)									
PART C: (for completion by Site Manager / Site Foreman)									
VERIFICATION FOR S PART A & PART B MUST BE COMPLETED A	SITE INDUCTION ND SIGNED OFF P		ΓΙΟΝ						
PART A Complete:		YES 🗆							
PART B Complete:	YES 🗆								
OK for Induction by:									

Name:

_____ Title:_____ Date:_____ Date:_____

APPENDIX H – Sample FDC training register

Employee	ral Construction tion Card CWHS1001)	imployee Induction	00N Systems Training	IIRAC Training	Provide Fi (HLTAID003, H Renewable eve	rst Aid LTFA301B) ery 3 years	CPR Refresher Course (HLTAID00 3) Renewable annually	Occupational First Aid (HLTSS00027, HLTFA402B) Renewable every 3 year	Chief War (PUAWER0	den 06B)	Warde (PUAWERC	n 105B)	Fire Con (PUAWER008B / C Renewable ever	trol PPES2005A) ry 2 years	Training	tos Awareness 1g at Height ness (RIWHS204D)	ed Space HS202D)	Control / Stop-Slow IWHS201D/205D/302	Iding Awareness	tisk Work Licence	RIIHAN301D)	i and Safety sentatives Training e	l Health Support ng	Court	nternal Auditor
	Genel Induc (CPC	New E	FDC D	FDC H	Cert. No:	Expiry Date	Expiry Date	Cert. No: Expiry Date	Cert. No:	Certificate Date	Cert. No:	Certificate Date	Cert. No:	Expiry Date	LSHM	Asbes Workir Aware	Confin (RIIWF	Traffic Bat(RI D)	Scaffo	High F	EWP (Health Repre: Course	Menta Trainir	Mock (FDC Ir
The Cutaway																									
Peter Colak	CGI01061276SEQ1	8/12/2014	13/02/2019	13/02/2019	CERT353226	24/01/2022			N239089	29/01/2020	N239089	29/01/2020	13286380-8442582	19/11/2023	;				13/12/2022		CRT521696			27/06/2023	, The second sec
Hilton Palmer	CGI725769SEQ02	20/03/2019	20/03/2019	20/03/2019	CERT560223				14077533-9070917	18/11/2022	14077533-9070917	18/11/2022	Nil	18/11/2024										27/06/2023	
Andrew Bartolac	CGI01297522SEQ1	23/05/2022	24/05/2022	24/05/2022	CERT584068	8/06/2025																		27/06/2023	,
Allie Smith	CGI1491403SEQ01	21/03/2022	1/04/2022	1/04/2022	CERT573481	25/03/2025							13924547-8922769	22/04/2024										27/06/2023	j.
Jack Kibby	CGI0255770SEQ01	5/02/2018	12/03/2019	12/03/2019	CERT57362	14/11/2025							Nil	20/12/2023										27/06/2023	i
Justin Mearns	CGI0254464SEQ01	10/04/2017	28/02/2019	28/02/2019	CERT533389	9/04/2024							Nil	20/12/2023		13/09/2018								27/06/2023	
Stephanie Manduca	CGI1435325SEQ03	2/03/2020	15/12/2020	15/12/2020	CERT456477	16/03/2023							11346806-7218198	16/02/2023	-	10/00/2010								21/00/2020	
Dylan Luisi	1971032	13/02/2017	18/02/2019	18/02/2019	CERT462254	1/05/2023							13286381-8442584	19/11/2023		3/12/2019 21/08/2017	,				CRT521692				
Bronson Ronan	CGI1697761SEQ01	7/02/2022	10/02/2022	10/02/2022	6325391-8339729	4/11/2024							13924552-8922767	22/04/2024											
Emily Slabbert	CGI1857353SEQ01	6/02/2023	9/02/2023	9/02/2023											-										1
Harrison Lucas		25/10/2022	25/11/2022	25/11/2022											-										
Chris Tapia	CGI00970495SEQ1	9/06/2015	20/03/2019	20/03/2019	CERT533094	8/04/2024			N229496	28/11/2019	N229496	28/11/2019	13286382-8442587	19/11/2023		21/08/2017	, 27/06/2016		13/12/2022		18/12/2006			27/06/2023	1
Luke Trochei	CGI01079220SEQ1	12/09/2022	21/09/2022	21/09/2022	CERT158853	29/09/2025			14077531-9070919	18/11/2022	14077531-9070919	18/11/2022	Nil	18/11/2025	;	29/05/2008	3		13/12/2022		8/11/2011			27/06/2023	,
Jorge Oancea	CGI00718638SEQ1	16/08/2010	21/06/2019	21/06/2019	CERT574176	24/03/2025		CERT574176 24/03/202	5 N229506	28/11/2019	N229506	28/11/2019	10509459-8442585	19/11/2023			27/06/2016	exp. 2013	13/12/2022	31/12/24	14/07/2025 (BL_SL)			27/06/2023	,
Jim Kousoulis	CGI1114981SEQ02	23/11/2023	23/11/2023	23/11/2023	31928	11/22/2024			C053253	10/12/2023	C053253	10/12/2023													<u> </u>
Lucas Aragona	CGI0369298SEQ01	2/08/2021	6/08/2021	6/08/2021	CERT552669	9/08/2024			13924548-9070928	18/11/2022	13924548-9070928	18/11/2022	13924548-8922762	22/04/2024											1
Oliver Stojkovski	CGI00772660SEQ1	19/08/2019	18/12/2020	18/12/2020	CERT420438	14/10/2022													(HP II	14/10/22 E DG RB WP)	14/10/2022				1
Fabian Olguin	CGI876867SEQ02	15/08/2019	11/12/2020	11/12/2020	CERT437990	13/12/2022										21/04/2017				26/11/20 (HP, LF)					

APPENDIX I – Injury and Incident Form



INCIDENT NOTIFICATION FLOWCHART



Class 1 (Critical)

People: Actual or potential damage that permanently alters the future of the individual (fatality, quadriplegia, amputee, disabled or psychological disturbance).

Environment: Actual or potential permanent environmental damage and results in remediation costs of > \$50,000.

Plant / Equipment / Property: Actual or potential damage to plant / equipment and / or property > \$50,000.

Class 2 (Non Critical)

People: Actual or potential injury or disease resulting in temporary disability or time lost from work of one or more complete days or shifts. (MTI or LTI).

Environment: Actual or potential environmental damage that can be rectified and results in remediation costs of > \$10,000 and < \$50,000.

Plant / Equipment / Property: Actual or potential damage to plant / equipment and / or property > \$10,000 and < \$50,000.

Class 3 (Non Critical)

People: Actual or potential injury that inconveniences an individual such as minor cuts or sprains but allows the person to continue to carry out normal duties. (First Aid).

Environment: Actual or potential environmental damage that can be easily rectified and results in remediation costs of < \$10,000.

Plant / Equipment / Property: Actual or potential damage to plant / equipment and / or property < \$10,000.

PM = Project Manager

APPENDIX J – Weekly Inspection Form



SITE SUPERVISOR WEEKLY CHECKLIST

Project Name:		Week Commencing:	
---------------	--	------------------	--

Note: This procedure is used to assist you in your weekly tasks and is not mandatory

			SITE TASKS			Y/N			SITE T	ASKS				DAILY	CHEC⊮ ⊿	۲	
												м	т	w	т	F	S
		Weekly Site Inspection (F0)49)					Complete	Site Attendance F	Register							
>		Test Nurse Call System						Conduct in	nspection of fire eq	gress							
IEFKI		Update Site Specific Safety	y Noticeboard (loc	ated at Induction S	Shed)		DAILY	Issue Peri	mits to Work								
\$		Ensure all SWMS Checks	have been comple	eted				Log Delive	eries for next work	ing day							
		Check Subcontractor Insur	rances					Daily Entr	y in Site Diary								
		Check SDS expiry dates a	nd update if requir	red				Update Pl	ant & Equipment I	Registers							
		Complete appropriate ITPs	3														
										6							
SI C (L	UB ⊙N _ist	CONTRACTOR IPANY Below)	Conduct Toolbox Talk (F050)	Collect Subbie Toolbox Talk	At ra ma S Com (Obse F	andom, onitor WMS opliance Task rvation –	l co Lo for	nspect ompleted og Books r all plant	Collect current Electrical Test & Tag Register (F073)	Hot Works Permits (F062)	Har Per (F(ness mits 064)	Ex	cavatic Permits (F066)	pn	Confi Spac Perm (F06	ned ce iits 3)

1	1	1	1		
1	1	1	1		

APPENDIX K – Hazardous substance register

FDC

I

Project No:

Project Name:

										Т	o be cor
	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	Risk Rating (Base on Risk Matrix last page)	(Will being i.e. u would
1.											
2.											
3.											
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18.											
19.											
20.											

Health Surveillance Environmental Monitoring	SWMS addresses
required (Yes/No)	all hazards and controls
	Environmental Monitoring required (Yes/No)



										Ţ	Fo be co
	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	Risk Rating (Base on Risk Matrix Iast page)	(Will being i.e. would
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mpleted ONLY if substance is c	lassified as hazardo	ous
Controls be based off what is actually done onsite not from MSDS. use of PVC glue the control be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls



										т	Fo be co
	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	Risk Rating (Base on Risk Matrix last page)	(Will being i.e. woul
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Controls be based off what is actually done onsite not from MSDS. use of PVC glue the control be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls



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	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	Risk Rating (Base on Risk Matrix last page)	(Will being i.e. would
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	Product	Sub-Contractor using Hazardous Substance	Container size	Use	Dangerous Goods Class & UN no. (if applicable)	Storage Location	MSDS Y/N	MSDS Expiry Date	Hazardous Substance (Yes/No)	Risk Rating (Base on Risk Matrix last page)	(Wil bein i.e. wou
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Rev 0 | 04/02/2019

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Controls be based off what is actually g done onsite not from MSDS. use of PVC glue the control d be used in a ventilated area)	Health Surveillance Environmental Monitoring required (Yes/No)	SWMS addresses all hazards and controls



LIKELIHOOD					
	Descriptor	Description			
Α	Very Likely	Happens frequently			
В	Likely	Happens occasionally			
С	Unlikely	Could happen but rare			
D	Very Unlikely	Could happen but probably never will			

CON	CONSEQUENCES related to activities, products & services						
	Descriptor	Occupational Health & Safety	Environment				
1	Catastrophic	Death	Possibility to cause long term environmental				
2	Major	Serious injury or disease. Extended medical treatment required.	compliance/breach of planning conditions with potential for legal, stop work notice issued due stakeholder concerns				
3	Moderate	Medical treatment required. Lost time.	Possible short term issue, exceedence in license/DA monitoring parameters, potential for stakeholder disruptions/complaints				
4	Minor	Medical treatment required. No lost time.	Minor short term environmental impact Council Fine				
5	Insignificant	No lost time (Report only)	Insignificant environmental impact				

RISK	RISK CLASSES								
		CONSEQUENCE							
		1 2 3 4 5							
LIKELIHOOD Catastrophic Major Moderate		Moderate	Minor		Insignificant				
А	Very Likely	1	3		6	10		14	
В	Likely	2	5		9	13		17	
С	Unlikely	4	8		12	16		19	
D	Very Unlikely	7	11		15	18		20	
	= 1-3 or Extreme I	Risk == 4-6 or	High Risk	= 7-13 or Medium Risk == 15-20 or Low		-20 or Low Risk			

Risk Priority	Actions Based on the Residual Risk Level
Extreme (1-3)	No work allowed until the residual risk has be
	or by using alternate construction methodolo
High (4-6)	SWMS must be provided for activity that addres trained in SWMS. Tool box meeting must be hele controls
Medium (7-13)	SWMS must be provided for activity that addres trained in SWMS
Low (15-20)	SWMS not required.

Hierarchy of Controls

- 1. **ELIMINATION**, can the risk or hazard be totally eliminated?
- 2. **SUBSTITUTION**, can the risk or hazard be replaced with a less hazardous method, material or system?
- 3. **ISOLATION**, can the hazard or risk be distanced from persons or can it be enclosed to prevent entry/access?
- 4. **ENGINEERING CONTROLS**, can the hazard or risk be guarded or made safe by engineering methods?
- 5. **ADMINISTRATIVE CONTROLS**, can training, increased supervision, rotation or signage assist?
- 6. **PERSONAL PROTECTIVE EQUIPMENT**, can PPE protect the worker from the hazard or risk?

HAZARDOUS CHEMICAL REGISTER

een reduced. This may be by re-engineering ogies.

ogies. sses all required controls, Workers must be eld prior to start of activity to review hazards and

sses all required controls, Workers must be

APPENDIX L – Asbestos Lead register

APPENDIX M – Injury management







Injury Management

Rev: 8/03/19

Records

Record Name	Location	Indexing Method	Access	Responsibility for filing Record	Min Retention Period
Return to Work Plan & associated documents	Q: Corporate	Date	HSEQ	HSEQ	10 Yrs

APPENDIX N – Return to work Policy



Return to Work Policy

Introduction

Workplace rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

FDC commitment:

FDC is committed to the prevention of illness and injury by providing a safe and healthy working environment in accordance with the FDC WHS Policy.

FDC is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured FDC workers have the opportunity to recover and return to work by:

- Ensuring that a return to work as soon as possible is a normal practice and expectation;
- Ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers or similar professionals, for all who need them;
- Providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- Consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- Informing workers of their rights in relation to a worker's compensation claim including the choice of doctor and accredited rehabilitation provider;
- Providing access to interpreter services;
- Ensuring that participation in a return to work plan will not of itself prejudice an injured worker;
- Ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury.

Return to Work Coordinator:

The Return to Work Coordinator shall be a division HSEQ Representative whom shall:

- Determine the injured worker's needs;
- · Identify suitable duties for the injured worker;
- Coordinate and monitor return to work plans;
- · Liaise with all parties including the rehabilitation provider where appropriate;
- Provide information and support to the injured worker; and
- Maintain confidentiality.

Confidentiality:

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis.

Procedure:

Procedure for the management of injured workers:

- If any work related injury or illness occurs it must be reported to a responsible staff member, e.g. RTW Coordinator, an incident report form completed and treatment arranged;
- · The Company will notify the insurer within the specified timeframe;
- Claims for compensation are to be forwarded to the insurer within the specified timeframe as per statutory requirements. For example there is a requirement to notify the WorkCover Agent (Insurer) within 48 hours of any injury where workers compensation may be payable on receipt of the claim;



Return to Work Policy

- FDC will arrange for a suitable person in the organisation or, where this is not practicable, their workers compensation insurer, to provide advice to the injured worker to:
 - Assist in filling out Workers Compensation forms;
 - Explain rights, obligations, benefits and rehabilitation procedures to the injured worker;
 - Ensure that the worker is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Rehabilitation Provider to be used); and
 - Where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

Providing suitable duties/employment

When the injured worker is, according to medical judgment, well enough to return to work on suitable duties FDC shall, as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Return to Work Coordinator or Rehabilitation Provider can identify suitable duties in the workplace.

Consultation

FDC will consult with the injured worker and other workers on the rehabilitation process.

Resolving disputes

If any disputes arise, every effort will be made to resolve them in a spirit of cooperation through discussion with the employee and management.

Responsibilities of workers

Every worker shall:

- Take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- Cooperate in reasonable workplace changes designed to assist in rehabilitation of fellow workers;
- Notify the company on the day the injury occurs; and
- Cooperate in reasonable efforts by the company to rehabilitate the person.

Rights of workers

Each worker who sustains an injury shall have the choice of a treating doctor or an accredited Rehabilitation Provider, and access to an interpreter where necessary.

Nominated Rehabilitation Providers

The Nominated Rehabilitation Providers for this company are sourced when and if required.

