

Michael Cassel
Planning Secretary
Department of Planning and Environment
Locked Bag 5022
Parramatta NSW 2124

Attn: Shiraz Ahmed / Rob Sherry

07 July 2022

Dear Mr Cassel

Upgrades to John Palmer Public School (SSD-23330227): Submission of Construction Environmental Management Plan (CEMP) in accordance with Conditions B16-B25.

I refer to SSD Application SSD-23330227, upgrades to John Palmer Public School, approved on the 20 May 2022.

In accordance with conditions B16-B25 of the Development Consent (below), the Applicant has prepared a Construction Environmental Management Plan (CEMP).

Construction Environmental Management Plan

B16. Prior to the commencement of construction, the Applicant must submit a Construction Environmental Management Plan (CEMP) to the Certifier and provide a copy to the Planning Secretary for information. The CEMP must include, but not be limited to, the following:

- (a) Details of:
 - (i) hours of work;
 - (ii) 24-hour contact details of site manager;
 - (iii) management of dust and odour to protect the amenity of the neighbourhood;
 - (iv) external lighting in compliance with AS 4282-2019 Control of the obtrusive effects of outdoor lighting;
 - (v) community consultation and complaints handling as set out in the Community Communication Strategy required by condition B11;
- (b) an unexpected finds protocol for contamination and associated communications procedure to ensure that potentially contaminated material is appropriately managed;
- (c) an unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure;
- (d) Construction Traffic and Pedestrian Management Sub-Plan (see condition B17);

- (e) Construction Noise and Vibration Management Sub-Plan (see condition B18);
- (f) Construction Waste Management Sub-Plan (see condition B19);
- (g) Construction Soil and Water Management Sub-Plan (see condition B20);
- (h) Biodiversity Management Sub-Plan (see condition B21); and
- (i) Flood Emergency Response (see condition B22).

B17. The Construction Traffic and Pedestrian Management Sub-Plan (CTPMSP) must be prepared to achieve the objective of ensuring safety and efficiency of the road network and address, but not be limited to, the following:

- (a) be prepared by a suitably qualified and experienced person(s);
- (b) be prepared in consultation with Council and TfNSW;
- (c) detail:
 - (i) measures to ensure road safety and network efficiency during construction in consideration of potential impacts on general traffic, cyclists and pedestrians and bus services;
 - (ii) measures to ensure the safety of vehicles and pedestrians accessing adjoining properties where shared vehicle and pedestrian access occurs;
 - (iii) heavy vehicle routes, access and parking arrangements;
 - (iv) the swept path of the longest construction vehicle entering and exiting the site in association with the new work, as well as manoeuvrability through the site, in accordance with the latest version of AS 2890.2; and
 - (vi) arrangements to ensure that construction vehicles enter and leave the site in a forward direction unless in specific exceptional circumstances under the supervision of accredited traffic controller(s).

B18. The Construction Noise and Vibration Management Sub-Plan must address, but not be limited to, the following:

- (a) be prepared by a suitably qualified and experienced noise expert;
- (b) describe procedures for achieving the noise management levels in EPA's Interim Construction Noise Guideline (DECC, 2009);
- (c) describe the measures to be implemented to manage high noise generating works such as piling, in close proximity to sensitive receivers;
- (d) include strategies that have been developed with the community for managing high noise generating works;
- (e) describe the community consultation undertaken to develop the strategies in condition B18(d);
- (f) include a complaints management system that would be implemented for the duration of the construction; and
- (g) include a program to monitor and report on the impacts and environmental performance of the development and the effectiveness of

the implemented management measures in accordance with the requirements of condition B15.

- B19. The Construction Waste Management Sub-Plan (CWMSP) must address, but not be limited to, the procedures for the management of waste including the following:
- (a) the recording of quantities, classification (for materials to be removed) and validation (for materials to remain) of each type of waste generated during construction and proposed use for materials to remain; and
 - (b) information regarding the recycling and disposal locations.
- B20. The Applicant must prepare a Construction Soil and Water Management Sub-Plan (CSWMSP) and the plan must address, but not be limited to the following:
- (a) be prepared by a suitably qualified expert, in consultation with Council;
 - (b) measures to ensure that sediment and other materials are not tracked onto the roadway by vehicles leaving the site;
 - (c) describe all erosion and sediment controls to be implemented during construction, including as a minimum, measures in accordance with the publication Managing Urban Stormwater: Soils & Construction (4th edition, Landcom 2004) commonly referred to as the 'Blue Book' and Council's Soil Erosion and Sediment Control Policy;
 - (d) provide a plan of how all construction works will be managed in a wet-weather events (i.e. storage of equipment, stabilisation of the Site);
 - (e) detail all off-site flows from the site; and
 - (f) describe the measures that must be implemented to manage stormwater and flood flows for small and large sized events, including, but not limited to 1 in 5-year ARI and 1 in 100-year ARI.
- B21. The Biodiversity Management Sub-Plan (BMSP) must address, but not be limited to, the following:
- (a) be prepared by a suitably qualified and experienced person/s;
 - (b) identify areas of land where impacts on biodiversity are to be avoided as outlined in the John Palmer Public School Biodiversity Development Assessment Report prepared by Kleinfelder and dated 12 October 2021 and set out how these areas will be protected from construction impacts; and
 - (c) set out the measures identified in the Biodiversity Development Assessment Report to minimise, mitigate and manage impacts on biodiversity, including timing and responsibility for delivery of the measures.
- B22. The Flood Emergency Response Sub-Plan (FERSP) must address, but not be limited to, the following:

- (a) be prepared by a suitably qualified and experienced person(s);
- (b) address the provisions of the Floodplain Risk Management Guidelines (EHG);
- (c) include details of:
 - (i) the flood emergency responses for both construction phases of the development;
 - (ii) predicted flood levels (including access roads/access routes potentially used by construction workers);
 - (iii) flood warning time and flood notification;
 - (iv) assembly points and evacuation routes;
 - (v) evacuation and refuge protocols; and
 - (vi) awareness training for employees and contractors, and users/visitors.

B23. A Driver Code of Conduct must be prepared and communicated by the Applicant to heavy vehicle drivers and must address the following:

- (a) minimise the impacts of earthworks and construction on the local and regional road network;
- (b) minimise conflicts with other road users;
- (c) minimise road traffic noise; and
- (d) ensure truck drivers use specified routes.

Construction Parking

B24. Prior to the commencement of construction, the Applicant must provide sufficient parking facilities on-site, including for heavy vehicles to ensure that construction traffic associated with the development does not utilise public and residential streets or public parking facilities.

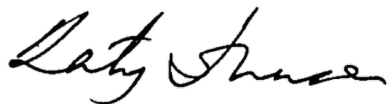
B25. Prior to the commencement of construction, the Applicant must submit a Construction Worker Transportation Strategy to the Certifier. The Strategy must detail the provision of sufficient parking facilities or other travel arrangements for construction workers in order to minimise demand for parking in nearby public and residential streets or public parking facilities. A copy of the strategy must be provided to the Planning Secretary for information.

The Construction Traffic and Pedestrian Management Sub-Plan (CTPMSP) included within the CEMP satisfies the requirements of the conditions above including the Construction Worker Transportation Strategy and Driver Code of Conduct.

The CEMP has been reviewed by the Project Team and the Statutory Planning Team at School Infrastructure NSW.

The Department of Education hereby submits a copy of the CEMP to the Planning Secretary for information.

Yours sincerely



Katy Johnson
Project Director
Schools Infrastructure NSW



**JOHN PALMER PUBLIC SCHOOL
1279**

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

7 July 2022



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GLOSSARY

Term	Definition
Approved disturbance area	The area identified as such on the development layout
CEMP	Construction Environmental Management Plan
Conditions of consent	SSDA
Department	NSW Department of Planning, Industry and Environment.
EIA	Environmental impact assessment. This includes the approved documents prepared to support an application for consent or approval of a project, and any subsequent modifications to the application or proposed project, including (as relevant) further environmental impact assessments and responses to submissions.
EIS	Environmental impact statement prepared by the proponent for a state significant project application.
Environmental aspect	As defined by AS/NZS ISO 14001:2015 as an element of an organisation's activities, products or services that can interact with the environment. They can be direct or indirect.
Environmental control map or plan	A plan or map that identifies the location of physical protection measures, work method controls and monitoring requirements to minimise the impact of project activities on the environment and community in and adjoining a specific work area.
Incident	An occurrence or set of circumstances that causes, or threatens to cause, material harm and which may or may not be or cause a non-compliance.
Material harm	Harm that: <ul style="list-style-type: none"> involves actual or potential harm to the health or safety of human beings or to the environment that is not trivial Results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, (such loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment).
Minister	NSW Minister for Planning and Public Spaces (or delegate or nominee, including the Secretary of the Department of Planning, Industry and Environment)
Mitigation	Actions or measures to reduce the impacts of a project.
Non-conformance	Failure to comply with an environmental requirement, standard, or procedure.
Non-compliance	An occurrence and/or set of circumstances that breach the conditions of consent and/or any other legal requirement.
Phase	A distinct period in the project (for example construction, operation, decommissioning).
Project (or 'The Project')	The construction process required to complete the works described in 2.1 Project Overview
Proponent	The person or entity that is referred to as the proponent in an approval or the applicant in a consent or any other person carrying out any part of the development to which the approval or consent applies.
Planning Secretary	Planning Secretary under the Environmental Planning and Assessment Act 1979, or nominee. (Note references to the Planning Secretary in legislation now refer to the 'Secretary of the Department of Planning, Industry and Environment')
PMP	Project Management Plan - RCC internal project management document

RCC	Richard Crookes Constructions Pty Ltd
Stage	A discrete sequence of activities undertaken to complete one or many activities within the project scope. A project can have several stages which can extend throughout multiple phases.
SSD	State Significant Development

REVISION REGISTER

REVISION DATE	REVISION DESCRIPTION	PREPARED BY	APPROVED BY
17/06/2022	Revision 1	Sam Lyons (Site Engineer)	
06/07/2022	Revision 2 - PCA Review & Planning Secretary Submission	Joshua Stubbs (Project Engineer)	Joel Coubrough (Senior Project Engineer)

Project Stage – This CEMP relates specifically to the Construction of John Palmer Public School and the approval conditions within SSD-233330227.

CEMP CONDITION COMPLIANCE TABLE

Each Sub-Plan has an included Condition Compliance Table, with specific section and page number references. The below table is high level and directs to each appendix/sub-plan.

SSDA Conditions shown below:

Condition	Condition Requirements	Document/Sub-Plan Reference
B16	<p>Prior to the commencement of construction, the Applicant must submit a Construction Environmental Management Plan (CEMP) to the Certifier and provide a copy to the Planning Secretary for information. The CEMP must include, but not be limited to, the following:</p> <p>(a) Details of:</p>	
	(i) Hours of work	Appendix 6.1
	(ii) 24-hour contact details of site manager	M: 0410 521 986 E: riellyL@richardcrookes.com.au
	(iii) Management of dust and odour to protect the amenity of the neighbourhood	Appendix 6.2
	(iv) External lighting in compliance with AS 4282-2019 Control of obtrusive effects of outdoor lighting	Appendix 6.2
	(v) Community consultation and complaints handling as set out in the Community Communication Strategy required by condition B11	SINSW Comms Team
	(b) An unexpected finds protocol for contamination and associated communications procedure to ensure that potentially contaminated material is appropriately managed;	Appendix 6.4
	(c) An unexpected finds protocol for Aboriginal and non-Aboriginal heritage and associated communications procedure;	Appendix 6.4
	(d) Construction Traffic and Pedestrian Management Sub-Plan (see condition B17)	Appendix 6.5

	(e) Construction Noise and Vibration Management Sub-Plan (see condition B18)	Appendix 6.6
	(f) Construction Waste Management Sub-Plan (see condition B19)	Appendix 6.7
	(g) Construction Soil and Water Management Sub-Plan (see condition B20)	Appendix 6.8
	(h) Biodiversity Management Sub-Plan (see condition B21); and	Appendix 6.9
	(i) Flood Emergency Response (see condition B22).	Appendix 6.11

1 INTRODUCTION

1.1 PURPOSE AND SCOPE

This Construction Environmental Management Plan (CEMP) has been prepared by Richard Crookes Constructions Pty Ltd for the John Palmer Public School (JPPS) development.

This CEMP and its sub-plans have been developed in accordance with the SSDA Conditions of Consent, Richard Crookes Constructions' environmental management systems, the relevant project approval documentation and the Environmental Management Plan Guidelines.

The purpose of this Construction Environmental Management Plan is to:

- Identify the environmental issues (aspects and impacts) for this project;
- Maintain Compliance with the SSDA;
- Establish, communicate & implement environmental operational controls to reduce any adverse impacts on the environment from RCC's activities, products and services.
- Implement and Monitor compliance by RCC and its suppliers & subcontractors with the requirements of all relevant environmental legislation, conditions of any applicable licence, approval and permit, regulatory requirements and this EMP.
- Action any outcomes from incidents or accidents, project audits or other identified non-conformances to continually improve the RCC environmental management system.

1.2 OBJECTIVES

The principal objectives of the CEMP are:

- Ensure that the construction works are carried out in accordance with the appropriate environmental statutory requirements
- Ensure that the works are carried out in such a way as to minimise potential environmental degradation by the implementation of environmental best practice
- Ensure that personnel engaged in the work comply with the CEMP
- Respond to changes in environmental conditions during the proposed works through review, monitoring and control programs
- Ensure corrective actions are implemented in a timely manner

This CEMP is the overarching document for environmental management of the Project, with a number of supporting management documents. It is applicable to all personnel associated with the completion of the Project works, including Project Managers, Contractors and Sub-Contractors.

1.3 ENVIRONMENTAL POLICY

Richard Crookes Constructions Pty Ltd implements an Environmental Management System that is certified by Global mark as meeting the requirements of AS/NSW ISO 14001:2016 Environmental Management Systems. RCC's Environmental Policy can be found in Appendix 6.4 of this CEMP. It is provided as an Appendix so that it may be updated in isolation as required.

This CEMP is not staged, as it applies to the entire construction phase of the Project.

2 PROJECT DESCRIPTION

2.1 PROJECT OVERVIEW

The Project consists of the design and construction of a new 3 storey building, a new single storey building
The Project consists of the design and construction of a 3 storey building, a single storey building and alterations to existing buildings, along with infrastructure upgrades, public domain works and landscaping.

The purpose of the works is provide new teaching and ancillary facilities for the education of public school students, with minimal disturbance to ongoing School operations.

The project is located within the grounds of John Palmer Public School at The Ponds Boulevard, The Ponds, Lot 1 in Deposited Plan 1131340.

The site is owned by the Department of Education. The School was constructed by a PPP consortium Axiom Education No. 2 Pty Ltd which provides ongoing cleaning, maintenance and security services.

Development Consent:

- Principal will provide State Significant Development approval (SSD-23330227)

2.2 SITE LOCATION PLAN

See page following.

Site Context – Site Plan



2.3 SCOPE OF WORKS

Scope of Works

This CEMP will apply to all construction activities relating to the works approved under the SSDA for John Palmer Public School

indicative plant and equipment

- Excavators
- Rollers
- Mobile Cranes
- Piling machines
- Trucks (deliveries, haulage etc.)
- Concrete trucks
- Concrete pumps
- Generators

The above list is indicative only. All plant and equipment required to complete the Project works will be used.

2.4 TIMING OF ACTIVITIES

Hours of Work

Construction activities will be carried out between:

- (a) Monday to Friday: 7:00am to 6:00pm
- (b) Saturdays: 8:00am to 4:00pm
- (c) Sundays and Public Holidays: No work permitted

24 Hour Contact Details

Name	Title	Phone Number
Lucas Rielly	Site Manager	0410 521 986

3 COMMUNITY AND STAKEHOLDER ENGAGEMENT

A Community Communication Strategy has been prepared by SINSW as required by, and in accordance with the relevant conditions

This will be submitted to the Planning Secretary and will be made available on the School Infrastructure NSW website as required.

All information pertaining to community and stakeholder engagement for the SSDA can be found within this strategy. Refer to Appendix 6.13.

4 ENVIRONMENTAL MANAGEMENT FRAMEWORK

4.1 RELATIONSHIP TO AN EXISTING ENVIRONMENTAL MANAGEMENT SYSTEM

This CEMP is a supplementary document to RCC's Environmental Management System that is certified by Global mark as meeting the requirements of AS/NSW ISO 14001:2016 Environmental Management Systems.

RCC's Environmental Management Plan itself is included within RCC's Project Management Plan (PMP).

Some information has been copied into this CEMP for clarity, any reference in this CEMP to the PMP, QAP's or various forms is a reference to RCC's internal management system.

