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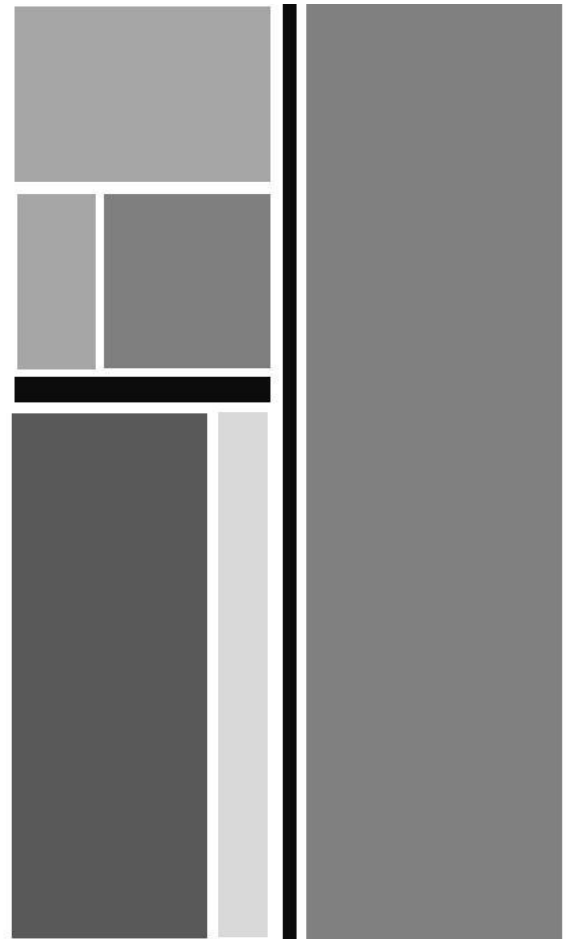
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WORK HEALTH AND SAFETY MANAGEMENT PLAN

PROJECT:
MAGNETIC ISLAND APEX CAMP

PROJECT LOCATION:
38-56 WANSFELL STREET PICNIC BAY
MAGNETIC ISLAND



WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

TABLE OF CONTENTS

1.1	PLAN APPROVAL	6
1.2	RECORD OF AMENDMENT CERTIFICATE	6
1.3	PLAN DISTRIBUTION.....	6
1.4	CONSTRUCTION HEALTH AND SAFETY MANAGEMENT PLAN REVIEW	7
2	INTRODUCTION	8
2.1	PURPOSE	8
3	PROJECT DESCRIPTION AND SCOPE	8
3.1	GENERAL	8
3.2	PROJECT DETAILS	8
3.3	HIGH RISK ACTIVITIES.....	10
3.4	PRINCIPAL CONTRACTOR OBLIGATIONS	11
3.5	RISK ARISING FROM THE PUBLIC.....	11
3.6	PROJECT HEALTH AND SAFETY OBJECTIVES	12
3.6.1	PROJECT OBJECTIVES.....	12
3.6.2	HEALTH AND SAFETY PERFORMANCE	12
4	PROJECT HEALTH AND SAFETY RESPONSIBILITIES AND AUTHORITIES	13
4.1	KEY PERSONNEL	13
4.1.1	KEY PERSONNEL OFF SITE.....	13
4.1.2	KEY PERSONNEL ON SITE.....	13
4.2	ROLES AND RESPONSIBILITIES.....	14
4.3	WHS LEGISLATION - RESPONSIBILITIES	20
5	PRESCRIBED ACTIVITIES	23
6	COMMUNICATION AND CONSULTATION	23
6.1	HEALTH AND SAFETY COMMITTEE	24
6.2	HEALTH AND SAFETY REPRESENTATIVES.....	24
6.3	DISPUTE RESOLUTION.....	24
6.4	SITE NOTICEBOARD	24
6.5	TOOLBOX TALKS.....	25
6.6	HEALTH AND SAFETY ALERTS	25
7	HAZARD, INCIDENT AND CORRECTIVE ACTION MANAGEMENT.....	26
7.1	HAZARD IDENTIFICATION	26
7.2	CONTRACTOR'S OBLIGATIONS TO INFORM.....	26
7.3	INCIDENT MANAGEMENT	26
7.4	NOTIFIABLE INCIDENTS	27
7.5	DANGEROUS INCIDENT	27
7.6	PRESERVATION OF INCIDENT SCENE	27
7.7	RETENTION OF RECORDS	27
7.8	CORRECTIVE ACTION.....	27
7.9	MANAGEMENT REVIEW	28

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 2 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

7.10	CLIENT REPORTING REQUIREMENTS.....	28
8	REHABILITATION AND RETURN TO WORK	29
8.1	A.GABRIELLI CONSTRUCTIONS' EMPLOYEES	29
8.2	SUBCONTRACTOR EMPLOYEES	29
9	SITE BEHAVIOUR	30
9.1	SITE RULES – KEY TO THIS PROJECT	30
9.2	SITE RULES – GENERAL.....	30
9.3	ALCOHOL AND DRUGS	31
9.4	FATIGUE MANAGEMENT.....	31
9.5	EMPLOYEE FITNESS FOR WORK.....	31
9.6	HEALTH SURVEILLANCE.....	32
9.7	DISCRIMINATION AND HARASSMENT AND ANTI-BULLYING	32
9.8	UNSAFE BEHAVIOUR	32
9.9	HOUSEKEEPING.....	33
9.10	WASTE MANAGEMENT	33
9.11	DELIVERY AND STORAGE OF MATERIALS	33
10	PROJECT RISK ASSESSMENT	33
10.1	CONSTRUCTION HEALTH AND SAFETY PLAN	33
10.2	PROJECT RISK REGISTER	34
11	SAFETY IN CONSTRUCTION	35
11.1	USE OF SAFE METHODS OF WORK	35
11.2	HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL.....	35
11.3	JSEA.....	35
11.4	MONITORING AND REVIEW	36
11.5	DEFECT WORK.....	36
11.6	TRANSFER OF CONTROL OF WORK AREA/	36
12	HEALTH AND SAFETY MANAGEMENT SYSTEM STRUCTURE	37
12.1	MANAGEMENT SYSTEM STRUCTURE	37
12.2	LEGISLATION	37
12.3	HEALTH AND SAFETY POLICIES.....	37
12.4	SUMMARY OF KEY POLICIES.....	38
12.5	HEALTH AND SAFETY MANUAL	41
12.6	HEALTH AND SAFETY PLANS.....	41
12.6.1	CONSTRUCTION HEALTH AND SAFETY PLAN	41
12.6.2	EMERGENCY RESPONSE PLAN.....	42
12.6.3	PROJECT SITE MANAGEMENT DIAGRAM	42
12.6.4	TRAFFIC MANAGEMENT PLAN (TMP).....	42
12.6.5	CONSTRUCTION TRAFFIC CONTROL PLAN (CTCP).....	43
12.6.6	CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN (CEMP).....	43
12.7	SUPPORTING DOCUMENT / DATA CONTROL	43

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 3 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

13	EMERGENCY PREPAREDNESS AND RESPONSE.....	44
13.1	EMERGENCY RESPONSE EQUIPMENT	44
13.2	FIRST AID EQUIPMENT	45
14	INDUCTION, TRAINING AND COMPETENCY.....	46
14.1	SITE SPECIFIC INDUCTION REQUIREMENTS.....	46
14.2	CONSTRUCTION INDUSTRY INDUCTION.....	46
14.3	PROJECT SITE SPECIFIC INDUCTION.....	46
14.4	VISITORS INDUCTION	46
14.5	SAFE WORK METHOD INDUCTIONS	46
14.6	DAILY PRE-START MEETINGS.....	47
14.7	TRAINING AND COMPETENCY.....	47
14.8	PERMIT TO WORK	48
14.9	ESSENTIAL SERVICES	48
15	SAFETY IN DESIGN.....	49
15.1	DESIGN RESPONSIBILITY.....	49
15.2	DESIGN CHANGES	49
16	SAFETY IN PURCHASING.....	50
16.1	PURCHASE OF GOODS.....	50
16.2	HAZARDOUS CHEMICALS	50
16.3	PROCUREMENT OF ASSETS (PLANT AND EQUIPMENT).....	51
17	ENGAGING SUBCONTRACTORS / MANAGERS / LABOUR HIRE (SERVICE PROVIDER).....	52
17.1.1	SUBCONTRACTOR HEALTH AND SAFETY DOCUMENTATION	52
17.1.2	SUBCONTRACTOR HEALTH AND SAFETY DOCUMENTATION REVIEW	52
17.1.3	SUBCONTRACTOR MONITORING AND PERFORMANCE	53
18	PLANT MANAGEMENT	53
18.1	LICENSING AND COMPETENCY.....	53
18.2	PLANT REGISTRATION AND DESIGN REGISTRATION	54
18.3	MOBILE PLANT REQUIREMENTS	54
18.3.1	PLANT INSPECTION.....	54
18.3.2	EQUIPMENT REQUIREMENTS.....	54
18.3.3	SERVICE / MAINTENANCE	54
18.3.4	DAILY PRESTART	54
18.3.5	OEM MANUALS	54
18.3.6	PLANT NOT IN USE	54
18.4	LIFTING / FALL PROTECTION EQUIPMENT.....	55
18.5	ELECTRICAL SAFETY	55
19	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	56
20	AMENITIES	57

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

21	REMOTE OR ISOLATED WORK.....	57
22	LEGAL AND OTHER REQUIREMENTS.....	58
23	MANAGING COVID-19.....	58
23.1	PROJECT SPECIFIC APPLICABLE LEGAL AND OTHER REQUIREMENTS	59
23.1.1	ACTS.....	59
23.1.2	REGULATIONS.....	59
23.1.3	CODES OF PRACTICE.....	60
24	PROJECT SPECIFIC DOCUMENT CONTROL AND RECORDS MANAGEMENT	61
25	APPENDICES SUMMARY.....	62

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date6/03/2023	Uncontrolled if Printed	Page 5 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

1.1 PLAN APPROVAL

	NAME	POSITION
Plan Prepared by:	Timothy Staatz	HSEQ
Plan Reviewed and Implemented by:	Bernard Travers	Construction Manager
Plan Approved by:	Kris Williams	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	15/03/2023	N/A	Initial Issue	
2					
3					
4					
5					
6					
7					
8					
9					
10					

1.3 PLAN DISTRIBUTION

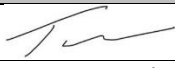
ENTITY	DETAILS
Key Principal Contractor staff	Electronic access
Client	1 x electronic
Engaged sub-contractors	Issued at engagement
Other interested parties	Extracts on request or as determine by the Principal Contractor

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		Tim Staatz	HSEQ OFFICER DELEGATE	
		Kris Williams	PROJECT MANAGER	
		Adrian Gabrielli	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	

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

			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:	Magnetic Island Apex Camp
PROJECT NO.:	J22025
SCOPE OF WORK:	Design and construct of a new water treatment plant at the Magnetic Island APEX Camp.
SITE ADDRESS:	38-56 Wansfell Street, Picnic Bay- Magnetic Island
CLIENT:	Craig Smith
CLIENT CONTACT NO.:	0473 743 800
PROJECT MANAGER:	Kris Williams
SITE MANAGER:	Gary Powis
SITE TELEPHONE:	0447 401 849
COMMENCEMENT DATE:	15/03/2023
ANTICIPATED DATE OF COMPLETION:	26/06/2023
ANTICIPATED DURATION (weeks):	16 weeks
COMPANY ABN:	29 088 090 279

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 8 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 9 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 11 of 63

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.

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	Tim Staatz	Tel:	07 4775 1001
		Mob:	
		Email:	HSEQ@gabrielliconstruction.com

4.1.2 KEY PERSONNEL ON SITE

APPOINTMENT	NAME	CONTACT DETAILS	
Site Manager (Foreman)	Gary Powis	Tel:	07 4725 1100
		Mob:	0447 401 849
		Email:	construction@rapaw.com.au

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.
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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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 22 of 63

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.
- 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](#)).

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](#))

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 24 of 63

- 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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 25 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 26 of 63

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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 27 of 63

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).

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 28 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 29 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 30 of 63

- 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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 31 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 32 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 33 of 63

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](#)'

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date6/03/2023	Uncontrolled if Printed	Page 34 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 35 of 63

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/

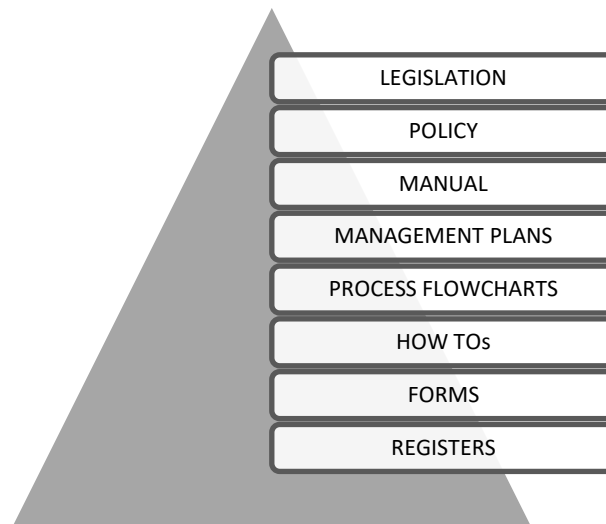
A.Gabrielli Constructions' will identify when works are not within their scope of works or are required to work in an area that is not in their control. Not in Control CON21-PFC-01 details the process for managing the works to be undertaken. This process will be undertaken in conjunction with the Communication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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 36 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 37 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 38 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 39 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 40 of 63

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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 41 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

- 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 include 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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 42 of 63

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](#)).

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 43 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 44 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date6/03/2023	Uncontrolled if Printed	Page 45 of 63

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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 46 of 63

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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 47 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 48 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 49 of 63

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 to:

- 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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 50 of 63

- 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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 51 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 52 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 53 of 63

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 log book. This record of daily pre-start or log book 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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 54 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 55 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 56 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 57 of 63

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 58 of 63

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

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

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.

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date6/03/2023	Uncontrolled if Printed	Page 61 of 63

WORK HEALTH AND SAFETY MANAGEMENT PLAN (WHSMP)

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

CONSTRUCTION WORK HEALTH AND SAFETY MANAGEMENT PLAN	Document No.: CON20-FORM-01	Version No.: 3C
Release Date 6/03/2023	Uncontrolled if Printed	Page 62 of 63

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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ENVIRONMENTAL MANAGEMENT PLAN

PROJECT: MAGNETIC ISLAND APEX CAMP

PROJECT LOCATION: 35-56 WANSFELL STREET, PICNIC BAY, MAGNETIC ISLAND



TABLE OF CONTENTS

DEFINITIONS.....	5
1 PURPOSE.....	6
1.1 INITIAL APPROVAL AND SUBSEQUENT REVIEW	6
1.2 RECORD OF REVIEW AND AMENDMENT CERTIFICATE.....	7
2 PROJECT DESCRIPTION AND SCOPE	8
2.1 GENERAL.....	8
2.2 POTENTIAL SITE ISSUES.....	8
2.3 PROJECT DETAILS.....	9
3 PROJECT ENVIRONMENTAL RESPONSIBILITIES	10
3.1 PRINCIPAL CONTRACTOR STAFF WITH ENVIRONMENTAL MANAGEMENT RESPONSIBILITIES.....	10
3.1.1 KEY PERSONNEL OFF SITE.....	10
3.1.2 KEY PERSONNEL OFF SITE	10
3.1.3 KEY PERSONNEL ON SITE	10
3.2 RESPONSIBILITIES.....	11
3.2.1 ROLES AND RESPONSIBILITIES	11
4 ENVIRONMENTAL MANAGEMENT SYSTEM STRUCTURE	15
4.1 MANAGEMENT STRUCTURE	15
4.2 LEGISLATION	15
4.3 ENVIRONMENTAL POLICY.....	16
4.4 ENVIRONMENTAL MANAGEMENT PLANS	16
4.4.1 CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	16
4.4.2 EMERGENCY RESPONSE PLAN	17
4.4.3 EMERGENCY RESPONSE EQUIPMENT.....	17
4.4.4 EROSION AND SEDIMENT CONTROL.....	17
4.4.5 NOISE MANAGEMENT PLAN.....	17
4.4.6 WASTE MANAGEMENT PLAN	18
4.4.7 CULTURAL HERITAGE MANAGEMENT PLAN.....	18
4.4.8 ACID SULPHATE SOIL MANAGEMENT PLAN	18
4.4.9 FLORA AND FAUNA MANAGEMENT PLAN.....	18
4.5 SUPPORTING DOCUMENT / DATA CONTROL	19
5 DOCUMENT CONTROL AND RECORDS MANAGEMENT	19
6 PROJECT OBJECTIVES AND TARGETS.....	20

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 2 of 43

PLAN

CONSTRUCTION ENVIRONMENT MANAGEMENT

6.1	PROJECT ENVIRONMENTAL OBJECTIVES	20
6.1.1	PROJECT OBJECTIVES	20
6.1.2	ENVIRONMENTAL PERFORMANCE	20
6.2	PROJECT SPECIFIC CONDITIONS / RESTRICTIONS	21
6.3	PROJECT SPECIFIC LICENSES AND PERMITS	21
7	INDUCTION, TRAINING AND COMPETENCY	22
7.1	PROJECT SITE SPECIFIC INDUCTION	22
7.2	DAILY PRE-START MEETINGS	22
7.3	TRAINING AND COMPETENCY	22
8	LEGAL AND OTHER REQUIREMENTS	23
8.1	PROJECT SPECIFIC LEGAL REQUIREMENTS	23
8.2	ENVIRONMENTAL SAMPLING AND LABORATORY ANALYSIS	23
9	ENVIRONMENTAL CONSIDERATIONS DURING CONSTRUCTION	24
9.1	HAZARD IDENTIFICATION	24
9.2	COMPLAINT MANAGEMENT	24
9.3	INCIDENT MANAGEMENT	25
9.4	CORRECTIVE ACTION	25
9.5	MANAGEMENT REVIEW	25
9.6	AUDITS	26
10	COMMUNICATION AND CONSULTATION	26
10.1	ENVIRONMENTAL ALERTS	26
11	ENVIRONMENTAL OPERATIONAL CONTROLS	27
11.1	WATER QUALITY	28
11.2	EROSION MITIGATION AND SEDIMENT CONTROL	29
11.3	NOISE AND VIBRATION	30
11.4	AIR QUALITY	31
11.5	BIODIVERSITY AND BIOSECURITY	32
11.6	ROAD NETWORK	33
11.7	PRELOAD CHECK BEFORE TRANSPORTING MATERIAL	34
11.8	SPILL MANAGEMENT	35
11.9	CHEMICAL AND FUELS	36
11.10	TRANSPORT, STORAGE AND HANDLING OF HAZARDOUS CHEMICALS (HAZARDOUS SUBSTANCES AND DANGEROUS GOODS)	37
11.11	FIRE CONTROL	38

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 3 of 43

11.12	SITE MAINTENANCE AND CLEANING	39
11.13	ECOLOGICALLY SUSTAINABLE DEVELOPMENT	40
11.14	REMOVAL OF WASTE AND FINAL SITE CLEAN	41
11.15	CULTURAL HERITAGE MANAGEMENT	42

DEFINITIONS

WORD/ACRONYM	DEFINITION/ABBREVIATION
CCHMP	Construction Cultural Heritage Management Plan
CESCP	Construction Erosion and Sediment Control Plan
COP	Code of Practice
IBMS	Integrated Business Management System
IECA	International Erosion Control Association
SDS	Safety Data Sheet

1 PURPOSE

This Environmental Management Plan details how A. Gabrielli Construction will manage the environment, as Principal Contractor, for this project. This plan meets the requirements of:

- AGC's Policies and Procedures
- Environmental Protection / Management Legislation
- ISO 14001 Environmental Management System

1.1 INITIAL APPROVAL AND SUBSEQUENT REVIEW

This Environmental Management Plan is approved by the Project Manager for the construction project, a person who is authorised by the Principal Contractor to approve such a plan.

