

PROJECT TENDER INFORMATION			
Project Name:	Document & Construct - 9x1 Bed, 4x2 Bed Unit Complex - 8 MILES AVENUE & 1265 RIVERWAY DRIVE, KELSO, TOWNSVILLE QLD 4815		
Project Number:	93378DC1 (please quote Project No. when responding)		
Principal's Contact Officer:	Jacinta Wells	Phone:	0474 860 642
Email:	QBuild.NQ.Tenders@epw.qld.gov.au		
Tender lodgement address	hardcopy tender: (if applicable)	[n/a]	(Please ensure that your tender is in a sealed envelope quoting the Project No. and addressed to the correct Tender Box)
	electronic tender: (if applicable)	https://etender.hpw.qld.gov.au/	
Time for close of Tender:	2.00 pm on 16/04/2025		

Tenderer Details			
I / We	A. Gabrielli Constructions Pty Ltd Full name in BLOCK LETTERS of the Tenderer (Individual or Company) (Include trading name if applicable)		
ACN:	088 090 279	ABN:	29 088 090 279
Address:	336 Woolcock Street Garbutt QLD 4814		
QBCC License No:	710925	PQC Registration No:	00077
Phone:	07 4725 1100	Fax:	N/A
Email:	estimating@gabrielliconstruction.com		

hereby tender to execute and complete all work and perform all of the obligations for the above Project in accordance with the Tender Documents:

for the lump sum of	Five Million, Five Hundred and eighty, and three Hundred Thousand (incl. GST) (" Tender Sum ") (amount in words)		
Calculation of GST component of Tender Sum	Tender Sum excl. GST:	\$ 5,073,000.00	
	GST Component of Tender Sum:	\$ 507,300.00	
	Tender Sum:	\$ 5,580,300.00	
The Tender Sum includes for the provision of:	☒ addenda designated ...1,2,3..... inclusive; or (Tick and list all addenda, as applicable, e.g., 1, 2, 3 – not three or 3)		
	☐ Nil addenda. (tick, if no addenda provided)		
Tenderer's address for service of notices:	336 Woolcock Street Garbutt, QLD 4814		

Schedule of Provisional Quantities

The Tenderer must price this schedule and the total of the provisional quantity(ies) stated multiplied by the tendered rate per item will be a provisional allowance(s). The Tendered rate(s) in this schedule will be the rate exclusive of GST. Notwithstanding, the Tenderer acknowledges that the Tender Sum of the Tender Form includes both the provisional allowance(s) plus the GST component(s) in relation to the provisional allowance(s).

Description of Work	Provisional Quantity	Tendered Rate / Unit (excl. GST)	Provisional Allowance (excl. GST)
Provisional of delay days (allow 10 days)	10 days	\$ 30,000.00	\$30,000.00
		\$	\$
		\$	\$

Where the Tenderer fails to submit an amount against a quantity, for any reason whatsoever, the Tenderer will be deemed to have included in the Tender Sum an allowance for the Provisional Quantity(ies) of the item(s) as stated in this schedule. Any adjustment to the Provisional Quantity(ies) will be valued pursuant to Clause 40.5 of the Conditions of Contract. In the event that the provisional allowance does not equal the provisional quantity multiplied by the tendered rate /unit per item, the tendered

rate /unit per item will prevail and the provisional allowance will be adjusted to equal the tendered rate / unit per item multiplied by the provisional quantity.

Schedule of Agreed Damages for Delay by the Principal

The Tenderer's attention is drawn to Clause 36 Alternative 2 of the Conditions of Contract. This provides for the Contractor to be paid "agreed damages", calculated by reference to the Delay Rate contained in this schedule, in respect of delays caused by an event described in Clause 35.5(b) of the Conditions of Contract, where the conditions precedent set out in Clause 36.1 Alternative 2 have been satisfied.

Where Clause 36 Alternative 2 applies, the Tenderer may price this schedule by submitting a Delay Rate or, if for any reason whatsoever the Tenderer does not price this schedule, the following formula will apply and the rate so calculated will be deemed to be the Delay Rate.

$$R = \frac{6.5\% \text{ of the Tender Sum (excl. GST)}}{\text{Contract Time} \times 5}$$

Where: "Contract Time" is the period (in weeks) allowed in the Tender documents for Practical Completion; and
"R" is the Delay Rate (excl. GST).

Where Clause 36 Alternative 2 applies and for any reason whatsoever the Tenderer does not complete this schedule, the Provisional Number of Delay Days is ten (10).

Description of portion of contract to which Delay Rate applies	Provisional Number of Delay Days	Delay Rate (excl. GST)	Provisional Delay Allowance (excl. GST)
Whole of Contract	10 Delay Days	x \$....1000...../day	= \$...10,000.00.....

The Provisional Number of Delay Days stated in this schedule, multiplied by the Delay Rate (whether submitted by the Tenderer or calculated according to the formula set out above) will be the Provisional Delay Allowance. The Tenderer acknowledges that the Tender Sum of the Tender Form includes both the Provisional Delay Allowance plus the GST component in relation to the Provisional Delay Allowance.

Where a Tenderer tenders a rate for the Provisional Number of Delay Days stated in this schedule and a higher rate for Delay Days thereafter then, for the purposes of evaluating tenders only, the Tender Sum will be adjusted by deleting the Provisional Delay Allowance plus GST and adding the total of the Provisional Number of Delay Days multiplied by the higher tendered rate plus GST.

The Provisional Number of Delay Days is not included in the Contract time, nor will it be taken as an anticipatory breach and nor will it prevent the Principal from exercising its rights under the contract or at law.

Domestic and family violence policy

The Queensland Government is committed to ending domestic and family violence. Through its response to the Not Now, Not Ever report, government recognises that addressing domestic and family violence requires a whole community coordinated response. This means not just government but also businesses, community groups and every individual taking responsibility for creating cultural change.

(tick one)

- Does the Tenderer have zero tolerance for domestic and family violence? ☒ Yes ☐ No
- Does the Tenderer have a workplace response supporting employees affected by domestic and family violence? ☒ Yes ☐ No
- Does the Tenderer have a workplace approach to preventing or addressing domestic and family violence? ☒ Yes ☐ No
- Does the Tenderer have any formal policies, strategies, and practices in place aimed at preventing or addressing domestic and family violence? (If yes, attach copies of the document/s) ☒ Yes ☐ No

Warranty to not supply Dumped Goods

By its signature on this Tender Form, the Tenderer warrants that, if awarded a Contract for this project, it will not supply 'dumped goods' to the Queensland Government during the Contract term.

Warranty to comply with Training Policy

By its signature on this Tender Form, the Tenderer warrants that, if awarded a Contract for this project, it will comply with the training requirements of Clause 29.1A of the Special Conditions of Contract and acknowledges that this warranty is given in addition to any of the terms of the Conditions of Contract.

Ethical Supplier Threshold

(The Tenderer **must** respond to the Ethical Supplier Threshold criteria included below. Responses should only include matters from the previous 5 years, starting from 1 August 2019)

Since 1 August 2019, has the Tenderer:

(tick one)

- contravened a civil remedy provision of Chapter 2 or Chapter 3 of the *Fair Work Act 2009* (Cth), or committed an offence against the *Fair Work Act*? ☐ Yes ☒ No
- contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the *Industrial Relations Act 2016* (Qld), or committed an offence against the *Industrial Relations Act*, or failed to pay employment related levies, or other payments, established under Queensland legislation? ☐ Yes ☒ No

3. failed to make superannuation contributions on behalf of employees in accordance with law?	☐ Yes ☒ No
4. purported to treat employees as independent contractors, where they are not?	☐ Yes ☒ No
5. required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?	☐ Yes ☒ No
6. engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?	☐ Yes ☒ No
7. entered into an arrangement for the provision of labour hire services with a person who is not licensed under the <i>Labour Hire Licensing Act 2017</i> (Qld), or a supplier who is an unlicensed provider under the <i>Labour Hire Licensing Act</i> ?	☐ Yes ☒ No
8. paid employees' wages below those provided for in an applicable modern award (including for people with disability, 'suppliers' must provide award-based wages (using the Supported Wage System, where appropriate))?	☐ Yes ☒ No

Warranty to comply with Queensland Procurement Policy, Ethical Supplier Threshold, Ethical Supplier Mandate and Best Practice Principles

By its signature on this Tender Form, the Tenderer warrants that:

- the Tenderer's responses to the Ethical Supplier Threshold criteria are true and correct;
- if, at any time after the Tenderer submits its Tender, the Tenderer's responses to the Ethical Supplier Threshold criteria are no longer true and correct for any reason, the Tenderer will promptly notify the Principal's Contact Officer of the change to the Tenderer's response; and
- if awarded a Contract for this project, the Tenderer will comply with the requirements of Clauses 9.2 and 29.1C of the Special Conditions of Contract and acknowledges that this warranty is given in addition to any of the terms of the Conditions of Contract.

Warranty to comply with the Queensland Government Supplier Code of Conduct

By its signature on this Tender Form, the Tenderer:

- acknowledges that:
 - the Queensland Government wants to work with ethically, environmentally and socially responsible suppliers;
 - the Supplier Code of Conduct sets out the standards and expectations government has of suppliers who want to work with it;
 - the standards and expectations set out in the Supplier Code of Conduct do not limit, alter or supersede any obligations of the Tenderer under a subsequent contract or at law;
 - to ensure that the Supplier Code of Conduct remains current and relevant, it may be amended or updated by the Queensland Government; and
 - the Tenderer is responsible for checking for updates and amendments to the Supplier Code of Conduct.
- confirms that:
 - the Tenderer understands the Queensland Government's standards and expectations of suppliers as set out in the Supplier Code of Conduct;
 - the Tenderer meets and will continue to meet the Queensland Government's standards and expectations as set out in the Supplier Code of Conduct, including as may be updated or amended;
 - the Tenderer will raise concerns or otherwise seek clarification in relation to any aspects of the Supplier Code of Conduct, including any updates or amendments to the Supplier Code of Conduct; and
 - the Tenderer will make all reasonable efforts to ensure its supply chain is ethical, compliant with the Supplier Code of Conduct and not complicit in practices that may exploit human rights or constitute modern slavery, including taking appropriate measures to assess and address supply chain risks.
- warrants that, if awarded a Contract for this project, the Tenderer will meet the undertakings provided in this warranty.

Project Trust Accounts

The Tenderer acknowledges that the successful Tenderer may be required to establish a project trust account pursuant to the *Building Industry Fairness (Security of Payment) Act 2017* (Qld) ("BIF Act").

The Tenderer:	(tick one)
1. considers that more than 50% of the Tender Sum (excl. GST) is for 'project trust work' (as defined in section 8 of the BIF Act); and	☒ Yes ☐ No
2. intends entering into one or more subcontracts for all or part of the 'contracted work' (as defined in section 8 of the BIF Act), if it is the successful Tenderer and subject to receiving approval to subcontract.	☒ Yes ☐ No

Work Health and Safety Accreditation Scheme

If stated in the Annexure, it is a requirement of this project that the successful Tenderer be accredited under the Work Health and Safety Accreditation Scheme ("Scheme") established by the *Federal Safety Commissioner Act 2022* (Cth), at the time of entering into the contract for the building work and while the building work is being carried out. The successful Tenderer must comply with all conditions of Scheme accreditation.

Details of Tenderer's accreditation status, including the accreditation expiry date, or evidence that accreditation is being sought under the Scheme:	Accreditation No. 472 Exp Date: 09/10/2025
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Signed by: <i>(Must be completed if Tenderer is a sole trader, individuals in a partnership or persons trading under a business name. Witness to sign and print name.)</i>		
	Name of Tenderer	Signature of Tenderer
	on the day of 20.....	
	In the presence of:	
	Name of Witness	Signature of Witness

OR

Signed by: <i>(Must be completed if Tenderer is a company, including companies tendering under a business name. Company to sign in accordance with its Constitution. Where signature is that of an agent, written authority from tenderer is to be included with the Tender.)</i>	A. Gabrielli Constructions Pty	088 090 279
	Name of Company	ACN
	In accordance with section 127 of the <i>Corporations Act 2001</i> (Cth) by:	
		
	Signature of Director/Secretary	Signature of Director
		Adrian Gabrielli
	Name of Director/Secretary	Name of Director
on the ...16th... day of April... 2025...		

Privacy Statement: The Principal is collecting the personal information on this Tender Form for the purposes of tender evaluation and any subsequent contract that may arise. The information may be used in accordance with the provisions of the Tender Documents. Any personal information included on this Tender Form may be disclosed to the Tender evaluation panel and their advisors but will not be disclosed to any other third party without the Tenderer's consent unless authorised or required by law or stipulated in the Tender Documents. Personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld).

The Principal is also collecting the personal information on this Tender Form for the purposes of determining Tenderer compliance with the Ethical Supplier Threshold and the Ethical Supplier Mandate in respect of the Tender and any subsequent contract that may arise. Any personal information included on this Tender Form may be disclosed to the Queensland Government Procurement Compliance Branch within the Department of Housing and Public Works and the Tripartite Procurement Advisory Panel for compliance purposes.

RETURNABLE TENDER SCHEDULE – BPP CONSENT

<u>Project Tender Information</u>			
Project Name:			
Project Number:			
<u>Tenderer Details</u>			
Tenderer's Legal name(s) (include all current and previous legal names)			
Tenderer's Trading name(s) (include all current and previous trading names)			
Other names the Tenderer may be known by (include all current and previous names)			
ACN:		ABN:	
Address:			
QBCC License No:		Electrical Contractor Licence No:	
Workers' Compensation Policy No:			
<u>Consent</u>			

I, as an authorised officer of the Tenderer, consent to:

- the Queensland Government, through the relevant Government Department or Instrumentality, giving information to the Principal in relation to the Tenderer's history of compliance with Best Practice Principles, being:
 - Workplace Health and Safety systems and standards; and
 - commitment to apprentices and trainees.

I acknowledge that the information provided may include personal details, and details of the following:

- incidents and complaints involving the Tenderer and the Office of Industrial Relations' response to these incidents and complaints;
- audits undertaken by the Office of Industrial Relations involving the Tenderer;
- enforcement action taken under the *Work Health and Safety Act 2011* (Qld) and the *Electrical Safety Act 2002* (Qld);
- current and historical investigations, prosecutions and enforceable undertakings involving the Tenderer;
- referrals to the Electrical Licensing Committee for disciplinary matters;
- disciplinary and enforcement action undertaken by the Electrical Licensing Committee;
- workers' compensation claims made by the Tenderer's workers;
- performance reports regarding a Tenderer's compliance with the Queensland Government Building and Construction Training Policy.

I understand that the Principal will only use this information for the procurement process of this Tender and that separate consent will be required for future or additional Tenders made by the Tenderer, in relation to Best Practice Principles.

<u>Details of Authorised Officer Completing Consent Form</u>			
Name:			
Position		Phone No:	
Email:			
Signature:		Date:	

Statement of Intent - Tenderers

Queensland Charter for Local Content

Notice for project proponents/statement authors

The purpose of this statement is to outline how you, as the tenderer, aim to address the principles of the Queensland Charter for Local Content for this tender.

The statement should be completed as per the Tenderers and Grant Applicants' Guidelines to the Statement of Intent found at www.statedevelopment.qld.gov.au/charter

Project reference number (Contract or QCLC reference)	WR25/7392
Project title	Document & Construct - 9x1 Bed, 4x2 Bed Unit Complex - 8 MILES AVENUE &1265 RIVERWAY DRIVE, KELSO, TOWNSVILLE QLD 4815
Project value	\$5,073,000.00 + GST
Project proponent	A. Gabrielli Constructions Pty Ltd
Project location	8 MILES AVENUE &1265 RIVERWAY DRIVE, KELSO, TOWNSVILLE QLD 4815
Expected completion date of project	66 weeks

Queensland Charter for Local Content Principles Statement

The charter has adopted five principles to promote industry capability and maximise local industry participation in eligible Queensland Government procurement. Refer to Section 3 of the **Tenderers and Grant Applicants' Guidelines** for detail on the five principles.

Full, fair and reasonable opportunity	Acknowledged
Value for money	Acknowledged
Regional and industry development	Acknowledged
Transparency of process	Acknowledged
Will this project be consistent with international obligations?	Yes No

Please describe how the tenderers will encourage contractors and subcontractors to apply the charter's five principles and any reporting requirements (i.e. clauses in contracts)

Refer to the [Example - special conditions of contract clause](#) for further details.

AGC Encourage subcontractors to apply the Charters' five principles by promoting responsibility, transparency, and ethical business practices. The Charters refer to industry-specific agreements or codes of conduct that outline principles. Here's a general guide on how AGC encourage subcontractors to follow these principles:

1. Incorporate Charters into contract documents:

- Clearly outline the Charters' five principles in the contract documents and underline their importance.
- Make observance to these principles a contractual requirement for subcontractors.

2. Educate Subcontractors:

- Provide comprehensive training sessions or orientation programs for subcontractors to educate them about the Charters and the importance of each principle.
- Highlight the benefits of compliance, such as improved reputation, reduced risk, and potential business advantages.

3. Set Clear expectations:

- Clearly communicate expectations regarding the subcontractors' commitment to the Charters' principles.
- Underline the significance of meeting or exceeding these standards as a condition for ongoing collaboration.

4. Provide Resources and Support:

- Offer resources, guidelines, and support to help subcontractors implement and maintain practices aligned with the Charters.
- Establish a point of contact or a support system to address any questions or challenges faced by subcontractors during the implementation process.

5. Monitoring:

- Implement regular monitoring and auditing processes to verify subcontractors' compliance with the Charters.
- Use audit results to identify areas for improvement and to acknowledge.

6. Continuous Improvement:

- Encourage continuous improvement by promoting feedback and learning from experiences.

7. Reporting:

- Encourage subcontractors to maintain clear reporting on their practices related to the Charters' principles.
- Promote the sharing of best practices and lessons learned.

By incorporating these strategies, AGC create an environment that encourages subcontractors to embrace and integrate the Charters' principles into their day-to-day operations, encouraging a commitment to responsible and ethical business practices.

Certificate of Currency

Employer's information

Employer name	A Gabrielli Constructions Pty Ltd
Trading name	A Gabrielli Constructions Pty Ltd
ABN	29 088 090 279
ACN	88090279
Policy number	WHA990722114
Insurance type	Accident Insurance Policy

Statement of coverage

This certificate issued on **13 September 2024** is a Certificate of Currency, which provides cover under the *Workers' Compensation and Rehabilitation Act 2003* for:

- (a) the employer's legal liability for compensation; and
- (b) the employer's legal liability for damages.

The amount of insurance under the workers' compensation scheme is unlimited subject to the provisions of the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2014* and the employer's compliance with their requirements. In some instances, non-compliance can jeopardise an employer's insurance cover but will not prevent an injured worker from being compensated pursuant to the Act.

This Certificate of Currency is issued for the insurance period from **01 July 2024 to 30 June 2025**.

WorkCover industry classification

302016 - Non-Residential Building Construction

For more information, please contact us on 1300 362 128 or visit our website at worksafe.qld.gov.au.

Certificate of Currency

Issued to: Caroline Burgess
Address: caroline@gabrielliconstruction.com
Issued by: Tamarra Matthews
Address: Tamarra.matthews@mbqld.com.au

This Certificate of Currency verifies that we have arranged the following insurance coverage. We confirm that the particulars of the policy contained herein are a true and correct record of the insurance that has been arranged and these particulars are current as at the date and time of issue of this document.

Policy Class: Construction Works Insurance
 Public and Products Liability Insurance

Insurer: AAI Limited ABN 48 005 297 807 trading as VERO INSURANCE
 (part of SUNCORP GROUP)

Policy Number: BQA110095585

Insured Party(s): **Builder:** A Gabrielli Constructions Pty Ltd
Principal: Various – as per contract
Finance: As Applicable

Location: Construction Site(s) Anywhere in Australia
 and other locations in Australia as noted in the policy.