4.2 ENVIRONMENTAL MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Project Tasks and Duties (Insert ● In box for nominee, delete or add rows as required for tasks required / not required)	Project Manager	Site Manager	Engineer	Contract Manager/Administrator	Design Manager	Cadet	Foreman	QA Officer /Finishes Foreman	WHS & Env Coordinator	Leading Hand	Construction worker		Subcontractors	Construction Director//Manager	Business Systems QA/ENV Manager	Human Resources Manager	WHS Manager	Rehabilitation Coordinator	Commercial Manager	External Auditors
ENVIRONMENTAL MANAGEMENT																				
Identification of project environmental risks (aspects & impacts) and development of the EMP to document controls		●							●											
Planning & conducting training incl. inductions															●	●	●			
Inspections, monitoring & testing		●							●						●		●			
Compliance with the EMP, corrective & preventative action		●							●						●				●	
Verification of compliance (audits) and review of system effectiveness (ie. is it working as planned?)	●	●							●						●				●	
Incident management & emergency response		●							●						●		●			
Environmental Policy, objectives & targets		●							●					●	●					
Allocation of resources for Environmental management		●							●					●						
Compliance with legal & other requirements		●							●					●	●					
Keeping abreast of changes in legal & other requirements	●	●							●						●					
Acquire & disseminate environmental management information		●							●						●					
Develop & implement procedures		●							●						●					
Assessing suppliers/subcontractors abilities to comply with the EMS		●							●						●					
Ensuring compliance with RCC procedures and site rules		●							●			●			●					
Monitoring or technological changes & management practices		●							●					●	●					
Liaise with regulatory authorities (Local Council, Heritage Office, EPA,DPIE etc)	●	●							●						●					
Management of community complaints	●	●							●					●						

4.3 LEGAL AND COMPLIANCE REQUIREMENTS

Legislation	Objectives & Application	Relevance
Federal		
Environment Protection and Biodiversity Conservation Act 1999	<p>The Environment Protection and Biodiversity Conservation Act (EPBC) 1999 aims to:</p> <ul style="list-style-type: none"> • Provide for the protection of the environment, especially matters of national environmental significance • Conserve Australia's biodiversity • Protect biodiversity internationally by controlling the international movement of wildlife • Provide a streamlined environmental assessment and approvals process where matters of national environmental significance are involved • Protect our world and national heritage • Promote ecologically sustainable development. 	This Act is applicable to the Project in the event of an Unexpected Find of an Aboriginal object or Heritage item.
Aboriginal and Torres Strait Islander Heritage Protection Act 1984	The purposes of this Act are the preservation and protection from injury or desecration of areas and objects in Australia and in Australian waters, being areas and objects that are of particular significance to Aboriginals in accordance with Aboriginal tradition.	This Act is applicable to the Project in the event of an Unexpected Find of an Aboriginal object.
National Environmental Protection Council Act 1994	<p>The object of this Act is to ensure that, by means of the establishment and operation of the National Environment Protection Council:</p> <ul style="list-style-type: none"> • People enjoy the benefit of equivalent protection from air, water, or soil pollution and from noise, wherever they live in Australia; and • Decisions of the business community are not distorted, and markets are not fragmented, by variations between participating jurisdictions in relation to the adoption or implementation of major environment protection measures. 	<p>The Council may make national environment protection measures that will influence the completion of the Project.</p> <p>See Act for further detail.</p>

Legislation	Objectives & Application	Relevance
Federal		
National environmental Protection measures (Implementation) Act 1998	<p>The objects of this Act are:</p> <ul style="list-style-type: none"> to make provision for the implementation of national environment protection measures in respect of certain activities carried on by or on behalf of the Commonwealth and Commonwealth authorities; and to protect, restore and enhance the quality of the environment in Australia, having regard to the need to maintain ecologically sustainable development; and to ensure that the community has access to relevant and meaningful information about pollution. 	<p>Under this Act, the Environment Minister may (subject to considerations of national interest or administrative efficiency):</p> <ul style="list-style-type: none"> Apply State laws to the activities of the Commonwealth or Commonwealth authorities in Commonwealth places Apply State or Territory laws to the activities of the Commonwealth or Commonwealth authorities in other places.
NTC Brochure: Load Restraint Guide 2004	The Load Restraint Guide 2018 provides truck drivers, operators, and everyone in the transport chain of responsibility with basic safety principles for the safe carriage of loads.	All drivers (where relevant) must follow this guide when transporting goods to and from the Project.
Legislation	Objectives & Application	Relevance
State		

Legislation	Objectives & Application	Relevance
Federal		
Waste Avoidance and Resource Recovery Act 2001	<p>The objects of this Act are as follows:</p> <ul style="list-style-type: none"> To encourage the most efficient use of resources and to reduce environmental harm in accordance with the principles of ecologically sustainable development, To ensure that resource management options are considered against a hierarchy of the following order: <ul style="list-style-type: none"> (i) Avoidance of unnecessary resource consumption, (ii) Resource recovery (including reuse, reprocessing, recycling and energy recovery), (iii) Disposal, To provide for the continual reduction in waste generation, To minimise the consumption of natural resources and the final disposal of waste by encouraging the avoidance of waste and the reuse and recycling of waste, To ensure that industry shares with the community the responsibility for reducing and dealing with waste, To ensure the efficient funding of waste and resource management planning, programs and service delivery, To achieve integrated waste and resource management planning, programs and service delivery on a State-wide basis, To assist in the achievement of the objectives of the Protection of the Environment Operations Act 1997. 	<p>Waste Avoidance and Resource Recovery Act 2001 Establishes the waste hierarchy. Promotes waste avoidance and resource recovery by developing waste avoidance and resource recovery strategies.</p> <p>Provides requirements for waste avoidance and resource recovery</p>

Legislation	Objectives & Application	Relevance
Federal		
State Environmental Planning Policy No 55 - Remediation of Land	<p>The object of this Policy is;</p> <ul style="list-style-type: none"> To provide for a State-wide planning approach to the remediation of contaminated land. <p>In particular, this Policy aims to promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment:</p> <ul style="list-style-type: none"> By specifying when consent is required, and when it is not required, for a remediation work, and By specifying certain considerations that are relevant in rezoning land and in determining development applications in general and development applications for consent to carry out a remediation work in particular, and By requiring that a remediation work meet certain standards and notification requirements. 	<p>The site is to be remediated in accordance with State Environmental Planning Policy 55 - Remediation of Land (SEPP 55).</p>

Legislation	Objectives & Application	Relevance
Federal		
Protection of the Environmental Operations Act 1997	<p>An Act to protect, restore and enhance the environment in NSW and to promote public access to information and involvement in environment protection. The Act: - Designates the EPA (Environment Protection Authority) as the regulatory authority.</p> <p>See epa.nsw.gov.au for further information.</p> <p>Objectives of the Act are:</p> <ul style="list-style-type: none"> • To protect, restore and enhance the quality of the environment in New South Wales, having regard to the need to maintain ecologically sustainable development, • To provide increased opportunities for public involvement and participation in environment protection, • To ensure that the community has access to relevant and meaningful information about pollution, • To reduce risks to human health and prevent the degradation of the environment by the use of mechanisms that promote the following: <ul style="list-style-type: none"> • Pollution prevention and cleaner production, • The reduction to harmless levels of the discharge of substances likely to cause harm to the environment, • The elimination of harmful wastes, • The reduction in the use of materials and the re-use, recovery or recycling of materials, • The making of progressive environmental improvements, including the reduction of pollution at source, • The monitoring and reporting of environmental quality on a regular basis, • To rationalise, simplify and strengthen the regulatory framework for environment protection, • To improve the efficiency of administration of the environment protection legislation, • To assist in the achievement of the objectives of the Waste Avoidance and Resource Recovery Act 2001. 	<p>There is a duty to report pollution incidents under section 148 of the Protection of the Environment Operations Act 1997 (POEO Act).</p> <p>Schedule 1 of the POEO defines activities that require an Environmental Protection Licence.</p> <p>The POEO Act Classifies Environmental Offences and Penalties.</p>

Legislation	Objectives & Application	Relevance
Federal		
Protection of the Environment Operations (Noise Control) Regulation 2017	<p>The object of this Regulation is to repeal and remake, with minor amendments, the provisions of the Protection of the Environment Operations (Noise Control) Regulation 2000.</p> <p>This Regulation creates offences (maximum penalty \$11,000 for corporations and \$5,500 for individuals) for selling or driving a vehicle with a temporary noise reduction device or with temporary noise reduction packing or for modifying or repairing a vehicle so as to include any such device or packing. A person is not guilty of any such offence if the conduct alleged to give rise to the offence occurs within 6 months after the commencement of this Regulation.</p> <p>This Regulation also makes provision with respect to the following:</p> <ul style="list-style-type: none"> a) the selling or using of certain classes of motor vehicles and motor vehicle accessories that are capable of emitting noise levels above a prescribed level, b) the use of motor vehicle horns and motor vehicle intruder alarms, c) the times during which it is not permissible to use certain motor vehicles if they emit noise that can be heard in other residential premises, d) the sounding of sirens and similar devices and the use of sound systems on vessels, e) the emission of noise from the engines or exhausts of motor vehicles and vessels, f) the maintenance of noise control equipment on motor vehicles and vessels, g) the issue of defective vehicle notices and defective vessel notices, h) the prohibition on selling certain articles that are capable of emitting noise levels above a prescribed level, i) the obligation to label certain articles, j) the times during which it is not permissible to use certain articles (including musical instruments) if they emit noise that can be heard in any residential premises, k) the inspection and testing procedures for the purpose of determining noise emission levels of certain motor vehicles, motor vehicle accessories, vessels, articles or equipment. <p>See epa.nsw.gov.au for further information.</p>	Equipment used during the Project construction works must be in compliance with this regulation.

Legislation	Objectives & Application	Relevance
Federal		
Protection of the Environment Operations (Waste) Regulation 2014	<p>The Waste Regulation improves the EPA's ability to protect human health and the environment and paves the way for a modern and fair waste industry in NSW.</p> <p>See epa.nsw.gov.au for further information.</p>	Construction waste must be managed in accordance with this regulation.
Protection of the Environment Operations (Clean air) Regulations 2010	<p>This Regulation:</p> <ul style="list-style-type: none"> • Provides for the certification of domestic solid fuel heaters; • Controls burning generally by imposing an obligation to prevent or minimise emissions, by prohibiting the burning of certain articles and requiring approval for certain fires/incinerators; • Requires the fitting of anti-pollution devices to certain motor vehicles and prescribes an offence of emitting excessive air impurities; • Imposes certain requirements and standards on the supply of petrol; • Prescribes standards for certain groups of plant and premises to regulate industry's air impurity emissions; and • Imposes requirements on the control, storage and transport of volatile organic liquids. <p>See epa.nsw.gov.au for further information.</p>	<p>The construction works associated with the project must be conducted in such a way that does not contravene this regulation.</p> <p>Regulates atmospheric pollutants including dust and odour onsite</p>

Legislation	Objectives & Application	Relevance
Federal		
Crown Lands Act 2016	<p>For the purposes of this Act, the principles of Crown land management are—</p> <p>(a) that environmental protection principles be observed in relation to the management and administration of Crown land;</p> <p>(b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible;</p> <p>(c) that public use and enjoyment of appropriate Crown land be encouraged;</p> <p>(d) that, where appropriate, multiple use of Crown land be encouraged;</p> <p>(e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity; and</p> <p>(f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.</p>	The Project site is Crown Land, which influences the management of works, certification, and applicability of legislation.
Fire Brigades Act 1989	<p>This Act applies to;</p> <ul style="list-style-type: none"> Land-based hazardous material incidents (and to any fires that may result from them) that occur anywhere in the State except on State waters, as defined in the Marine Pollution Act 2012. A hazardous material incident that occurs in or on a building, bridge or other structure or on any body of water (not being part of State waters) is taken to be land-based. 	Applies to emergency incidents and accidents involving hazardous materials
Local Government Act 1993	<p>The purposes of this Act are as follows:</p> <ul style="list-style-type: none"> To provide the legal framework for an effective, efficient, environmentally responsible and open system of local government in New South Wales, To regulate the relationships between the people and bodies comprising the system of local government in New South Wales, To encourage and assist the effective participation of local communities in the affairs of local government, 	Referenced and assessed during Approval Process

Legislation	Objectives & Application	Relevance
Federal		
Contaminated Land Management Act 1997	<p>Objects of this Act:</p> <ul style="list-style-type: none"> • The general object of this Act is to establish a process for investigating and (where appropriate) remediating land that the EPA considers to be contaminated significantly enough to require regulation under Division 2 of Part 3. • Particular objects of this Act are: <ul style="list-style-type: none"> • To set out accountabilities for managing contamination if the EPA considers the contamination is significant enough to require regulation under Division 2 of Part 3, and • To set out the role of the EPA in the assessment of contamination and the supervision of the investigation and management of contaminated sites, and • To provide for the accreditation of site auditors of contaminated land to ensure appropriate standards of auditing in the management of contaminated land, and • To ensure that contaminated land is managed with regard to the principles of ecologically sustainable development 	Contamination on site must be assessed and managed in accordance with this act

Legislation	Objectives & Application	Relevance
Federal		
Environmental Planning and Assessment Act 1979	<p>The objectives of this Act are to encourage:</p> <ul style="list-style-type: none"> • The proper management, development, and conservation of natural and artificial resources, including agricultural land, natural areas, forests, minerals, water, cities, towns and villages for the purpose of promoting the social and economic welfare of the community and a better environment, • The promotion and co-ordination of the orderly and economic use and development of land, • The protection, provision and co-ordination of communication and utility services, • The provision of land for public purposes, • The provision and co-ordination of community services and facilities, and • The protection of the environment, including the protection and conservation of native animals and plants, including threatened species, populations and ecological communities, and their habitats, and • Ecologically sustainable development, and • The provision and maintenance of affordable housing, and to promote the sharing of the responsibility for environmental planning between the different levels of government in the State, and • To provide increased opportunity for public involvement and participation in environmental planning and assessment. 	Planning approval for the project is regulated by the DPE under the Environmental Planning and Assessment Act 1979.

4.4 TRAINING AND AWARENESS

Project specific environmental training and awareness will be conducted/enforced throughout the duration of construction. The key avenues for the implementation of this training and awareness are **Site Inductions**, **Toolbox Talks**, **Pre-Start Meetings** and **General Awareness** measures.

Additional training may be conducted on an as-required basis as the works progress.

Site Inductions

All workers will complete a Project specific induction prior to accessing site/commencing works. In addition to the compulsory WHS information, this induction will provide all construction personnel with site specific environmental training. The training will include environmental concerns, management measures and other protocols in place to satisfy the Conditions of Consent and other environmental obligations.

Toolbox Talks

Tool box talks will be conducted regularly by RCC and sub-contractors, to address specific WHS and environmental concerns. These toolbox talks will address specific activities, the hazards associated with them, and the management measures required to be put in place to maintain compliance and minimise/eliminate environmental harm.

Examples of specific environmental issues that will be addressed in tool box talks include:

- Erosion and sediment control
- Hours of work
- Emergency and spill response
- Noise
- Housekeeping and waste
- Dust control
- Construction traffic management

Toolbox talk attendance is mandatory and all those in attendance will be required to sign in to the discussion and outcomes on an attendance form. RCC will maintain records of all Toolbox talks.

Pre-Start Meetings

Pre-start meetings are a daily training and awareness protocol that will be implemented to inform the daily activities of the construction workforce.

The upcoming construction activities will be reviewed daily, and prior to the day commencing, the pre-start meeting will review and inform the required WHS practices, environmental management measures, work area hazards and other task specific concerns.

The pre-start meeting will be conducted by an RCC representative responsible for the work area that is being discussed. Sub-contractors will be encouraged to share and discuss WHS and environmental concerns in relation to their specific works for that day.

Attendance is mandatory and all in attendance will be required to sign in to the discussion and outcomes on an attendance form. RCC will maintain records of all pre-start topics, dates and attendees.

General Awareness Training

General awareness of environmental obligations, risks and management measures will be enforced through site notice boards, posters, environmental bulletins and sub-contractor engagement (i.e. contractual) information packages.

4.5 ENVIRONMENTAL RISK MATRIX/ASSESSMENT

A copy of the Environmental Risk Matrix/Assessment has been included as an appendix to this CEMP. This is a live document that will be continuously revised as the Project progresses.

It will be supplementary to a monthly High Risk Project Assessment, that will be completed and provided to all construction workers.

4.6 HOLD POINTS

Other than the specific requirements of the SSDA Conditions of Consent, there are no additional hold points applicable to the construction works of the Project.

The key hold points from the consent are:

- Unexpected Finds Procedure for contamination.
- Unexpected Finds procedure for Aboriginal Heritage.
- Unexpected Finds procedure for Non-Aboriginal Heritage.

Specific unexpected finds protocols for these hold points have been completed and are supplied with this CEMP as required by the Conditions of Consent.

4.7 ENVIRONMENTAL MANAGEMENT MEASURES, INSPECTIONS AND MONITORING

The following table outlines the environmental management measures, inspection and monitoring process that will be followed as part of RCC's existing Environmental Management System.

This is a live document that will be continuously updated as required throughout the duration of construction works.

Refer to appendix 6.4

4.8 ENVIRONMENTAL CONTROL MAPS OR PLANS

The environmental control maps and/or plans that are relevant to the Project construction works are:

- Site context plans provided within this CEMP.
- Tree protection zones, shown within the arborist report for both sites.
- Sensitive receivers relating to the noise and vibration impacts of the construction works, presented in the Construction Noise & Vibration Management Sub-Plan.
- Erosion and sediment control measures, shown on the erosion and sediment control plans within the Construction Soil & Water Management Sub-Plan.

