

Minutes

BGGS – Science Learning Centre Project - Subcontractor Co-ordination Meeting No.20

Tuesday 14th July 2020 – 8:30am

Site Meeting Room – 70 Gregory Terrace, Spring Hill, 4000

Attendees

Name	Company	Phone Number	Name	Company	Phone Number
Callum O'Sullivan	Lendlease		Joel Imhoff	Precise Fire	
Mark Kennedy	Lendlease		Matt Jeffery	Hatchman	
Kirstie Goodwin	Lendlease		Phil Boyd	Wadsworth	
Garry Starr	Programmed		Steve Cowan	Fugen	
Sam Hay	GJames				

Apologies

Name	Company	Phone Number	Name	Company	Phone Number
Brad Noy	Hatchman		Jack Smith	QLD Glass	
David Hay	GJames		Matt Baczynski	Dewpoint	
Cameron Wallace	Lendlease				

1.0	Minutes of Previous Meeting	Action	Date																											
1.1.1	Previous minutes have been read and agreed by all as a true and accurate record of the meeting.	Note																												
2.0	Environmental Health & Safety / IIF																													
2.1.1	P1/ P2/ A1/ A2 Reports: <table><thead><tr><th>Description</th><th>This week</th><th>Monthly Total</th></tr></thead><tbody><tr><td>Potential Class 1 (P1)</td><td>0</td><td>0</td></tr><tr><td>Potential Class 2 (P2)</td><td>0</td><td>0</td></tr><tr><td>Actual Class 1 (A1)</td><td>0</td><td>0</td></tr><tr><td>Actual Class 2 (A2)</td><td>0</td><td>0</td></tr></tbody></table> First Aid Treatment: <table><thead><tr><th>Description</th><th>This week</th><th>Monthly Total</th></tr></thead><tbody><tr><td>First Aid Treatment</td><td>0</td><td>1</td></tr></tbody></table> Environmental Reports: <table><thead><tr><th>Description</th><th>This week</th><th>Monthly Total</th></tr></thead><tbody><tr><td>A2 Environmental</td><td>0</td><td>0</td></tr></tbody></table> Health and Safety Alert Topics: •	Description	This week	Monthly Total	Potential Class 1 (P1)	0	0	Potential Class 2 (P2)	0	0	Actual Class 1 (A1)	0	0	Actual Class 2 (A2)	0	0	Description	This week	Monthly Total	First Aid Treatment	0	1	Description	This week	Monthly Total	A2 Environmental	0	0		Note
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3.0	Industrial																													
	Next RDO is on 12,13,14 th August	ALL SC	Mid-August																											

4.0	Design Items		
4.18.1	Hatchman – Gas Shut-off Locations	LL & HM	Closed
4.19.1	L7 Services Dropper Coordination	LL	ASAP
4.19.2	Wadsworth Gallows Bracket L2 Bulkhead	Wadsworth	ASAP
4.19.3	Hatchman – L4 Cleaners Ceiling – need to delete or raise ceiling due to HWU – LL to confirm	LL	Closed
4.20.1	Wadsworth – RCP with Sheet Layout L5, L6 & L7	LL	ASAP
4.20.2	Wadsworth – Level 5 Bulkhead Issue	LL	ASAP
5.0	Quality		
5.18.1	Wall & Ceiling Sign-off Sheets must be completed prior to wall sheeting	ALL SC	Ongoing
5.18.2	All Subcontractors to progressively submit ITP's	ALL SC	Ongoing
5.19.1	GJames to closeout action items following consultant review	GJames	ASAP
6.0	Programme		
6.1.1	Short range programs to be attached to the minutes each week.	All SC	Ongoing
7.0	General/ New Business		
7.18.1	Fugen – Note that Level 4 Amenities Blockwork will only be corefilled up to 1800mm high until remaining blockwalls are completed	All SC	Ongoing
7.19.1	Inductions need to be booked in 48hrs in advance with Mark Kennedy, need to have white cards & tickets scanned in prior to induction.		
7.20.1	Loading Bay removal – All trades to confirm list of materials required to be delivered AFTER the loading bays are due to be removed	All SC	ASAP
7.20.2	Tower Crane to be removed 1 st August	All SC	Note

9.0	Workforce Count																																		
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