An amendment made to this Environmental Management Plan after its initial approval shall be approved by the Project Manager for the construction project, a person who is authorised by the Principal Contractor to approve such an amendment.

The Principal Contractor shall review and, as necessary, amend this Environmental Management Plan to ensure that it remains up-to-date. The triggers for review shall include but are not be limited to:

- A change in statutory requirements that impact on the content of this Environmental Management Plan.
- Less than technically adequate content including any process and or standards detailed in this Environmental Management Plan is determined as a contributing factor in an incident, whether that incident manifests into harm or otherwise.
- Less than technically adequate content including any process and or standards detailed in this Environmental Management Plan is determined as a contributing factor in a failure to identify unacceptable risk prior to its actual identification in circumstances where the risk is significant.
- An improvement in a process or standard is suggested by any party affected by the content of this Environmental Management Plan and or its application.

Furthermore, a systematic review shall be undertaken in accordance with the frequency detailed in the project specific Monitoring and Review Matrix which is available upon request.

Such a review will be facilitated by the Project Manager for the construction project and involve the Principal Contractor's staff who have specific environmental management responsibilities on the construction project and any feedback in regard to the plan by persons affected by its content. Where reasonably practicable, the Project Manager for the construction project may involve other stakeholders in the review.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 6 of 43

1.2 RECORD OF REVIEW AND 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	3A	15/03/2023	N/A	Initial Issue	
2					
3					
4					
5					
6					
7					
8					
9					
10					

The Principal Contractor shall ensure, so far as is reasonably practicable, that each person carrying out construction work relating to the construction project is made aware of any revision to this Environmental Management Plan.

2 PROJECT DESCRIPTION AND SCOPE

This Construction Environmental Management Plan applies to works where AGC are in control of the construction phase of this Project,

2.1 GENERAL

In this Construction Environment Management Plan, a reference to AGC is also a reference to the Project Manager appointed by AGC to manage the construction project unless stated otherwise.

This Construction Environment Management Plan applies to all works where AGC are in control of works. Where AGC are not in control of works the Not in Control – CON21 PFC-01 process will be followed.

This Construction Environment Management Plan complies with the statutory requirement imposed upon the Principal Contractor for the construction of such a plan.

2.2 POTENTIAL SITE ISSUES

Prior to commencing works in these areas AGC will ensure that preclearance inspections are scheduled by the client to ensure area is ready for construction. Should anything adverse be located AGC will cease works, delineate area and notify the clients representative. AGC will not re-commence works until clear direction is provided by the clients representative.

Potential issues that may arise as result of on ground works are;

- ☐ Erosion & sediment control – response to specified events, pre/post.
- ☐ Waste management
- ☐ Management of flora and fauna
- ☐ Fire management
- ☐ Cultural heritage
- ☐ Noise and vibration
- ☐ Air quality & dust suppression
- ☐ Water source management
- ☐ Storage, use and disposal of hazardous substances
- ☐ Traffic and transport, including plant
- ☐ Emergency response
- ☐ Storm contingencies

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 8 of 43

2.3 PROJECT DETAILS

PROJECT NAME:	Magnetic Island Apex Camp
PROJECT NO.:	J22025
SCOPE OF WORK:	Design and construct of a new water treatment plant at the Magnetic Island APEX Camp.
SITE ADDRESS:	38-56 Wansfell Street, Picnic Bay- Magnetic Island
CLIENT:	Craig Smith
CLIENT CONTACT NO.:	0473 743 800
PROJECT MANAGER:	Kris Williams
SITE MANAGER:	Gary Powis
SITE TELEPHONE:	0447 401 849
COMMENCEMENT DATE:	15/03/2023
ANTICIPATED DATE OF COMPLETION:	26/06/2023
ANTICIPATED DURATION (weeks):	16 weeks
COMPANY ABN:	29 088 090 279

3 PROJECT ENVIRONMENTAL RESPONSIBILITIES

3.1 PRINCIPAL CONTRACTOR STAFF WITH ENVIRONMENTAL MANAGEMENT RESPONSIBILITIES

The following AGC's (appointed as Principal Contractor) staff have environmental management responsibilities on the construction project:

3.1.1 KEY PERSONNEL OFF SITE

3.1.2 KEY PERSONNEL OFF SITE

POSITION	NAME	CONTACT DETAILS	
Project Manager	Kris Williams	Tel:	07 4725 1100
		Mob:	0457 419 757
		Email:	bernie@gabrielliconstruction.com
Construction Manager	Bernie Travers	Tel:	07 4725 1100
		Mob:	0412 556 116
		Email:	bernie@gabrielliconstruction.com
Health, Safety & Environment	Tim Staatz	Tel:	07 4775 1001
		Mob:	
		Email:	hseg@gabrielliconstruction.com

3.1.3 KEY PERSONNEL ON SITE

APPOINTMENT	NAME	CONTACT DETAILS	
Site Manager (Foreman)	Gary Powis	Tel:	07 4725 1100
		Mob:	0447 401 849
		Email:	construction@rapaw.com.au

3.2 RESPONSIBILITIES

3.2.1 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	- 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 AGC's WHS advisor and project quality representative (if applicable) and be aware of the current legislation and obligations of AGC's 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 and environmental requirements to comply with AGC's Integrated Business Management System and the relevant legislation. - Report to the Project Director/s on the level of compliance and standard of quality, health and safety and environment on the site. - 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 AGC's expectations. - Identifying training needs for the workforce and ensuring implementation of appropriate workforce development.

PLAN

CONSTRUCTION ENVIRONMENTAL MANAGEMENT

ROLE	RESPONSIBILITIES
CONSTRUCTION MANAGER	- Work with other team members to ensure project objectives and targets are achieved. - Liaise with the site specific WHS Advisor, project contractor quality nominee and HSEQ Officer and be aware of the current legislation and obligations of A. Gabrielli Construction in the area of workplace quality, health and safety and the environment. - Ensure that the AGC's project specific Management Plans have been implemented on site. - Ensure subcontractors are assessed on their HSEQ performance prior to, and after completion of the project. - Undertake assessments of subcontractor Safe Work Method Statements as required by AGC's Monitoring and Review Matrix. - Undertake visual inspections of subcontractor work to ensure quality of product and tolerance compliance - Ensure continuous commitment, attitude and culture by site team members to implement the project specific WHS Management Plan, Environmental Management Plan and Quality Management Plan including project construction programme. - Provide guidance, motivation and resources, which are required to achieve the objectives and targets together with construction activities outlined in company documentation to maintain a safe work environment. - Ensure the health and safety consultation process is implemented and maintained to resolve any disputes or situations, which may arise over and work related HSEQ issue including stakeholder interaction. - Monitor and review procedures and systems so that an optimum level of health and safety is maintained and adhered to at all times. This includes ensuring receipt and collation of inspection and testing records. - Report to the project manager on the level of compliance and standard of quality, health and safety and environmental performance. - Ensure compliance with permits, local council guidelines & regulatory requirements. - Undertake the role as the Emergency Response Manager.
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 AGC's project specific Management Plans and project construction programme. - Implement AGC's 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.

ROLE	RESPONSIBILITIES
	▪ Undertake assessments of subcontractor Safe Work Method Statements as required by AGC's Monitoring and Review Matrix ensuring compliance and accountability. ▪ Work closely with the WHS advisor and HSEQ Representative 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, AGC's 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 WHS Advisor 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.
PERSONNEL / EMPLOYEE	▪ To know and work in accordance with all relevant sections of the AGC's Quality Management, Health and Safety and Environmental Management System as delivered under AGC's 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 AGC's Senior Management or its officers. ▪ To correctly use, store and maintain in serviceable condition, all personal protective clothing and equipment supplied by AGC's 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 AGC's property.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 13 of 43

PLAN

CONSTRUCTION ENVIRONMENTAL MANAGEMENT

ROLE	RESPONSIBILITIES
	▪ 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 AGC's 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 AGC's, the Client and other stakeholders.
HSEQ OFFICER	▪ Ensure that AGC's Environmental Management System as delivered under the Integrated Business Management System (IBMS) is effectively established, implemented and maintained at the site / project level. ▪ Ensure that audits of the system are carried out and reported back to AGC's HSEQ Officer, Construction Manager and the Project Manager ▪ Provide support to the Construction and Project Managers to enable them to meet their environmental commitments ▪ Report to the Project Manager on the performance of the system and improvement opportunities ▪ Providing support to the project team to enable them to meet their environmental commitments ▪ Ensuring that site personnel receive appropriate environmental awareness training ▪ Ensure any Environmental corrective actions are allocated, resolved and closed out in a timely manner.

4 ENVIRONMENTAL MANAGEMENT SYSTEM STRUCTURE

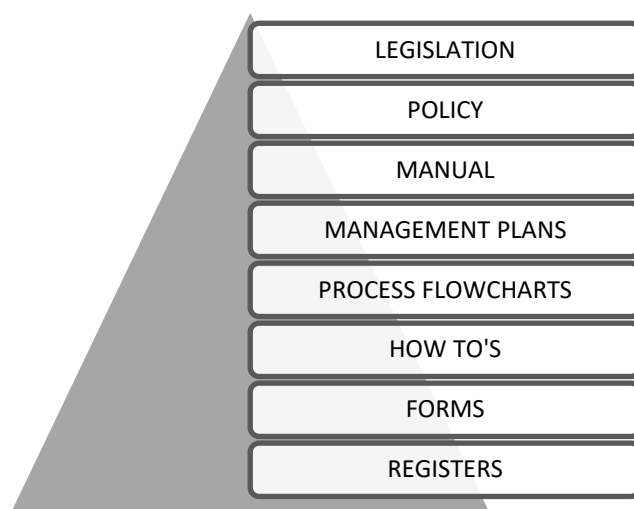
This Construction Environmental Management Plan provides an overview of the Environmental Management System used by AGC in achieving its Environmental objectives as defined in its Policy and targets.

AGC has developed and implemented an Environmental Management System to AS/NZS ISO 14001 to ensure that products conform to specified or agreed requirements and will continually improve its effectiveness in accordance with the standard. The purpose of implementing the Environmental Management System is to assure that our services consistently and effectively meet customer expectations, applicable regulatory requirements and to achieve continual improvement.

In order to maintain general Environmental awareness throughout the Company the Environmental Manager ensures by means of training and surveillance that the Environmental System requirements are understood, implemented and maintained by all personnel whose activities affect the Environmental impact by products and services provided by the Company.

4.1 MANAGEMENT STRUCTURE

AGC uses the following framework to disseminate its Environmental Management requirements across the organisation and the projects that AGC undertakes.



4.2 LEGISLATION

This Construction Environmental Management Plan has been prepared to ensure that AGC meets its obligations under relevant Environmental legislation.

To assist AGC in identifying relevant legislation, ensuring that the staff members of the organisation readily have access to this information, AGC has established the Legal and Other Requirements process. This process is further detailed under section [8 LEGAL AND OTHER REQUIREMENTS](#).

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 15 of 43

4.3 ENVIRONMENTAL POLICY

Our Environmental Policy states our commitment to the environment and reflects our ongoing commitment to continuous improvement with respect to AGC's environmental objectives and performance, compliance with environmental legislative requirements, eliminating harm to the environment and eliminating or minimising health and safety aspects and impacts through our AGC's operations.

In accordance with AGC's Management Commitment 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 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 environmental obligations by making every reasonable effort in the areas of incident and aspect / impact removal and/or control.

4.4 ENVIRONMENTAL MANAGEMENT PLANS

4.4.1 CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

AGC has prepared this Construction Environmental Management Plan outlining how the environmental issues relating to the construction work will be addressed.

This Construction Environmental Management Plan considers the following criteria:

- Purpose;
- Environmental Management System Structure;
- Project Specific Document Control and Records Management;
- Project Objectives and Targets;
- Project Environmental Responsibilities and Authorities;
- Induction, Training and Competencies;
- Legal and Other Requirements;
- Project Risk Assessment;
- Environmental Considerations in Purchasing;
- Emergency Preparedness and Response
- Communication and Consultation;
- Plant Management;
- Site Behaviour;
- Hazard, Incident and Corrective Action Management; and
- Appendices Summary.

The Construction Environmental Management Plan is signed off / authorised by the senior manager allocated overall quality responsibility for the area referenced in the plan. This plan is available to all site personnel to review as required.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 16 of 43

4.4.2 EMERGENCY RESPONSE PLAN

In accordance with AGC's Emergency Response Process, an emergency response plan (ERP) shall be developed and implemented. This plan and supporting procedures are 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 whilst minimising harm to the environment.

The plan 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.

Review and rehearsal of the Emergency Response plan shall be undertaken in accordance with the Monitoring and Review Register.

4.4.3 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, water cart etc.

The location of this emergency response equipment and emergency response provisions and along with the wardens/s are communicated to site personnel as part of the Site Induction process.

4.4.4 EROSION AND SEDIMENT CONTROL

In undertaking an environmental risk assessment of the project, the requirement to implement controls will be in accordance with the operational controls detailed in this document.

The objectives of the operational controls are to:

- Control soil erosion and sediment generation from areas disturbed by construction activities; and
- Ensure stormwater is managed to protect downstream water quality;
- Reduce the potential for sedimentation.
- Ensure adequate drainage and pollution control measures are implemented to manage runoff from disturbed areas of the site; and
- Prevent soil erosion on site.

The operational controls have been developed by AGC in accordance with and subject to approval by the relevant authority/s.

4.4.5 NOISE MANAGEMENT PLAN

In undertaking an environmental risk assessment of the project, controls will be implemented in line with the operational controls detailed in this plan. Should the need to further manage noise arise AGC will implement a project specific Construction Noise Management Plan (CNMP).

The objective of this CNMP will be used to outline the predicted effects associated with the noise caused by the construction activities undertaken on the project.

The plan will outline strategies and controls to be implemented during the construction phase of the project to effectively manage and prevent any negative impact on the surrounding community. The plan developed by AGC will be in accordance with and subject to approval by the relevant authority/s.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 17 of 43

4.4.6 WASTE MANAGEMENT PLAN

In undertaking an environmental risk assessment of the project, controls will be implemented in line with the operational controls detailed in this plan. Should there be the need to further manage waste AGC will implement a project specific Construction Waste Management Plan (CWMP).

4.4.7 CULTURAL HERITAGE MANAGEMENT PLAN

In undertaking an environmental risk assessment of the project, controls will be implemented in line with the operational controls detailed in this plan. Should the need to further manage cultural heritage arise AGC will implement a project specific Construction Cultural Heritage Management Plan (CCHMP).

The key objective of this plan will be to ensure that impacts to Aboriginal and Non-Aboriginal heritage sites are minimised and ensure that appropriate environmental controls and procedures are implemented during construction.

The plan will be developed by AGC in accordance with and subject to approval by the relevant authority/s.

4.4.8 ACID SULPHATE SOIL MANAGEMENT PLAN

In undertaking an environmental risk assessment of the project, the requirement to implement controls for the management of acid sulphate soils has not been identified. Should the need to further manage Acid Sulphate Soils be required, AGC will develop a project specific Construction Acid Sulphate Soil Management Plan (CASSMP) which will be implemented at that time.

The key objective of the plan will be to manage acid sulphate soil impacts while ensuring that appropriate environmental controls and procedures are implemented during construction.

This plan will be developed by AGC in accordance with and subject to approval by the relevant authority/s.

4.4.9 FLORA AND FAUNA MANAGEMENT PLAN

In undertaking an environmental risk assessment of the project, the requirement to implement controls for the management of Flora and Fauna has not been identified. Should the need to further manage Flora and Fauna be required, AGC will develop a project specific Construction Flora and Fauna Management Plan (CFFMP) which will be implemented at that time.

The key objective of this plan will be to ensure that impacts to Fauna and Flora sites are minimised while ensuring that appropriate environmental controls and procedures are implemented during construction.

This plan will be developed by AGC in accordance with and subject to approval by the relevant authority/s.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 18 of 43

4.5 SUPPORTING DOCUMENT / DATA CONTROL

AGC's Environmental Management System has multiple procedural documents that together meet the requirements of legislation and the ISO 14001 Environmental Management System Requirements.

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, they firstly capture data in regards to the procedure which can be later used to evaluate the effectiveness of the procedure and secondly can be used to track the procedure, ensuring that critical steps are followed.

These are available upon request from AGC.

5 DOCUMENT CONTROL AND RECORDS MANAGEMENT

AGC has a number of processes that assist in document control and record management.

At an organisational level the Document Control and Records Management process provides specific guidance to the creation of documents.

The Records Management process provides guidance in how records generated by AGC will be managed, including retention requirements for specific records generated and destruction requirements.

At a project specific level document control requirements include but are not limited to, management of the drawing and document transmittal register. These requirements are encompassed by AGC's Project Administration process.

AGC will document and record basic information pertaining to cultural heritage and flora and fauna that cause potential site issues. Information such as: date encountered, location and type of issue.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 19 of 43

6 PROJECT OBJECTIVES AND TARGETS

6.1 PROJECT ENVIRONMENTAL OBJECTIVES

6.1.1 PROJECT OBJECTIVES

Our project environmental Objectives and Targets are simple and measurable and support AGC's environmental objectives as identified in AGC's Environmental Policy. Our objectives are as follows

- To prevent pollution;
- To make environmental awareness an integral part of every managerial and supervisory position;
- To ensure the environment is considered in all planning and work activities;
- To involve our employees in the decision making processes through regular communication, consultation and training;
- To provide a continuous program of education and learning to ensure that our employees work in the least possible destructive manner to the environment;
- To identify and control all potential environmental hazards in the workplace through hazard identification and risk analysis;
- To ensure all potential pollution accident/incidents are controlled and prevented;
- To comply with all laws, statutory obligations, Regulations and Codes of Practice; and
- To strive to conserve resources such as water, energy, and reduce waste.