4.9 ENVIRONMENTAL MANAGEMENT DOCUMENTS

The environmental management documents that will be implemented as part of the environmental management system include:

- Environmental Site Inspection Checklist
- Complaints Register
- Hazardous substances register
- Waste register
- High Risk Works Project Assessment
- Asbestos (Hazmat) Register
- Imported/Exported Materials Register
- Sub-Contractor high risk safe work method statement (where environmental risks are present)

4.10 COMPLIANCE MONITORING AND REPORTING

As this EMP is a CEMP, and only applicable to the construction phase of the development, the post approval compliance monitoring and reporting requirements (which apply to operation/occupation) do not apply.

An operational management plan will be prepared by the Applicant, which will address the post approval compliance monitoring and reporting requirements of the project.

4.11 ENVIRONMENTAL AUDITING

This development will be audited in accordance with the Department's Independent Audit Post Approval Requirements.

4.12 ENVIRONMENTAL INCIDENT AND EMERGENCY PLANNING, PREPAREDNESS AND RESPONSE

Project Personnel Responsible for Managing Environmental Incidents and Emergencies

- Project Manager
- Site Manager
- WHS&E Manager
- Business Systems & Environmental Manager

Contact Details for Emergency Services (ambulance, fire brigade, police, spill clean-up services and others if relevant)

ORGANISATION	NAME	PHONE (W)	PHONE (M)
WorkCover	-	Hotline for incident reporting 13 10 50	
Fire Brigade/HAZMAT	Emergency	000	
Police	Emergency	000	
Environment Authority (EPA)	Protection -	02 9211 4723 Head Office 02 9995 5000 Parramatta	After Pollution 131 555 Hours line
SSD – Dept of Planning Compliance contact	-		

Location of On-Site information on hazardous materials, including safety data sheets and spill containment materials

Information on hazardous materials, including safety data sheets and spill containment materials will be located in or adjacent to the project first aid shed. This will be located in the location deemed most suitable for the progress/status of works at any time.

4.13 CORRECTIVE AND PREVENTATIVE ACTIONS

Incident management and reporting

Incident reporting and Investigation refer to internal management system.

Definitions:

Class 1: Dangerous occurrence, or actual harm to an ecosystem, property loss or clean up exceeds \$10,000 (as prescribed in 2.1.) Class 1 incidents and some cases Class 2 (as determined by senior management) will be investigated, as directed by BS Environmental Manager, WHS Head of Safety and/or where required initiate the RCC Business Continuity Plan

Form 03 0 Investigation Report will be completed by the BS Environmental Manager or Senior Safety Advisors and the original forwarded to the Project Manager and reviewed by the BS Environmental Manager WHS Head of Safety and reported to Senior management and Executives/Board.

Class 2: Major Leak, spill or escape off site of liquids, near miss/dangerous occurrence i.e. plant/equip damage, disruption to services. Note: Some Class 2 will be investigated at the discretion of the BSM / WHS Head of Safety

Class 3: Minor Leak, spill or escape off site of liquids all less than >10lts, Dust, Vibration

The Site Manager/Supervisor will ensure that all Class 2 and Class 3 incidents in or around the site, involving RCC personnel, subcontractors, visitors or passers-by, external authorities, Unions etc. are reported regardless of how minor they appear at the time of the occurrence.

Duty to Notify Environment Protection Authority (EPA) of Pollution Incident – notifiable incident

Pollution Incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed on the premises, but it does not include an incident or set of circumstances involving only the emission of noise.

Incidents that require a (Duty to Notify) to the regulatory authorities EPA Pollution line (phone 131 555) under section 148 of the Protection of the Environment Operations Act 1997 (POEO Act) are:

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

For all Notifiable Incidents, the following activities should be undertaken:

- The incident site must not be disturbed until an inspector arrives at the scene or directs otherwise, this may include plant, substance, structure or thing associated with the incident. The person with management or control of the workplace is responsible for preserving the incident site, so far as reasonably practicable
- The incident site will be preserved unless it prevents any action needed to:
 - minimise the risk of further notifiable incident
 - facilitate a EPA investigation

For Regulator “reportable incidents”, the Supervisor will notify the Project Manager, Business Systems Environmental Manager and or WHS Head of Safety to seek advice, then immediately prepare the submission of Notification to the regulator.

Business Systems Environmental Manager and or WHS Head of Safety will confirm and organise legal representation to assist in the preparation of the reports and initiate the RCC Business Continuity Plan

In some contracts it is a requirement to notify the Client’s Representative immediately e.g. GC21 Contracts and relevant DPIE SSD reportable incidents

Incident debrief/closure

Where an investigation is undertaken and it is determined that an “incident debrief” is to be carried out using [Form 04.10](#), the Incident debrief will be distributed to all relevant stakeholders and Senior / Executive Management.

Outcomes of Investigations / findings may initiate an internal Alert for distribution.

Non-Conformance

In the event of breach in the requirements of the CEMP, such as:

- Non-compliance with the RCC/ subcontractors SWMS or other environmental procedures;
- Noncomplying activities noted during site inspections (high risk or potential for legal breach);
- Following concerns regarding potential breaches in environmental legislation raised by RCC, the client or other stakeholders such as local council or the EPA;
- Changes to the RCC system or subcontractors’ procedures, as a result of corrective or preventative action following and environmental incident, inspection or external audit.

[Form 31.1](#) – Non-Conformance Report or via Aconex will be completed and issued to the offending party.

Non-Conformances will be registered in [Form 31.2](#) Non-Conformance Report Register or on soft copy.

A copy of the Non-Conformance Notice will be forwarded to the Project Manager and the subcontractor, who will implement appropriate corrective action.

Additionally, Contractors Notices or Main Contractor Notices may be issued in certain circumstances, as described in Section 2 of the PMP.

5 CEMP REVIEW AND REVISION PROCESS

To ensure this CEMP remains current and relevant to the project, it will be reviewed in accordance with the relevant conditions

A30	Within three months of: (a) the submission of a compliance report under condition A33;
	(b) the submission of an incident report under condition A26;
	(c) the submission of an Independent Audit under condition C35 or C36;
	(d) the approval of any modification of the conditions of this consent; or
	(e) the issue of a direction of the Planning Secretary under condition A2 which requires a review, the strategies, plans and programs required under this consent must be reviewed, and the Planning Secretary and the Certifier must be notified in writing that a review is being carried out.
A31	If necessary to either improve the environmental performance of the development, cater for a modification or comply with a direction, the strategies, plans, programs or drawings required under this consent must be revised, to the satisfaction of the Planning Secretary or Certifier (where previously approved by the Certifier). Where revisions are required, the revised document must be submitted to the Planning Secretary and / or Certifier for approval and / or information (where relevant) within six weeks of the review. Note: This is to ensure strategies, plans and programs are updated on a regular basis and to incorporate any recommended measures to improve the environmental performance of the development. Compliance Reporting

Where a review is required, the **CEMP Review Checklist (provided overleaf)** will be used. This will determine why a review is required, who needs to be involved in the review, if revision is required as a result of the review, and what the revision is, if required.

If this CEMP is revised, it will be submitted to the Department (and/or other party as required by the conditions of consent) for assessment and approval in accordance with the requirements of the relevant conditions of consent and the review process that was documented and approved in the earlier version/s.

The revised version of the revised EMP will be provided to the Department, and accompanied by information that identifies:

- what has changed and why it has been changed
- the proposed timeframe to implement the change.

A brief summary of the changes made and the circumstance/s that triggered the review and revision will also be included in the version control information.

Complete this checklist if a review of this CEMP or its sub-plans is triggered (see section 5 for applicable triggers).

CEMP Review Checklist		
	Person Completing Checklist:	Date:
1	<p>Why is a review required?</p> <p><i>Outline what has triggered the review. Use the triggers from Condition A34 & A35 of the SSD Consent.</i></p>	
2	<p>What sections of the CEMP and/or Sub-Plans require a review?</p> <p><i>List all that apply.</i></p>	
3	<p>Notify the Planning Secretary that a review is being carried out, with a description of the extent of the review.</p> <p><i>Provide evidence of notification.</i></p>	
4	<p>Who is required to be involved in the review?</p> <p><i>Identify the relevant consultants, project staff and/or authorities who may need to be involved in the review.</i></p>	
5	<p>Conduct review.</p> <p>Do the CEMP sections and/or Sub-Plans being reviewed still address the specific requirements of the development?</p> <p>If Yes, no revision is required. State why no revision is required and file a completed copy of this checklist for reference. No further action is required.</p> <p>If no, revision is required. Go to step 6.</p> <p><i>Note - if a review has been triggered, the specific trigger will generally highlight what information in the CEMP or it's Sub-Plans is not adequately addressing the specific requirements of the development.</i></p>	
6	<p>Revise CEMP and/or relevant Sub-Plans. Engage with relevant stakeholders where required. Consult with relevant parties about revision where required.</p>	

CEMP Review Checklist

7	Issue updated CEMP and/or Sub-Plans to the Planning Secretary (and/or other party as required by the conditions of consent) for assessment and approval (if approval is required).	
8	Provide a summary that identifies: <ul style="list-style-type: none">- What has changed and why it has been changed- The proposed timeframe to implement the change	
9	Ensure revision information and the circumstances that triggered the review is included in the version control information of the revised document.	

6 APPENDICES

6.1 SITE RULES

Refer to following page for Richard Crooke Constructions Site Rule for the JPPS Project

It is a condition of entry to this site that the following Quality, Environmental & Safety requirements are complied with, in addition to the RCC standard DVD induction.
The site rules form part of the contract agreement.

1. RESPONSIBILITIES UNDER THE WHS ACT

Duties of employers:

"An employer (PCBU) must ensure the health, safety and welfare at work of all the employees of the employer."

Others at workplace:

"An employer (PCBU) must ensure that people (other than the employees of the employer) are not exposed to risks to their health or safety arising from the conduct of the employer's undertaking while they are at the employer's place of work".

Duties of self-employed persons:

"A self-employed person (PCBU) must ensure that people (other than the employees of the person) are not exposed to risks to their health or safety arising from the conduct of the person's undertaking while they are at the person's place of work."

Duties of employees:

"An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work."

2. ENTRY TO THE CONSTRUCTION SITE

All visitors to site must:

- report to the site office for induction by RCC Staff. Unless site inducted, they are to be accompanied at all times by a person inducted to the site. The inducted person is responsible for the visitor.
- sign the daily site VISITOR attendance register.

All persons first attending site to commence work must"

- Report to the site office for site induction by RCC staff, at the agreed times.
- Have completed, and display evidence of completing, Industry WHS Induction
- Have completed, and display evidence of completing work activity training.
- Provide evidence of being trained in their applicable Safe Work Method Statement(s).

All persons working on site must:

- Complete the daily site attendance register.
- Wear a safety helmet, *Note: No other form of hat is permitted under the hard hat.*
- Wear safety glasses at all times when out on site (Tinted - Outdoors and Clear - Indoors).
- Wear high visibility clothing in the form of a Shirt or vest.
- Short sleeve shirts to be worn at a minimum, singlets / vests only, in place of shirts are not permitted.
- Wear safety footwear complying with AS 2210.
- Comply at all times with your company's Safe Work Method Statement (SWMS).
- Be sun smart, wear sun screen. Re-apply and re-hydrate regularly.

It is the responsibility of the subcontractor employer to supply PPE and provide training to their workers in the correct use, care and storage.

3. OPERATING HOURS

Site Hours are **7:00 am to 6:00 pm** Monday to Friday and **8:00 am to 1:00 pm** Saturdays, no work Sundays or Public Holidays.

Note: provided noise levels do not exceed the existing background noise level plus 5dB, works may also be undertaken during the following hours: **6:00pm and 7:00pm**, Mondays to Fridays inclusive; and between **1:00pm and 4:00pm**, Saturdays.

4. SECURITY AND ACCESS

Security measures, including perimeter fencing, will be used to prevent unauthorised access to the building(s) and construction areas, and to ensure safe access and passage for all those on and adjacent to the work site.

When walking on site, (where applicable), use the walkways provided in the work areas and when walking to and from the work area- ***DON'T TAKE SHORT CUTS.*** Never move across in front of oncoming vehicles.

Beware of reversing vehicles, as the driver may not know you are behind the vehicle.

Pedestrian and vehicular gates to be kept in the closed position when not in use.

5. VEHICLE ACCESS

Where applicable, vehicles may only be driven on site with the approval of Richard Crookes Constructions. The only vehicles allowed on site are those that are used specifically for delivering materials. These materials must be off-loaded immediately and the vehicle moved from the site once the delivery has been made.

In such instances employees, subcontractors and visitors must obey the site speed limits.

Parking on site is not permitted without the approval of RCC site management.

Vehicles shall not park on public footpaths; nature strips or in any way that restricts pedestrian accesses.

6. WORK OUTSIDE SITE

No work is to be undertaken outside the site unless approved by RCC Management. Approval will be in the form of a written authorisation and will only be issued following a formal submission from the subcontractor a minimum 7 days prior to the work being undertaken.

7. EMERGENCY PLAN

The site emergency/evacuation plan is displayed in various locations around the site (e.g. lunchrooms, toilets, etc.).

When an emergency is notified by the siren/hooter and evacuation is required, all personnel are required to evacuate in accordance with that plan to the dedicated muster area(s), and await instruction from RCC.

8. SAFE WORK METHOD STATEMENT'S (SWMS)

Subcontractors will be required to provide a SWMS statement in accordance with the requirements of the WHS Act. The SWMS must be submitted prior to commencing work on this project. Guidelines for the production of SWMS are available upon request.

The SWMS must be relevant to the task being undertaken on this site. Persons working under the SWMS must be instructed in its contents before commencing the task by their nominated supervisor. Records of the instruction and attendees are to be forwarded to the Site Foreman prior to commencing work.

9. HAZARD REPORTING & NEAR MISSES

Any hazards reported by site personnel will be reported to the Foreman who will record the hazard on the Project Risk Assessment or Site Inspection Form. A detailed assessment of risks associated with the hazard will be undertaken by nominated RCC personnel.

10. FIRST AID

All injuries, no matter how slight are to be reported to the site Foreman or supervisor. Persons requiring first aid treatment shall immediately contact the first aid officer who shall administer any first aid treatment. Details of all accidents and first aid treatment will be recorded.

Refer to the site notice board for identification of the First Aid officer(s) and the location of the first aid facilities.

Note: Identify what system will be used in the form of a nurse call system, and identify locations of call points & how to operate. Post on notice board and adjacent to Nurse Call stations.

11. ACCIDENTS AND DANGEROUS OCCURRENCES

Accidents, dangerous occurrences or any other safety issues are to be reported immediately to Richard Crookes Constructions site Foreman or other representative, and to the Subcontractor's site representative in charge.

The Site Supervisor will ensure that all near misses, accidents, incidents and property damage occurring in or around the site, involving RCC personnel, subcontractors, visitors or passers-by, are investigated and reported regardless of how minor they appear at the time of the occurrence.

12. HAZARDOUS SUBSTANCES

Subcontractors shall provide **safety data sheets (SDS)** to Richard Crookes Constructions site management employees before bringing any hazardous substance onto the site.

Chemicals and other hazardous substances must be used and stored in compliance with the MSDS and details must be recorded on the Register of Hazardous Substances.

A Safe Work Method Statement shall be prepared for the use of each Hazardous Substance. The SWMS shall cover safe handling, PPE and what to do in an emergency. This SWMS shall be used to instruct personnel in the safe use of the substance.

RCC Note: MSDS needs to be attached to the contractor's task specific SWMS with copies located in the site, MSDS folder and listed in the register.

Note: For refurbish /alteration projects - insert the following paragraph. Edit as required.

Please refer to the site plan that indicates the areas of hazardous substances that are part of the structure and surrounding environment. See site notice board.

13. TEMPORARY ELECTRICAL

The nominated electrician will provide temporary power boards; subcontractors shall supply individual task lighting for use on site.

Subcontractors shall comply with the WorkCover "Code of Practice for Electrical Practices for Construction Work" and the AS3000 Wiring Rules.

14. LEADS AND POWER TOOLS

The inspection and tagging of all electrical leads, electrical tools and equipment prior to working on this project, and during construction, ***is the responsibility of the individual subcontractor.***

Copies of all electrical registers and details of their inspection must be forward to the RCC site management team. Details on the tags and in the log book must include the licence number of the electrician, date of the inspection and the owner's plant number. Testing intervals for portable electrical plant is not to exceed 1 month.

When using extension leads, the lead is to be supported at a height of no less than 2 metres off the ground to within 4 metres of the work area. Ensure clear access is maintained around / above any work area or passageway. The joining of extension leads is prohibited. The length of any one lead shall not exceed (25) twenty five metres. Do not extend 240-volt flexible extension cords of the maximum length by more than 5 metres by the attachment of electrical equipment.

Confine flexible extension cords used in multi-storey construction to the same floor as the power source. Obtain power for use in stairwells from the floor above or the floor below the work area. This clause need not apply to:

- (i) falsework;
- (ii) lift or service shafts

Do not locate flexible extension cords with plug socket connections in wet places or places where they are subject to damage by liquids.

