

CONSTRUCTION MANAGEMENT PLAN



Lot 8 Rees Court, Palm Beach QLD 4221

Construction Management Plan

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1. INTRODUCTION AND PROJECT OVERVIEW

The Construction Management Plan (CMP) has been developed to enable all users to understand and then meet the general and prescriptive requirements of the certified *Management Systems for Safety (AS/NZS 4501)*, *Environmental (AS/NZS 14001)* and *Quality (AS/NZS ISO 9001)* standards, as they relate to the activities to be undertaken at the Site.

The management framework adopted, utilizes the key aspects of all standards and is based on other published regulations, Acts, codes of practice and guidelines relevant to construction, safety and environmental management. A list of the main reference documents used in this CMP is attached.

1.1 Aim

The aim of this Construction Management Plan is to communicate strategies that have been developed to address challenges that may be faced during the course of construction.

Including:

- a) Managing impact of construction on local residents, businesses and the community.
- b) Managing risks to public, sub-contractor and general construction safety
- c) Environmental risk management
- d) Managing impacts to traffic congestion and pedestrians.

1.2 Scope

The scope of this CMP addresses all construction management issues pertinent to the New Residence for Mr & Mrs Smith project.

Our Commitment

RCQ Projects Pty Ltd management and all staff involved in the project are committed to:

- a) Delivering a project that meets client and other stakeholder expectations within budget and on time.
- b) Implementing responsible and practical management procedures to minimize the environmental impact and disruptions to the surrounding residents and the general public.
- c) Maximising on-site safety for all stakeholders including construction workers.
- d) Complying with all relevant legislation, Regulatory Guideline's and Regional Council requirements.

Signed

Melissa Parsons

2. MANAGEMENT AND TRAINING

Each Site Management Team Member has specific and general responsibilities to implement and maintain the procedures and control measures included in the CMP.

All RCQ Projects Pty Ltd staff and sub-contractors are required to undergo a Site Induction that outlines the construction procedures and management framework specific to the project. The induction is aimed at instilling in each person a common-sense approach to safety and the grasping of responsible environmental practices and awareness needed to deliver the project in accordance with the relevant regulations and standards. A record of trained personnel is retained on Site.

The Site Manager/ Builder will ensure that all personnel are made aware of their obligations under this CMP and the general compliance with regulations, Acts and codes of practice having jurisdiction over the works. The Site Manager / Builder shall:

- a) co-ordinate the implementation of the CMP;
- b) co-ordinate the monitoring and inspection programmes;
- c) ensure personnel are trained and aware of obligations;
- d) ensure that subcontractors are aware of their safety and environmental obligations; and
- e) oversee other day-to-day activities required by the CMP
- f) all RCQ Projects Pty Ltd staff on site will hold a current First Aid and CPR certificate

3. DESCRIPTION OF THE SITE LAYOUT AND LOCAL ENVIRONMENT

The Construction Site is located Lot 8 Rees Court, Palm Beach QLD 4221. The site is located in a residential area with Nollamora Park and Angelica Reserve close by. There is also a small shopping centre The Pines in the area with easy access to the M1 Pacific Mwy and is in close proximity to Angelica Street however is subject to medium traffic volume. See following site plan for proposed layout.

The Site

The area is set aside and defined in the Contract for construction is referred to as the "Site." The Site layout plans (construction) for the project define the Site boundaries for construction

Access Arrangements

Construction Access: for all site personal, deliveries and visitors will be via Rees Court. Site office will be located to the left. All persons attending site are to report to the site office to sign in/out and obtain any important updates about site access / layout work tasks happening that may affect them

Communication with the Community

General consultation with the community about the construction will happen prior to and during the construction project as required.

Prior to the commencement of construction activity the project management team will meet with the directly adjacent neighbour(s) to discuss the works to commence and resolve any potential issues raised by local residents.

A letter box drop to the community surrounding the construction site are also notified via letter detailing the start date, construction hours and days as well the timeframe for construction. Contact details for the project management team and site manager will also be included in the letter to facilitate further provision of information as required.

A site notice board will be erected on the outside of the site fence detailing the site layout, policy statements and contact details for site management

Where the community or other third parties make formal complaints directly to us, the builder or any subcontractors directly under our control, these will be forwarded to the Site Manager/ Builder immediately to be addressed. The complaints must be documented and will record the following information:

- a) **Complainant Details:** Name, Address and Telephone No.
- b) **Nature of Complaint:** Detail of the particular issue, date of incident, people involved, and location of incident or concern. Was the complaint in person, by telephone or in writing?
- c) **Action taken or required:** Any action proposed or undertaken to address the complaint. Time / date action.
- d) **Complaint Response to Action:** Was complainant satisfied with outcome of the complaint, if not what else needs to be done, or is it outside the scope of this contract.
- e) **Prevention of Re-occurrence:** If the complaint relates directly to an operational problem what action has been taken by the builder to ensure that the problem will not happen again?

