

BSBPMG516 MANAGE PROJECT INFORMATION AND COMMUNICATION

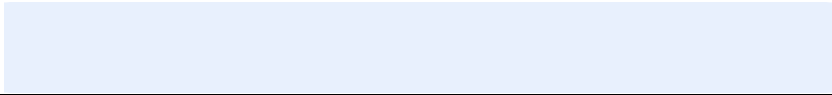
PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Sarah Conley

Participant signature 

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

ASSESSOR COMMENTS

BSBPMG516

MANAGE PROJECT INFORMATION AND COMMUNICATION

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to plan, implement, maintain and review information and communication management systems and processes. The participant is required to link people, ideas and information at all stages in the project life cycle, ensuring timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.	
These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation, Computer.	
Assessment of task	
Name of participant:	Sarah Conley
Name of observer:	Gavin Bowen
Role of observer (Confirm suitability to sign)	Works Delivery Manager
Email address of observer	Gavin.Bowen@fultonhogan.com.au
Signature of observer:	
Date:	14/12/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan information and communication processes	
1.1A. Using input from stakeholders, identify, analyse and document information requirements – ensuring: - Consideration of alternative communication methods, media and systems, and their application on various projects - Use of clear language in verbal and written interactions with stakeholders - Consideration of non-verbal communication - Use of active listening and questioning to confirm understanding and agreement	☒
1.1B. Within delegated authority, develop an agreed communication management plan to support achievement of project objectives.	☒
1.1C. Establish and maintain a designated project-management information system to ensure quality, validity, timeliness and integrity of information and communication.	☒
2 Implement project information and communication processes	
1.2A. Manage generation, gathering, storage, retrieval, analysis and dissemination of information by project staff and stakeholders.	☒
1.2B. Implement, modify, monitor and control designated information-validation processes to optimise quality and accuracy of data.	☒

1.2C. Implement and maintain appropriate communication networks.	☒
1.2D. Identify and resolve communication and information-management system issues.	☒
3 Assess information and communication outcomes	
1.3A. Finalise and archive records according to agreed project information ownership and control requirements.	☒
1.3B. Review project outcomes to determine effectiveness of management of information and communication processes and procedures.	☒
1.3C. Identify and document lessons learned and recommended improvements for application in future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

1.3A Sarah maintained and archived project records utilising the FHU systems of Salesforce, Teambinder and the Local Server folders.

Document Control

Revision:	Reason for Revision:	Revision Date:	
Rev No.5	Inclusion in of Scope Change – Oldfield Road Access	01 September 2020	
Prepared By:	Sarah Conley Fulton Hogan Health & Safety Advisor		
Approved By:	Aaron Lutton Fulton Hogan Program Manager		

Document Control

This Plan interfaces with the other associated plans, which together describe the proposed overall project management system for the Urban Utilities program or works.

If any unsigned hard copies of this document are printed, they are valid only on the day of printing.

The revision number is included at the bottom of each page. When revisions occur, the entire document will be issued to all owners with the revision number updated accordingly for each owner of a controlled copy.

Attachments/Appendices to this plan are revised independently of this plan.

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Amendments must be identified by the revision number.

Project Specific Coordination Plan

Contents

1. Project Scope	5
1.1. Overview	5
1.2. Location.....	6
2. Possession of Site Specific Requirements.....	6
3. Project Works Delivery Team	11
4. Key Project Risk Documents & Approvals Process	12
5. Project Key Contacts Listing	13
6. WHS High Risk Hazards Applicable to Works	15
7. WHS Hazards Applicable to Works	16
8. Health & Wellbeing Hazards Applicable to Works	16
8.1. Permits Application to Project	17
9. Environmental Aspects Application to Works	17
9.1. Additional Environmental Submissions	17
9.2. Environmental Permits	17
10. Quality Documents Required	18
11. Project Communication and Consultation Schedule	20
12. Incident Notification and Investigation.....	20
13. Emergency Management.....	21
14. Injury Management	23
14.1. Rehabilitation and Return to Work Coordinator.....	23
14.2. First Aid	23
15. Site Facilities, Toilets and Amenities.....	23
16. Revision History.....	24
Appendix A Contractor Incident Classification, Notification and Investigation Process	25
Appendix B Program Classification Notification & Investigation Process.....	26
Appendix C – Medical Centre Map.....	27
Appendix D – Hospital Map	28
Appendix E – Project Site Facilities	29
Appendix F – Vehicle Movement Plan (Light Vehicles)	29
Appendix G – Vehicle Movement Plan (Heavy Vehicles)	29
Appendix H – STEP/RACI Matrix	29
Appendix I – Construction Environmental Management Plan (CEMP)	29

1. Project Scope

1.1. Overview

Centenary Motorway Sewer Rising main (RM019) is a DN410 MSCL Pipe which was installed in 1976. It originates from SP019 Centenary Motorway Pump Station and terminates at the discharge maintenance hole MH177147 located adjacent to the Sinnamon Village Aged Care. It is approximately 1515m long with approximately 800m located in the middle of the Centenary Motorway.

The rising main runs predominantly along/under Centenary Hwy, from north to south, towards the on-ramp from Sinnamon Park then continues through a wetland and the natural ground adjacent to the Sinnamon Village Aged Care. Recent expansions to the retirement village have resulted in buildings closer to the main and discharge manhole than when constructed. Large rock boulders in the vicinity may have been placed over sections of the rising main (as part of the onsite stormwater management). As a result of these developments, direct vehicular access to the discharge manhole has been cut-off.

A recent burst in the rising main occurred near SP19 on the night of 6 February 2020 which severely affected the traffic flow through the Centenary Motorway. During the repair it was observed that the MSCL pipe near the high point of the rising main line is severely corroded. Condition of most of the pipe on the motorway is unknown as no CCTV inspection or thickness testing of the pipe could be undertaken on the motorway. This has raised a concern on the risk of failure of the rising main in the middle of the motorway in near future. A condition assessment of the rising main was carried out in 2019 by SMEC under Urban Utilities Enhanced Condition Assessment Program. Condition Assessment report is attached in Appendix 4.

Urban Utilities is urgently seeking to relocate the main away from the motorway through the Department of Main Roads (DTMR) Corridor to eliminate the risk of another failure on the motorway.

A summary of the scope of works that will be delivered by the WWMP team are detailed below;

- Design development to IFC
- Site Mobilisation and Early Works
- Installation of Drive 1 HDD DTMR Compound to Jindalee Golf Club (JGC) Maintenance Shed
- Installation of Drive 2 HDD JGC to Sinnamon Aged Care Easement
- Pipework Installation and Connections, including Flow Control and Isolations
- Reinstatement and Handover
- Oldfield Road Access to Sinnamon Aged Care Easement

1.2. Location



Figure 1: Sewer Rising Main 19 Site location.

The light blue line indicates the existing alignment of the rising main and shows the proximity of the project to the Brisbane River.

2. Possession of Site Specific Requirements

Throughout the durations of Works Delivery there will be four (4) sections of land that will be required for Fulton Hogan Utilities to possess in order to deliver the project. The works will be predominately limited to the four area, shown in Figure 2 and listed below;

- Site 1: DTMR compound adjacent and SP19 Sewer Pumping Station.
- Site 2: Jindalee Golf Course
- Site 3: Sinnamon Aged Care Facility via Oldfield Road Access Track
- Site 4: BCC Park Reserve – Pipe stringing area

In order to gain access to the land required, the following permits and approvals are required prior to commencing works;

- DTMR Compound – Sub-lease Agreement with Lybec Infrastructure (who is currently leasing the land) and DTMR approved permit.
- Jindalee Golf Course – BCC approval to access land and agreement with Jindalee Golf Club.
- Sinnamon Aged Care Facility – agreement and approval to access land with the Wesly Mission Queensland.
- BCC Park Reserve – agreement and approval from BCC Park department.
- Sinnamon Park - BCC Park Reserve and Wetland - agreement and approval from BCC Park department

As part of site possession the Fulton Hogan Utilities will be submitting Notice of Entry to relevant lands as required.



Figure 2 – Site Compound Areas and Access points

Fulton Hogan controlled access points to the four project areas will be as follows;

1. DTMR. The access and central meeting point will be the existing compound area as detailed and accessed as per Fig 3a.



Figure 3a

2. Golf Course. The access and central meeting area will be adjacent to the GC Maintenance shed which is accessed via the existing access road off Yallanbee Road as per Fig 3b.

COMPOUND AREA 2
LAYDOWN & SITE LAYOUT



Figure 3b

3. Sinnamonn Aged Care Facility. The central meeting point will be in the existing car park indexed in Fig 2 and accessed as per Fig 3c.

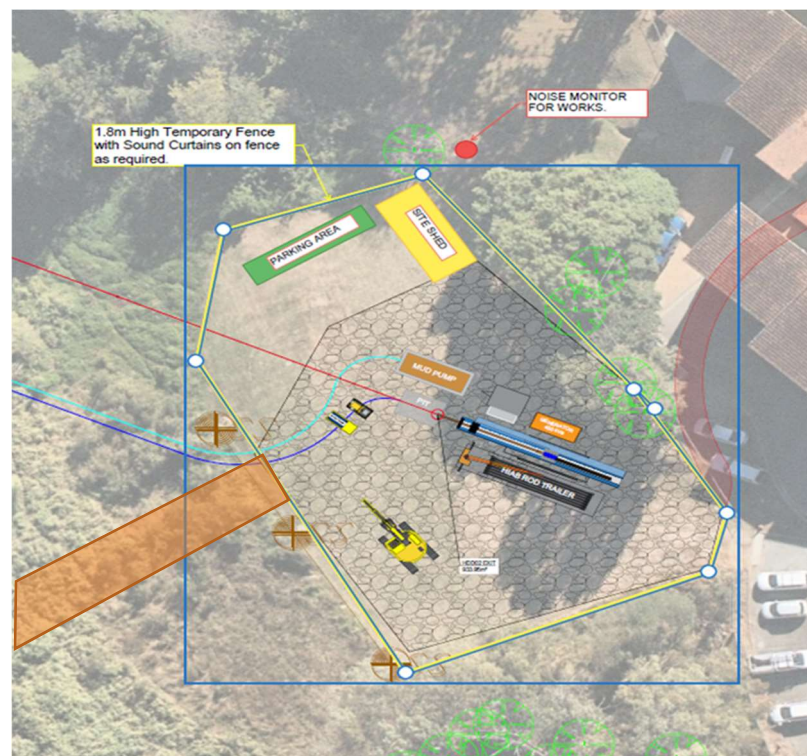


Figure 3c

4. BCC Park Reserve – Pipe stringing area. Access for pipe delivers as per Fig 2, via Capitol Drive.

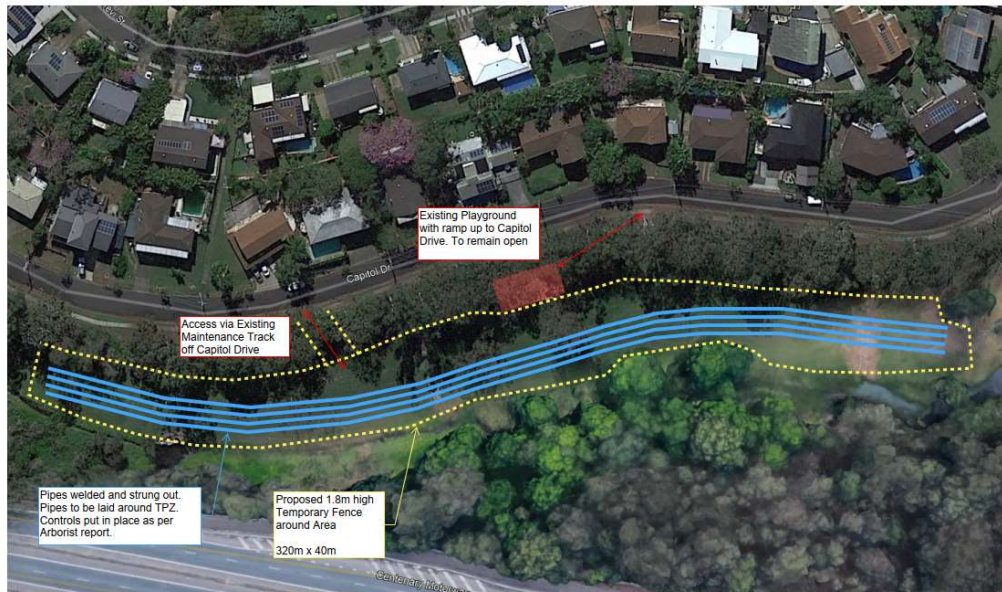


Figure 3d

3. Project Works Delivery Team

The Works Delivery team will work collaboratively together to ensure all aspects of the Works Delivery phase are completed safely, efficiently and to the highest quality standards. The integrated WWMP team is for Work Pack 02 is shown in Figure 6 below