Subcontractors shall supply Insulated lead stands. All power is to be taken from a source that is protected by earth leakage or similar device.

Support of leads is to be by the use of insulated / non conductive hooks. Do not support directly off metal structures.

15. PLANT AND EQUIPMENT

All plant and equipment used on this project is to be properly maintained. Damaged or modified tools and equipment are not permitted on site.

Plant and machine guarding must not be removed or modified.

Subcontractors shall keep a register for the proper and safe maintenance of their plant and equipment. A copy is to be supplied to the site office each month.

Every operator of plant must ensure that, where required, the item of plant is registered with WorkCover and copies of certificates and evidence of regular maintenance completed are given to RCC site management prior to operating.

In addition to these requirements, operators must also be able to demonstrate that training by a competent person has been completed.

As required, mobile plant must be fitted with working hazard lights / reversing lights and beepers.

16. HOISTING/CRANAGE

Vertical movement of materials is to be undertaken by the hoist or crane located on site. The following rules are to be strictly observed:

- No overloading
- Position load so it is safe. Secure load if necessary.
- A ticketed operator shall operate the hoist and crane at all times.
- Observe signage near and around the hoist and crane.

17. EXCAVATION / TRENCHES / HOLES

All excavation work shall be carried out in accordance with the Code of Practice, Excavation. Prior to excavation, **all existing underground services shall be located, identified, and marked. All due care must be taken** to prevent damage to those services.

Subcontractors shall make safe any trenches or holes they create. Penetrations in slabs are to be made safe by fixing structural grade plywood or plate steel across them as necessary to support anticipated loads.

Adequate handrails and barricading is to be installed around all open trenches and excavations, the sides of which must be free from spoil, materials, plant and equipment.

18. CERTIFICATES OF COMPETENCY

Scheduled work as defined under the Occupational Health & Safety Regulation which includes scaffolding, dogging, rigging, operation of crane, hoist, concrete placing boom, load shifting machines, explosive powered tools and formwork, shall only be performed by persons who hold the required certificates of competency or meet the requirements of the Regulation.

Prior to performing work on site, certificates of competency are to be submitted to Richard Crookes Constructions for inspection, copies will be made and attached to RCC induction records.

Material are not to be thrown from elevated levels including slabs, roofs or scaffolds.

19. HOT WORK/FIRE PREVENTION

Subcontractors shall provide an appropriate fire extinguisher for each welding set and oxy-acetylene set brought on site.

All combustible, flammable and explosive materials shall be removed from the work area or covered with fire proof material.

Welding or spark arrester screens shall be positioned around the work area to protect others working nearby or passing by. As determined by RCC site management via risk assessment, the issuing of a 'Hot Work permit' may be required prior to starting.

Particular care is to be taken on days of Total Fire Ban especially working in grassed areas.

20. SITE SAFETY COMMITTEE or OTHER AGREED ARRANGEMENTS

If a site safety committee is established, the minutes of meetings will be displayed on the site notice board together with the names and positions of elected members of the committee.

Where site numbers are not enough to allow for the formation of an effective safety committee Other Agreed Arrangements will be established in accordance with the WHS Regulations 2011, Chapter 2.

21. TOOLBOX TALKS

There will be regular tool box discussions conducted at minimum intervals of 1 week, between and in consultation with those working on the site relating to health, safety and environmental matters associated with day to day activities.

22. CODE COMPLIANCE STATE AND FEDERAL

As RCC is a Code Compliant Contractor and has tendered work with relevant agency funding, The NSW implementation guidelines for procurement and the Building Code 2016 and Guidelines apply to our projects. This relates to Workplace Relations issues on our projects.

Your responsibilities as a subcontractor working for RCC include:

- Advising RCC Supervisor of union visits (Right of Entry).
- Advising RCC Supervisor of CCU (NSW Industrial relations) or the ABCC inspectors.
- Not holding stopwork meetings.
- Not coercing or collusion with someone to hire or not hire, join a particular superannuation fund, that your workmates/employees are covered by a particular industrial instrument, pressuring your workmates/employees to join/not to join/cease being a member of a union or industrial association. (Freedom of Association)
- Reporting any non compliant actions or behaviours to the RCC Foreman or Project Manager as listed above.
- Become familiar with the ABCC/CCU awareness poster.

23. SITE COORDINATION MEETINGS

These meetings will be held at pre-determined intervals as nominated by RCC site management. A representative from each subcontractor on site shall attend the meeting.

At the meeting the coordination of site safety will be discussed as the first item of the agenda.

Persons responsible and completion times will also be determined at this point. The progress of these items will be reviewed prior to the end of the day by the site foreman or his representative.

24. WORKING AT HEIGHT

Working at heights above 2m must be in accordance with WorkCover requirements, including WHS Regulation 2011 Part 4.

25. LADDERS

Subcontractors shall inspect all ladders for damage prior to use on site. Only “commercial” or “industrial” ladders to be used on site with the max load rating displayed.

3 & 4 Foot ladders are NOT permitted on site. All “A” frame ladders to have working a platform where access is restricted. “Other” ladders may be used after a risk assessment has been approved by RCC. Extension ladders are to extend a minimum of 1m above the highest working platform they serve and set at a safe angle of about 75 degrees to the horizontal (4 to 1). Do not stand above the third rung from the top of the ladder.

3 points of contact must be maintained at all times whilst working from ladders, if not possible to maintain seek alternate means of access.

Extension ladders are to be secured top & bottom from slipping back or sideways. Where they are used in a public or other trafficable area additional measures such as barricading is to be provided to prevent accidental collision.

26. SCAFFOLDING

Scaffolding is to comply with the appropriate Australian Standards.

Scaffolding shall only be moved or altered by a scaffolder who holds the appropriate certificate of competency.

When using scaffolding do not place excessive loads on it or leave material such as bolts or debris on it once the work has finished.

Scaffold is to be accessed by means of a temporary staircase.

Mobile scaffolds are to be set up on level stable ground with wheels locked when in use.

Adequate handrails and means of access is to be maintained whilst the scaffold is in use. Climbing the side is not permitted.

Mobile scaffolds are to be fitted with stabilisers where their height exceeds 3x the narrowest width.

Scaffolds marked with an ‘incomplete’ sign are not to be used.

27. GRAVITATIONAL HAZARDS

Special care is required when working at heights, and to protect others from working at heights risks in areas below. Check that adequate handrails and kick boards are in place before entering or working in any area where there is a risk anything falling.

Hand tools are to be fitted with approved lanyards if people are working below. Areas below are to be sectioned off and defined as 'Works Zone'.

Safety harnesses are to be used in accordance with the Code of Practice for Working on Roofs and the Code of Practice Safety Line Systems, and must be worn in accordance with relevant method statements or as directed by the site Foreman.

All fall arrest devices must be inspected and tested by a competent person periodically as required by **AS/NZS 1891.4 Industrial fall-arrest systems and devices - Selection, use and maintenance.**

28. MANUAL HANDLING

Manual handling is to be carried out in accordance with the regulatory requirements.

Manual handling requirements are to be documented within the contractor's SWMS.

Generally material and equipment of excessive weight is to be lifted by mechanical means or with the assistance of other workers.

29. NOISE CONTROL

Noise levels generated on site by plant and equipment is not to exceed the limits specified by statutory authorities and noise management is to be in accordance with the provisions of the Occupational Health & Safety Regulation.

Note that if you need to raise your voice to be heard, then you should be wearing hearing protection.

As required, designated noise areas need to be established around work zones.

30. UV PROTECTION

All persons on site must take adequate precautions against ultraviolet radiation. As a minimum, all persons working in direct sunlight shall wear high protection sunscreen (30+ or greater) on exposed skin.

It is RCC's preference that shirts with collars are worn at all times. The wearing of singlets and / or vests in place of a short sleeve shirt is not permitted.

31. CONFINED SPACES

Controls for persons working in confined spaces are to be in accordance with the Code of practice - Confined Space and AS 2865 Confined Spaces. All work carried out within a confined space shall be completed by persons who have received the appropriate training and operating under the conditions of an entry permit.

32. ENVIRONMENTAL MANAGEMENT

Protection of the Environment Operations Act 1997 (POEO Act), Protection of the Environment Amendment Act

This legislation means a person or company can be prosecuted for “potential” or “actual” environmental pollution. “No knowledge” is not a defence in court.

Examples include dust emission, washing concrete or paint into drains, working outside the site operating hours (noise) etc.

Site personnel shall observe all environmental safeguards and protection measures in place around the site and to conduct their day to day activities in a manner which minimises the potential to adversely affect the environment. In particular:

- Keep out of fenced areas (tree protection, heritage, fauna reserves etc).
- Not disturb or remove any of the bunding, silt fencing, hay bales and the like designed to prevent sediment leaving the site or making its way into waterways.
- Keep dust to a minimum, notify the RCC foreman if dust suppression is required, use equipment fitted with vacuum/dust collection systems.
- Be aware of how noise from your work may disturb the neighbours and follow the site hours of operation in relation to start, finish and delivery times and respect the local community when driving along local roads.
- Vibration from impulsive equipment (rock hammers, jack hammers etc) can damage to structures and property. Follow any site specific hours for impulsive work.
- It is illegal to discharge dirty water or water that may contain sediment, chemicals, paints, pigments, oils etc into the stormwater system or creeks. Get advice when dewatering excavations.
- Chemicals to be stored in accordance with their MSDS and in bunds to prevent spills.
- No storage of bulk fuels onsite, rather use mini tankers for fuelling up plant and equipment.
- Place all waste materials (i.e. glass, metal, masonry etc) in the correct designated bin or temporary holding area.
- Washing out of concrete trucks is to be carried out at the batch plant (as the first option). If onsite, wash out within a contained area identified by the RCC foreman.
- Use wash up areas for painting equipment.
- If you encounter any suspicious materials whilst excavating (contamination, asbestos, munitions, clinic wastes, and acid sulphate soils) STOP work immediately and contact the RCC Foreman.
- Do not destroy any heritage artefacts or building without permits. If encountered STOP work and notify the RCC foreman.
- Clean up after yourself and put all rubbish in bins. Where identified, recycle steel, gyprock, pallets etc.

33. CONTROL OF NON-CONFORMANCES

A Quality, Environmental or Safety Breach will attract a Non Conformance Report (NCR).

Examples of items that may attract a Non Conformance are:

- Failure to wear a hard hat / wear hard hat correctly.
- Failure to wear safety glasses (Clear or smoke).
- Failure to have leads supported off the floor.
- Failure to have current tags on electrical equipment.
- Having persons on site who haven't had a site induction or been instructed in the SWMS for this job.
- Not performing works in accordance with their company's SWMS.
- Not carrying out items assigned at the daily coordination meeting within the agreed time frame.
- Failure to attend the coordination meeting.
- Failure to maintain environmental controls.
- Failure to keep work areas clean (House keeping).
- Failure to promptly clean up & notify of chemical spills.
- Failure to carry out the work in accordance with drawings and specification.
- Damage to other subcontractors work.

34. MANAGEMENT SAFETY AUDIT

Subcontractors are advised that they may be audited randomly during this project to ascertain if they are adhering to the site safety plan, their Safe Work Method Statement and relevant statutory requirements.

35. WORK AREAS - HOUSEKEEPING

Work areas must be kept clean and tidy, with rubbish and other safety hazards cleaned up promptly.

All protruding nails are to be removed from timber.

Materials are to be stored and used in a manner as to maintain safe access and egress to work areas at all times. In particular walkways, passages, stairs and exits must be kept clear to provide unimpeded access or egress at all times.

Spillage of oil or other similar liquids are to be cleared up immediately.

36. GLASS CONTAINERS

Glass containers are not allowed on the site other than in the lunch room.

37. ALCOHOL & ILLEGAL DRUGS

Under no circumstances will any Employee, Subcontractor, Supplier or associated stakeholder affected by alcohol and/or by any other illegal drug be permitted to work and/or operate any plant or equipment on RCC projects. RCC reserve the right to conduct drug and alcohol testing on a random or with cause basis. Advise RCC if you are currently stood down or on medication.

Refer to RCC Drug and Alcohol Policy

38. VIOLENCE AND HARASSMENT ON SITE

Violence, harassment or bullying of any kind will not be tolerated. Refer to WorkCover NSW Guide, "Violence in the Workplace" and RCC Guidelines for Dealing with Workplace Violence.

Refer to - RCC Harassment and Discrimination Policy.

- Dispute Resolution Procedure.

Approach the RCC Site Manager if you need assistance.

RCC reserve the right to remove workers from this site, existing and future RCC Projects where workers have conducted blatant unsafe acts, do not respond the requests, show blatant disregard to their fellow worker and the surrounding environment.

39. YOUNG & INEXPERIENCED WORKERS

All workers must be protected from risk of injury or illness arising from workplace hazards. Employers must give young / inexperienced workers the information, training and supervision needed to perform their task safely.

Employers must pay particular attention to young / inexperienced workers as they lack the experience needed and may be unfamiliar with the task.

For further information refer WorkCover NSW web site; Young workers.

40. PROTECTION OF CHILDREN AND OTHER VULNERABLE PEOPLE

Code of behaviour

The Subcontractor must ensure that all persons working on the Site, including but not limited to the Subcontractor's employees and managers, Consultants, Subcontractors and Suppliers (Subcontractor Employees) understand and comply with the requirements shown below:

- All Subcontractor Employees must gain permission to enter a school or facility before commencing work and may only enter approved areas. The Subcontractor's representative or where a subcontractor is working without the supervision of the Contractor, the subcontractor's representative must report their presence to the person in charge of the school or facility on arrival each day and record, in a "Site Visit Log", the details of all Contractor's or subcontractor's employees working at that site that day.
- Contractor Employees should avoid talking with, touching or interacting with any children or residents or other users of the school or facility except where the work requires it or in an emergency or safety situation.
- Subcontractor Employees must only use approved toilets and other facilities, unless the person in charge of the school or facility gives written authority to use alternative facilities.
- The work area must not be able to be used or accessed by children, or residents or other users of the school or facility while work is in progress.
- Clear signs and barricades (where appropriate) must be used to prevent any inadvertent or unauthorised access.
- Appropriate privacy must be maintained when working on toilets and similar facilities. Subcontractor Employees must ensure that toilets and similar facilities are not occupied or in use by children, residents or other users before entering to perform work, and that work does not continue when use of the facilities is required. Where practicable male employees should perform work on male facilities and female employees on female facilities.
- Subcontractor Employees must wear clothing that is tidy and in good condition, including a shirt and shorts, trousers or a skirt at all times.
- Subcontractor Employees should report any concerns about children's behaviour or child abuse to the person in charge of the school or facility.
- Subcontractor Employees must wear or carry an identity card at all times when on the Site.
- If requested, the Subcontractor must ensure that all persons working on the Site complete a written declaration that they have not been convicted and are not awaiting trial for a Disqualifying Offence as defined in Schedule 2 of the Child Protection (Working with Children) Act 2012 (NSW). The Contractor must keep copies of the declarations with site induction records.

6.2 ENVIRONMENTAL ACTIONS AND MONITORING TABLE

Refer to the following page for Richard Crooke Constructions Pty Ltd Environmental Controls Table, which outlines the control measures for air quality, odour and dust management. The allows for the management of site generated odours and prevents any impacts to hospitals.