Amounts Insured:	Construction Works:	Max. Value:
	The construction ancillary and temporary works and materials for incorporation in the works:	(Any one Project) \$10,000,000
	Public Liability:	Indemnity Limit:
	Personal Injury or Property Damage - Any one Occurrence:	\$20,000,000
	Products Liability:	Indemnity Limit:
	Personal Injury or Property Damage - Aggregate Amount:	\$20,000,000

Expiry Date: 28th February 2026

Other Information:

Signed:  **Date of Issue:** 26 February 2025

Should any further information be required please refer to Master Builders Insurance Services. Particulars provided in this Certificate of Currency are a summary only of policy coverage and are subject to and do not override the full terms conditions and provisions of the policy. It is necessary to refer to the policy documents for complete details.

10 May 2024

Certificate of Currency

This is to certify that the following policy reference is current, as at the date stated above.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

Insurance Class:	Professional Indemnity		
Insured Name:	A.Gabrielli Constructions Pty Ltd Gabcon Pty Ltd		
Professional Business:	Builders (Design and Construct) as described in Part 7(s) "professional services" of the Policy Wording		
Policy Inception Date:	4.00pm on 11/5/2024		
Policy Expiry Date:	4.00pm on 11/5/2025		
Limit of Indemnity:	\$10,000,000	any one claim	
	\$20,000,000	in the aggregate	
Policy Number:	122R003051PLP		

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder.



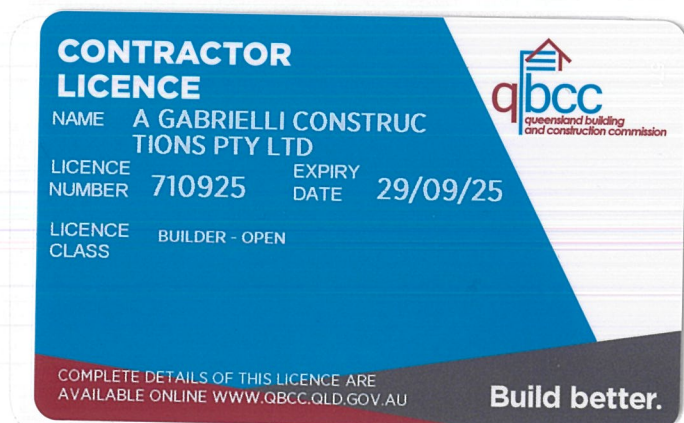
Kailin Gianikouris
Underwriter, Financial Lines

ALLIANZ AUSTRALIA INSURANCE LIMITED

24 August 2022

710925
A GABRIELLI CONSTRUCTION PTY LTD
PO BOX 8143
GARbutt QLD 4814

Your QBCC licence card is enclosed.
There are many benefits and responsibilities that come
with being a QBCC licensee, please take the time to read
the important information on the back of this page.



Complete details of this licence
are available online via myQBCC



Department of
Housing and Public Works

13 February 2019

Mr Adrian Gabrielli, Managing Director
A Gabrielli Constructions Pty Ltd
P.O. Box 8143
GARbutt QLD 4814

Dear Mr Gabrielli

Re: Registration on Prequalification (PQC) System

Thank you for your request to update your PQC registration.

Your PQC Registration has been upgraded accordingly.

Please find attached an updated "Schedule of Registration of Prequalification" detailing these changes.

If you need to discuss any issues regarding this advice or the PQC System in general, please contact me accordingly.

Yours faithfully,

Anita Barton
A/PQC Registrar

Encl.

Building Policy and Practice
Level 16, 41 George Street, Brisbane
GPO Box 2457, Brisbane
Queensland, 4001, Australia

Telephone: 1800 072 621
Email: pqcregistrar@hpw.qld.gov.au
Website: www.hpw.qld.gov.au
ABN: 72 799 122 178

Registrant: A Gabrielli Constructions Pty Ltd
Registration Number: 00077
PQC Rating: Level 3
Date of Issue: 13 February 2019

Schedule to Registration of Prequalification (PQC)

Head Office: 336 Woolcock Street GARBUTT QLD 4814

MAXIMUM ALLOWABLE CONTRACT SIZES

Maximum Contract Value: \$49,999,999.00
Maximum Annualised Contract Value: \$28,176,728.00

INSURANCE DETAILS

Workers Compensation (Workcover)

Policy Number WHA 990 722 114

MANAGEMENT SYSTEMS

Environmental	Status	Expiry Date
AS/NZS ISO 14001	Certified	18/05/2020
Occupational Health and Safety	Status	Expiry Date
AS/NZS 4801:2001	Certified	18/05/2020
Quality Assurance	Status	Expiry Date
AS/NZS ISO 9001	Certified	18/05/2020

GEOGRAPHICAL AREAS OF OPERATION

Office Location: Northern

Region	Area/s Registered to Undertake Contracts
Far North	Mainland; Islands
Mackay	Mainland; Islands
North West	Mainland; Islands
Northern	Mainland; Islands

CONTRACT CATEGORY/IES

Design and Construction Management (Lump Sum)
Design and Construction Management (Two-Stage Tender)
Managing Contractor - Construction Management
Managing Contractor - Design and Construction Management
Managing Contractor - Documentation and Construction Management
Minor Work and Services
Relationship/Alliance
Traditional (Lump Sum)

SERVICE CATEGORY/IES

Fitout
Maintenance (other than service maintenance contracts)
Modular / Prefabricated Building Systems
New Construction Work / Addition
Refurbishment / Renovation / Repairs

PROJECT TYPE/S

Administrative/Offices

Low rise - up to and including three storeys
Single storey

PROJECT TYPE/S

Authorities

- Ambulance stations
- Correction/Detention centres
- Fire stations
- Law courts
- Police stations
- Watchhouses

Building related projects

- Civil works - foundation (building work)
- Civil works - subdivisional (building work)
- Electricity distribution stations
- Landscaping (building work)
- Power generation
- Towers - communication/electricity

Car parks

- Car parks - non-structural (building work)
- Car parks - structural (building work)

Civic

- Art galleries/museums
- Cafeterias / Dining facilities / Restaurants
- Cinemas / Theatres
- Convention centres
- Libraries
- Public Toilets

Education

- Universities/TAFE Institutes

Education - Colleges

- College complexes
- Support - libraries/administration
- Support - research centres / scientific centres
- Teaching - classrooms
- Teaching - lecture theatres
- Teaching - science laboratories

Education - Schools

- School complexes
- Support - libraries/administration/amenities
- Teaching - classrooms

Hospitals/Health/Welfare

- Child care centres
- Health centres / Clinics
- Hospitals (district/general)
- Nursing homes / Aged facilities
- Research laboratories

Industrial/Transport

- Factories/Workshops
- Storage depots
- Transport - depots/terminals and stations
- Warehouses

Recreational

- Community recreational buildings
- Grandstands
- Gymnasiums
- Stadiums
- Swimming pools

PROJECT TYPE/S

Residential

- Duplex (attached)
 - Hostels
 - Houses (single dwellings)
 - Units
-

SERVICE ACTIVITY/IES

General Building

- Low - conventional design incorporating commonly used trades, generally less than \$2000/m2 (eg a school building)
- Med - incorporating trades and construction techniques not commonly encountered, generally between \$2000-\$3000/m2 (eg a police station)
- High - unique, innovative or complex construction incorporating integrated services, generally in excess of \$3000/m2 (eg a hospital, correctional centre)

House Building

- Low - conventional design incorporating commonly used trades
- Med - an extensive renovation/refurbishment/special design requirements/attached houses
- High - unique or innovative construction/trialling new systems or materials

Non-Residential Interior Refurbishment and Fitout

- Low - basic office fitout, minimal service installation or alteration
 - Med - office fitout with service installation or alteration
 - High - unique or innovative design and/or complex service
-

PROJECT ENVIRONMENT

- Low - on a greenfield site
- Medium - within a day use facility
- High - within a 24 hour use facility



A. GABRIELLI CONSTRUCTIONS PTY LTD

ABN 29 088 090 279

336 Woolcock St, Garbutt QLD 4814

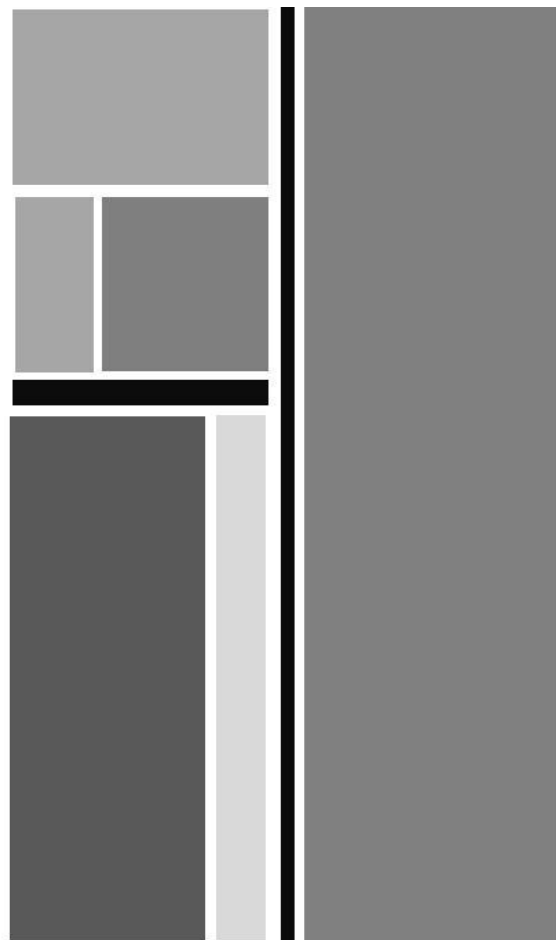
PO Box 8143, Garbutt, 4814

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F (+61) (07) 4725 4800

Email: hseq@gabrielliconstruction.com

Web: www.gabrielliconstruction.com



WORK HEALTH AND SAFETY MANAGEMENT PLAN

PROJECT:

**DOCUMENT AND CONSTRUCT- 9X1 BED
UNIT, 4X2 BED UNIT COMPLEX**

PROJECT LOCATION:

**8 MILES AVE & 1265 RIVERWAY
DRIVE, KELSO**



WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

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1.1 PLAN APPROVAL

	NAME	POSITION
Plan Prepared by:	Timothy Staatz	HSEQ
Plan Reviewed and Implemented by:	David Thom	Construction Manager
Plan Approved by:	Bernie Travers	Project Manager

1.2 RECORD OF AMENDMENT CERTIFICATE

SER	VER	DATE OF REVIEW	REASON FOR REVIEW	DETAILS OF AMENDMENT (IF ANY) <i>(Indicate 'no amendment' in circumstances where a systematic review does not result in amendment)</i>	SIGNATURE OF APPROVING AUTHORITY
1	3C		N/A	Initial Issue	
2					
3					
4					
5					
6					
7					
8					
9					
10					

1.3 PLAN DISTRIBUTION

ENTITY	DETAILS
Key Principal Contractor staff	Electronic access
Client	1 x electronic
Engaged sub-contractors	Issued at engagement
Other interested parties	Extracts on request or as determine by the Principal Contractor

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

1.4 CONSTRUCTION HEALTH AND SAFETY MANAGEMENT PLAN REVIEW

This Construction Health and Safety Management Plan shall be reviewed in accordance with the Monitoring and Review Matrix QSE05-REG-05 ([Refer Appendices Summary](#)) and any changes made shall be reflected in the table below. This plan may be revised / updated in response to:

- Significant proposed changes to the work that is being carried out
- Where there is evidence the risk assessment is no longer valid; or
- Following any incident with potential or actual major consequences or any adverse audit findings.

REVIEW	DATE	NAME	POSITION	SIGN
1			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
2			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
3			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
4			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
5			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
6			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
7			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
8			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
9			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	
10			HSEQ OFFICER DELEGATE	
			PROJECT MANAGER	
			PROJECT DIRECTOR	

2 INTRODUCTION

2.1 PURPOSE

This Construction Work Health and Safety Management Plan has been developed by A.Gabrielli Constructions' Pty Ltd to document the management framework to identify and manage all risks associated with the design and construction works undertaken by A.Gabrielli Constructions' Pty Ltd, as the principal contractor.

3 PROJECT DESCRIPTION AND SCOPE

3.1 GENERAL

In this Work Health and Safety Management Plan a reference to A.Gabrielli Constructions' is also a reference to the Project Manager appointed by A.Gabrielli Constructions' to manage the construction project unless stated otherwise.

This Construction Health and Safety Plan applies to all works where A.Gabrielli Constructions' are in control of works, where A.Gabrielli Constructions' are not in control of works, the Not in Control – CON21 PFC-01 process will be followed.

This Work Health and Safety Management Plan complies with the statutory requirement imposed upon a Principal Contractor for a construction project to prepare such a plan.

This Construction Health and Safety Plan, and supporting appendices, are to be made available to all employees and persons involved in the project.

3.2 PROJECT DETAILS

PROJECT NAME:	Document and Construct – 9x1 bed, 4x2 bed unit complex
PROJECT NO.:	8 Miles Avenue & 1265 Riverway Drive, Kelso
SCOPE OF WORK:	design, documentation, construction and completion of a 13-unit apartment complex, 4x1 Bedroom Platinum, 1x1 Bed Gold, 4 x2 Bed general, 4x1 Bed General.
SITE ADDRESS:	8 Miles Ave & 1265 Riverway Drive, Kelso
CLIENT:	QBuild
CLIENT CONTACT NO.:	TBC
PROJECT MANAGER:	Kris Williams
SITE MANAGER:	Dean Williams
SITE TELEPHONE:	0403 204 775
COMMENCEMENT DATE:	14/04/2025
ANTICIPATED DATE OF COMPLETION:	20/07/2026
ANTICIPATED DURATION (weeks):	66 weeks
COMPANY ABN:	29 088 090 279

3.3 HIGH RISK ACTIVITIES

A. Gabrielli Constructions' specific high-risk activities identified as part of the project's scope of works are as follows:

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

Where the project scope of works identifies activities as detailed above, these will be managed in accordance with the specific high risk activity documented processes attached as appendices to this plan ([Refer Appendices Summary](#)).

3.4 PRINCIPAL CONTRACTOR OBLIGATIONS

A. Gabrielli Constructions' shall ensure that signs are installed at the construction project, that:

- Show the Principal Contractor's name and telephone contact numbers (including an afterhours telephone number)
- Show the location of the site office for the construction project
- Are clearly visible from outside where the construction project is being undertaken.

A. Gabrielli Constructions' shall coordinate arrangements for co-operation between themselves and subcontractors working on the construction project at any given time in accordance with this plan.

A. Gabrielli Constructions' shall ensure that toilets are reasonably available to each worker on the construction project.

A. Gabrielli Constructions' will provide for, or ensure the provision of the following in accordance with the relevant legislation and in accordance with the relevant sections of this plan.

- first aid
- emergency response
- The storage, movement and disposal of construction materials and other general waste generated on this project.
- The storage of plant and engaged with works
- traffic control in the vicinity of the construction project that may be affected by construction work
- The protection of essential services.

3.5 RISK ARISING FROM THE PUBLIC

To prevent any un-authorised access to this project A. Gabrielli Constructions' shall implement control measures to isolate the work from the public which may include installing hoarding such as security fencing, containment sheets and mesh, an overhead protective structure, road closures and exclusion zones as required.

The site shall be locked at the end of each day to prevent any un-authorised access to the project. All information regarding site security shall be identified on the site layout plan.

A. Gabrielli Constructions' shall ensure, so far as is reasonably practicable, that the construction project is secured so as to prevent unauthorised access having regard to all relevant matters including risks to health and safety arising from unauthorised access to the construction project; and the likelihood of unauthorised access occurring; and to the extent that unauthorised access to the construction project cannot be prevented how to isolate risks within the construction project.

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3.6 PROJECT HEALTH AND SAFETY OBJECTIVES

3.6.1 PROJECT OBJECTIVES

Our project Objectives and Targets for safety are measurable and support A.Gabrielli Constructions' health and safety targets and objectives: They are as follows:

OBJECTIVE	TYPE	TARGET
Workplace Fatalities	Lag	0
Lost Time Injury	Lag	0
Notifiable Incident	Lag	0
Workplace Health and Safety Prohibition and Infringement Notices	Lag	0
Health and safety inspections conducted as per Monitoring and Review Matrix.	Lead	100%
Health and Safety Opportunity for Improvements / Corrective Actions completed on time.	Lead	100%
Site Inductions completed prior to the commencement of work on site.	Lead	100%
Communication and consultation conducted as per Communication and Consultation Matrix.	Lead	100%

3.6.2 HEALTH AND SAFETY PERFORMANCE

These objective and targets and positive performance indicators reflect A.Gabrielli Constructions' commitment to continual improvement as detailed under its System Performance QSE10-PFC-01 process.

This process provides A.Gabrielli Constructions' Pty Ltd with Performance Measurement Matrix which is monitored by the organisation through its Management Commitment process QSE04-PFC-01. This matrix is updated in accordance with the Monitoring and Review Matrix and is available for all staff as per the Communication and Consultation Matrix.

These objective and targets and positive performance indicators reflect A.Gabrielli Constructions' commitment to continual improvement as detailed under its System Performance QSE10-PFC-01 process.

In order to provide A.Gabrielli Constructions' with specific project performance indicators the Project Performance CON18-PFC-01 process details the approach by which the organisation records and reviews these targets and objectives on a project by project basis.

This specific Project Performance Matrix is updated in accordance with the Monitoring and Review Matrix and once reviewed and approved by Senior Management is made available for all staff as per the Communication and Consultation Matrix QSE08-REG-01.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

Safe work

4 PROJECT HEALTH AND SAFETY RESPONSIBILITIES AND AUTHORITIES

In planning for this project A.Gabrielli Constructions' has identified its responsibilities and in order to carry out these responsibilities have subsequently identified and made available the relevant resources required to effectively implement A.Gabrielli Constructions' health and safety objectives on this project.

4.1 KEY PERSONNEL

4.1.1 KEY PERSONNEL OFF SITE

POSITION	NAME	CONTACT DETAILS	
Project Manager	Kris Williams	Tel:	07 4725 1100
		Mob:	0457 419 757
		Email:	krisw@gabrielliconstruction.com
Construction Manager	Bernie Travers	Tel:	07 4725 1100
		Mob:	0412 556 116
		Email:	bernie@gabrielliconstruction.com
Health, Safety & Environment	Desmond Fremlin	Tel:	07 4725 1100
		Mob:	0432 167 391
		Email:	HSEQ@gabrielliconstruction.com

4.1.2 KEY PERSONNEL ON SITE

APPOINTMENT	NAME	CONTACT DETAILS	
Site Manager (Foreman)	Dean Williams	Tel:	07 4725 1100
		Mob:	0403 204 775
		Email:	dean@gabrielliconstruction.com

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

4.2 ROLES AND RESPONSIBILITIES

Detailed below are the responsibilities of various roles for the project. Individuals nominated to these roles are required to sign Responsibility Statements acknowledging and accepting these responsibilities are part of the Site Induction and Training process.