Cores

Bentley Cottle Managing Director

APPENDIX O – SWMS Checklist



SAFE WORK METHOD STATEMENT CHECKLIST

This checklist must be completed, signed and accompany the SWMS prior to works commencing on site.								
Projec	roject Name:			ntracto	or:			
Trade:		Subcontractor Supervisor:						
SWMS Number:		WMS Revision Date:						
SWMS	S Title / Activity:							
SECT	ION 1 – MANDATORY HIGH RISK CRIT	ERIA						
Item	Requirement		Com	Complies If NO- What If YES – Identi		ction is required which page	uired? of SWMS	Closed Out by and Date
1	Does the work being undertaken fall into Risk Work Categories identified on page If No, proceed to Section 2 below.	the 18 High 2)?	Y	Ν				
2	Does the SWMS provide the Project Nar	me and Address?	Y	Ν				
3	Does the SWMS provide the name and a relevant Subcontractor?	address of the	Y	Ν				
4	Does the SWMS provide the date the SV prepared?	WMS was	Y	Ν				
5	Have the names of workers who have be the development of the SWMS been ide	een consulted in ntified?	Y	Ν				
6	Are the person(s) responsible for ensuring implementation, monitoring and compliant SWMS identified?	ng nce with the	Y	Ν				
7	Does the SWMS identify the specific hig construction work that will be undertaken	h risk า?	Y	Ν				
8	Does the SWMS describe the specific has and controls related to the work?	azards, risks	Y	Ν				
9	Are control measures in accordance with Site Risk Assessment?	n the	Y	Ν				
10	Does the SWMS describe how control m be implemented, monitored and reviewe	neasures are to d?	Y	Ν				
11	Includes a provision for workers to sign of acknowledge they have been provided w and instruction/ training and that underst and risks arising from the work?	off and vith information and the hazards	Y	Ν				
12	Does the SWMS describe the plant and will be used?	equipment that	Y	Ν				
13	Does the SWMS provide for emergency including rescue requirements?	procedures	Y	Ν				
14	Is the SWMS set out in a way that is rea understandable and easy to read?	dily accessible,	Y	Ν				
15	Does the SWMS / Safe operating proceed specific low risk construction work that w undertaken?	dure identify <i>i</i> ill be	Y	N				
16	Does the SWMS / Safe operating proceed specific hazards and risks that are related	dure describe the ed to the work?	Y	Ν				
17	Does the SWMS / Safe operating proceed how the risks will be controlled?	dure describe	Y	Ν				
SECT	ION 3 - FDC ACCEPTANCE							
The u	ndersigned accents that the SW/MS meets	the criteria of this	form ar	nd acti	ons identified have	been resolu	ved	
Revie	wed and accepted by FDC:		.o.m al				· · · ·	
Name	Name: Signature:					Date:		
The be Asses	elow sign off is only required by the FDC s sment.	Site Manager where	e activit	ies ha	ve been risk asses	ssed as HIG	H in the FD	C Site Risk
Co-ac	cepted by:							
Name	:	Signature:				Date:		



SAFE WORK METHOD STATEMENT CHECKLIST

High Risk Construction Work Activities

As defined under WHS Legislation, High Risk construction work means construction work that:

Involves a risk of a person falling more than 2m
Is carried out on a telecommunication tower
Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure
Involves, or is likely to involve, the disturbance of asbestos
Involves structural alterations or repairs that require temporary support to prevent collapse
Is carried out in or near a confined space
Is carried out in or near: Shaft or trench with an excavated depth greater than 1.5m; or A tunnel
Involves the use of explosives
Is carried out on or near pressurised gas distribution mains or piping
Is carried out on or near chemical, fuel or refrigerant lines
Is carried out on or near energised electrical installations or services
Is carried out in an area that may have a contaminated or flammable atmosphere
Involves tilt up or precast concrete
Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
Is carried out in an area at a workplace in which there is any movement of powered mobile plant
Is carried out in an area in which there are artificial extremes of temperature
Is carried out in or near water or other liquid that involves a risk of drowning
Involves diving work
APPENDIX P – Contractor performance report

Contractor Performance Cutaway Project

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2.2	Frequency	
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3.	PERFORMANCE RATINGS	4
4.	FINAL PERFORMANCE REPORT	5

CONTRACTOR PERFORMANCE REPORT SCORING GUIDE

1. Application

This scoring guide provides minimum requirements for a Sub contractor performance reporting.

2. Reporting

2.1 Objectives

- Promote the process of continuous improvement in the delivery of the Cutaway project.
- Recognise good and superior performance and manage poor performance.
- Encourage cooperative relationships between Sub- contractors, Client and Workers
- Obtain a measure of the contractor's performance under the contract, to allow FDC Management to make informed decisions related Contractor performance.
- Enable the meaningful exchange of contractor performance reporting information under the contract.

2.2 Frequency

Contractor Performance Reports are required to be completed as a minimum:

- 1 Within 1 month of contractor starting onsite
- 2 Every 2 months during their programed contract work .
- 3 Immediately after Non-conformance Issued.
- 4 At FDC Construction management discretion e.g. when there is a continuing period of unsuitable performance on a contract by the contractor, or incidents as a result of performance.

Note: The performance criteria and a preliminary assessment should be discussed with the contractor prior to allocating final scores.

2.3 Responsibility

Responsibility for completion of Contractor Performance Reports should be assigned to the person best able to make accurate and factual assessments in accordance with the evaluation criteria. For most contracts, this will be the person who has day-to-day liaison with the contractor and would generally be the site and package managers

It is important to have all relevant facts and documentation to justify the assessment made, particularly if the assessment is negative.

2.4 Review and Assessment

When specified by FDC, a review of the reporting person's credentials and involvement with the contractor may be made by a reviewing teams experienced in contract management at a more senior level. The reviewing persons task is to ensure that the report is objective and accurate to the extent that it can be relied upon by Senior management General manager to make accountable decisions related to performance of contractor to continue to work on of for FDC Construction

Any disagreements with the reporting Teams report must be capable of substantiation and supported by facts

2.5 Contractor's Response

The contractor must be given a copy of each Contractor Performance Report. The report is to be discussed with the contractor, who must be given the opportunity to comment on the assessment within 10 working days or another period as may be determined by the Participating Authority.

In all cases, the reporting and/or reviewing officer must address any issues raised by the contractor and respond in writing. The contractor's comments and the written response by the reporting and/or reviewing officer form part of the report.

3. **Performance Ratings**

The contractor's performance is to be assessed against the performance criteria and scored in line with the descriptions outlined in Table 1 and Table 2 to promote consistency across Participating Authorities.

There should be no unsatisfactory performance rating unless evidence exists to demonstrate lack of achievement of the required standard of performance. Each criterion has an overall score that is made up of the average of the sub criteria (total score = average of sub criteria scores).

Table 1: Contractor performance scoring generic rating descriptions

Score	Rating	Descriptor (the extent to which the contractor meets performance requirements)
10	Superior	Exceptional. Always well above the required standard of performance. Demonstrated strengths and use of innovation where appropriate. No errors, risks, weaknesses or omissions.
9	Cood	Often exceeds the required standard of performance. Demonstrated strengths and use of innovation where appropriate. Negligible minor errors, risks, weaknesses or omissions which are acceptable as offered.
8	Good	Sound achievement of the required standard of performance. Minimal minor errors, risks, weaknesses or omissions which are acceptable as offered.
7		Reasonable achievement of the required standard of performance. Some minor errors, risks, weaknesses or omissions which may be acceptable as offered.
6	Acceptable	Reasonable achievement of the required standard of performance standard of performance. Some errors, risks, weaknesses or omissions which can be corrected/overcome with minimum effort.
5		Minimal achievement of the required standard of performance. Some errors, risks, weaknesses or omissions which are possible to correct/overcome and make acceptable.
4		Moderate weaknesses. Does not always meet the required standard of performance.
3		Significant weaknesses. Performance is often below the required standard of performance.
2	Linaccentable	Major weaknesses. Rarely meets the required standard of performance.
1	onaccoptable	General non-compliance. Has not met the required standard of performance.
0		Severe non-compliance. Does not meet the required standard of performance and is not recommended to carry out this type of work.

GUIDE NOTE:

It is possible that not all sub criteria will be assessed for every contract. Where a sub criterion is not assessed, the remaining sub criteria will be averaged to provide a score at the criterion level. For example, for Criteria 5, Quality of Work, sub criteria (a) Design will not be assessed if the contract does not include design works. The overall score for Criteria 5 will be the average of the remaining sub criteria (b) to (d).

4. Intermate Performance report

Once the performance report is completed any poor performing contractors' reports are to be issued to Senior management, the contractor is to attend a meeting with the project Senior Project manager, WHS Coordinator, Site manager and Project Director to discuss results of the poor performance report and agree on key activities, Initiatives to be corrected and updated management systems to be put in place to correct Poor performance. Meeting is to be recorded and a close out date for tasks is to be set, agreement on a follow up Subcontractor performance report date is to be set and completed as part of the close out.

5. Final Performance Report

The final Contractor Performance Report on each completed contract will be the main source of data for evaluation of the performance of a contractor. For this reason, the final report should reflect the performance of the contractor during the whole of the contract. When performance is unsatisfactory, the report must be accompanied by backup evidence and all relevant details of the unsatisfactory performance.

Documentary evidence supporting reports, including minutes of meetings with the contractor, should be referenced in the report. Care should be taken not to destroy the evidence whilst it is still relevant to a performance report.

Table 2: System contractor performance criteria and detailed rating descriptions

			So	core		Examples of documentation to support assessment Program. Copies of dated correspondence confirming time obligations met
Criteria	Sub criteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
1. Time management and progress	(a) Program	 Inadequate planning, coordination and execution of activities, work processes and critical operations. 	 Satisfactory planning, coordination and execution of activities, work processes and critical operations. 	 Good planning, coordination and execution of activities, work processes and critical operations. Good effort made to keep on schedule. 	 Excellent planning, coordination and execution of activities and work processes. Very proactive in keeping ahead of schedule. 	Program.
	(b) Progress of work against program	Contractual obligations not met within the prescribed time limits on many occasions and having a moderate-to-significant impact on the contract.	 Contractual obligations generally within the prescribed time limit. Some notices/claims etc. lodged late but minimal impact on contract. 	 Contractual obligations met by the prescribed time limit. Issuing of notices etc. by the prescribed time. 	 Contractual obligations met ahead of the prescribed timeframe. Issuing of notices etc ahead of the prescribed time. Early warning of potential design errors or omissions. Early warning of possible variations. 	 Copies of dated correspondence confirming time obligations met or not met. Site meeting minutes. Letters advising missed time limits. Certificate of Practical Completion.

FDC Construction

Contractor Performance Report Scoring Guide

				Sc	ore		Examples of
	Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
			Unacceptable	Acceptable	Good	Superior	assessment
2.	Contract management	(a) Management of subcontractors	 The contractor exercised some contractual responsibility for all of its consultants, subcontractors and suppliers. Inadequate management and coordination of all of consultants, and suppliers. The contractor exercised inadequate control of the performance and work processes of each consultant, and supplier. 	 The contractor exercised a satisfactory level of contractual responsibility for all of its consultants, subcontractors and suppliers. Satisfactory management and coordination of all consultants, and suppliers. The contractor exercised satisfactory control of the performance and work processes of each consultant, and supplier. 	 The contractor exercised a high level of contractual responsibility for all of its consultants, subcontractors and suppliers. Good management and coordination of all of consultants, and suppliers. The contractor exercised good control of the performance and work processes of each consultant, and supplier. 	 The contractor exercised an exceptional level of contractual responsibility for all of its consultants, subcontractors and suppliers. Excellent management and coordination of all of consultants, and suppliers. The contractor exercised excellent control of the performance and work processes of each consultant, and supplier. 	 Audit reports, internal and 2nd party. Daily diaries.

(b) Contra resc (pla pers	ract Plant ources Inadequat ant and availability isonnel) Inadequat plant for th in the con Plant use acceptabl moderatel Personne Contracto represent knowledge experienc met Inadequat plant for th in the con Plant use the acceptabl represent knowledge experienc	 Plant Satisfactory condition and availability of plant. Satisfactory selection of the tasks involved in the estandard and ly effective. Plant use met the acceptable standard and was effective. Contractor's representat satisfactory knowledge a experience. Performance the acceptable standard. 	Plant Ind Good condition and availabil of plant. plant for contract. Good selection of plant for the contract tasks involved in the contract. ttable Plant use was above the acceptable standard. Personnel Contractor's representative has good knowledge and experience. Performance wa above the acceptable	 Plant Excellent condition a availability of plant. Excellent selection of the tasks involved in contract. Plant use was well a acceptable standard Personnel Contractor's representation of the experience. Perform 	 Monthly progress reports. Daily dairies. Interim Contractor Performance above the d. Prestart checklist or Plant Condition Reports.
------------------------------------	---	---	--	---	--

			Sc	ore		Examples of
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Contractor's representative sometimes off-site for critical operations. Construction manager has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Construction manager sometimes off-site for critical operations. Design manager has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Key operational personnel have limited knowledge, experience and performance. Qualifications did not meet requirements. Inadequate number of key operational personnel. Some difficulty in delivering 	 Qualifications met requirements. Contractor's representative on site at most times but always onsite for critical operations. Construction manager has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Construction manager on site at most times but always onsite for critical operations. Design manager has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Design manager has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Sufficient key operational personnel. Little difficulty in delivering the contract. Insignificant adverse effect on processes and outcomes. Insignificant adverse effect on progress and quality caused by turnover in key operational personnel. Key operational personnel on-site at most times but always for critical operations. 	 standard. Qualifications exceeded requirements. Contractor's representative almost always on-site but always on site for critical operations. Construction manager has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Construction manager almost always on -site but always on-site for critical operations. Design manager has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Key operational personnel have good knowledge, experience and performance. Qualifications exceeded requirements. More than sufficient key operational personnel. No difficulty in delivering the contract. No adverse effect on 	 well above the acceptable standard. Qualifications exceeded requirements. Contractor's representative always on-site and present at all critical operations Construction manager has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Construction manager always on-site and present at all critical operations. Design manager has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Design manager has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Key operational personnel have excellent knowledge, experience and performance. Qualifications exceeded requirements. Exceptional number of key operational personnel. No difficulty in delivering an excellent contract. A 	

			So	core		Examples of
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 the contract. Some adverse effects on processes and outcomes. Some adverse effect on progress and quality caused by turnover in key operational personnel. Key operational personnel sometimes off-site during critical operations. Note: Key operational personnel includes: Project manager Site engineers Foremen 	Note: Key operational personnel includes: Project manager Site engineers Foremen	 outcomes and processes. No adverse effect on progress and quality caused by turnover in key operational personnel almost always on-site but always for critical operations. Note: Key operational personnel includes: Project manager Site engineers Foremen 	 significant positive effect on processes and outcomes. A positive effect on progress and quality due to turnover in key operational personnel. Key operational personnel always on-site and present at all critical operations. Note: Key operational personnel includes: Project manager Site engineers Foremen 	
	(c) Contract administration	 Compliance with the administrative and legal requirements of the contract was below the acceptable standard. Contract records system was inadequately maintained. Some difficulty in ensuring that up-to-date drawings and specifications are used on-site. Some as-built records were 	 Compliance with the administrative and legal requirements of the contract met the acceptable standard. Contract records system was satisfactorily maintained. Usually ensured that up-to-date drawings and specifications are used on-site. As-built records were submitted in time and mostly complete. Satisfactory follow-up action on minutes of site meetings. 	 Compliance with the administrative and legal requirements of the contract was above the acceptable standard. Contract records system was maintained well. Almost always ensured that up-to-date drawings and specifications are used on-site. As-built records were submitted ahead of time, and 	 Compliance with the administrative and legal requirements of the contract well above the acceptable standard. Maintenance of the contract records system was excellent. Always ensured that up-to-date drawings and specifications are used on-site. As-built records submitted complete and well ahead of 	 Monthly progress reports. Daily dairies. Statutory declarations. Minutes of meetings. Interim Contractor Performance Report.

				Score		Examples of documentation to
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 submitted on time, with some incomplete. Inadequate follow-up action on minutes of site meetings. 		complete.Good follow-up action on minutes of site meetings.	 time. Excellent follow-up action on minutes of site meetings. 	