Appendix 6.2 – Environmental Actions and Monitoring Table

Environmental Aspect (to be read in conjunction with, Environmental Risk Matrix)		Environmental Actions, Controls and Criteria	Operational Controls				Effectiveness of Controls			Checking, Corrective & Preventative Action		Resp
			Induction and/or toolbox	RCC	Subcont. SWMS & contracts	Consult reports	Visual	Form 18.3 Environmental Inspection Checklist	Form 40.2 SWMS Compliance	Form 31.1 NCR/ Site Notice Refer PMP Section 4	Check records during audit	
1	Dust Generation Particulate Emissions (General)	<ul style="list-style-type: none"> Install shade cloth on perimeter fencing Vehicle corridors will be clearly identified and restricted to control vehicle access onsite. Limit vehicle speed onsite to 20km/hr Fixed and mobile (water tanker) water sprays Reduce work activities /stop work during moderate to high wind velocity periods. Maintain equipment. Smokey plant to be stopped until repair works completed. Turn off vehicle engines whilst not in use (no long periods of idling) This document is to be read in conjunction with the Construction Soil and Water Management Sub-Plan (CSWMSP) for the John Palmer Public School Project. Where ambiguity and/or conflict occurs, the most onerous control/action is to be enforced. 	✓	✓	✓		Daily	Weekly		As required		SS
1	Dust Generation (Demolition)	<ul style="list-style-type: none"> Breakers and crushing equipment to be fitted with dust filtration equipment or water sprays to control dust emissions. This document is to be read in conjunction with the Construction Soil and Water Management Sub-Plan (CSWMSP) for the John Palmer Public School Project. Where ambiguity and/or conflict occurs, the most onerous control/action is to be enforced. 			✓		Daily	Weekly during works	✓	As required		SS

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1	Dust Generation (Construction)	<ul style="list-style-type: none"> Minimise areas of site disturbed and stage works where possible. Dust suppression strategies to be used, i.e. water sprays, soil binders, hydromulching, controlled speed onsite, roadbase + shaker grids. Stockpiled topsoils and rubble will be restricted to 4m high. Stabilise if insitu for >4-6months. On site drilling or coring operations will be undertaken by equipment fitted with air filtration equipment. This document is to be read in conjunction with the Construction Soil and Water Management Sub-Plan (CSWMSP) for the John Palmer Public School Project. Where ambiguity and/or conflict occurs, the most onerous control/action is to be enforced. 	✓	✓			Daily	Weekly		As required		SS
2	Odour	<ul style="list-style-type: none"> If odorous materials uncovered, recover immediately. Seek advice from consultant regarding soil/materials management. 		✓		✓	Daily	Weekly		As required		SS
3	Greenhouse	<ul style="list-style-type: none"> Ensure purchased electrical products/whitegoods products comply with specification for CFCS & energy ratings Low solvent paints to be used as a priority Building to conform to AGBR or GreenStar performance criteria Deliveries / transport from site effectively planned to limit inefficient transport, assist back loading etc 		✓						As required	✓	CA SS

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4	Stormwater (Discharge from sedimentation basins, flooding)	<ul style="list-style-type: none"> Water quality to meet ANZECC Water Quality Guidelines. → Conduct water quality test (external test company) NTU and TSS to determine the best treatment and acceptable levels – (Generally) PH 6.5- 8.5, Turbidity <50NTU, No visible oil & grease Obtain advice for use of flocculants to settle sediment from water. Sedimentation pond to be maintained at low levels to ensure capacity during rainfall event. DO NOT DISCHARGE IF CONTAMINANTS SUSPECTED. Obtain advice. This document is to be read in conjunction with the Construction Soil and Water Management Sub-Plan (CSWMSP) for the John Palmer Public School Project. Where ambiguity and/or conflict occurs, the most onerous control/action is to be enforced. 	✓	EP-001		✓	Daily during discharge	Weekly		As required	✓	SS
5	Adjoining waterways (dewatering, soil erosion & runoff)	<ul style="list-style-type: none"> Temporary drainage systems will be established to divert clean waters around the land development areas as appropriate. Erect silt fences, bunds and construct swale drains. Concrete Bunded washouts plastic lined Inspect atleast weekly & after rainfall. 		EP-001		✓	Daily during discharge	Weekly		As required	✓	SS

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5	Adjoining waterways (dewatering, soil erosion & runoff)										
	<ul style="list-style-type: none"> Maintain and/or replace as required. Refer NSW Department of Housing's Managing Urban Stormwater (2004). Street sweepers will be employed on regular basis. This document is to be read in conjunction with the Construction Soil and Water Management Sub-Plan (CSWMSP) for the John Palmer Public School Project. Where ambiguity and/or conflict occurs, the most onerous control/action is to be enforced. 										
6	Sewer (Trade waste)		EP-001		✓				As required	✓	SS
	<ul style="list-style-type: none"> No paints or other chemical to be poured down drains. If required, obtain trade waste licence for discharge or local council approval. 										
7	Land (contaminated soils, imported fill)	✓		✓	✓	Daily	Weekly	✓	As required	✓	SS
	<ul style="list-style-type: none"> Stop work if unexpected potentially contaminated soils are encountered. Obtain waste classification from consultant in accordance with EPA guidelines Environmental Guidelines: Assessment, Classification & Management of Liquid & Non-Liquid Wastes (June 2004) www.environment.nsw.gov.au/waste/envguidlns/index.htm										

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7	Land (contaminated soils, imported fill)	<ul style="list-style-type: none"> Where required a Remediation Action Plan will be developed and implemented. Sign off by Site Auditor may be required to validate cleanup. Any groundwater or ponded rainwater will be tested and classified by consultants prior to disposal. Check geotech requirements. Ensure soil classification suitable for land use ie. Schools, residential, commercial etc. 	✓	EP-002	✓	✓	Daily	Weekly	✓	As required	✓	SS
7	Land	<ul style="list-style-type: none"> If odorous soils (rotten egg gas) or grey/yellowed mottled soils encountered, stop work. The requirements to import fill will be minimised by utilising on site cut material wherever possible. All analysis certificates shall be handed over as part of the completion documents to the client. Record all imported fill on Form 25.08 - Product Identification & Traceability. Mark up locations where fill compacted in site plan. Survey if required. 										
8	Resources - water, materials, energy	<ul style="list-style-type: none"> For design and construct jobs, refer to the design specification for ESD requirements and product choices. Buy local wherever possible to reduce impacts of transport on environment. 		✓		✓					✓	PM

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9	Noise	<ul style="list-style-type: none"> Refer to DA for noise restrictions and working hours. Use hoarding or acoustic mats as required. Situate generators and plant away from sensitive receivers. Turn off machinery. Maintain equipment and stop noisy plant until repaired. No early deliveries. 	✓		✓	✓	Daily	Weekly	✓	As required	✓	SS
10	Vibration	<ul style="list-style-type: none"> Conduct dilapidation report prior to work starting. Limit the use of vibratory rollers, rock breakers, impact piling etc adjacent to buildings (>7m). Regenerated noise may also transfer through bedrock and building structures. Obtain advice if required. 	✓		✓	✓	Daily	Weekly	✓	As required	✓	SS
11	Community Concerns	<ul style="list-style-type: none"> Refer community approaches to SINSW Comms (issue handout card) Provide contact name for inquiries. Advice locals of “noisy” work. If required in noise sensitive areas and/or in response to complaints, engage consultants to undertake monitoring at nominated receivers. Vehicles will not be permitted to queue outside the site or in residential areas unless a defined area is established which does not adversely impact on neighbours. 	✓				Daily	Weekly		As required		PM SS

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12	Flora	<ul style="list-style-type: none"> Review planning documentation to determine the presence of any protected, threatened or significant flora. Obtain approvals as required. Engage aborist to develop tree management plan or refer DA and aborist reports. Education and training at site toolbox meetings and induction. Report all sightings to the site manager. Fence or barricade protected flora at the drip zone. Erect Keep Out signage. Do not stack materials under/against trees. The potential for reuse of vegetative wastes by mulching, chipping or on-site placement of trunks or limbs shall be reviewed for each project. 	✓	✓		✓	Daily	Weekly		As required	✓	SS
13	Fauna	<ul style="list-style-type: none"> All native animals protected. Review planning documentation to determine the presence of any protected, threatened or significant fauna. Obtain approvals as required. Site rules/induction to include information regarding the For injured animals, to relocate call WIRES 	✓	✓		✓	Daily	Weekly	✓	As required	✓	SS

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14	Waste	<ul style="list-style-type: none"> Hazardous materials surveys to be completed. Materials to be removed prior to demolition Registers and waste disposal requirements as per WorkCover and EPA requirements for removal, storage, transport and disposal. General site wastes -use one bin system and sort in contractors yard to produce quantities of material for recycling, reuse, disposal etc. Empty drums are to be taken off-site for disposal. Empty drums shall be crushed prior to recycling/disposal. Do not overfill skip bins. Provide plenty for use. Cover where potential for windblown litter. 	✓	EP-002	✓	✓	Daily	Weekly	✓	As required	✓	SS
15	Litter											
16	Landfilling	<ul style="list-style-type: none"> Reduce, reuse and then dispose Landfill space scare leading to increased tipping costs Dispose of hard construction wastes for recycled gravels and sands Do not send soil to landfill until alternatives for beneficial reuse have been explored as per consultants advice. Consideration should be given to chipping of the vegetation and reuse Reuse packaging to protect works 		EP-002			Daily	Weekly		As required	✓	SS

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17	Chemicals	<ul style="list-style-type: none"> Chemicals to be stored in bunded areas (impervious + 110% of largest container) away from stormwater drains & pits. Refer Workcover Code of Practice for Storage & Handling of Dangerous Goods, EPA Guidelines for Bunding & Spill Management. Appropriate chemicals storage is in conformance with: <ul style="list-style-type: none"> → AS 1940 The Storage and Handling of Flammable and Combustible Liquids → Storage and Handling of Dangerous Goods WorkCover Code of Practice 2005- refer p. 86 EPA requirements http://www.environment.nsw.gov.au/mao/bundingspill.htm Ponded water within bunds will not be discharged to stormwater. Fuel and hydraulic leaks to be cleaned up immediately. Drilling muds to be contained within bunds and reused. Liquid paints NOT to be poured down drains. Spread on waste cardboard or similar and leave to dry. Paint brushes to be rinsed and paint solids allowed to settle. Container of paint solids to be disposed to liquid waste facility. Construct concrete washout pit for washout, away from stormwater drains. Send back to batch plant where possible. 	✓	EP-002 EP-005 EP-006	✓		Daily	Weekly	✓	As required		SS

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	Chemicals	<ul style="list-style-type: none"> Concrete cuttings to be contained and wetvac to prevent runoff into stormwater drains. Storage of bulk fuels (>200L) on site is prohibited. All refuelling shall be undertaken by a mobile facility with appropriate spill control and containment control equipment. MSDS's must be provided to the Site supervisor prior to a chemical being received on site and by subcontractors using chemicals/products. 	✓	EP-002 EP-005 EP-006	✓		Daily	Weekly	✓	As required		SS
18	Traffic	<ul style="list-style-type: none"> Develop and implement traffic management plans. Submit to local council as required. Signage and notices regarding disruptions. Use crushed concrete, mulches etc along site access roads. Install shakers and wheel wash as required. Organise regular street sweeping. Haulage routes and rules will be provided to subcontractors prior to commencing on site. All loads of soil, demolition wastes, general wastes etc are to be tarped. 	✓	TM Ps		✓	Daily	Weekly		As required		SS

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19	Aboriginal heritage	<ul style="list-style-type: none"> Education and training at site toolbox meetings and induction. It is illegal to destroy heritage items. Review local or regional environmental plans, or on the State Heritage Register is to be consulted prior to work starting onsite. Obtain excavation permit issued by the Heritage Council of NSW if required. Any heritage relics or sites discovered during construction shall be reported to the NSW Heritage Office. Work in the subject area to cease until specialist advice is obtained. The area will be fenced and signs erected to restrict access. Heritage consultants may be required to provide advice on demolition/construction processes and finishes. 	✓	✓		✓	Daily	Weekly		As required	✓	SS
20	European heritage	<ul style="list-style-type: none"> Education and training at site toolbox meetings and induction. It is illegal to destroy heritage items. Check the Aboriginal Heritage Information Management System (AHIMS). Also check the register of the National Estate. Obtain approval from NPWS (Section 90 consent). 	✓	✓		✓	Daily	Weekly		As required	✓	SS

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Environmental Aspect (to be read in conjunction with, Environmental Risk Matrix)		Environmental Actions, Controls and Criteria	Operational Controls				Effectiveness of Controls			Checking, Corrective & Preventative Action		Resp
			Induction and/or toolbox	RCC	Subcont. SWMS & contracts	Consult reports	Visual	Form 18.3 Environmental Inspection Checklist	Form 40.2 SWMS Compliance	Form 31.1 NCR/ Site Notice Refer PMP Section 4	Check records during audit	
21	European heritage	<ul style="list-style-type: none"> Any evidence of Aboriginal relics discovered during construction shall be reported to the National Parks and Wildlife Service. Local land Land Council representatives may be required to monitor stripping/excavation. Work in the subject area to cease until specialist advice is obtained. The area will be fenced and signs erected to restrict access. 	✓	✓		✓	Daily	Weekly		As required	✓	SS
20	Emergency Preparedness	<ul style="list-style-type: none"> Spill kit onsite. Refer to the MSDS for advice and procedures. All spills must be reported to the FM & cleaned up. Complete RCC Accident /Incident report. Sed pond pumped out regularly to maintain capacity in case of emergency Ensure you know where stormwater drains are and have materials to block them in case of a fire. 	✓	✓			Daily	Weekly		As required		SS

6.3 ENVIRONMENTAL POLICY

Refer to the following page for Richard Crookes Constructions Pty Ltd Environmental Policy. The policy is not embedded in this document, it is provided as an attached appendix so that it can be displayed/updated/revised in isolation if required.

ENVIRONMENTAL POLICY

Richard Crookes Constructions Pty Limited promotes and encourages a sustainable environment throughout our business activities and sources our supplies and services in ways that prevent pollution and promote compliance with legal and other requirements.

The company implements Environmental Management System to aid us in meeting our corporate responsibilities. The System is certified as meeting the requirements of AS/NZS ISO 14001:2016 Environmental Management Systems.

These form part of the company's Project Management Plans and are supported by company procedures and guidelines.

Management intends that all employees of our company, relevant subcontractors and suppliers, are made aware of their environmental responsibilities and the environmental impacts associated with their activities, products and services.

Our company objectives for continual improvement in environmental management include:

- Reducing the number of environmental notices issued on the projects by implementing a program of inductions, training and monitoring.
- Minimising the impacts to the community through the development of project specific Environmental, Traffic management plans, stakeholder consultation plans and by timely and appropriate response to complaints.
- Minimising impacts on the environment using dust, soil and water, waste and chemical management practices that are regularly inspected and maintained.
- Achieve a waste minimisation figure of 85% through monthly reporting

The Continual improvement of the project environmental management plans and progress with achieving the company's objectives will be reviewed during management meetings, project reviews and following the results of internal and external audits.

The Policy will be made available to the public and interested parties on request. This Policy will be reviewed every two years.



Jamie Crookes
Managing Director

26th February 2022

6.4 UNEXPECTED FINDS PROTOCOL – ASBESTOS, HISTORIC HERITAGE AND ABORIGINAL HERITAGE

Refer to the following page for Richard Crookes Constructions Pty Ltd Unexpected Finds Protocol. The protocol is not embedded in this document, it is provided as an attached appendix so that it can be displayed/updated/revised in isolation if required.

RICHARD CROOKES

CONSTRUCTIONS

**JOHN PALMER PUBLIC SCHOOL
1279**

UNEXPECTED FINDS PROTOCOL

ASBESTOS

July 2022



This plan has been approved for use by the following:

Approved by / Date

Project Manager

Approved by / Date

Craig Richmond, Business Systems , QA/Env Manager

Approved by / Date

Simon Dayball Group WHS Manager

Approved by / Date

Ian West, General Manager - Commercial & Risk

AUTHORITY POSITION	COMPANY NAME	NO. OF COPIES
Peter Morrison (SPM)	Jacobs	Electronic
Simon Karkkainen (PD)	Richard Crookes Constructions	1 copy
Wes Ward (SM)	Richard Crookes Constructions	1 copy

REVISION REGISTER

REVISION DATE	REVISION DESCRIPTION	PMS INITIALS (ACCEPTANCE OF CHANGES)
20.06.22	Original issue	SK

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UNEXPECTED FINDS PROTOCOL TRAINING REGISTER

Name	Project Position	Signature	Trained By	Tool box date

1 INTRODUCTION

1.1 PURPOSE

The management of asbestos containing materials is important to ensure the Asbestos Containing Material (ACM) are not damaged nor deteriorate to such an extent that site workers, public, external contractors or visitors are unnecessarily exposed to airborne asbestos fibres.

The requirements of the contractor site induction and permit to work system will aid in the management of ACM's throughout the site. Any other unexpected finds that are or could be potentially hazardous will follow the same protocol as ACM.