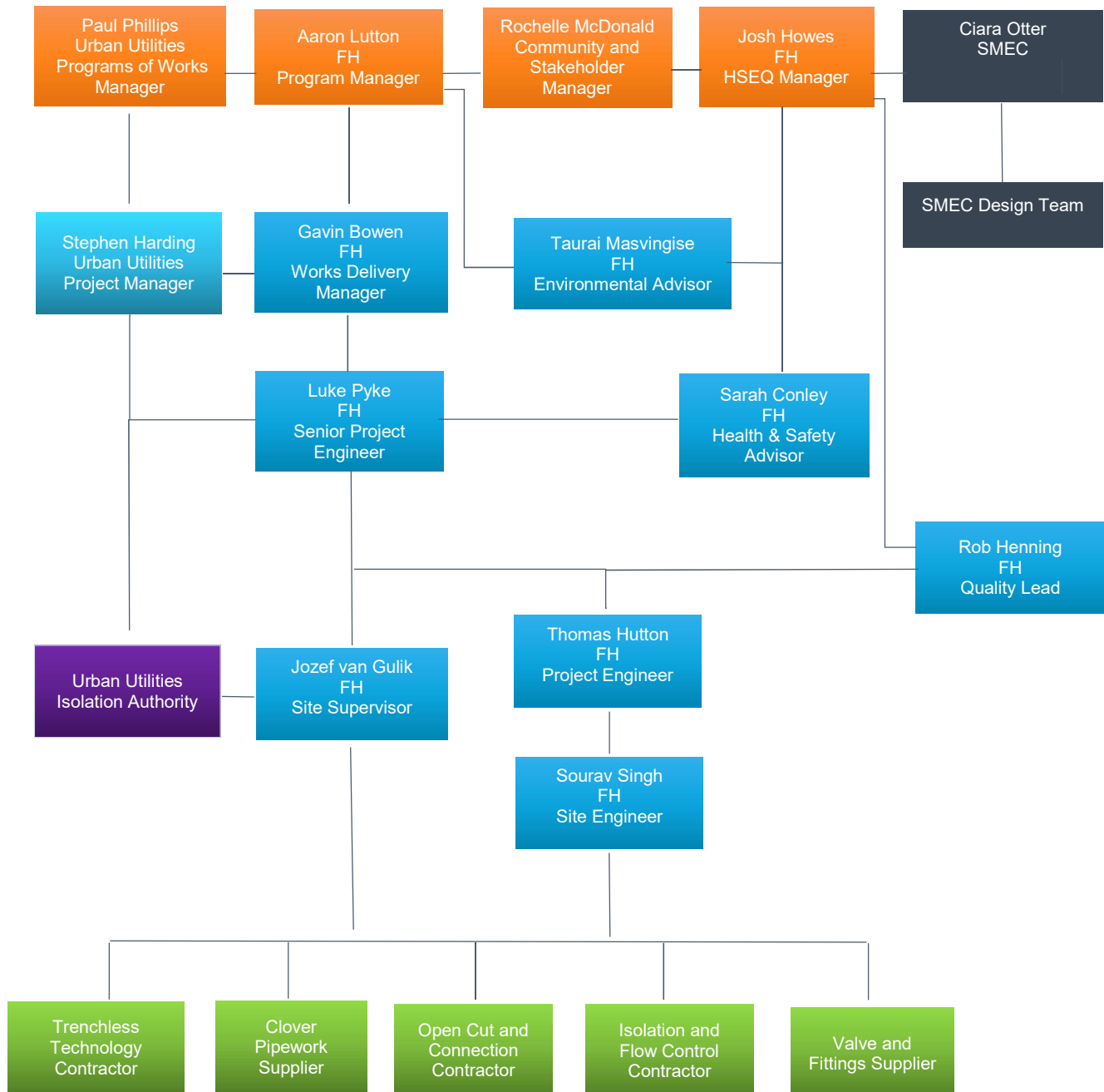


Figure 6 – Works Delivery Team Organisational Chart

4. Key Project Risk Documents & Approvals Process

In order to manage HSEQ key risk through the ECI to works delivery phase the flow chart shown in Figure 7 below highlights the key steps that need to be undertaken prior to commencing works on-site.

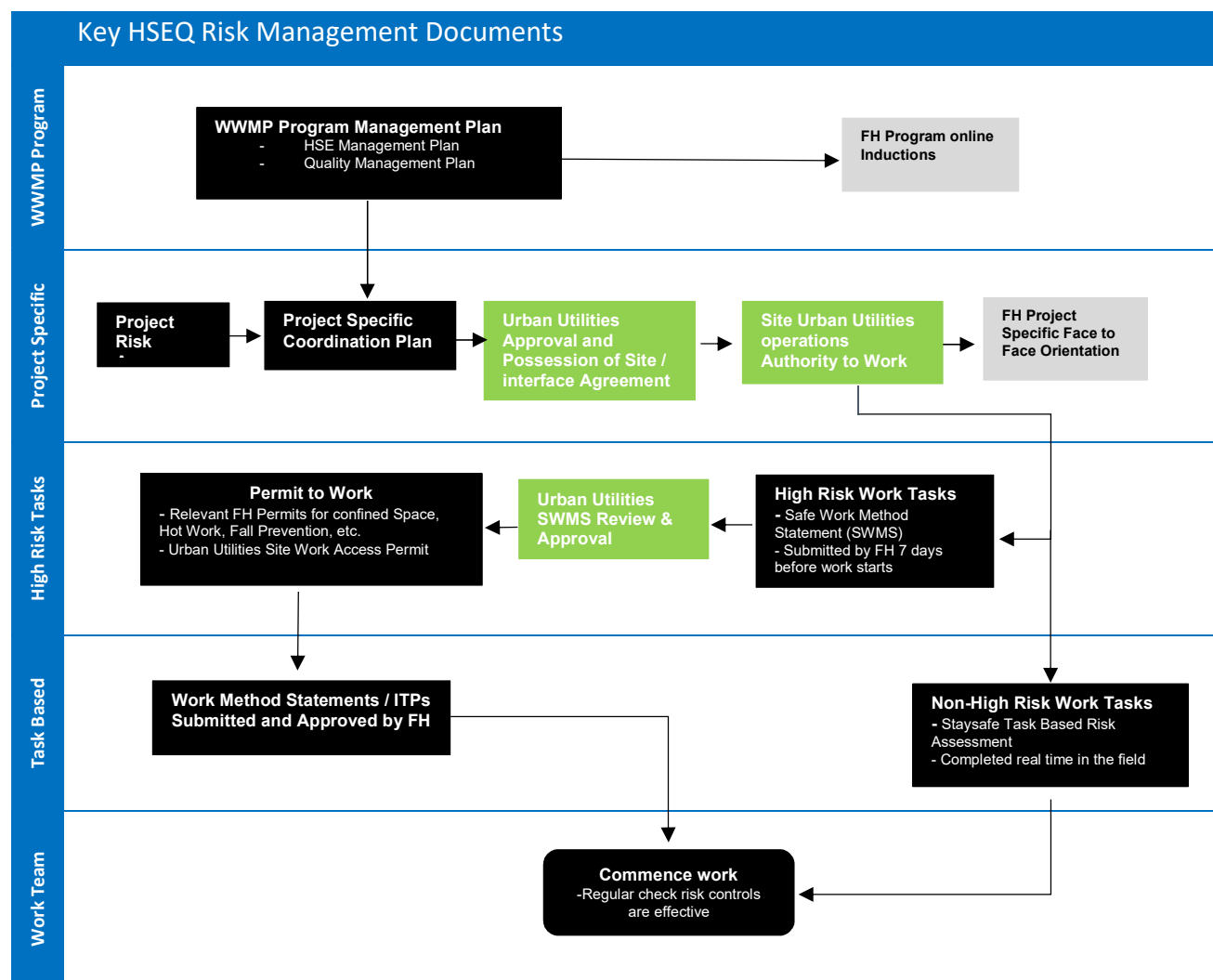


Figure 7 – HSEQ Risk Management Flow Chart

5. Project Key Contacts Listing

Workplace Personnel			
Fulton Hogan Personnel			
Title	Name	Contact Details	Comment
Program Manager	Aaron Lutton	0410 645 983	
Works Delivery Manager	Gavin Bowen	0499 302 803	
Community and Stakeholder Manager	Rochelle McDonald	0499 303 035	
Senior Project Engineer	Luke Pyke	0455 542 023	
Project Engineer	Thomas Hatton	0427 281 795	
Site Engineer	Sourav Singh	0448 895 136	
Site Supervisor	Jozef Van Gulik	0499 300 388	
Health & Safety Advisor	Sarah Conley	0499 310 655	
Environmental Advisor	Taurai Masvingise	0499 320 275	
Urban Utilities			
Program Manager	Paul Phillips	0400 779 338	
Senior Project Manager	Stephen Harding	0427 620 368	
WHS Lead	TJ Phillips	0448 289 124	
Urban Utilities Networks	Nadine Story	0408 295 539	
Urban Utilities Control	Damian McMurray	07 3856 7179	
Urban Utilities 24hr number	Urban Utilities	13 23 64	
SMEC			
Design Manager	Ciara Otter	0438 158 093	Overall Project Designer

EXTERNAL EMERGENCY CONTACTS			
Title	Name	Contact Details	Comment
Police	National Emergency Call Centre Local Police Station	000 Mobile phones 112	Indooroopilly Police Station 343 Moggill Rd, Indooroopilly QLD 4068 (07) 3377 9444
Ambulance	National Emergency Call Centre	000 Mobile phones 112	
Fire	National Emergency Call Centre	000	
Poison Information Centre	National Coverage	13 11 26	
Doctor or Medical Centre	Jindalee Medical Centre 62 Looranah St, Jindalee QLD 4074	(07) 3376 7343	
Hospital	Kessels Rd &, Troughton Rd, Coopers Plains QLD 4108	(07) 3182 6111	
Local / Regional Council	Brisbane City Council	07 3403 8888	

6. WHS High Risk Hazards Applicable to Works

HSE Plan Reference	Critical Hazards Categories	Applicable ✓	Risk L/M/H/E	Scope of Work
Section 8.1	Onsite - Traffic Management	✓	H	Site Deliveries
Section 8.1.1	Site Access & Parking	✓	H	Throughout the project
Section 8.1.2	Vehicles and Mobile Plant on Site	✓	H	Throughout the project
Section 8.2	Traffic Management – Roadwork	✓	H	Throughout the project
Section 8.3	Mobile Plant	✓	H	Throughout the project
Section 8.3.1	Servicing and Maintaining Mobile Plant	✓	H	Throughout the project
Section 8.4	Crane Lifts	✓	H	Throughout the project
Section 8.5	Working Near to Underground or Overhead Services	✓	H	Civil Works, excavation and drilling close to existing services.
Section 8.6	Permit to Work	✓	H	Throughout the project
Section 8.7	Electrical Safety	✓	H	Cut over and Commissioning works
Section 8.8	Isolation	✓	H	Cut over and Commissioning works
Section 8.9	Trenching & Excavations	✓	H	Throughout the project
Section 8.10	Drilling	✓	H	HDD works
Section 8.11	Asbestos	✓	H	Civil Works, excavation and HDD works
Section 8.12	Fall Prevention	✓	H	Unloading and accessing existing pumps stations for flow control and Tankering
Section 8.12.1	Ladders	✓	H	Civil works
Section 8.13	Temporary Structures	✓	H	Mechanical pipe installation
Section 8.13.1	Temporary Works	✓	H	Mechanical pipe isolation and pipe installation
Section 8.13.2	Scaffold	✓	H	Temporary works
Section 8.14	Hot Work	✓	H	Butt Welding and general maintenance
Section 8.15	Hazardous Chemicals and Dangerous Goods	✓	H	General Maintenance Works
Section 8.16	Demolition	✓	H	Demolition and grouting of redundant rising main

Section 9.16	Working Over or Near Water	✓	H	RCBC bridge improvements and bracing
Section 8.17	Confined Space and Restricted Access	✓	H	Mechanical works – internal welding of pipework.