The project specific targets based on AGC's objectives and other objectives are identified in the table below:

OBJECTIVE	TYPE	TARGET
Notifiable Incident	Lag	0
Breaches of Environmental Legislative or Regulatory requirements (no prosecutions, enforcement, infringement or abatement notices)	Lag	0
Environmental inspections conducted as per Monitoring and Review Matrix.	Lead	100%
Environmental 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%

6.1.2 ENVIRONMENTAL PERFORMANCE

These objectives, targets and positive performance indicators reflect AGC's commitment to continual improvement.

This process provides AGC with Performance Measurement Matrix which is monitored by the organisation through its Management Commitment process. This matrix is then updated as required and is available to all staff.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 20 of 43

6.2 PROJECT SPECIFIC CONDITIONS / RESTRICTIONS

Project specific restrictions as determined by legislation, Conditions of Approval, Environmental Assessment, AGC and AGC are as follows:

- Establish clearing boundaries and restrictions to construction vehicle movements from areas of ecological and cultural importance.
- Implement best practices to minimise the impacts of construction activities on the surrounding environment.

6.3 PROJECT SPECIFIC LICENSES AND PERMITS

AGC are not responsible for obtaining any of the environmental permits required to undertake the scope of works. AGC are bound to working within the parameters of all permits, licences and minister's directives relating to the project.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 21 of 43

7 INDUCTION, TRAINING AND COMPETENCY

All inductions will be managed in accordance with AGC's Site Induction process. Specific requirements of this process are as follows.

7.1 PROJECT SITE SPECIFIC INDUCTION

All workers will participate in the project site specific induction.

The site specific induction will mention this CEMP.

Project site specific Site Induction Content will be maintained and updated throughout the course of the project. This content will form the minimum requirements for the AGC's site induction.

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

A Site Induction Register will be maintained identifying each person who has been inducted.

7.2 DAILY PRE-START MEETINGS

This Daily Pre-Start Meeting shall consider any environmental issues specific to the scheduled tasks to be undertaken. This allows participants to review and consider the adequacy of controls in place.

7.3 TRAINING AND COMPETENCY

All workers will be made aware of environmental issues which may impact upon the environment as part of the site induction.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 22 of 43

8 LEGAL AND OTHER REQUIREMENTS

AGC 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 AGC in identifying relevant legislation and ensuring that the staff members of the Organisation readily have access to this information, AGC has established the Legal and Other Requirements process.

The Legal Register (including Regulations, Codes of Practice and Guidance Notes) and Standards Register is readily available from AGC upon request.

Relevant legislation including Acts, Regulations, Codes of Practice and Standards are listed in the Project Risk Register and in Safe Work Method Statements to provide guidance to site personnel on legislation and other requirements applicable to the work activities they are carrying out.

8.1 PROJECT SPECIFIC LEGAL REQUIREMENTS

- Aboriginal Cultural Heritage Act 2003
- Coastal Protection & Management Act 1995
- Dangerous Goods Act
- Environment Protection and Biodiversity Conservation Act 1999
- Environmental Protection (Air) Policy 2008
- Environmental Protection (Noise) Policy 2008
- Environmental Protection (Water) Policy 2009
- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Land Protection (Pest and Stock Route Management) Act 2002
- Vegetation Management Act 1999
- Waste Reduction & Recycling Act 2011
- Water Act 2000

8.2 ENVIRONMENTAL SAMPLING AND LABORATORY ANALYSIS

Where environmental sampling and analysis is required, methods and procedures used for sampling and analysis must be capable of withstanding rigorous scrutiny. The use of NATA registered laboratories or laboratories that perform to a recognised quality standard should be considered.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 23 of 43

9 ENVIRONMENTAL CONSIDERATIONS DURING CONSTRUCTION

AGC is committed to ensuring all hazards (impacts), incidents, non-compliance issues and other system failures are reported, recorded and investigated.

9.1 HAZARD IDENTIFICATION

Hazards and potential hazards will continue to be identified throughout the course of the project, in response to a range of processes implemented by AGC which include:

- Design review process;
- Project risk assessment process (Project Risk Register);
- Inspections / task observations;
- Environmental audits;
- Review and evaluation of subcontractor documentation;
- Subcontractor performance inspections / audits;
- Plant inspections; and
- Development and review of documented safe methods of work.

Site personnel are encouraged to ensure that all hazards, potential or actual are reported to AGC's site management.

This can be undertaken verbally; however it is to be recorded on the Hazard Report. This will then be managed in accordance with AGC's Managing Risk process.

9.2 COMPLAINT MANAGEMENT

Any complaints received from local government authorities, neighbouring businesses, subcontractors or members of the public are to be handled in a sensitive manner.

The person who receives the complaint needs to ensure that they obtain the following information:

- The name of the person making the complaint and their contact details including telephone number;
- Ascertain the exact nature of the complaint including;
- What happened;
- When it happened;
- What was seen; and
- Details about the activity that was the source of the environmental incident.

All complaints are to be reported and resolved in accordance with AGC's Incident Management process.

All complaints relating to environmental issues, including pollution shall be reported to the Superintendent within 1 working day.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 24 of 43

9.3 INCIDENT MANAGEMENT

The Incident Management process details the systematic approach developed and implemented by AGC 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 (aspect), 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 AGC's processes and documented safe methods of work where required.

The Incident Management process also shows the systematic approach to undertaking a formal investigation and how to manage critical incidents and provides for specific resources.

9.4 CORRECTIVE ACTION

AGC has a documented process, including all subordinate documents, to manage non-conformance, corrective actions and continual improvement within AGC.

The Continual Improvement process Report ensures AGC records and monitors corrective actions resulting from incident investigations, inspections, audits and reports. From this AGC 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 all corrective actions arising from incidents, hazard reports, inspections, audits etc. and will provide evidence that these actions are closed out in the allocated timeframe.

9.5 MANAGEMENT REVIEW

Management review of incidents and corrective actions is achieved through several processes within AGC's Integrated Business Management System. Specific management review is identified and undertaken in the following processes:

- Incident Management;
- Internal Audit;
- Continual Improvement;
- System Performance; and
- Management Commitment.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 25 of 43

9.6 AUDITS

AGC will develop and implement a risk based audit program to verify all works are conducted in compliance with this EMP and legislative requirements.

The audits shall be conducted using the following tools in accordance with the Monitoring and Review Register:

- Weekly Inspections
- Task observations (where relevant)
- Periodic review of site activities and compliance to all management plans by an external HSEQ Officer who holds appropriate and relevant qualifications, and is a qualified lead auditor in 14001:2015.

Review of the auditing frequency shall be assessed if the need is identified through planned audits, near miss and incident reports.

10 COMMUNICATION AND CONSULTATION

AGC has implemented the Communication and Consultation 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 environmental matters including, but not limited to:

- Display and communication of AGC's Environmental policy;
- Hazard reporting system;
- The environment is an agenda item at all prescribed and regular meetings;
- Other communication and consultation arrangements for environmental matters; and
- Acquisition and exchange of information with external parties including customers, suppliers, contractors and public authorities.

As shown above, a range of measures for communication and consultation are established within AGC and these are identified within the Communication and Consultation Matrix.

AGC will engage with the immediate community regarding task or activity specific details which may have direct impact upon the community. For all higher level and large scale consultation with the community, this shall be the responsibility of the Superintendent to manage.

10.1 ENVIRONMENTAL ALERTS

Acquisition and exchange of information with external parties including customers, suppliers, contractors and public authorities regarding environmental issues is recognised by AGC as an important communication and consultation tool.

Where information prepared by external parties is communicated within AGC, these environmental alerts are to be considered as information only.

Environmental or Hazard alert are to prepared and authorised in accordance with AGC's Delegations Register. Where an environmental or Hazard Alert is issued this hazard alert is to be complied with across AGC and all project sites.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 26 of 43

11 ENVIRONMENTAL OPERATIONAL CONTROLS

The following environmental operational controls and activity specific procedures have been developed and tabulated with reference to the identified environmental aspects and impacts, contract documentation, legislative Requirements and relevant approvals for the ease of use on the construction site.

The Environmental operational control sheets listed herein this document, detail the practical steps to be taken by AGC. The operational control sheets are designed to ensure that we meet our obligation to the environment on all projects. On smaller projects or where the need is not identified for a specific project control plan, e.g. sediment control plan, these operational sheets fulfil this need

The control strategies listed in each section are listed to provide the site supervisors with a listing of potential controls depending on the specific situation and do not imply that all the control strategies must be deployed for all situations. It is the responsibility of the site supervisor to consider the risks of each situation in relation to the immediate environment.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 27 of 43

11.1 WATER QUALITY

DESCRIPTION

- Maintain quality of water courses and drains on or adjacent to the construction site.

PERFORMANCE REQUIREMENTS

- Water quality to be monitored and found not to be significantly impacted/influenced by works.
- Minimal turbid water is to be discharged
- Comply with relevant Legislation and ANZEC Water Quality Guidelines

PERFORMANCE INDICATORS

- Soil/material sediment retained on site during rain events through the use of sediment controls
- No visual impact on / off site water courses

CONTROL STRATEGIES

- Construction activities to be undertaken in such a manner to incorporate appropriate features so as not to adversely affect water quality.
- Installation of appropriate erosion and sediment control measures including the installation of a silt fence along the construction site
- Fuels, Oils, Chemicals and other similar goods are to be stored in accordance with the appropriate SDS.
- Refuelling plant off-site or away from any waterway or drainage system if refuelling on-site.
- Stockpiles of materials (e.g. mulch) located away from waterway and drainage system or covered.
- All contractors and their employees to be educated on water quality issues pertaining to the site and downstream areas.
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- No discharge of waste water within 100m of a natural water course

CORRECTIVE ACTION

- Amend control strategies as necessary.
- Stop de-watering if turbidity exceeds ANZEC water quality guideline for turbidity.
- Isolate and/or remediate contaminated water, if necessary.

EMERGENCY ACTIONS

- Contact our Site Manager or HSEQ Officer

MONITORING AND REPORTING

- No visual Hydrocarbons into adjacent waterway/s
- Inspections of control measures and pollutant sources
- Report at relevant meetings (Refer Monitoring and Review Matrix).

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site has a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 28 of 43

11.2 EROSION MITIGATION AND SEDIMENT CONTROL

DESCRIPTION

- Erosion of soils and construction materials from the construction site

PERFORMANCE REQUIREMENTS

- Install erosion and sediment control measures as necessary to achieve desired outcomes.
- Prevention of sediments being mobilised from the site/s through providing temporary erosion and sediment control measures where necessary.
- Ensure control measures operate effectively.

PERFORMANCE INDICATORS

- Effectiveness of erosion control measures on site
- Turbidity of runoff water leaving construction site.
- Water clarity of downstream embayment's.
- Restriction/Management of existing erosion on-site

CONTROL STRATEGIES

- Minimise the duration of soil exposure to erosion processes.
- Utilise sediment control and protection measures in the works as necessary.
- Minimise clearing of vegetation to essential areas.
- Minimise areas of soil disturbance.
- Stockpiles of soil, sand and crusher dust are to be contained with sediment fencing if within 10m of watercourse
- Completed batters and stockpiles to be protected as soon as reasonably practicable.
- All contractors and their employees informed of the requirements to protect the environment and maintain good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- Not applicable.

CORRECTIVE ACTION

- Check all control devices during and after rainfall.
- Clean out all devices after rainfall or as required.
- Improve/increase extent of erosion prevention measures.

EMERGENCY ACTIONS

- Contact Site Manager or HSEQ Officer

MONITORING AND REPORTING

- Visual monitoring of site conditions and performance of sediment control and protection features, particularly during and after rainfall.
- Report to Site Manager / HSEQ Officer

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 29 of 43

11.3 NOISE AND VIBRATION

DESCRIPTION

- Noise and vibration generated by construction activities.

PERFORMANCE REQUIREMENTS

- No complaints from public or neighbours.

PERFORMANCE INDICATORS

- Complaints from nearby landholders/stakeholders

CONTROL STRATEGIES

- Restrict/control noise generated by construction activities in close proximity to other buildings.
- Restrict/control construction hours to generally between:
 - Between the hours of 7am and 7pm Monday to Saturday; and
 - Between the hours of 9am and 6pm on a Sunday or public holiday.
 - Project scope may require works to occur outside of general hours. Where this occurs, controls will be addressed on a case by case basis and approval will be sought from the Superintendent.
- Notify AGC and request approval of works and any proposed additional noise controls that are required.
- Equipment is to undergo regular maintenance, which will identify unnecessary noise sources.
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- Not applicable.

CORRECTIVE ACTION

- Amend hours of work for relevant construction activities.
- Improve sound control devices on equipment.

EMERGENCY ACTIONS

- On receipt of a complaint stop works deemed to be likely cause of nuisance/complaint.
- Contact Site Manager or HSEQ Officer.
- Site Manager to conduct an investigation of complaint to identify cause and rectification/remedial actions.

MONITORING AND REPORTING

- Measure sound levels upon receipt of complaint.
- Report to our HSEQ Officer
- Site Manager or HSEQ Officer must record all complaints and keep them on file for future records.
- Notify Superintendent.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

11.4 AIR QUALITY

DESCRIPTION

- Level of dust in air on site and surrounds.
- Level of greenhouse gas emissions.

PERFORMANCE REQUIREMENTS

- Maintain measures to reduce and minimise dust levels and greenhouse gas emissions.

PERFORMANCE INDICATORS

- Complaints from public.
- Observations on site.

CONTROL STRATEGIES

- Site Manager will conduct daily visual observation of dust levels on site and organise watering as required.
- Ensure that all loads are preventing soil and other contaminants being release onto the road network.
- Keep soil stockpiles to a manageable height, Site Manager to monitor stock piles for dust (drying out or windy conditions) and organise piles to be sprayed with water as required.
- Modify or cease operations during periods of high winds.
- Minimise areas of soil disturbance.
- Areas to be regenerated as soon as reasonable possible.
- Plant and equipment operated and maintained to control the emission of exhaust, smoke and fumes.
- No burning or incineration of any material at any time (excluding pre-clearing burns for cultural heritage identification purposes).
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- Not applicable.

CORRECTIVE ACTION

- Stop the dust generating activity and Improve dust suppression techniques.
- Conduct regular plant and equipment maintenance to prevent excessive use of fossil fuels.
- Where possible, use plant which meets current emission reduction control targets.

EMERGENCY ACTIONS

- Stop immediately and report to our Site Manager or HSEQ Officer.

MONITORING AND REPORTING

- Daily visual observation of dust levels on site.
- Report to Site Manager or HSEQ Officer.
- Advise Project Manager.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 31 of 43

11.5 BIODIVERSITY AND BIOSECURITY

DESCRIPTION

- Preservation and protection of flora and fauna species on the construction site.

PERFORMANCE REQUIREMENTS

- Maintenance of site ecology and diversity.
- Prevention of pest and weed incursions .

PERFORMANCE INDICATORS

- Area of remnant vegetation disturbed/removed
- No exotic plants or animals are introduced to site.

CONTROL STRATEGIES

- Induct personnel on flora and fauna issues and safeguards and biosecurity processes.
- Minimise extent of disturbance to habitats by minimising areas of construction activities.
- Prior to construction – identify and delineate all significant flora and fauna areas required to be protected.
- Construction Manager will contact appointed fauna spotter catcher holding a current rehabilitation permit to remove and relocate native fauna at risk and remove and care for injured native fauna.
- Minimise clearing of all vegetation.
- Disturbed areas will be monitored for effective soil stabilisation and restoration and rehabilitation.
- Retain all significant trees where possible.
- Engage arborist to provide advice on habitat tree health and provide ongoing advice where required.
- Avoid the use of machinery or vehicles outside the construction zone.
- Use designated parking areas and laydown areas.
- Locate stockpiles and their access in cleared areas, away from drainage lines or good vegetation.
- Maintain bunting around protected areas.
- Suppliers of all source materials, i.e. sand and gravel, are to provide written notice confirming that such material does not contain reproductive material of any Class A or B pest plants, defined under the Weed Management Act.

WASTE CONTROL

- Dispose of weeds at an approved location onsite and empty weed spray containers at a licensed waste depot, or approved location onsite.

CORRECTIVE ACTION

- Amend control strategies as necessary.
- Relocate flora by fauna spotter catcher holding a current rehabilitation permit.

EMERGENCY ACTIONS

- Contact our Site Manager or HSEQ Officer.

MONITORING AND REPORTING

- Prior to clearing, inspection by a qualified and experienced spotter catcher who holds a current Rehabilitation Permit.
- Visual inspections daily.
- Report at relevant meetings (Refer Monitoring and Review Matrix).

RESPONSIBILITY

- Construction Manager
- Appointed fauna spotter catcher.
- HSEQ Officer.
- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 32 of 43

11.6 ROAD NETWORK

DESCRIPTION

- Surrounds affected by construction activities.

PERFORMANCE REQUIREMENTS

- Maintain trafficable conditions in the vicinity of the work site
- Condition of roads to remain at satisfactory standards.
- Refer to Traffic Management Plan and Site Layout Plan.

PERFORMANCE INDICATORS

- Complaints from public.
- Complaints from local authority.
- Visual condition of roads.
- Matter raised by AGC.

CONTROL STRATEGIES

- Refer to Site Layout Plan.
- Identify preferred route for construction traffic to access the site.
- Provide appropriate traffic warning signs.
- Ensure that all loads are preventing soil and other contaminants being release onto the road.
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- Not applicable.

CORRECTIVE ACTION

- Amend construction traffic route and/or signage as necessary.
- Repair roads as necessary.
- Contain any spills and prevent them from entering the storm water system.

EMERGENCY ACTIONS

- Refer to the Spill Clean Up procedure.
- Site Manager to organise to sweep roads with street sweeper as required.
- Contact Site Manager or HSEQ Officer.

MONITORING AND REPORTING

- Monitor number of complaints received and accidents.
- Monitor condition of roads.
- Report to Site Manager or HSEQ Officer.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

11.7 PRELOAD CHECK BEFORE TRANSPORTING MATERIAL

DESCRIPTION

- Ensure vehicle can contain load without loss of material.

PERFORMANCE REQUIREMENTS

- Tail-gate seals functional.
- Load is covered.
- No materials on wheels.

PERFORMANCE INDICATORS

- Leaking tailgate seals.
- Ripped/torn and inadequately fitted load cover.

CONTROL STRATEGIES

- Check tailgate seal and cover before loading vehicle.
- All contractors and their employees informed of the requirements to protect the environment and maintain good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- Ensure waste is disposed in the correct manner.

CORRECTIVE ACTION

- Repair seals/replace cover immediately.
- Ensure vehicle not used until repairs are complete.

EMERGENCY ACTIONS

- Contact Site Manager and HSEQ Officer.

MONITORING AND REPORTING

- Check vehicle at depot before use to ensure all seals/covers adequate.
- Report and damage/faults to driver for immediate repairs.

RESPONSIBILITY

- Driver and Site Manager unless stated.
- All employees and Subcontractors on site have a Duty of Care.