			So	core		Examples of
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
	(d) Management of construction works/site	 Inadequate management structure and reporting procedures. Inadequate supervision of contractor's own site personnel. Inadequate support of inexperienced construction personnel by experienced senior on-site personnel. 	 Satisfactory management structure and reporting procedures. Satisfactory supervision of contractor's own site personnel. Satisfactory support of inexperienced construction personnel by experienced senior on-site personnel. 	 Good management structure and reporting procedures. Good supervision of contractor's own site personnel. Good support of inexperienced construction personnel by experienced senior on-site personnel. 	 Excellent management structure and reporting procedures. Excellent supervision of contractor's own site personnel. Excellent support of inexperienced construction personnel by experienced senior onsite personnel. 	 Monthly progress reports. Daily dairies. Interim Contractor Performance Reports.
3. Utilisation of management systems (<u>Note</u> : Assessment will focus on both quality of system and whether it was utilised successfully on the subject contract)	(a) WH&S management	 Personnel WH&S representative has limited knowledge and experience. Performance was below the acceptable standard. Preparation An initial Safety Plan that did not meet the minimum requirements. Initial Safety SWMS finalised and accepted later than required or after some delays and later than the time required Implementation 	 Personnel WH&S representative has satisfactory knowledge and experience. Performance met the acceptable standard. Preparation A satisfactory initial Safety Plan. Initial Safety Plan finalised and accepted on time or in the time required by the contract. Implementation Satisfactory safety induction program. Holds toolbox meetings in accordance with the Safety Plan. Adequate safety performance. S 	 Personnel WH&S representative has good knowledge and experience. Performance was above the acceptable standard. Preparation A good initial Safety Plan. Initial Safety Plan finalised and accepted earlier than required or earlier than the time required by the contract. Implementation Good safety induction program. Holds toolbox meetings in accordance with the Safety 	 Personnel WH&S representative has excellent knowledge and experience. Performance was well above the acceptable standard. Preparation An excellent initial Safety Plan. Initial Safety Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. Implementation Excellent safety induction program. Holds toolbox meetings in 	 Copies of safety audit reports. Internal and 2nd party. Non-compliance with contract requirements and contract Safety Plan. Monthly progress reports. Daily diaries. Incident/accident reports. Worksafe improvement notices. Interim Contractor Performance

		Score				
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 Limited safety induction program. Holds toolbox meetings but not in accordance with the Safety Plan. Inadequate safety performance. Non-conformances, incidents and accidents often poorly reported and poorly actioned. Repetitions of the same non-conformance type with moderate consequences. 2nd party audits identified an inadequate level of compliance. 	 reports adequate. Internal audits and inspections mostly carried out as per the Safety Plan. Non-conformances, incidents and accidents nearly always reported and nearly always actioned promptly and effectively. Repetitions of the same non-conformance type with minor consequences. 2nd party audits identified a satisfactory level of compliance. 	 Plan, sometimes more frequently. Good safety performance. Good standard of monthly WH&S reports. Internal audits and inspections almost always carried out as per the Safety Plan. Non-conformances, incidents and accidents almost always reported and almost always actioned promptly and effectively. Low number of repetitions of the same non-conformance type. 2nd party audits identified a good level of compliance. 	 accordance with the Safety Plan, usually more frequently. Excellent safety performance. Internal audits and inspections always carried out as per the Safety Plan. Non-conformances, incidents and accidents always reported and always actioned promptly and effectively. No repetition of the same non- conformance type. 2nd party audits identified an excellent level of compliance. 	Reports.
	(b) Quality management	 Personnel Quality management representative has limited knowledge and experience. 	 Personnel Quality management representative has satisfactory knowledge and experience. 	 Personnel Quality management representative has good knowledge and experience. 	 Personnel Quality management representative has excellent knowledge and experience. 	 Copies of suitability and compliance audit reports, internal

			Sc	ore		Examples of
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 Performance was below the acceptable standard. Quality management representative sometimes off-site for critical operations. 	 Performance met the acceptable standard. Quality management representative on-site at most times but always on-site for critical operations. 	 Performance was above the acceptable standard. Quality management representative almost always on-site but always on-site for critical operations. 	 Performance was well above the acceptable standard. Quality management representative always on-site and present at all critical operations. 	 and 2nd party. Non-compliance with contract requirements and contract Quality Plan.
		Preparation An initial Quality Plan that	Preparation A satisfactory initial Quality Plan	Preparation A good initial Quality Plan	Preparation An excellent initial Quality	 Monthly progress reports.
		 An initial Quality Plan that did not meet the minimum requirements. Initial Quality Plan finalised and accepted later than required or after some delays and later than the time required by the contract. Implementation Execution of work process was below the acceptable standard. Inadequate execution of Inspection and Test Plans. Many lots not visually inspected and assessed before submitting for acceptance. Non-conformances often poorly reported and not satisfactorily addressed. Repetitions of the same non-conformance type with 	 A satisfactory initial Quality Plan. Initial Quality Plan finalised and accepted on time or in the time required by the contract. Implementation Execution of work process met the acceptable standard. Satisfactory execution of Inspection and Test Plans. Most lots visually inspected and assessed before submitting for acceptance. Non-conformances satisfactorily reported and generally satisfactorily addressed after some prompting. Repetitions of the same non-conformance type with minor consequences. A low level of rework. Satisfactory observance of hold points. 	 A good initial Quality Plan. Initial Quality Plan finalised and accepted earlier than required or earlier than the time required by the contract. Implementation Execution of work process was above the acceptable standard. Good execution of Inspection and Test Plans. Almost all lots visually inspected and assessed before submitting for acceptance. Non-conformances almost always reported and addressed promptly and effectively. Low number of repetitions of the same non-conformance type. A very low level of rework. 	 An excellent initial Quality Plan. Initial Quality Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. Implementation Execution of work process was well above the acceptable standard. Excellent execution of Inspection and Test Plans. All lots visually inspected and assessed before submitting for acceptance. Non-conformances always reported and addressed promptly and effectively. No repetition of the same non- conformance type. An insignificant level of rework. Excellent observance of hold 	 Lot records, test results survey and other measurements and non- conformance reports Daily diaries. Interim Contractor Performance Reports. Copies of meeting minutes. Non- conformance register. Correspondence. Statutory declarations.

			Sc	ore		Examples of
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 moderate-to-significant consequences. A medium level of rework. Observance of hold points inadequate. Internal audits not usually carried out as per the Quality Plan. Internal audits identified an inadequate level of compliance. 2nd party audits identified an inadequate level of compliance. 	 as per the Quality Plan. Internal audits identified a satisfactory level of compliance. 2nd party audits identified a satisfactory level of compliance. 	 points. Internal audits almost always carried out as per the Quality Plan. Internal audits identified a good level of compliance. 2nd party audits identified a good level of compliance. 	 points. Internal audits always carried out as per the Quality Plan. Audits identified an excellent level of compliance. 2nd party audits identified an excellent level of compliance. 	
	(c) Environmental management	 Personnel Environmental management representative has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Environmental management representative often off-site for critical times and/or events. 	 Personnel Environmental management representative has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Environmental management representative on-site at most times but always for critical times and/or events. 	 Personnel Environmental management Representative has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Environmental management representative almost always onsite but always on-site at critical times and/or events. 	 Personnel Environmental management representative has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Environmental management representative always on-site and present at all critical times and/or events. 	 Copies of environmental audit reports, internal and 2nd party. Non-compliance with contract requirements and contract Environmental Management Plan. Inspection reports. Monthly progress reports. Non-

	Score				
Criteria Subcriteria	0-4	5-7	8-9	10	documentation to
	Unacceptable	Acceptable	Good	Superior	assessment
	 Implementation Significant damage and/or blatant disregard for sensitive and/or significant features. Internal audits not usually carried out as per the Environmental Management Plan. Non-conformances, incidents and accidents in environmental, cultural and heritage matters often poorly reported and poorly actioned. Repetitions of the same non-conformance type with moderate consequences. 2nd party audits identified an inadequate level of compliance. 	 Implementation May not proactively manage environmental, cultural or heritage issues. Non-conformances, incidents and accidents in environmental, cultural and heritage matters nearly always reported and nearly always actioned promptly and effectively. Repetitions of the same non- conformance type with minor consequences. 2nd party audits identified a satisfactory level of compliance. 	 Management Plan finalised and accepted earlier than required or earlier than the time required by the contract. Implementation Environmental, cultural and heritage matters approached proactively and sensitively. Internal audits almost always carried out as per the Environmental Management Plan. Non-conformances, incidents and accidents in environmental, cultural and heritage matters almost always reported and almost always actioned promptly and effectively. Low number of repetitions of the same non-conformance type. 2nd party audits identified a good level of compliance. 	 Initial Environmental Management Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. Implementation Environmental, cultural and heritage matters approached proactively and with great sensitivity. Internal audits always carried out as per the Environmental Management Plan. Non-conformances, incidents and accidents in environmental, cultural and heritage matters always reported and always actioned promptly and effectively. No repetition of the same non- conformance type. 2nd party audits identified an excellent level of compliance. 	conformance reports and registers. Daily diaries. Interim Contractor Performance Reports.

		Score				
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
	(d) Traffic management	 Personnel Traffic management representative has limited knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. Traffic management representative sometimes off-site for critical times and/or events. 	 Personnel Traffic management representative has satisfactory knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Traffic management representative on-site at most times but always for critical times and/or events. 	 Personnel Traffic management representative has good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Traffic management representative almost always on-site but always on-site at critical times and/or events. 	 Personnel Traffic management representative has excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Traffic management representative always on-site and present at all critical times and/or events. 	 Reports of major incidents or accidents. Copies of notices or reports issued by Police or Coroner. Copies of audit reports, internal audit and 2nd party.
		 Initial Traffic Management Plan finalised and accepted later than required or after some delays and later than the time required by the contract. Other traffic management personnel have fair knowledge and experience. Performance was below the acceptable standard. Qualifications did not meet requirements. 	 Implementation Other traffic management personnel have good knowledge and experience. Performance met the acceptable standard. Qualifications met requirements. Satisfactory individual traffic control diagrams. Maintenance of daily diaries met the acceptable standard. Satisfactory communication and 	 Implementation Initial Traffic Management Plan finalised and accepted earlier than required or earlier than the time required by the contract. Other traffic management personnel have very good knowledge and experience. Performance was above the acceptable standard. Qualifications exceeded requirements. Good individual traffic control diagrams. Maintenance of daily diaries 	 Implementation Initial Traffic Management Plan finalised and accepted much earlier than required or much earlier than the time required by the contract. Other traffic management personnel have excellent knowledge and experience. Performance was well above the acceptable standard. Qualifications exceeded requirements. Excellent individual traffic control diagrams. Maintenance of daily diaries 	 Copies of inspection reports. Monthly progress reports. Non- conformance reports and registers. Daily diaries. Interim Contractor Performance Reports. CVs for traffic management representative and other traffic management

			Sc	ore		Examples of
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		 Limited individual traffic control diagrams. Maintenance of daily diaries was below the acceptable standard. Limited communication and consultation with all stakeholders. Internal audits and inspections not usually carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents often poorly reported and poorly actioned. Repetitions of the same non-conformance type with moderate-to-significant consequences. 2nd party audits identified an inadequate level of compliance. Limited complaints management. With some exceptions, complaints usually handled with respect and consideration. Some delays in achieving 	 consultation with all stakeholders. Internal audits and inspections mostly carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents nearly always reported and nearly always actioned promptly and effectively. Repetitions of the same non-conformance type with minor consequences. 2nd party audits identified a satisfactory level of compliance. Good complaints management. With few exceptions, complaints mostly handled with respect and consideration. A few small delays in achieving resolution. 	 was above the acceptable standard. Good communication and consultation with all stakeholders. Internal audits and inspections almost always carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents almost always reported and almost always actioned promptly and effectively. Low number of repetitions of the same non-conformance type. 2nd party audits identified a good level of compliance. Very good complaints management. Complaints almost always handled with respect and consideration and nearly always resolved without delay. 	 exceeded the acceptable standard. Excellent communication and consultation with all stakeholders. Internal audits and inspections always carried out as per the Traffic Management Plan. Non-conformances, incidents and accidents always reported and always actioned promptly and effectively. No repetition of the same non-conformance type. 2nd party audits identified an excellent level of compliance. Excellent complaints management procedure and attitude to the resolution of complaints, but few, if any, complaints received. 	personnel.

		Score				
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
		resolution.				
4. Relationship management	(a) Cooperative relationships with principal	 Inadequate commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues mostly resolved slowly and inefficiently due to generally ineffective communication and attitude. 	 Satisfactory commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues resolved in a timely and efficient manner through open and effective communication. 	 Good commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues always resolved quickly and efficiently through open and very effective communication. 	 Excellent commitment and attitude to working relationships within the contractual environment. (e.g. respect, trust, cooperation, openness and the ready exchange of information). Issues always resolved very quickly and efficiently through excellent communication. Very pro-active in maintaining an excellent relationship. 	 Daily diaries. Correspondence. Interim Contractor Performance Report.

		Score					
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to	
		Unacceptable	Acceptable	Good	Superior	assessment	
	(c) Other stakeholders e.g. government	 Stakeholder liaison almost always fails to meet contract/specification requirements. 	 Stakeholder liaison often fails to meet contract/specification requirements. Late responses to enquiries from 	 Stakeholder liaison almost always complies with contract/specification requirements. 	 Stakeholder liaison often exceeds contract/specification requirements. Proactive management of 	 Daily diaries. Complaints register. Commitment 	

Scoring Guide

				Score				
	Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to	
			Unacceptable	Acceptable	Good	Superior	assessment	
5.	Quality of work	(a) Design	 Frequent significant design errors/omissions resulting in increased costs of supervision to measure up and agree new quantities. Significant impact on constructability and maintainability. Plans difficult to interpret. Significant contribution to approved variations. Significant impact on contract completion timing. Errors/omissions caused significant difficulties to construction contractor. 	 Some errors and omissions. Minor delays to program as a result of the errors/omissions. Minor increase in cost to Principal. Design queries were answered in accordance with the contract documents. 	 Minor errors/omissions. No significant impact on overall quality of contract. Design errors/omissions did not cause any difficulties for the construction contractor or subcontractors. Design errors or omissions did not result in any significant variations to the contract or increase in cost. Design queries were answered promptly by the designers. 	 No design errors/omissions or those that did occur could not be foreseen/were minor. Extra effort made by designers to make plans easy to interpret by construction personnel. Innovative design. 	 Monthly progress reports. Daily dairies. Interim Contractor Performance Reports. Correspondence. 	
		(b) Construction	 Inappropriate construction techniques used on many 	 Occasionally inappropriate construction techniques used 	 Contract fully meets specification requirements. 	 Innovative and advanced construction techniques used 	 Inspection test results. 	

		Score				
Criteria	Subcriteria	0-4	5-7	8-9	10	documentation to
		Unacceptable Acceptable	Good	Superior	assessment	
		occasions with significant impact on the contract. Excessive supervision required.	with minimal impact on overall contract.	 Adequate equipment and resources. Effective use of available equipment and resources. 	to deliver a superior product, modern equipment and highly skilled resources.	 Monthly progress reports. Daily dairies.
		 Contractor seeks guidance by FDC on frequent occasions. 	 Supervision required was in line with expectations for this type of contract. Minor and infrequent issues relating to equipment and resources. 	 Supervision required was slightly less than expected. Average down time due to illness/injury or equipment breakdowns. 	 Backup resources to cover for illness/injury. Supervision required was minimal compared to industry norms. Proactive maintenance of equipment with better than average down time. 	 Interim Contractor Performance Reports.

			Score			
Criteria Subcriteria		0-4	5-7	8-9	10	documentation to
		Unacceptable	Acceptable	Good	Superior	assessment
	(d) Defects	 Maintenance and defects rectification after practical completion almost always fails to comply with specification requirements. Minimal effort in rectifying defects and omissions. Accident or near-miss occurs due to failure to address maintenance or defects. Contractor does not rectify safety hazards that could cause an accident. 	 Maintenance and defects rectification after practical completion often fails to comply with specification requirements. Defects and omissions completed later than the time nominated by the FDC. Multiple prompts required to rectify maintenance defects. 	 Maintenance and defects rectification after practical completion almost always complies with specification requirements. Defects and omissions completed within the time nominated by the FDC. 	 Maintenance and defects rectification after practical completion often exceeds specification requirements. Defects and omissions completed earlier than the time nominated by the FDC. Contractor proactively rectifies maintenance and defects issues without prompting from the FDC. No non-compliances issued regarding maintenance after practical completion. 	 Monthly progress reports. Daily dairies. Interim Contractor Performance Reports. Correspondence.