ROLE	RESPONSIBILITIES
PROJECT MANAGER	GENERAL RESPONSIBILITIES - Ensure legislative obligations are met and Quality, Health and Safety and Environmental Policies are effectively implemented throughout the project as detailed in the relevant project specific plans. - Ensure appropriate resources are allocated within the relevant A.Gabrielli Constructions' team for the effective implementation of the Integrated Business Management System (IBMS) and management of all project related risks. - Assist in the development and implementation of the Continuous Improvement process for the Integrated Business Management System within A.Gabrielli Constructions'. SPECIFIC RESPONSIBILITIES In order to meet the general responsibilities outlined above, Project Directors should: - Provide visible commitment to a safe and healthy work environment by ensuring regular reviews are undertaken, participating in health and safety meetings and consultation regarding quality, health and safety and the environment matters for the team and all project workers. - Ensure approvals, licences, insurances etc. are all approved prior to the commencement of the project. - Ensure quality, health and safety and environmental objectives and targets are established for the Project Works which are consistent with A.Gabrielli Constructions' Corporate Policies and Objectives. These shall be defined in the project specific management plans. - Ensure that all levels of management connected with the team promote continuous commitment, attitude and culture to implement the relevant Construction Management Plans. - Review operational quality, health and safety and environmental documentation and ensure compliance with A.Gabrielli Constructions' Integrated Business Management System and goals (as required). - Consider quality, health and safety and the environment matters with other team members and the HSEQ Officer as part of normal business practice and incorporate these matters into project meeting agendas. - Ensure appropriate budget allocations for health and safety and environmental improvement in Project Works and provide adequate resources to achieve a high level of compliance across the projects. - Ensure a systematic approach to the identification, assessment, control and monitoring of Project-related risks that may arise through both normal and adverse operating conditions.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

ROLE	RESPONSIBILITIES
	- Ensure that personnel engaged on projects are adequately skilled and trained for the tasks they are required to undertake including health and safety and the environment, technical or operational training. Also ensure that any trainee is allocated appropriate time to participate and completed training requirements where necessary. - Assign competent personnel to coordinate and carry out quality, health and safety and environmental functions. - Ensure project management assess, engage and monitor the compliance of all contractors/suppliers engaged in Project works with A.Gabrielli Constructions' Health and Safety Management System (delivered under the IBMS) and Safe Work Method Statements (SWMS) and checklists including work methodology and quality. - Respond to non-compliance by any parties involved with project works who fails to discharge their duties as set by the responsibility statement and actively participate in dispute resolution where required.
CONSTRUCTION MANAGER	- Ensure project objectives and targets are achieved and undertake overall quality, health and safety and environmental responsibility for the project including the resolution of disputes. - Review and set in place the project specific WHS Management Plan, Environmental Management Plan, Quality Management Plan, Project Risk Assessments and Safe Work Method Statements. - Provide and allocate sufficient resources to successfully implement and maintain the quality, health and safety and environmental objectives and targets. - Liaise with A.Gabrielli Constructions' HSEQ Officer and be aware of the current legislation and obligations of A.Gabrielli Constructions' in the area of Workplace Quality, Health and Safety and the Environment. - Ensure that all levels of management connected with the project promote continuous commitment, attitude and culture to implement the site specific Construction Management Plans. - Ensure supervision is provided at all levels to ensure the adoption of the site health and safety, environmental and project construction programmes and all other quality outcomes. - Review Health, Safety & Environmental performance on the project and reprimand any member of the organisation who fails to discharge their duties as set by the responsibility statements. - Ensure a system is established which will distribute pertinent information about health and safety issues to site management members and workers on the project. - Ensure all subcontractors are assessed on their health and safety requirements to comply with A.Gabrielli Constructions' WHS Management Plan and the Work Health and Safety Legislation. - Report to the Project Director/s on the level of compliance and standard of quality, health and safety and environment on the site.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

	▪ Liaise with all relevant stakeholders including client and community groups where necessary to ensure the immediate community remain informed on all project matters. ▪ Ensure all service providers are approved for use on the project and are able to provide services complying with A.Gabrielli Constructions' expectations. ▪ Identifying training needs for the workforce and ensuring implementation of appropriate workforce development.
HEALTH, SAFETY, ENVIRONMENT & QUALITY OFFICER	▪ Work with other site team members to ensure project health and safety objectives and targets are achieved. ▪ To help implement and co-ordinate on a daily basis, A.Gabrielli Constructions' WHS Management Plan, project risk assessments, Safe Work Method Statements and completion of checklists with all levels of the site management team and workers. ▪ To advise the Site Manager about the overall state of health and safety at the workplace, using the appropriate forms contained within the project specific WHS Management Plan. ▪ To report to the site manager any hazard or unsafe or unsatisfactory workplace health and safety practice identified during inspections, which requires resources or a site instruction to be issued to maintain safe work practices. ▪ To conduct and record daily/weekly inspections at the workplace to identify and rectify as required any hazards and unsafe situation or unsatisfactory workplace health and safety conditions and practices to maintain a safe work environment. ▪ To implement safety awareness training for the site which include, site inductions, advising workers on safe work practices, helping workers understand their health and safety obligations as leading hands and workers and instigating tool box talks on safe work practices as required. ▪ To investigate or assist in the investigation of, all work injuries, work caused illnesses and dangerous events at the workplace. ▪ To help inspectors appointed to the regulatory body (i.e. WHS Qld) in the performance of the inspector's duties while on site. ▪ To constantly monitor and review whether the correct safe works methods are being following and to advise all levels of site management and subcontractors any deficiencies that may arise from time to time. ▪ To provide technical advices to all levels of site management and subcontractors and also advise them on how to discharge their health and safety obligations to reduce the risk of injury and illness to workers and members of the public. ▪ Liaise with safety committee members in promoting their continuous commitment, attitude and culture to maintaining and encouraging safe work practices within their own work environments.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

SITE MANAGER	- Work with other site team members to ensure project objectives and targets are achieved. - Organise work to ensure continuous commitment, attitude, and culture by site team members in compliance with A.Gabrielli Constructions' project specific Management Plans and project construction programme. - Implement A.Gabrielli Constructions' project specific Management Plans and ensure that recording procedures, Safe Work Method Statements and checklists are carried out on a daily and as required basis. - Conduct daily inspections and maintain a record of areas which need attention as well as supervising what corrective action was taken rectify any defective areas. - Undertake assessments of subcontractor Safe Work Method Statements as required by A.Gabrielli Constructions' Monitoring and Review Matrix ensuring compliance and accountability. - Work closely with the HSEQ Officer in ensuring that safe work practices are being maintained and promote the commitment to working safely and provide information, instructions and supervision to workers on the project for all quality, health and safety and environmental matters. - Ensure work is completed in accordance with the correct construction techniques, A.Gabrielli Constructions' Quality Manual and Senior Management expectations. - Participate in and assist in developing an appropriate Health and Safety Committee (where required) for the project. Maintain accurate minutes of each meeting and instigate checking procedures to ensure the areas notified are rectified as soon as possible. - Ensuring that the latest revisions of contract documents (including construction drawings and schedules) listed in the Drawing Register are in use and all previous issues and revisions are either removed from the system or clearly identified as being obsolete. - To liaise and work with the Site Manager and company HSEQ Officer in investigating and reviewing all serious or dangerous occurrences, and to ensure accident / incident reports are properly documented with appropriate corrective action taken where required. - Ensure site personnel are aware of their quality, health and safety and environmental obligations. - Ensuring RFI, Site Instruction, Memo Forms and email communications are up to date. - Monitor all subcontractors to ensure they are utilising current construction documentation including but not limited to drawings, programme and specifications.
HEALTH AND SAFETY REPRESENTATIVE (IF ELECTED)	- Facilitate joint consultancy between management and other members of the workgroup who elected them on a continual basis in the functional area of occupational health and safety. - Assist in conduct inspections and the monitoring of health and safety issues in the workplace and report issues of non-compliance to the responsible person where identified. - Assist the A.Gabrielli Constructions' Health and Safety Committee in their respective area/project as requested by the committee chairperson. - To participate in Workplace/Project Health and Safety Committees (as required). - Assist A.Gabrielli Constructions' HSEQ Officer (where applicable) in his/her duties.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

	▪ In the absence of a site management team member, contact A.Gabrielli Constructions' management directly to advise on any circumstances affecting this organisation's obligations regarding health and safety; and ▪ Other duties as specified which may be identified by statutory provisions in each state.
PERSONNEL / EMPLOYEE/WORKER	▪ To know and work in accordance with all relevant sections of the A.Gabrielli Constructions' Quality Management, Health and Safety and Environmental Management System as delivered under A.Gabrielli Constructions' Integrated Business Management System (IBMS). ▪ To suggest ways of eliminating hazards and risks and improving workplace health and safety. ▪ To perform all work and associated functions in the safest possible manner. ▪ To obey all lawful written and verbal workplace health and safety instructions issued by A.Gabrielli Constructions' Senior Management or its officers. ▪ To correctly use, store and maintain in serviceable condition, all personal protective clothing and equipment supplied by A.Gabrielli Constructions' that is required to be used. ▪ To cease to operate and report immediately any malfunctioning plant or equipment and not to use such plant and equipment until appropriate safeguards are in place or repairs have been made. ▪ To take corrective action to eliminate hazards within the workplace and/or to report those hazards which the person himself/herself cannot correct. ▪ To establish and maintain at all times the highest possible standards of housekeeping and cleanliness in individual work areas and on A.Gabrielli Constructions' property. ▪ To report, and if required, assist with the investigation of, all accidents and non-injury incidents. ▪ Not to report to work affected by the consumption of alcohol or any other drug in such a state that endangers myself, or the safety of others. ▪ To comply with all Legislative requirements and A.Gabrielli Constructions' rules and requirements that may be introduced or varied to suit individual projects or activities. ▪ To strictly follow all standard safe work procedures laid down for particular equipment or tasks. ▪ To report all injuries to a first aid officer or site team member for recording on the prescribed form. ▪ When completing works ensure you do not wilfully damage any flora or fauna or create any excessive or necessary environmental nuisance to the surrounding community including dust, noise or vibration. ▪ Ensure works are completed to the high quality standard expected by A.Gabrielli Constructions' 's, the Client and other stakeholders.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

PROJECT HEALTH AND SAFETY COMMITTEE MEMBERS	- Acting as health and safety support advisers to the various level of management to assist the health and safety programme ensuring the health and safety of all personnel as far as is reasonably practicable. - Creating and maintaining an active interest in workplace health and safety and assist in the reduction of accidental losses. - Consider and advise management on the adequacy and effectiveness of training and education of personnel in workplace health and safety. - Facilitate the implementation and monitoring of health and safety policies and procedures, and the health and safety related controls in their respective work areas. - Communicate to all personnel concerned, the standards, rules and procedures relating to health and safety management and operational systems. - Review accident or illness analysis trends, and assist management on remedial action suitability, implementation, effectiveness and evaluation. - Assist in resolution of workplace health and safety issues as required by management. - Maintain relevant and required statutory records relating to workplace health and safety committee operations. and - Review hazard report systems performance, hazard and incident report analysis and assessments. and - Other agreed or prescribed functions.
FIRST AID OFFICER (AS IDENTIFIED IN THE EMERGENCY RESPONSE PLAN)	The responsibilities of the First Aid Officer are: - To administer first aid to all persons on-site when required, - Keep a register of all persons receiving first aid treatment, - Keep other records as instructed by the Construction Manager, and - Assist in the regular maintenance of the First Aid Kit.
WARDENS (AS IDENTIFIED IN THE EMERGENCY RESPONSE PLAN)	The responsibility of Fire Wardens is to ensure that workers and other persons evacuate the site in a safe manner. They shall: - Ensure all access to and egress routes from the site are kept clear of hazards, - Ensure that all persons within their allocated zone evacuate the site to the Emergency Assembly Point, - Take the roll of persons on site to the Emergency Assembly Point, and - Assist Emergency Services Officers as needed.

4.3 WHS LEGISLATION - RESPONSIBILITIES

ROLE	ROLES/RESPONSIBILITIES
PROJECT CLASSIFICATION	SENIOR MANAGEMENT (Project Organisational Chart)
PCBU (as defined under WHS Legislation)	Definition of Person conducting a business or undertaking (PCBU) – a person conducting a business or undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader (for example a self-employed person), a partnership, company, unincorporated association or government department of public authority (including a municipal council). An elected member of a municipal council acting in that capacity is not a PCBU. Definition of Person with management or control – a PCBU with management or control over the workplace. Responsibilities Primary duty of care The WHS Act requires all PCBUs to ensure the health and safety of workers, so far as is reasonably practicable. Workers include volunteers, contractors and contractors' workers. PCBUs also have the same duty of care to any other people who may be at risk from work carried out by the business. A self-employed person must ensure his or her own health and safety while at work, so far as is reasonably practicable. General duties The WHS Act sets out specific duties which a PCBU must comply with as part of their general duty so far as is reasonably practicable. These include: ▪ Providing and maintaining a working environment that is safe and without risks to health, including the entering and exiting of the workplace ▪ Providing and maintaining plant, structure and systems of work that are safe and do not pose health risks (e.g. providing effective guards on machines and regulating the pace and frequency of work) ▪ Ensuring the safe use, handling, storage and transport of plant, structure and substances (e.g. toxic chemicals, dusts and fibres) ▪ Providing adequate facilities for the welfare of workers at ▪ Workplaces under their management and control (e.g. washrooms, lockers and dining areas) ▪ Providing workers with information, instruction, training or supervision needed for them to work safely and without risks to their health. ▪ Monitoring the health of their workers and the conditions of the workplace under their management and control to prevent injury or illness. ▪ Maintaining any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

ROLE	ROLES/RESPONSIBILITIES
PROJECT CLASSIFICATION	SENIOR MANAGEMENT (Project Organisational Chart)
	In addition, a PCBU with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace do not affect the health and safety of any person. Similarly, a PCBU with management or control of fixtures, fittings or plant at a workplace must ensure, so far as is reasonably practicable, that the fixtures, fittings and plant do not affect the health and safety of any person. A PCBU, who installs, erects or commissions plant or structures must also ensure all workplace activity relating to the plant or structure including its decommissioning or dismantling is without risks to health or safety. Duty to consult A PCBU has a duty to consult with workers and HSRs about matters that directly affect them. This extends to consulting with contractors and their workers, employees of labour hire companies, students on work experience, apprentices and trainees, as well as with the PCBU's own employees and volunteer workers. There may be a number of different duty holders involved in work (e.g. suppliers, contractors and building owners). If more than one person in the workplace has a health and safety duty they must consult all other people with the same duty. Each duty holder must share information in a timely manner and cooperate to meet health and safety obligations. Duty of persons conducting businesses or undertakings that install, construct or commission plant or structures (1) This section applies to a person who conducts a business or undertaking that installs, constructs or commissions plant or a structure that is to be used, or could reasonably be expected to be used, as, or at, a workplace. (2) The person must ensure, so far as is reasonably practicable, that the way in which the plant or structure is installed, constructed or commissioned ensures that the plant or structure is without risks to the health and safety of persons— (a) who install or construct the plant or structure at a workplace; or (b) who use the plant or structure at a workplace for a purpose for which it was installed, constructed or commissioned; or (c) who carry out any reasonably foreseeable activity at a workplace in relation to the proper use, decommissioning or dismantling of the plant or demolition or disposal of the structure; or (d) who are at or in the vicinity of a workplace and whose health or safety may be affected by a use or activity mentioned in paragraph (a), (b) or (c).

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

PROJECT CLASSIFICATION	DIRECT MANAGER/SUPERVISORS
OFFICERS <i>(as defined under WHS Legislation)</i>	Definition of Officer – an officer within the meaning of section 9 of the Corporations Act 2001 (Cwth) other than a partner in a partnership. Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities. Responsibilities It is the duty of an officer of a PCBU to exercise due diligence to ensure the PCBU complies with its health and safety duties and obligations. An officer may be charged with an offence under the WHS Act independently of any breach of duty by the PCBU. Due diligence includes personally taking reasonable steps to: - Acquire and keep current information on work health and safety matters. - Understand the nature and operations of the work and associated hazards and risks. - Ensure the PCBU has, and uses, appropriate resources and processes to eliminate or reduce risks to health and safety. - Ensure the PCBU has appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner. - Ensure the PCBU has, and implements, processes for complying with their duties and obligations (e.g. reports notifiable incidents, consults with workers, complies with notices, provides training and instruction and ensures HSRs receive training entitlements).

PROJECT CLASSIFICATION	WORKERS
WORKERS <i>(as defined under WHS Legislation)</i>	Definition of Worker – employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and PCBUs who are individuals if they perform work for the business. Responsibilities While at work, workers are required to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any reasonable instruction given by the PCBU and any reasonable policy or procedure of the PCBU to comply with the WHS Act and WHS Regulation.

PROJECT CLASSIFICATION	VISITORS AND OTHERS PERSONS NOT IDENTIFIED
DUTIES OF OTHER PERSONS AT THE WORKPLACE <i>(as defined under WHS Legislation)</i>	Definition of Other Persons at the Workplace—a person that is not defined as a PCBU, Officer or Worker as defined above. Responsibilities Any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. They must also cooperate with any actions taken by the PCBU to comply with the WHS Act and WHS Regulation.

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4.3.1 ROLES AND RESPONSIBILITIES SIGN OFF

[CHECK – PROJECT PERSONNEL TITLES – MAY NEED TO BE UPDATED TO REFLECT ORGANISATION / PROJECT SPECIFIC REQUIREMENTS]

NAME	ROLE	SIGNATURE
	Operations Manager	
	Project Manager	
	Site Supervisor	
	HSEQ Officer	
	Personnel/Employee	Refer to Project Induction Record
	First Aid Officers	Refer to Emergency Response Plan
	Wardens	Refer to Emergency Response Plan

5 PRESCRIBED ACTIVITIES

(In accordance with Workplace Health and Safety Act and Regs)

Are there any Prescribed Activities to be taken?

Asbestos YES ☐ NO ☒

Demolition YES ☐ NO ☒

If Yes, who is certified to undertake work?

NAME OF ORGANISATION:	
CONTACT PERSON:	
CONTACT DETAILS:	
CERTIFIED NO.:	EXPIRY DATE:

REFER TO: CON25-PFC-01 – Managing Asbestos for details in regards to the management of these activities onsite. (These documents are to be attached at the rear of this plan and are to be read in conjunction with this plan if identified.)

6 COMMUNICATION AND CONSULTATION

A.Gabrielli Constructions' has implemented the Communication and Consultation QSE08-PFC-01 process to manage communication and consultation requirements at the corporate and project site specific level.

This process identifies specific areas for communication and consultation regarding health and safety matters including, but not limited to:

- Display and communication of A.Gabrielli Constructions' Health and Safety policy and supporting health and safety policies.
- Hazard reporting system.
- Health and Safety an agenda item at all prescribed and regular meetings.

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- Election process for Health and Safety Representatives.
- Process for establishing Health and Safety Committees.
- Program for regular meetings of the Health and Safety Committee with Minutes available to all workers.
- Appropriate training for Health and Safety Representatives / Health and Safety Committee members.
- Other communication and consultation arrangements for health and safety matters.
- Acquisition and exchange of information with external parties including customers, suppliers, contractors and public authorities.
- Documented process for Health and Safety Issue Resolution and
- Evidence that employees (or their health and safety representatives if appointed) are involved in the development of safe operating procedures, JSEAs and / or SWMS. This includes evidence that employees are familiar with these when undertaking work.

As identified above a range of measures for communication and consultation are established within A.Gabrielli Constructions' and these are identified within the Communication and Consultation Matrix.

6.1 HEALTH AND SAFETY COMMITTEE

The Communication and Consultation QSE08-PFC-01 process provides specific guidance on the formation of a Health and Safety Committee, and the provision of supporting resources, where required.

In the event that a Health and Safety Committee is required to be formed in accordance with WHS legislative requirements, or at the discretion of A.Gabrielli Constructions' 's, the members of the Health and Safety Committee shall include:

- Project Manager or senior site management delegate with authority to make decisions and allocate funding.
- Site Safety Advisor (if appointed).
- Representative/s of A.Gabrielli Constructions' workers and
- Appropriate subcontractor representation.

Frequencies of these meetings will be in accordance with the project site specific Communication and Consultation Matrix QSE08-REG-01 ([Refer Appendices Summary](#)).

6.2 HEALTH AND SAFETY REPRESENTATIVES

The Communication and Consultation QSE08-PFC-01 process provides specific guidance on the appointment of Health and Safety Representative/s and the provision of supporting resources, where required, in accordance with WHS legislative requirements.

In accordance with WHS legislation, HSR's are eligible for training and this will be responsibility of the individual's employer.

