

ASG MOWING

WORKS PLAN

Version *1.0*

25/06/15

AYBEE WORK CAMP CONTRACT

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1. INTRODUCTION

1.1 PURPOSE OF SITE WORKS PLAN

This work plan has been developed to provide detail of the key aspects of this contract including:

- Strategies to ensure compliance with relevant legislative obligations
- Management of deadlines and timeframes
- Cost estimation and budgeting
- Process for planning and scheduling work activities
- Process for the execution and coordination of work activities

Key stakeholders in this contract include:

Name	Role	Organisation	Contact details
Jim Hopefull	Works Supervisor	ASG Mowing	0400 123 456
Bob Cartright	Contract Administrator	ASG Mowing	0400 456 123
Tim Noble	Camp Manager	Aybee Work Camp	07 3333 3333
Ray Kay	Operator	ASG Mowing	0444 987 654
Sally Field	Operator	ASG Mowing	0400 444 444
Robert Tree	Landscape Architect	Awesome Landscapes	07 3214 5678

1.2 ASSUMPTIONS

The following assumptions have been made in the development of this plan:

The budgeted amount for the provision of services under the contract is \$245 000, of which \$50 000 is for the purchase of equipment, \$100 000 is for the maintenance of lawns, \$50 000 is for landscaping design and construction, and \$45 000 is for tree pruning

The timeframes for this contract include:

- The landscape design is to be submitted to the client within 2 weeks of the project commencement
- The landscape design is to be constructed within 8 weeks of project commencement
- The pruning of the trees along Ayessgee Drive is to be completed within 4 weeks of project commencement
- Lawn maintenance activities are to be completed weekly of each area



The following tools, plant and equipment shall be available on site:

- 2 x Toro EX247 wide deck ride on mowers
- 2 x Honda 4 stroke whipper snippers
- 2 x Honda four stroke leaf blowers
- 2 x Stihl 18 inch chainsaws
- 1 x Hino tray back truck
- 1 x Cat skid steer loader

The following ASG Mowing Safety documents are to be used for the project and are to be available in the Work Camp Office:

- Safe Work Instructions are to be used for the project
 - SWI001 - Use of ride on mowers
 - SWI002 - Use of whipper snippers
 - SWI003 - Use of leaf blowers
 - SWI004 - Use of chainsaws
 - SWI005 - Use of Hino truck
 - SWI006 - Use of CAT skid steer loader
- Risk Management procedure including Take 5, JSA form, and Hazard Report form
- Incident Report Form
- Site Inspection Form

Meetings with stakeholders shall occur no less than weekly, with Weekly and Monthly Reports to be submitted to the client.

The Works Supervisor shall be responsible for reviewing and interpreting the Landscape Architect's designs, and ensuring they meet both design requirements and the client's expectations. The client shall sign off on any design.

Take 5's, completed JSAs and Hazard Reports shall be submitted daily and reviewed by the Works Supervisor. The Works Supervisor will then be responsible for ensuring risks that have been identified are treated accordingly.

Cost of materials has been based on the latest quotes that were from Coolio Landscapes in April 2015

ASG Mowing's reporting requirements for the project include:

- Weekly Project Reports to be submitted to Head Office by the Monday of the next week
- Monthly Project Summary Reports are to be submitted to Head Office by the 3rd of the next month
- All incidents are to be reported to Head Office within 24hrs



ASG Mowing's document control requirements for the project include:

- Any new document created for the project is to be approved by Head Office prior to use. Head Office shall approve documents within 48hrs of submission
- All project documents will be stored electronically on the shared drive, using the set project framework

The following are the servicing requirements relating to the plant and equipment used on this project:

- 2 x Toro EX247 wide deck ride on mowers
- 2 x Honda 4 stroke whipper snippers
- 2 x Honda four stroke leaf blowers
- 2 x Stihl 18 inch chainsaws
- 1 x Hino tray back truck
- 1 x Cat skid steer loader

Item	20hr	40hr	60hr	80hr	100hr
Toro EX247 wide deck ride on mowers	Minor Service	Major Service	Minor Service	Major Service	Minor Service
Honda 4 stroke whipper snippers	Minor Service	Major Service	Minor Service	Major Service	Minor Service
Honda four stroke leaf blowers	Minor Service	Major Service	Minor Service	Major Service	Minor Service
Stihl 18 inch chainsaws	Major Service	Major Service	Major Service	Major Service	Major Service
Cat skid steer loader	Major Service	Minor Service	Major Service	Minor Service	Major Service

The Hino tray back truck shall have a minor service every 5,000km and a major every 50,000km

Reliable Plant Maintenance Services located in Buderim, which is 15km from the project site, shall complete all maintenance of equipment.