11.8 SPILL MANAGEMENT

DESCRIPTION

- Loss of soil and regulated waste during transport.

PERFORMANCE REQUIREMENTS

- Prevent loss of material between loading and disposal.

PERFORMANCE INDICATORS

- Presence of spilt material during transport.
- Complaints from public.

CONTROL STRATEGIES

- Isolate and contain any spilt material.
- Limited quantities to be kept on site
- If liquid wastes, apply Spill-Sorb and mix in with shovel or broom.
- Remove by shovel all material into designated container and seal.
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- As detailed above.

CORRECTIVE ACTION

- Visual monitoring of spill site to ensure complete clean up.
- Isolate and contain any spilt material.
- Only trained operators to handle hazardous substances.
- If liquid waste, apply Spill-Sorb and mix in with shovel or broom.
- Remove by shovel all material into designated container and seal.
- Removal all residue, by power sweeper if necessary.
- Remove container to Council Landfill.
- Site Manager to record any incidents.
- Accurate GPS location of spill to be recorded if in an environmentally sensitive area
- Report to HSEQ Officer.
- Report to Site Manager.
- Report to AGC.

EMERGENCY ACTIONS

- Contact Site Manager and HSEQ Officer.

MONITORING AND REPORTING

- Monitor effectiveness of spill response and improve if necessary.
- Monitor spill site for any detrimental impacts.

RESPONSIBILITY

- Driver unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 35 of 43

11.9 CHEMICAL AND FUELS

DESCRIPTION

- Spill of fuel and oil and chemicals.

PERFORMANCE REQUIREMENTS

- Contain all spillage immediately and prevent any from entering drains and waterways.

PERFORMANCE INDICATORS

- Presence of spilt fuel/oil.

CONTROL STRATEGIES

- All plant to be maintained and inspected regularly.
- Refuelling and maintenance to be undertaken in a controlled environment.
- Spill kits and bags of absorbent material will be on site and available for immediate use. (Bio-active organic absorbent material)
- Providing it is safe to do so, stop the spill at its source. This may involve righting an overturned container or sealing holes or cracks in containers.
- The spill should be prevented from filtrating into the ground or entering the stormwater system. The outer edge of the spill should be dammed with sand, sands bags, absorbent material and/or absorbent booms.
- All contractors and their employees informed of the requirements to protect the environment and maintain good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- As per control strategies

CORRECTIVE ACTION

- Clean and remediate spill site.
- Assess procedure regularly.

EMERGENCY ACTIONS

- Report to Site Manager or HSEQ Officer.
- Report to AGC

MONITORING AND REPORTING

- Monitor effectiveness of spill response and improve if necessary.
- Monitor spill site for any detrimental impacts.

RESPONSIBILITY

- Operator and Site Manager.
- All employees and Subcontractors on site have a Duty of Care.

11.10 TRANSPORT, STORAGE AND HANDLING OF HAZARDOUS CHEMICALS (HAZARDOUS SUBSTANCES AND DANGEROUS GOODS)

DESCRIPTION

- Dangerous and hazardous goods cause a threat to the local environment.

PERFORMANCE REQUIREMENTS

- Maintain measures to reduce and minimise the potential for environmental pollution.

PERFORMANCE INDICATORS

- No Incidents
- Spills contained prior to them entering the waterway through the implementation of clean-up procedures.

CONTROL STRATEGIES

- Chemicals and oils to be stored long-term onsite are to be stored appropriately.
- Chemicals are to be stored in accordance with SDS requirements.
- Vehicles, machinery and plant equipment are to undergo routine maintenance.
- Current SDS's to be kept onsite for each hazardous chemical involved in construction activities that are stored or used onsite.
- Isolate and contain any spilt material.
- Only trained operators are to handle hazardous substances.
- If liquid waste, apply Spill-Sorb and mix in with shovel or broom.
- Remove all material by shovel into designated container and seal.
- Removal all residue, by power sweeper if necessary.
- Dispose of containers in accordance with relevant legislation and SDS.
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

- As per control strategies

CORRECTIVE ACTION

- Monitor effectiveness of spill response and improve if necessary.
- Monitor spill site for any detrimental impacts.

EMERGENCY ACTIONS

- Site Manager to be notified to assist in clean-up if potential area of impact is significant.

MONITORING AND REPORTING

- Site Manager to monitor that all hazardous substances are not stored on site
- Visual monitoring of spill site to ensure complete clean up.
- Site Manager / HSEQ Officer to record any incidents
- Report to Site Manager.
- Report to AGC.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- Driver, Subcontractors.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 37 of 43

11.11 FIRE CONTROL

DESCRIPTION

- Vegetation/Bushfire.

PERFORMANCE REQUIREMENTS

- Maintain measures to reduce the potential of fire.

PERFORMANCE INDICATORS

- No fires on site.
- Containment of any fires on site.

CONTROL STRATEGIES

- (If Applicable) Clearing burn to be conducted by the AGC prior to construction start.
- Flora and Fauna to be monitored, and if necessary, removed only by a suitably qualified person.
- No hot works to be conducted without a permit.
- No smoking is only permitted in a designated area.
- (If applicable) Water cart will be available during periods of high/extreme fire danger.
- All contractors and their employees are informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project.

WASTE CONTROL

Not applicable

CORRECTIVE ACTION

- Firefighting equipment to be regularly inspected by the Contractor or delegate.
- (If applicable) Use of water cart and earth moving equipment to suppress/control active fires.

EMERGENCY ACTIONS

- Emergency services to be contacted upon discovery of uncontrolled fire.

MONITORING AND REPORTING

- Local fire conditions to be monitored daily or as required by Site supervisor.
- High/extreme conditions to be included in morning prestart.
- Observation of fire activity to be reported immediately to supervisor.
- Site Manager or HSEQ Officer to record any incidents.
- Report to Project Manager.
- Report to AGC.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

11.12 SITE MAINTENANCE AND CLEANING

DESCRIPTION

- Keeping a clean site, free of any excess objects, waste and other associated environmental and safety hazards.

PERFORMANCE REQUIREMENTS

- Maintain measures to reduce and minimise the potential for construction to cause damage to the environment through construction waste and other associated materials and equipment.

PERFORMANCE INDICATORS

- No Complaints.
- No Contract Notices or Non Conformances from the Principal with regards to site cleanliness.

CONTROL STRATEGIES

- Designated areas for lunches away from the work face. These area/s must be provided with bins for scraps and wrappers and will be emptied daily into the site skips. No eating or drinking is permitted outside of these areas to reduce wrappers and cans on site.
- Designated areas for smoking on site. These area/s must be provided with a bin for cigarette butts and will be emptied daily into the site skips.
- Bins and Skips to be provided on the job site in a location that the Site Manager sees fit. Inductions will be conducted for all personnel entering the site to inform them of the bins and skip locations.
- Skip/skips will be hired from a waste contractor and will be on site for the duration of the project. The waste contractor will remove and dispose of waste and replace skip/skips as required.
- All rubble and waste materials from construction work will be deposited in an appropriate container and removed from site. All rubbish and waste material is to be returned to the mainland for disposal.
- Waste products to be separated into product specific bins for recycling (steel, cardboard, aluminium etc.)
- All regulated waste to be disposed of in accordance with legislative requirements.
- All contractors and their employees informed of the requirements to protect the environment and keep good housekeeping practices throughout the duration of the project
- All personnel onsite provided induction training on housekeeping practices.
- Onsite facilities to be serviced weekly by cleaning staff or as required as deemed by the Site Manager.
- Toilet facilities are to be stocked with the necessary goods to maintain health standards on site. This stock is to include but not be limited to hand soap, disposable hand towels, and toilet paper.
- Only trained operators to handle hazardous substances.
- Prevent any material from entering storm water drains or waterways.
- If liquid waste applies Spill-Sorb and mix in with shovel or broom.
- Remove by shovel all material into designated container and seal.
- Removal all residue, by power sweeper if necessary.
- Waste soil and fill materials stored on site will be contained with a silt fence erected around storage area.
- All formwork and other construction materials will be removed from site and returned to AGC's / subcontractors yard (if it is to be stored for a period longer than 6 weeks)

WASTE CONTROL

Not applicable

CORRECTIVE ACTION

- Monitor effectiveness of spill response and improve if necessary.
- Monitor spill site for any detrimental impacts.
- Monitor site for housekeeping practices and improve if necessary.
- Monitor facilities for housekeeping and cleanliness and improve if necessary.
- Monitor effectiveness of gross pollutant traps.

EMERGENCY ACTIONS

- Site Manager and HSEQ Officer will decide upon best course of action to rectify the situation.

MONITORING AND REPORTING

- Daily monitoring of all facilities on site for cleanliness by Site Manager.
- Report to AGC's Project Manager

RESPONSIBILITY

- Site Manager.
- All employees and Subcontractors on site has a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 39 of 43

11.13 ECOLOGICALLY SUSTAINABLE DEVELOPMENT

DESCRIPTION

- Ensure that design and construction provides for an ecologically sustainable development.
- Our organisation ensures low usage of power.
- Our organisation ensures low usage of water.

PERFORMANCE REQUIREMENTS

- Reduction in energy use during the construction phase.
- Reduction in energy use post construction.
- Elimination of toxic and harmful substances.
- Improvement in environmental standards within the footprint of the worksite once construction has completed.
- Increase use of materials and products with recycled content.
- Recycling of construction waste.
- Reduction in harmful waste products during the construction period.
- Facilitate procedures and practices that reduce harm to people and the environment.

PERFORMANCE INDICATORS

- Reduce power consumption.
- Zero substance spills.
- Increase recycling output.

CONTROL STRATEGIES

- Minimise power use during the construction phase by shutting down tools, equipment and lighting when not in use.
- All construction equipment onsite to be completely shut down at the close of business each day where practicable.
- All office equipment to be completely shut down at the close of business each day where practicable.
- Use energy efficient tools, equipment and lighting.
- Incorporate energy efficient products into the building to reduce power consumption post construction.
- Substitute hazardous substances and dangerous goods with equivalent alternative products where possible.
- Substitute materials with equivalent alternative recycled products where possible.
- Waste products to be separated into product specific bins for recycling (steel, cardboard, aluminium etc.)
- Substitute products with harmful waste for equivalent environmentally friendly alternatives.
- Ensure best environmental practices are adhered to by all personnel on site.

CORRECTIVE ACTION

- Shut down all equipment not in use.
- Shut down all lighting not in use.
- Shut down all components of the site at close of business.
- Substitute identified hazardous products with environmentally friendly products.
- Substitute identified materials with a recycled alternative.
- Substitute flora and fauna with native alternative.
- Correct practices which are not seen to be best practice standards.

MONITORING AND REPORTING

- Visually monitor areas of construction activity.
- Inspect products on site and research preferred alternatives.
- Inspect site at close of business each day.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 40 of 43

11.14 REMOVAL OF WASTE AND FINAL SITE CLEAN

DESCRIPTION

- Remove of all waste from site during project and final site clean in accordance with requirements.

PERFORMANCE REQUIREMENTS

- Removal of waste from site, on an ongoing basis.
- At project completion, site will be left clear of any construction debris/rubbish.

PERFORMANCE INDICATORS

- Clean and tidy site at the end of each day.
- No additional pollution evident on surrounding land.

CONTROL STRATEGIES

- All rubble and waste materials from construction work will be disposed of off-site.
- All formwork and other construction materials will be removed from site and returned to AGC's / subcontractors yard.
- Waste products to be separated into product specific bins for recycling (steel, cardboard, aluminium etc.).
- All regulated waste to be disposed of in accordance with legislative requirements.

WASTE CONTROL

- See above

CORRECTIVE ACTION

- Address non-conformance and implement appropriate actions.

EMERGENCY ACTIONS

- Site Manager to Report to the AGC's Superintendent and our Project Manager over any breach of contract.

MONITORING AND REPORTING

- Visually monitor areas of construction activity.
- Inspect site at close of business each day.
- Final check of site to be carried out by AGC's Site Manager, Project Manager and AGC's Superintendent.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

11.15 CULTURAL HERITAGE MANAGEMENT

DESCRIPTION

- Manage and protect Aboriginal and Non-Aboriginal heritage during construction of the project

PERFORMANCE REQUIREMENTS

- No destruction of artefacts

PERFORMANCE INDICATORS

- Aboriginal and Non-Aboriginal cultural heritage artefacts are identified and preserved

CONTROL STRATEGIES

- Preclearing walk
- If artefacts are likely, Traditional owner presence and supervision during clearing works
- Workers educated on potential artefacts that may be unearthed during construction process
- Clearing is limited to prescribed areas

WASTE CONTROL

Nil

CORRECTIVE ACTION

- Ceasing of works upon identification of potential artefacts
- Discovery site is secured and access is controlled
- Superintendent to be notified upon discovery
- Superintendent to advise course of action

EMERGENCY ACTIONS

Nil

MONITORING AND REPORTING

- Reporting all discoveries to the Superintendent
- Monitoring of clearing activities to be carried out by competent persons.

RESPONSIBILITY

- Site Manager unless otherwise stated.
- All employees and Subcontractors on site have a Duty of Care.

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	<i>Uncontrolled if Printed</i>	Page 42 of 43

POLICY ENVIRONMENTAL



A. Gabrielli Construction Pty Ltd (AGC) is apart of the Gabrielli Group to whom Adrian Gabrielli is the Managing Director. Through its 50 years of operation, the Gabrielli Group have delivered building projects ranging from major commercial offices, residential developments, warehouses and shopping centres to carparks and airport runways.

Our Environmental objectives are:

- 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.

Our employees believe in these objectives and are committed to these as values. By acting according to these values it is our intent that AGC in carrying out its operations will ensure that it does not impact the environment adversely and contribute to positive environmental outcomes.

Our Environmental Management System fully meets the requirements of ISO 14001:2015.

Our management system addresses the following:

- Availability of information and resources necessary to support our operations;
- Identifying and complying with all relevant legislation and other requirements;
- Understanding how our business impacts upon the environment;
- Selection and training of staff and subcontractors to maintain our high standards;
- Continuous Environmental Assessment Practices;
- Commitment to lowering our carbon footprint;
- Control of waste, and regard for our environment during all processes; and
- Minimising pollution.

The preparation and ongoing operation of an Environmental System is as a result of our commitment to the environmental through the improvement in its own operations including the interaction between us and our clients, subcontractors and suppliers.

This Environmental Policy is approved and issued by:

ADRIAN GABRIELLI
MANAGING DIRECTOR

ENVIRONMENTAL POLICY	Document No.: IBMS-POL-03	Version No.: 1B
Release Date: 26 th June 2018	Uncontrolled if Printed	Page 1 of 1

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	Document No.: CON20-FORM-02	Version No.: 3A
Release Date: 15 th March 2023	Uncontrolled if Printed	Page 43 of 43



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CONSTRUCTION QUALITY MANAGEMENT PLAN

PROJECT:

MAGNETIC ISLAND APEX CAMP

PROJECT LOCATION:

**38-56 WANSFELL STREET , PCNIC BAY,
MAGNETIC ISLAND**



TABLE OF CONTENTS

1	INTRODUCTION.....	5
1.1	PROJECT DETAILS.....	6
1.2	INITIAL APPROVAL AND SUBSEQUENT REVIEW.....	6
1.3	RECORD OF REVIEW AND AMENDMENT CERTIFICATE	7
2	PROJECT PERFORMANCE	7
3	QUALITY POLICY	9
4	PROJECT QUALITY MANAGEMENT RESPONSIBILITIES.....	10
4.1	SUPERINTENDENT OR REPRESENTATIVE STAFF WITH PROJECT QUALITY MANAGEMENT RESPONSIBILITIES	10
1.1.1.1	KEY PERSONNEL OFF SITE	10
1.1.1.2	KEY PERSONNEL ON SITE	10
4.2	RESPONSIBILITIES	10
5	ARRANGEMENTS FOR CONSULTATION AND COORDINATION	17
5.1	CONSULTATION AND CONSULTATION MECHANISMS	17
5.2	CONSTRUCTION COORDINATION MEETINGS	17
5.3	PRINCIPAL CONTRACTORS PRE-START MEETING.....	18
5.4	SUB-CONTRACTOR PRE-START MEETING	18
5.5	REQUEST FOR INFORMATION.....	19
6	PLANNING AND PROCESS CONTROL.....	19
6.1	RESOURCE AVAILABILITY	19
6.2	ORGANISATION'S CONSTRUCTION PROGRAM	19
6.3	DESIGN CONTROL	20
7	DOCUMENT AND DATA CONTROL.....	20
7.1	PROJECT SPECIFIC DOCUMENTATION - internal and externally supplied	20
7.2	CONTROL OF DOCUMENTS AND RECORDS MANAGEMENT GENERALLY.....	20
7.3	DRAWING REGISTER AND TRANSMITTAL RECORD	21
8	PRODUCT IDENTIFICATION	22
8.1	LOTS 22	
8.2	LOT IDENTIFICATION	22
8.3	LOT NUMBERS.....	22
8.4	TRACEABILITY	22
8.5	INSPECTION AND TEST PLANS	22
8.6	SAMPLING AND TESTING.....	24
8.7	INSPECTION AND TEST RECORDS.....	24
9	COMPLIANCE LIMITS AND TOLERANCES.....	24
9.1	MAXIMUM AND / OR MINIMUM LIMITS AND / OR SHAPES.....	24
9.2	SPECIFIED VALUES / SHAPES AND TOLERANCES	24
9.3	STATISTICAL PROCEDURES FOR RELATIVE COMPACTION.....	24

9.4	CONCRETE COMPRESSIVE STRENGTH	25
9.5	COMPLIANCE INSPECTION.....	25
9.6	COMPLIANCE TESTING	25
9.7	AS CONSTRUCTED DETAILS.....	26
9.8	FINAL INSPECTION.....	26
10	MEASURING AND TESTING EQUIPMENT	27
10.1	IDENTIFICATION, STATUS AND LABELLING	27
10.2	CALIBRATION.....	27
10.3	PROTECTION AND USE	28
11	SUB-CONTRACTOR ENGAGEMENT AND MANAGEMENT	28
12	PROCUREMENT OF PRODUCT.....	28
12.1	EVALUATION AND SELECTION OF SUPPLIERS	28
12.2	SAMPLES OF PRODUCTS INTENDED FOR USE.....	29
12.3	PURCHASING	29
12.4	RECEIVING PROCURED PRODUCT.....	30
12.5	CUSTOMER PROPERTY.....	30
12.6	PRESERVATION OF PRODUCT	30
12.7	PRESERVATION OF WORKS.....	31
13	HANDLING, STORAGE, PACKAGING AND DELIVERY.....	31
13.1	USE OF PURCHASED PRODUCT.....	31
13.2	PURCHASE AND USE OF PRODUCTS WITH RECYCLED CONTENT	31
13.3	SUPERINTENDENT OR REPRESENTATIVE SUPPLIED PRODUCT	31
13.4	MANAGEMENT OF WASTE PACKAGING	32
14	CONTROL OF NON-CONFORMANCES	32
14.1	NON-CONFORMANCES.....	32
14.2	RECORDS	32
14.3	DISPOSITION.....	32
14.4	REWORKING	32
14.5	AUTHORISATION TO PROCEED	32
14.6	CORRECTIVE ACTION REPORTS.....	33
14.7	NOTICE OF NON-CONFORMANCE	33
14.8	INSPECTION AND RECTIFICATION.....	33
14.9	STANDARD FORM	33
14.10	REGISTER OF NCRS & NNCS.....	33
14.11	DISPOSITION OF NONCONFORMANCE	33
14.12	PROPOSED DISPOSITION	33
14.13	CORRECTIVE ACTION	34
14.14	PREVENTIVE ACTION	34
14.15	REVIEW OF NON-CONFORMANCES.....	34
15	PRACTICAL COMPLETION.....	35
16	POST PRACTICAL COMPLETION – DEFECTS, LIABILITY AND MAINTENANCE.....	35

17	INTERNAL AUDIT	35
17.1	PLANNING INTERNAL AUDITS.....	35
17.2	AUDIT OBJECTIVES.....	35
17.3	AUDIT METHODOLOGY.....	36
17.4	AUDIT REPORTING.....	36
17.5	CONDUCT OF INTERNAL AUDITS	36
17.6	INTERNAL AUDIT SCHEDULE.....	37
17.7	INTERNAL AUDIT RESPONSIBILITIES	37
17.8	EXTERNAL AUDITS	37
18	APPENDIXES	38
18.1	APPENDIX A – QUALITY IN CONSTRUCTION (CON01-PFC-01).....	39
18.2	APPENDIX B - REGISTER OF PROCEDURES APPLICABLE TO THIS CONSTRUCTION PROJECT.....	41
18.3	QUALITY POLICY	42

1 INTRODUCTION

In this Quality Management Plan a reference to AGC is a reference to A. Gabrielli Constructions unless stated otherwise. A reference to AGC is also taken as a reference to the Project Manager / Project Quality Management Representative appointed by AGC for the construction project.