7. WHS Hazards Applicable to Works

HSE Plan Reference	General Hazard Categories	Applicable ✓	Risk L/M/H/E	Scope of Work
Section 9.1	Barricading	✓	M	Throughout Principal Contractor Area
Section 9.2	Signage	✓	M	Throughout Principal Contractor Area
Section 9.3	Chain of Responsibility (CoR)	✓	M	Flow Control and Tankering
Section 9.4	Power Plant & Equipment	✓	M	Butt Welding
Section 9.5	Manual Handling	✓	L	Throughout project
Section 9.6	Change Management	✓	M	Throughout project
Section 9.7	Personal Protective Equipment	✓	M	Throughout project
Section 9.8	Site Establishment	✓	L	Throughout project
Section 9.9	Dust Management	✓	L	Demolition works
Section 9.10	General Site Rules	✓	M	Throughout project
Section 9.11	Amenities & Housekeeping	✓	M	Throughout project
Section 9.12	Use of Lasers	✓	L	Throughout project
Section 9.13	Working Alone	✓	L	Throughout project
Section 9.14	Noise	✓	L	Demolition works
Section 9.15	Inclement Weather	✓	M	Throughout Project
Section 9.17	Offsite driving and commuting	✓	M	Throughout project

8. Health & Wellbeing Hazards Applicable to Works

HSE Plan Reference	Hazard	Applicable ✓	Risk L/M/H/E	Scope of Work
Section 11.1	Fatigue Management	✓	M	Throughout project
Section 11.2	Fitness for Work including Alcohol and Drugs	✓	M	Throughout project
Section 11.3	UV, Sun Protection and Heat	✓	M	Throughout project
Section 11.4	Hygiene Management & Decontamination	✓	M	Demolition works

8.1. Permits Application to Project

Permit	Applicable ✓	Responsibility
Urban Utilities Network Access Permit	✓	Project Manager
Excavation Permit	✓	Supervisor / Project Engineer
Hot Work Permit	✓	Supervisor / Project Engineer
Confined Space Permit	✓	Supervisor / Project Engineer
Isolation Permit	✓	Supervisor / Project Engineer
Working Live Permit	✓	Supervisor / Project Engineer
Fall Prevention Permit	✓	Supervisor / Project Engineer
Crane Lift Study	✓	Supervisor / Project Engineer

9. Environmental Aspects Application to Works

HSE Plan Reference	Aspect	Applicable ✓	Scope of Work
Section 10.1	Air Quality Management	✓	Throughout the project
Section 10.2	Vibration	✓	HDD and driving of Enveloper
Section 10.3	Flora & Fauna	✓	Survey and recommendations
Section 10.4	Soil Erosion and Sediment Control	✓	Throughout Project
Section 10.5	Contaminated Soil	✓	Open trenching and HDD
Section 10.6	Acid Sulphate Soil	✓	Open trenching and HDD
Section 10.7	Water Quality	✓	Throughout Project
Section 10.8	Waste	✓	Throughout Project
Section 10.9	Heritage	☐	
Section 10.10	Heritage Discovery	☐	

9.1. Additional Environmental Submissions

Dependant on risk rating as identified above or required by Urban Utilities

Aspect	Detail	Responsibility
Trees and Vegetation	NALL Survey	SMEC Design Manager
Environmental Management	Construction Environmental Management Plan and Species Management Plan	SMEC Design Manager
Land use agreements	DTMR, BCC, Jindalee GC and Sinnamon Aged Care	Urban Utilities Project Manager

9.2. Environmental Permits

EPA Permit for Disposal of Acid Sulphate Soils

All relevant permits and requirements are covered within Project Construction Environmental Management Plan (CEMP)

10. Quality Documents Required

Scope of Works	ITP #	Construction Method Statement Required	ITP Required	ITC Required
Clear, Grub & Topsoil Stripping	TBA	✓	✓	✓
General Excavation	TBA	☐	✓	✓
Conduit & Pit - Installation (Urban Utilities)	TBA	✓	✓	✓
General Fill - Placement	TBA	☐	✓	✓
Concrete - Placement	TBA	☐	✓	✓
Subgrade Preparation	TBA	☐	✓	✓
Supply - HDPE Pipes and Fittings	TBA	☐	✓	✓
HDPE Pipe Installation (Open Trench)	TBA	✓	✓	✓
HDPE Pipe Installation (HDD)	TBA	✓	✓	✓
HDPE Pipe Installation (HDD) - TMR	TBA	✓	✓	✓
Landscaping	TBA	✓	✓	✓
Manhole Construction	TBA	☐	✓	✓
Decommissioning of Pipes and Pits	TBA	✓	✓	✓
Prime/ Seal & Asphalt Placement (BCC)	TBA	☐	✓	✓
Concrete Repair - Concrete Mortar	TBA	☐	✓	✓
Concrete Repair - Epoxy Mortar	TBA	☐	✓	✓
SUPPLY - Backfill Material (GF, Gravels)	TBA	☐	✓	✓
SUPPLY - Concrete Mix Designs	TBA	☐	✓	✓
SUPPLY - Electrical Materials (Conduit, Pits, Rope etc)	TBA	☐	✓	✓
SUPPLY - Reinforcement & Accessories	TBA	☐	✓	✓
Commissioning Plan Required?	✓	Contents Required: As per SDRL		



Hold Points and Witness Points Register:

To be advised upon completion of IFC Drawings

11. Project Communication and Consultation Schedule

Type	Freq.	Agenda	Attendees
Client Meetings	Weekly	To discuss general and raised issues and agree relevant actions as may be necessary Formal - Minutes issued.	Fulton Hogan Management/Sub-contractor Client Representatives
Urban Utilities Operations daily update (during Flow Control activities)	Daily	To discuss general and raised issues and agree relevant actions as may be necessary during Flow Control activities. Formal minutes issued as deemed necessary	All Field Supervision Urban Utilities Operations
Daily Pre Start Meeting	Daily	Raise and address any safety concerns from the previous shift Inform of any areas with significant risk for the coming shift To be a forum to raise OH&S issues To discuss daily site activities To co-ordinate works and interfaces such minimising hazards Daily Pre Start Meeting minutes shall be kept	All field supervision, Sub-contractor, Wages employees
Tool Box Meeting	Weekly	OH&S Topic to be determined by Project Manager / Safety Manager Toolbox Meeting Minutes to be kept and distributed	All supervision, Sub-contractors, consultants, suppliers and wages employees on site
Safety Committee Meetings (if requested by workforce)	Monthly	To discuss general and raised issues and agree relevant actions as may be necessary by the project workforce Formal - Minutes issued.	HSR's Elected Representative Safety Coordinator FH Project Manager
Other Contractors Visitors	As required	Report to site office If unable to attend daily pre start meeting, site supervisor / HSE coordinator will communicate all hazards / activities to other contractors / visitor	Site Supervisor Safety Coordinator Contractors Visitors to site

12. Incident Notification and Investigation

Refer Appendix A Contractor Classification, Notification & Investigation Process
Refer Appendix B Program Classification, Notification & Investigation Matrix

13. Emergency Management

The Fulton Hogan Project Manager shall appoint:

- An Emergency Planning Committee (EPC), that manages workplace-level emergency planning
- An Emergency Response Team (ERT), that manages the tactical and operational response to incidents and emergencies at a workplace
- An Emergency Coordinator (EC), who leads the ERT
- A designated first aider

The Emergency Planning Committee (EPC) for this project consists of the following personnel:

EPC Members	Discipline / Focus Area
Works Delivery Manager – Gavin Bowen	Overall Works Delivery
Senior Project Engineer – Luke Pyke	Overall workplace accountability
Site Supervisor – Jozef Van Gulik	Site specific Responsibility
Project Engineer – Thomas Hatton	Site specific Responsibility
Safety Operative – Sarah Conley	Health & Safety Advisor
Environmental Operative – Taurai Masvingise	Environmental Representative

The Emergency Response Team (ERT) for this project consists of the following personnel:

ERT Members	Position / Area
Luke Pyke	Senior Project Engineer
Jozef Van Gulik	Supervisor (Emergency Coordinator (EC))
Sarah Conley	Health & Safety Advisor
Thomas Hatton	Project Engineer

Core incident or emergency scenario flowcharts	
<i>Initial response (R.E.A.C.T) flowchart</i>	<i>Emergency evacuation flowchart</i>
<i>Emergency communications flowchart</i>	<i>Crisis management flowchart</i>
<i>Serious injury flowchart</i>	<i>Injury management flowchart</i>

Specific incident or emergency response flowcharts		Applicable ✓
Asbestos	Incident and emergency response flowchart - Asbestos	✓

Bomb threat	Incident and emergency response flowchart - Bomb threat	☐
Bushfire	Incident and emergency response flowchart - Bushfire	☐
Chemical, oil and fuel spills	Incident and emergency response flowchart - Chemical, oil and fuel spills	✓
Encountering contaminated soil	Incident and emergency response flowchart - Encountering contaminated soil	✓
Encountering cultural heritage sites or human remains	Incident and emergency response flowchart - Encountering cultural heritage sites or human remains	☐
Encountering wildlife (including snakes)	Incident and emergency response flowchart - Encountering wildlife (including snakes)	✓
Extreme dust	Incident and emergency response flowchart - Extreme dust	☐
Fall arrest	Incident and emergency response flowchart - Fall arrest	✓
Major fires or explosions	Incident and emergency response flowchart - Major fires or explosions	☐
Minor fires	Incident and emergency response flowchart - Minor fires	✓
Robbery or hostile intruder	Incident and emergency response flowchart - robbery or hostile intruder	✓
Service strikes and leaks – water or sewage pipes	Incident and emergency response flowchart - Service strikes and leaks - water or sewerage pipes	✓
Service strikes and leaks – gas	Incident and emergency response flowchart - Service strikes and leaks - gas	✓
Service strikes and leaks – electricity cables (underground or overhead)	Incident and emergency response flowchart - Service strikes and leaks - electricity cables (underground or overhead)	✓
Storms and flooding	Incident and emergency response flowchart - Storms and flooding	✓
Temperature extremes - heat	Incident and emergency response flowchart - Temperature extremes - heat	✓
Temperature extremes – cold	Incident and emergency response flowchart - Temperature extremes - cold	☐
Trench collapse	Incident and emergency response flowchart - Trench collapse	✓
Vandalism	Incident and emergency response flowchart - Vandalism	✓
Vehicle accidents and plant rollovers	Incident and emergency response flowchart - Vehicle accidents and plant rollovers	✓

Specific Emergency Plans Required	
Plan Type	Responsibility
Flow Control Plan / procedure	FH Site Team and Subcontractors with input from relevant Urban Utilities personnel
Demolition Plan	
Hydro fracture Response Plan	

14. Injury Management

Where an employee requires medical treatment resulting from an incident, they will be taken to the medical facility located nearest to the site (refer to Appendix C). Sonic Health Plus located at Skygate (Brisbane Airport), Oxley and Loganholme will be the preferred medical facilities for initial injury assessment. The closest provider can be located in the map in Appendix C.