Records of servicing shall be stored electronically within the project shared drive.

2. SCOPE MANAGEMENT

The scope of this contract includes:

- Provision of landscaping design and construction for the eastern area within the Aybee Work Camp
- Provision of lawn maintenance
- Provision of tree pruning along Siganto Drive and Koala Way
- Operation of the on site car wash facility

Any change to scope must be issued by the client in writing and approved by Head Office and the Works Supervisor



3. SCHEDULE/TIME MANAGEMENT

Establish a schedule for the Site, and the sequence and timeframes for each activity/task. The Works Supervisor will be responsible for ensuring the site schedule is updated with the latest information and is never more than three days out of date. The plan will comply with ASG Mowing's Document Control processes, with all updated versions to be circulated to all stakeholders within one week of changes being made.

3.1 SITE SCHEDULE

Activity	Sequence	Deliveries	Timeframe	Plant required
Landscaping Construction	Landscaping design submitted by Landscape Architect	Nil	10.7.15	Nil
	Landscaping design reviewed by Works Supervisor and Client and approved	Nil	17.7.15	Nil
	Install sedimentation fence to the east of the construction area	Nil	21.8.15	Nil
	Landscaping design constructed	67 shrubs, 16 Palms, 400 cubic metres of topsoil	22.8.15	Cat skid steer loader, Hino tray back truck
Lawn Maintenance	Mowing	Nil	Weekly	Toro EX247 wide deck ride on mowers Honda four stroke leaf blowers
	Whipper snipping	Nil	Weekly	Honda 4 stroke whipper snippers Honda four stroke leaf blowers
Tree Pruning along Siganto Drive and Koala Way	Define trees to be prune	Nil	20.7.15	Nil
	Prune trees	Elevated Work Platform from Jim's Plant Hire to be delivered the afternoon before	24.7.15	Stihl 18 inch chainsaws
	Process waste through chipper	Chipper trailer from Jim's Plant Hire to be delivered the afternoon before	24.7.15	Hired Chipper trailer
	Spread chipped tree waste to gardens		25.7.15	Cat skid steer loader
Operation of car wash	N/A	Car Wash detergents as required	As required	Nil

3.1.1 Dependencies

- The construction of the landscape design is dependent on:
 - The design being submitted to the Works Supervisor, and approved by both the Works Supervisor and the client
 - The installation of the sedimentation fencing
- Pruning of the trees is dependent on first defining which trees need to be pruned
- All of the Activities listed in the schedule above can be undertaken concurrently

4. ENVIRONMENTAL MANAGEMENT

This project will have limited impact on the environment, however the key aspects that are included in the ASG Mowing's Environmental Management Plan include:

- Noise
 - Work shall not commence before 7am
 - Work shall cease at 6pm
- Dust
 - Speed on site shall be limited to 10km/hr
 - Project vehicles shall avoid dirt areas where possible
 - No area under the control of ASG Mowing shall be left with exposed dirt for more than 24hrs
 - Where there is a need to traverse over dirt areas, the area shall be wet down with hose to minimise dust
- Waste
 - Recyclable waste will be placed in recycling bins
 - All putrescible waste shall be placed in general waste bins
 - All regulated waste shall be placed in regulated waste bins
 - Any waste transported for disposal at a Council Landfill Facility shall comply with the requirements of that facility
- Water
 - A silt fence shall be installed to the east of the construction area to prevent sediment runoff
 - Dangerous goods and hazardous substances shall be stored in accordance with the relevant Australian Standards
 - All spills shall be cleaned up immediately, with effected soil being place in a regulated waste bin
- Land

- Dangerous goods and hazardous substances shall be stored in accordance with the relevant Australian Standards
- All spills shall be cleaned up immediately, with effected soil being place in a regulated waste bin

5. HUMAN RESOURCE MANAGEMENT

The table below defines the human resources aspects of the project:

Role	Competencies	Number of	Roster
Works Supervisor	RIIABC Construction Leadership Qld HR licence RIIXYZ Operation of a Skid Steer Loader RIICHA Operation of a chainsaw RIILAN Conduct Landscaping activities Project Induction	1	Monday to Saturday 10hr days
Contract Administrator	Project Induction	1	Monday to Friday 10hr days
Operator	Qld HR licence RIIXYZ Operation of a Skid Steer Loader RIICHA Operation of a chainsaw Project Induction	2	Monday to Saturday 10hr days

6. COMMUNICATIONS MANAGEMENT

Effective communication is critical to help ensure the success of this project. Specifically, this project has a Communications Plan that includes a number of requirements relating to communication. This Plan can be seen below:

- Reporting
 - Weekly Project Reports are to be completed by the Monday of the next week and submitted to Head Office. The ASG Mowing Weekly Project Report Template shall be used.
 - Monthly Project Reports are to be completed by the 3rd working day of the next month and submitted to Head Office. The ASG Mowing Monthly Project Report Template shall be used.
 - Incidents are to be reported immediately to the Work Supervisor, who is then to report to Head Office and the client within 24hrs. The ASG Mowing Incident Report Form is to be used.



- Hazards are to be reported to the Works Supervisor using the ASG Mowing Hazard Report Form. The ASG Mowing Hazard Report Form is to be used.
- Inductions
 - All persons who are required to carry out any kind of work on site shall undergo the Project Induction
 - Visitors who observe work only shall undergo the Project Visitors Induction
 - The Works Supervisor will conduct the inductions and all records will be stored electronically in the project shared drive
 - No changes shall be made to the induction without the written approval from Head Office

Meetings

- Pre-start meetings shall be conducted daily and all ASG Mowing personnel on site shall attend. The client is able to attend at any time. Pre-start meetings shall give the attendants an opportunity to raise any concerns they have and be documented. These meetings shall provide focus for the daily activities and discuss risk of these activities and suitable controls.
- Toolbox Talk meetings shall be conducted fortnightly and be relevant to the project. These meetings shall focus on a relevant risk issue to the project such as sun exposure, annual handling, vehicle interaction or dangerous goods handling and are intended as an opportunity to learn and provide focus to the group.
- Weekly project meetings shall be conducted to review the performance of the project
- All of the meetings above shall use the relevant ASG Mowing Form, and shall be recorded electronically in the Project Shared Drive.

7. RISK MANAGEMENT

The Risk Management Plan for this project includes:

- Risk Management for the project shall include the following ASG Mowing tools:
 - Take 5 for pre-task hazard identification
 - For activities that are not considered high risk under the Workplace Health and Safety Act 2011, a JSA shall be completed for a work activity and shall define hazards and risks, controls and assesses risk level. This should be developed by those doing the work and involved the Works Supervisor
 - For activities that are considered high risk under the Workplace Health and Safety Act 2011, a Safe Work Method Statements (SWMS) shall be completed by those doing the work and involved the Works Supervisor
 - Hazard Report which allows for hazards to be reported, documented and acted upon



The key risks on this project and their controls have been detailed below:

Risk	Control
Vehicle interaction causing injury or damage	10m exclusion zone between vehicles to vehicle and vehicle to person on ground while in operation. Where it is needed to go within that zone, positive communication must be established between the operators and 1 machine stopped.
Manual handling injuries	Team lifts, mechanical lifting aids, correct lifting technique
Lack of supervision resulting in injuries	Works Supervisor to be on site whenever workers are on site. Works Supervisor to be heavily involved in the development of JSAs and SWMS
Dangerous good loss to ground or water	Dangerous goods to be transported, stored and handled in accordance with AS1940
Physical handling of items resulting in hand injuries	Gloves to be worn for all tasks requiring physical handling, lifting or carrying