6.3 DISPUTE RESOLUTION

Disputes involving health and safety issues are to be managed in accordance with the Health and Safety Issue Resolution flowchart QSE08-REF-04 ([Refer Appendices Summary](#)).

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This Health and Safety Issue Resolution process is to be included in the Site Induction process to advise personnel of this process and displayed on site noticeboard/s/

6.4 SITE NOTICEBOARD

The Site Noticeboard is an important communication tool and where practicable will be established to identify the following:

- Health and Safety Policy IBMS-POL-02 and supporting health and safety policies
- Site Manager Notification
- Site Safety Advisor (if appointed) Notification
- Health and Safety Committee Members / Health and Safety Representatives (if appointed)
- Emergency Facility Notice including First Aider / Warden Notification ([Refer Appendices Summary](#))
- Health and Safety Issue Resolution flowchart ([Refer Appendices Summary](#))
- Health and Safety Committee Minutes (if appointed)
- Site Management Plan (including emergency evacuation routes and assembly point/s)

6.5 TOOLBOX TALKS

Toolbox talks are formal meetings held to communicate and consult on health and safety, environmental and operational matters and to reinforce the importance of being safe.

The aim of these meetings is to communicate a clear and consistent message about business activities, changes to process and any other proactive matter that impacts on health and safety to enhance each person's understanding of their work and ensure a consistent and safe approach to undertake work.

The Direct Manager / Supervisor shall lead the meeting and encourage open discussion between all attendees.

The frequency of these toolbox talks are detailed within the Communication and Consultation Matrix QSE08-REG-01 ([Refer Appendices Summary](#)).

6.6 HEALTH AND SAFETY ALERTS

Acquisition and exchange of information with external parties including customers, suppliers, contractors and public authorities regarding health and safety issues is recognised by A.Gabrielli Constructions' as an important communication and consultation tool.

Where information prepared by external parties is communicated within A.Gabrielli Constructions' 's, these safety alerts are to be considered as information only.

Where a safety or Hazard Alert QSE05-FORM-03 is prepared and issued, this hazard alert is to be complied with across A.Gabrielli Constructions' and all project sites.

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7 HAZARD, INCIDENT AND CORRECTIVE ACTION MANAGEMENT

A.Gabrielli Constructions' is committed to ensuring all hazards, incidents, non-compliance issues and other system failures are reported, recorded, and investigated.

7.1 HAZARD IDENTIFICATION

Hazards will continue to be identified throughout the course of the project, in response to a range of processes implemented by A.Gabrielli Constructions' which include:

- Design review process.
- Project risk assessment process (Project Risk Register).
- Inspections / task observations.
- Safety audits.
- Review and evaluation of subcontractor WHS documentation.
- Subcontractor performance inspections / audits.
- Plant inspections.
- Development and review of safe methods of work (Safe Operating Procedures / JSEA / Safe Work Method Statements).

Site personnel are encouraged to ensure that all hazards, potential or actual are reported to A.Gabrielli Constructions' site management.

This can be undertaken verbally, however it is to be recorded on the Hazard Report QSE05-FORM-01 ([Refer Appendices Summary](#)), which can be completed by the person reporting the hazard or A.Gabrielli Constructions' site management having received advice on the hazard. This will then be managed in accordance with A.Gabrielli Constructions' Managing Risk QSE05-PFC-01 process.

7.2 CONTRACTOR'S OBLIGATIONS TO INFORM

The Contractor must keep the Superintendent fully informed of all health and safety matters relating to the Works and will provide the Superintendent with a copy of any incident notification provided to the regulator under the WHS Act at the same time or as soon as practicable after such notification is made to the regulator.

7.3 INCIDENT MANAGEMENT

The Incident Management QSE09-PFC-01 process ([Refer Appendices Summary](#)) details the systematic approach developed and implemented by A.Gabrielli Constructions' in ensuring that all incidents are reported and investigated.

It ensures that investigations:

- Are carried out by a competent person(s).
- Identify factors that led to the hazard, injury, illness, incident or other system failure.
- Recommend appropriate corrective actions to be taken.
- Involve Direct Managers / Supervisors and Senior Management (as appropriate); and
- Prompts a review of A.Gabrielli Constructions' processes and safe operating procedures / JSEAs / SWMS where required.

The Incident Management QSE09-PFC-01 process also captures the systematic approach to undertaking formal investigation ([Refer Appendices Summary](#)) and how to manage critical incidents ([Refer Appendices Summary](#)) and provides for specific resources.

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7.4 NOTIFIABLE INCIDENTS

Notifiable incidents means an incident involving the death, serious injury or illness of a person, or a dangerous incident.

A.Gabrielli Constructions' is required to contact Worksafe Qld immediately after becoming aware of a notifiable incident at their workplace.

Notification must be done by the fastest possible means by either:

- phone on 1300 362 128
- complete and submit the online incident notification form
- fax the completed Incident Notification form (PDF, 184.21 KB) to facsimile number (07) 3874 7730
- email the completed Incident Notification form (PDF, 184.21 KB) to whsq.aaa@oir.qld.gov.au

A.Gabrielli Constructions' may also be required to complete and submit an 'Incident notification form' to Worksafe Qld within 48 hours from the time they notified the incident by phone.

Specific guidance on the reporting of notifiable incidents ([Refer Appendices Summary](#)) in accordance with WHS legislation and other relevant authorities is also detailed within the Incident Management QSE09-PFC-01 process and subordinate documentation.

7.5 DANGEROUS INCIDENT

Dangerous incident means an incident in a workplace that exposes a worker or any other person to a serious risk to health and safety from an immediate hazard or one about to happen, for example a spillage, explosion or electric shock.

7.6 PRESERVATION OF INCIDENT SCENE

The site where the incident occurred is not disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier). Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

An incident site may be disturbed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident
- to facilitate a police investigation, or
- after a government appointed Inspector has given a direction to do so either in person or by telephone.

7.7 RETENTION OF RECORDS

Where a notifiable or dangerous incident occurs, a copy of this WHSMP and relevant SWMS is to be retained by the company for a period of no less than 2 years.

7.8 CORRECTIVE ACTION

A.Gabrielli Constructions' has a documented process, including all subordinate documents, to manage non-conformance, corrective actions and continual improvement within the A.Gabrielli Constructions' 's.

The Continual Improvement QSE03-PFC-01 process Report ([Refer Appendices Summary](#)) ensures A.Gabrielli Constructions' records and monitors corrective actions resulting from incident investigations, inspections, audits and

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reports; and sets target completion dates and assigns responsibility for implementing and reviewing the effectiveness of corrective actions.

This process ensures all actions are logged in the appropriate register, which will monitor and record the progress of corrective actions for all actions arising from incidents, hazard reports, inspections, audits etc. and will provide evidence that these actions are closed out in the allocated timeframe.

7.9 MANAGEMENT REVIEW

Management review of incidents and corrective actions is achieved through a number of processes within A.Gabrielli Constructions' integrated Business Management System. Specific management review is identified and undertaken in the following processes:

- Incident Management QSE09-PFC-01.
- Internal Audit QSE02-PFC-01.
- Continual Improvement QSE03-PFC-01.
- System Performance QSE10-PFC-01. and
- Management Commitment QSE04-PFC-01.

7.10 CLIENT REPORTING REQUIREMENTS

All minor health and safety matters relating to the work under the contract shall be reported to the client's superintendent and shall be reported by the project manager monthly through the project performance report. Notifiable incidents shall be reported to the client's superintendent as soon as possible upon occurrence, in accordance with the Incident Management Procedure (QSE09-PFC-01).

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8 REHABILITATION AND RETURN TO WORK

8.1 A.GABRIELLI CONSTRUCTIONS' EMPLOYEES

A.Gabrielli Constructions' is committed to ensuring that an injured worker is rehabilitated and returned back to safe and suitable work at the earliest possible time. This includes finding the best ways for the worker to keep their valuable work skills with the aim to return to the job they had before their injury or another suitable job if their injury or illness does not allow a return to original job.

Further A.Gabrielli Constructions' recognises its obligations in having a current workers compensation insurance policy, reporting workplace injuries within the specified time, taking all reasonable steps provide workers with rehabilitation and suitable duties while they are being paid compensation and ensuring that rehabilitation is of a suitable standard as detailed within relevant legislation.

To support our commitment we have developed a systematic approach process to managing the Rehabilitation and Return to Work HR04-PFC-01 process.

8.2 SUBCONTRACTOR EMPLOYEES

Subcontractors are required to implement rehabilitation and return to work provisions in accordance with relevant legislation.

A.Gabrielli Constructions' will monitor injured subcontractor's employees to ensure that the rehabilitation of the injured subcontractor's employee is effective and where necessary, A.Gabrielli Constructions' will assist in identifying suitable alternative duties.

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9 SITE BEHAVIOUR

9.1 SITE RULES – KEY TO THIS PROJECT

- Entry to Site is unauthorised unless persons are inducted to site or in the case of visitors, escorted at all times by a person that has been inducted onto the site.
- All incidents, injuries and emergency situations shall be reported to the Site Manager immediately.
- All persons shall present to site in a state, fit for work. Free from the effects of Drugs, Alcohol and Fatigue.
- All persons on site will participate in random alcohol and drug testing when required in accordance with A.Gabrielli Constructions' policies.
- Only competent and authorised persons shall operate mobile plant and vehicles and never lift or move materials over the top of any person.
- Unauthorised personnel shall not alter or remove any plant, equipment or safety device onsite including barricades, signage and guards.
- All electrical equipment including leads shall be inspected and tagged at intervals not exceeding 3 months and maintained in locations where they are not likely to damage or create a trip hazard. A portable RCD shall be used for all equipment.
- Every Safe Work Method Statement (SWMS), safety data sheets (SDS), and register must be provided to the A.Gabrielli Constructions' Project Manager, HSEQ Officer or delegate prior to commencement of work. All workers must be briefed in the requirements of their relevant documents and a record is to be maintained by the SWMS owner.
- No smoking is permitted on site, except in Designated Outdoor Smoking Areas.
- Mobile phones can only be used when you are in a position of safety. They cannot be used while driving or operating plant.

9.2 SITE RULES – GENERAL

- All construction vehicles (including mobile plant) must be inducted onto site. All other vehicles are to be parked at the site office carpark.
- All workers shall maintain a safe working area, keep work areas clean, maintain access and egress at all times, place rubbish in the appropriate bin/skip provided prior to leaving the site each day and maintain acceptable housekeeping standards.
- Employees, subcontractors and visitors shall wear correct personal protective equipment (PPE) manufactured in accordance with Australian Standards and as stipulated on mandatory signage.
- Use of mechanical lifting devices, placement of product in close proximity to the work areas, use of correct lifting techniques and team lifting practices shall be implemented where possible to reduce musculoskeletal disorders.
- Hazardous substance shall be used in accordance with the SDS. A copy of the SDS and Risk Assessment for each substance shall be provided to A.Gabrielli Constructions' HSEQ Officer for inclusion in the site Substances Folder and addition to the Substances Register.
- Minimum exclusion zones of (five) 5 metre between pedestrians (excluding those working with the operator) and mobile plant/equipment and moving vehicles at all times if barriers are not present.

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- Where reasonable practicable all vehicles shall reverse park.
- Work at heights and other high risk activities shall not occur without a suitable SWMS having been completed, reviewed and accepted by A.Gabrielli Constructions'.
- The use of non platform ladders (A Frame & Extension) is discouraged on this project. Where they are the only practicable means of accessing a work front, a permit to work must be completed.
- Fires and other associated hot works are not permitted without a permit.
- Theft, violence, harassment, bullying or any other illegal activity shall not be tolerated and reported immediately to the Site Manager and relevant authority.
- All persons shall adhere to our policies, procedures, rules and follow all reasonable instructions while attending workplaces under our control.

9.3 ALCOHOL AND DRUGS

In accordance with A.Gabrielli Constructions' Alcohol and Drug Policy IBMS-POL-05, persons under the influence of alcohol and/or illegal drugs are prohibited to enter the site. Conduct that presents a serious risk to the safety of staff, or visitors to A.Gabrielli Constructions' is deemed serious misconduct and may lead to disciplinary action (including dismissal) without informal counselling or prior warnings.

Where A.Gabrielli Constructions' employees' are under the influence of prescribed medication and there are work restrictions arising or the potential for impairment of ability to undertake tasks this needs to be notified to their supervisor immediately. Appropriate alternative or restricted duties can and will be arranged where practicable.

Subcontractors are responsible for ensuring all workers under their control present for duty in a fit state, free from the effects of alcohol and other drugs in accordance with relevant legislation and site rules.

9.4 FATIGUE MANAGEMENT

Fatigue is more than feeling tired or drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.

In accordance with A.Gabrielli Constructions' Fatigue Management Policy IBMS-POL-01, persons who are suffering the effects of fatigue, work related or otherwise are not prohibited on site. Workers suffering the effects of fatigue present a significant risk to the health and safety of all persons on site. Where persons on site are clearly suffering the effects of fatigue, their immediate supervisor is to be notified and suitable arrangements are to be made for their safe passage home.

A.Gabrielli Constructions' will consider the likely risk from fatigue and its potential implications for the project in accordance with "How to Manage Risk – Fatigue QSE05-REF-17

9.5 EMPLOYEE FITNESS FOR WORK

A.Gabrielli Constructions' shall manage the fitness of all employees and subcontractors in accordance with its Health Surveillance HR06-PFC-01 process. Subcontractors have the same legislative responsibility as A.Gabrielli Constructions' to ensure that all employees present for work in a state fit for duty.

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9.6 HEALTH SURVEILLANCE

A.Gabrielli Constructions' Health Surveillance and Exposure Monitoring HR06-PFC-01 process ([Refer Appendices Summary](#)) provides clear guidance on the approach to managing health surveillance and exposure monitoring for A.Gabrielli Constructions' personnel and subcontractors alike, in accordance with relevant WHS legislation.

Monitoring and testing of the work site (where applicable) will be undertaken in accordance with the Monitoring and Review Matrix QSE05-REG-05. This may include but is not limited to alcohol, drugs, fatigue, noise; dust and asbestos and vibration monitoring,

Health surveillance activities may occur as

- Scheduled events
- random events
- the result of an observation or validated suspicion
- triggered due to the occurrence of an event.

Tests results will be reviewed and where corrective actions are required, these will be undertaken in accordance with the Health Surveillance and Exposure Monitoring HR06-PFC-01, Communication and Consultation QSE08-PFC-01, Incident Management QSE09-PFC-01 and Continual Improvement QSE03-PFC-01 processes.

So there is no doubt, subcontractors, are to be aware of and monitor their work environment and provide control measures for their personnel in accordance with their obligations. Where subcontractor personnel are deemed unfit for work on site. The subcontractor's manager will be notified by A.Gabrielli Constructions' and it is the subcontractors responsibility to manage the health and safety of the unfit worker, including but not limited to ensuring the safe passage of the worker from site and any further health monitoring or counselling in accordance with relevant WHS legislation.

9.7 DISCRIMINATION AND HARASSMENT AND ANTI-BULLYING

In accordance with A.Gabrielli Constructions' Discrimination and Harassment IBMS-POL-06 and Anti-Bullying Policies IBMS-POL-21, A.Gabrielli Constructions' is committed to ensuring that staff and all others are treated with integrity and respect, recognising all members of A.Gabrielli Constructions' have the right to work in an environment free from discrimination, harassment and bullying.

Discrimination, harassment and bullying behaviour will not be tolerated under any circumstances.

9.8 UNSAFE BEHAVIOUR

All site personnel are required to remedy unsafe conditions regardless of whether they are actively involved or just an observer to unsafe conditions.

Where personnel appointed by A.Gabrielli Constructions' do not comply with A.Gabrielli Constructions' health and safety procedures, instructions and standards, where unsafe behaviour is reported or observed this will be managed in accordance with A.Gabrielli Constructions' process for Staff Performance HR05-REF-01 specifically the How to Manage Misconduct / Discipline process HR05-REF-02.

Where subcontractor's personnel do not comply with A.Gabrielli Constructions' health and safety procedures, instructions and standards, where unsafe behaviour is reported or observed this will be managed in accordance with the Continual Improvement QSE03-PFC-01 process.

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The issuing of Safety Non-Conformances will require the subcontractor to develop and implement appropriate corrective actions and preventative actions. These non-conformances must be closed out prior to normal work activities resuming.

9.9 HOUSEKEEPING

All site personnel are responsible for maintaining a high level of housekeeping, in accordance with the Site Rules and relevant WHS legislation.

A.Gabrielli Constructions' site management will ensure that the necessary resources and facilities are provided to meet this responsibility.

9.10 WASTE MANAGEMENT

The initial, and ongoing, project risk assessment shall assess and manage the risks associated with the storage, movement and disposal of construction waste. Vehicle, plant and personnel interaction shall be reduced to a minimum to eliminate risk to site personnel.

Waste should be segregated to permit recycling where reasonably practicable and waste should be collected on a regular basis.

The final site clean shall be conducted as part of the handover of site process.

9.11 DELIVERY AND STORAGE OF MATERIALS

The initial, and ongoing, project risk assessment shall assess and manage the risks associated with the storage, movement and disposal of construction waste. Vehicle, plant and personnel interaction shall be reduced to a minimum to eliminate risk to site personnel.

The Site Management Plan will have consideration to these factors and where required and reasonably practicable designated delivery and storage areas for construction materials will be provided and identified.

10 PROJECT RISK ASSESSMENT

10.1 CONSTRUCTION HEALTH AND SAFETY PLAN

This Construction Health and Safety Plan is evidence of the framework established by A.Gabrielli Constructions' in carrying out safety planning. It details A.Gabrielli Constructions' policies and procedures as applicable to this specific project.

It is to be implemented by A.Gabrielli Constructions' Project Manager.

Where project site specific information is to be changed in response to changes on site this needs to be identified in the plan and communicated with all relevant stakeholders in accordance with the framework identified under Consultation and Communication process.

Any identified improvements / changes to the Construction Health and Safety Plan template need to be carried out in accordance with the Document Control process.

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All relevant resources to the Construction Health and Safety Plan are identified in the Appendices Summary ([Refer Appendices Summary](#)) and are available on A.Gabrielli Constructions' network. Where this is not readily available a copy of relevant resources will be attached to this plan ([Refer Appendices Summary](#)).

10.2 PROJECT RISK REGISTER

A.Gabrielli Constructions' will, prior to the establishment of the Construction Health and Safety Plan, undertake a range of project site specific risk assessments. This is documented under A.Gabrielli Constructions' Managing Construction CON00-PFC-01 process.

Hazards will be identified and managed in accordance with A.Gabrielli Constructions' Managing Risk - QSE05-PFC-01 process.

Hazards will also be managed in accordance with A.Gabrielli Constructions' specific processes for activities it has deemed high risk (which include but are not limited to high risk construction activities as identified under WHS legislation). These specific processes are identified under the subheading [Safety in Construction](#).

This project risk assessment, documented in the form of the Project Risk Register, will be attached to the Construction Health and Safety Plan ([Refer Appendices Summary](#)). This Project Risk Register will document the project site specific risks and the minimum control measures required by A.Gabrielli Constructions' in managing these risks.

The Project Risk Register will be updated when a new hazard is identified.

Hazards may be identified in a number of ways and these are identified and discussed in further detail under subheading '[Hazard, Incident and Corrective Action Management](#)'

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11 SAFETY IN CONSTRUCTION

11.1 USE OF SAFE METHODS OF WORK

A.Gabrielli Constructions' requires all Sub Contractors to ensure a Safe Work Method Statement is prepared for all activities, in addition to the provision of Safe Work Method Statements for High Risk Construction Activities as identified under relevant WHS legislation.

11.2 HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

These safe methods of work are required to ensure that hazards have been identified and measures put in place to eliminate and / or control the risk. In determining the most appropriate control measures, relevant WHS legislation detailing the hierarchy of control shall be considered.