AGC has third party certification to AS/NZS ISO 9001: 2015.

This Quality Management Plan details arrangements for product realisation and the way AGC 's Management System is applied to the construction project in that regard. This Quality Management Plan shall therefore be read and applied in the context of AGC 's Management System where such a management system is referenced. However, in circumstances where this Quality Management Plan is not consistent with the Management System, this Quality Management Plan is said to take precedent but only to the extent that it is applied to construction work forming part of the construction project.

Product realisation to specification shall be managed generally in accordance with AGC 's Management System (CON01 Quality in Construction) at Appendix A to this Quality Management Plan.

A copy of this Quality Management Plan, the relevant extracts from AGC 's Management System and any amendments made to these documents during the construction project shall be made available to the Superintendent or Representative.

A copy of this Quality Management Plan shall be made available to each sub-Contractor engaged to do construction work on the construction project prior to them commencing the work. A sub-Contractor provided with a copy of this Quality Management Plan shall be conversant with its content prior to commencing construction work and in being so shall consult with AGC given any ambiguity that arises. A sub-Contractor shall ensure its workforce is conversant with this Quality Management Plan to the extent that it impacts on the way in which they execute their work.

AGC shall ensure that a copy of the initial and any subsequent revised versions of this Quality Management Plan for the construction project is kept until the construction project is completed.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 5 of 42

1.1 PROJECT DETAILS

PROJECT NAME:	Magnetic Island Apex Camp
PROJECT NO.:	J22025
SCOPE OF WORK:	Design and construct of a new water treatment plant at the Magnetic Island APEX Camp.
SITE ADDRESS:	38-56 Wansfell Street, Picnic Bay- Magnetic Island
CLIENT:	Craig Smith
CLIENT CONTACT NO.:	0473 743 800
PROJECT MANAGER:	Kris Williams
SITE MANAGER:	Gary Powis
SITE TELEPHONE:	0447 401 849
COMMENCEMENT DATE:	15/03/2023
ANTICIPATED DATE OF COMPLETION:	26/06/2023
ANTICIPATED DURATION (weeks):	16 weeks
COMPANY ABN:	29 088 090 279

1.2 INITIAL APPROVAL AND SUBSEQUENT REVIEW

This Quality Management Plan is approved by the Project Manager for the construction project, a person who is authorised by the Superintendent or Representative to approve such a plan.

An amendment made to this Quality Management Plan after its initial approval shall be approved by the Project Manager for the construction project, a person who is authorised by the Superintendent or Representative to approve such an amendment.

The Superintendent or Representative shall review and, as necessary, amend this Quality Management Plan to ensure that it remains up-to-date. The triggers for review shall include but are not be limited to:

- A change in statutory requirements that impact on the content of this Quality Management Plan
- A change in the Superintendent or Representative's quality requirements that impacts on the content of this Quality Management Plan
- Agreements reached between AGC and the Superintendent or Representative which affect quality management e.g., the form and nature of verification packages
- Less than technically adequate content including any process and or standards detailed in this Quality Management Plan is determined as a contributing factor in an event that leads or may lead to significant non-conformance in regard to product realisation to specification
- An improvement in a process or standard is recommended arising from audit activity
- A changed as a result of variations to the contract
- An improvement in a process or standard is suggested by any party affected by the content of this Quality Management Plan and or its application.

Furthermore, a systematic review shall be undertaken in accordance with the frequency detailed in the project specific Monitoring and Review Matrix which is available upon request.

Such a review will be facilitated by the Project Manager for the construction project and involve the Superintendent or Representative's staff who have specific quality management responsibilities on the construction project and any

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 6 of 42

feedback in regard to the plan by persons affected by its content. Where reasonably practicable, the Project Manager for the construction project may involve other stakeholders in the review.

Upon completion of review of this document or any supporting documents or processes, any subsequent amendments are to be submitted to the project superintendent for approval. This process shall constitute a Hold point, and be treated accordingly.

The Superintendent or Representative shall ensure, so far as is reasonably practicable, that each person carrying out construction work in connection with the construction project is made aware of any revision to this Quality Management Plan.

1.3 RECORD OF REVIEW AND AMENDMENT CERTIFICATE

	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	TBA	15/03/2023	Initial Issue	
2				
3				
4				
5				
6				
7				
8				
9				
10				

2 PROJECT PERFORMANCE

The Organisation's objective is to be highly resistant to events that cause product non-conformance, or have the potential to cause product non-conformance.

The following shall provide the measure as to whether the objective is being met or otherwise:

- Continual improvement over the nominated reporting period in the technical adequacy of the Quality Management Plan
- Continual improvement over the nominated reporting period in the compliance with the requirements of the Quality Management Plan (including addressing the organisational factors that contribute to worker behaviour in the context of non-compliance).

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 7 of 42

The following performance indicators shall be used to determine whether the specified target is being met or otherwise:

PERFORMANCE INDICATOR	TARGET
Monitoring activity (work methodology conformance):	All work proceeds in accordance with the work methodology documented in SWMS (in the context of achieving product realisation) (Note 1). Task observations shall be conducted in accordance with the project specific monitoring and review matrix.
Monitoring activity (compliance):	All Hold and Witness Points are observed in accordance with contractual obligations
Monitoring activities (technical review)	This Quality Management Plan is systematically reviewed for ongoing technical adequacy once in every four week period
Monitoring activities (internal audit):	This Quality Management Plan and selected processes from AGC 's Management System are internally audited in accordance with the Internal Audit program detailed in Part 8 of this Plan
Non-conformance:	Counted, recorded and considered only (Note 2)
Analysis as to why non-conformance manifest:	All events are analysed
Corrective action taken in the form of Quality Management Plan / Management System amendment:	All corrective action is taken in accordance with the recommendations arising from reports and analysis
Corrective action taken to address organisational factors that 'drive' non-conformance with the Quality Management Plan / Management System:	All corrective action is taken in accordance with the recommendations arising from reports and analysis
Other corrective action arising from reporting and or analysis:	All corrective action is taken in accordance with the recommendations arising from reports and analysis
Notes: 1. As detailed in the Work Health and Safety Management Plan. 2. So there is no doubt, outcome indicators shall be recorded, counted and considered only. Specific targets are not provided given that outcomes are often a matter of chance and may provide data that is difficult to interpret or at worse, meaningless. Given an event that is defined as something that gives rise to some form of adverse outcome, AGC shall measure its performance of its reporting, analysis and the application of subsequent corrective action.	

The collection of information and data required to measure project performance and subsequent analysis shall be undertaken in accordance with the methodology expressed in AGC 's Management System (QSE 10 System Performance).

So there is no doubt, AGC shall also collect information and data required by the Superintendent or Representative in regard to quality performance and provide that information in the timeframe and in the form required.

AGC shall analyse the information and data to determine quality management performance.

Project performance shall be reviewed at times AGC decides but at least once in every four week period in so far as systematic review is concerned.

Given such a review, the communication of the results and any corrective action arising from the review to affected parties shall be executed in accordance with the appropriate communication mechanisms described in this Quality Management Plan.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 8 of 42

Project performance shall be subject to (corporate) senior management review in accordance with the requirements of AGC 's Management System (QSE 04 Management Commitment).

3 QUALITY POLICY

Refer to Appendices

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 9 of 42

4 PROJECT QUALITY MANAGEMENT RESPONSIBILITIES

4.1 SUPERINTENDENT OR REPRESENTATIVE STAFF WITH PROJECT QUALITY MANAGEMENT RESPONSIBILITIES

The following A. Gabrielli Construction's (appointed as Superintendent or Representative) staff have project quality management responsibilities on the construction project:

1.1.1 KEY PERSONNEL OFF SITE

POSITION	NAME	CONTACT DETAILS	
Project Manager	Kris Williams	Tel:	07 4725 1100
		Mob:	0457 419 757
		Email:	bernie@gabrielliconstruction.com
Construction Manager	Bernie Travers	Tel:	07 4725 1100
		Mob:	0412 556 116
		Email:	bernie@gabrielliconstruction.com
Health, Safety & Environment	Tim Staatz	Tel:	07 4775 1001
		Mob:	
		Email:	hseq@gabrielliconstruction.com

1.1.2 KEY PERSONNEL ON SITE

APPOINTMENT	NAME	CONTACT DETAILS	
Site Manager (Foreman)	Gary Powis	Tel:	07 4725 1100
		Mob:	0447 401 849
		Email:	construction@rapaw.com.au

4.2 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
THE ORGANISATION	AGC shall: Provide for a Management System embedding processes for meeting product realisation to specification

ROLE	RESPONSIBILITIES
	▪ Provide for sufficient resources are reasonably available to meet its statutory obligations and other contractual obligations to meet product realisation to specification ▪ Provide and maintain a work environment that does not present unacceptable risk to product realisation to specification ▪ Provide and maintain plant, materials, temporary structures and chemicals that shall not present unacceptable risk to product realisation to specification if used properly ▪ Provide for technically adequate systems of work and from which risk to product realisation to specification is as low as reasonably practicable ▪ Provide for and ensure the execution through proactive monitoring of technically adequate procedures and inspection and test regimes in accordance with, as a minimum, contractual obligations ▪ Respond to non-conformance in a systematic way that, given analysis, leads to technically adequate corrective action ▪ Consult genuinely with the Superintendent or Representative and other sub-Contractor s as required to ensure a coordinated approach to achieving the highest quality management standards. ▪ A register of procedures applicable to this construction project arising from AGC 's Management System is at Appendix B to this Quality Management Plan.
PROJECT QUALITY MANAGEMENT REPRESENTATIVE	AGC shall appoint the construction project's Project Manager as the Project Quality Management Representative and provide that person with the resources, competence and authority to execute their responsibilities. The Organisation's Project Quality Management Representative shall ensure AGC discharges its statutory and other contractual obligations to meet product realisation to specification including the responsibilities detailed in this Part. The Organisation's Project Quality Management Representative shall ensure the effective implementation, administration, monitoring and review of this Quality Management Plan for the construction project. Furthermore, the Project Quality Management Representative shall, as a minimum: ▪ Consult and communication with the Superintendent or Representative representative ▪ Design AGC 's construction program in consultation with the Superintendent or Representative ▪ Ensure that adequate resources are available including appropriately qualified and experienced staff and sub-Contractor s ▪ Author, or cause to be authored, Technical Procedures and Inspection and Test Plans including the management of inspection and test functions in the context of AGC s scope of work ▪ Obtain the Superintendent or Representative s agreement for all nominated activities or actions including the approval of Technical Procedures and Inspection and Test Plans ▪ Detail project planning in the context of AGC 's scope of work and construction program including the implementation of inspection and test plans ▪ Manage design control ▪ Engage Subcontractor(s) capable of meeting contractual specifications ▪ Procure construction materials ▪ Maintain all sampling and testing results

ROLE	RESPONSIBILITIES
	- Monitor proactive monitoring regimes including internal auditing for application as planned - Report non-conformances to the Superintendent or Representative - Review of all project related non-conformances and subsequent corrective and preventive actions.
PROJECT QUALITY MANAGEMENT REPRESENTATIVE ON-SITE	AGC shall appoint the construction project's Site Manager as the Project Quality Management Representative's On-Site Delegate. The On-Site Delegate shall assist the Project Manager / Project Quality Management Representative in their responsibilities and in the effective implementation, administration, monitoring and review of this Quality Management Plan for the construction project. Furthermore, the On-Site Delegate shall: - Implement and monitor the construction program - Assist the Project Manager in all site operations and management in the context of AGC's scope of work - Monitor performance of all suppliers of products - Monitor the performance of sub-Contractors in the context of meeting product realisation to specification - Organise and monitor the implementation of sampling and testing regimes in accordance with Inspection and Test Plans - Control receipt of construction material procured by AGC and monitor the quality of construction material used by sub-Contractors - Control Superintendent or Representative supplied product (if any) - Manage inspection and test equipment owned by AGC and ensure inspection and test equipment used by sub-Contractors is calibrated by a competent person in accordance with the manufacturer's specifications - Advise the Project Manager in circumstances where risk to product specification is unacceptable and the corrective action required - Report all non-conformances to the Project Manager - Analyse project non-conformances and make recommendations for corrective and preventative actions and the subsequent review of these actions - Be the point of contact for any internal or external audits and ensure that any issues found as a result of the audit are dealt with in an appropriate and timely manner - Assess and advise the Project Manager in regard to the project resource requirements in the context of AGC's scope of work - Supply notification to the Superintendent or Representative of upcoming Hold / Witness Points - Not allow work subject to a Hold Point proceed unless the Hold Point is formally released.
MANAGERS	In this Part a manager is a worker who is appointed by AGC to manage a person / s or process or function and may include workers who hold the title of Officer. This part applies to a manager who is employed by a sub-Contractor to AGC in so far as their involvement on the construction project. Managers shall assist the Project Manager / Project Quality Management Representative in their responsibilities and in the effective implementation, administration, monitoring and

ROLE	RESPONSIBILITIES
	review of this Quality Management Plan for the construction project. In addition to other responsibilities specifically stated in this Quality Management Plan managers shall: ▪ Implement the construction program ▪ Monitor performance of all suppliers of products ▪ Monitor the performance of sub-Contractor s in the context of meeting product realisation to specification ▪ Implementation the requirements of Inspection and Test Plans ▪ Advise the Project Manager or On-Site Delegate in circumstances where risk to product specification is unacceptable and the corrective action required ▪ Report all non-conformances to the Project Manager or On-Site Delegate ▪ Analyse project non-conformances and make recommendations for corrective and preventative actions and the subsequent review of these actions ▪ Assess and advise the Project Manager or On-Site Delegate in regard to the project resource requirements in the context of AGC 's scope of work ▪ Give lawful directions to a person over whom they have authority or supervisory responsibility to ensure product realisation to specification ▪ Monitor and measure the performance of supervisors over whom they have supervisory responsibility ▪ Not direct a person under their control to do something or not do something that is in contravention of any statutory or contractual requirement or this Quality Management Plan. ▪ Managers have the responsibilities of a supervisor in circumstances where they supervise another person / s. ▪ Managers also have the responsibilities of a worker.
SUPERVISORS	In this Part a supervisor is a worker who is appointed by AGC to give directions to, and oversees the performance of, other workers and may include a manager in circumstances where the manager supervises another worker / s and may include workers who hold the title of Site Manager, Foreman, Team Supervisor, Team Leader, Leading Hand etc. This part applies to a supervisor who is employed by a sub-Contractor to AGC in so far as their involvement on the construction project. Supervisors shall assist the Project Manager / Project Quality Management Representative in their responsibilities and in the effective implementation, administration, monitoring and review of this Quality Management Plan for the construction project as it applies to their area or functional responsibility and the workers and others they supervise. Supervisors shall: ▪ Implement the construction program ▪ Monitor performance of all suppliers of products ▪ Monitor the performance of sub-Contractor s in the context of meeting product realisation to specification ▪ Implementation the requirements of Inspection and Test Plans ▪ Advise the Project Manager or On-Site Delegate in circumstances where risk to product specification is unacceptable and the corrective action required ▪ Report all non-conformances to the Project Manager or On-Site Delegate

ROLE	RESPONSIBILITIES
	- Assist in the analysis of project non-conformances and make recommendations for corrective and preventative actions and the subsequent review of these actions - Assess and advise the Project Manager or On-Site Delegate in regard to the project resource requirements in the context of the their scope of work - Give lawful directions to a person over whom they have authority or supervisory responsibility to ensure product realisation to specification - Not direct a person under their control to do something or not do something that is in contravention of any statutory or contractual requirement or this Quality Management Plan - Ensure chosen methods of work are technically adequate (conform with good industry practice) to ensure product realisation to specification - Ensure that selected work methods are implemented and adhered to - Ensure Inspection and Test Plans are implemented and adhered to - Allocate duties and responsibilities to workers for which they have supervisory responsibility - Ensure workers for which they have supervisory responsibility have the authority, information, skills and knowledge that are required to undertake a task to assist in product realisation to specification - Ensure workers for which they have supervisory responsibility have the plant, structures and materials that are required to undertake a task to assist in product realisation to specification, and that the plant, structures and materials are used, and where applicable inspected, serviced, maintained and or repaired, in accordance with manufacturer's / supplier's specifications or other prescribed standard - Ensure workers for which they have supervisory responsibility have the chemicals that are required to undertake a task to assist in product realisation to specification, and that the chemicals are stored and or used in accordance with manufacturer's / supplier's specifications or other prescribed standard - Respond positively to suggestions by workers for which they have supervisory responsibility - Implement appropriate disciplinary procedures when a worker for which they have supervisory responsibility fails to comply with their quality management responsibilities in circumstances where the behaviour was intentional or reckless. - A supervisor also has the responsibilities of a worker.
WORKERS AND OTHERS	A person is a worker if the person carries out work in any capacity on the construction project for or on behalf of AGC and includes workers engaged by a sub-Contractor to AGC . A manager and a supervisor are workers. In this Part, others are a reference to a person who is not a worker. A worker shall: - Comply with the requirements of this Quality Management Plan - Convey information to other persons that the other person needs to know, or may need to know, in order that the other person may fulfil their statute obligations / duty of care or other responsibilities to product realisation to specification - Comply with the work methodology and arrangements for the work environment expressed in a Safe Work Method Statement (in the context of meeting specification)