1.2 GENERAL PRINCIPLES

The RCC's principles of asbestos management have been adapted from general principles published in the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]. These principles are summarised below:

- Consideration should be given to the removal of ACM during any renovations, refurbishments or maintenance work in preference to other control measures such as encapsulation, enclosure and sealing.
- The WHS Regulation requires all ACM within the construction area to be labelled. (Refer 6.3 Labelling)
- Where ACM is identified or presumed, the locations and type of ACM are to be recorded in the ACM Register located within the Asbestos management plan folder.
- A risk assessment must be performed on all identified or presumed ACM.
- Control measures must be established to prevent exposure to airborne asbestos fibres and should take into account the results of risk assessments conducted for the identified or presumed ACM.
- All workers and contractors on site etc. must be advised of the ACM Register at time of induction, and as requested, permitted access to the register for their review
- Only competent persons should undertake the identification of ACM.
- All workers and contractors on site where ACM are present or presumed to be present, and all other persons who may be exposed to ACM as a result of being on the premises, must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information should be recorded.
- Reasonable steps must be taken to identify all possible locations of ACM within the site.
- Once a risk assessment has been completed and controls established, a SWMS is to be developed and submitted to RCC'S site management team for approval

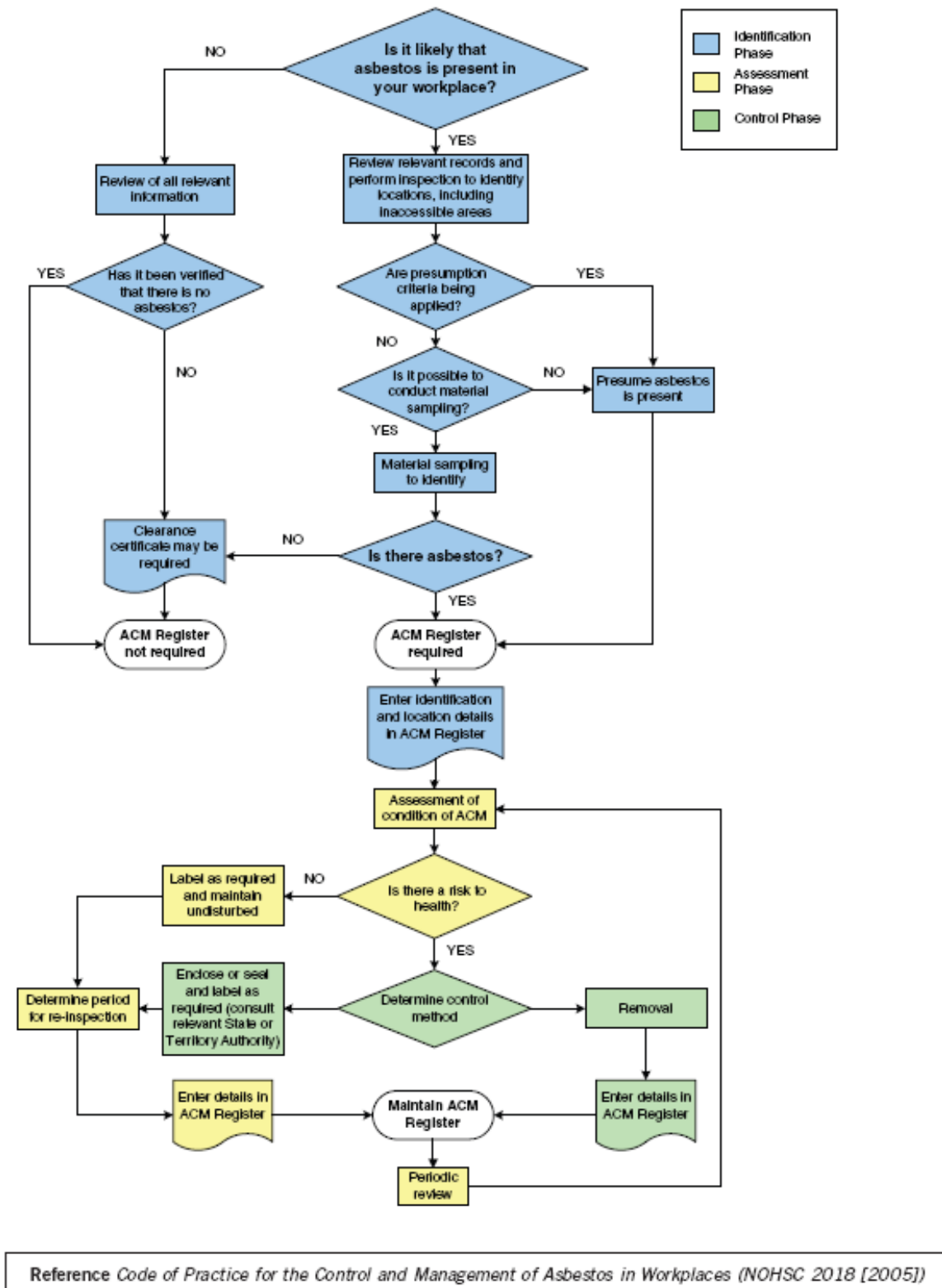


Figure 1: General principles of an asbestos management plan

Source: Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)]

2 OBJECTIVES

- Remove all high-risk asbestos items where possible.
- Deliver effective asbestos management work programs.
- Ensure that no one is exposed to airborne asbestos fibres.
- Ensure compliance with this Asbestos Management Plan.
- Ensure the asbestos database and register is accurate.
- Comply with State and Commonwealth legislation.
- Remove asbestos containing items when and where possible

3 REGULATORY REQUIREMENTS

This asbestos management plan is consistent with removal, encapsulation, transport, and disposal or otherwise potential disturbance of asbestos containing materials. All these activities shall be performed in accordance with relevant Commonwealth and State Acts, Regulations, Codes of Practice, Advisory Standards and Industry Standards.

3.1 STATE LEGISLATIVE REQUIREMENTS – NEW SOUTH WALES, ACT & QUEENSLAND

Relevant State legislation includes:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

3.2 CODE OF PRACTICE/GUIDES

Key Codes of Practice and Guidance Notes include:

- Code of Practice for the Management and Control of Asbestos in the Workplaces [NOHSC: 2018 (2005)].
- COP- How to Manage and Control Asbestos in the workplace - Oct 2018
- COP- How to safely remove asbestos - Oct 2018

3.3 RCC REQUIREMENTS

- Project Managers (PM) /Site Managers (SM) must be notified before asbestos removal work commences.
- Any new asbestos identified must be explicitly notified to the PM/SM.
- All Staff and Contractors must comply with this Plan.
- Tenants and other interested parties must be notified of the asbestos removal work in advance and asbestos awareness training shall be made available to those persons affected by the asbestos work.

4 ORGANISATIONAL RESPONSIBILITIES

Person / Party	Responsibility
Construction Manager (CM), Project Manager (PM)	<ul style="list-style-type: none"> Ensure all staff and contractors are aware of and comply with the plan. Project management 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. Notify Adjacent neighbours, property owners work type and time frame
Site Manager (SM) Health Safety and Environmental Coordinator (HSE)	<ul style="list-style-type: none"> Obtain from Subcontractor, copy of Safework Notification (Requirement of RCC 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 RCC relevant staff Manage the asbestos works program and removal program Respond to incidents Document preparation, recording and filing Manage asbestos inspection contractor
Contractors (C) and Trades Staff (TS)	<ul style="list-style-type: none"> Not to impact on an ACM without complying with the plan 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 RCC Contractor Induction Develop a site specific asbestos removal control plan, SWMS and Risk Assessment prior to performing the asbestos removal work

5 CONTROL OF ASBESTOS HAZARDS

As part of the asbestos survey or subsequent resurvey, a 'Competent Person' is required to assess the risk posed by the ACM by completing a Risk Assessment; this will determine what, if any, control measures may be required. Generally, there are four control options available to select:

- Leave in-situ and manage
- Seal/encapsulate
- Enclose/isolate
- Remove

The controls are to be appropriate to the risk of the ACM in question. The following information should be used as a guideline when determining the correct control measure for management of the ACM risks.

If the ACM is friable, and there is a risk to health from exposure, it should be removed.

If the ACM is bonded and in a stable condition, encapsulation may be appropriate if the ACM is unsealed. Encapsulation is not necessarily required if the ACM is unsealed but it does provide another "barrier" to the potential release of asbestos fibre as well as prolonging the lifespan of the material by providing protection against UV and environmental elements etc.

ACM that are bonded, stable and sealed, which are unlikely to be disturbed during normal activities, can be left in-situ and managed, but need to be recorded in the ACM Register.

ACM within the works zone must be removed prior to the commencement of demolition, partial demolition, renovation or refurbishment if they are likely to be disturbed by those works. This is in accordance with the NOHSC Code of Practice for the Safe Removal of Asbestos [NOHSC: October 2018]

5.1 REMOVAL OF ACM

5.1.1 LICENSED CONTRACTORS

ACM falls into two broad categories (bonded and friable) and the category the ACM falls under will determine how the ACM is removed. If the ACM is classified as friable (e.g. sprayed limpet, pipe lagging, millboard insulation, vinyl sheet floor coverings with asbestos backing material, etc.) it is necessary to engage a contractor who holds a current AS-A class license for friable asbestos removal. The holder of an AS-A licence is also permitted to removed Bonded ACM

If the ACM is classified as bonded ACM (e.g. asbestos cement wall linings, Super Six roof sheeting, vinyl floor tiles, Zelemite electrical boards, etc.) the ACM may be removed by the contractor who holds a current AS-B licence for bonded asbestos removal. The holder of an AS-B licence is not permitted to remove friable ACM.

5.1.2 SAFework - NOTIFICATION

For Bonded ACM, in quantities greater than 10m², requiring a licensed contractor (AS-B) to complete the removal works, a Safework (Regulator) Notification is required to be lodged by the Licensed Contractor.

The Notification is required to be lodged a minimum of seven (7) working days prior to starting the removal works. Safework (Regulator) will review the application and return the first two pages, stamped with an official Safework (Regulator) approval. No works are to proceed prior to the receipt of the Notification.

RCC will require a copy of the Safework (Regulator) stamped 'Notification' prior to issuing an RCC Asbestos removal permit.

5.1.3 SAFework – PERMIT

For all Friable removal works, regardless of quantity, a suitably licensed contractor (AS-A) must apply to Safework (Regulator) for a Permit prior to removal works progressing.

The Permit application is required to be lodged a minimum of seven (7) working days prior to starting the removal works. Safework (Regulator) will review the application and return the first two pages stamped with an official Safework (Regulator) approval and, issue a separate numbered Permit. No works are to proceed prior to the receipt of the permit.

RCC will require a copy of the Safework (Regulator) 'Permit' and the application form prior to issuing an RCC Asbestos removal permit.

5.1.4 AIRBORNE FIBRE MONITORING

Airborne fibre monitoring must be conducted during and after the removal of all friable ACM by an independent competent person. For Bonded ACM, air monitoring is conducted as part of the clearance certificate (where required) or as requested by RCC, client or Hygienist. Air monitoring is conducted during the removal works to check the effectiveness of control measures implemented by the contractor (e.g. isolating the removal work area with a sealed, airtight enclosure fitted with negative air generating units, etc.).

Air monitoring is also conducted after the ACM has been completely removed and the work area has passed a satisfactory visual inspection to determine whether the area is safe to reoccupy by unprotected persons.

5.1.5 CLEARANCE CERTIFICATES

For all Friable ACM removal works or, as requested by the client or RCC for Bonded works, before an area can be re-occupied post asbestos removal, a clearance inspection must be carried out. The clearance inspection must be undertaken by an independent competent person only and a clearance certificate must be obtained from that competent person. Clearance monitoring is a mandatory requirement for all friable asbestos removal works and is recommended for bonded ACM removal works particularly when the bonded ACM is located internally or near sensitive receptors.

The complete removal of all ACM must be verified with a written clearance certificate which must include details of a satisfactory clearance inspection conducted by the independent competent person. If clearance air monitoring has been conducted, the results of the clearance monitoring must be included as part of the clearance certificate as well.

5.1.6 WASTE

All asbestos waste shall be disposed of at an approved landfill disposal site by licensed contractors, and in accordance with the requirements of The Legislation. Transport and disposal of asbestos waste shall be carried out only in a manner that will prevent the liberation of asbestos fibres into the atmosphere.

To achieve "final completion" of an asbestos removal activity, RCC require verification that the asbestos waste has been transported and disposed of in accordance with State/Territory legislative requirements. A copy of the EPA Waste Tracking document is the required documentation for disposal, and a copy of the necessary License for carrying out this removal and disposal is the required documentation for transportation.

5.2 RECORD KEEPING

RCC shall maintain detailed records of all activities relating to asbestos works which have been undertaken on site. The records kept should include:

- Copies of all asbestos survey/audit reports, including updates and amendments. (RCC ACM Registers)
- Copies of all Safework (Regulator) notifications and permits
- Risk Assessments and SWMS documents.
- RCC Asbestos removal permits
- RCC Air Monitoring and Clearance certificate records
- Records pertaining to the informing of employees/contractors about the presence of asbestos on site, and those employees have been appropriately trained in safe work procedures and practices.
- Clearance certificates indicating areas are safe to reoccupy after asbestos abatement works; and
- Airborne fibre monitoring results
- Previous versions of the asbestos register

All documentation is to be retained in the one file structure under the heading of Asbestos Management. All asbestos related records and documents are to be retained for a period of 30 years.

5.3 LABELLING

Current State and Territory legislation specify the requirements for some form of labelling in buildings. [NOHSC: 2018 (2005)] states all in-situ ACM's should be labelled where practicable. The words 'should' and 'practicable' in the Code of Practice allow some flexibility in the approach to labelling. Similar flexibility is allowed under State and Territory workplace health and safety legislation.

RCC has advised that individual labelling of ACM is to be determined by a Competent Person usually nominated by the client however may not be necessary in every instance.

All friable and high risk asbestos situations, as well as any location containing ACM's where regular maintenance or repair work is likely to be carried must be labelled.

In locations where ACM has been identified within close proximity to the work area, but not required to be removed or disturbed, should be labelled or sign posted warning of 'Asbestos containing material, do not disturb' or in wording similar.

Ref: WHS Regulation, Chapter 8, Asbestos- Clause 469

An asbestos removalist must ensure that:

- a) Signs alerting persons to the presence of asbestos are placed to indicate where the asbestos removal work is being carried out, and
- b) Barricades are erected to delineate the asbestos removal area.

5.4 WARNING SIGNS

All site areas which are known or suspected to contain ACM's shall have a warning sign at every main entry and around the perimeter of the isolated ACM area. An asbestos register exists for the site and a point of contact must be contacted before undertaking any works.

The warning sign must be clearly visible from all directions leading onto the area.

5.5 SAFE WORK PRACTICES

Prior to commencing any works on RCC sites, such as demolition, refurbishment, maintenance or installation of new equipment, the asbestos register must be consulted to determine if any ACM are present which may be disturbed. This ACM must be removed before commencement of the work. If unknown materials, or undocumented materials suspected of containing asbestos are encountered during building works, stop work and follow the Incident response procedures shown in figure 7.0.

If a project is likely to impinge upon ACM, the principal contractor (RCC) must assess the requirement for a licensed asbestos removalist to perform the asbestos removal work. A Safework permit / Notification may be required as part of an RCC, Asbestos Permit to work, prior to the asbestos removal work commencing.

5.5.1 MAINTENANCE PROCEDURES

Maintenance tasks that may impact on ACM are to be performed under controlled conditions to prevent the distribution of airborne asbestos fibres. [NOHSC: 2018 (2005)] has procedures for certain maintenance tasks and these must be followed. These maintenance tasks include:

- The drilling of asbestos containing materials
- Sealing, painting, coating of asbestos cement products
- Cleaning leaf litter from the gutters of asbestos cement roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos

5.5.2 TOOLS AND EQUIPMENT

Tools and equipment to be used for asbestos removal jobs are required to minimise the generation of airborne asbestos fibres. High-speed abrasive power or pneumatic tools such as angle grinders, sander, saws and high speed drills must never be used. Hand tools are preferred over power tools.

At the end of the removal work, all tools should be:

Decontaminated (i.e. fully dismantled and cleaned under controlled conditions as described in the Code, or

Disposed of in sealed containers similar to that for disposal of the ACM waste product.

Vacuum cleaners used for asbestos cleaning must comply with:

- AS 3544-1988 (Industrial Vacuum Cleaners for Particulates Hazardous to Health) and
- AS4260-1997 High Efficiency Particulate Air Filters (HEPA) - Classification, construction and performance.

5.5.3 RCC ASBESTOS REMOVAL PERMIT

An RCC Asbestos Removal Permit form must be completed for any work on ACM.

Before being issued with an Asbestos Removal Permit, individuals will be required to peruse the RCC Asbestos Management Plan and the Asbestos Register. Where practicable, contractors should be made aware of the requirements of the plan prior to tendering to ensure they allow for such requirements when quoting.

The Asbestos Removal Permit is designed to ensure appropriate work practices are employed when working with ACM. The Asbestos Removal Permit will document what ACM's are to be removed, encapsulated or otherwise protected, prior to the contracted works proceeding. The Asbestos Removal Permit will also check other requirements such as the need for barricading and airborne fibre monitoring.

The Demolisher or asbestos removal contractor will be responsible to ensure that their workers are aware of their responsibilities and abide by the requirements of the permit.

RCC's Site Manager or HSE Coordinator shall be advised immediately of any incidents of non-compliance with the RCC Asbestos Management plan or the Code.

6 HISTORIC & ABORIGINAL HERITAGE UNEXPECTED FINDS PROTOCOL

In the event that either an unexpected archaeological relic is uncovered or Aboriginal object the below protocol is to be followed:

6.1.1 OBJECT/RELIC IS DISCOVERED

Subcontractor or personnel is to advise Richard Crookes Constructions, in the event they believe they may have located a relic.

6.1.2 STOP WORKS AND ISOLTATE

Richard Crookes Constructions will immediately stop works to this area and isolate this zone.

6.1.3 NOTIFY ENGAGED CONSULTANT - TOCOMWALL

Richard Crookes Constructions are to make contact with the engaged Consultant Tocomwall – Scott Franks – CEO 0404 171 544. Who will attend site and review the findings to confirm if it is either an Aboriginal or Heritage relic.