14.1. Rehabilitation and Return to Work Coordinator

OccCorp Injury Management service will be utilised as part of the Rehab and Return to Work service. The designated Fulton Hogan Return to Work Coordinator will work closely with OccCorp to manage the injuries specific to Fulton Hogan employees. Subcontractors will be responsible for the injury management of their own employees and there will be an expectation that they have adequate resources and processes in place.

The Fulton Hogan designated RRTW Coordinator is: Josh Howes

14.2. First Aid

First Aiders Name	Position / Area
Thomas Hutton	Project Engineer
Sarah Conley	HSE Co-ordinator

First Aid Kits and snake bite kits are located in FH vehicles and site compounds and access to Defibrillator located in each of the three site compounds.

15. Site Facilities, Toilets and Amenities

The following facilities are available at site for use by visitors and operatives;

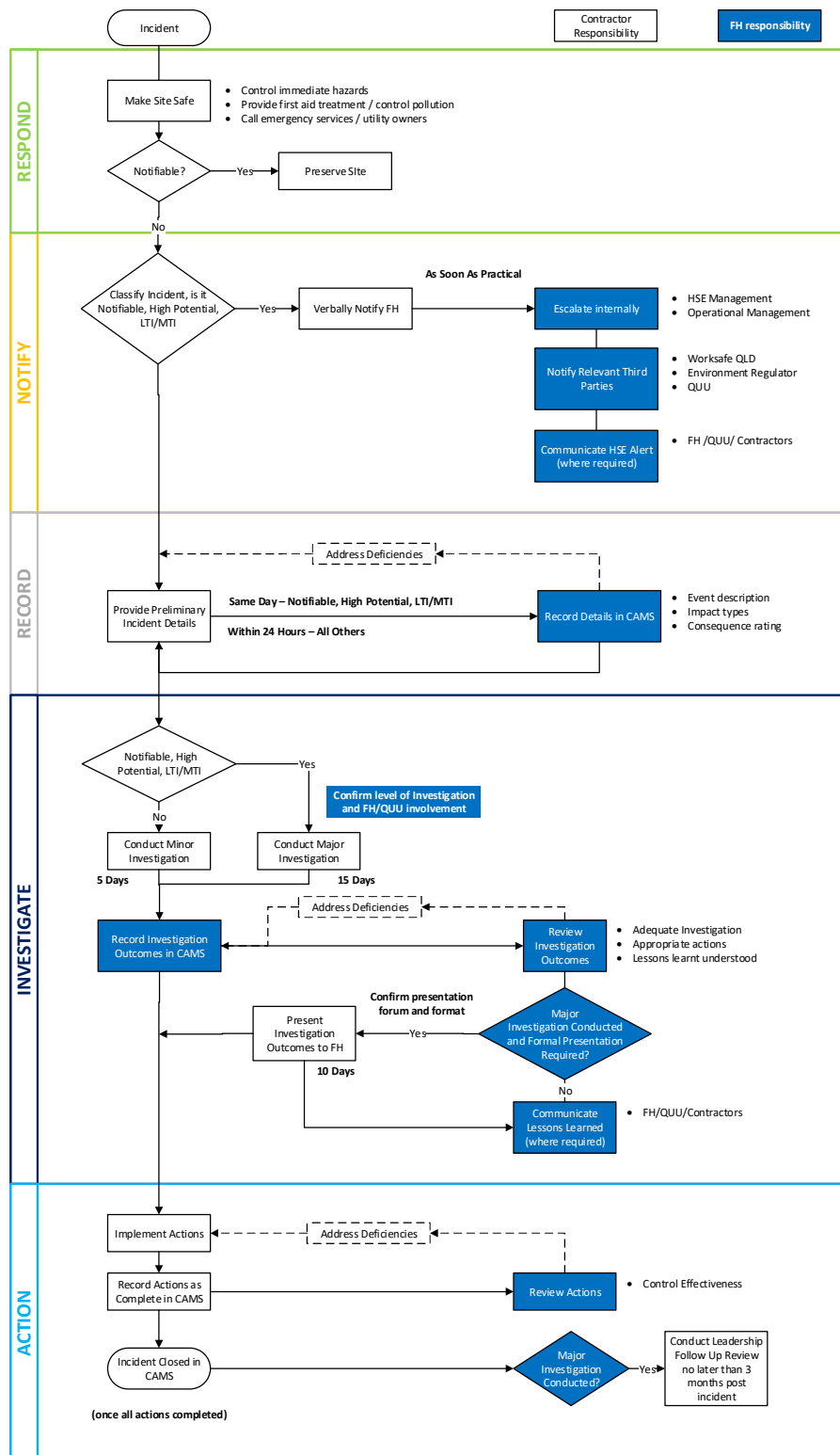
- DTMR Laydown - Site Compound
 - Site office x 2 and Crib Sheds x 2
 - Male and Female toilets
 - Hot and cold potable water
 - First aid
 - Defibrillator

- Jindalee Golf Club – FH Office Adjacent to maintenance Shed
 - Crib Shed
 - Male and Female toilets
 - Hot and cold potable water
 - First aid
 - Defibrillator
- Sinnamon Aged Care Centre – Crib Shed
 - Crib Shed
 - Male and Female toilets
 - Hot and cold potable water
 - First aid
 - Defibrillator

16. Revision History

Date	Revision	Author	Brief Description of Change
5 June 2020	Rev 0	S Conley	Draft
10 June 2020	Rev 1	L Pyke	Draft Amended
12 June 2020	Rev 2	S Conley	Draft Amended
18 June 2020	Rev 3	S Conley	Draft Amended
24 June 2020	Rev 4	S Conley	Approved for Distribution
18 June 2020	Rev 5	S Conley	Amended to include Oldfield Road Access Scope Change

Appendix A Contractor Incident Classification, Notification and Investigation Process