ROLE	RESPONSIBILITIES
	▪ Comply with technical procedures and Inspection and Test Plan requirements ▪ Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a person with the authority to give the instruction to allow the Superintendent or Representative , AGC or any other person to comply with its statutory obligations / duty of care and or other responsibilities to product realisation to specification ▪ Cooperate with any reasonable policy or procedure of AGC relating to product realisation to specification that has been notified to the worker ▪ Fully participate in the compilation of documents expressing work methodology detailing how product realisation to specification shall be achieved ▪ Report all non-conformances (and unacceptable risk to product non-conformance) and participate in the suggestion of recommendations for corrective and preventive action ▪ Before starting work and frequently during work, carefully examine the workplace for the appearance of unacceptable risk to product realisation to specification ▪ Not to engage in any work unless they are satisfied they have the information, skills and knowledge to do so within acceptable levels of risk. ▪ Notwithstanding any statutory requirements, a person other than a worker shall: ▪ Comply, so far as the person is reasonably able, with any reasonable instruction that is given on behalf of AGC to allow AGC to comply with their statutory obligations / duty of care and other responsibilities to product realisation.
SUB-CONTRACTORS	In this Part, a sub-contractor is a person or business performing work through a contractual arrangement, directly or indirectly, for AGC . Generally sub-contractors shall be managed in accordance with AGC 's Management System (CON17 Managing Subcontractor(s) CON17-PFC-01). Specifically a sub-contractor shall: ▪ Meet contractual specification as it pertains to the provision of materials and quality of workmanship ▪ Author Technical Procedures and or Inspection and Test Plans for their own scope of work in circumstances where directed by AGC ▪ Comply with this Quality Management Plan and any Technical Procedure or Inspection and Test Plan as directed by AGC ▪ Ensure sufficient resources are reasonably available to meet its statutory obligations and other contractual obligations to product realisation ▪ Provide and maintain of a work environment that does not present unacceptable risk to product realisation ▪ Provide and maintain plant, materials, temporary structures and chemicals that shall not present unacceptable risk to product realisation ▪ Implement technically adequate systems of work from which risk is as low as reasonably practicable to product realisation ▪ Provide supervision to the extent necessary to ensure their workforce implements technically adequate systems of work from which risk is as low as reasonably practicable to product realisation ▪ Respond to unacceptable risk to product realisation by stopping work and not recommencing work until it can be undertaken in a way that is able to meet product specification

ROLE	RESPONSIBILITIES
	▪ Report all unacceptable risk to meeting specification and non-conforming product to AGC ▪ Analyse incidents of non-conformance to determine their cause to the satisfaction of AGC ▪ Consult genuinely with AGC as required to ensure a coordinated approach to achieving the highest standards; and in this regard provide for attendance at meetings as directed by AGC ▪ Inform AGC of any changes to personnel, plant, materials, temporary structures, hazardous chemicals, and or work methodology that were presented as part of the mobilisation to the workplace and that will or may have an impact on product realisation.
ABSENCE	This Part applies if a person: ▪ Is mentioned in the management structure for AGC or a sub-Contractor ; and ▪ Actively manages a process or supervises another person / s on the construction project; and ▪ Is temporarily absent from duty. AGC or sub-Contractor shall appoint another competent person to perform the manager's or supervisor's duties while the person is absent in circumstances where such absence may contribute to the manifestation of unacceptable risk to product realisation.
ACCOUNTABILITY	Managers and supervisors may delegate responsibility to a person for which they have supervisory responsibility in circumstances where they provide the person the competence, authority and resources to execute the responsibility. Managers and supervisors who delegate responsibility remain accountable for the responsibility based on their duty to supervise. Managers shall be held accountable for the quality management performance of any applicable process or function over which they have management control. Supervisors shall be held accountable for the behaviours of workers to which they have a supervisory responsibility in circumstances where it is reasonably practicable to have control over the behaviour. Notwithstanding the above, a person will be held accountable for their own quality management responsibilities and behaviours in the following circumstances: ▪ They have a statutory responsibility, obligation and or duty of care or other responsibilities; and ▪ They have been provided with the competence, authority and resources to comply with their stated responsibilities; or ▪ They have not been provided with the competence, authority and resources to comply with their stated responsibilities but have omitted to inform a supervisor or manager of the deficit in circumstances where it is reasonable that the deficit was known.
TRAINING	Documented procedures are established and maintained for carrying out the training requirements. These are defined and are available within our Business Management System under HR03 Training.

5 ARRANGEMENTS FOR CONSULTATION AND COORDINATION

5.1 CONSULTATION AND CONSULTATION MECHANISMS

Consultation and communication about quality management shall be undertaken with all parties who are affected by AGC 's work and with parties who affect AGC 's work and or workers in accordance with AGC 's Management System (QSE 08 Communication and Consultation).

On this construction project, consultation and consultation shall be facilitated, as a minimum, through the mechanisms detailed in this Part.

5.2 CONSTRUCTION COORDINATION MEETINGS

AGC shall facilitate construction coordination meetings including, but not limited to, a sub-Contractor meeting.

The following entities shall attend a sub-contractor 's coordination meeting:

- A person representing each sub-Contractor on the construction project who will execute construction work during the period between the meeting and the next meeting
- The Quality Management Representative or their delegate
- Other affected parties as invited by AGC .

AGC may inform the following entities of the sub-Contractor coordination meeting schedule and invite their attendance:

- The Superintendent or Representative
- The designer / architect
- Appropriate consultants.

The meetings shall be held at times AGC decides in accordance with the monitoring and review register during the construction project. The meeting shall be used to, amongst other matters:

- Confirm the construction program
- Consult, communicate and agree cooperation between businesses or persons (including sub-Contractor s) responsible for controlling risk to product realisation to specification
- Reinforce the requirements of Technical Procedures and Inspection and Test Plans including sampling and test regimes.

In circumstances where parties other than sub-Contractors do not attend the sub-Contractor coordination meeting, AGC shall meet with the Superintendent or Representative at mutually agreeable frequencies. AGC or the Superintendent or Representative may inform the following entities of the meeting schedule and invite their attendance:

- Select sub-contractor/s
- The designer / architect
- Appropriate consultants.

The purpose of the meeting shall be, amongst other matters, to coordinate the works and for reporting project progress and general project issues in regard to, but limited to, meeting product realisation to specification. AGC shall nominate the time and place of the meetings.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 17 of 42

5.3 PRINCIPAL CONTRACTORS PRE-START MEETING

AGC will facilitate a pre-start meeting before construction work commencing on any given day.

A manager or supervisor representing a sub-Contractor or work group on the construction project on that day shall attend and participate in the pre-start meeting unless exempt by AGC.

As a minimum, a pre-start meeting shall include:

- Confirmation of the construction program
- Confirmation of ways to control risk to product realisation to specification
- Confirmation of the requirements of Technical Procedures and Inspection and Test Plans including sampling and test regimes.

AGC's pre-start meeting shall be recorded in accordance with AGC's Integrated Business Management System.

5.4 SUB-CONTRACTOR PRE-START MEETING

A manager or supervisor representing a sub-Contractor on the construction project shall facilitate a pre-start meeting before construction work commencing on any given day and thereafter on that day if there is significant change in product specification or a matter that may impact on an ability to meet such a specification.

All workers of the sub-Contractor participating in the construction work shall attend and participate in the pre-start meeting.

As a minimum, a pre-start meeting shall include information arising from AGC's pre-start meeting (if held) and:

- Confirmation of the construction program
- Confirmation of ways to control risk to product realisation to specification
- Confirmation of the requirements of Technical Procedures and Inspection and Test Plans including sampling and test regimes.

A direction by AGC for a sub-Contractor to share information to all its workers or a specific group of workers on the construction project shall be complied with (during a pre-start meeting).

Worker interaction, challenging and feedback shall be encouraged at each pre-start meeting by the manager or supervisor facilitating the meeting in order that all views about issues and matters being addressed are presented and all ways in which unacceptable risk to meeting product specification may manifest are diligently considered and addressed.

Records of pre-start meetings held by sub-contractors shall be made available to AGC on request.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 18 of 42

5.5 REQUEST FOR INFORMATION

All requests for information are to be reviewed and forwarded to the Project Manager or delegate. The Project Manager or delegate will then either forward the RFI onto the Superintendent or Representative or will respond in the time specified in the contract.

Where critical information to the progress of work is identified, this will be communicated in accordance with the Communication and Consultation process. In order to facilitate efficiency in communication between stakeholders the organisation will facilitate informal communication between key stakeholders. Once informal communication has been established and the topic has been established and explored, a formal RFI will be generated and lodged through the organisation's Project Manager.

6 PLANNING AND PROCESS CONTROL

AGC's ability to deliver the scope of works in accordance with the clients expectations shall be assessed in accordance with the Provision of Products and Services process OPSGO8-PFC-01 which is attached as an appendix. A record of review is to be retained for the duration of the project and recorded on OPSGO8-FORM-01.

6.1 RESOURCE AVAILABILITY

AGC shall ensure that their project staff has the following, where applicable, in order to achieve product realisation for which they have been nominated:

- Scope of work – product specification and information that describes the characteristics of the product
- Human, financial and material resources
- Skills and knowledge
- Authority to act.

The provision (generally) of human, financial and material resources shall be in accordance with AGC's Management System (IBMS 05 HR, 06 FIN, 07 Assets).

The Project Manager and other managers and supervisors on the construction project shall ensure that workers and others over who they have management and / or supervisory control have access to the following, where applicable, in order to achieve product realisation:

- Scope of work – product specification and information that describes the characteristics of the product
- Work instructions articulating the work environment and work methodology required for acceptable tolerances of health, safety, environmental and product realisation risk
- Skills and knowledge
- Suitable plant, equipment, substances, material and or temporary structures
- Monitoring and measuring devices and inspection and test data
- Suitable infrastructure
- Formal lines of communication and interfacing to necessary stakeholders.

6.2 ORGANISATION'S CONSTRUCTION PROGRAM

The Project Manager shall author and maintain a construction program which shall be submitted to the Superintendent or Representative at times and in the form required by them.

The Project Manager shall share information from the construction program to affected parties in order that sub-Contractor and or workgroup planning can occur and work executed in accordance with the expected sequence and timelines.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 19 of 42

6.3 DESIGN CONTROL

Design control in so far as its application to this construction project shall be in accordance with AGC 's Management System (OPSG06 Managing Design).

7 DOCUMENT AND DATA CONTROL

Document containing information and data which requires necessary actions such as for review, approval, distribution, assurance etc are recorded and controlled in accordance with AGC 's Management System (QSE01 Document Control and Records Management).

AGC will maintain a register of construction documents indicating their current revision status and details.

7.1 PROJECT SPECIFIC DOCUMENTATION - internal and externally supplied

Documents will be:

- Reviewed prior to use;
- Obsolete documents will be removed from their point of use;
- Obsolete documents which are required for future reference, are stored in an appropriate location;
- Amendments to documents are monitored and registered;
- Kept in an orderly manner.
-

The following documents to which document control shall apply to, may include but are not limited to:

- Plans
- Design data
- Drawing and Specifications
- Quality Records – Inspection and Test plans
- Client issued Contract documents
- Suppliers/sub contractors documents
- Project Progress reports
- Audit Reports
- Codes and Standards
- Procurement and Status Reports
- Written site instructions/ Site directions
- Insurances

7.2 CONTROL OF DOCUMENTS AND RECORDS MANAGEMENT GENERALLY

Project documents and records shall be drafted, reviewed, approved, used, administered, retrieved where necessary and archived in accordance with AGC 's Management System (QSE01 Document Control and Records Management).

The Project Manager may authorise project specific quality system documents.

All controlled documents shall be identified by a title and/or document number, and the revision status and date. Project documents and records held on site shall be organised in accordance with AGC 's Management System (CON 00 Managing Construction Overview).

Project specific quality records shall be established and maintained to provide evidence and ensure that:

- All input requirements are being met;

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 20 of 42

- Materials, components, and construction processes meet specified requirements;
- Completed construction works conform to specification; and
- The quality system is operated in accordance with documented procedures and that it is effective.
- Documents are approved for adequacy prior to issue.
- Documents are updated and re-approved as necessary
- Changes and the current revision status of documents are identified.
- Relevant versions of applicable documents are readily available at points of use
- Documents remain legible and readily identifiable

Record keeping will provide evidence that activities have been performed or results have been achieved and will provide evidence of conformity to requirements and standards.

AGC will establish record keeping controls for the identification, storage, protection, retention, traceability and disposition of records. Records shall remain legible, readily identifiable and retrievable.

7.3 DRAWING REGISTER AND TRANSMITTAL RECORD

Drawings shall be managed by the Superintendent or Representative. Copies shall be provided to AGC on an as needs basis and the issue registered as such by the Superintendent or Representative.

If required, a Drawing Register and Transmittal Record shall be established to record all drawing received by AGC from the Superintendent or Representative. The Drawing Register and Transmittal Record shall list the drawing name, the current revision and, where applicable, internal distribution of the drawing. As drawings become superseded, new drawings shall be issued to those persons on the register. All superseded drawings shall be marked as such and removed from use.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 21 of 42

8 PRODUCT IDENTIFICATION

8.1 LOTS

All items of work shall be subdivided into lots.

Lots shall be chosen by the Contractor and be reflective of naturally occurring divisions.

8.2 LOT IDENTIFICATION

AGC shall determine the bounds of each lot before sampling and shall physically identify each lot clearly. The physical identification of a lot shall be maintained until AGC has ensured that the lot has achieved the specified quality.

To ensure all site personnel can readily identify where the particular lots are in the field, the AGC shall communicate to all interested parties the bounds of each lot and the lot number. This identification system shall be maintained during all stages of construction of the lot.

The boundaries of a lot may be changed if subsequent events cause the original lot to be no longer essentially homogeneous.

8.3 LOT NUMBERS

Lot numbers shall be used as identifiers on all Quality System data.

Each lot shall be given a unique lot number. The allocation of lot numbers shall be carried out by AGC to suit the circumstances, provided the lot numbering system complies with the following requirements:

- Three dimensional location of the lot (eg. chainage of the start and finish points, lateral location and layer location) and/or the particular structure (eg. pier or abutment number, pour number)
- indication of conformance or non-conformance
- summary of test results (eg. characteristic value) and
- location of test sites, test identification numbers and test results
- for nonconforming lots a new number, or numbers, shall be allocated if the lot is to be subdivided, but reference shall be maintained to the original lot number.

8.4 TRACEABILITY

The lot identification system, site records and sample numbering system shall allow test results to be positively identified with material incorporated in the works. If multiple events of the same nature are to occur within the one lot ie. Bored piers, a marked up drawing with the unique identifies is to be referenced in the completion of Inspection and Test Plans.

8.5 INSPECTION AND TEST PLANS

If required, Inspection and Test Plans shall be documented which describe the inspections, tests and verifications for each stage of the works. They shall provide details of sampling plans and detail the frequency of process control testing.

The following information shall be included in Inspection and Test Plans:

- Date
- Product concerned
- Name of sub-Contractor , if applicable
- When sub-Contractor s' ITP's are required, verification of their compliance with the specified requirements
- Where each inspection and test point is located in the process

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 22 of 42

- Who carries out the inspection or test
- Method of inspection or test
- Specified acceptance criteria
- Hold Points and Witness Points
- Where lots or batches will be used
- Form of record of results
- Frequency and timing of the test
- Details of what is to be inspected.

During the construction project where required, AGC shall provide current issues of Inspection and Test Plans to the Superintendent or Representative 2 working days prior to work commencing on that lot, trade, construction element or service (as applicable). No construction work shall proceed until permission to use the Inspection and Test Plan is obtained in writing from the Superintendent or Representative.

To ensure compliance with critical aspects of the contract, Hold Points and Witness Points shall be identified, which the Superintendent or Representative is the entity that conducts verification of specification. AGC shall provide the Superintendent or Representative 24 hours' notice of the requirement to release a Hold Point or observe or reach a Witness Point. In circumstances where AGC nominates Hold Points, they shall be designated as Witness Points for the Superintendent or Representative.

When a Hold Point, for which the Superintendent or Representative is the entity that conducts verification of specification, has been reached, AGC shall submit relevant documentation associated with it to the Superintendent or Representative.

A Hold Point shall apply on detection of all nonconforming work for which AGC proposes to seek dispensation from the Superintendent or Representative for acceptance by concession.

Hold and Witness points required by the Superintendent or Representative are identified in the respective ITP's.

In all other cases, to obtain the authorisation to proceed past a specified Hold Point, evidence shall be presented to the QMR that all applicable work has been completed and tested and inspected in accordance with the Inspection and Test Plan.

To obtain authorisation to proceed past a Hold Point associated with a non-conformance, evidence shall be presented that the applicable work can be completed and tested and inspected in accordance with the Inspection and Test Plan despite the authorisation to proceed and that to proceed shall not interfere with a subsequent analysis of the non-conformance if an analysis is required in accordance with AGC's Management System (QSE 03 Continual Improvement).

Where a verbal release is given but there is no written record provided, AGC shall ensure that written confirmation of the Hold Point Release is sent or given to the relevant authority at the earliest opportunity for approval. Such confirmation shall include details of the date, time, location, item and stage of work, what was approved, who approved it, and who was present.

Overall completion and management of ITP's are to be carried only by competent persons.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 23 of 42

8.6 SAMPLING AND TESTING

Conformance sampling and testing in accordance with contractual arrangements, when required, shall be ordered directly by AGC .

Where reasonably practicable, all compliance testing shall be carried out by laboratories registered with NATA and certified for the appropriate tests in accordance with the specification.

All compliance assessment, inspections and tests shall be traceable to the product subject to the assessment, inspections and tests.

If the results indicate non-conformance, no further use of that product or service shall be permitted until a non-conformance report has been submitted and corrective action approved in accordance with AGC s Management System (QSE 03 Continual Improvement) and the Superintendent or Representative's requirements.

8.7 INSPECTION AND TEST RECORDS

Records shall clearly show or reference the actual results obtained for any inspection and/or test and demonstrate conformity with the specified requirements. Where it is applicable, records shall include the frequency of testing (or number of tests) required and the actual frequency of testing (or number of tests) to confirm that the required frequency has been achieved.

9 COMPLIANCE LIMITS AND TOLERANCES

The organisation will review the specification with requirements for compliance being interpreted in accordance with the criteria nominated below.

9.1 MAXIMUM AND / OR MINIMUM LIMITS AND / OR SHAPES

Any maximum and/or minimum limit and/or shape is an absolute limit/shape and the organisation shall set target values, such that the relevant limit/shape is not exceeded as the result of any variation in the construction and/or measurement process.