APPENDIX Q - WHS Risk Workshops flow chart

HSE Risk Workshops

Phase	Workshops	
2. Pre Commencement 1. Tender	 Workplace RiskAssessment Safety in Design Risk Assessment Identify Project specific HSE gates Populate Gates Register Review Workplace Risk Assessment, Safety in Design Risk Assessment and Project specific HSE Gates Register. Review of Lessons Learnt from previous projects Safety in Design Workshop – Design Manager to discuss risks that have been identified. Review of Lessons Learnt from previous projects Logistics Subcontractor Selection Capabilities Review project specific HSE gates in 1.3 Estimating to Construction 	 Accountable Project Director Accountable Design Manager Responsible Project Manager Consult HSEQ Coordinator Accountable Project Director Responsible Design Manager Responsible Project Manager Consult HSEQ Coordinator
3. Construction	 Review Workplace Risk Assessment, Safety in Design Risk Assessment and Project specific HSE Gates Register. Review of Lessons Learnt from previous projects Safety in Design Risk Assessment HSE RiskWorkshops 3.3.1 Enabling Works / Demolition 3.3.2 Civil / Excavation 3.3.2 Site Logistic (gantries, public protection, cranage, hoisting, static pumps etc.) 3.3.3 Containment & Perimeter Protections (handrail, formwork screens) 3.3.4 Structure / Façade 3.3.5 Finishes / Services & Commissioning 3.3.6 Project specific HSE Gates Register as per 2. 	 Accountable Project Director Responsible Design Manager Responsible Site Manager Consult HSEQ Coordinator

APPENDIX R – Incident Management Flow chart





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Rev: 16/06/22

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E025 Incident Depart		Dete			
FU35 - Incident Report	Q: The DON	Date	HSEQ	HSEQ	7 YIS
F031 – Incident Notification	Q: The DON	Date	HSEQ	HSEQ	7 Yrs
F090 – Project Monthly HSEQ	The Vault	Date	ALL	HSEQ	7 Yrs
Report					
F033 – Incident Investigation	Q: The DON	Date	HSEQ	HSEQ	7 Yrs
Emergency Management Plan	The Vault	Date	ALL	HSEQ	7 Yrs

APPENDIX S – Emergency Management Plan



Emergency Management Plan

Project Details	
Project Name:	Barangaroo Cutaway Cultural Facility
Project Number:	200290
Project Location:	1 Merriman St, Barangaroo NSW 2000
Client:	Infrastructure NSW (INSW)
Name of principal contractor:	FDC Construction (NSW) Pty Ltd
Company address:	22-24 Junction Street, Forest Lodge
ABN:	72 608 609 427

Prepared Signature

Lhe Trocher

Approved Signature

Luke Trochei

Chief Warden

Peter Colak

Senior Project Manager

FDC

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FDC

1.1 PURPOSE OF THE EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan (EMP) shall be implemented in accordance with the Project Management Plan. The purpose of this plan is to identify potential project specific emergency situations and describe the actions, roles and responsibilities should those situations occur.

This plan addresses project site specific emergencies identified in Appendix B, and provides support to task specific emergency situations identified within the Site Risk Assessment. Task specific emergencies shall be coordinated managed through Appendix C controlled through task specific safety documentation including SMWS, safety procedures, permits or a combination of these. The plan provides:

- Emergency equipment and first aid requirement assessments;
- Emergency procedures for potential emergency situations;
- The frequency of testing of the emergency procedures (i.e.; Emergency Drills);
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

The plan, including the emergency procedures, has been developed based on:

- The nature of the work being carried out at the workplace;
- Emergency and first aid requirement assessments;
- The nature of known hazards at the workplace;
- The size and location of the workplace; and
- The number of the workers and other persons at the workplace.

1.2 EMP REVIEW AND APPROVAL

The EMP shall be prepared by the Chief Warden for approval by the Project Manager prior to issue and subsequent revision. At least one EMP hard copy shall be available and accessible on site in addition to the electronic copy retained in the Project drive.

The ongoing suitability of the EMP shall be reviewed during the monthly site audit and through incident investigations. Changes as a result of reviews, meetings, site-specific outcomes and recommendations through inspections, reports, audits etc. shall be reviewed in consultation with Divisional HSEQ representatives and approved as above prior to re-issue.

The revision table in Appendix D shall record revisions and changes shall be communicated to holders of copies and other stakeholders as required and recorded through project correspondence.



1.3 DEFINITIONS

Incident	An unplanned event resulting in, or has the potential for, personal injury, loss of productivity, environmental damage or property damage. Work related incidents may involve a work injury and/or non-injury occurrence
Notifiable Incident	 the death of a person; or a serious injury or illness of a person; or a dangerous incident.
Serious Injury or Illness	 this part, serious injury or illness of a person means an injury or illness requiring the person to have: immediate treatment as an in-patient in a hospital; or immediate treatment for:— the amputation of any part of his or her body; or a serious head injury; or a serious eye injury; or a serious burn; or the separation of his or her skin from an underlying tissue (for example, degloving or scalping); or a spinal injury; or the loss of a bodily function; or medical treatment within 48 hours of exposure to a substance.
Dangerous Incident	 An incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to: an uncontrolled escape, spillage or leakage of a substance; or an uncontrolled implosion, explosion or fire; or an uncontrolled escape of gas or steam; or an uncontrolled escape of a pressurised substance; or electric shock; or the fall or release from a height of any plant, substance or thing; or the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation; or the collapse or partial collapse of a structure; or the collapse or failure of an excavation or of any shoring supporting an excavation; or the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
Near Miss (or Dangerous Occurrence)	Any unplanned event in the workplace that, although not resulting in injury or significant equipment, property and/or environmental damage, had the potential to do so.
Emergency Services	Police, ambulance, fire brigades, state emergency services, hospital or other specialist groups.



Incident Class	
Class 1 (Critical)	People: Causes or has the potential to cause damage which permanently alters the future of the individual (fatality, quadriplegia, amputee, disabled or psychological disturbance).
	Environment: Causes or has the potential to cause permanent environmental damage and results in remediation costs of > \$50,000.
	Plant / Equipment / Property: Causes or has the potential to cause damage to plant / equipment and / or property > \$50,000.
	Section 2.1 of this plan only applies to Critical (Class 1) Incidents
Class 2 (Non Critical)	People : Causes or has the potential to cause an injury or disease resulting in temporary disability or time lost from work of one or more complete days or shifts.
	Environment : Causes or has the potential to cause damage to the environment which can be rectified and results in remediation costs of > \$10,000 and < \$50,000.
	Plant / Equipment / Property : Causes or has the potential to cause damage to plant / equipment and / or property > \$10,000 and < \$50,000.
Class 3 (Non Critical)	People: Causes or has the potential to cause an injury which inconveniences the individual such as minor cuts or sprains, but allows the person to continue to carry out normal duties.
	Environment: Causes or has the potential to cause damage to the environment which can be easily rectified and results in remediation costs of < \$10,000.
	Plant / Equipment / Property: Causes or has the potential to cause damage to plant / equipment and / or property < \$10,000.



1.4 ROLES AND RESPONSIBILITIES

The Chief Warden shall be responsible for inducting designated emergency personnel into the requirements of the project specific EMP. Designated emergency personnel shall initial the below table acknowledging their role requirements. Minimum qualifications through accredited registered training organisations for the below roles shall be managed in accordance with the Training and Experience Register.

Designated Emergency Roles				
Position	Name	Initials		
Chief Warden	Luke Trochei	LT		
Warden (Deputy Warden)	Charlie Akle	CA		
Warden	Ralph Bugash	RB		
Warden	Lucas Aragona	LA		
Warden	Jorge Oancea	JO		
First Aider	Jorge Oancea	JO		
First Aider	Luke Trochei	LT		
First Aider	Charlie Akle	СА		
First Aider	Ralph Bugash	RB		
First Aider	Lucas Aragona	LA		
Occupational First Aider	Jorge Oancea	JO		

Note: Where work is conducted in an occupied facility, with an existing emergency management system/personnel, an employee with Fire Control qualifications shall assume the role of the Chief Warden.



1.4.1 Chief Warden

Minimum requirements

- Chief Warden qualifications;
- Fire Control qualifications; and
- Provide First Aid qualifications.

Key Responsibilities

- Complete the First Aid, Emergency and Health Surveillance Risk Assessment (F009);
- Ensure project roles are allocated and recorded in Section 1.4.
- Conduct emergency drills at the frequencies noted in Section 1.7;
- Ensure first aid and emergency equipment is installed, maintained and tested;
- Coordinating responses to identified emergencies; and
- Perform roles defined in Appendix B "Site Emergency Procedures" and Appendix C "Task Specific Emergencies".

Note: If the Chief Warden cannot be contacted, then the Deputy Warden shall act as the Chief.

1.4.2 Warden

Minimum training requirements

- Warden qualifications;
- Fire Control qualifications;
- Provide First Aid qualifications; and
- Inducted into this EMP.

Key Responsibilities

- Assist the Chief Warden as directed;
- Perform roles defined in Appendix B "Site Emergency Procedures" and Appendix C "Task Specific Emergencies"; and
- Assist in FDC emergency drills.

1.4.3 Occupational First Aider (OFA)

Minimum training requirements

- Occupational First Aid qualifications; and
- Inducted into this EMP.

Key Responsibilities

- Complete the first aid equipment section of the First Aid, Emergency and Health Surveillance Risk Assessment (F009);
- Ensure first aid equipment is installed and maintained;
- Assist in FDC emergency drills; and
- Provide first aid in emergencies.


Note: where projects do not require an Occupational First Aider, a First Aider shall be appointed to perform first aid duties in accordance with the First Aider section below.

1.4.4 First Aider (FA)

Minimum training requirements

- Provide First Aid qualifications;
- Inducted into this EMP;

Key Responsibilities

- Complete the first aid equipment section of the First Aid, Emergency and Health Surveillance Risk Assessment (F009);
- Ensure first aid equipment is installed and maintained;
- Assist in FDC emergency drills; and
- Provide first aid in emergencies.

1.5 EMERGENCY EQUIPMENT NEEDS ASSESSMENT

An emergency equipment needs assessment using the First Aid, Emergency and Health Surveillance Risk Assessment (F009) shall be completed prior to commencement. The required first aid and emergency equipment shall be listed on the FDC First Aid and Emergency Equipment Register (F060) to assist the ongoing inspection, test and maintenance of equipment on site.

The assessment shall be completed by the Chief Warden to ensure the suitability and location of emergency equipment. The assessment shall be reviewed:

- after an emergency situation (including evacuation, fire or task specific emergency); or
- where there are significant changes to the workplace and/or size of the work force.

Changes to emergency requirements shall be communicated through toolbox/prestart or other project meetings.



1.6 COMMUNICATION OF EMERGENCY AND FIRST AID REQUIREMENTS

Workers and Visitors shall be advised of emergency and first aid procedures during the site induction and when visitors are signed in by a site inducted person. The emergency evacuation plan, site layout plan and emergency contact details are displayed throughout the site sheds to communicate emergency numbers and evacuation points are easily referenced.

1.7 EMERGENCY DRILLS

Testing of the Emergency Management Plan, including potential Task Specific Emergencies, and emergency equipment shall be conducted within 1 month of commencement of works, then at maximum 3 monthly intervals per the below schedule. The initial drill shall be an evacuation. In addition to Weekly Site Inspections, emergency drills ensure emergency preparedness and response procedures and equipment remain suitable.

Drill date	Scenario (select from Site Emergency Procedures Appendix B and Task Specific Emergency Procedure Appendix C)
01/07/24	Fire Evacuation Drill
28/09/24	Rescue from lift shaft
01/25	Rescue from EWP
04/25	Working at height rescue
07/25	Crane failure scenario

- Drills coordinated by an external party where FDC works are in an occupied facility can be included in the emergency drill schedule.
- The Chief Warden shall be responsible for recording training/drills and lessons learned on the Emergency Drill (F040);
- Where drills identify improvements to project emergency procedures, these shall be made in consultation with the Chief Warden and Divisional HSEQ personnel;
- Lessons learnt, including changes to project requirements, shall be communicated to workers on site via a Toolbox Talk Record (F050);
- Where drills identify improvements to the DON these shall be communicated to the National HSEQ Systems Manager through the Systems Change Request (F056); and
- Emergency drills are not required for projects with durations less than 3 weeks unless specified in the contract or as directed by the Chief Warden.



2.1 CRITICAL INCIDENT MANAGEMENT

The following sections are required in the event of a critical incident. These actions are in addition to the Incident Management procedure (Cor-8.5-001) and the Injury Management procedure (Cor-8.5-002).

2.1.1 Legal Advice

The Project Manager shall be responsible for advising the HSEQ Manager and General Manager in accordance with the Incident Notification Flowchart (G014) to trigger further action in the event of a potential or actual Critical (Class 1) Incident. The National HSEQ Systems Manager shall be responsible for organising legal privilege and further legal advice where required.

2.1.2 Media

All statements to the media concerning emergencies at a FDC workplace shall be made by the General Manager after consultation with the client and the Managing Director. Media attending site without notice shall be treated courteously but should not be allowed free access to the site. All media enquiries and/or releases shall be referred to the Managing Director.

In case of a fatality, the name of those involved shall not broadcast until next of kin have been notified by the police.

2.1.3 Trauma Counselling

Employee Assistance Programme - Counselling shall be made available by the General Manager through the FDC Employee Assistance Programme that provide appropriately qualified Counsellors.

Support of Family of Injured or Deceased Employee - The family of the injured worker must be advised of the accident. Where an employee is deceased, the Police will inform the next of kin. The task of advising a family member of an injured employee should preferably be performed by two people, one of whom is a senior company representative. They will be assisted by the Police and/or a Counsellor if necessary. The advice will be factual and appropriate counselling assistance be made available.

Support of Co-workers and Witnesses - Co-workers and witnesses shall be supported and trauma counselling made available. People affected will be debriefed and be provided with relevant FDC Employee Assistance Programme contact details.

The workforce will be advised of the accident and trauma counselling made available through the FDC Employee Assistance Programme. Consistent and factual information will be given quickly to prevent the grapevine generating rumour and innuendo.

2.1.4 Critical Incident Review

Incident Reports for Critical Incidents shall be reviewed by senior management including representatives from divisional management, the National HSEQ Systems Manager and project management representatives. The review shall be used to determine the effectiveness of the critical incident procedures (incl the Incident Notification Flowchart, Emergency Management Plan, and



Incident Management procedure) and areas of improvement. Improvements shall be documented, and any system improvements managed through the improvements register by the National HSEQ Systems Manager.

APPENDIX A - SITE EMERGENCY DETAILS

SITE EMERGENCY DETAILS IN APPENDIX A SHALL BE MADE SITE SPECIFIC AND DISPLAYED ON SITE

EMERGENCY CONTACT DETAILS

General Manager	Ben Dirks	Mobile: 0405 276 223 Head Office: 02 6222 881
Divisional HSEQ	Taylor Bertram	Mobile: 0498 143 333 Head Office: 02 8117 5158
Project Director	Emma Thomy	Mobile: 0434 221 330 Head Office: 02 8117 5158
Senior Project Manager	Peter Colak	Mobile: 0408 314 316 Head Office: 02 8117 5158
Project Manager	Hilton Palmer	Mobile: 0450 101 572 Head Office: 02 8117 5158
Project Manager	Andrew Bartolac	Mobile: 0400 294 341 Head Office: 02 8117 5158
Chief Warden	Luke Trochei	Mobile: 0447 991 251
Deputy Warden	Charlie Akle	Mobile: 0437 611 026
First Aid Officer	Jorge Oancea	Mobile: 0411 045 253
National HSEQ Systems Manager	Andrew Smith	Mobile: 0434 130 015 Head Office: 02 8117 5158
Regulatory authority	SafeWork NSW	13 10 50
Poisons Information Centre		13 11 26
Ambulance, Fire Station, Police	Emergency Services	000 or 112 from mobiles
HAZMAT		13 15 55
Medical Centre	George St Medical Centre	(02) 9231 3211



Hospital	St Vincents Hospital Sydney	(02) 8382 1111
OEH/EPA- POLLUTION LINE		13 15 55
State Emergency Service		13 25 00
Telstra – Underground Services		1100
Telstra – Damaged Cables		13 22 03



Basement 1



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EVACUATION DIAGRAM – Ground Floor



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EVACUATION DIAGRAM – Ground Floor



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EVACUATION DIAGRAM – Level 1 (Current)

FDC



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EVACUATION DIAGRAM - Level 1 (Current)





EVACUATION DIAGRAM - Level 1 (Current)



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CONSTANT APPLANCEMENT PLAN

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LOCATION OF MEDICAL CENTRE - 333/339 George St, Sydney NSW 2000 (George Street Medical Centre)





LOCATION OF HOSPITAL - 390 Victoria St, Darlinghurst NSW 2010 (St Vincents Hospital Sydney)



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APPENDIX B – SITE EMERGENCY PROCEDURES

The following 🔀 potential emergency procedures have been assessed and may be applicable to this project.