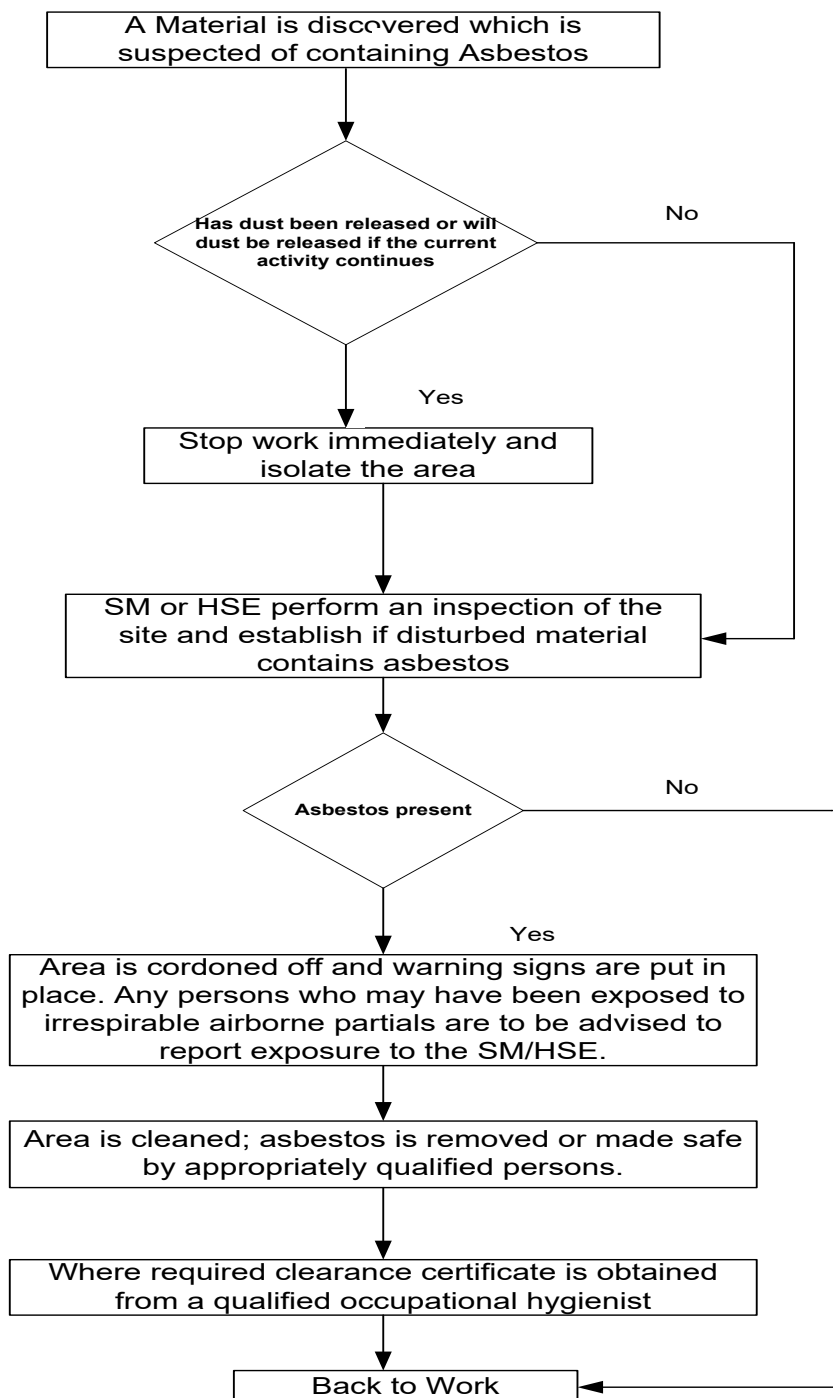
6.1.4 CONSULTANT MANAGEMENT – HERITAGE NSW OR REGISTERED ABORIGINAL REP

If the finding is confirmed to be a relic, Tocomwall will make contact with either a registered Aboriginal representative and or Heritage NSW depending on the assessment of the finding. Tocomwall will manage the remainder of the protocol from here on with either Heritage NSW and or the Aboriginal representative. Any assessments and or strategies that are requested by either Heritage NSW and or the Aboriginal representative can be developed by Tocomwall.

6.1.5 RECOMMENCE WORKS

Richard Crookes Constructions are only to recommence works when written approval is received from Heritage NSW

7 INCIDENT RESPONSE FLOW CHART



8 DOCUMENTATION REQUIREMENTS

8.1 ASBESTOS CONTAINING MATERIAL (ACM) REGISTER FORM 21.1A

The RCC ACM register will be generated where no report has been received from the client or when additional ACM items have been identified but not listed in previous reports.

The RCC ACM register and the clients ACM report will be monitored and signed off where required, when ACM works are completed.

Supporting information that should be included in the register is:

- Register of ACM items
- Register of items which were samples but found to contain no asbestos
- Certificates of analysis
- Photos
- Floor plans with asbestos containing items marked up

8.2 ASBESTOS REMOVAL PERMIT FORM 21.1B

The RCC Asbestos removal permit is required to be completed prior to any ACM removal / remedial works.

The requirements for supporting documentation are listed within the permit.

8.3 ASBESTOS CONTAINING MATERIAL (ACM) AIR MONITORING & CLEARANCE CERTIFICATE RECORD FORM 21.1C (NOTE: 1 FORM PER ACTIVITY / ITEM)

Asbestos Containing Material (ACM) Air Monitoring & Clearance Certificate Record is used to collate all associated documentation involved in the identification, removal, remediation, transport and disposal of logged ACM.

9 TRAINING

9.1 ASBESTOS 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. Conducted by RCC person, or RTO . ACT region training conducted by MBA or other ATO accredited company mandatory for Act Workers.

9.2 ASBESTOS 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 licence

APPENDIX 1 – 21.11 ASBESTOS CONTAINING MATERIAL (ACM) REGISTER

Project Name:		John Palmer Public School			Report date:		
Project Number:							
Item No.	Date Entered	Entered by	Location of ACM	Sample Tested Y/N	Asbestos Bonded / Friable / NA	Description of ACM type & condition, remedial works planned (Scattered pieces, sheeting, pipe lagging etc.)	Date work completed

APPENDIX 2 – 21.11A ASBESTOS REMOVAL PERMIT

Project Name:		Company Performing Work:	
Contractors Contact:		Position:	
Location of works:			
Description of Work:			
RCC Asbestos Register – Item Identification number:			
Asbestos Type			
Bonded Less than 10m ² <input type="checkbox"/>		No License or Permit / Application required	
Bonded Greater than 10m ² <input type="checkbox"/>		Copy of WorkCover Stamped, Notification to be obtained from contractor prior to start.	
AS-B Lic. No: _____			
Friable <input type="checkbox"/>		Copy of WorkCover stamped, Permit application to be obtained from contractor prior to start.	
AS-A Lic. No: _____		WorkCover Permit No: _____	
Permit begins		Permit expires	
Date: / /	Time: am/pm	Date: / /	Time: am/pm
Date: / /	Time: am/pm	Date: / /	Time: am/pm
Date: / /	Time: am/pm	Date: / /	Time: am/pm
Date: / /	Time: am/pm	Date: / /	Time: am/pm
RCC Emergency Contact information			
Name of RCC Contact:		Tel:	()
Authorisation by company representative			
The above work is authorised to proceed subject to the following action being taken prior to work starting and procedures being maintained for the duration of the work.			
RCC Representative Name:		Position:	Signature:
	Yes	N/A	
Work area has been inspected prior to works proceeding			Contractor has read the requirements of the RCC, ACM Management plan
Risk Assessment completed			Disposal method established
Will the area be occupied during the works			Air conditioning / Mechanical ventilation isolated:
Is it necessary to vacate the building during the works			Electrical isolated (Written confirmation from Electrician required)
SWMS reviewed by RCC			Signage / Barricades in place
Air monitoring required			Clearance certificate required
Weekly Review of Permit			
	Week 1	Week 2	Week 3
Signature and position of person issuing the permit:			
Signature of the person conducting the Work:			

APPENDIX 3 – 21.11B ASBESTOS CONTAINING MATERIAL (ACM) AIR MONITORING AND CLEARANCE CERTIFICATE RECORD

In all Friable removal works and in other cases where requested by RCC or the client, a clearance certificate may be required post completion of ACM removal works. Clearance certificates may require air monitoring to be conducted during the removal process. All monitoring records are to be maintained and kept for a period of 30 years post completion. Separate form required for each location.

Project Name:	John Palmer Public School				Project Number :	1278	
Clearance Certificate location / item details							
RCC ACM Register No: (Refer to ACM register)	Item description, type & Location (Wall sheeting, Bonded)				Removed		Date removed
					Yes	No	
Air Monitoring Results							
Monitoring Unit ID;	Sample location	Start time (24hour)	Finish time (24 Hour)	Average flow rate (mL)	Fibres / Fields	Result Fibres/mL	
Completion sign off by competent person							
Copy of final clearance certificate attached <input type="checkbox"/>				Copy of waste transport receipt attached <input type="checkbox"/>			
Copy of waste disposal dockets attached <input type="checkbox"/>				Copy of ACM work permit attached <input type="checkbox"/>			
Name:		Position:		Signature:		Date:	

APPENDIX 4 – 40.3 SAFE WORK METHOD STATEMENT: REMOVAL OF BONDED ASBESTOS SCATTERED AT RANDOM

[PCBU Contractor Name, contact details]		Principal Contractor (PC) [Name, contact details]	
Works Manager: Contact Phone:		Date SWMS provided to PC:	Revision No:
Work activity/trade:		Project Name::	
HIGH RISK CONSTRUCTION WORK: HRCW	Risk of a person falling more than 2 metres (<i>Note: in some jurisdictions this is 3 metres</i>)	Work on a telecommunication tower	Demolition of load-bearing structure
	Likely to involve disturbing asbestos	Temporary load-bearing support for structural alterations or repairs	Work in or near a confined space
	Work in or near a shaft or trench deeper than 1.5 m or a tunnel	Use of explosives	Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work
Person responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?			
Review date:		Reviewer's signature:	

Procedure (in steps):	Possible Hazards	Control Measures
Break the job down into steps. Each of the steps should accomplish some major tasks and be logical	Situation with potential to harm – injury, illness, damage, environmental impact Eg.loss of control of plant	What actions are necessary to eliminate or minimise the hazards – elimination, substitution, isolation, engineers solutions and lastly PPE
Isolation / protection of Asbestos containing material (ACM)	Disturbance of ACM Incorrect removal	Isolate identified material by removing workers form the area and barricading off minimum radius of 5 metres – Danger tape. Warning signage to be placed at the barrier to area warning of ACM Restrict access to one entry point ONLY Asbestos register to be updated in accordance with ACM Register. Initiate RCC ACM works permit process
Establish works area / removal area	Unauthorised entry to areas	Identify the boundary for the works area i.e the location where ACM is to be removed from and identify with danger tape and signage advising ACM removal in progress. Identify area for removal site i.e. the isolated region around the works,identify with danger tape & signage warning of restricted access ACM removal works in progress.
Protection of surrounding areas / adjoining structures	Adjoining areas contaminated by removal process	Prior to any removal: Protection in the form of 200 micron plastic to be secured to protect adjoining finishes (Floors / walls) Isolation / lock out of mechanical ventilation required prior to starting
Sealing of ACM prior to removal	Disturbance of ACM Water run off Electrical outlets i.e. switches, lights, outlets, alarms etc.	Ensure all electrical items are isolated from supply. Ensure all Any drains within the area to be protected. PPE as identified above. Low pressure coarse spray to be applied to all faces / edges. A mixture of water & PVA solution or detergent or paint can be used as a wetting agent. Ensure surface is saturated but minimise run off Ensure ACM is saturated through it's full depth prior to removal / disturbing. Spray all accessible voids where dust may exist
Removal process	Damage to sheets General disturbance Manual handling	Determine methodology for removal Remove any loose sections prior to removing fixed sheets. Ensure all disturbed areas remain saturated, re-apply dampening method as required. Avoid breaking sheets where possible. Should sheets continually break, reassess method of removal. Support sheets prior to removing fixings

Procedure (in steps):	Possible Hazards	Control Measures
		Where possible, remove nails / fixings or punch nail heads through sheeting. 2 person lifts for heavy or awkward materials. PPE as specified above.
Packaging waste	Packages become loose and tear Materials spill onto ground Manual handling	For small pieces , ACM to be packaged into man-handleable packages, enclosed in heavy duty 200 micron plastic. (Bag or wrap) Where possibility of tearing is identified 2 layers may be required. Bags to be labelled with appropriate warnings similar to ' Caution Asbestos' or Asbestos within, do not open bag. Where bags are used, opening to be twisted and folded over and fixed with tape or other means. For larger sections , skips may be used but must be in good condition. Skip is to be lined in 2 layers of 200 micron plastic. ACM must be kept wet. Once skip is full, it's contents must be sealed with the plastic sheeting.
Clean up	Adjoining areas contaminated by removal process Manual handling	Ensure all disturbed areas remain saturated, re-apply dampening method as required. Start from the top and work down cleaning ledges, sills & high flat areas that ACM can settle. Remove any loose items. Start cleaning and removing plastic from furthest workpoint from exit working towards the exit point. The use of an Asbestos vacuum is permitted for dry decontamination cleaning. All waste to be disposed of in Same way to ACM. (Lined bin, plastic bag 200 micron) All PPE to remain on till area is decontaminated. Scrape / clean off excess materials from boots, tools etc with damp rag, into Asbestos waste bag. All disposable PPE to be placed in Asbestos waste bag and not re-used.
Disposal of waste	Incorrect disposal of waste	Materials to be disposed of at registered waste management facility, capable of receiving Hazardous waste. Receipts of waste disposal to be collected and recorded in Asbestos register.
Other items as identified		

Company

I/We the undersigned, employees of _____, declare that I/we have attended "Work Activity Training" in the tasks to be performed on this project and have had an opportunity to participate in the development / review of the SWMS. We acknowledge that all work will be performed in the manner described within the Safe Work Method Statement.

[illegible]

Project: (List Project Name)	Signed by Senior Management Company Rep.
Contractor: Richard Crookes Constructions. 214 Willoughby Rd, Crows Nest 2065	Signature: (Who has reviewed the SWMS)
Description of Work: SWMS - Removal of BONDED Asbestos containing material ONLY (ACM) quantity less than 10 square metres Revision date: (Non licensed - Minor works)	Title: (Your title)
	Date: (Date reviewed prior to release)

Potential Environmental Impacts: Air (odour, dust, fumes) <input checked="" type="checkbox"/> Spills to ground <input checked="" type="checkbox"/> Noise <input type="checkbox"/> Soil Erosion <input type="checkbox"/> Vibration <input type="checkbox"/> Contamination/Haz materials <input checked="" type="checkbox"/> Spills to drains/waterways <input checked="" type="checkbox"/> Traffic / community <input type="checkbox"/> Flora <input type="checkbox"/> Fauna <input type="checkbox"/> Waste: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	Safety Equipment Fire extinguishers <input type="checkbox"/> Barricades <input checked="" type="checkbox"/> Ventilation <input type="checkbox"/> Lighting <input type="checkbox"/> Ladders/mobile scaffold <input type="checkbox"/> Traffic control <input type="checkbox"/> Welding screens <input type="checkbox"/> Dust extraction <input type="checkbox"/> Emergency response <input type="checkbox"/>	Permits Hot Work <input type="checkbox"/> Excavation <input type="checkbox"/> Confined Space <input type="checkbox"/> Tag out / Lock out <input type="checkbox"/> Formwork stripping <input type="checkbox"/> Fall Arrest Systems <input type="checkbox"/> Scaffold <input type="checkbox"/> Other: RCC Asbestos Permit to Work	Personal Protective Equipment (PPE) Hard Hat <input checked="" type="checkbox"/> High Vis. Clothing <input type="checkbox"/> Steep capped boots <input checked="" type="checkbox"/> Face Shield/Welding Shield <input type="checkbox"/> Safety Glasses <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Hearing Protection <input type="checkbox"/> Fall Protection/Harness <input type="checkbox"/> Other Task Specific: Face mask - Type 2 Cartridge, Disposable over-alls (Non - Velcro type).
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Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
Break the job down into steps. Each of the steps should accomplish some major tasks and be logical	Situation with potential to harm – injury, illness, damage, environmental impact Eg.loss of control of plant	List Eg. Damage to plant, buildings etc.injury or death, spills	Refer to RCC Risk Assessment Calculator F 21.5 Score 1, 2, 3	What actions are necessary to eliminate or minimise the hazards – elimination, substitution, isolation, engineers solutions and lastly PPE	Refer to RCC Risk Assessment Calculator F 21.5 Score 1, 2, 3	
Isolation / protection of Asbestos	Disturbance of ACM	Dust inhalation	1	Isolate identified material by removing	3	HSE

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
containing material (ACM)	Incorrect removal	Long term health effects Cross contamination Whole of site closure		workers form the area and barricading off minimum radius of 5 metres – Danger tape. Warning signage to be placed at the barrier to area warning of ACM Restrict access to one entry point ONLY Asbestos register to be updated in accordance with ACM Register. Initiate RCC ACM works permit process		SM
Establish works area / removal area	Unauthorised entry to areas	Workers exposed to ACM	2	Identify the boundary for the works area i.e the location where ACM is to be removed from and identify with danger tape and signage advising ACM removal in progress. Identify area for removal site i.e. the isolated region around the works, identify with danger tape & signage warning of restricted access ACM removal works in progress.	3	SM, HSE Competent Person
Protection of surrounding areas / adjoining structures	Adjoining areas contaminated by removal process	Workers exposed to ACM	1	Prior to any removal: Protection in the form of 200 micron plastic to be secured to protect adjoining finishes (Floors / walls) Isolation / lock out of mechanical ventilation required prior to starting	3	Competent Person
Sealing of ACM prior to removal	Disturbance of ACM	Cross contamination	2	Ensure all electrical items are isolated	3	Competent