4. PROJECT PLANNING AND CONSTRUCTION METHODOLOGY

The Construction Activity, Timeframes & Methodology for this project are described in detail in the following sections below.

Construction Program Invasive or major works – See attached program

Site Establishment & Preliminary Works

Prior to the civil works the site needs to be established. This will include but not be limited to the erection of site fencing, amenities and protection of existing assets.

The site fencing will be constructed to the following standards that is 1800mm high construction fencing with stabilising bases and RCQ Projects Pty Ltd banner mesh.

Civil Excavation Works

A specialist civil subcontractor will be engaged to complete the bulk, detail, subgrade and other necessary works on the site. All bulk and detail excavations are to be completed in compliance with the *Excavation Work Code of practice 2013 and National Code of Construction 2016*

Through the entire civil construction package noise, dust, erosion sediment control and general environmental monitoring is maintained to ensure the Builder and sub-contractors are complying with GCCC & Environmental Protection Act Policy (Noise) 2016 requirements

Adjacent buildings

Lot 6, 10 & 12 Rees court Palm Beach QLD are immediate neighbours on boundary lines.

No part of the piling or excavation process should adversely affect the structural integrity of any other asset including roads or civil infrastructure.

It is important that other buildings in and around Rees Court Palm Beach QLD are not adversely affected by vibration or concussion during the excavation process. Special precautions may need to be taken in to account with the vicinity of buildings containing equipment sensitive to shock and vibration if required.

No part of the construction process should cause flooding or water penetration to any of the adjoining buildings. All ground and stormwater ingress will be managed in accordance with the principal contractor's legislative obligations and any discharge of stormwater will comply with criteria outlined in the approved Erosion Sediment Control Plan & Environmental Management Plan.

Foundation Works

Foundation works commence pre, during and post bulk earthworks. Foundation structure includes footings and in-ground services. The footings will be the first part of the foundation works. This is expected to be done in one mobilization with ground slab works following close behind.

5. PROJECT ORGANISATION STRUCTURE

The project organisational structure consists of the Builder: RCQ Projects Pty Ltd, Foreman: Lloyd Miller and subcontractors. Contact numbers for both the Builder and the site foreman will be displayed at the site entry gates

6. SITE AMENITIES

Site amenities will be mainly located but not limited to the front of the site within the GCCC approved boundaries of occupation. These will include site office, lunch room, first aid kit, toilet(s), tool storage, drinking water & any relevant emergency equipment.

7. WORKING HOURS

The site working hours will be approved by Gold Coast City Council under the building permit. It is expected that working hours will be in accordance with the construction industry working day calendar and operate Monday to Saturday 6:30am – 6:30pm with the exception of public holidays and designated RDO's. There should not be a requirement to operate out of normal working hours. On such occasions the builder will apply to do so through relevant regulatory bodies and notify neighbours in the way of a letter.

8. SAFETY

Safety has been split into two sections; "Public Safety and "Site Safety." Each is dealt with in turn, below.

1.3 PUBLIC SAFETY

Public safety is considered and prioritised through all stages of construction. The builder will explore all available options to completely separate any construction activity from the public to ensure their protection. Public safety controls selected during design of this construction project are expected to be but not limited to:

- Banner Mesh Fencing
- Use of approved footway and traffic management strategies.
- Encapsulation structures.
- Signage & exclusion zones.

All control measures used to reduce risk of health and safety impacts to the public will be:

- erected before the commencement of any works
- Kept in position at all times during the progress of the work &
- Regularly inspected and maintained.

Fencing

The hoardings to the alignments indicated in the Site Layout Plan will be constructed to the following standards that is; 1800mm high construction fencing (mesh)

Pedestrian Access

Ultimately the best path of travel for pedestrians will be the opposite side of the road during the site operating hours however a pedestrian path in front of the site will be maintained unless construction requires an authorised closure through GCCC traffic

Road Openings

Road opening permits will be sought as required by the builder for the respective sub-contractors when and if required.

Structural Certification for Temporary Structures on Roads

These will be sought as required.