EVACUATION PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Activate the site emergency response alarm;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Coordinate all activity prior to arrival of Emergency Services;
- All equipment, machinery must be switched off immediately and "Live" electrical equipment must be disconnected where possible;
- Cranes with suspended loads must, with the consideration of the safety of all persons (including themselves), bring the load to rest in a safe manner without exceeding the normal operating capacity of the crane;
- Stop work and direct personnel to the evacuation assembly point;
- Mark workers off the site access sheet;
- Inform Chief Fire Warden and emergency services of missing persons;
- Instruct personnel to remain at the evacuation assembly point; and
- Await instruction of emergency services before moving from the emergency assembly point.

- Assist the Chief Warden;
- Stop work in the area and direct personnel away from the location.



INJURY OR ILLNESS PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an injury or illness emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assist the first aider by coordinating emergency services;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct personnel away from the location.

Fire Warden

- The First Aider assesses and stabilises the injury / condition;
- Contact or confirm ambulance and give the injury details and site location;
- Follow directions of the Emergency Services;
- If the patient is unconscious:
 - **D**anger do not enter an area that could be unsafe for you
 - **R**esponse establish the patient's level of consciousness
 - Send for help call 000 for an ambulance
 - o Airway check for blockages and keep airway open
 - **B**reathing check for breathing (look, listen, feel)
 - **C**irculation CPR until help arrives or patient recovers
 - Defibrillation Apply defibrillator if available and follow voice prompts.
- If the patient is conscious:
 - Check for bleeding and control with direct pressure
 - o Do not move patient except where the location is not safe and secure
 - Monitor vital signs
 - Provide First Aid to the level of your training



FIRE / EXPLOSION PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Sound the site emergency response alarm;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Coordinate all activity prior to arrival of Fire Brigade;
- If required, commence evacuation of site by activating EVACUATION PROCEDURE.

- Assist the Chief Warden;
- Stop work in the area and direct personnel away from the location



BREACH OF UTILITY / SERVICE PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Notify the utility / service provider and coordinate termination of the source;
- If caused by plant, instruct operator to remain in plant and not to touch metal surfaces;
- Where safe to do so, isolate the area and prevent access;
- Shut down possible sources of ignition within the controlled area (e.g. mobile plant, vehicles, electrical devices, switchboards, pilot lights or gas appliances);
- Consider evacuation of nearby buildings, if buildings are within 30 metres controlled area, notify building security of buildings to be evacuated and use exits that do not open to controlled area;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.



VEHICLE / PLANT INCIDENT PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Ensure vehicle is stable before assisting personnel;
- Stop work around the incident areas;
- If traffic is a hazard implement traffic management;
- Look out for leaking/spilling fuel or other flammable substances and avoid anything that could cause ignition of fuel or fumes (e.g. cigarette's);
- Coordinate appropriate fire extinguisher in case of fire;
- If necessary contact emergency services where danger exists to the public or employees;
- If required, activate FIRE / EXPLOSION PROCEDURE;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.
- Once the scene has been vacated do not disturb the vehicle/plant if the incident is identified as notifiable.
- Secure the site until after the investigation



STRUCTURE COLLAPSE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- If safe to do so, coordinate rescue of trapped workers;
- If safe to do so, provide support to unstable structure;
- Assist Subcontractors with the implementation of task specific emergency procedures related to affected workers (eg confined spaces; demolition; working at heights);
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.



UNEXPECTED FINDS PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Stop work in the area and direct unnecessary personnel away from the location;
- Establish an exclusion and containment zone around area;
- Communicate the unexpected find and immediate control measures to potentially affected workers and the regulator (for Asbestos Only) and engage Occupational Hygienist;
- Implement further directions from Occupational Hygienist;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.



BOMB THREAT PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Call Emergency Services on 000 and advise site location and nature of the incident;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

BOMB THREAT CHECKLIST	THEIR LANGUAGE	
QUESTIONS TO ASK	Well spoken:	
WHEN IS THE BOMB GOING TO EXPLODE?	Incoherent:	
WHERE DID YOU PUT THE BOMB?	Irrational:	
WHEN DID YOU PUT IT THERE? WHAT DOES THE BOMB LOOK LIKE?	Taped:	
WHAT KIND OF BOMB IS IT?WHAT WILL MAKE THE BOMB EXPLODE?	Message read by callers:	
DID YOU PLACE THE BOMB?	Abusive:	
WHAT IS TOOK NAME? WHERE ARE YOU?	BACKGROUND NOISES	
• WHAT IS YOUR ADDRESS?	□ Street noises □ Music □ House noises □ Machinery □ House noises □ Local Call □ Aircraft □ Long Distance □ Voices □ Other	
REMEMBER TO KEEP CALM – DON'T HANG UP AND NOTE THE EXACT WORDS OF THE CALLER	OTHER	
CALLERS VOICE	Duration of call:	
Accent (specify):	Number called:	
Voice (loud, soft etc.):	RECIPIENT	
Diction (clear, muffled etc.):	Name (print):	
Any impediment (specify):	Telephone Number:	
Speech (fast, slow etc.):	Signature:	
Manner (calm, emotional etc.):	ACTION	
Was the caller familiar with the area?	Report call immediately to:	
Did you recognise the voice?	Phone Number:	
If so, who do you think it was?		



ELECTROCUTION PROCEDURE

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and incident severity;
- Coordinate the termination of the electricity source;
- Do not touch the person until the electrical service has been isolated/turned off;
- If power cannot be terminated, separate the victim from the power source, if safe to do so, by using a dry object made of non-conducting material (eg dry wood or plastic object) to separate the power source from the person;
- Activate first aid treatment through the INJURY / ILLNESS PROCEDURE;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.



ENVIRONMENTAL INCIDENT

Task specific emergencies identified through the Environmental Risk Assessment shall be managed by supervisors responsible for the task and supported by FDC site team. Task specific documentation including SMWS, Safety Data Sheets, safety procedures, permits or a combination of these shall be implemented by personnel with instruction and training in those procedures. The below actions shall be implemented in the event of a task specific emergencies including:

- Spills;
- Release of waste / odours;
- Failure of erosion and sediment controls;
- Contaminated material identified on-site; and
- Discovery of an item of aboriginal or heritage significance.

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- If safe to do so stop the task causing the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident if not contained on site;
- If emergency not contained on site notify the Environmental Protection Authority;
- If safe to do so, implement containment measures (eg spill kit; suppression agents);
- Minimise disturbance to heritage or culturally sensitive areas;
- Implement controls specific on Safety Data Sheets for hazardous chemicals / dangerous goods;
- Dispose of clean-up material according to SDS and regulatory requirements.
- If required, commence evacuation of site by activating EVACUATION PROCEDURE;
- If required, activate the INJURY / ILLNESS PROCEDURE.

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location.


APPENDIX C – TASK SPECIFIC EMERGENCIES



TASK SPECIFIC EMERGENCY PROCEDURE

Task specific emergencies identified through the Site Risk Assessment shall be managed by supervisors responsible for the task and supported by FDC site team. Task specific documentation including SMWS, safety procedures, permits or a combination of these shall be implemented by personnel with instruction and training in those procedures.

The below actions shall be implemented in the event of task specific emergencies including:

- Asbestos;
- Confined spaces;
- Demolition;
- Excavation / trench collapse;
- Harness use;
- Mobile Plant;
- Working at height (eg MEWP); and
- Tilt-up/Precast.

Immediate Response - ALL WORKERS AND VISITORS

- In the event of an emergency contact FDC management by emergency response alarm, phone or attending the site office;
- Notify emergency services via 000 if you believe it necessary.

Chief Warden

- Assess the situation and identify the nature and severity of the incident;
- Call Emergency Services on 000 and advise site location and nature of the incident;
- Assist Task Supervisor / Subcontractor implement task specific emergency procedure identified through the Site Risk Assessment;
- If required, activate the INJURY / ILLNESS PROCEDURE;
- If required, commence evacuation of site by activating **EVACUATION PROCEDURE**.

Warden

- Assist the Chief Warden;
- Stop work in the area and direct unnecessary personnel away from the location



APPENDIX D - REVISION TABLE

Rev.:	Rev. Date	REVISION DESCRIPTION	PM's INITIALS (approval of changes)
А	13/03/2024	Site Specific Issue	РС
В	01/06/2024	Updated Site Details and Additional Personnel	PC
С	03/07/2024	Update Evacuation Diagram and Scenarios table	PC
D	01/10/2024	Updated FDC Personnel and Basement 1 and Ground Floor Layout	PC
E	03/11/2024	Updated Level 1 Layout Plan	PC
F	07/02/2025	Post Environmental Audit Review and Update to Emergency drill dates	НР

APPENDIX T – Testing and Inspection Register

ELECTRICAL EQUIPMENT REGISTER Barangaroo Cutaway FDC Amenities

Testing and Tagging frequency is as required by State / Territory Legislation / Codes of Practice / Australian Standards

Х	LStreet
Lachlan S	treet
Electricia	n - MDE Group Pty Ltd

Date: 18 / 07 / 2024

Equipment Description		Plant or Serial No.	Tag No.	Date of Insp/test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next insp/test	Electrician's / qualified persons Signature	Licence No.
Monitor 1	Site Office	EDC Cutaway 001	685062	18-07-2024	Page	18-10-2024		4026460
Monitor 2	Site Office	FDC Cutaway 001	685963	18-07-2024	Pass	18-10-2024		4020400
Lapton Charger	Site Office	FDC Cutaway 002	685964	18-07-2024	Pass	18-10-2024		402646C
RCD Box 1	Site Office	FDC Cutaway 003	685965	18-07-2024	Pass	18-10-2024		4026460
RCD Box 2	Site Office	FDC Cutaway 004	685966	18-07-2024	Pass	18-10-2024		402646C
Laminator	Site office	FDC Cutaway 003	685968	18-07-2024	Pass	18-10-2024		402646C
Label Printer baday 200	Site office	FDC Cutaway 009	685970	18-07-2024	Pass	18-10-2024		402646C
Small fridge	Village store	FDC Cutaway 000	685071	18-07-2024	Pass	18-10-2024		4026460
	Site Office	FDC Cutaway 010	685972	18-07-2024	Pass	18-10-2024		402646C
Water fountain	Lunch room	FDC Cutaway 012	685973	18-07-2024	Pass	18-10-2024		402646C
Fridge	First Aid	FDC Cutaway 015	685976	18-07-2024	Pass	18-10-2024		402646C
Kettle 1	Lunch room	FDC Cutaway 016	685977	18-07-2024	Pass	18-10-2024		402646C
Pie Warmer 1	Lunch room	FDC Cutaway 029	685990	18-07-2024	Pass	18-10-2024		402646C
Pie warmer 2	Lunch Room	FDC Cutaway 030	685991	18-07-2024	Pass	18-10-2024		402646C
Sandwich Press 1	Lunch Room	FDC Cutaway 040	686001	18-07-2024	Pass	18-10-2024		402646C
Sandwich Press 2	Lunch Room	FDC Cutaway 041	686002	18-07-2024	Pass	18-10-2024		402646C
Fridge 3	Lunch Room	FDC Cutaway 044	686005	18-07-2024	Pass	18-10-2024		402646C
Sandwich Press 3	Lunch Room	FDC Cutaway 046	686007	18-07-2024	Pass	18-10-2024		402646C
Pie Warmer 3	Lunch Room	FDC Cutaway 051	686012	18-07-2024	Pass	18-10-2024		402646C
Microwave	Lunch Room	FDC Cutaway 052	686013	18-07-2024	Pass	18-10-2024		402646C
Microwave	Lunch Room	FDC Cutaway 053	686014	18-07-2024	Pass	18-10-2024		402646C
Microwave	Lunch Room	FDC Cutaway 054	686015	18-07-2024	Pass	18-10-2024		402646C
Microwave	Lunch Room	FDC Cutaway 055	686016	18-07-2024	Pass	18-10-2024		402646C
Zip HW 2	Lunch room	FDC Cutaway 057	686018	18-07-2024	Pass	18-10-2024		402646C
Pump out 2	Lunch room	FDC Cutaway 059	686020	18-07-2024	Pass	18-10-2024		402646C
Fridge	Lunch room	FDC Cutaway 060	686021	18-07-2024	Pass	18-10-2024		402646C
Fridge	Lunch room	FDC Cutaway 061	686022	18-07-2024	Pass	18-10-2024		402646C
Fridge	Lunch room	FDC Cutaway 062	686023	18-07-2024	Pass	18-10-2024		402646C
Fridge	Lunch room	FDC Cutaway 063	686024	18-07-2024	Pass	18-10-2024		402646C
Printer	Site Office	FDC Cutaway 067	686028	18-07-2024	Pass	18-10-2024		402646C
Simpel front gate		FDC Cutaway 068	686029	18-07-2024	Pass	18-10-2024		402646C
Microwave anko	Lunch room	FDC Cutaway 069	686030	18-07-2024	Pass	18-10-2024		402646C
Microwave anko	Lunch room	FDC Cutaway 070	686031	18-07-2024	Pass	18-10-2024		402646C
Comms cabinet power	Site office	FDC Cutaway 071	686032	18-07-2024	Pass	18-10-2024		402646C
Cygnus power	Site office	FDC Cutaway 072	686033	18-07-2024	Pass	18-10-2024		402646C
SMS Charger	Site office	FDC Cutaway 075	685837	18-07-2024	Pass	18-10-2024		402646C
Makita light	Village store	FDC Cutaway 080	685842	18-07-2024	Pass	18-10-2024		402646C
Makita double charger	Dock	FDC Cutaway 081	685843	18-07-2024	Pass	18-10-2024		402646C
Temp board G-10 SIM card		FDC Cutaway 086	685848	18-07-2024	Pass	18-10-2024		402646C
Ryobi wet vac	Dock	FDC Cutaway 091	685853	18-07-2024	Pass	18-10-2024		402646C
Kincrome wet vac	Dock	FDC Cutaway 093	685855	18-07-2024	Pass	18-10-2024		402646C
Makita demo drill	Village store	FDC Cutaway 097	685859	18-07-2024	Pass	18-10-2024		402646C
Red Ext Lead		FDC Cutaway 098	685860	18-07-2024	Pass	18-10-2024		402646C
Red Ext Lead	.	FDC Cutaway 099	685861	18-07-2024	Pass	18-10-2024		402646C
Makita Charger	Site office	FDC Cutaway 100	685862	18-07-2024	Pass	18-10-2024		402646C
Microwave	Lunch Room	FDC Cutaway 101	685863	18-07-2024	Pass	18-10-2024		402646C
Simpel internal gate		FDC Cutaway 102	685864	18-07-2024	Pass	18-10-2024		402646C
Focus lamp	First Aid	FDC Cutaway 103	685865	18-07-2024	Pass	18-10-2024		402646C
Powercon extension	Village store	FDC Cutaway 104	685866	18-07-2024	Pass	18-10-2024		402646C
Armongerd CMC extension	Village store	FDC Cutaway 105	685867	18-07-2024	Pass	18-10-2024		4026460
Armorgard CMS extension	Village store	FDC Cutaway 106	685868	18-07-2024	Pass	18-10-2024		4026460
Miero USB Charger	Village Store	FDC Culaway 107	685869	18-07-2024	Pass	18-10-2024		4026460
Vellow balagon light	Village store	FDC Cutaway 108	685870	18-07-2024	Pass	18-10-2024		4026460
Vellow halogon light	Village store	FDC Culaway 109	005071	18-07-2024	Pass	18-10-2024		4026460
Vellow double stand light	Village store	FDC Cutaway 110	000072	18-07-2024	Pass	18-10-2024		4026460
Vellow ovt cord	Dock	FDC Culaway 111	000073	10-07-2024	Pass	10-10-2024		4026460
Vellow balagen light	Dock	FDC Culaway 112	695975	10-07-2024	Pass	10-10-2024		4026460
Vellow halogen light	Dock	FDC Cutaway 113	695976	18 07 2024	Pass	19 10 2024		4020400
Printer	Dock	FDC Cutaway 114	685977	18-07-2024	Paee	18-10-2024		4026460
Orange ext lead	Dock	FDC Cutaway 115	685878	18-07-2024	Paee	18-10-2024		4026460
White powerboard	Dock	FDC Cutaway 117	685870	18-07-2024	Pass	18-10-2024		4026460
Orange ext lead	Dock	FDC Cutaway 118	685880	18-07-2024	Pass	18-10-2024		4026460
Yellow double stand light	Dock	FDC Cutaway 110	685881	18-07-2024	Pass	18-10-2024		4026460
1 phase fan	Front door	FDC Cutaway 120	685882	18-07-2024	Pass	18-10-2024		4026460
Orange double stand led	Village	FDC Cutaway 121	685883	18-07-2024	Pass	18-10-2024		402646C
Extension Lead Blue	9-	FDC Cutaway 122	685884	18-07-2024	Pass	18-10-2024		402646C
USB plug temp board G-10		FDC Cutawav 123	685885	18-07-2024	Pass	18-10-2024		402646C
AEG Charger		FDC Cutaway 124	685923	01-08-2024	Pass	01-11-2024		402646C

Project:

Electrical itemFrequency of inspection/test (in accordance with local legislation)Tools & leads3 MonthlySub-board earth leakage deviceTrip tested monthly; calibrated 3 monthly

APPENDIX U – Unexpected Finds



Unexpected Finds Procedure

Project Details	
Project Name:	Barangaroo Cutaway Cultural Facility
Project Number:	200290
Project Location:	1 Merriman St, Barangaroo NSW 2000
Client:	Infrastructure NSW
Name of principal contractor:	FDC Construction (NSW) Pty Limited
Company address:	22-24 Junction Street, Forest Lodge NSW 2037
ABN:	72 608 609 427





Revision Date	REVISION DESCRIPTION	PM's INITIALS (revision approval)
5 / 2 / 2025	Unexpected Finds Update	HP



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1 FDC PROJECT PERSONNEL CONSULTATION AND SIGN OFF

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

	5		
Name	Position	Signature	Date
Peter Colak	Senior Project Manager		5 / 02 / 2025
Charlie Akle	Senior Site Manager		5 / 02 / 2025
Colin Darmody	Senior HSE Advisor (HSE)		5 / 02 / 2025

1.1 Personal sign off

2 Introduction

2.1 Management System and Documentation

System documents which are referenced in this Plan or any associated Plan is only accessible to FDC personnel. Additional information can be obtained from the Senior Project Manager.