Where elimination of the hazard is not reasonably practicable, A.Gabrielli Constructions' requires that consideration to the remaining controls of the Hierarchy of Control being Substitution, Isolation, Engineering, Administrative and Personal Protective Equipment in the development of these safe methods of work for these activities.

In accordance with A.Gabrielli Constructions' Managing Risk - QSE05-PFC-01 process, A.Gabrielli Constructions' has identified a number of activities it has deemed high risk (which include but are not limited to high risk construction activities as identified under WHS legislation).

Where safe methods of work are prepared to address these high risk activities they must meet the requirements as outlined in these documented processes. These processes have been developed in accordance with relevant WHS legislation, Codes of Practice, Australian Standards and good industry practice.

All safe methods of work must be prepared in consultation with experienced workers involved in undertaking the work. These safe methods of work will also be reviewed by A.Gabrielli Constructions' to ensure that they meet the requirements of A.Gabrielli Constructions' Managing Risk QSE05-PFC-01 process and A.Gabrielli Constructions' specific high risk activity processes.

This provides A.Gabrielli Constructions' with an effective way to ensure that reviews of these safe methods of work are undertaken periodically, in accordance with the project specific Monitoring and Review Matrix, or in response to additional hazards introduced to the work area requiring amendment to existing safe methods of work.

As previously identified A.Gabrielli Constructions' has implemented a Permit-to-Work CON22-PFC-01 system. This aims to ensure proper consideration is given to the risks of a particular job. The permit is a written document which authorises certain people to carry out specific work, at a certain time. These permits are identified in the high risk activity processes developed by A.Gabrielli Constructions'.

11.3 JSEA

A.Gabrielli Constructions' requires that planned works are addressed through the use of a SWMS. However where a unique situation develops which is not a high risk activity or a regular occurrence and requires deviation from the planned arrangements a JSEA may be used to manage the situation in that point in time. The JSEA may be recorded on either a JSEA specific form or a toolbox form ensuring that all critical details are captured and participants have signed on as acknowledgement of the controls detailed in the document. The development of the JSEA should be completed by all person planned to be involved in the activity.

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11.4 MONITORING AND REVIEW

Integral to the ongoing effectiveness of the hazard identification, risk assessment and implementation of controls in accordance with the hierarchy of control is monitoring and review, which is formalised through the Monitoring and Review Matrix QSE05-REG-05.

This matrix details the range of monitoring and review types to assist in identifying the effectiveness of control measures. These include, but are not limited to:

- Inspections ([Refer Appendices Summary](#)).
- Review of safe methods of work (SWMS).
- Audits ([Refer Appendices Summary](#)).
- Emergency Drill/s ([Refer Appendices Summary](#)); and
- Task Observations ([Refer Appendices Summary](#)).

11.5 DEFECT WORK

Where A.Gabrielli Constructions' has reached 'Practical Completion' and is no longer appointed Principal Contractor, defect works undertaken will be completed in accordance with the Defects / Maintenance OPSG05-PFC-01 process.

This ensures that all defect / maintenance works during defects liability period are undertaken in accordance with the Construction Health and Safety Plan requirements, specifically the preparation of safe methods of work for all activities.

Subcontractors will be required to provide Safe Work Method Statements for all activities, in addition to the provision of Safe Work Method Statements for High Risk Construction Activities as identified under relevant WHS legislation.

These will need to be submitted for review prior to commencing work on site. Once they have been implemented on site, a current work method statement must be available for inspection when the activity is being performed.

11.6 TRANSFER OF CONTROL OF WORK AREA/

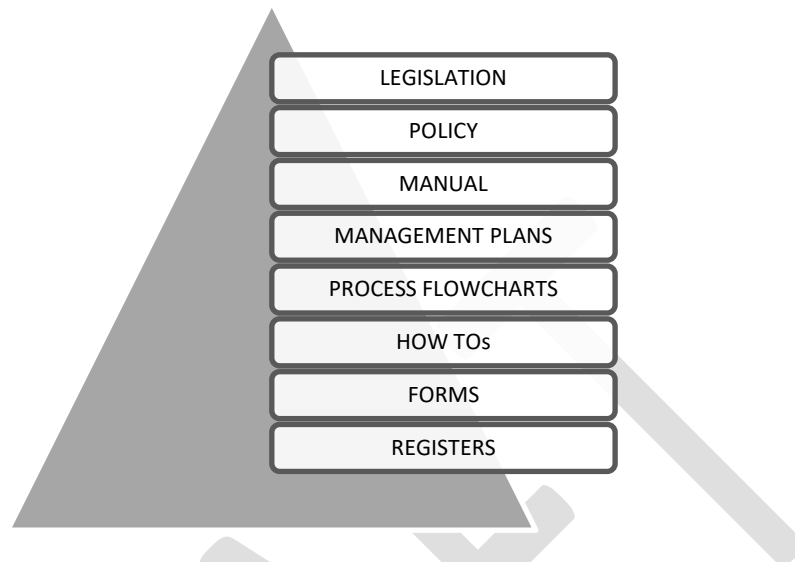
A.Gabrielli Constructions' will identify when works are not within their scope of works or are required to work in an area that is not in their control. Not in Control CON21-PFC-01 details the process for managing the works to be undertaken. This process will be undertaken in conjunction with the Communication and Consultation QSE08-PFC-01 ensuring that all parties involved are informed of the transfer of control.

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12 HEALTH AND SAFETY MANAGEMENT SYSTEM STRUCTURE

12.1 MANAGEMENT SYSTEM STRUCTURE

A.Gabrielli Constructions' uses the following framework to disseminate its Health and Safety requirements across the organisation and the projects that A.Gabrielli Constructions' undertakes.



12.2 LEGISLATION

This Construction Health and Safety Plan has been prepared to ensure that A.Gabrielli Constructions' meets its obligations under relevant Work Health and Safety legislation.

To assist A.Gabrielli Constructions' in identifying relevant legislation, ensuring that the staff members of the organisation readily have access to this information, A.Gabrielli Constructions' has established the Legal and Other Requirements QSE06-PFC-01 process. This process is further detailed under the subheading [Legal and Other Requirements](#).

12.3 HEALTH AND SAFETY POLICIES

Our Health and Safety Policy IBMS-POL-02 states our commitment to workplace health and safety and reflects our ongoing commitment to continuous improvement with respect to A.Gabrielli Constructions' health and safety objectives and performance, compliance with health and safety legislative requirements, eliminating work related injury and illness and eliminating or minimising health and safety risks throughout A.Gabrielli Constructions' operations.

In accordance with A.Gabrielli Constructions' Management Commitment QSE04-PFC-01 process this statement is prepared by Senior Management and is reviewed on a regular basis. This Policy Statement is promoted throughout the organisation in accordance with the Communication and Consultation QSE08-PFC-01 process and is communicated to all employees, subcontractors and to all site personnel through the various induction processes, is displayed at the head office and available at each worksite.

We are committed to fulfilling our Health and Safety obligations to employees, contractors, visitors and the general public by making every reasonable effort in the areas of incident/injury prevention and hazard removal and/or control.

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A copy of A.Gabrielli Constructions' Health and Safety Policy IBMS-POL-02 is available in the Appendices ([Refer Appendices Summary](#)) to this plan. A number of supporting health and safety policies as detailed below are also available for review.

12.4 SUMMARY OF KEY POLICIES

QUALITY POLICY IBMS-POL-01

- Our Quality Management System fully meets the requirements of ISO 9001:2008.

HEALTH & SAFETY POLICY IBMS-POL-02

- Our Health and Safety Management System fully meets the requirements of AS/NZS ISO 4801:2001.
- Our Health and Safety Policy surrounds our objectives to ensure safe work practices across all our work sites, while complying with current legislation, codes and industry guidelines. Then to take appropriate action when people disregard health and safety procedures and practices.

ENVIRONMENTAL POLICY IBMS-POL-03

- Our Environmental Management System fully meets the requirements of ISO 14001:2004.
- Environmental Policy surrounds our objectives to:
- Reduce significant environmental impacts as a result of our operations.
 - Prevent non-compliance.
 - Prevent pollution at its source.
 - Minimise cross-pollutant transfers; and
 - Continually seek ways to improve upon our environmental performance.

RISK MANAGEMENT POLICY IBMS-POL-04

- Risk management has a firm commitment from Senior Management.
- The risk management process designates clear ownership of risk accountabilities, responsibilities, duties and actions.
- The aim of this policy is to ensure that our organisation makes informed decisions with respect to the activities that we undertake by appropriately considering both risks and opportunities.

ALCOHOL & DRUG POLICY IBMS-POL-05

- In particular, a staff member must not operate vehicles or machinery if taking prescription drugs that may impair their ability to do so safely.
- In particular, staff members must not: Report for work or remain at work under the influence of alcohol and /or any illegal substance that adversely affects their performance.
- Conduct that presents a serious risk to the safety of staff, or visitors to A.Gabrielli Constructions' is deemed serious misconduct and may lead to disciplinary action (including dismissal) without informal counselling or prior warnings.

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DISCRIMINATION & HARASSMENT POLICY IBMS-POL-06

- Discrimination is defined as when an employer/employee takes 'adverse action' against another because of such things as their race, colour, sex or age.
- All members of the organisation have the right to work in an environment free from discrimination, harassment and bullying.
- Discrimination, harassment and bullying behaviour will not be tolerated under any circumstances.
- A.Gabrielli Constructions' will take action against any staff member, agent or associated other party who is found to have breached this policy.

SMOKING POLICY IBMS-POL-07

- Smoking is prohibited in all buildings (including Inside of buildings under construction) office areas, enclosed work areas and plant, machinery and vehicles and general construction sites, which are designated non-smoking areas.
- Our employees, subcontractors are encouraged to limit smoking to designated breaks. Any smoking during work time must not reduce the employee's productivity.

REHAB & RTW POLICY IBMS-POL-08

- Our Rehabilitation and Return to Work Coordinator is Timothy Staatz
- We are committed to providing a safe and healthy work environment, but in the event of an injury or illness, making sure workplace rehabilitation is started as soon as possible and in accordance with medical advice.

PRIVACY POLICY IBMS-POL-09

- A.Gabrielli Constructions' will use reasonable endeavours to ensure that personal information it holds is not unnecessarily intrusive upon an individual's personal affairs.
- A.Gabrielli Constructions' will take every reasonable step to ensure the security of personal information.
- A.Gabrielli Constructions' will use personal information only for purposes which are relevant.

EQUAL EMPLOYMENT OPPORTUNITY POLICY IBMS-POL-10

- Equal Opportunity means that staff experience fairness, impartiality and equal access to opportunities in employment.
- A.Gabrielli Constructions' will promote inclusive work environments that value the diversity of backgrounds and perspectives of the A.Gabrielli Constructions' community.

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FATIGUE MANAGEMENT POLICY IBMS-POL-15

- Fatigue is a mental or physical exhaustion which prevents a person from functioning normally and can impair safe work performance.
- Fatigue can be caused by both work and non-work related factors.
- Our operations are sometimes outside ordinary working hours and may involve, extended hours and on-call arrangements. These working arrangements may contribute to fatigue if not managed appropriately.
- A.Gabrielli Constructions' aims to ensure adequate opportunity for sufficient rest, working hours are monitored & controlled, a fatigue management plan is implemented, promote a healthy lifestyle and provide relevant education to employees.

SOCIAL MEDIA PARTICIPATION POLICY IBMS-POL-17

- Examples of Social Media platforms include but are not limited to Facebook, Twitter, Instagram, LinkedIn, blogs, YouTube and Flickr.
- Social networking content and comments must not contain any profane or offensive language or any content that is or is likely to be defamatory

MOBILE PHONES USE POLICY IBMS-POL-18

- A.Gabrielli Constructions' enforces that mobile phones must not be operated whilst driving/operating vehicles or machinery during working hours, to and from worksites until the vehicle/machine has parked.

DUTY OBLIGATIONS POLICY IBMS-POL-19

- All staff shall observe the common law of their duty of fidelity or "good faith" towards A.Gabrielli Constructions' and treat as confidential all A.Gabrielli Constructions' information and data etc.
- No employee is authorised to make any public statements on behalf of or about A.Gabrielli Constructions' without prior approval from senior management.

FIT FOR WORK POLICY IBMS-POL-20

- A.Gabrielli Constructions' recognises that an individual's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol, or other drugs and has a range of policies which provide the framework to deal with these issues.
- No person shall be permitted to commence or continue work if their health and safety and that of other employees is jeopardised or put at risk by lack of fitness.
- A.Gabrielli Constructions' will require everyone in the workplace to be fit for duty and perform their duties without imposing risks to the health and safety of themselves or others in the workplace. Any breach of this policy will result in appropriate disciplinary action.

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MANAGING WORKPLACE GRIEVANCES POLICY IBMS-POL-22

- Where a grievance has been raised, A.Gabrielli Constructions' will action it in the appropriate way. This may mean that you, the person or persons complained about, and any witnesses will be interviewed.
- If you come forward with a complaint, you will be treated fairly. All people handling the grievance must be sensitive to the needs of those directly involved, and also to others who may be indirectly affected by the grievance.
- If a grievance involves a complaint against you, you will have an opportunity to provide your side of the story. You may bring an appropriate support person.

FREEDOM OF ASSOCIATION/RIGHT OF ENTRY POLICY IBMS-POL-24

- A.Gabrielli Constructions' recognises the rights of all employees and contractors to join (or not) join a union. This is called Freedom of Association.
- Workers cannot be pressured by a union or by A.Gabrielli Constructions' to make a decision about joining, not joining or leaving a union.
- A.Gabrielli Constructions' will act in accordance with the provisions of the Fair Work Act 2009, and will manage the entry and conduct of permit holders in accordance with the provisions under the Act.

12.5 HEALTH AND SAFETY MANUAL

This manual details A.Gabrielli Constructions' commitment and processes for meeting and striving for continual improvement in the management of the organisation's health and safety obligations.

12.6 HEALTH AND SAFETY PLANS

12.6.1 CONSTRUCTION HEALTH AND SAFETY PLAN

A.Gabrielli Constructions' has prepared this Construction Health and Safety Plan, as Principal Contractor, outlining how A.Gabrielli Constructions' will address the safety issues in relation to construction work.

This Construction Health and Safety Plan considers the following criteria:

- Purpose.
- Health and Safety Management System Structure.
- Project Specific Document Control and Records Management.
- Project Objectives and Targets.
- Project Health and Safety Responsibilities and Authorities.
- Induction, Training and Competencies.
- Legal and Other Requirements.
- Project Risk Assessment.
- Safety in Design.
- Safety in Purchasing.
- Safety in Construction.
- Emergency Preparedness and Response.
- Communication and Consultation.
- Plant Management.
- First Aid and Personal Protective Equipment

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- Site Behaviour
- Hazard, Incident and Corrective Action Management
- Rehabilitation and Return to Work
- Appendices Summary

The Construction Health and Safety Plan is signed off / authorised by the senior management position that is allocated overall Health and Safety responsibility for the area in which the plan covers and is available to all site personnel to review as required.

12.6.2 EMERGENCY RESPONSE PLAN

In accordance with A.Gabrielli Constructions' Emergency Response QSE07-PFC-01 process, emergency response procedures shall be developed and implemented to ensure that potential and actual emergency incidents are managed in a way that ensures the immediate safety of all those potentially endangered by the event, including ensuring the safety of emergency responders.

The procedures shall also provide details for the initial on-site response to be managed in a systematic and professional manner and include appropriate communication to all stakeholders and authorities.

Following the preparation of these emergency response procedures, a layout plan detailing the location and types of emergency equipment, location of spill kits, emergency evacuation routes and assembly points is documented in conjunction with the Site Management process, with the preparation of the project site specific Site Management Plan ([Refer Appendices Summary](#)).

12.6.3 PROJECT SITE MANAGEMENT DIAGRAM

The project site layout diagram is developed in accordance with A.Gabrielli Constructions' Site Management CON37-PFC-01 process. The site management plan is included as an Appendix ([Refer Appendices Summary](#)) and identifies the location of:

- Site Office
- Amenities – lunch / crib room / toilets
- First Aid facilities
- Bulk materials loading and unloading areas
- Safe access and egress routes to site office and amenities
- Evacuation assembly area and evacuation paths
- Site notice boards
- Site Traffic Management
- Overhead / underground services

12.6.4 TRAFFIC MANAGEMENT PLAN (TMP)

The project's scope of work does not includes construction work occurring on, adjacent to a road or other public thoroughfare. Should the scope change, a project specific Traffic Management Plan will be developed and implemented.

The purpose of this plan is to minimise the impact of the project's activities to impact on road corridors, including vehicle and pedestrian traffic.

This plan will be developed by A.Gabrielli Constructions' in accordance with and subject to approval by the relevant authority/s.

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12.6.5 CONSTRUCTION TRAFFIC CONTROL PLAN (CTCP)

The construction traffic control plan outlines how traffic, both pedestrian and mobile plant is to move and interact in accordance with the Site Management (Including Site Traffic) CON37-PFC-01.

The project does not require large scale movement of plant, A.Gabrielli Constructions' have not developed this plan. Construction traffic will be addressed in the daily prestart where significant traffic movement is anticipated. Where a formal construction traffic management plan is required, A.Gabrielli Constructions' will develop this and implement it on site accordingly.

12.6.6 CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP)

A.Gabrielli Constructions' has prepared the CEMP CON20-FORM-02, as Principal Contractor, outlining how A.Gabrielli Constructions' will address environmental issues in relation to construction work. The preparation of the project site specific CEMP ([Refer Appendices Summary](#)).

12.7 SUPPORTING DOCUMENT / DATA CONTROL

A.Gabrielli Constructions' Health and Safety Management System has multiple procedural documents that together meet the requirements of legislation.

These documents comprise Process flowcharts, How To (Reference Documents), Forms including checklists and Registers.

- Process flowcharts document the process flow and clearly identify responsibility and therefore accountability that when followed lead to the end deliverable.
- How To (Reference Documents) are used to explain how specific elements of a process are to be undertaken.
- Forms and Checklists are completed in line with the procedure or reference document and once completed become records of the process; and
- Registers have two functions, firstly, they capture data in regards to the procedure and this data can then be assessed to evaluate how well the procedure is working, secondly, registers can be used to track the procedure, ensuring that critical steps are followed.

These are available under A.Gabrielli Constructions' integrated Business Management System available on A.Gabrielli Constructions' network.

Where access to A.Gabrielli Constructions' network cannot be facilitated then these will be attached the Construction Health and Safety Plan ([Refer Appendices Summary](#)).

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13 EMERGENCY PREPAREDNESS AND RESPONSE

A.Gabrielli Constructions', in accordance with its Emergency Response QSE07-PFC-01 process, and as directed under A.Gabrielli Constructions' Managing Construction CON00-PFC-01 process will ensure that project site specific emergency response procedures are developed in accordance with the hazards / risks present on the site.

Following the preparation of these emergency response procedures, a layout plan detailing the location and types of emergency equipment, location of spill kits, emergency evacuation routes and assembly points is documented in conjunction with the Site Management CON37-PFC-01 process, with the preparation of the project site specific Site Management Plan CON37-FORM-01 ([Refer Appendices Summary](#)).

This is to be communicated with all site personnel at the time of induction, as per the Site Induction and Training HR02-PFC-01 process, and any changes to the to the plan in response to site conditions, or actions arising from emergency drills, either planned or unplanned, will be undertaken in accordance with the Communication and Consultation QSE08-PFC-01 process.

A.Gabrielli Constructions' will nominate persons to the positions of Warden/s and First Aiders (number as per legislative requirements) and roles and responsibilities of these positions are identified under subheading '[Project Health and Safety Responsibilities and Authorities](#)'.

Person/s appointed to these positions will be trained and competent or provided with the necessary training in order to carry out these duties.

Details of those person/s nominated to these positions will be displayed on the site noticeboard.