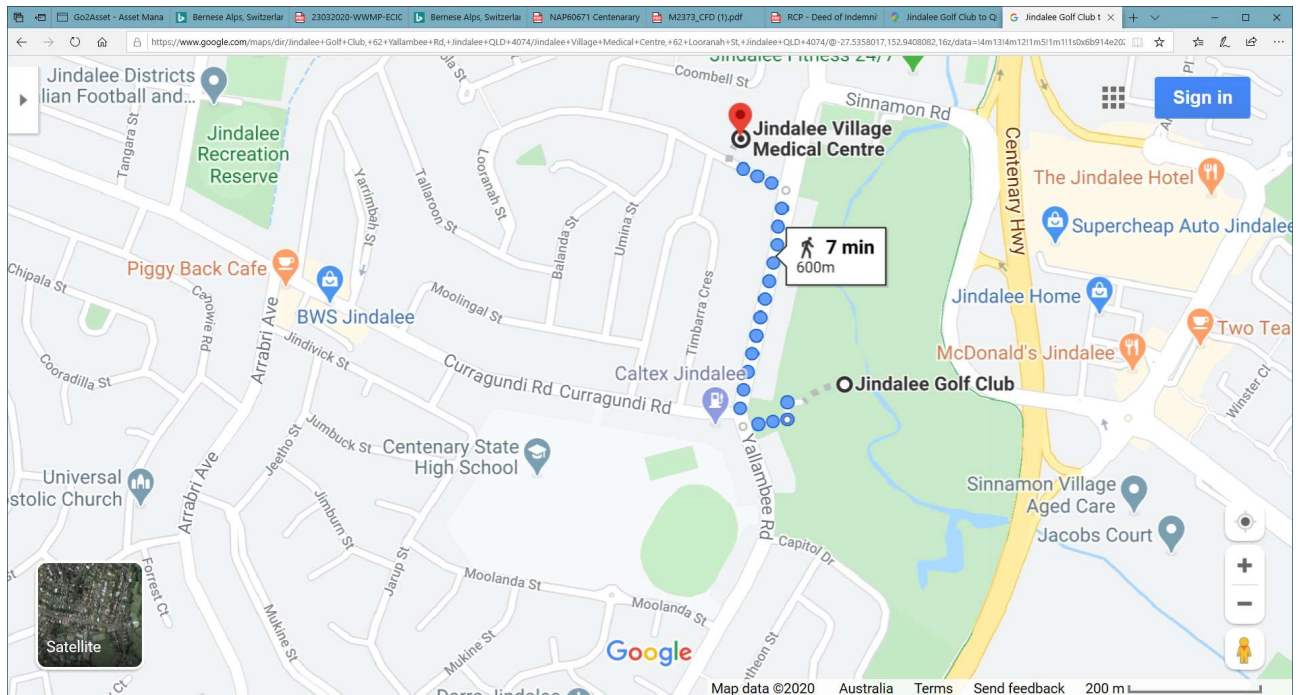


Appendix B Program Classification Notification & Investigation Process

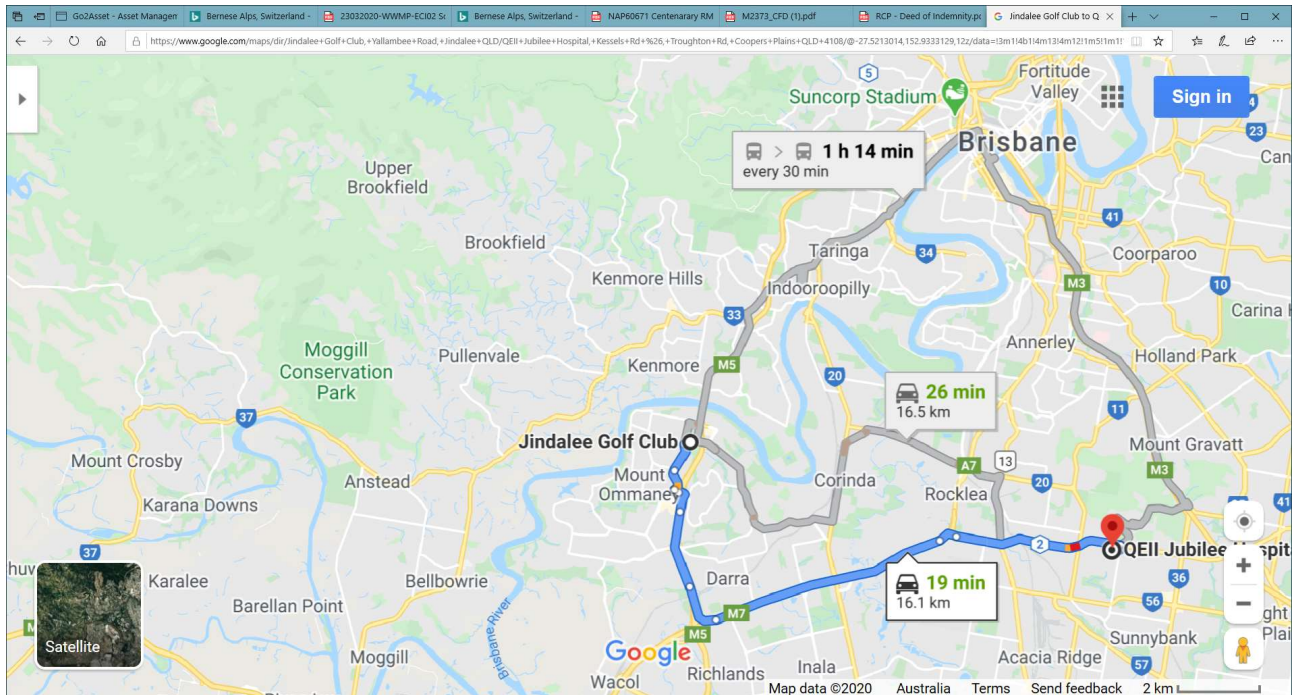
Consequence Descriptor		Insignificant	Minor	Moderate	Major	Catastrophic
Incident Impact Category	WHS	Injury or illness requiring first aid treatment. Near miss events.	Medical Treatment/ Suitable Duties Injury or illness. Short term illness	Lost Time Injury or Illness < 4 days. Short term disability	Serious / Hospitalisation injury Long term > 4 days Lost Time Injury or illness Long term disability.	Fatality and / or amputation of a limb. Long term/ terminal illness. Permanent disability.
	Natural Environment	Temporary, reversible environmental impact quickly contained & immediately restored (<24 hours). E.g. No lasting impact on species, habitat or community amenity or Cosmetic remediation.	Short term reversible impact to the natural environment or heritage area which requires minor effort (time and resources) to remediate (<1 week). E.g. Sewage overflow which cannot be remediated in 24 hours. Noise or odour complaints.	Medium term reversible impact to the natural environment or heritage area which requires moderate effort (time and resources) to remediate (>1 week to <1 year). E.g. Sewage overflow which does not cause major life kill but requires moderate time to remediate.	Long term reversible impact to the natural environment or heritage area that requires significant effort (time and resource) to remediate (>1 year). E.g. Sewage or chemical spill to an aquatic or terrestrial environment which causes major life kill.	Permanent or irreversible damage to the natural environment or heritage area. E.g. A wilful or negligent act that causes serious harm to the environment, such as destruction of heritage asset, conservation areas, threatened species or protected bushlands.
	Customers	Customers/ Community disruption event < 5 hours.	Customer/Community disruption > 5 hours. No Key Account customer disruption.	Customer/Community disruption > 10 <= 15 hours. Individual Key Account customer service disruption.	Customer/Community disruption > 15 <= 25 hours. Individual Key Account customer shutdown. Localised displacement of people.	Customer/Community disruption > 25 hours. Multiple Key Account customer shutdowns. Widespread displacement of people.
	Compliance	No regulatory involvement expected. Individual breach of internal policy or procedure. No civil action expected.	Regulator/external auditor 'non-conformance' or request for further explanation. Notification to Regulator required. Local area breach of internal obligation, procedure or policy. Civil action expected.	Regulator/ external auditor issues improvement notice, multiple non-conformances or PIN. Systemic breach of internal obligation, procedure or policy.	Regulator issues notices, corrective action order and/or penalties, common law liability confirmed. Order to stop work. Multiple PINs, Prohibition notice. Breach of Code of Conduct resulting in dismissal.	Successful criminal prosecution, imprisonment of QUU officer. Government inquiry. Loss of licence to operate.
	Reputation	Standard Complaints Notification of potential adverse media/ social media coverage. Media Team intervention	Minimal stakeholder interest/concern. Adverse localised community concern Isolated local adverse media/social story. ELT intervention.	Short term (1 week) loss of confidence among some key stakeholders. Adverse widespread community concern. Short-term local adverse media/ social media coverage. CEO intervention.	Medium term (1 month) loss of confidence among key stakeholders. Community campaign or action. Short term state and/or national adverse media/ social coverage. Board intervention.	Long term (3 month) loss of confidence among key stakeholders. Widespread community action or protest. Sustained state and national adverse media/ social media coverage. Shareholder intervention.
Notification FH (Escalation) by:		Worker to Supervisor	Project PM to PRM Project HSE to BU HSE	GM to COO to CEO BU HSE to National HSE	CEO to MD	National HSE to GM Corp Services
Notification to QUU		FH SUP to Site QUU OPS	FH PM to QUU PM to QUU PRM FH HSE to QUU HSE	Internal QUU Escalation		Internal QUU Escalation
Notification Communication Method:		Same Day CAMS Only	Within 6 Hours by phone/email/text	ASAP by phone/email/text		ASAP by phone/email/text
CAMS Entry timeframe:		Near Miss – Within 24 hours	CAMS: 12 Hours Incident Report	CAMS: 12 Hours Incident Report / ICAM Investigation or 5 Why's based on severity		CAMS: 2 Hours Incident Report / ICAM Investigation
Preliminary Investigation Details Available		CAMS and Q-Pulse only	Within 48 hours	Within 24 Hours		Within 24 Hours (legal privilege may apply)
Final Investigation Details Available		CAMS and Q-Pulse only	CAMS and Q-Pulse only	5 Days Basic Root Cause Investigation	Within 10 Working Days ICAM Investigation	Within 10 Working Days ICAM Investigation
OFSC Ph: 1800 652 500 (Utilities QSE Manager)		N/A	MTI: Report Form (within 3 weeks)	LTI / Dangerous / Notifiable Incident: Report Form - 48 Hours		Fatality: Phone - Immediate Report Form - 48 Hours
Worksafe QLD Ph: 1300 362 128 (Project Safety Mgr)		N/A	Medical Treatment within 48 hours of exposure to a substance	Under certain conditions as per Work Health and Safety Act 2011	Immediate treatment as an in-patient in a hospital and as per Regulations	As per Work Health and Safety Act 2011

Key: PM = Project Manager, HSE = Health Safety Environment, OM = Operations Manager, GM General Manager, COO Chief Operating Officer, CEO Chief Executive Officer, MD = Managing Director, PRM = Program Manager

Appendix C – Medical Centre Map



Appendix D – Hospital Map



Appendix E – Project Site Facilities

As per Figure 3a - d

Appendix F – Vehicle Movement Plan (Light Vehicles)

As per Figure 3a - d

Appendix G – Vehicle Movement Plan (Heavy Vehicles)

As per Figure 3a - d

Appendix H – STEP/RACI Matrix

Attached

Appendix I – Construction Environmental Management Plan (CEMP)

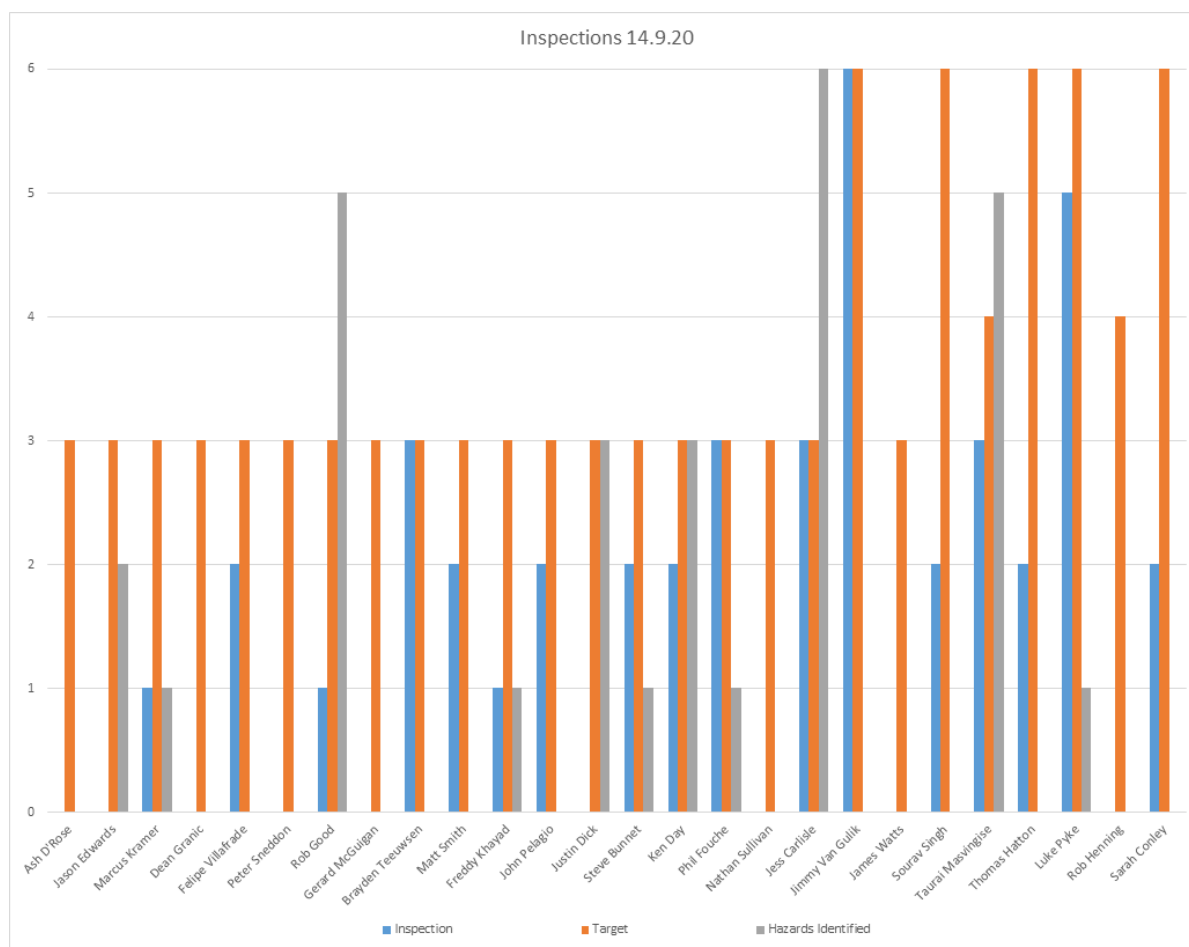
Attached

From: [CONLEY, Sarah](#)
To: [PYKE, Luke](#); [WATTS, James](#); [HATTON, Thomas](#); [SINGH, Sourav](#); [MASVINGISE, Taurai](#); [VAN GULIK, Jozef](#)
Cc: [BOWEN, Gavin](#); [LUTTON, Aaron](#)
Subject: Inspections as at 14.9.20
Date: Monday, 14 September 2020 3:06:00 PM
Attachments: [image002.png](#)

Good afternoon all,

This is our graph for the first half of the month for inspections and hazard identification. Well done to Jimmy and Luke for their efforts. If we keep up the momentum we should reach our targets by the end of the month.

The one thing that we all need to work on is logging hazards, I know I see them and have them corrected and forget to document it. I also appreciate how monotonous Jindalee has been, but with new works starting hopefully soon, it will give us new areas to look at.



CONLEY, Sarah

From: Beverley Morton <Beverley.Morton@urbanutilities.com.au>
Sent: Thursday, 29 October 2020 5:42 PM
To: PYKE, Luke; LEWIS, Simon; Damien McMahon
Cc: BOWEN, Gavin; CONLEY, Sarah; HARRIS, Gail; VAN GULIK, Jozef
Subject: RE: Drive 2 Exit point - Centenary Highway project

Hi all

Thank you so much again for taking time today for the follow up site visit with Cr Sarah Hutton and Ben from her office. It could not have gone better! I sincerely appreciate your professionalism and the engaging way you all interacted and shared your knowledge and experience with the Councillor, and me too.

Thanks also to the Pipeline Drillers' team, particularly Nick.