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
	Water run off Electrical outlets i.e. switches, lights, outlets, alarms etc.	to other areas Electrocution Explosion Slips / falls		from supply. Ensure any drains within the area are protected. PPE as identified above. Low pressure coarse spray to be applied to all faces / edges. A mixture of water & PVA solution or detergent or paint can be used as a wetting agent. Ensure all exposed surfaces (where exposed) are saturated but minimise run off, prior to removal / disturbing. Ensure ACM is saturated (where exposed), prior to removal / disturbing. Spray all accessible voids where dust may exist		Person
Removal process	Damage to sheets General disturbance Manual handling	Workers exposed to ACM Dust generation Cross contamination to other areas Strains / cuts	1	Determine methodology for removal Remove any loose sections prior to removing fixed sheets. Ensure all disturbed areas remain saturated, re-apply dampening method as required. Avoid breaking sheets where possible. Should sheets continually break, reassess method of removal. Support sheets prior to removing fixings Where possible, remove nails / fixings or punch nail heads through sheeting. 2 person lifts for heavy or awkward	3	Competent Person

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
				materials. PPE as specified above.		
Packaging waste	Packages become loose and tear Materials spill onto ground Manual handling	Workers exposed to ACM Dust generation Whole of site closure Environmental damage Strains / cuts	1	For small pieces , ACM to be packaged into man handle-able packages, enclosed in heavy duty 200 micron plastic. All asbestos waste must be double bagged or wrapped in 2 layers of 0.2mm plastic Bags to be labelled with appropriate warnings similar to 'Caution Asbestos' or Asbestos within, do not open bag. Where bags are used, opening to be twisted and folded over and fixed with tape or other means.	3	Competent Person
Clean up	Adjoining areas contaminated by removal process Manual handling	Workers exposed to ACM Dust generation Environmental damage Strains	1	Ensure all disturbed areas remain saturated, re-apply dampening method as required. Start from the top and work down cleaning ledges, sills & high flat areas that ACM can settle. Remove any loose items. Start cleaning and removing plastic from furthest work point from exit working towards the exit point. The use of an Asbestos vacuum is permitted for dry decontamination cleaning. All waste to be disposed of in Same	3	SM HSE Competant Person

Risk Scores: 1= Immediately Stop work until controls in place, 2 =High priority controls in place as soon as practicable, 3= Low risk, planned re assessment of risk

Procedure (in steps):	Possible Hazards	Risks	Inherent Risk Score (risk with no controls)	Control Measures	Residual Risk Score (risk after controls in place)	Resp. Person
				<p>way to ACM. (Lined bin, plastic bag 200 micron)</p> <p>All PPE to remain on till area is decontaminated.</p> <p>Scrape / clean off excess materials from boots, tools etc with damp rag, into Asbestos waste bag.</p> <p>All disposable PPE to be placed in Asbestos waste bag and not re-used.</p>		
Disposal of waste	Incorrect disposal of waste	<p>Environmental contamination</p> <p>Environmental fines imposed</p> <p>People exposed</p> <p>Commercial disgrace</p>	1	<p>Materials to be disposed of at registered waste management facility, capable of receiving Hazardous waste.</p> <p>Receipts of waste disposal to be collected and recorded in Asbestos register.</p>	3	SM
Other items as identified						

Details of Site Supervisory staff		
Name:	Qualification:	Certificates of Competence / Safework Approvals required:

Training Required to Complete Work
General WHS Induction Training
Work activity training - (Asbestos awareness training)
SWMS Training
Manual Handling training
Personal protective equipment
Other: RCC Asbestos Management Plan

Plant & Equipment: (Log books to be supplied)	

Codes of Practice, Legislation, etc. applicable :
Act: Work Health & Safety Act 2011 Protection of the Environment Operations Act 1997
Regulation: Work Health & Safety Regulation 2017
Codes of Practice: COP For the safe removal of Asbestos [NOHSC:2018 (2005)] COP- How do manage and control asbestos in the workplace-Oct 2018 COP- How to safely remove asbestos- Oct 2018
Hygienists report, if submitted.

Company

I/We the undersigned, employees of _____, declare that I/we have attended "Work Activity Training" in the tasks to be performed on this project and have had an opportunity to participate in the development / review of the SWMS. We acknowledge that all work will be performed in the manner described within the Safe Work Method Statement.

[illegible]



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RICHARD CROOKES

CONSTRUCTIONS

**JOHN PALMER PUBLIC SCHOOL
1279**

UNEXPECTED FINDS PROTOCOL

CONTAMINATION HISTORIC HERITAGE ABORIGINAL HERITAGE

4 July 2022



This plan has been approved for use by the following:

Approved by / Date

Project Manager

Approved by / Date

Craig Richmond, Business Systems , QA/Env Manager

Approved by / Date

Simon Dayball Group WHS Manager

Approved by / Date

Ian West, General Manager – Commercial & Risk

AUTHORITY POSITION	COMPANY NAME	NO. OF COPIES
Peter Morrison (SPM)	Jacobs	Electronic
Simon Karkkainen (PD)	Richard Crookes Constructions	1 copy
Wes Ward (SM)	Richard Crookes Constructions	1 copy

REVISION REGISTER

REVISION DATE	REVISION DESCRIPTION	PMS INITIALS (ACCEPTANCE OF CHANGES)
20.06.22	Original issue	SK

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UNEXPECTED FINDS PROTOCOL TRAINING REGISTER

Name	Project Position	Signature	Trained By	Tool box date

1 INTRODUCTION

1.1 PURPOSE

The objectives for the project include to provide control measures for the protection and management of known and unknown/unexpected contamination, heritage, archaeological items and features including but not limited to; soil profiles, trees, buildings, structures, artefacts, relics, human remains and places.

Richard Crookes Constructions are to:

- Ensure all risks associated with excavation and exposure of workers or the public to contamination are eliminated where possible.
- Follow the protocols and communication procedures outlined below for unexpected finds related to contamination, archaeological heritage and aboriginal heritage.
- To protect or conserve (where possible) known Indigenous and Non-indigenous heritage and archaeological items and features on and adjacent to the site.
- To protect and conserve (where possible) previously undiscovered heritage and archaeological items and features on or adjacent to the site.
- To manage heritage and archaeological items and features impacted by construction in accordance with regulatory requirements.

2 UNEXPECTED FINDS PROTOCOL

2.1 OVERVIEW

The objectives for the project include to provide control measures for the protection and management of known and unknown/unexpected contamination, heritage, archaeological items and features including but not limited to; soil profiles, trees, buildings, structures, artefacts, relics, human remains and places.

Richard Crookes Constructions are to:

- Ensure all risks associated with excavation and exposure of workers or the public to contamination are eliminated where possible.
- Follow the protocols and communication procedures outlined below for unexpected finds related to contamination, archaeological heritage and aboriginal heritage.
- To protect or conserve (where possible) known Indigenous and Non-indigenous heritage and archaeological items and features on and adjacent to the site.
- To protect and conserve (where possible) previously undiscovered heritage and archaeological items and features on or adjacent to the site.
- To manage heritage and archaeological items and features impacted by construction in accordance with regulatory requirements.

2.2 CONTAMINATION

2.2.1 PROTOCOL AND COMMUNICATION PROCEDURE

The possibility exists for hazards that have not been identified to date to be present within fill materials or underlying existing pavements/building on the site. These hazards may present novel conditions which require to be addressed to ensure that the continuation of site works is completed in a manner which achieves the project objectives.

An example of such a condition would be the identification of previously unknown contaminants within site soils and/or excavation dewater.

The procedure has been abstracted for the RAP, as relevant to potential soil and water management at the site. The nature of hazards which may be present and which may be discovered at the site are generally detectable through visual or olfactory means, for example:

- Hydrocarbon impacted materials (visible/odorous); and/or
- Drums, waste pits, former pipework or USTs (visible); and/or
- Oily Ash and/or oily slag contaminated soils/fill materials (visible/odorous); and/or
- Tarry like impacted soil/fill material (visible/odorous); and/or
- Potential chlorinated hydrocarbon impact (sweet odour soils).

2.3 ARCHEALOGICAL HERITAGE

2.3.1 PROTOCOL AND COMMUNICATION PROCEDURE

There is potential that unexpected physical evidence associated with the phases of occupation at the site may be present in all areas of the site. Such unexpected remains may include, but not be limited to:

- Deep cut wells, reservoirs and pits associated with occupation at the site;
- Structural remains and artefacts;
- Rubbish pits containing waste and discarded artefacts disposed of away from housing
- Other unexpected, buried remains.

Unexpected finds do not include isolated artefacts and building remains that may form part of fill deposits. If unexpected finds are exposed or disturbed work should cease in that area and a Curio archaeologist notified of the find as soon as practicable. Do not move the item or attempt to further disturb it. Take a photo and forward to the archaeologist and they will discuss and advise the next step which may include, but not be limited to:

- A site visit by the archaeologist;
- An instruction to move the item;
- No further action required. The Excavation Director will assess the archaeological research significance of all Unexpected Finds and this assessment will determine the action to be followed. These may include:
 - No further action (i.e. the find is not significant);
 - Retention of isolated artefacts, that otherwise are assessed as of low archaeological research potential, as items for possible use in interpreting the site, display, etc;
 - Recording of the location of the find and
 - Retaining artefact(s) of research potential for the archaeological collection and further analysis;
 - further recording and excavation to expose a larger feature or structural remains;
 - Notification of the find(s) to Heritage NSW and further liaison with them;
 - Additional research to identify larger features if not previously identified in the historical record;
 - Reassessment of the significance of the unexpected find in light of this research.

Some of the attributes of any unexpected finds that may determine if further advice is sought from Heritage NSW regarding the find are:

- Larger previously unrecorded features especially structural remains;
- Suspected human remains;
- Evidence for earlier occupation of the site (i.e. pre 1815);
- Rare or unusual find.

If State or locally significant relics are found during works, the Heritage Council of NSW is to be notified in accordance with s.146 of the Heritage Act 1977. This notification takes place in the form of an email to the relevant archaeologist at Heritage NSW. It is noted that Section 4.41 of the Environmental Planning and Assessment Act 1979 does not exempt notification of the discovery of relics under s146, of the Heritage Act 1977, nor the notification of the discovery of Aboriginal objects under s89 of the NPW Act for State Significant Development or State Significant Infrastructure.

Depending on the assessed significance of the find it may be necessary to undertake additional assessment and management recommendations related to the new information. Work may only recommence with the written approval of Heritage NSW.

2.4 ABORIGINAL HERITAGE

2.4.1 PROTOCOL AND COMMUNICATION PROCEDURE

Upon discovery of an archaeological feature that is suspected to be an Aboriginal Unexpected Find (excluding human remains- see Section 6.4.2 below), the following procedure should be followed:

1. Cease works in the immediate vicinity of the find.
2. Contact the project archaeologist to verify the nature of the find.
3. If Unexpected Find is confirmed as Aboriginal archaeology, project archaeologist will notify project Register Aboriginal Parties (RAPs) and Biodiversity & Conservation Division (BCD) of the find. (If Unexpected Find is confirmed as not Aboriginal in origin, project archaeologist will provide advice for works to recommence).
4. Project Archaeologist/Project RAPs will undertake a preliminary assessment and recording of the find.
5. Formulate archaeological or heritage management plan- specific to nature of the find.
6. Implement archaeological/heritage management plan.
7. Works may commence once archaeological/heritage management plan has been successfully implemented and project archaeologist provides sign off to contractor for works to resume in vicinity of find.

2.5 UNEXPECTED SKELETAL REMAINS

While not anticipated to be encountered within the JPPS study area, the unexpected discovery of any potential skeletal remains during development works would be managed in accordance with the approved Office of Environment and Heritage (OEH) protocol for the discovery of human remains which is stated as:

If any suspected human remains are discovered and/or harmed the proponent must:

- a) Not further harm these remains;
- b) Immediately cease all work at the location;
- c) Secure the area to avoid further harm to the remains;
- d) Notify the local police and OEH's (now BCD of DPIE) Environment Line on 131 555 as soon as practicable and provide any available details of the remains and their location; and
- e) Not recommence any work at the location unless authorised in writing by OEH (now BCD of DPIE).

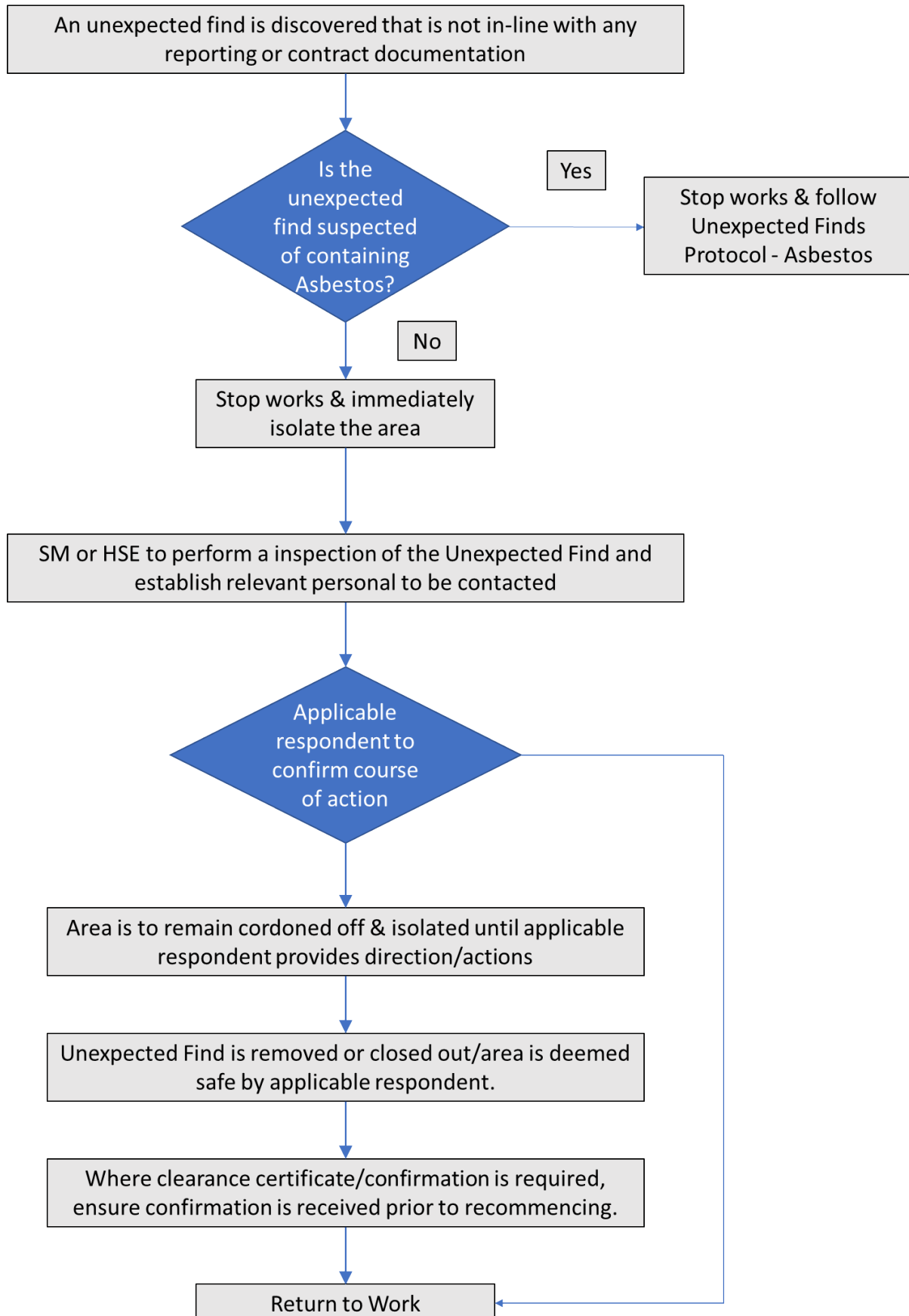
3 OBJECTIVES

- Remove all high-risk asbestos items where possible.
- Deliver effective asbestos management work programs.
- Ensure that no one is exposed to airborne asbestos fibres.
- Ensure compliance with this Asbestos Management Plan.
- Ensure the asbestos database and register is accurate.
- Comply with State and Commonwealth legislation.
- Remove asbestos containing items when and where possible

4 ORGANISATIONAL RESPONSIBILITIES

Person / Party	Responsibility
Construction Manager (CM), Project Manager (PM)	<ul style="list-style-type: none"> Ensure all staff and contractors are aware of and comply with the plan. Project management 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. Notify Adjacent neighbours, property owners work type and time frame
Site Manager (SM) Health Safety and Environmental Coordinator (HSE)	<ul style="list-style-type: none"> Obtain from Subcontractor, copy of Safework Notification (Requirement of RCC 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 RCC relevant staff Manage the asbestos works program and removal program Respond to incidents Document preparation, recording and filing Manage asbestos inspection contractor
Contractors (C) and Trades Staff (TS)	<ul style="list-style-type: none"> Not to impact on an ACM without complying with the plan 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 RCC Contractor Induction Develop a site specific asbestos removal control plan, SWMS and Risk Assessment prior to performing the asbestos removal work

5 INCIDENT RESPONSE FLOW CHART





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