Documented emergency preparedness reviews to measure effectiveness of planned emergency response procedures in the form of drills will be conducted and documented QSE07-FORM-04 ([Refer Appendices Summary](#)) in accordance with the Emergency Response QSE07-PFC-01 process, with frequency of these drills determined under the Monitoring and Review Matrix QSE05-REG-05 ([Refer Appendices Summary](#)).

A.Gabrielli Constructions' has established a documented process to manage critical incidents. This is considered in further detail under subheading '[Incident Management](#)' QSE09-PFC-01.

13.1 EMERGENCY RESPONSE EQUIPMENT

In undertaking the emergency preparedness process, consideration to the provision of sufficient and adequate emergency response equipment including but not limited to fire extinguishers, fire blankets etc.

Where emergency response equipment is implemented on site, this is identified on the Emergency Equipment Register QSE07-REG-01 ([Refer Appendices Summary](#)) and then monitored in accordance with the frequency as detailed in the Monitoring and Review Matrix.

The location of this emergency response equipment is identified on the Site Management Plan and emergency response provisions including relevant equipment and wardens/s are communicated to site personnel as part of the Site Induction process.

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13.2 FIRST AID EQUIPMENT

In meeting the requirements of A.Gabrielli Constructions' Emergency Response process QSE06-PFC-01 to establish emergency preparedness and response procedures, consideration is also undertaken to assess the risks associated with the project site itself to determine the minimum first aid requirements / equipment.

Where first aid equipment is implemented on site, this is identified on the Emergency Equipment Register QSE07-REG-01 ([Refer Appendices Summary](#)) and then monitored in accordance with the frequency as detailed in the Monitoring and Review Matrix QSE05-REG-05.

The location of this first aid equipment is identified on the Site Management Plan and first aid provisions including equipment and first aid officer/s are communicated to site personnel as part of the Site Induction process.

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14 INDUCTION, TRAINING AND COMPETENCY

14.1 SITE SPECIFIC INDUCTION REQUIREMENTS

All inductions will be managed in accordance with A.Gabrielli Constructions' Site Induction HR02-PFC-01 process ([Refer Appendices Summary](#)). Specific requirements of this process are as follows.

14.2 CONSTRUCTION INDUSTRY INDUCTION

All persons undertaking construction activities are to have successfully completed a CPCCOHS1001A Work Safely in the Construction Industry prior to undertaking A.Gabrielli Constructions' site specific induction and evidence provided to this effect.

This will be recorded on each individual's Site Induction Record and a copy of this to be attached to the individual's Induction record.

14.3 PROJECT SITE SPECIFIC INDUCTION

All workers will participate in the project site specific induction. A project site specific Site Induction Content ([Refer Appendices Summary](#)) will be maintained and updated throughout the course of the project and will form the minimum content of the project site specific induction.

The Site Specific Induction will also include the distribution of the project specific Site Rules

A Site Induction Register CON19-REG-01 will be maintained, identifying each person who has been inducted.

Feedback on the quality and relevance of the Site Induction will be completed in the form of a Training Feedback Form.

14.4 VISITORS INDUCTION

No visitor shall be permitted onto any construction site work area by themselves unless they have undergone the project specific Site Induction. Where a visitor has not undertaken the project site specific Site Induction, they must be accompanied by a person that has completed project site specific Site Induction.

Children under the age of 16 are not permitted onto any construction site work area unless they are legitimate workers or have permission of A.Gabrielli Constructions' Project Manager.

Visitors are to be provided with the Visitors / Deliveries Induction ([Refer Appendices Summary](#)) notification which provides an overview of their responsibilities and that of A.Gabrielli Constructions' whilst they are on the construction site work area.

All visitors (excluding courier and small delivery drivers) are to sign the Sign In – Sign Out Register .

14.5 SAFE WORK METHOD INDUCTIONS

Documented Safe Work Method Statements are to be reviewed by the work team prior to commencement of the work activity, in a consultative manner.

All personnel participating in the work activity are to be recorded as having participated in this pre-start work method induction. This will include personnel who may join the team after the initial commencement of the work

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activity. A copy of the work method is to be retained and readily accessible and available to the work team through the course of their activities.

Where a work method is changed then all personnel participating in the work activity are to be recorded as having participated in a re-induction of the revised work method. A copy of any revised work method, and record of re-induction by all participating personnel is to be provided to A.Gabrielli Constructions' prior to works recommencing.

14.6 DAILY PRE-START MEETINGS

A.Gabrielli Constructions' will conduct a daily prestart meeting to communicate the activities of the day and address any issues as they arise. A representative from each trade will be present at the site prestart. If a representative is not able to make the prestart. Contact must be made with the site manager prior to commencing on site for that day.

Each work team is required to undertake a Daily Pre-Start Meeting in order to review and communicate the work activities assigned to that shift.

This Daily Pre-Start Meeting shall consider the specific tasks to be undertaken, review identified hazards and any additional changes to the workplace. This allows participants to review and consider the adequacy of controls in place. Where applicable a prestart talk should outline the lifting procedures sequences and work process when self-erecting crane/s are being used.

A record of the Daily Pre-Start QSE08-FORM-05 ([Refer Appendices Summary](#)) is to be completed and provided to A.Gabrielli Constructions' HSEQ Officer.

14.7 TRAINING AND COMPETENCY

Certain activities/duties performed on A.Gabrielli Constructions' construction sites are defined as classes of high risk work in accordance with WHS Regulations, and have formal licences or work certificates issued to confirm competency.

There are also other activities on site where no formal certificate or license exists, and A.Gabrielli Constructions' has determined that these are high risk activities and require proof of competency before these activities can be carried out.

Project site specific training and competency requirements are identified by A.Gabrielli Constructions' as part of the Project Risk Assessment phase and details of all project site specific activities requiring proof of competency is detailed in the Onsite Activities Competency Matrix ([Refer Appendices Summary](#)).

Subcontractors will be required to provide evidence of employee license / work certificates (if required) and verification of competency. This may include evidence of training records, on-the-jobs logs and evidence of instruction. Specifically A.Gabrielli Constructions' may request a statement of Competency Assessment to be completed by the subcontractor on behalf of their employees. ([Refer Appendices Summary](#)).

Competency requirements will be identified in all Safe Work Method Statements.

If A.Gabrielli Constructions' personnel consider works are carried out in a manner that is not consistent with safe work practices then A.Gabrielli Constructions' personnel may consider the worker incompetent notwithstanding possession of formal unit of competency.

A.Gabrielli Constructions' will ensure that evidence of training and competency for its personnel is managed in accordance with A.Gabrielli Constructions' Training process. An output of this process is the Training Needs Analysis

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Matrix that will ensure that A.Gabrielli Constructions' personnel assigned to the project are suitably qualified and competent to undertake their nominated roles and responsibilities.

14.8 PERMIT TO WORK

A.Gabrielli Constructions' Permit-to-Work system CON22-PFC-01 aims to ensure proper consideration is given to the risks of a particular job. The permit is a written document which authorises certain people to carry out specific work, at a certain time.

This can only be issued by A.Gabrielli Constructions' Project Manager, HSEQ Officer or delegate.

A.Gabrielli Constructions' has implemented specific processes for activities it has deemed high risk (which include but are not limited to high risk construction activities as identified under WHS legislation). All permits utilised by A.Gabrielli Constructions' are identified under the Permit to Work Process, with the process for implementation and management of these permits detailed within specific activities.

Specific permit activities include:

- Work at Heights – where the risk of falls is over 2m
- Use of ladders (excluding platform)
- Confined Space
- Excavation- breaking of the natural ground surface
- Managing Work On, In Adjacent Water (where Risk of Drowning)
- Welding/Hot Work

The permit, when issued, is not simply the permission to carry out a dangerous job. It is an essential part of the hazard management system which determines how a particular job can be carried out safely when other control measures are not suitable. The system should not be regarded as a way of avoiding the need to prevent or minimise risk.

The permit-to-work system should ensure authorised and properly trained people have thought about foreseeable risks and how these can be avoided by taking appropriate precautions. Those carrying out the 'permit' work should be trained to carry out their tasks safely and follow the requirements of the permit-to-work system ensuring that the once works are completed, the area is safe for general occupation and the permit is returned to the issuing officer.

14.9 ESSENTIAL SERVICES

All known essential services including power, water, sewerage and comms will be identified on the site layout diagram. Any services which are likely to be interacted with or close to areas of work will be made known to all persons on site through the induction process and toolboxes as necessary.

Any excavation work will require a permit to complete which includes review of DBYD records, all services plan and ASCON's if available.

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15 SAFETY IN DESIGN

In accordance with A.Gabrielli Constructions' Managing Safety in Design OPSG06-PFC-01 process ([Refer Appendices Summary](#)) A.Gabrielli Constructions' will establish its role in undertaking design or where it has design responsibility.

The safety in design process will be broken down into four areas, to ensure that safety is considered throughout all stages of design development. The four areas are as follows:

- Initial
- Concept Design
- Detailed Design
- Issued For Construction

15.1 DESIGN RESPONSIBILITY

Where A.Gabrielli Constructions' has design responsibility it will manage this in accordance with A.Gabrielli Constructions' Managing Design OPSG06-PFC-01 process. In consultation with its appointed Managers, A.Gabrielli Constructions' will undertake a comprehensive risk assessment of the structure's design which takes into account the following considerations:

- Hazards that are pre-existing on the site such as previous use; and
- Hazards associated with construction.
- Hazards associated with operation / use; and
- Hazards associated with repairs / maintenance.

Where a design alternative cannot be identified and these risks cannot be removed, these will be included in A.Gabrielli Constructions' Project Risk Register.

Where A.Gabrielli Constructions' is not responsible for design, the risk management process outlined in this CHSP will be enacted.

15.2 DESIGN CHANGES

In the event that a drawing change is issued by the designer this will be managed in the first instance in accordance with document control requirements under A.Gabrielli Constructions' Project Administration process.

This design change will then be assessed for the potential for hazards to be introduced by the design change and control measures identified and implemented as required, ensuring that this is updated to the Project Risk Register QSE05-REG-01 ([Refer Appendices Summary](#)) and any design changes are managed in accordance with the Communication and Consultation QSE08-PFC-01 ([Refer Appendices Summary](#)) process.

This will include ensuring that where required safe methods of work (JSEA, Standard Operating Procedures, Safe Work Method Statements) are reviewed to reflect the introduction of additional hazards through these design changes.

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16 SAFETY IN PURCHASING

16.1 PURCHASE OF GOODS

A.Gabrielli Constructions' has established a documented Purchasing FIN01-PFC-01 process ([Refer Appendices Summary](#)) which provides clear direction on the requirement to identify and assess safety hazards and risks associated with goods and services to be purchased.

This process provides direction on purchasing arrangements including but not limited:

- Approved Purchasing Methods.
- Authorised Financial Delegations.
- Preliminary risk assessment including but not limited to:
 - Manual handling.
 - Noise.
 - Consumables.
 - Confined spaces.
 - Ergonomics.
 - Storage requirements.
 - Training requirements.
 - Fumes.
 - Waste management, and
 - Maintenance services etc.
- Specific health and safety instructions / documentation to be identified and requested.
- Verification of goods being received; and
- Managing non-conforming product including segregation and tagging out processes as required.

16.2 HAZARDOUS CHEMICALS

The purchasing of goods which may be classed as Hazardous Chemicals is considered by A.Gabrielli Constructions' within its Purchasing FIN01-PFC-01 process.

Where goods are identified as being a Hazardous Chemical and where no alternative can be identified deemed necessary, then the risks associated with these goods needs to be managed in accordance with the How to Manage Risk –Hazardous Chemicals QSE05-REF-05 ([Refer Appendices Summary](#)) process.

This process outlines A.Gabrielli Constructions' requirements for the use of hazardous chemicals which include:

- Safety Data Sheet (SDS) to be provided for all chemicals.
- Risk assessments QSE05-FORM-04 ([Refer Appendices Summary](#)) for substances identified as hazardous chemicals.
- Register QSE05-REG-03 ([Refer Appendices Summary](#)) to be kept providing a central listing of all hazardous chemicals which are used on the site, to be located in the site office.
- All containers of chemicals to be handled or used in the workplace will be labelled to allow people to use the chemical safely; this includes containers into which chemicals are decanted, unless the whole amount is to be used immediately.

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- Monitoring is to be undertaken to determine the risk of exposure to hazardous chemical; and
- Health surveillance undertaken to ensure the health of employees is maintained while working with hazardous substances (e.g. Asbestos, lead, silica, dust, manganese and isocyanides). Further details are available in subheading '[Health Surveillance](#)'.

16.3 PROCUREMENT OF ASSETS (PLANT AND EQUIPMENT)

Where A.Gabrielli Constructions' is undertaking procurement of plant and equipment this is managed in accordance with A.Gabrielli Constructions' Managing Assets CON38-PFC-01 ([Refer Appendices Summary](#)) process. This process considers in part the registration of plant, the recording of plant and equipment, servicing and maintenance management including calibration requirements.

The identification and assessment of risks associated with the use and maintenance of this plant and equipment is managed in accordance with the Managing Risk - QSE05-PFC-01 process which identifies the requirement for plant risk assessment QSE05-REF-06.

Where subcontractors will be supplying plant and equipment, A.Gabrielli Constructions' requirements for plant and equipment are identified and managed in accordance with the Managing Subcontractor CON17-PFC-01 ([Refer Appendices Summary](#)) and Managing Mobile Plant CON38-PFC-01 ([Refer Appendices Summary](#)) processes.

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17 ENGAGING SUBCONTRACTORS / MANAGERS / LABOUR HIRE (SERVICE PROVIDER)

In accordance with A.Gabrielli Constructions' Purchasing FIN01-PFC-01 process ([Refer Appendices Summary](#)) A.Gabrielli Constructions' has established an Approved Supplier / Contractor / Manager (Service Providers) Register FIN01-REG-02. This assists in identifying service providers who have previously worked with A.Gabrielli Constructions' and / or have been assessed as being approved service providers.

Following the identification of suitable service providers, A.Gabrielli Constructions' has implemented the Managing Subcontractors CON17-PFC-01 process ([Refer Appendices Summary](#)) which ensures that A.Gabrielli Constructions' expectations for subcontractor responsibilities is clearly communicated, commencing at tender phase through to commencing works on site.

Where A.Gabrielli Constructions' is required to engage labour hire, this will be managed in accordance with the Purchasing FIN01-PFC-01 process which details A.Gabrielli Constructions' responsibilities as the Host Employer and outlines the obligations of the Labour Hire Provider.

Where subcontractors are engaged on projects the Managing Subcontractors provides for the review and analysis of subcontractor's performance ([Refer Appendices Summary](#)). This is then reviewed as part of A.Gabrielli Constructions' final review / debrief of the project and as required the Approved Supplier / Contractor / Manager (Service Providers) Register would be updated to reflect the status of the service provider.

This status assists A.Gabrielli Constructions' in determining the level of risk associated with using any specific subcontractor and what additional controls may need to be implemented in the monitoring and review of the subcontractor during the course of the project.

17.1.1 SUBCONTRACTOR HEALTH AND SAFETY DOCUMENTATION

In accordance with the Managing Subcontractors CON17-PFC-01 process ([Refer Appendices Summary](#)), subcontractors will be provided with minimum health and safety documentation requirements to be submitted and maintained in order to undertake work on behalf of A.Gabrielli Constructions'.

This documentation will need to be submitted to A.Gabrielli Constructions' for review prior to subcontractors commencing work on site.

Where required, subcontractors may be required to participate in a pre-start meeting in order to ensure that the subcontractor fully understands A.Gabrielli Constructions' health and safety requirements and expectations of the subcontractor during the performance of their works.

Subcontractors will be required to provide Safe Work Method Statements for all activities, in addition to the provision of Safe Work Method Statements for High Risk Construction Activities as identified under relevant WHS legislation.

These will need to be submitted for review prior to commencing work on site. Once they have been implemented on site, a current work method statement must be available for inspection when the activity is being performed.

17.1.2 SUBCONTRACTOR HEALTH AND SAFETY DOCUMENTATION REVIEW

A.Gabrielli Constructions' will in accordance with the Managing Subcontractors process undertake review of the subcontractor's health and safety documentation, utilising the resources documented in this process.

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Where amendments to subcontractor's health and safety documentation is required this must be submitted to A.Gabrielli Constructions' for notification and where required review and approval prior to work commencing.

17.1.3 SUBCONTRACTOR MONITORING AND PERFORMANCE

A.Gabrielli Constructions' will ensure that subcontractors are monitored to ensure that their works comply with safe work practices. This will be documented and may include:

- Safety inspections.
- Safety audits; and
- Safety observations.

18 PLANT MANAGEMENT

A.Gabrielli Constructions' Asset Management ASM01-PFC-01 process provides guidance on how to manage plant and equipment purchased or leased by A.Gabrielli Constructions' , including the identification of the plant and equipment as an asset, the registration of this plant and equipment where required, recording of associated documentation and the process for servicing and maintenance of that plant and equipment.

A.Gabrielli Constructions' Managing Risk QSE05-PFC-01 process includes supporting documentation on How to Manage Risk – Plant and Equipment QSE05-REF-06. This provides A.Gabrielli Constructions' with specific direction on the requirements for managing risk associated with, and establishing A.Gabrielli Constructions' minimum requirements for risk assessment of plant and equipment.

This process requires that all mobile plant and equipment requires the preparation of a plant risk assessment ([Refer Appendices Summary](#)) identifying the hazards associated with the operation, field service, maintenance and inspection of the mobile plant and detailing the risk treatment that need to be followed by the plant operator or service technician.

A.Gabrielli Constructions' Managing Mobile Plant CON38-PFC-01 process provides guidance on the management of mobile plant undertaking work activities on site. This includes but is not limited to the preparation and provision of minimum documentation requirements (i.e. plant risk assessment, plant and / or design registration), inspection of mobile plant on arrival to site, ensuring that where required license and competency for operators is reviewed and pre-start inspection requirements.

This process provides a range of supporting resources including Mobile Powered Plant Register CON38-REG-01 ([Refer Appendices Summary](#)) which will be used to identify and record the details of mobile plant being used on the work site.

18.1 LICENSING AND COMPETENCY

Only authorised, appropriately trained, instructed and / or certified operators are allowed to operate plant and equipment.

Certain activities/duties performed on A.Gabrielli Constructions' construction sites are defined as classes of high risk work in accordance with WHS Regulations, and have formal licences or work certificates issued to confirm competency.

There are also other activities on site where no formal certificate or license exists, and A.Gabrielli Constructions' has determined that these are high risk activities and require proof of competency before these activities can be carried out.

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Project site specific training and competency requirements are identified by A.Gabrielli Constructions' as part of the Project Risk Assessment phase and details of all project site specific activities requiring proof of competency is detailed in the Onsite Activities Competency Matrix ([Refer Appendices Summary](#)).

Competency requirements will identified in all Safe Work Method Statements.

18.2 PLANT REGISTRATION AND DESIGN REGISTRATION

Where plant is identified in accordance with WHS legislation as requiring registration of design and / or registration, this must be registered and evidence supplied prior to the use on the work site.

18.3 MOBILE PLANT REQUIREMENTS

18.3.1 PLANT INSPECTION

In accordance with the Managing Mobile Plant process, prior to commencing work on site all mobile plant (including cranes and concrete pumps) will require the completion of a Plant Inspection Report ([Refer Appendices Summary](#)).

Once completed and all required documentation is provided, the mobile plant is approved to commence work on site and details of this updated to the relevant plant register ([Refer Appendices Summary](#)) and an induction sticker will be issued.

18.3.2 EQUIPMENT REQUIREMENTS

All vehicles working on site (excluding delivery), including heavy plant will require the following as a minimum on site:

- Amber Flashing Light
- Reverse alarm
- Charged/in service fire extinguisher (or a suitable extinguisher located in close proximity).

Delivery vehicles accessing site, which are not inducted, shall be escorted to lay down areas.