You were great Ambassadors for Urban Utilities today and demonstrated to Cr Hutton the way Urban Utilities, Fulton Hogan, Pipeline Drillers and Brisbane City Council are working collaboratively together in support of our major Shareholders and the community.

Great photo of the exit point at the Sinnamon Village site too, so close to the white post and ahead of time. Cr Hutton was very impressed!

And by the way, our CEO, Louise Dudley, happened to drop by my desk this afternoon and I shared the good news about this morning's visit with her, and a couple of photos, including the one below.

Kind regards

Beverley Morton
Shareholder Relations Manager
Corporate Affairs

T 07 3855 6704 | M 0416 109 448
E Beverley.Morton@urbanutilities.com.au
www.urbanutilities.com.au



From: PYKE, Luke <Luke.Pyke@fultonhogan.com.au>
Sent: Thursday, 29 October 2020 12:29 PM
To: LEWIS, Simon <Simon.Lewis@fultonhogan.com.au>; Damien McMahon

<Damien.McMahon@urbanutilities.com.au>; Beverley Morton <Beverley.Morton@urbanutilities.com.au>
Cc: BOWEN, Gavin <Gavin.Bowen@fultonhogan.com.au>; CONLEY, Sarah <Sarah.Conley@fultonhogan.com.au>;
HARRIS, Gail <Gail.Harris@fultonhogan.com.au>; VAN GULIK, Jozef <Jozef.vanGulik@fultonhogan.com.au>
Subject: Drive 2 Exit point

Hi All

Fortunately I won again with the nearest time.

See below completion of Drive 2 pilot hole.

Luke Pyke | Senior Project Engineer – Networks | Water Power Gas | **Utilities** | **Fulton Hogan** | Level 10, 515 St Pauls Tce,
Fortitude Valley QLD 4006 | Mobile +61 455 542 023 | Web: www.fultonhogan.com



From: PYKE, Luke <Luke.Pyke@fultonhogan.com.au>
Sent: Thursday, 29 October 2020 12:13 PM
To: PYKE, Luke <Luke.Pyke@fultonhogan.com.au>
Subject: image000000.jpg



Sent from my iPhone

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Fulton Hogan email is protected by Forcepoint.

CONLEY, Sarah

From: HOWES, Joshua
Sent: Tuesday, 1 December 2020 9:22 AM
To: HSQEapplications
Cc: CONLEY, Sarah
Subject: RE: MPM issues

Hey Jess,

We have been having MPM issues on both sides of the application. Our subcontractors are currently unable to upload plant documents as they spin and both Sarah and I have been unable to get the plant view to work.

Are you able to have a look into this for us please?

Thank you,

Josh Howes | HSEQ Manager – Metro Wastewater Programs | Utilities | **Fulton Hogan** | Mobile +61 429 173 057 | www.fultonhogan.com



People at the heart of everything

From: CONLEY, Sarah <Sarah.Conley@fultonhogan.com.au>
Sent: Tuesday, 1 December 2020 9:19 AM
To: HOWES, Joshua <Joshua.Howes@fultonhogan.com.au>
Subject: MPM issues

Hey,

Who is the go to for issues with MPM. I haven't been able to use the plant view tab for a while now. It just keeps spinning, and doesn't bring anything up. I cleared cookies and did all that thinking it was a glitch or something from my end. But it still won't work.

Fulton Hogan Force.c... Internal Sarah Conley

salesforce 23

Search... Search

Mobile Plant Management

Home Plant Request Plant Inductions Prestart Checklists Hazards Organisations Contacts Reports **Plant View** Print Induction Questions Help +

Plant Information - Please enter details and hit the search button.

Organisation type to search... Q Plant Group -None- Type of Plant -None- Service Status -None- Plant Status All

Site QLD Fortitude Valley - AUBNEQUU X

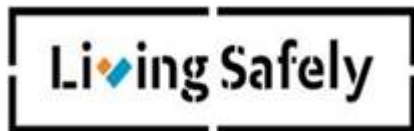
Search

Search Results

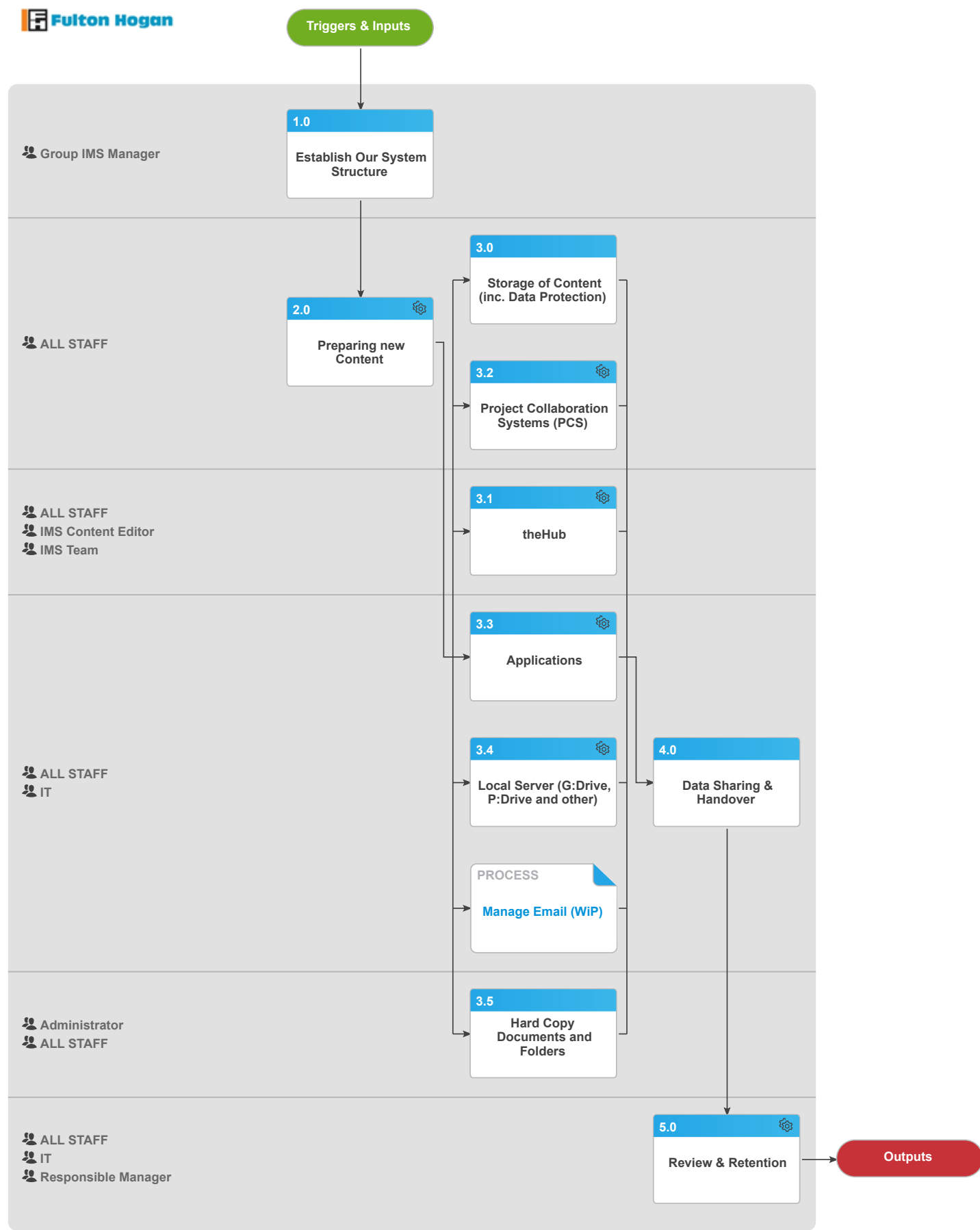
No Records Found.

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Sarah Conley | Health and Safety Advisor | Water Power Gas | **Utilities** | **Fulton Hogan** | Level 10, 515 St Pauls Tce, Fortitude Valley QLD 4006 | Mobile +61 499 310 655 | Web: www.fultonhogan.com



People at the heart of everything



Summary

Objective

This process is to control the creation, review, distribution, storage, filing, protection, preservation and accessibility of relevant documentation, records and electronic data, whether originating from within Fulton Hogan or externally.

The process is designed to ensure that:

- the management system documentation of Fulton Hogan is controlled and maintained in an orderly and secure manner, and in accordance with AS/NZS ISO 9001, AS/NZS ISO 14001, AS/NZS ISO 45001 and AS 4801
- all documents which are essential to the operation and management of the business are controlled, through review, approval and revision management
- all documents, data, and records are appropriately used and shared
- relevant records (including those in archive) are preserved to meet legal and company requirements, including retention periods and accessibility.

Owner Rachel Lowe

Expert Dru Oxley

Procedure

1.0 Establish Our System Structure

Group IMS Manager

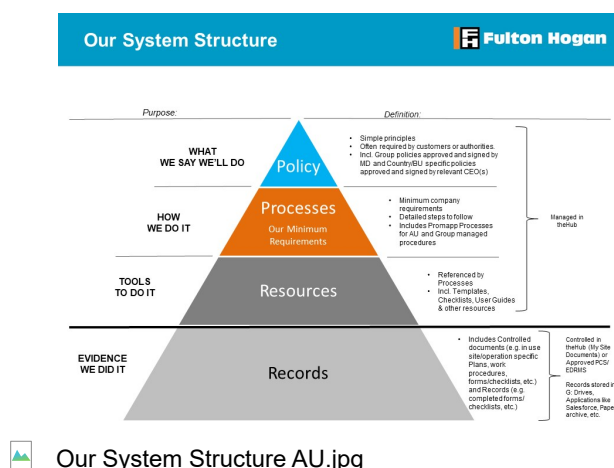
- Provide the framework for the Fulton Hogan Management System (Our System) to the business

NOTE What is Our System?

Our System is Fulton Hogan's management system. It includes the suite of documents (policies and processes) that defines how we do things at Fulton Hogan. It also includes the forms, checklists, templates, applications and other resources used to follow our processes.

Our System provides Fulton Hogan employees with the information and tools to; Plan, Execute, Control and Record the activities they perform in their role.

The Group and National processes (and associated resources) in Our System, establish the minimum organisational requirements to be followed by Fulton Hogan operations.



Our System Structure AU.jpg

2.0 Preparing new Content

ALL STAFF

- Ensure that new content will not duplicate or be contrary to existing organisational content in theHub.

NOTE How are departures from organisational requirements to be managed?

The Group and National processes (and associated resources) in Our System, establish the minimum organisational requirements to be followed by Fulton Hogan operations. Approval must be sought from the Owner of the relevant process to depart from the organisational requirements.

- Select an appropriate document type that is consistent with the Our System structure.

IMS Document Types - TheHub Help
<https://fultonhogan.sharepoint.com/sites/Help/theHub%20Help/IMS%20Document%20Types%20and%20IMS%20Templates.aspx>

- Select the appropriate document template from theHub.

Our System Libraries & Publishing Page - Templates
<https://fultonhogan.sharepoint.com/sites/Tools/LibNavigator/SitePages/PublishingCentre1.aspx>

- Write content

3.0 Storage of Content (inc. Data Protection)

ALL STAFF

- Ensure all storage, sharing and use of documents, data and records are in accordance with the Group Information Management Policy and the Group Computer Use and Information Standard.

- Information Management Policy
- Computer Use and Information Group Standard

- Ensure all documents, data and records are stored, and where appropriate managed as a controlled document, in an approved medium (listed following), with the appropriate level of security applied to the content.

NOTE What is a controlled document?