9.2 SPECIFIED VALUES / SHAPES AND TOLERANCES

Any specified value/shape is the target value/shape and the tolerance gives the absolute limit(s) for any departure from the specified value/shape.

The organisation shall construct the Works such that the relevant tolerance is not exceeded as the result of any variation in the construction and/or measurement process.

9.3 STATISTICAL PROCEDURES FOR RELATIVE COMPACTION

Statistical procedures shall be used to verify the relative compaction of Bulk Fill, Outer Verge Material, Capping Layer Material, select materials and flexible pavement materials.

The Superintendent or Representative where applicable may approve the adoption of a minimum requirement for compliance where the nature of work is inappropriate for application of statistical procedures for compliance.

The statistical procedure shall determine the characteristic value of the relative compaction.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 24 of 42

The organisation shall construct the Works such that the characteristic value of relative compaction complies with the relevant minimum requirements of relative compaction nominated in the Specification.

9.4 CONCRETE COMPRESSIVE STRENGTH

Where applicable, the organisation will establish the statistical Procedures for control of concrete compressive strength in accordance with project specification.

9.5 COMPLIANCE INSPECTION

Compliance inspection by the organisation shall be undertaken by a responsible person independent of the person performing the work.

The compliance inspection shall be in accordance with the nominated Inspection and Test Plan. The compliance inspection record shall be certified by the Project Manager that the work has been inspected in accordance with the Inspection and Test Plan and detailed construction procedures.

If the compliance inspection detects a non-conformance, the organisation shall submit a Non-Conformance Report to the Superintendent or Representative in accordance with the organisation Continual Improvement process, as detailed within the organisation Integrated Business Management System (IBMS).

9.6 COMPLIANCE TESTING

The organisation shall advise the Superintendent or Representative of the location of each compliance test as well as the limits of the work prior to the commencement of compliance testing.

Once compliance testing of the work has commenced, the compliance test procedures shall be completed, and a result reported.

If the results indicate non-compliance, no further testing shall be permitted until a Non-Conformance Report has been submitted in accordance with the organisation Continual Improvement process and the Superintendent or Representative has approved the disposition.

Sampling and test locations shall not be restricted to locations dimensioned or otherwise defined in the Drawings and Specification, but shall be undertaken in a random, unbiased manner at any location within the Works to demonstrate compliance with the Specification. The organisation shall advise the Superintendent or Representative of the method of selecting random, unbiased test locations.

The frequency of testing for compliance testing shall conform to the minimum requirements given in the Specification. Maximum specified area sizes, testing frequencies and minimum number of tests per specified area are given in the Specification. Where a maximum area size and/or a minimum frequency are not given, The Superintendent or Representative shall approve these.

Compliance testing in accordance with a nominated Australian or other specified Standard shall be undertaken by a NATA Registered Laboratory certified for the sampling and test procedure of that Standard.

The organisation shall provide the Superintendent or Representative with preliminary results for all compliance tests carried out on a location within 24 hours of test(s) being completed. Corresponding NATA certified results shall be submitted with the conformance report.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 25 of 42

Compliance inspection and test records shall be certified by the Project Manager that the work has been completed in accordance with the Contract documents and shall include documentation and relevant NATA test certificates required to verify the quality of the area.

The organisation will facilitate and adhere to any request from The Superintendent or Representative to undertake audit testing of any area or areas to verify whether or not they comply with the Specification.

Should the audit tests confirm a non-conformance, the organisation shall pay for the cost of the testing, in addition to all costs associated with rectification of the non-conformance.

9.7 AS CONSTRUCTED DETAILS

The organisation will prepare an additional set of Drawings shall be for the sole purpose of recording "As Constructed" details of the completed Works.

The organisation shall show on the "As Constructed" prints the Works actually carried out including any and all variations. The "As Constructed" details shall be drawn in red ink on the prints.

The organisation shall progressively mark up the prints during the construction with "As Constructed" .

Where required the organisation will source and / or prepare additional drawings where necessary to improve clarity or show more detail. All straight lines shall be ruled and writing shall be in clear print. Sketches shall be fully dimensioned.

The organisation will facilitate access by The Superintendent or Representative to this set of prints during normal working hours with reasonable notice by The Superintendent or Representative.

The organisation shall submit the set of "As Constructed" prints to The Superintendent or Representative for approval upon Practical Completion.

If the "As Constructed" prints are not approved, the organisation shall rectify any errors, complete any omissions, and resubmit them to The Superintendent or Representative for approval within contract specified timeframe.

9.8 FINAL INSPECTION

A final inspection shall be undertaken by the Project Manager who shall document the final inspection in the form of a conformance report.

The conformance report shall be issued to The Superintendent or Representative within in accordance with contract conditions.

The conformance report shall include the following fully completed documents (stapled or bound into one document):

- Inspection Test Plans;
- NATA certified compliance test certificates of material properties and site density tests;
- Certification by the Project Manager that the Works have been constructed in accordance with the Contract; and;
- Non-conformance Reports, both the organisation's and The Superintendent or Representative's if any, completed and signed off.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 26 of 42

Where mitigating circumstances require, the organisation will seek written confirmation that the exclusion of any of these components from the Quality Records from The Superintendent or Representative is approved.

10 MEASURING AND TESTING EQUIPMENT

In this Part:

- Monitoring and measurement equipment is equipment used to demonstrate the conformance of a product to a specific requirement
- Monitoring and measurement equipment is equipment that is owned, hired or loaned by AGC .

Measuring and testing equipment shall be managed in accordance with AGC 's Management System (ASM02 Maintenance and Calibration).

10.1 IDENTIFICATION, STATUS AND LABELLING

AGC shall identify equipment to be used to monitor and / or measure the conformance of a product to a specific requirement.

All monitoring and measurement equipment shall be permanently identified with a unique identification.

The organisation shall maintain a register detailing monitoring and measurement equipment description, unique identification number, location, frequency of calibration required and identity of the person / s authorised to calibrate it.

Calibration of monitoring and measurement equipment shall be recorded in the register.

Monitoring and measurement equipment shall be readily identifiable with the calibration due date and the calibrator's identification attached. However, the identification may be attached to the container of the monitoring and measurement equipment where there is insufficient room on the monitoring and measurement equipment for the information to be attached.

10.2 CALIBRATION

Monitoring and measurement equipment shall be calibrated against referenced international or national measurement standards. In circumstances where suitable standards do not exist, manufacturer's specifications shall be used.

Calibration may be performed either internally to AGC or externally through an acceptable supplier. All calibration shall be performed by a competent person.

Calibration of monitoring and measurement equipment that is found to be suspect shall be repeated to prove acceptability of the results.

Where monitoring and measurement equipment shall be sent to an external organisation for calibration, the requirements for calibration and supply of a calibration record shall be communicated (e.g. in a purchase order) by AGC . On receipt, calibration records shall be reviewed by AGC to ensure the equipment is suitable for use. Where discrepancies are found AGC shall seek clarification and/or re issuing of reports as required.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 27 of 42

10.3 PROTECTION AND USE

Monitoring and measurement equipment shall be stored, handled and used in accordance with the prescribed standard to ensure it is protected from damage, deterioration or loss, and its accuracy and fitness for use is maintained.

Monitoring and measurement equipment shall be stored in the respective container (where available).

Monitoring and measurement equipment stored for extended periods need not be maintained until required for use.

Where possible, safeguards on the monitoring and measurement equipment shall be present to avoid tampering which may invalidate its calibration status. If these safeguards have been tampered with or the monitoring and measurement equipment has been damaged or is suspect, it shall be re-calibrated to ensure its suitability.

Monitoring and measurement equipment that is out of calibration, damaged, failed in operation or suspected of having deviated from its established measurement capability, shall be promptly removed from use, and identified or segregated. A review of measurements made may be repeated to confirm previous readings.

Reports of monitoring and measuring equipment that is out of calibration, damaged, failed in operation or suspected of having deviated from its established measurement capability shall be administered in accordance with AGC 's Management System.

11 SUB-CONTRACTOR ENGAGEMENT AND MANAGEMENT

The engagement and management of sub-Contractor s shall be in accordance with AGC 's Management System (CON17 Managing Sub-Contractor s).

AGC shall only engage sub-Contractor s who are accredited to perform works and services specific to the scope of works.

AGC shall maintain a record of subcontractors engaged to carry out works on the project.

12 PROCUREMENT OF PRODUCT

In this Part:

- A supplier is a person, organisation or other approved party providing product to AGC .
- A receiver is an authorised person responsible for the receipt, inspection and release of purchased products for the provision of product realisation.

12.1 EVALUATION AND SELECTION OF SUPPLIERS

The suppliers of product to AGC that are critical to product realisation may be evaluated and approved.

The following criteria shall be considered in selecting the most suitable suppliers for use:

- Experience and technical capability
- Demonstrated performance
- Suitable resources
- Appropriate health, safety and environmental procedures and application
- Appropriate quality management procedures and application

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 28 of 42

- Valid and suitable securities and insurance's including, where required, professional indemnity to the required levels
- Superintendent or Representative specification.

AGC may approve a supplier of product that is critical to product realisation.

Re – evaluation of suppliers of product that is critical to product realisation shall be conducted on a continuous basis by AGC through the following activities (as appropriate):

- Suitability of products received
- Performance of the product once installed
- Supplier performance in delivery, support and correcting non-conformances detected.

Re-evaluation shall be recorded and registered.

Where formal evaluation / re-evaluation of suppliers may not be possible such as in the case of Superintendent or Representative nominated suppliers, AGC shall monitor supplier performance and report on unsatisfactory supplier performance to the Superintendent or Representative.

Reports of non-conformance shall be administered in accordance with AGC 's Management System (QSE03 Continual Improvement) and the Superintendent or Representative Superintendent's requirements.

12.2 SAMPLES OF PRODUCTS INTENDED FOR USE

The organisation is to engage with suppliers of intended products in advance of their anticipated installation date to provide samples to the client for their approval. Each sample will be provided to the client or their nominated consultant with the following information; Product name, manufacturer code reference, date of manufacture (if applicable), any technical data sheets, anticipated lead time and scheduled install time. Provision of the samples is to be in accordance with the Scope of works documents and any other specifications provided by the Client.

Where no time frame is prescribed, samples will be provided well in advance to mitigate potential delays.

Approval of samples will be treated as a hold point, and will not proceed without written approval from the client.

12.3 PURCHASING

Purchasing mechanisms of product that is critical to product realisation shall be in accordance with AGC 's Management System (FIN 01 Purchasing).

Purchasing information of product that is critical to product realisation shall be in the form of a document as required by AGC 's Management System (FIN 01 Purchasing). All purchasing information shall have a clear description of the product required. The following may also be included where applicable:

- Reports, certificates or other compliance records required
- Reference to applicable standards, codes and statutory requirements in relation to the product
- Reference to attached specifications drawings, procedures and inspection plans etc.

The number of quotations required prior to the placing of orders is as defined in AGC 's Management System (FIN 01 Purchasing) or as demanded by the Superintendent or Representative.

Approval to purchase shall be in accordance with AGC 's Management System (FIN 01 Purchasing).

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 29 of 42

12.4 RECEIVING PROCURED PRODUCT

This Part applies to product that is critical to product realisation.

What product is critical to product realisation shall be determined by the Project Manager.

In circumstances where this Part does not apply, the product is said to be released under concession. Materials released under concession shall be positively identified to permit later recall and/or replacement in the event of non-conformance to specified requirements.

Incoming materials are not to be used or processed until they have been inspected or otherwise verified as conforming to the specified requirements.

The nature of receiving inspection shall be determined by the Project Manager in consultation with the Superintendent or Representative.

The Project Manager or competent delegate shall conduct incoming inspection of procured product.

The procured product shall be verified on receipt against the relevant document on which the purchasing information was articulated or other specification to ensure that the delivery is complete, undamaged and conforming to purchase requirements.

In the event that the procured product is incomplete, damaged, incorrect grade or size, the receiver of the procured product shall isolate (if practical) and clearly mark it. Reporting of non-conforming product is in accordance with Organisation's Management System (QSE 03 Continuous Improvement) and the Superintendent or Representative Superintendent's requirements.

12.5 CUSTOMER PROPERTY

Where customer property is provided to A. Gabrielli Constructions Pty Ltd it is clearly identified and managed with care.

Any damage to customer property is to be reported internally in accordance with the Incident Management process. Any damage to customer property will be reported directly to the customer.

This will in turn be managed under the Continual Improvement process, ensuring that all corrective actions are recorded on the Continual Improvement register.

12.6 PRESERVATION OF PRODUCT

Preservation of product delivered to A. Gabrielli Constructions Pty Ltd is managed under the Purchasing process in which the 'just in time' principle is used extensively.

Where damage occurs to product this is to be reported internally in accordance with the Incident Management process.

This will in turn be managed under the Continual Improvement process (which includes a detailed procedure for the management of Non-Conforming Product), ensuring that all corrective actions are recorded on the Continual Improvement register.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 30 of 42

12.7 PRESERVATION OF WORKS

AGC will take all reasonably practicable steps to protect works which may be susceptible to the effect of exposure to the elements. Steps may include the following:

- Installation of temporary covers,
- Rescheduling of works to a more suitable time
- Application of temporary seals to restrict foreign particle entry.
- Amending work methodology.

13 HANDLING, STORAGE, PACKAGING AND DELIVERY

AGC recognises it is necessary to take care with handling, storage, packaging and delivery of goods and materials (where appropriate) to ensure that product quality is not impaired during these operations.

AGC's foreman is responsible for the preparation of storage areas, in locations approved by AGC's Site Manager. AGC's Site manager is responsible for secure storage arrangements. The following general guidelines are to be observed:

- store bulk materials such as aggregates, sands and roadbase on paved or firm cleared ground in separate stockpiles or bins to avoid mixing or contamination,
- store steel reinforcement in a location where there is minimal risk of it being run over by vehicles. If required by the product specification, store it under a waterproof shelter and supported clear of the ground,
- store timber on a cleared level site and support it above the ground,
- store fuels, chemicals and explosives in accordance with regulatory requirements and hold applicable Safety Data Sheets (SDS) in a readily accessible location on site,
- store under shelter products that may degrade after becoming wet and
- store other products requiring attention (special packaging, preservation requirements, product specifications, unique items) as directed by the Project or Site manager.

Scopes QMR is responsible for periodically inspecting products with limited shelf life (eg cement). If the shelf life has expired, the product will not be incorporated in the Works.

AGC's foreman is responsible for handling operations and will ensure that products are handled carefully to avoid damage.

13.1 USE OF PURCHASED PRODUCT

AGC shall ensure that materials and purchased products that are handled, stored and combined with other products, are installed and used in accordance with the manufacturers' recommendations. AGC shall also ensure that the materials are compatible with the other products and works.

13.2 PURCHASE AND USE OF PRODUCTS WITH RECYCLED CONTENT

Recycled content products and materials may be used where these are cost and performance competitive and, where their environmental performance is at least equivalent to the non-recycled product(s). The cost competitiveness of a product or material shall be assessed by the project Manager in consultation with the Superintendent or Representative on a project lifecycle basis, considering issues such as impacts on construction practices, future maintenance and disposal requirements.

13.3 SUPERINTENDENT OR REPRESENTATIVE SUPPLIED PRODUCT

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 31 of 42

Product supplied by the Superintendent or Representative in so far as its application to this construction project shall be in accordance with AGC 's Management System (IBMS Quality Manual).

13.4 MANAGEMENT OF WASTE PACKAGING

AGC will manage all waste generated in accordance with the controls detailed in the Construction Environmental Management plan – Operational Controls – Waste Management.

14 CONTROL OF NON-CONFORMANCES

14.1 NON-CONFORMANCES

Non-conformance shall be managed in accordance with AGC 's Management System (QSE 03 Continuous Improvement) and the Superintendent or Representative requirements.

A Non-Conformance Report (NCR) shall be created for all non-conformances identified and, as a minimum, record the following information:

- NCR Number
- Status (Open or Closed)
- Date Opened
- Date Closed
- Owner
- Area affected
- Description of the non-conformance.

14.2 RECORDS

Individual non-conformance report shall be registered. An up-to-date register of non-conformances shall be maintained, including a brief of the nature of the non-conformance and the actions taken.

All nonconforming works detected by the AGC 's Quality System shall be reported to the Superintendent via a Non-conformance Report within one working day of being detected. Non-conformance Reports shall be submitted with all records which indicate a departure from the requirements of the Contract Documents. The NCR shall indicate the proposed disposition.

If the disposition of the non-conformance cannot be determined within one working day, AGC shall submit a partially completed NCR identifying the non-conformance. The nonconforming product shall not be covered up unless a disposition has been accepted/approved by the Superintendent and implemented by AGC .

14.3 DISPOSITION

Where non-conformance can be overcome by simply reworking the lot with the original process, a NCR will be required but a Hold Point will not apply.

14.4 REWORKING

With the exception of circumstances described Disposition above, a NCR will automatically create a HOLD POINT which shall apply until conformance has been achieved and the Superintendent has signed the Authorisation to Proceed.

14.5 AUTHORISATION TO PROCEED

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 32 of 42

The Superintendent will issue a Corrective Action Request (CAR) when they detect a non-conformance to the AGC's Quality System or Methods. Unless specifically stated, this will not create a Hold Point.

14.6 CORRECTIVE ACTION REPORTS

Where the Superintendent's inspections, surveillance or audits detect product non-conformance, they will issue a Notice of Non-conformance (NCR). This will immediately create a Hold Point and AGC is required to submit an NCR in accordance with this Clause.

14.7 NOTICE OF NON-CONFORMANCE

In instances where there is a discrepancy between the test results obtained by the Superintendent and those provided by AGC, the results from the Superintendent shall prevail except where the Superintendent may determine a specific audit test procedure to resolve the discrepancy.

14.8 INSPECTION AND RECTIFICATION

AGC shall utilise the standard form for use as an NCR. This form is included as an Appendixure to this plan. All actions shall be signed off by an authorised representative of AGC and Superintendent as applicable.

14.9 STANDARD FORM

AGC shall establish a suitable numbering and registration system for all NCRs and NNCs, including cross referencing as required.

14.10 REGISTER OF NCRS & NNCs

AGC shall nominate a proposed disposition for any non-conformance within five working days or shall show cause to the Superintendent for any further delay. Under no circumstances will the deliberation on disposition of a non-conformance justify an extension of time to the Contract period unless the delay is due to the following:

- Superintendent request for testing above that which is required in accordance with the specification.
- Delay in procurement of Product as identified in the Contract.
- Failure of client specified product.
- Delay in decision making due to poorly informed parties advising the superintendent.