Barricades and Signage

The site will be fully fenced around the site boundary (as shown). All fencing will be lined with standard scrim mesh displaying the Builders logo and relevant safety & site information signage

Notification to Adjoining Properties of Proposed Works on Roads

Notifications will be made in accordance with the requirements of the permit applications referred to, above.

Nuisance Abatement

The Builder has undertaken as part of the conditions of the Contract and the building permits pertaining to comply with Gold Coast City Council and other regulatory authority's nuisance abatement requirements.

Construction Permit Zones, Deliveries & Car Parking

All subcontractor parking will be allocated to the local street parking and will be subject to all relevant restrictions and fees.

All deliveries are to be taken within the site hoarding/ boundary during construction, deliveries will only be accepted with bookings between the hours of 630am and 200pm Monday to Friday.

All materials will remain stored in the site boundary fence/ hoarding as required.

Certificates of Occupancy

During the project, there is no requirement to handover separable portions to the client. A certificate of Occupancy is required prior to any area being handed occupied and/or used. In each case there is a lead up period where consultation occurs between The builder, the client, the relevant building surveyor, certifier

and any relevant commissioning authorities. Together with other measures mentioned in this section, this process assists in achieving and maintaining a high standard of public safety.

SITE SAFETY

A comprehensive Safety Management Plan (WSMP) addressing The Builders safety policies, processes & procedures for this project have been submitted as Lot 8 Rees Court, Palm Beach QLD 4221 Safety Management Plan.

EMERGENCY MANAGEMENT

An Emergency Management Strategy has been developed and contained within the WSMP which comprises of the following elements:

- a) Builders Site Emergency Procedure
- b) Weekly safety inspections and emergency evacuation drills
- c) Site manager and foreman completing and updating first aid, CPR and fire extinguisher training

9. SECURITY

The Builder will ensure the site access is restricted during construction hours and all gates and fences are locked outside of construction hours to limit the potential for unauthorised or accidental access at any time during the construction program

10. ENVIRONMENTAL MANAGEMENT

The Environmental Management Plan (EMP), Submitted addresses, in the main, the following areas:

- QLD Legislation/guidelines/codes/standards
- Flora and Fauna Management
- Waste Management
- Sand management
- Water management
- Acid sulphate soils
- Dust Control
- Noise
- Environmental Procedures
- Emergency Response

11. EROSION SEDIMENT CONTROL

This will be managed through Best Practices Erosion & Sediment Control, Erosion & Sediment Control – A Field Guide for Construction Site Managers.

The erosion & sediment management can best be referred to by the Civil Engineering Drawings

12. TRAFFIC MANAGEMENT

It is not expected that any traffic permits or closures will be required during the construction of this project however if any are required they will be sought a minimum of 21 days prior to being required as per GCCC guidelines and traffic permitting requirements.

13. WASTE MANAGEMENT AND RECYCLING

RCQ Projects Pty Ltd have engaged Cleanaway Burleigh Heads to manage all skip bins and waste removal

- 11 Alex Fisher Drive, Burleigh Heads QLD 4220
- Cleanaway Co-Ordinator Jo Blow - [0448 213 291](tel:0448213291)

Wastes Generated by construction activities on the site must be managed in the following manner:

- Labelled designated General Waste, recycle and Metal skips will be available and waste is to be sorted into appropriate bins in designated storage area
- All leftover concrete from pours including patts are to be removed off site to authorised concrete waste disposal facility for recycling
- Any off cuts for timber (no nails) / PVC piping or cardboard to be donated to a local school / day-care centre / outside school facility to be used by the kids for upcycling / arts and crafts
- Removing silt from sediment traps and silt fence to a designated storage area for drying prior to being incorporated into revegetation works
- Use of waste water from sediment traps for dust control
- All trades are to remove their own packaging off site (boxes, plastic wraps, padding)
- General waste and recycle wheelie bins to be provided in the crib room areas
- A final site clean shall be conducted as part of the handover of site process.

14. SUMMARY

This Construction Management Plan comprises a number of strategies, processes and procedures. The plan has definite aim of ensuring minimal impact to the local and surrounding environs and recognizes public safety along with work safety as the highest priority. It is also reflected in the CMP that there are many processes and procedures that underpin the management of this project.

The plan's implementation, maintenance, monitoring and record keeping are administered via a regular communication and reinforcement of the Builders commitment.

The Builder is willing to seek advice from and work closely with authorities to deal with a variety of challenges.

CPCBC4026A Activity #2 By Mellissa Parsons