18.3.3 SERVICE / MAINTENANCE

Full service / maintenance records for plant and equipment are to be supplied for plant. All servicing / maintenance during construction will be undertaken in accordance with the plant's servicing / maintenance requirements.

18.3.4 DAILY PRESTART

Daily pre-starts will be undertaken on plant, as per the plant's OEM Manual, and these are to be recorded on the record of daily pre-start or logbook. This record of daily pre-start or logbook should remain with the machine.

18.3.5 OEM MANUALS

OEM Manuals and other relevant instructions for the safe operation and maintenance of the plant should remain with the plant. Operators are to be familiar with this manual / instructions to ensure the safe and efficient operation of the machine.

18.3.6 PLANT NOT IN USE

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Where plant and equipment is not in use, it is a requirement that this is left in a state that minimises risk. This may include measures to prevent the plant moving of its own accord (for example, rolling down a sloping surface) or to prevent unauthorised operation.

18.4 LIFTING / FALL PROTECTION EQUIPMENT

Lifting (slings, chains etc.) and fall protection equipment is to be inspected, tested and tagged in accordance with relevant legislative requirements and Australian Standards by a competent persons and to be updated to the relevant registers ([Refer Appendices Summary](#)).

18.5 ELECTRICAL SAFETY

A.Gabrielli Constructions' Managing Risk - QSE05-PFC-01 process with supporting documentation including How to Manage Risk – Electrical Equipment QSE05-REF-08 ([Refer Appendices Summary](#)) provides specific direction on the requirements for managing risk associated with, and establishing A.Gabrielli Constructions' minimum requirements for electrical equipment.

Electrical safety considerations detailed include, but are not limited to:

- All electrical installations and repairs, whether temporary or permanent, must be conducted by a qualified electrician in accordance with the applicable Australian Standards and relevant Electrical Safety legislation.
- All electrical workers are to “test to prove de-energised” prior to conducting electrical work.
- All electrical cables are to be treated as “Live” until deemed safe by a qualified electrician.
- All electrical work is identified to be identified as a high risk activity and will be managed in accordance with A.Gabrielli Constructions' Energised Electrical Installations process.
- All work requiring isolation or lock out shall be identified as a high risk activity and will be managed in accordance with A.Gabrielli Constructions' Energised Electrical Installations process, which includes guidance on Isolation Safety Tag and Lockout.
- All portable equipment must be connected through a Residual Current Device (RCD) in accordance with Australian Standards. Double adaptors, domestic power boards and piggy back plus are prohibited on site.
- All electrical equipment including but not limited to portable power tools, flexible extension cords, switchboards and Residual Current Devices (RCD) must be inspected, tested and tag in accordance with relevant Australian Standards.

An Electrical Equipment Register ([Refer Appendices Summary](#)) is provided to assist in the identification and recording of electrical equipment on site, to assist in ensuring that monitoring is undertaken in accordance with relevant Australian Standard requirements.

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19 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate personal protective equipment, in accordance with relevant Australian Standard will be used by all personnel on site.

All PPE must be present, fit for purpose and in good working condition.

Minimum requirements are as follows:

Safety Footwear – Steel capped or equivalent, ankle high, water resistant. Unless it can be identified, through a risk assessment or SWMS, that suitable alternative footwear is appropriate i.e.: Safety Gum boots for use during concrete pouring activities.

High-visibility Shirt/Vest – all personnel at all times. Long sleeve, high visibility (two tone is acceptable) with reflective strips.

Long Pants – To be worn to protect against burns during hot works and UV protection.

Hard Hats – all personnel while on site unless duties are confined to site office compound/crib areas/operating mobile plant with enclosed cab or it is identified that there is no risk of falling objects. Eg. Roofers, persons working in EWP above

Task Specific – As required.

Gloves – Gloves are to be used in situations to prevent damage to the hands. However may reduce dexterity and needs to be considered prior to use.

Eye Protection – suitable for the task/activity being performed. Eye protection includes protection from materials entering the eye as well as UV protection.

Welding Goggles, Screens – for arc welding operations.

Hearing Protection – for operating or working within or near to a noisy environment which creates a hearing risk as required by Safe Work Method Statements.

UV Protection – the wearing of sunscreen, hard sun brims / neck flaps, sun glasses assist in ensuring all outdoor employees are adequately protected from ultra violet radiation .

Additional PPE requirements may be required i.e. Dust masks / respirators and will be worn and maintained in accordance with Australian Standards.

Where personal protective equipment is identified as presenting additional risks / hazards to the work activity (i.e. safety boots worn by roof plumbers working on a pitched roof), a risk assessment is to be completed and submitted for approval in order to seek dispensation from wearing this item of Personal Protective Equipment. Where dispensation is granted this is to be recorded / attached on the Safe Work Method Statement.

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20 AMENITIES

Amenities, in accordance with relevant WHS legislation, will be made available to all site personnel. All workers shall be informed of the location and maintenance of facilities as part of the induction process. All workers shall be given the opportunity during the induction to raise any initial concerns. During the project workers are able to consult with A.Gabrielli Constructions' in regard to the provision of facilities in accordance with our Communication and consultation process.

A.Gabrielli Constructions' shall ensure that the following is available at a minimum:

- That a room, or sheltered area, to eat meals and take breaks in is reasonably available to each worker on the construction project
- That each worker participating in construction work has adequate clean water for washing the hands and face and an appropriate facility for supplying the water
- That an adequate supply of potable, clean and cool drinking water is reasonably available to each worker on the construction project.

21 REMOTE OR ISOLATED WORK

Remote work is considered to be remote or isolated work, in relation to worker, being work that is isolated from assistance of other persons because of location, time and nature of the work.

In providing an effective means of communication for remote or isolated workers, A.Gabrielli Constructions' shall ensure that they can access the assistance of emergency services.

Workers that are required to work remotely or in isolation must be provided with a means of communication which enables:

- The worker to initiate a call for help in the event of an emergency
- The worker to initiate and maintain a check-in process in accordance with the remote or isolated work risk assessment.

Monitoring worker movements whilst they are working remotely or in isolation is a critical risk control measure. Formal monitoring arrangements and control measures to be communicated to all contractors & sub-contractors includes but not limited to:

- Mobile phones— If any gaps in coverage are likely, other methods of communication should be considered. It is important that batteries are kept charged and a spare is available.
- Satellite communication systems enable communication with workers in geographically remote locations.
- Radio communication systems enable communication between two mobile users in different vehicles or from a mobile vehicle and a fixed station. These systems are dependent upon a number of factors such as frequency, power, and distance from or between broadcasters.
- Journey management plans shall be communicated with the office prior to a journey commencing with nominated check in points, where either mobile service or landlines are known to operate.

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22 LEGAL AND OTHER REQUIREMENTS

A.Gabrielli Constructions' recognises a range of legal obligations and responsibilities to not only ensure we maintain a healthy and safe work environment but to also ensure we do not expose our organisation to additional risks.

To assist A.Gabrielli Constructions' in identifying relevant legislation, ensuring that the staff members of the organisation readily have access to this information, A.Gabrielli Constructions' has established the Legal and Other Requirements QSE06-PFC-01 process.

The Legal Register QSE06-REG-01 (including Regulations, Codes of Practice and Guidance Notes) and Technical Standards Register identifies legislation and standards relevant to all of A. Gabrielli Constructions' operations.

Project specific legislation is detailed below and can be accessed via A. Gabrielli Constructions' Legal and Technical Standards registers which are available on A.Gabrielli Constructions' network and where this is not readily accessible, copies of relevant legislation and standards are to be held on site.

In addition to this, relevant legislation including Acts, Regulations, Codes of Practice and Standards are listed in the project specific Risk Register and in documented safe methods of work to provide guidance to site personnel on those legal and other requirements applicable to the work activities they are carrying out.

23 MANAGING COVID-19

A.Gabrielli Constructions' recognises the importance of implementing and maintaining controls in accordance with Federal and State regulations. To ensure compliance extensive controls are detailed in the project risk register, which shall be applied onsite as applicable.

To assist in the efficacy of these controls A.Gabrielli Constructions' requires all contractors to provide documented evidence of safe systems of work in relation to Covid-19. This may be detailed in Safe Work Method Statements or contractor's site based Safety management plans.

In addition to controls detailed in the Project Risk register, A.Gabrielli Constructions' will be limiting personnel visiting site to workers actively carrying out work onsite. All other people should restrict their need to access site. Those persons who are attending site will be required to complete a wellness declaration and comply with all other measures enforce at that point in time.

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24 PROJECT SPECIFIC APPLICABLE LEGAL AND OTHER REQUIREMENTS

24.1.1 ACTS

☒	Workers Compensation and Rehabilitation Act
☒	Work Health and Safety Act
☒	Public Health Act 2005
☐	Transport (Rail Safety) Act
☒	Environmental Protection Act
☒	Electrical Safety Act
☒	Building and Construction Industry Payments Act
☒	Building and Construction Industry (Portable Long Service Leave) Act
☒	Building Act
☐	Biological Control Act
☒	Anti-Discrimination Act

24.1.2 REGULATIONS

☒	Workers Compensation and Rehabilitation Regulation
☒	Work Health and Safety Regulations
☐	Transport (Rail Safety) Regulation
☒	Environmental Protection Regulation
☒	Environmental Protection (Water) Policy
☒	Environmental Protection (Noise) Policy
☒	Environmental Protection (Air) Policy
☒	Electrical Safety Regulations
☒	Building Regulation
☒	Building Fire Safety Regulation
☒	Building and Construction Industry Payments Regulation
☒	Building and Construction Industry (Portable Long Service Leave) Regulation

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24.1.3 CODES OF PRACTICE

☐	Concrete Pumping Code of Practice
☐	Confined Spaces Code of Practice
☐	Demolition Work Code of Practice
☒	Electrical Safety Code of Practice (Working Near Overhead and Underground Electric Lines)
☒	Electrical Safety Code of Practice (Works)
☒	Electrical Safety Code of Practice (Managing Electrical Risks In the Workplace)
☒	Excavation Work Code of Practice
☒	First Aid Code of Practice
☐	Formwork Code of Practice
☒	Hazardous Manual Tasks Code of Practice
☐	How to Manage and Control Asbestos in the Workplace Code of Practice
☒	How to Manage Work Health and Safety Risks Code of Practice
☐	How to Safely Remove Asbestos
☒	Managing Noise and Preventing Hearing Loss at Work Code of Practice
☒	Managing Risks of Hazardous Chemicals in the Workplace Code of Practice
☒	Managing Risks of Plant in the Workplace Code of Practice
☒	Managing the Risk of Falls at Workplaces Code of Practice
☒	Managing the Work Environment and Facilities Code of Practice
☒	Mobile Crane Code of Practice
☐	Safe Design of Structures Code of Practice
☐	Scaffolding Code of Practice
☐	Steel Construction Code of Practice
☐	Tilt Up and Pre Cast Construction Code of Practice
☐	Tower Crane Code of Practice
☒	Traffic Management for Construction or Maintenance Work Code of Practice
☐	Welding Processes Code of Practice
☒	Work Health and Safety Consultation, Co-operation and Co-ordination

25 PROJECT SPECIFIC DOCUMENT CONTROL AND RECORDS MANAGEMENT

A. Gabrielli Constructions' has a number of processes that assist in document control and records management.

At an organisational level the Document Control QSE01-PFC-01 and Records Management QSE01-PFC-02 process provides specific guidance to the creation of documents within A. Gabrielli Constructions' integrated Business Management System.

The Records Management process provides guidance in how records generated from A. Gabrielli Constructions' integrated Business Management System will be managed, including retention requirements for specific records generated and destruction requirements.

At a project specific level document control requirements including but not limited to the management of drawing register, document transmittal records are managed under A. Gabrielli Constructions' Project Administration OPSG03-PFC-01 process.

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CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
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26 APPENDICES SUMMARY

CONSTRUCTION PLANS – PROJECT SPECIFIC	DOCUMENT NO
Site Management Plan	CON37-FORM-01
Site Specific Emergency Response Plan	QSE07-FORM-06
Project Risk Register	QSE05-REG-01
SITE MANAGEMENT	
Managing Risk	QSE05-PFC-01
Continual Improvement	QSE03-PFC-01
Site Induction and Training	CON19-PFC-01
Onsite Activities Competency Matrix	CON19-REG-02
INCIDENTS AND INVESTIGATIONS	
Incident Management	QSE09-PFC-01
Formal Incident Investigation	QSE09-PFC-02
Incident Register	QSE09-REG-01
Injury / Illness Register	QSE09-REG-02
Incident Injury Report	QSE09-FORM-01
COMMUNICATION	
Monitoring and Review Matrix	QSE05-REG-05
Communication and Consultation Matrix	QSE08-REG-01
Health and Safety Issue Resolution Process	QSE08-REF-04
Daily Prestart (Construction)	QSE08-FORM-05
Toolbox Talk Record Template	QSE08-FORM-06
MOBILE PLANT AND EQUIPMENT	
Managing Mobile Plant	CON38-PFC-01
Mobile Powered Plant Register	CON38-REG-01
Plant Risk Assessment	QSE05-FORM-05
Emergency Equipment Register	QSE07-REG-01
Fall Protection Equipment Register	CON23-REG-01
Electrical Equipment Register	CON34-REG-01
Lifting Equipment Register	CON45-REG-01
HAZARDOUS CHEMICALS	
Substances Register	QSE05-REG-03
Hazardous Substances Risk Assessment	QSE05-FORM-04
INSPECTIONS	
Daily Weekly Inspection	QSE05-FORM-14
Senior Management Inspection	QSE05-FORM-15
Task Observations	QSE05-FORM-07
Emergency Drill Report	QSE07-FORM-04
Hazard Report	QSE05-FORM-01
Risk Assessment	QSE05-FORM-02
PERMITS	
Permit to Work	CON22-PFC-01
Permit Register	CON22-REG-01

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

Work at Height Permit	CON23-FORM-01
Ladder Permit	CON23-FORM-03
Confined Space Entry Permit	CON28-FORM-02
Excavation Permit	CON29-FORM-01
Work In, Over and Adjacent Water Permit	CON41-FORM-01
Hot Works Permit	CON42-FORM-01
MANAGING SUBCONTRACTORS	
Managing Subcontractors	CON17-PFC-01
Documentation submission and Review	CON17-FORM-07
Plant Approval Checklist	CON38-FORM-01

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CONSTRUCTION METHODOLOGY

A. GABRIELLI CONSTRUCTIONS PTY LTD
DOCUMENT AND CONSTRUCT – 9 X 1 BED, 4 X 2
BED UNIT COMPLEX

PROPOSED METHODOLOGY AND PROGRAM

CONSTRUCTION METHOD STATEMENT

A. Gabrielli Constructions would like to thank you for the opportunity to tender for this project and proudly present our proposed methodology for the document and construct – 9 x 1 bed, 4 x 2 bed unit complex. With a proud legacy spanning over 60 years, AGC has firmly established itself as a trusted industry leader in the North Queensland Region. Our unwavering commitment to quality, integrity, and client satisfaction sets us apart as a leading choice for the document and construct – 9 x 1 bed, 4 x 2 bed unit complex.

At AGC, we understand that each project is distinct, presenting its own set of challenges and opportunities. Which is why we pride ourselves on our ability to collaborate closely with our clients to bring their visions to life. From residential and commercial construction to civil construction, our dedicated team of professionals and strong subcontractor network is committed to delivering exceptional results, on time and within budget. With a focus on quality craftsmanship, attention to detail, and a dedication to client satisfaction, AGC stands ready to exceed expectations.

With a focus on innovation and sustainability, AGC embraces cutting-edge technologies and best practices to ensure optimal efficiency and environmental responsibility throughout the construction process.

SCOPE OF WORKS

This document outlines A. Gabrielli Constructions indicative method of works to complete the Document & Construct of a 13-unit apartment complex, 4x1 Bedroom Platinum, 1x1 Bed Gold, 4 x2 Bed general, 4x1 Bed General.

PROGRAM & KEY MILESTONES

Stage/Activity	Description	Milestone
End of Schematic and Design Development	(DD) including design development 100% complete for issue to the Superintendent	1 Week from date of Letter of Acceptance Allow 2 weeks for review and feedback from the Superintendent within this 4-week period
Construction Documentation	(CD) 60% complete for issue to the Superintendent	8 Weeks from date of Letter of Acceptance
End of Construction Documentation	(CD) 100% complete for issue to the Superintendent	9 Weeks from date of Letter of Acceptance
Completion of the SPA process	SPA approval received Building Act compliance and hydraulic approval received	10 weeks from date of Letter of Acceptance Possession of site given to the Contractor 1 week after the Contractor has forwarded to the Superintendent evidence that hydraulic and Building Act approval have been obtained under BA 1975.
End of Construction	(CN) 100% complete Practical Completion	66 Weeks from date of Letter of Acceptance
Final Certificate	(PC) Post construction, Final Certificate, defects liability period 100% complete	52 Weeks from date of Practical Completion

The challenges for the construction team which are specific to this project are identified as: -

- Ensuring the safety of the public, including vehicles, that operating in the zones adjacent to the work zone.
- Ensure that the SWMS for all high-risk work is reviewed and approved prior to the commencement of works, including all relevant inductions.
- Export of demolished material & access and egress to site with large vehicles.
- Silica Dust and debris control from associated concrete demolition works.

This method statement sets out to demonstrate our ability to carry out the works in the optimum time, in the most viable and safe manner to achieve a completed project to the satisfaction of all parties involved.

METHOD STATEMENT CONSTRUCTION

GENERAL

The tender program indicates the proposed timing and sequencing of operations to achieve project completion.

Design

1. Site Visit & Investigation
2. Project Startup meeting / Workshop with relevant stakeholders to confirm scope requirements and concept plans.
 - a. Outline design process and key parameters of 'Design Management Plan'
 - b. Engagement of Key Stakeholders and end users.
3. Preliminary Design Development/Draft Design Documentation (60%)
4. Key Design Parameters
 - i. Architectural Works
 - ii. Civil Works
 - iii. Structural Works
 - iv. Mechanical Works
 - v. Electrical Works
 - vi. Hydraulics Works
 - vii. Fire Works
 - viii. Landscaping Works
 - ix. Communication / Sacristy Works
5. Safety in Design
 - a. Develop a Safety in Design register throughout design development.
 - b. This register will incorporate risks identified for
 - i. Design risks
 - ii. Construction risks
 - iii. Operational risks
 - c. Key risks identified in the SID, will be integrated into the project risk register.
6. Detail Design Development (100%)
 - a. Progression of reviewed Preliminary design
 - b. Incorporation of stakeholder comments from preliminary design.
7. For Construction Documentation

Fig. 2.1 – Location of Works

Construction Works

Demolition

- a) Removal of all vegetation, shrubs and trees
- b) Terminate and cap of existing electrical Services
- c) Remove surplus gully / manholes, grating and trenches
- d) Remove any remaining structure onsite
- e) Removal of all existing fencing
- f) Removal of demolished materials and dispose of site
- g) Reinstall and kerbs, paths, crossovers to street frontages

Site preparation and earthworks:

- a) Review and incorporate findings from the geotechnical report regarding soil stability, groundwater conditions, and soil bearing capacity.
- b) Clear the site of vegetation and debris while protecting sensitive areas identified in the report.
- c) Excavate the site to the required depths for foundations as per geotechnical recommendations.

Foundations and Slab:

- a) Based on the geotechnical report, determine the type of foundation required and any necessary ground improvement techniques.
- b) Implement soil stabilisation or compaction if recommended in the report.
- c) Pour footings and foundation slabs with the appropriate reinforcement and concrete mix as per the structural design.

Structure:

- a) Erect the structural frame while ensuring compliance with the foundation system designed to accommodate the geotechnical conditions.
- b) Construct floors, walls, and ceilings with proper reinforcement for seismic and load-bearing requirements as outlined by the geotechnical and structural engineers.

Roofing:

- a) Complete the roof structure with weatherproofing and insulation, ensuring drainage systems are properly designed based on site conditions.