2.2 FDC Site Management

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

2.3 Information supplied to Subcontractors

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

2.4 Site filing

A hard copy of this Plan and any associated Plan or Risk Register including any future revisions will be held on site. On completion of the project, all relevant plans and documents will be archived.



3 **Project information**

3.1 Project description

The Cutaway project is located under the Barangaroo parkland built by Balderstone (Lendlease) and completed in 2015, the Harbour control tower which was located on ground floor and extended through open void in the roof was demolished by Liberty international demolition.

4 Plan overview

4.1 General Principles for asbestos containing material (ACM)

FDC Construction asbestos management have been set in accordance with current and relevant Codes of Practice and statutory obligations

- Assuming Asbestos or ACM is present What next!
- Arrange for sampling and testing
- Indicating the presence of Asbestos or ACM
- Assessing the risk of exposure
- Populating an Asbestos Register
- Reviewing and revising the Asbestos Register
- Accessing the Asbestos Register
- Transferring the Asbestos Register
- Populating an Asbestos Management Plan / Removal Plan
- Reviewing and revising the Asbestos Management Plan / Removal Plan
- Accessing the Asbestos Management Plan / Removal Plan
- Managing other Asbestos related risks
- Contaminated sites Clearance Certificates
- Demolition works
- Asbestos related work
- Disposing of Asbestos or ACM
- Managing exposure to Asbestos or ACM
- Health monitoring
- Training workers about Asbestos and ACM
- Equipment uses
- Controlling risk Hierarchy of control
- Safe Work Practices
- Personal Protective Equipment



4.2 Unexpected Heritage Finds (UHF)

An Unexpected Heritage Find can be defined as any unanticipated discovery that has not been identified during a previous assessment or is not covered by an existing permit under relevant legislation. The find may have potential cultural heritage value which may require some type of statutory cultural heritage permit or notification if any interference of the heritage item is proposed or anticipated.

The range of potential archaeological discoveries can include but are not limited to:

- Aboriginal or European stone artefacts, shell middens, burial sites, engraved rock art, scarred trees.
- Remains of rail infrastructure including buildings, footings, stations, signal boxes, rail lines, bridges and culverts.
- Remains of other infrastructure including sandstone or brick buildings, wells, cisterns, drainage services, conduits, old kerbing and pavement, former road surfaces, timber and stone culverts, bridge footings and retaining walls;
- Artefact scatters including clustering of broken and complete bottles, glass, ceramics, animal bones and clay pipes; Archaeological human skeletal remains.
- Animal skeletal remains

5 Training

5.1 Asbestos and Heritage Awareness Training

Asbestos awareness training provides participants with a general overview of asbestos including history and background; asbestos types and properties; common asbestos situations; health effects; risk in perspective and management of asbestos. Training is provided both internally and by external providers.

5.2 Asbestos and Heritage Removal Training

This course is typically provided by an external registered training organisation (RTO) to personnel who intend to remove bonded ACM, pre-requisite for obtaining a SafeWork recognised license.



6 Procedure in the event of Unexpected Find

Should an unexpected find of potential contamination be encountered during the works, the following procedure (Steps 1 to 13) should be followed with reference to the *Incident Response Flow Chart*.

It must additionally be ensured that implemented procedures are in accordance with other adopted site documentation, such as the Environmental Management Plan, Health and Safety Management Plan

Identified finding by worker

- 1. Cease work as soon as safe to do so and move clear of the finding.
- 2. Do not tamper or attempt to remove the finding.
- 3. Contact FDC Management immediately.
- 4. Site Management to delineate an exclusion or quarantine zone around the area using fencing and or appropriate barriers and signage.
- 5. If not already done, Site Manager is to notify the Project Manager and or Project Director.
- 6. Cover area with tarps if practicable to preserve finding.
- 7. The site manager or Senior project manager will initially assess the potential risk to health or the environment by the finding and asses if evacuation or emergency services need to be contacted.
- 8. Project Manager will arrange inspection by an external Environmental / Heritage Consultant to assess the finding and provide advice as follows:
 - Preliminary assessment of the find and need for immediate management controls.
 - What further assessment and/or remediation works are required and how such works are to be undertaken in accordance with contaminated site regulations and guidelines.
 - Preparation of a remedial action plan for large scale contamination or specification for smaller or minor volumes of material
 - Remediation works required
 - Validation works required following remediation works
- 9. Works will not recommence in the affected area until appropriate advice has been obtained from the consultant or suitably qualified person with approval to recommence.
- Any excavation works will not recommence until the extent of any contamination has been assessed and, if necessary, a remedial action plan (RAP) has been prepared.
- 11. Air monitoring requirements are to be advised by the consultant and implemented as required.
- 12. If safe to do so, the consultant will provide clearances for words to proceed in



the affected area (subject to conditions). If it is not considered to be safe, works will remain on hold until appropriate approval is provided.

- 13. Excavated material from remedial activities will be separated from other materials and stockpiled for assessment. Sampling of the materials will be undertaken in accordance with the relevant guidelines or professional judgement where justification is applied. Samples will be analysed for a range of analytes as required for beneficial reuse or offsite disposal.
- 14. For materials requiring offsite disposal, laboratory results will be assessed to determine the appropriate waste classification of the material in accordance with the NSW EPA Waste Classification Guidelines. Depending on the classification, materials will be transported to an appropriate waste facility that is licensed to accept waste of the relevant classification or beneficially reused if appropriate.
- 15. A waste tracking system recording the volume of material, waste classification / beneficial reuse status, removal documentation and truck and receiving landfill facility det aids will be recorded to ensure all waste is accounted for and disposed or appropriately in accordance with NSW EPA requirements.
- 16. Any unexpected finds must be documented, and records of volumes and types of materials identified removed from the site must be kept on file.
- 17. Keep a record of the unexpected find. The record must include exact location of the find. Documentation on the removal of any contaminated materials from the site must be kept on file
 - Volume of material removed,
 - The type (classification) of material,
 - · Licensed facility that the material was disposed to,
 - Receipt documentation from the licensed facility confirming volume received.



Flow Chart

7

UNEXPECTED FINDS PROTOCOL





Project Org Chart 8.1 Infrastructure NSW VX Bh

Legal and Other requirements 8



8.2

9

Roles and Responsibilities Person / Party Responsibility Project Director (PD), • Ensure all staff and contractors are aware of and comply with the plan. Senior Project Manager Project management (PM) • Identification and bringing to the attention of appropriate staff, any suspect material Ensure all contractors working on asbestos are aware • of and meet the requirement of the plan. Monitor and review compliance . Site Manager (SM), Obtain from Subcontractor, copy of SafeWork • Senior HSE Advisor (HSE) Notification (Requirement of FDC Asbestos removal permit) Ensure project personnel (including contractors) are inducted Surveying, identification and arranging for sampling of suspected asbestos containing materials by competent persons. Training and awareness Manage the asbestos works program and removal program Respond to incidents Document preparation, recording and filing • Manage asbestos inspection contractor Monitor and review compliance Contractors (C) and Not to impact on an ACM without complying with the plan Trades Staff (TS) To bring to the attention of the SM/HSE any suspect • material Refer to the plan for guidance to identify, manage, and remove asbestos • Apply for Asbestos Permit to Work when performing asbestos removal work that requires notification. Undergo FDC Contractor Induction Develop a site-specific asbestos removal control plan, SWMS AND Risk Assessment prior to performing the asbestos removal work



10 Environmental Risk Register

Refer to Workplace Safety Australia to assist in the identification of Legislation and Codes of Practice that apply to FDC operations and project / site activities undertaken. Applicable Legislation and Codes of Practice are to be identified in the reference section below.

Refer to Workplace Safety Australia for a detailed register of applicable Australian Standards. Access to Australian Standards is available through SAI Global

11 Reference Legislation

- 11.1 Acts and Regulations
 - Environment Protection and Biodiversity Conservation Act 1999
 - Environmental Protection and Biodiversity Conservation Regulations 2000
 - Environmental Protection Act 1994
 - Environmental Protection Regulation 2008
 - Contaminated Land Act 1991
 - Protection of the Environmental Operations (POEO) Act 1997
 - Protection of the Environmental Operations (Clean Air) Regulation 2002
 - Protection of the Environmental Operations (Waste) Regulation 2005
 - Protection of the Environmental Operations (General) Regulation 2009
 - Contaminated Land Management Act 1997
 - Waste Avoidance and Resource Recovery Act 2001
 - Contaminated Land Management Regulation 2008
 - Environmental Protection Act 1997
 - Environmental Protection Regulation 2005
 - Environmental Protection Act 1970
 - Environmental Protection Act 1993
 - Environmental Protection Regulation 2009
 - Environmental Protection Act 1986
 - Environmental Protection Regulation 1987
 - Environmental Protection (Noise) Regulations 1997
 - Contaminated Sites Act 2003
 - Contaminated Sites Regulations 2006

11.2 Policy

- Environmental Protection (Waste Management) Regulation 2000
- Environmental Protection (Air) Policy 2008
- Environmental Protection (Waste Management) Policy 2000
- Plant Protection Regulation 2002
- Environmental Protection (Noise) Policy 2008
- Nature Conservation Act 1992
- Environmental Protection (Water) Policy 2009
- General Environmental Protection Policy 2007
- Contaminated Sites 2009
- Noise 2010
- Hazardous Material 2010
- Air 1999
- Water Quality 2008
- State Environment Protection Policy (Ambient Air Quality) 1999

Barangaroo Cutaway Unexpected Finds Procedure



- State Environment Protection Policy (Groundwater's of Victoria) 1997
- Industrial Waste Management Policy (Waste Acid Sulphate Soils) 1999
- State Environment Protection Policy (Air Quality Management) 2001.
- State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) 1989
- State Environment Protection Policy (Prevention and Management of Contamination of Land) 2002
- State Environment Protection Policy (Waters of Victoria) 1988
- Code of Practice for the Building and Construction Industry Stormwater Pollution Prevention 1999
- 11.3 Cultural Heritage
 - The Native Title Act 1993 (Cth)
 - Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)
 - Aboriginal Cultural Heritage Act 2003
 - Torres Strait Islander Cultural Heritage Act 2003
 - Queensland Heritage Act 1992
 - National Parks and Wildlife Amendment (Aboriginal Ownership) Act 1996
 - Heritage Act 1977
 - Aboriginal Land Rights Act 1983
 - Heritage Objects Act 1991
 - Heritage Act 2004
 - Aboriginal Heritage Act 2006
 - Aboriginal Heritage Regulations 2007
 - Aboriginal Heritage Act 1988
 - Heritage Act 1994
 - Heritage Places Act 1993
 - Aboriginal Heritage Act 1972

11.4 HSE System References

General Requirements

- Erosion and Sediment Management
- Air Quality Management
- Water Quality Management
- Noise and Vibration Management
- Contaminants
- Heritage Management
- Waste Management
- Spills Management
- Fauna and Flora Protection
- Potable Water Management
- Non-potable Water Management

APPENDIX V – Quality Management Plan



Quality Management Plan

Managing FDC's Safety, Quality and Environmental requirements

Project Details	
Project Name:	Barangaroo Cutaway
Project Number:	200290
Project Location:	1 Merriman Street, Barangaroo NSW
Client:	Infrastructure NSW
Commencement date:	April 2024
Estimated completion date:	July 2025
Name of principal contractor:	
	FDC Construction (NSW) Pty Limited
Company address:	22-24 Junction St, Forest Lodge NSW 2037
ABN:	72 608 609 427

Prepared Signature	9	Approved Signature	
	Peter Colak		Emma Thomy
	Senior Project Manager		Project Director



Acknowledgement of Country

This project is being undertaken on **Eora Land**.

FDC are proud to acknowledge the Traditional Custodians of the land on which this project is located, and their connections to land, sea and community.

We pay our respects to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people and all Aboriginal and Torres Strait Islander workers on this project.

FDC Commitment

"FDC are committed to a reconciled, just and equitable Australia" (FDC Reconciliation Action Plan)

By these acknowledgements and other actions, FDC will continue to do all we can to contribute to improving the lives and communities of our First Nations People.

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Rev.:	Rev. Date	REVISION DESCRIPTION	PM's INITIALS (approval of changes)
А	9/04/2024	Original Issue	HP
C1	26/4/2024	Updated naming to Senior Project manager	HP
C2	30/4/2024	Updated Change table	HP
C3	05/02/2025	6 Monthly Review	HP



1.0 PURPOSE

This Quality Management Plan has been developed to ensure that the project team is able to remain compliant with FDC Quality Management System (QMS), the project's contractual requirements, and the requirements of other relevant stakeholders.

By implementing this QMP, FDC aims to:

- Provide assurance to the client that this project will be successfully completed, on time, on budget, and to the desired specifications.
- Ensure careful selection of subcontractors, with confirmation that their work complies with the Contract.
- Plan and control work processes
- Ensure that purchased items conform to specification before being incorporated into the works.
- Plan and carry out inspection and testing to verify that the work processes are effective, and that finished work complies with the Contract.
- Acknowledge and rectify any non-conforming work and improve work processes to prevent recurrence of non-conformities.
- Keep orderly records to demonstrate that the works comply with the Contract, and
- Improve procedures and work practices when opportunities are identified to minimise errors, waste and product non-conformities.

2.0 SCOPE OF QUALITY MANAGEMENT PLAN

This QMP has been developed to plan and control the construction operations required to deliver the Barangaroo Cutaway Project. It has been developed from, and inter-relates directly with the certification criterion of the ISO 9001 standard, and operates in parallel with, and as part of, FDC Integrated Management System

All documents, and related procedures, are subject to continual improvement practices and ongoing review. All outcomes of management reviews of the Management System should be reflected in project QMPs where appropriate, and conversely, reviews and recommendations stemming from amendments to this QMP must be considered, in terms of adequacy and effectiveness in the review of the Management System.

3.0 PROJECT SCOPE OF WORKS

The Cutaway is envisaged to become one of Sydney's premier cultural facilities and be recognised globally for hosting the performing and visual arts, along with exhibitions and events – appealing and connecting with both the local community and national and international visitors.

The scope includes, but is not limited to the design and construction, and testing and commissioning of:

- Primary Use Areas inclusive of the Main Entry, Entry Foyer, Event Hall, Gallery & Exhibition Space, Education Space, Waranara Terrace, and associated amenities.
- Back of House Areas inclusive of a Security Control Centre, Loading Dock, Offices, Green Rooms, Event Kitchen, Storage Spaces.
- Service and Amenity areas inclusive of a Café and Retail/merchandising space.
- Management Offices including Precinct Management Office, Cutaway Management Office and Facilities Management Office.
- New services including upgrades, connection to and augmentation of existing services.
- New skylight structure on the existing sandstone wall (the skylight support will impact on the top of the rock shelf and the adjacent existing concrete upstand, which will require additional structural strengthening to support the new enclosure);
- Bespoke timber elements of the fitout.