Controlled documents are those where:

- It is essential everyone has access to the most up to date version.
- It is essential that the document has been reviewed and approved for use

- Documents, Data, and Records must not be stored on USB sticks or external USB drives. These are not backed up and have a risk of loss of information.

3.1 theHub

ALL STAFF, IMS Content Editor, IMS Team

- Store and control IMS documents within the IMS library in theHub. (IMS Library is subject to review and approval workflow)

NOTE Do controlled site documents need to be stored in theHub if I am working on a project/contract with a Project Collaboration System (PCS)?

No. Where a PCS is in place, it should be used for control of site documents.

- Store shared resources within the Resource Library in theHub. (no review and approval workflow)

- c Provide new items of content to your local content editor for upload to theHub. Send to the National IMS Administrator for upload if you do not have a local resource.

- d Access National content via 'HowTo' and local (eg. Project/Department) content via 'My Site Documents'.

HowTo
https://fultonhogan.sharepoint.com/sites/Tools/LibNavigator/SitePages/HowTo_LandingPageAU.aspx

My Site Documents
<https://fultonhogan.sharepoint.com/sites/Tools/LibNavigator/SitePages/MySiteDocs.aspx>

NOTE How is data on theHub protected?

Electronic documentation on the Fulton Hogan Intranet (theHub) is automatically backed up.

3.2 Project Collaboration Systems (PCS)

ALL STAFF

- a Establish a PCS on projects/contracts for secure transmission and traceability of project documentation and to ensure the latest version of controlled documents is always accessed and used by the Project Team.

NOTE What Project Collaboration Systems are approved for use at Fulton Hogan?

PCS include systems such as M-files, RiB itwocx, Teambinder, 12D, Aconex and SharePoint Team sites (online and Contract Workspace). Refer to the contract to determine if a specific PCS has been specified by the Client. Where no PCS is specified M-files is Fulton Hogan's preferred PCS. Very strong reasons would need to be given to use an alternative system.

NOTE How is a PCS set up for a new project/contract?

The Request for Software process details how the request must be made to IT to ensure that risks of data storage, security, and end of contract data transfer/archive can be assessed prior to setup.

 **PROCESS** Request for Software (WiP)

- b Manage contractual correspondence within the PCS and not via individual email accounts.
- c Manage tender package documentation within the PCS to ensure traceability. Never issue via individual email accounts.

NOTE Do all projects/contracts require a PCS?

No. Where a PCS is not used, 'My Site Documents' in theHub must be used for controlled document management. In this circumstance, copies of all contract documents (inc contractual correspondence) and tender package documentation must be stored on the project/Department server or project email and not on personal emails.

NOTE How do I request a new application from IT?

Refer to the Request for Software process

 **PROCESS** Request for Software (WiP)

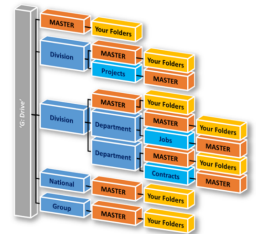
3.4 Local Server (G:Drive, P:Drive and other)

ALL STAFF, IT

- a Adhere to the folder structure on the shared drive of local servers (generally G: Drive), which must be set up to reflect the template layout in the Fulton Hogan Master Filing Structure. In more complex locations, the Division and Department structure in JDE should serve as the foundation for the Master Filing Structure. To assist operations with multiple projects/jobs, Quick Start packs are available in the Master Filing Structure.

 Master Filing Structure

- Division and Department Layer – matching JDE names
- Master Filing List – including common folders used at all levels of the company
- 'Level 2' optional folders at line of business discretion



 G Drive Structure for Complex Sites.PNG

- b Store individual work-related files that only you will need to access on the P:drive
- c Do not store information on the hard drive (generally C:drive) of your computer, as it is not backed up.
- d Ensure folders containing sensitive information on servers are secured with permissions.

NOTE How do I manage access to a folder on a server?

Fulton Hogan manages access to secure folders using 'Activate'. Security can be set by default to the 3rd folder level down in a given drive – as seen in the request window within the tool itself. The tool scans servers nightly. As such, changes made will be visible the following day.

 Activate
<https://itservice.fultonhogan.com/activate/>

- e Ensure data is backed up

NOTE How is data backed up?

All data maintained in the prescribed locations on the company servers or within the systems provided – theHub, PCS's and so forth – are automatically backed up and are currently maintained indefinitely.

In the case where there is no connection to a server, the Project/Department Manager will determine the intervals for tape back-ups to be performed on-site. The back-up tapes must be clearly marked and maintained in a secure off-site location.

3.3 Applications

ALL STAFF, IT

- a Use approved Fulton Hogan applications where the storage and security of associated data has been assessed and is managed. Examples include, but are not limited to Salesforce, JDE, Questlab, Maximo, Freedom, Qantrol, ConQA.
- b Refer requests for new applications to IT, so that risks of data storage can be assessed prior to application use.

3.5 Hard Copy Documents and Folders

Administrator, ALL STAFF

- a Set up the folder structure to reflect the template layout in the Master Filing Structure

 Master Filing Structure

-  **PROCESS** **Manage Email (WiP)**
ALL STAFF, IT

ALL STAFF, IT

- Computer Use and Information Group Standard

- ### NOTE How do I use OneDrive?

 OneDrive Use Standard - Group

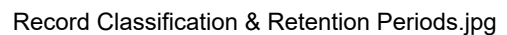
- NOTE** Can shared data centers or external storage devices be used for storing content?

 Microsoft Teams Use

- ## External Storage Media Usage (Group IT Standard)

ALL STAFF, IT, Responsible Manager

- [illegible]



- NOTE** How are soft copy records to be archived?

IT will liaise with you to identify the best method of data transfer and archive for servers and applications no longer in use.

- NOTE** How are hard copy records to be archived?

Archived records will be stored at an off-site archive storage facility approved by the General Manager. That facility will be secure from unauthorised access; it will have clear access aisles, be kept clean, free of rodents, dry and have adequate means of fire suppression. The archived records will be stored in boxes and drawing tubes as appropriate and uniquely and clearly numbered and labelled to accurately identify the contents. Those details will be recorded in an Archive Register that will be maintained by the relevant office.

- Records required for on-going reference may be stored in a secure short-term holding located within the relevant office under the control of the staff member who shall be named in the Archive Removal Register.



Archive Removal Register

- f** Review archive registers and archive removal register periodically, to identify if removed items have been returned and if any records are scheduled for destruction. Seek confirmation from the relevant manager regarding the need for destruction or further retention.

- NOTE** How should records be destroyed?

When the General Manager, Project Manager or other responsible Manager determines that documents or data are to be destroyed, these will be recorded in the Archive Register. The register will be marked to show the approving manager and the date that they are to be destroyed. Documents that are not confidential should be recycled where possible.

Triggers & Inputs

TRIGGERS

Starts Frequency Volume

Document, data or record control requirement

Ad hoc

N/A

(EMPs) and Environmental Control Plans (ECPs)

Develop and Maintain Health and Safety Management Plan

Note

Responsible Manager

Project/Site Safety Manager, Regional Safety Manager, Responsible Manager

INPUTS

None Noted

Develop and Maintain Mental Health Management Plan (WiP)

Note

Operations Manager, Project/Site Safety Manager, Regional Safety Manager, Responsible Manager, Site Manager

Outputs & Targets

OUTPUTS

Output To Process How Used

Managed documents, data and records

N/A

Access and use of content

Develop Community and Stakeholder Relations Management Plan (WiP)

Note

Project/Local Communications Representative, Responsible Manager

PERFORMANCE TARGETS

None Noted

Develop Management Plans & Associated System Requirements

Note

Document Controller, Project Manager/ Director

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

Process Name Type of Link Assigned Role

Manage Email (WiP)

Process

ALL STAFF, IT

Request for Software (WiP)

Note

ALL STAFF, IT

Develop Workplace Relations Management Plan

Note

Bid Manager, Document Controller, Project HR/ IR Manager, Responsible Manager, Workplace Manager

PROCESS LINKS TO THIS PROCESS

Process Name Type of Link Assigned Role

Appoint Project Team Members

Process

Project Manager/ Director

Conduct for Cause Screening (WiP)

Note

HR, Project/Site Safety Manager

Conduct Occupational Health Monitoring and Health Surveillance

Note

Project/Site Safety Manager, Workplace Manager

Conducting Electrical Work - Installations, Testing & Maintenance

Note

Electrician, Workplace Manager

Demobilise, Closeout and Handover Projects

Note

Project Manager/ Director, Project/ Site Quality Manager

Develop & Maintain Quality Management Plan (QMP)

Note

Department Manager, Project Manager/ Director, Regional Quality Manager

Develop and Maintain Chain of Responsibility Management Plan

Note

Project/Site Safety Manager, Responsible Manager

Develop and Maintain Environmental Management Plans

Note

Project/Site Environment Manager,

Making Insurance Claims

Output

-

Manage Permits to Work

Note

Permit Issuer

Managing Hazardous Chemicals and Dangerous Goods

Note

Responsible Manager, Site Supervisor

Managing Injuries and Return to Work Programs (WiP)

Note

Occ Corp (Injury Management Specialists), RTW Coordinator

Plan and Manage Roadwork Traffic

Note

Responsible Manager

Set up a Project Subcontract, Purchasing or Hiring Agreement - FHIS (WiP)

Note

Commercial Manager

Set up a Subcontract, Purchasing or Hiring Agreement

Note

Commercial Manager

Set up Management System and Associated Documentation (WiP)

Note

UNASSIGNED

Undertake Building Code Compliance Monitoring & Reporting (WiP)

Note

Project HR/ IR Manager, Project Manager/ Director, Site Supervisor

Use of Laser Equipment

Output

-

Working in Confined Spaces

Note

Site Supervisor, Worker

WRDT Conduct

Note

Project/Site

Occupational Health Monitoring and Health Surveillance WIP		Safety Manager, Workplace Manager	Handover Projects			
WRDT Develop and Maintain Health and Safety Management Plan (WiP)	Note	Project/Site Safety Manager, Regional Safety Manager, Responsible Manager	Develop & Maintain Quality Management Plan (QMP)	Dru Oxley	Ajith Kulappurath	Risk, Opportunity and Planning
WRDT Manage Permits to Work (WiP)	Note	Permit Issuer	Develop and Maintain Chain of Responsibility Management Plan	Mark Freeman	Mark Freeman	Manage Chain of Responsibility (CoR)
WRDT Managing Injuries and Return to Work Programs (WiP)	Note	Occ Corp (Injury Management Specialists), RTW Coordinator	Develop and Maintain Environmental Management Plans (EMPs) and Environmental Control Plans (ECPs)	Rory Bracken	Jeff Hallberg	Risk, Opportunity and Planning
WRDT Set up a Subcontract, Purchasing or Hiring Agreement WIP	Note	Commercial Manager				

RACI

RESPONSIBLE

Roles that perform process activities

Administrator, ALL STAFF, Group IMS Manager, IMS Content Editor, IMS Team, IT, Responsible Manager

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Rachel Lowe

Process Expert Dru Oxley

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

Charles Jennings, Robert Ioffrida, Tim Phelps, Peter Steur, Andrew Ross

STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process Group				
Appoint Project Team Members	Robert Ioffrida	Andrew Ross	Project Establishment	Manage Email (WiP)	Rachel Lowe	Rachel Lowe	Internal Communications
Conduct for Cause Screening (WiP)	Mark Freeman	Mark Freeman	Fitness For Work - Drugs and Alcohol (WiP)	Manage Permits to Work	Dale Betterman	Erik Heineback	Risk, Opportunity and Planning
Conduct Occupational Health Monitoring and Health Surveillance	Jared Looker	Erik Heineback	Monitoring, Inspections and Audits	Managing Hazardous Chemicals and Dangerous Goods	Erik Heineback	Rory Bracken	Health & Safety Hazard Controls
Conducting Electrical Work - Installations, Testing & Maintenance	Dale Betterman	Paul Patten	Energy & Isolation	Managing Injuries and Return to Work Programs (WiP)	Mark Freeman	Mark Freeman	Incident and Emergency Management
Demobilise, Closeout and	Robert Ioffrida	Andrew Ross	Closeout & Handover	Plan and Manage Roadwork Traffic	Dean Bingham	Ann Redfern	Health & Safety Hazard Controls
				Request for Software (WiP)	Rachel Lowe	Rachel Lowe	Applications (WiP)