External Works and Façade:

- a) Construct external walls and apply finishes as specified in the design, ensuring proper drainage and protection against moisture ingress in areas susceptible to high water tables or poor soil drainage (as identified in the geotechnical report).

Internal Fit-out:

- a) Follow the standard procedures for internal partitioning and fit-out, ensuring the MEP systems are installed as per the design.

Final Inspections and Testing:

- a) Conduct structural inspections, ensuring all foundation and earthworks meet the criteria set by the geotechnical findings.
- b) Test and commission all mechanical, electrical, and plumbing systems, ensuring no disruption due to soil conditions.

QA Handover & Project Completion

- a) Final clean of all work areas
- b) Client defect walkthrough
- c) Rectification of all defects
- d) Submission of all QA & Handover Documentation
- e) Submission of As-Constructed Drawings

POTENTIAL RISK AND MITIGATION

AGC have completed a full review of tender / contract documentation and identified numerous of items that provide risks to the success of the project. Following is a high-level breakdown of some potential problems and solutions that AGC have incorporated to their task methodology.

Site Access

- AGC will strictly adhere to the existing traffic route. Workers will be informed of the traffic route / access and egress to site. Delivery of site material to be as per the site plan.
- Parking on site is not permitted. Construction parking will be in a designated area agreed upon by stakeholders and AGC.

Program delays due to materials supply chain delays – Risk

- AGC maintains a very good relationship with all its suppliers and intends to order all long lead items as soon as possible after contract award.

Weather Risk

- The North Queensland wet season generally is finished by the end of April. AGC will continually monitor the weather forecast during the construction period to ensure adequate planning for deliveries and any required outdoor works.

Long Lead time items

- Procurement of Materials is very volatile in the current market, with both price and lead time changing rapidly. AGC have a long-standing relationship with local suppliers and subcontractors and are confident these items will not be an issue for procurement.

AGC see that solutions to the majority problems are through early identification, planning and clear communication with all relevant parties. AGC recognises the importance of positive communication and consultation.

Arrangements for discussions and regular meetings are established at the commencement of each project, as this forms part of our Construction Project Management Checklist (CON00-FORM-01). All on-site communication and consultation are outlined in the Communications and Consultation Matrix. (QSE08-REG-01). The matrix articulates what consultation is to occur, on what frequency and who is involved.

AGC shall ensure that regular consultation is undertaken on-site. Methods include but are not limited to:

- Site inductions / Hazard Reporting / Hazard Alerts / Prestart Meetings / Toolbox Talks / HS

Committee meetings / Client Meetings

AGC have summarised some more general project problems that may arise in the table below, on-site the specific high risks are listed within the risk register to include the controls and mitigation methods.

CHALLENGES	MITIGATION/COMMENT
Project schedule	2. AGC have undertaken a complete review of the proposed tender schedule and have developed a detailed project schedule including milestones and consider the schedule both realistic and achievable based upon our capacity and resources allocated to the project.
High performance/quality expectations	3. AGC have established our own internal expectations regarding quality which are fully compliant to the requirements of ISO 9001:2015. These high standards also directly translate into a limited occurrence of defects during the defect liability period and in the Whole of Life costs of our completed projects. AGC's high standard of the final project is evident through the numerous awards over the past several years throughout North and Central Queensland, including: 4. 2020 - Excellence in Energy Efficiency and Environmental Management – Bwgcolman Retail Precinct (Palm Island) 5. 2019 - Project of the Year - Ergon Energy Garbutt Depot Stage 2 (Garbutt) 6. 2019 - Education Facilities up to \$5 million - Calvary Christian College Performing Arts (Mount Louisa) 7. 2019 - Project of the Year - Winton Shire Council - Waltzing Matilda Centre (Winton) 8. 2019 - Tourism and Leisure Facilities over \$10 million - Winton Shire Council - Waltzing Matilda Centre (Winton) 9. 2019 - Industrial Building over \$5 million - Ergon Energy Garbutt Depot Stage 2 (Garbutt) 10. 2018 Community Service Facilities – Calvary Leadership College Building One (Mount Louisa) 11. 2017 - Industrial Building – Stuart Yard Consolidation Project
Inadequate program scheduling	12. AGC's proposed project team have completed similar projects together and as such have an ongoing working collaboration to fulfilment. 13. The capacity to manage numerous of concurrent projects is proven and as shown within this tender response AGC are currently achieving this. 14. AGC's project team work together in the development of the initial project schedule and program to ensure that all project team members are fully aware of the requirements.
Managing a project in an operational facility	15. AGC's experience of undertaking projects within operational environments where we ensure adjacent facilities or shared infrastructure is not impeded by construction work. 16. AGC have a proven track record in Defence projects where daily interaction of base operations takes place. 17. AGC have defined roles and responsibilities to ensure that effective communication and consultation with all the stakeholders takes place on all

projects.

MANAGEMENT SYSTEMS

Health and Safety, Environmental and Quality Management are critical considerations in the daily operations of every AGC site. AGC has developed detailed management systems for implementing and controlling construction health and safety, environmental, and quality assurance programs. These systems have been independently certified and regular internal and external auditing ensures system adherence. These plans are coordinated with the overall management of the project in AGC's various Project Management Plans, which defines all stakeholders, describes these roles and responsibility of the team members and integrates aspects of project delivery such as design and procurement with, for example, the safety and quality plans. Each project team has a dedicated Project Manager, who is responsible for maintaining the management systems.

PLANNING AND PROGRAM

The project Tender Program has been prepared and developed using the computer-based Microsoft Project planning and project management software.

On award of contract AGC will write the construction program. This program will be continuously monitored, tracked, reviewed, and updated throughout the entire construction period. Upon review, corrective action and resubmission of program will be applied, as necessary.

The team of subcontractors AGC has nominated within this tender are long-time local regional businesses and have had long working relationships with AGC. This long-term relationship with the subcontractors is one of AGC's strengths as the subcontractors understand the dedication AGC has toward any project. This understanding is paramount to enable the delivery of sensitive and difficult projects on time and within budget.

The program at tender time although quite extensive is indicative only, upon award of contract AGC are more than obliged to meet with the client and to further detail the more critical aspects of the project. An integral component of the project program is the reoccurring meetings that have been inserted into program. These meetings are detailed further below:

- Weekly toolbox meetings will be held by AGC. These meetings are to keep all subcontractors and workers up to speed with current and upcoming work disciplines. These meetings are also used to point out any issues throughout the site that need attention or addressing. Client representation are more than welcome at any of these meetings.
- Contract site meetings will be held on a fortnightly basis. These meetings are integral to the performance and success of the project. Within these meetings, AGC will address any RFI's within the RFI register, and address any variations that are required to keep continuation of the project. As required AGC will update and distribute an updated construction program for keeping all stakeholders informed of the progress.
- Project safety committee meetings will be held monthly. These meetings will be conducted by AGC by the HSEQ team. Safety is a huge component to any of AGC's projects. AGC understands the requirement of zero harm and take this as the most important part of any work. AGC are committed to ensuring that the team is competent, and all have the same attitude towards safety.
- Principal Contractor and Client meetings will also be held monthly. This will ensure clarity between contractor and client always. AGC understands the obligations to the delivery of this project. AGC ensure that this will be achieved by having the best possible team on board to deliver this project with zero harm, on time and within budget.

TRADE & SUPPLIER PROCUREMENT

The quality requirements of the project means that selection of the right subcontractors will be critical in meeting the high standard AGC will require for this project. AGC will only award these trade packages to subcontractors meeting these qualifications.

The evaluation process will consider tenders based on the following criteria:

- Residential consideration.

- Ability to deliver in accordance with the program.
- Technical and management skills included in the offer.
- Ethical behaviour.
- Trade specific requirements.
- Safety and QA.
- Previous performance history and outcomes.

Final contractor selection is determined after factoring the risk profile of the trade into the subcontractor tender performance on the above criteria.

TRADE PACKAGE MANAGEMENT

Major considerations in managing the subcontractors efficiently and effectively include:

- Confirm all roles and responsibilities and establish lines of communication.
- Prepare detailed programs especially highlighting inspections.
- Establish and operate quality, safety, and environmental plans to ensure that site personnel and subcontractors are aware of their roles and responsibilities.
- Establish and maintain good industrial relations and ensure subcontractors are aware of their responsibilities.
- Ensure that materials and quality are of a high standard and comply with the contract.
- Exercise practices to mitigate the effects of work delays translating to overall contract.

SITE MANAGEMENT ESTABLISHMENT

The site management for the project will comprise of a Project Manager who will lead the site team which is detailed in the Project Management section.

The site team will be supported and assisted by our head office-based staff including environmental, planning, temporary works, health and safety managers.

AGC's Project Manager will liaise with the Client in all matters relating to the project operations. Regular meetings will be held, initially to establish a control plan, and to monitor the progress of the project and its impact on the Client environment. This plan will include an agreed procedure for handling any incidents that should occur.

In the planned site layout, specific measures are included to ensure minimum impact on the Client operations and to minimise any direct contact the Client may have with construction operations. These include:

- Restricting vehicle and pedestrian access to the site area from road.
- Utilising office and ablution facilities within the works area to minimise the need for construction personnel to leave work areas.
- Coordinated directional and information signage to manage pedestrian and vehicle flows around the works.
- Inclusion of explicit 'code of conduct' standards in the site induction of all construction personnel.

PERSONNEL AND SITE SECURITY

All personnel will be inducted prior to gaining access to the site. They will be informed of the specific site rules required in the preliminaries relating to the project as well as AGC site rules. All personnel will be required to provide their current licenses and industry blue/white cards.

SITE ACCESS AND DELIVERIES

A delivery vehicle lay-down area will be nominated. All delivery constraints will be identified to all suppliers and trade contractors as mentioned above regarding site access.

Parking for field staff will be within the designated work site or at a nominated location off site as agreed with the Superintendent. No parking on turfed areas will be permitted.

COMMUNICATION MANAGEMENT

This Communications Management Plan has been developed by A. Gabrielli Constructions' Pty Ltd to document the management framework to identify and manage all risks associated with the communication, document storage and transmittal for construction works undertaken by A. Gabrielli Constructions' Pty Ltd as the principal contractor.

The Communications Management Plan defines the following:

- What information will be communicated—to include the level of detail and format;
- How the information will be communicated—in meetings, email, telephone, web portal, etc;
- When information will be distributed—the frequency of project communications both formal and informal;
- Who is responsible for communicating project information;
- Communication requirements for all project stakeholders;
- What resources the project allocates for communication;
- How any sensitive or confidential information is communicated and who must authorize this;
- How changes in communication or the communication process are managed;
- The flow of project communications;
- Any constraints, internal or external, which affect project communications;
- Any standard templates, formats, or documents the project must use for communicating; and
- An escalation process for resolving any communication-based conflicts or issues;

The plan provides a communication direction for the project team and the contractor to ensure a steady flow of accurate and timely information, engage stakeholders in the planning and design stages, and to reduce incorrect information from other sources.

Key risks that this Plan is attended to address include:

- Continuity of document and communications records regardless of any staff turnover or changes;
- Permanently available document archive;
- Monitoring of timely actioning of priority items; and
- Ensure all Key Stakeholders are well informed on key decisions, scope, and impacts for the project.

Detailed below are the responsibilities of various roles for the project. Individuals nominated to these roles are required to sign Responsibility Statements acknowledging and accepting these responsibilities are part of the Site Induction and Training process.

Principal/Project Sponsor - The project sponsor is the champion of the project and has authorized the project by signing the project charter. This person is responsible for the funding of the project and is ultimately responsible for its success. Since the Project Sponsor is at the executive level communications should be presented in summary format unless the Project Sponsor requests more detailed communications.

Principal/Program Manager - The Program Manager oversees the project at the portfolio level and owns most of the resources assigned to the project. The Program Manager is responsible for overall program costs and profitability as such they require more detailed communications than the Project Sponsor.

Principal/Project Manager - The Project Manager oversees the project at the daily and weekly works level. The Program Manager is responsible for the project outcomes and require the most detailed level of communications.

Principal/Superintendent Representative - The Superintendent or Principal's Representative administers the contract. They are involved in daily communications and manage responses to RFIs.

AGC Project Manager - The Project Manager has overall responsibility for the execution of the project. The

Project Manager manages day to day resources, provides project guidance and monitors and reports on the projects metrics as defined in the Project Management Plan. As the person responsible for the execution of the project, the Project Manager is the primary communicator for the project distributing information according to this Communications Management Plan. In order to meet the general responsibilities outlined above, Project Managers should:

- Set clear expectations for how and when updates will be shared; and
- Manage all proposed and approved changes to the communications management plan. Once the change is approved, the project manager will update the plan and supporting documentation and will distribute the updates to the project team and all stakeholders.

AGC Design Manager - The Design Manager is designated to be responsible for ensuring that all technical aspects of the project are addressed and that the project is implemented in a technically sound manner. The Technical Lead is responsible for all technical designs, overseeing the implementation of the designs and developing as-build documentation. The Technical Lead requires close communications with the Project Manager and the Project Team.

AGC Construction Manager - The Construction Manager oversees the construction of the project, providing strategic and high-level input and guidance to the site project team. They will take a proactive role in ensuring effective communications on this project between the site and office staff.

AGC Contract Administrator - The Contract Administrator is responsible for managing all project communications, including:

- Maintaining and distributing project registers (Drawings, RFI, Variations, Delays, Non- conformances);
- Managing RFI distribution and closure; and
- Document distribution and updates.

SIGNAGE

Site signage will be provided as necessary to advise operatives/visitors and delivery staff of safety requirements and where to report on arrival. Site signages will include:

- Access requirements.
- Speed Limits.
- Overhead/Underground Services.
- Safety Helmet, Footwear and other PPE Requirements.
- Danger Construction Site, etc.

WASTE MANAGEMENT

A waste management strategy will be developed during the pre-commencement period. This strategy will be incorporated within all trade contractor orders. Initially the waste from the demolition works will be discarded of immediately. AGC and our contractors will aim towards separating waste materials for recycling wherever practicable. The construction waste will be loaded into skip bins or trucks and will be transported off site regularly to ensure a clean and debris free jobsite.

WORK HEALTH AND SAFETY

AGC have a fully implemented Integrated Business Management System (IBMS) that complies with all the requirements of the following standards; AS/NZS 4801:2015 Health and Safety Management Standard and 31000:2009 Risk Management. AGC are 3rd party JASANZ accredited to the standard AS/NZS 4801:2015 and have recently updated the IBMS to meet the ISO 45001:2018 standard in readiness for the end of the current certification cycle.

Additionally, AGC are accredited by the Office of Federal Safety Commissioner (OFSC). This accreditation

demonstrates that within AGC Health and Safety is of utmost importance and of the highest standard on all of our projects.

AGC's Health and Safety Management System, delivered under AGC's IBMS, is integral to the ongoing success of AGC in ensuring the health, safety and wellbeing of project personnel, stakeholders, and members of the public when delivering construction projects.

AGC's commitment to the health, safety and wellbeing of project personnel and members of the public is defined in its Health and Safety Policy. The ongoing commitment means that we are always sourcing opportunities to improve. Recently our IBMS has been updated to be compliant to ISO 45001:2018 Occupational Health and Safety to allow AGC to transition at the end of the current certification cycle.

This commitment is underpinned by the implementation of an organisational structure, planning and resources for developing, implementing, and maintaining policy for managing the health and safety risks associated with AGC' activities.

AGC's project specific Risk Register (QSE05-REG-02) is considered a working document and is reviewed and amended during the course of the project to identify these hazards and control measures to be implemented in accordance with the hierarchy of control to mitigate these risks.

The Director, Senior Managers, Supervisors, and workers all play a vital role in the health, safety and environment and wellbeing of stakeholders across our projects. All staff are aware of their individual and collective responsibilities in regard to health, safety and environment. We promote a positive safety and reporting culture with a "no blame" approach in the identification and rectification of all incident related issues.

As part of our Construction Project Management Checklist (CON00-FORM-01), AGC are required to develop a project organisation chart identifying key personnel to be engaged on all AGC projects. Further to this AGC document roles and responsibilities within the site-specific Construction Health and Safety Plan (CON20-FORM-01). Each person inducted is required to sign a responsibility statement regarding their position within the project which defines their specific safety responsibilities.

At organisational level we have established an organisational chart which clearly articulates responsibilities of management, supervisors and workers as required by the WHS Regs QLD 2011 (Person conducting a business or undertaking (PCBU), Officers, Workers and Other Persons at the Workplace).

As part of our Integrated Business Management System (IBMS), Management is trained on how to demonstrate management commitment and their specific responsibilities in this regard. The Director, Senior Management and Supervisors are actively involved in our proactive approach to a positive safety culture through various mechanisms:

- Development and communication of organisation policy.
- Development of accountabilities, roles, and responsibilities.
- Development and implementation of processes in consultation.
- Active involvement in evaluation and improvement of our management systems.
- Active involvement in site management.
- Delivery of toolbox talks.
- Task Observations.
- SWMS Review.
- Formalised Management Audits and Inspections.

At Project Level, specifically, the Director and all Senior Project Team Members are involved in the monthly formalised Senior Management Inspections (QSE05-FORM-15) which includes (but not limited to) a complete review of the Workplace Health and Safety Management Plan, Project Risk Register, Safety Performance targets and complete site inspection. The process also includes a formalised toolbox talk with all site workers and subcontractors discussing safety performance and the findings of the inspection as well as an open forum to discuss any and all safety related issues.

We are focused on developing policies and procedures in an open manner to ensure that all employees, sub-contractors, suppliers, and clients are aware of who is accountable and how to communicate AGC's principals and objectives regarding health and safety. These processes are managed through AGC's IBMS Communication and

Consultation Process (QSE08-PFC-01) and Dispute Resolution Process (HR05-REF-05).

The IBMS defines how to undertake actions to evaluate and review AGC's management system and how AGC manages continual improvement of all actions raised to ensure that all opportunities for improvement are addressed, actioned, and communicated to all relevant parties. Regular inspections are detailed within the Monitoring and Review Matrix (QSE05-REG-05) these inspections allow management to engage in communication and consultation with the workers that are directly affected by the IBMS, to identify, assess and control risks and to seek feedback for improvement on the effectiveness of the IBMS.

Senior Management is involved in ensuring that risks, whether identified through formalised risk assessment activities, hazard reporting, near miss, incident or accidents are reported upon, and management are actively involved in the review of these. This is documented in the Incident Management Process. (QSE09-PFC-01)

Senior Management is also actively involved in identifying opportunities for improvement within the IBMS. This is in part demonstrated through the scheduling of regular management review meetings, where review of the various resources within the IBMS designed to measure the effectiveness of the IBMS is undertaken by management.

DUST, DEBRIS AND NOISE CONTROL

The site will be kept clean and tidy and will accord with statutory requirements. AGC will ensure that dust, noise, or any sort of contamination generated from the demolition activity is managed to prevent environmental nuances or environmental harm as noted in the environmental management plan. Management of noise pollution and vibration will be given high priority. Where the works are in proximity of occupied buildings, AGC will ensure acceptable levels, noise are adhered. AGC aim to make every reasonable endeavour both by means of temporary works and using appropriate plant or silencing devices to ensure that the level of noise resulting from the execution of the project works does not constitute a nuisance. If visible release of dust, noise during the demolition works the following procedures will be followed:

- Immediately review and adjust operational controls as required.
- If visible releases of dust / emissions continue or are repetitive, AGC will cease all activities immediately and reported to the client for further resolution.
- Prior to recommencing works, the improved control measure will be implemented to prevent any emission release.
- Continually monitor for visible dust, emissions, and noise impacts

CONCLUSION

The above method statement has been developed specifically to demonstrate our understanding of the project requirements and the broad methodology required to carry out a project of this nature.

It is not however all encompassing and prior to the commencement of each stage or phase of the construction works, specific method statements will be produced and agreed with the AGC team.

End of Response