4.0 OBJECTIVES & TARGETS

OBJECTIVE	TARGET
Auditing Subcontractor Audits – each workplace is to establish a workplace subcontractor audit schedule and conduct audits as per the schedule.	100% Completion and close out of all scheduled QA subcontractor & Consultant audits
Management System (Internal QA Audits) QA Management system (Internal) audits are conducted on a quarterly basis as per section 16.2 of the Quality Management Manual (QMM)	100% Completion and close out of all QA management systems audits
Non-Conformance Demonstrate effective management of identified Non- Conformance.	NCRs to be closed out within specified timeframes - zero (0) NCRs to be allowed to become overdue. NCRs (and corrective actions) to be analysed at team meetings and reported in HSEQ Monthly reports.
Defects Demonstrate effective management of identified site issues (defects).	Ensure site issues are closed out within the assigned timeframes prior to completion of DLP and handover to customer care.
QA Inspections Demonstrate compliance through effective monitoring and measuring practices.	Ensure all site-based inspections are carried out on Procore in line with the prescribed criteria outlined on the Schedule of Inspections.
QA Interactions QA interactions to be completed in line with requirements outlined in section of the Inspection and test Procedure	Senior Leadership Team are required to complete QA Interactions within their respective region at the following frequencies. • GM = 2no per FY • PD = 6no per FY Staff at all levels of management are encouraged to complete Quality interactions onsite.

5.0 RESPONSIBILITY & AUTHORITY

5.1 Management Responsibilities

FDC management representatives are responsible for monitoring the implementation and effectiveness of the company Quality Management System, and of this Quality Management Plan which has been developed in accordance with its guidelines. Refer to the QA Responsibilities & Accountabilities Matrix for a breakdown of the below.

Management representatives nominated to support this QMP are:

Position	Name
Project Director	Emma Thomy
Senior Project Manager	Peter Colak



5.2 Roles & Responsibilities

Roles	Responsibilities
Project Director	Ensure available resources are available to ensure the adherence of the QMP
	Ensure Compliance with the Group's Quality Management policy, plans and procedures
	Develop the project-specific Quality Management Plan (QMP), in consultation with the QM team as required
	Review Monitoring aspects and review the QMP for adequacy and effectiveness, and assure it is adopted throughout the construction phase of the project
	Review and audit quality levels and ensure they are achieved in accordance with the contractual obligations
	Consult with clients, consultants, subcontractors, and other stakeholders as required
	Review project non-conformances and take any necessary action
	Assist with internal audits, and
	Review and Action external third-party audits (as required).
	Ensure training systems are in place and the senior project manager has resources available to implement training objectives.
	Ensure the project team has the correct Management systems and Place of woks for staff to implement QMP management protocols.
Senior Project Manager	Comply with the Group's Quality Management policy, plans and procedures
Senior Project Manager	Develop the project-specific Quality Management Plan (QMP), in consultation with the QM team as required
	Monitor and review the QMP for adequacy and effectiveness, and assure it is adopted throughout the construction phase of the project
	Assure that quality levels are achieved in accordance with the contractual obligations
	Consult with clients, consultants, subcontractors, and other stakeholders as required
	Review project non-conformances and take any necessary action
	Assist with internal audits, and
	Assist with external third-party audits (as required).
	Ensure training requirement are achieved for the Project.
	Ensure training is available for the Project and site teams
Contracts Manager /	Comply with the Group's Quality Management policy, plans and procedures.
Administrator	Demonstrate understanding of and adhere to the project specific QMP
	Liaise with subcontractors, consultants, and authorities to provide assurance that contract requirements are being met
	Clearly communicate scope of works for trade packages to project team
	Assist with internal audits, and
	Assist with external third-party audits (as required).
Site Manager	Comply with the Group's Quality Management policy, plans and procedures.
	Development of a project-specific Quality Management Plan in consultation with the Project Manager and other relevant parties
	Co-ordinate subcontractor/trade contractor works
	Review of subcontractor Inspection & Testing Plans (ITPs), prior to the subcontractor commencing works on site
	Develop, monitor, and adhere to the Workplace Audit Schedule
	Assure subcontractor audits are undertaken
	Assist with internal audits
	Assist with external third-party audits (as required)
	Issue (where appropriate) and review non-conformance reports
	Monitor work against specifications to assure the continuing quality and accuracy of works performed

FDC

Roles	Responsibilities
	Ensure the Workplace Daily Diary is maintained for the project to a standard that is sufficiently
	detailed and accurate. To be recorded via Procore.
	Notify the Project Manager/ Construction Director of any defects, mistakes, errors, contamination, or variations as they are identified
	Establish progress monitoring tools as appropriate
	Establish final inspection and defecting processes, and
	Assure that quality levels are achieved in accordance with the contractual obligations, as well as the Group's expectations.
Design Manager	Comply with the Group's Quality Management policy, plans and procedures
	Demonstrate understanding of and adhere to the project specific QMP
	Develop the project-specific Design Management Plan, in consultation with relevant stakeholders as required
	Establish (where appropriate) and assure correct utilisation of Aconex for the project
	Establish the design review process, including the method for documenting and controlling design changes
	Review consultant QMPs and subcontractor ITPs where applicable
	Undertake consultant audits and assist with subcontractor audits where applicable
	Assist with internal audits and inspections
	Assist with external third-party audits (as required), and
	Issue (where appropriate) and review non-conformance reports.
Project Coordinators	Comply with the Group's Quality Management policy, plans and procedures
	Demonstrate understanding of and adhere to the project specific QMP
	Assist in the planning, scheduling and coordination of subcontractor/trade contractor works
	Review of subcontractor Inspection & Testing Plans (ITPs), prior to the subcontractor commencing works on site
	Undertake in-process inspections of subcontractor works
	Development, monitor and adhere to the Workplace Audit Schedule
	Assist with subcontractor audits (as required)
	Assist with internal audits and inspections
	Assist with external third-party audits (as required)
	Issue non-conformance reports where required
	Assist with progress monitoring processes
	Assist with final inspections as per the established process
	Monitor work against specifications to assure the continuing quality and accuracy of work performed
	Complete the Workplace Daily Diary for the project to a standard that is sufficiently detailed and accurate, as directed by the Site Manager, and
	Notify the Project Manager/Site Manager of any defects, mistakes, errors, contamination, or variations identified.
Site Supervisors	Comply with the Group's Quality Management policy, plans and procedures
	Demonstrate understanding of and adhere to the project specific QMP
	Assist in the planning, scheduling and coordination of subcontractor/trade contractor works
	Review of subcontractor Inspection & Testing Plans (ITPs), prior to the subcontractor commencing works on site
	Undertake in-process inspections of subcontractor works, inspections to be in line with <u>PCA</u> <u>Schedule of Inspections and minimum frequency requirements – via Procore.</u>
	Undertake Site Drawing Inspections of subcontractor drawings (as required)
	Development, monitor and adhere to the Workplace Audit Schedule
	Assist with subcontractor audits (as required)
	Assist with internal audits and inspections
	Assist with external third-party audits (as required)

FDC

Roles	Responsibilities
	Issue non-conformance reports where required
	Assist with progress monitoring processes
	Assist with final inspections as per the established process
	Monitor work against specifications to assure the continuing quality and accuracy of work performed
	Complete the Workplace Daily Diary for the project to a standard that is sufficiently detailed and accurate, as directed by the Site Manager, and
	Notify the Project Manager/Site Manager of any defects, mistakes, errors, contamination, or variations identified.
Document Controller	Comply with the Group's Quality Management policy, plans and procedures
	Understand and adhere to the project specific QMP
	Demonstrate understanding of, and adhere to, the project-specific Design Management Plan and Information Management Plan
	Undertake Site Drawing Inspections of subcontractor drawings (as required)
	Assist with subcontractor audits (as required)
	Assist with internal audits (as required) and inspections
	Assist with external third-party audits (as required), and
	Issue non-conformance reports where required.
Cadets	Comply with the Group's Quality Management policy, plans and procedures
	Understand and adhere to the project specific QMP
	Assist with subcontractor audits as directed
	Assist with internal audits (as required)
	Assist with external third-party audits (as required), and
	Maintain project registers, schedules, wall charts etc. as directed.

5.3 Authority Levels

Defines typical authority levels by role for Commercial related Tasks on Projects. The Project Manager shall define the project roles and confirm authority levels applicable to those roles.

5.4 Infrastructure

As part of the planning process for this project, the project team, in consultation with the regional senior management team and other relevant and authorised stakeholders must determine the staged process of providing suitable infrastructure by undertaking a 'Preliminaries Estimate' for the project, including, but not limited to:

- the size, nature, and complexity of the project
- the necessary human resources, including skills/trades, required to deliver the project
- the IT and telecommunications infrastructure required
- the site office location and space required
- the size and location of the site amenities required, based on the number of workers on site at the various stages of construction, and
- the equipment and plant required.

The infrastructure requirements for the project must be further reviewed and re-assessed by the Project Team upon handover from the Estimating Department.

Both the requirements of FDC staffing, and the facilities provided, must be subject to an ongoing review based on adequacy and effectiveness.



6.0 COMMUNICATION

6.1 GENERAL COMMUNICATION

The Communications procedure **outlines** FDC requirements, and the requirements of the various Acts and Regulations under which FDC operates, as well as the mechanisms in place to facilitate and ensure that consultation occurs between relevant stakeholders.

Meetings Minutes are preferred to be captured and assigned action items closed out.

6.2 COMPLAINTS

Any complaints concerning any aspect of the project must be registered, investigated, and actioned as appropriate in accordance with the Community Communications plan.

If any complaint (such as a complaint regarding noise or pollution or damage) is received, formal acknowledgement must be made within 48hrs, with corrective (follow up) action to be undertaken as soon as is reasonably practicable and within a reasonable timeframe as noted within the CCS.

6.3 CLIENT PROPERTY

Any significant components of the structure which will remain and be refurbished as part of the scope of works, or any items or materials identified as being supplied directly by the client for use on the project, must be considered as client property and managed in accordance with the requirements of the Head Contract. Supervision of work tasks by the project team, reporting on non-conforming matters of this type to the client, and the development of preventative and corrective actions for breaches or damage, thereafter, can assist in achieving this objective.

Where the project interfaces with multiple third parties and/or the public, all personnel inducted by FDC must be briefed on the project requirements, and in particular working near existing client property, tenant property, and adjoining owners. Site personnel must be instructed to report any damage to property that involves a third party.

7.0 PROJECT ADMINISTRATION

The Project Manager and Contract Manager for the project have the responsibility to ensure that contract administration procedures are implemented effectively on the project, in accordance with Head Contract provisions, Subcontract Agreements and FDC internal procedures.

8.0 PLANNING & PROGRAMMING

FDC must report on the status of projects progressively to provide assurance that works comply with the contract documentation, including the construction programme.

9.0 Quality Risk Assessment

9.1 Initial Assessment

Upon successful award of a project, prior to the team setting up on-site, the Project Director, Senior Project Manager, Design Manager, and other relevant team members (as determined by the Senior Project Manager) must conduct the initial assessment of the risks involved for the first 3 months of the project as a minimum.

The details of the assessment must be recorded using the Quality Risk Assessment. A hard copy version must be printed, reviewed, and signed off by the Project Director, and then posted in a prominent location in the site offices (Action wall). A scanned version must also be stored Ion Aconex, with the master excel version being the only 'live' version that may be overwritten.

Aspects of risk that are identified must be prioritised, and the Project Manager must assign specific actions to any item that is considered an 'extreme' or 'high' risk. The Construction Manager overseeing the project must review.



9.2 Further Assessments

After the initial assessment, the team must reassess the project risks every three (3) months as a minimum, or where significant project change has occurred, until the project is handed over at Practical Completion. The period being reviewed in each risk assessment is for the next three (3) month period – any consultant or subcontractor currently operating in that timeframe, or that is going to be operating within that timeframe, must be included as part of the review process.

As part of this review process, the team should discuss the effectiveness of any actions previously taken to determine whether they were effective, or whether a revised approach is required.

10.0 DESIGN & DESIGN DEVELOPMENT

The Project Design Manager is responsible for the coordination and management of the design and design development for this project, through a process of consultation with the relevant stakeholders.

Design documentation shall be submitted to the client at regular and agreed intervals throughout the course of the design phase, for review and consent.

Any significant amendments that occur post construction issue would also require a specific consent submission.

When a design change is required, the Project Design Manager shall issue the client with the necessary paperwork, along with the costs associated with the change, if the review was requested by the Client. By signing and approving these revised documents, the Client shall validate and authenticate the agreed amendments.

FDC shall ensure that design reviews remain compliant with the Principal Project Requirements (PPR) and any proposed changes to design that deviate from the PPR, that are initiated by FDC, shall not be implemented until formal written approval from the client, via the superintendent, is received by FDC.

Samples of fixtures and fittings subject to approval by the Client shall be provided to FDC by the relevant subcontractor. These will in turn be submitted for approval via the sample approval register and shall be recorded and retained in the site office for reference purposes.

11.0 PROJECT CONTROLS

Specific project controls to be undertaken for this project include, but are not necessarily limited to:

11.1 Project Document and Data Control

Project communication, documentation and data will be planned, transmitted, and stored in accordance with the Communication Management Plan, Aconex Manual,

This will ensure that project documentation and data is:

- Status controlled, with obsolete copies prevented from inadvertent use
- Reviewed and approved prior to issue or following amendment
- Available and communicated to the relevant parties, and
- Legible and retrievable.

Examples of documentation that must be controlled include, but are not limited to:

- Correspondence including Aconex 'Document Types' as appropriate for this project
- Construction drawings
- Shop drawings
- Project specifications
- Requests for Information (RFIs)
- Site Instructions
- Variations, and
- Construction Programmes.



11.2 Project Documentation

Documentation must be kept providing objective evidence that the product or work achieves the requirements of the project specifications and drawings, and must be legible, identifiable, and retrievable.

Most project documents and correspondence are maintained and issued in accordance with the Communication Management Plan. Other documents not issued or received via the designated platform must be stored on the network server under the relevant project folder.

Documents referred to by this plan must be generated and collated progressively by FDC, and their subcontractors and consultants, as the work is completed. Where requested, relevant quality documentation must be made available for review by the Client, FDC Senior Management on request.

Examples of documents that must be retained include, but are not limited to:

- SWMS & ITPs
- Subcontractor Evidence of Conformity in the form of ITRs (Inspection & Test Record)
- Photos
- Meeting minutes
- Audits and inspections, and
- Workplace Daily Diaries.

The Project Manager is responsible for ensuring that quality documentation, including this plan, inspection, and test plans (ITPs), quality audit results and documented reviews of corrective actions, are maintained.

11.3 Workplace Daily Reporting

The project must maintain a Daily Site Diary and accurately record various information, including but not limited to:

- All workers in attendance on the project, including subcontractors and FDC employees
- Weather conditions for each day
- Incidents in the workplace
- Progress monitoring
- Deliveries to site
- Hire equipment on the project, and
- Any delays to critical activities, including the cause and impact of any delay(s).

12.0 PROJECT MANAGEMENT

The project management processes that must be implemented on the project will incorporate the implementation of formalised company procedures, meetings, workshops, and formal correspondence.

These processes must be adopted to ensure consistency and compliance with Head Contract conditions.

Procedures relating to each of the company's departments shall be adopted to ensure consistency and compliance with Head Contract conditions. These procedures may incorporate the following functions:

- Design Management
- Quality Assurance
- Construction Management
- Project Administration (including Head Contract & Subcontract agreements)
- Financial Management (including Accounts Payable & Receivable, Payroll)
- Occupational, Health, Safety & Environmental Management

FDC

12.1 SUBCONTRACTOR / SUPPLIER MANAGEMENT

FDC selects subcontractors and suppliers based on criteria established at the tender stage of the project. These criteria include, but are not limited to:

- Cost and value for money
- Sound financial history
- Resources available to perform the requirements of the project
- Acceptance of the Scope of Works, Subcontract Agreement, Consultant Agreement and Purchase Order conditions
- Previous job performance based on type and nature of project
- Quality of the products supplied in the past
- Endorsements made by material suppliers (where appropriate)
- Previous performance or reputation on OH&S, Environmental and Quality management matters, and
- Compliance of the product to be supplied with the relevant specification and Australian standards.