Set up a Project Subcontract, Purchasing or Hiring Agreement - FHIS (WiP)	Nicholas Boundy	Nicholas Boundy	Subcontracting , Purchasing and Hiring - FHIS
Set up a Subcontract, Purchasing or Hiring Agreement	Robert Ioffrida	Peter Steur	Procurement
Set up Management System and Associated Documentation (WiP)	Michelle Grosser	Michelle Grosser	Laboratory Establishment (WiP)
Undertake Building Code Compliance Monitoring & Reporting (WiP)	Peter Steur	John Hudson	Manage Building Code Compliance (WiP)
Working in Confined Spaces	Derek Hamilton	Tom Clark	Health & Safety Hazard Controls
WRDT Conduct Occupational Health Monitoring and Health Surveillance WIP	Dale Betterman	Atiquil Islam	WRDT Monitoring, Inspections and Audits
WRDT Develop and Maintain Health and Safety Management Plan (WiP)	Atiquil Islam	Atiquil Islam	WRDT Risk, Opportunity and Planning
WRDT Manage Permits to Work (WiP)	Atiquil Islam	John Wakeman	WRDT Risk, Opportunity and Planning
WRDT Managing Injuries and Return to Work Programs (WiP)	David O'Connell	John Wakeman	WRDT Incident and Emergency Management
WRDT Set up a Subcontract, Purchasing or Hiring Agreement WIP	Atiquil Islam	Vivian Raniolo	WRDT Commercial Management

M-files
Outlook
QAntrol
SalesForce
Teambinder
theHUB

Legislation & Reqs

None Noted

Process Approval

Published on 20-10-2020 (GMT) by Rachel Lowe

INFORMED

Those notified of changes

All of the above, as well as; Promapp Promaster[System Stakeholder], Rachel Lowe[System Stakeholder], Simon Dowsett[System Stakeholder], Dru Oxley[System Stakeholder], Bayley Vincent[System Stakeholder]. These parties are informed via dashboard notifications.

Systems

Activate
ContractWorkspace
Fraedom
ITwoCX
JDE
Maximo

From: [CONLEY, Sarah](#)
To: [HARRIS, Gail](#)
Subject: RE: CE - Audit form - Site inspection.doc
Date: Tuesday, 3 November 2020 2:38:00 PM
Attachments: [image001.png](#)

Hi Gail,

I can most certainly go through that for you. Would you like me to look at each of our compounds individually or as a whole?

Kind regards,
SC

From: HARRIS, Gail <Gail.Harris@fultonhogan.com.au>
Sent: Tuesday, 3 November 2020 2:26 PM
To: CONLEY, Sarah <Sarah.Conley@fultonhogan.com.au>
Subject: CE - Audit form - Site inspection.doc

Hello Sarah

I hope all is well with you and work is going well!

Please find attached a Community Engagement Audit which UU is likely to perform at some point and we will probably not be advised to far in advance.

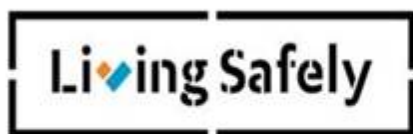
If you could ensure that the points stated in the attached audit form are addressed, if warranted, I would appreciate your assistance.

Last Wednesday, I spoke to the drillers, please let me know when the next toolbox will be delivered, and I will see if I can come along and listen...

Many thanks and Happy Days,

G

Gail Harris | **Stakeholder Communications** | Water Power Gas | **Utilities** | **Fulton Hogan** | Level 10, 515 St Pauls Tce, Fortitude Valley QLD 4006 | Mobile +61 499 303 035 | Web: www.fultonhogan.com



People at the heart of everything

NP03.1: CONDITION ASSESSMENT OF THE SEWER RISING MAIN – ROUTE 1 STAKEHOLDER – LESSONS LEARNT



CONDITION ASSESSMENT OF THE SEWER RISING MAIN – ROUTE 1 (PROJECT: BCASAA01A22)

The SRM Condition Assessment was successfully complete last month using the unmanned tool known as PipeDiver.

The objective of the project was to conduct an EM inspection of Route 1 in order to determine the condition of the strands in the Precast Concrete Pipe and corroborate deterioration forecast predictions from previous inspections.

The results of the report would also be used to determine emergency and short-term repairs required prior to the planned replacement of the lines.



CONDITION ASSESSMENT OF THE SEWER RISING MAIN – ROUTE 1 (PROJECT: BCASAA01A22)



Trial: Flow Control and
Grate Installation

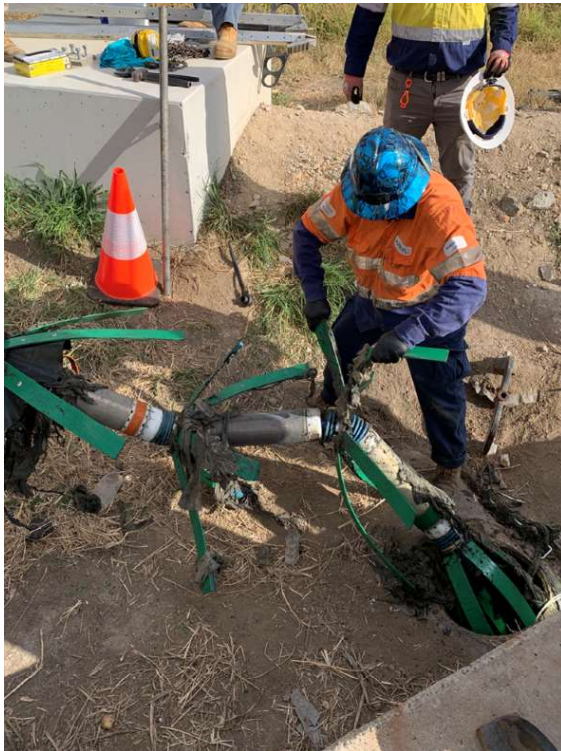


Calibration & Balancing

CONDITION ASSESSMENT OF THE SEWER RISING MAIN – ROUTE 1 (PROJECT: BCASAA01A22)



CONDITION ASSESSMENT OF THE SEWER RISING MAIN – ROUTE 1 (PROJECT: BCASAA01A22)



Retrieval

PROGRAM SUMMARY:

Preliminary Works

RAMP Schedule: 21/9 – 2/10/20

Actual: 7/9 – 11/9/20 (required early for the trial shut – programming error)

Trial Shut

RAMP Schedule: 17/9 – 22/9/20

Actual: 14/9 – 25/9/20 (extended duration to test grate in flow conditions and confirm rag build up)

Condition Assessment

RAMP Schedule: 8/10 – 19/10/20 (18 days incl. 1 full weekend)

Actual: 2/10 – 13/10/20 (10 days incl. 1 full weekend) (single pass provided suitable results)

Comments:

- Availability of network. Booked in windows for trial and assessment on 7/8/20 (6 weeks ahead of trial).
- Simultaneous Operations in network / Emergency Call Outs. No affect to other projects.
- Access to BAC. Long lead item, needed to get preliminary works happening before trial.
- Wet Weather. Storms started in Brisbane week after completion of the assessment.

Key Contractors:

Xylem (Overseas and Local): Prior knowledge of project. Commercial departures were few and relatively straight forward. Opportunity for value adding by increasing scope on these mains or others in the country.

Veolia T&Cs difficult: Prior knowledge of the asset and by far the best submission of all potential Contractors. Opportunity to lock in Lump Sum for specific items (Dewater. Recharge). Several commercial departures so need to engage early.

Secondary Contractors:

Earthworks (wet hire plant). Site Setup and Cribs. Fencing and Enviro Controls. Minor Supply Items.

BAC: No Contract in place and therefore little control over BAC control/access of areas and output.

CONDITION ASSESSMENT OF THE SEWER RISING MAIN – ROUTE 1

Realised Risk and Mitigation Measures:

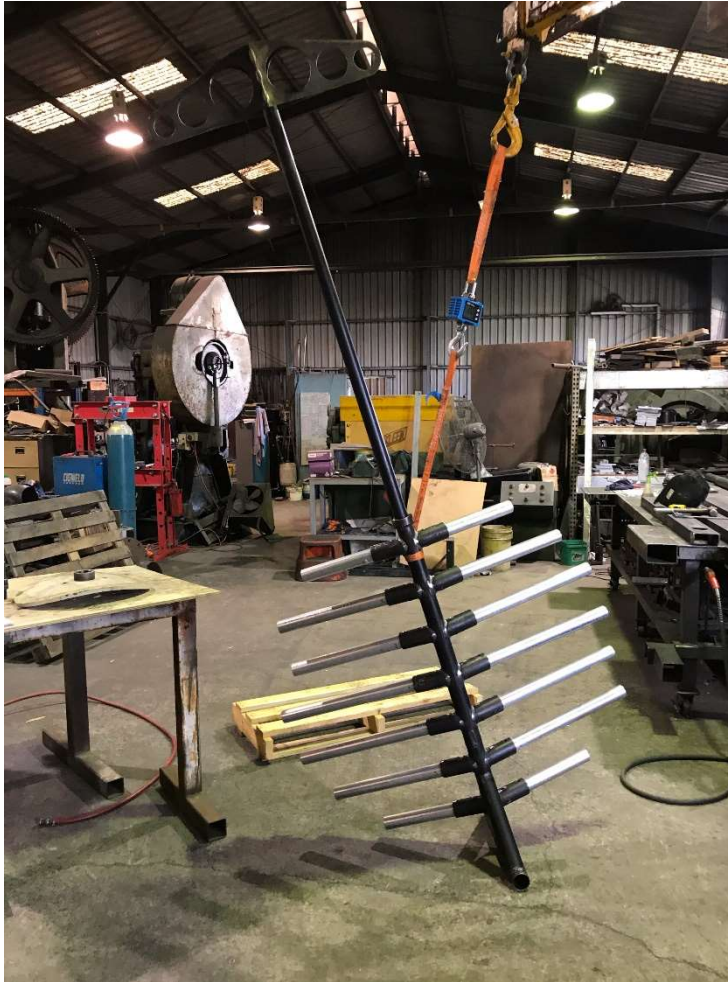
- Members of specialised team were denied access to the country due to Covid restrictions. Subcontractor provided additional resources from Brisbane.

Opportunities Realised:

- Reduced team from Overseas. Reduction in Quarantine costs.

Lessons Learnt / Opportunities / Risks:

1. Allow a minimum of 8 weeks for ASIC cards to be obtained – not worth pursuing for shorter projects such as this;
2. Minimise crew from Overseas (Covid-19) – one or two key people may now suffice since there is some expertise within the country;
3. Reduce overall time of inspection (shut downs to system) by running through the weekend – risk of wet weather or emergency works;
4. Trial shuts are beneficial, several unknowns were discovered and dealt with prior to the assessment shuts minimising potential disruptions to the community;
5. Community engagement went well. Leaflets handed out 2 weeks and also 5 days prior to shut downs occurring. Nil community complaints received;
6. Obtain main point of contact for all BAC land access and community engagement activities.



QUESTIONS?