14.11 DISPOSITION OF NONCONFORMANCE

AGC shall advise the Superintendent in the NCR of the proposed disposition of the particular non-conformance. This proposed disposition will constitute corrective action for the lot or lots referred to in the NCR and may comprise one of the following:

- (a) propose additional works to bring the lot up to the specified standard; or
- (b) replace all or part of the lot to bring it up to the specified standard; or
- (c) request utilisation of a lot for a reduced level of service if such a clause exists in the relevant Technical Specification; or
- (d) for incidental defects, request that the Superintendent accept the lot without alteration as an exception with or without alteration to the respective unit rates.

14.12 PROPOSED DISPOSITION

Any proposed disposition shall be subject to the approval of the Superintendent. Reworked/replaced lots shall be verified to conform to the specified requirements

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 33 of 42

14.13 CORRECTIVE ACTION

Analysis of the non-conformance shall be undertaken in accordance with AGC 's Management System (QSE 03 Continuous Improvement) to determine causation including organisational factors that contribute to human error and rule breaking.

Recommendations for corrective action that could be reasonably implemented to prevent a repeat of the non-conformance or non-conformance of similar causation shall arise from event analysis.

14.14 PREVENTIVE ACTION

Ongoing preventative action and preventative action arising from corrective action shall take the form of:

- Application of approved work methodologies (including process controls to ensure product realisation)
- Proactive monitoring activity as described in Part 2 of this Quality Management Plan (objectives and targets) and below:

TYPE OF PROACTIVE MONITORING ACTIVITY	SCHEDULE
Monitoring activity (work methodology compliance):	All work proceeds in accordance with the work methodology documented in SWMS (in the context of achieving product realisation) (Note 1).
Monitoring activity (ITP compliance):	All Hold and Witness Points are observed in accordance with contractual obligations and documented ITPs
Monitoring activities (technical review)	This Quality Management Plan is systematically reviewed for ongoing technical adequacy once in every four week period
Monitoring activities (internal audit):	This Quality Management Plan and selected processes from AGC 's Management System are internally audited in accordance with the Internal Audit program detailed in Part 8 of this Plan
Notes:	
1. As detailed in the Work Health and Safety Management Plan.	

14.15 REVIEW OF NON-CONFORMANCES

Each non-conformance and the corrective measure implemented to control the non-conformance shall be reviewed at a suitable time, no more than seven days after the non-conformance has occurred. Only after a suitable review of the non-conformance has been carried out shall the NCR be considered closed out.

15 PRACTICAL COMPLETION

Practical Completion shall be managed in accordance with AGC 's Management System (OPSG03 PFC-01 Project Administration and OPSG04-PFC-01 Project completion) and the Superintendent or Representative requirements.

Final inspection of each area/lot shall be covered by an inspection conducted in the presence of the client's nominated representative

16 POST PRACTICAL COMPLETION – DEFECTS, LIABILITY AND MAINTENANCE.

All works post practical completion are managed in accordance with the Defects/Maintenance Services Process which is included as an appendix to this plan.

17 INTERNAL AUDIT

AGC shall conduct an internal audit to evaluate the extent of application of this Quality Management Plan and AGC 's Management System as it applies to product realisation.

Outcomes of internal project audits are to be reported to AGC Senior management.

17.1 PLANNING INTERNAL AUDITS

Planning for internal audits shall take into consideration the following factors:

- planning and scheduling audits considering audit programme risks;
- ensuring information security and confidentiality;
- assuring the competence of auditors and audit team leaders;
- selecting appropriate audit teams and assigning their roles and responsibilities;
- conducting audits, including the use of appropriate sampling methods;
- conducting audit follow-up, if applicable;
- reporting to the senior management on the overall achievements of the audit programme;
- maintaining audit programme records;
- monitoring and reviewing the performance and risks, and improving the effectiveness of the audit
 - programme.

17.2 AUDIT OBJECTIVES

The audit objectives define what is to be accomplished by the individual audit and may include the following:

- determination of the extent of conformity of the system processes been applied to the project, or parts of it;
- determination of the extent of conformity of activities, processes and products with the requirements and procedures of the management system;
- evaluation of the capability of the management system in the context of project application to ensure compliance with legal and contractual requirements and other requirements to which the organization is committed and
- identification of areas for potential improvement of the processes applied to the project.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 35 of 42

When assigning persons to conduct audits, AGC will take steps to ensure objectivity and impartiality of the audit process. In some cases where specific job knowledge is required, it can be necessary for a person to audit their own work. In this situation AGC will have the internal auditor work with a peer, or have the results reviewed by a peer or a manager, to ensure results are impartial. AGC have also engaged the services of an external consultant who is an active lead auditor in quality, safety and environmental system.

17.3 AUDIT METHODOLOGY

Audit methodology will be conducted utilising either or a combination of the methods outlined below.

Extent of involvement between the auditor and the auditee	Location of the auditor	
	On-site	Remote
Human interaction	Conducting interviews. Completing checklists and questionnaires with auditee participation. Conducting document review with auditee participation. Sampling.	Via interactive communication means: — conducting interviews; — completing checklists and questionnaires; — conducting document review with auditee participation.
No human interaction	Conducting document review (e.g. records, data analysis). Observation of work performed. Conducting on-site visit. Completing checklists. Sampling (e.g. products).	Conducting document review (e.g. records, data analysis). Observing work performed via surveillance means, considering social and legal requirements. Analysing data.
On-site audit activities are performed at the location of the auditee. Remote audit activities are performed at any place other than the location of the auditee, regardless of the distance. Interactive audit activities involve interaction between the auditee's personnel and the audit team. Non-interactive audit activities involve no human interaction with persons representing the auditee but do involve interaction with equipment, facilities and documentation.		

17.4 AUDIT REPORTING

The audit report should provide a complete, accurate, concise and clear record of the audit, and should include or refer to the following:

- the audit objectives;
- the audit scope, particularly identification of the organizational and functional units or processes audited;
- the dates and locations where the audit activities were conducted;
- the audit findings and related evidence;

17.5 CONDUCT OF INTERNAL AUDITS

Internal audits shall be planned, administered and executed in accordance with AGC 's Management System (QSE 02 Internal Audit).

17.6 INTERNAL AUDIT SCHEDULE

Internal audits shall be planned, administered and executed in accordance with AGC 's Management System.

The proposed Internal audit methodology is intended to reflect the various stages of the project and the perceived level of risk. The auditor may at their discretion choose to alter the proposed audit schedule based on assessed level of risk of activities currently been undertaken.

The primary audit methodology will focus on reviewing records with a view to monitoring compliance. If the auditor determines it necessary due to audit findings, the audit may look at opportunities to improve the process and subsequent process outputs.

The audit schedule shall only be adjusted by the Project Manager given:

- When the results of previous audits indicate the need for a higher audit frequency
- Significant changes are made to AGC 's Management System in the context of quality management and its impact on this Quality Management Plan
- Safety, performance or reliability of the product is in jeopardy, or suspected to be in jeopardy, due to non-conformity with this Quality Management Plan
- A need to verify that corrective/preventive action arising from event analysis has been taken
- Changes to AGC 's construction programme.

17.7 INTERNAL AUDIT RESPONSIBILITIES

Responsibility for the completion of internal audits resides with the Quality Management Representative/s as detailed in the Responsibilities section of this plan.

17.8 EXTERNAL AUDITS

AGC shall cooperate with external audits by the Superintendent or Representative in regard to the technical adequacy of this Quality Management Plan and AGC 's Management System as it applies to product realisation and its application.

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	<i>Uncontrolled if Printed</i>	Page 37 of 42

18 APPENDIXES

IDENTIFIER	TITLE
A.	Quality in Construction (CON01-PFC-01)
B.	Register of processes applicable to Quality
C.	Quality Policy

18.1 APPENDIX A – QUALITY IN CONSTRUCTION (CON01-PFC-01)

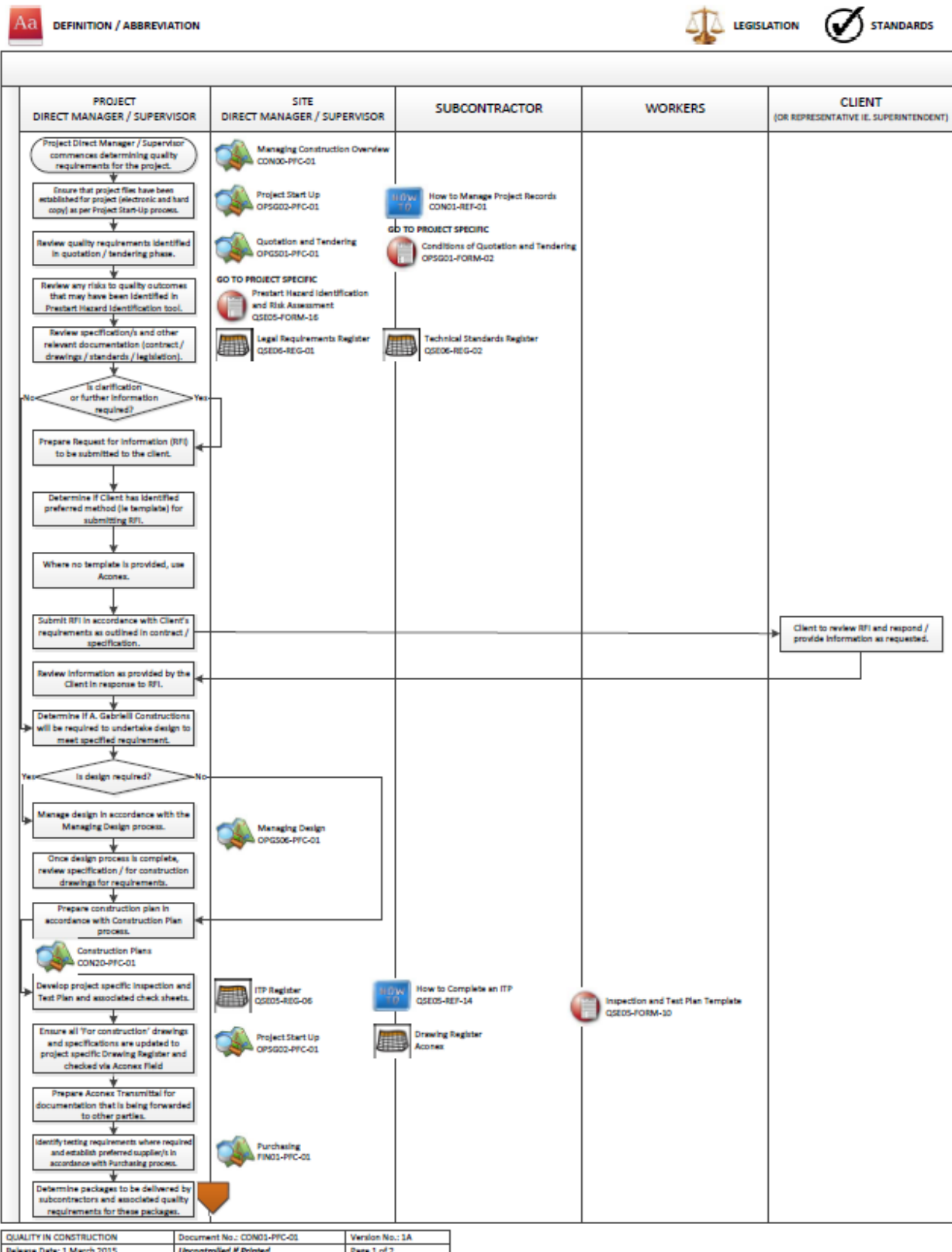
QUALITY IN CONSTRUCTION

PURPOSE:

The purpose of this process is to detail a systematic approach to ensuring quality in construction, in accordance with A. Gabrielli Constructions commitment to quality.

SCOPE:

This process applies to all construction activities undertaken by A. Gabrielli Constructions.



PROJECT QUALITY MANAGEMENT PLAN

QUALITY IN CONSTRUCTION

PURPOSE:

The purpose of this process is to detail a systematic approach to ensuring quality in construction, in accordance with A. Gabrielli Constructions commitment to quality.

SCOPE:

This process applies to all construction activities undertaken by A. Gabrielli Constructions.



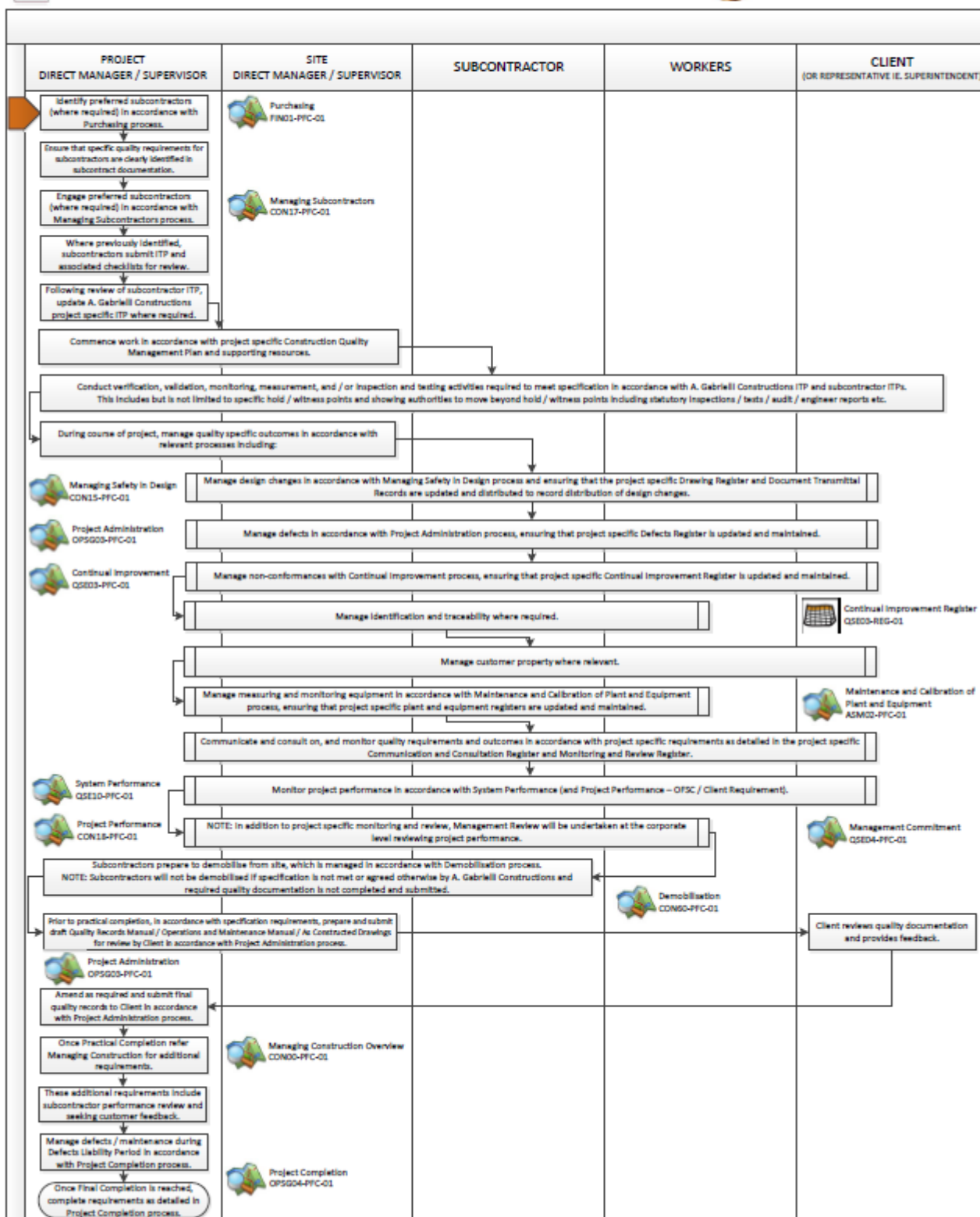
DEFINITION / ABBREVIATION



LEGISLATION



STANDARDS



QUALITY IN CONSTRUCTION	Document No.: CON03-PPC-01	Version No.: 1A
Release Date: 1 March 2015	Uncontrolled if Printed	Page 2 of 2

QUALITY MANAGEMENT PLAN

Document No.: CON20-FORM-03

Version No.: 2D

Release Date: 23rd June 2017

Uncontrolled if Printed

Page 40 of 42

18.2 APPENDIX B - REGISTER OF PROCEDURES APPLICABLE TO THIS CONSTRUCTION PROJECT

The following are the main procedures applicable to this construction project arising from AGC 's Management System as it applies to quality management:

DOCUMENT REFERENCE
HR03 Training
FIN01 Purchasing
ASM01 Managing Plant and Equipment
ASM02 Maintenance and Calibration
QSE01 Document Control and Records Management
QSE02 Internal Audit
QSE03 Continual Improvement
QSE04 Management Commitment
QSE05 Managing Risk
QSE06 Legal And Other Requirements
QSE08 Communication and Consultation
QSE09 Incident Management
CON00 Managing Construction Overview
CON01 Managing Quality in Construction
CON17 Managing Subcontractor(s)
CON18 Project Performance
CON19 Site Induction and Training
OPSG03 Project Administration
OPSG04 Project Completion
CON17 Managing Subcontractor(s)

18.3 QUALITY POLICY

POLICY QUALITY



A. Gabrielli Construction Pty Ltd (AGC) is apart of the Gabrielli Group to whom Adrian Gabrielli is the Managing Director. Through its 50 years of operation, the Gabrielli Group have delivered building projects ranging from major commercial offices, residential developments, warehouses and shopping centres to carparks and airport runways.

Our Business objectives are:

- Continuous Improvement in everything we do;
- Meet or exceed customer expectations in regards to project delivery times and budgets;
- Exceptional performance in our Industry; and
- Value and develop our people.

Our employees believe in these objectives and are committed to these as values. By acting according to these values it is our intent that we shall provide outstanding service to our customers, give our employees a safe and enjoyable workplace and grow our business.

Our Quality Management System fully meets the requirements of ISO 9001:2015.

Our management system addresses the following needs:

- Availability of information and resources necessary to support our operations;
- Understanding the needs of our industry and our customers;
- Design of products, to meet the customer's requirements;
- Selection and training of staff and subcontractors to maintain our high standards;
- Continuous quality inspection practices;
- Regulatory compliance and risk management;
- Monitoring our customers' level of satisfaction after completion of work; and
- Ensuring that not only our immediate customers, but also end-users and other stakeholders benefit from the quality of our work.

The preparation and ongoing operation of a Quality System is as a result of our commitment to quality of product and service, satisfying client's requirements and continued improvement in its own operations including the interaction between us and our subcontractors and suppliers.

This Quality Policy is approved and issued by:



ADRIAN GABRIELLI
MANAGING DIRECTOR

QUALITY POLICY	Document No.: BMS-POL-01	Version No.: 18
Release Date: 26 th June 2018	Uncontrolled if Printed	Page 1 of 1

QUALITY MANAGEMENT PLAN	Document No.: CON20-FORM-03	Version No.: 2D
Release Date: 23 rd June 2017	Uncontrolled if Printed	Page 42 of 42