Our subcontractors should have the appropriate experience and Quality Systems in place which must be audited to ensure that they are able to meet the required level of project delivery. FDC must review Inspection & Testing Plans, and Commissioning Plans prior to any works commencing on site, and that all key documents are provided in a timely manner in order to achieve project timelines.

Subcontractors must supply FDC with the relevant paperwork as defined in the Subcontractor Pre-start Procedure **F003**.

Performance must be monitored daily by the Site Supervisor responsible for the designated area of works, and relevant activities on site must be recorded in sufficient detail, as per the Site Diary.

Subcontractor performance must be monitored through the implementation of ITPs, any Non-Conformance Reports issued, the auditing process and progress monitoring. It should also be reviewed during project construction meetings, and by the Project Director, about fulfilling the requirements of their contractual commitments.

12.2 ENGAGEMENT OF SUBCONTRACTORS

The subcontract engagement process requires several steps to be undertaken, which include:

- Tender Invitation (to subcontractors)
- Post Tender Questionnaires
- Client approval
- Contract Awards, and
- Commencement on site.

Appointed subcontractors and consultants for this project will not be deemed engaged to commence works on site until they have agreed to the relevant Subcontract or Consultant Agreement, have attended an interview, and signed the F003 subcontractor prestart.

12.3 MANAGEMENT OF SUBCONTRACTORS

The following process outlines the subcontractor management requirements to ensure trade scopes of work, in accordance with the relevant specifications, are monitored and delivered.

Trade pre-commencement activities:

- Review trade specifications and identify traceability, construction verification and key deliverable requirements
- Conduct trade risk workshops and identify any necessary controls
- Conduct Pre-Start meeting with subcontractor.
- Review identified risks and determined the type and extent of subcontractor documentation to be submitted (e.g., Company Org charts, Inspection & Test Plans, etc.)
- Obtain subcontractor documentation, review for adequacy, accepted for use or request resubmission if inadequate



- Confirm a schedule of submission for documentation such as construction ITPs/ITRs, shop drawings, samples, design calculations, etc. (where appropriate), and
- Confirm a schedule of off-site inspection activities (where appropriate).

Trade construction activities:

- Confirm pre-commencement tasks have been undertaken and approval/acceptance has been received where required
- Subcontractors to record activities, inspections and tests verifying that works are in compliance with contract documents, as per the accepted ITPs
- Subcontractors to progressively submit all documentation, reports, and the like to FDC.
- Conduct visual inspections and progressively monitor installation of the works. All relevant activities should be recorded in the site's Workplace Daily Diary by Site Supervisors- Via Procore.
- Coordinate consultant inspections
- Issue any required action(s) resulting from inspections to the subcontractor and monitor for close out.
- Off-site inspections to be conducted as scheduled
- · Conduct audits of subcontractor and suppliers
- Identify instances of non-conformance, issue Non-Conformance Reports (via Procore) and monitor for rectification and close out
- Record, label, and monitor submitted samples and technical data approvals
- Monitor the application of progress monitoring and sign off/compliance tools, and
- Verify currency of calibration certificates for critical areas of set out and testing.

Trade Completion Requirements:

- Collate all final ITPs and associated records
- Review and undertake activities required for handover, including commissioning, issues rectification, training of Client and/or facilities management personnel, etc.
- Review and submit documentation for handover, including commissioning reports, 'as-builts', O&M manuals, warranties, guarantees and the like, and

Review trade performance, and the effectiveness of the project team's management of the trade, to improve performance. Identify and document any lessons learned through Subcontractor Evaluations

Subcontractor performance throughout the contract works must also be reviewed during project construction meetings, and by the Contracts Manager, with regard to fulfilling the requirements of any contractual commitments.

12.4 SUPPLIERS – MATERIALS, PLANT AND EQUIPMENT

FDC must ensure that:

- Materials, plant, and equipment are sourced from proven and experienced suppliers only. Quality performance should be verified prior to order placement
- Critical plant and equipment contracts are awarded based on long-term performance capability and reliability
- Whole-of-life costs are assessed in evaluating material, plant, and equipment selections and/or tenders
- Supply and install subcontracts are awarded (where possible), to ensure that manufacturer's requirements are fully compliant with the requirements for installation of critical equipment, and
- Products supplied to the site are inspected upon delivery by a suitably authorised employee of FDC, with receipt acknowledged in the first instance by signing the delivery docket.

If faults with the product are identified after acceptance on site, and the product is deemed not to have been supplied in accordance with the relevant subcontract, sample approval or Purchase Order, it must be returned to the supplier and



replaced with a conforming product. Appropriate notification to the subcontractor or supplier must be issued by the Contracts Manager or nominated delegate.

Where FDC takes receipt of equipment or products on behalf of the Client, to be incorporated into the works, FDC must implement processes to verify, store, safeguard and issue these products or equipment. If any of the property is lost, damaged, or deemed unsuitable for use, it must be recorded and advised to the Client as soon as practically possible.

13.0 INSPECTION & TESTING

It is the responsibility of the relevant Project Coordinator/Site Supervisor to inspect (or arrange inspections by others) and maintain surveillance of activities on site. These inspections must be carried out using accepted ITPs and other supporting documentation (ITRs). Supervisor Inspections are to be in accordance with the schedule of Inspections

Inspection & Test Plans (ITPs) must be provided for all trade and services works required by the Head Contract as a minimum. ITPs must be developed and completed to record the fabrication, manufacture, assembly and construction of all facility components and equipment. This applies to both on-site and off-site works.

A risk assessment approach must be adopted when determining what activities require ITPs and should identify activities that have significant risk for the company, be it in OHS, financial, environmental, reputation or other.

For activities that have been identified as requiring ITPs, these must be supplied by the subcontractors to FDC for review and acceptance prior to works commencing on site. As a minimum, the ITP must:

- · Identify the items of materials and works that shall be inspected, and by whom
- Identify at what stage and frequency these shall be undertaken
- Clearly identify the hold and witness points
- Reference relevant standards, codes, specifications, and acceptance criteria, and
- Define which quality records shall accompany the ITP as supporting documentation (ITRs).

ITPs must always be project and task specific to allow for the scope of works, subcontract agreement and subsequent specific acceptance criteria for that project.

Refer to the Inspection & Testing Procedure

Identification and Traceability

Throughout the course of construction, various inspections and tests are conducted, the results of which must be retained for record keeping purposes. In addition, products that have been prefabricated, or manufactured off-site, must also be subject to testing and verification record keeping requirements.

The following are examples of such construction that require identification and verification of compliance with the Head Contract conditions, relevant standard, specification clause or drawing on this project:

- Precast concrete panels (concrete strength/slump measured, verified, and identified by batch, panel number and pour date on Birthing Certificates or Manufacturer's Certificates)
- In situ concrete structures (concrete strength/slump measured, verified, and identified by batch, pour area/number, and pour date)
- Formwork (inspected and verified by structural engineer for compliance with structural requirements, and identified by pour area/number, level, etc.)
- Concrete reinforcement cages (inspected and verified by structural engineer for compliance with structural requirements for size, spacing, cover, and identified by pour area/number, level, etc.), and
- Imported products delivered to site with compliance certificates in accordance with the relevant Australian Standard(s).

In addition, document control procedures must enable FDC to identify and trace elements of the construction process, including but not limited to:

FDC

- Construction drawings (revision no. & date)
- Shop drawings (revision no. & date)
- Delivery dockets
- Purchase Order numbers, and
- Subcontract/Consultant Agreement numbers.

The processes listed above will enable FDC to identify and trace elements of the construction process.

14.0 Control of Measuring & Test Equipment

FDC and their subcontractors must ensure that any measuring and test equipment used is properly calibrated, therefore providing assurance that works meet the necessary specifications and standards.

Refer to the Subcontractor Quality Requirements

Progress monitoring

In addition to updating the status of the construction programme, progress monitoring must be utilised on the project. This may include the use of various tools such as "sign-off charts" and "compliance tracking tools" which are used to track the extent and progress of subcontractor works for elements such as structure, services, finishes and fit-out activities, as required.

The project team must provide the following reports to senior management, which relate to key performance indicators (KPIs) such as, but not limited to, NCR and site issues statistics.

15.0 CONTROL OF NON-CONFORMING PRODUCT

Materials that are delivered to the site, or are fabricated on-site, must meet the requirements of the relevant specifications. Materials that do not meet the requirement of the specifications will be considered non-conforming, and are considered unacceptable to the project unless:

- Written Authorisation is given for a change to the specifications by an approved signatory, OR
- The Client and/or Superintendent accepts any change in materials. Written authorisation must be provided, as well as a fit-for purpose assessment.
- In the unlikely instance where any non-conforming product or material has already been incorporated into the Works, either:
- The Client and/or Superintendent accepts any change, and the works can be left as is. Written authorisation must be provided, as well as a fit-for purpose assessment, **OR**
- Works will need to be re-done to comply with the original specifications.

In either case, a Non-Conformance Report must be issued in accordance with the Non-Conformance Management Procedure

Corrective actions that are implemented must be reviewed for effectiveness.

Non- Conformances on the Cutaway Project are to be documented via the Simple HSEQ IT platform.

16.0 AUDITING

An auditing program, incorporating a variety of audit types, is an essential component of the IMS which monitors the effectiveness of the implementation of project and system requirements.

The aim of these types of audits is to ensure that the quality and reliability that is required by FDC in order to offer the products and services that have been agreed, are being delivered when and as they have been promised.

Refer to the Auditing Procedure


16.1 Subcontractor Audits

FDC must measure and monitor the performance of consultants and subcontractors by undertaking scheduled audits throughout the duration of the project. The project team must develop and implement the frequency of auditing to be based on potential exposure to risk.

All subcontractors and consultants are subject to an initial audited which must be conducted within 6 weeks of commencing onsite.

The types of audits to be conducted include:

• Consultant Quality Audit

The below Audits must be conducted via the Simple HSEQ platform.

- Subcontractor WHS Audit
- Subcontractor Quality Audit

The level of risk exposure of each trade to FDC will be based on considerations such as HSE, programming, financial, damage to reputation or other. These should help determine the level of compliance achieved with system requirements, the adequacy of the subcontractor's system and technical capabilities, the submission of inspections, test data and sample parts.

Refer to the Quality Risk Management Procedure.

16.2 Internal Audits

Internal audits by the various departments must be scheduled and conducted throughout the life of the project, by a member of the FDC management team not directly involved with the project.

The types of audits to be conducted include the following:

- Internal Design Audit
- The below Audits must be conducted via the Simple HSEQ platform.
- Internal WHS Audit
- Internal Quality Audit

16.3 Third Party Audits

Third party surveillance audits are conducted by an external party, which can include the Client or other regulatory or government body.

The ongoing review of FDC management systems, conducted by a relevant external accreditation body, generally occur every 12 months. This project can be included as part of these audits at any time during the life of the project.

For any external audit, it is the responsibility of the Project Manager to facilitate the audit requirements and make the appropriate resources available.

17.0 NON-CONFORMANCE REPORTING

All Non-Conformance records are raised and actioned via the Simple HSEQ platform.

A Non-Conformance Report must be issued where a non-conforming or deficient service, product, or process, is identified that does not meet the specifications or requirements in some way. These requirements can be defined by the client, a regulatory body, or within FDC internal procedures.

A non-conformance can be identified through complaints, internal audits, external audits, incoming material inspections, or during normal inspection and testing activities.

17.1 Corrective Actions

Corrective actions must be developed in accordance with the Non-Conformance Management Procedure and must be implemented and reviewed for effectiveness.



For the purpose of this QMP, corrective actions are those actions undertaken to ensure that any non-conformance is suitably rectified, and its recurrence is avoided.

As part of the corrective action process, the relevant Coordinator/Supervisor of the area in which the non-conformance was identified, must review, and determine the cause, evaluate the need for action to prevent recurrence, and plan and implement any such required action(s).

Documented evidence of corrective actions undertaken, by FDC or others, must be retained.

18.0 FINAL INSPECTIONS MANAGEMENT

Prior to an area or stage of the project being handed over to the Client, an initial defects inspection of the area or stage must be conducted by FDC, and a list of issues prepared using the nominated platform.

The Site Supervisor is responsible for ensuring that any rectification works are completed to the required standard and within the nominated time frame. Prior to the final inspection, the Site Supervisor must re-inspect the defective works previously identified to ensure adequate and effective rectification has occurred.

Inspections by consultants and Client representatives may also be carried out, following this initial defect inspection phase.

Refer to the Final Inspections Management Procedure and Simpel inspection templates listed inspection items on the relevant HSEQ platform. \

19.0 PRACTICAL COMPLETION & COMMISSIONING

The following requirements must be achieved as a minimum to attain Practical Completion (PC):

- The building is watertight and weatherproof, with external walls complete.
- The requirements of relevant authorities have been met
- Services, plant, and equipment are connected, in working order, commissioned and certified
- Finishes, including painting, are complete, cleaned and/or polished where applicable
- Detailed requirements, as set out in the technical specifications, are complete
- All Fire rated penetrations have been sealed, labelled, and photographed by subcontractors and recorded on Subcontractor FRP Registers prior to submission to the acting building surveyor.
- Ground levels at building, walls and paving are correctly adjusted
- The entire building is free from vermin, with waste materials and rubbish removed from site
- Damaged work has been made good
- Defective works are rectified (or otherwise as agreed) to permit licensing and operation of the facility
- Final copies of 'As Built' documentation are issued
- Final O&M Manuals are submitted and accepted in accordance with the Head Contract
- Warranties for plant and equipment are supplied as specified
- Training of facilities management staff on the installed services, systems and processes is completed, and
- Authority approvals and Certificates of Occupancy are issued.



20.0 TRAINING & DEVELOPMENT

Training requirements for FDC personnel involved on the project must be identified by the Project Manager and details recorded on the **Workplace Training Matrix**. These include the following –

- FDC Project Director and Senior Project manager will review and determine the competence for personal performing the works and engage and arrange training were required.
- Review and determine any training required to manage or implement the QMP.
- Ensure FDC personal are aware of the importance and understand their activities and contribute to achieve the quality objectives.
- Ensure a Site specific site induction is put together and all FDC and site personal are aware of the quality objectives and systems in place on the project.
- Maintain records for Inductions, Training, and training required.

21.0 MANAGEMENT REVIEW

FDC is committed to the continual improvement and ongoing review of its management systems and shall conduct a review of its performance over the course of the contract, providing staff, subcontractors, consultants, and the client the opportunity to reflect and pass on views with regard to what was done well, and what could be improved.

The senior management team, in consultation with operations managers, the Group HSE Manager, and other relevant stakeholders, shall be responsible for the review of the company's QMP on an annual basis.

Reviews of both the QMM and this QMP shall be based upon, but not limited to, the analysis of auditing and inspection results, non-compliances identified and recorded, and the effectiveness of corrective and preventive actions adopted and reported.

Preventive Actions

Preventive actions shall derive from consultative forums and data analysis of recurring non-conformances relating to significant or ongoing non-conforming products or suppliers.

Discussions shall be conducted at various levels within FDC based on the significance and ongoing risk that historical or potential non-compliances present to the company. Such forums may include, but are not limited to:

- Project Team Meetings.
- Senior Management Team Meetings; and
- Senior Leadership Engagement Meetings.

In these forums, preventative measures shall be determined, and the effectiveness of these measures reported upon once implemented and reviewed, to ensure that risks of potential non-compliances of a similar nature are not repeated on any of FDC projects.

Preventative actions shall be implemented where similar work tasks are to be repeated on the project or are to be conducted on another project by FDC.

Records of preventative actions undertaken shall be retained by the respective manager and reviewed in terms of effectiveness and adequacy.

22.0 MAINTENANCE MANAGEMENT

FDC aims to maintain projects in line with the Quality Management System, and to the standards set during construction. FDC aftercare Management Procedure has been established, which is integrated into the Projects overall management system. Issues identified by the Staff and Users of the building post completion shall be managed in accordance with these requirements.

FDC

23.0 QUALITY MANAGEMENT PLAN AMENDEMENTS REGISTER

Version Date:	29/4/2024	Version No.:	C2
Revised By:	Hilton Palmer	Position:	Project Manager

Section	Description of Amendments	Version	Date
	Original Issue	A	9/04/2024
	Updated Naming to Senior Project Manager	C1	26/04/2024
	Updated Change Table	C2	30/04/2024
	6 Monthly Review	C3	05/02/2025

APPENDIX 1 – PROJECT -QA RESPONSIBILITIES & ACCOUNTABILITIES MATRIX