1.3 RISK LOG

Activity	Hazard	Risk	Current Controls	Consequence	Likelihood	Risk Level	Proposed Controls	Responsibility	Due Date	Consequence	Likelihood	Risk Level
Operation of vehicles	Vehicle to vehicle to person interaction	Collision causing damage to plant Collision causing injury	10m exclusion zone, positive communication	Major	Possible	Critical	Demarcation to be established with signage restriction pedestrian access to area	Operator	22.8.15	Major	Unlikely	High
Materials requiring moving	Manual Handling	Injury	Team lifts, mechanical aids, correct lifting techniques	Medium	Possible	Moderate	nil					
Installation of sedimentation fence	Using sledgehammer	Injury	Carefully ensure peg has been started before a large swing, hold stake with one hand while tapping it in to start, gloves	Medium	Possible	Moderate	nil					
Control of access	Unauthorized people enter site	Injury	All people carrying out work to be inducted, visitors to do visitor induction, supervision	Medium	Possible	Moderate	nil					

Activity	Hazard	Risk	Current Controls	Consequence	Likelihood	Risk Level	Proposed Controls	Responsibility	Due Date	Consequence	Likelihood	Risk Level
Dangerous goods storage	Dangerous goods	Leak to soil or water, Fire or explosion	Dangerous goods stored in accordance with AS1940, 10m exclusion zone for Ignition sources	Major	Unlikely	High	nil					
Supervision	Lack of supervision	Injury or damage due to lack of supervision , or unauthorized access	Works Supervisor to be on site whenever project workers are there, site to be locked after hours and plant secured	Medium	Possible	Moderate	nil					
Materials requiring to be moved	Physically handling items	Hand or foot injuries	Gloves to be worn when physically handling materials, steel cap boots	Minor	Possible	Low	nil					



	Minor	Medium	Serious	Major	Catastrophic
Almost certain	Moderate 10	High 17	Critical 23	Critical 24	Critical 25
Likely	Moderate 9	High 15	High 16	Critical 21	Critical 22
Possible	Low 5	Moderate 8	High 14	Critical 19	Critical 20
Unlikely	Low 3	Low 4	Moderate 7	High 13	Critical 18
Rare	Low 1	Low 2	Moderate 6	High 11	High 12

8. PROCUREMENT MANAGEMENT

Item	Quantity	When	Where
Shrubs	67	22.8.15	Coolio Landscapes
Palms	16	22.8.15	Coolio Landscapes
Topsoil	400 cu m	22.8.15	Coolio Landscapes
Elevated Work Platform	1	23.7.15	Jim's Plant Hire
Chipper trailer	1	23.7.15	Jim's Plant Hire
Plant and Equipment Servicing	Ongoing	As per usage hrs and schedule	Reliable Plant Maintenance Services located in Buderim
Car Wash detergents	25l per month	First week of every month	Briteshine Car Wash Company

9. COMPLIANCE RELATED PLANNING

The project must comply with the ASG Mowing Safety and Health Management System and the Environmental Management Plan.

Specifically, the following are required to be conducted to monitor compliance:

- The Works Supervisor must conduct weekly inspections of work areas and document on the ASG Mowing Site Inspection Form
- The Works Supervisor is to review all JSAs, SWMS and hazard reports as submitted
- Head Office is to conduct a Project Audit every 2 months
- The client will be conducting ad-hoc inspections
- All project personnel must meet the project training and competency requirements detailed in this plan
- Only authorised contractors shall be used

10.TOOLS, PLANT & EQUIPMENT

Item	Quantity	When	Where
Elevated Work Platform	1	23.7.15	Jim's Plant Hire
Chipper trailer	1	23.7.15	Jim's Plant Hire
Plant and Equipment Servicing	Ongoing	As per usage hrs and schedule	Reliable Plant Maintenance Services located in Buderim

Only authorised plant or equipment is to be brought onto site. All electrical equipment is to have a current test and tag.

10.1 MAINTENANCE PLAN

As detailed in Section 1.2 the maintenance requirements for the project are as follows:

Item	20hr	40hr	60hr	80hr	100hr
Toro EX247 wide deck ride on mowers	Minor Service	Major Service	Minor Service	Major Service	Minor Service
Honda 4 stroke whipper snippers	Minor Service	Major Service	Minor Service	Major Service	Minor Service
Honda four stroke leaf blowers	Minor Service	Major Service	Minor Service	Major Service	Minor Service
Stihl 18 inch chainsaws	Major Service	Major Service	Major Service	Major Service	Major Service
Cat skid steer loader	Major Service	Minor Service	Major Service	Minor Service	Major Service

In addition to this, operators or users of plant and equipment must conduct a pre-start inspection prior to using the item. This is to be recorded on the ASG Mowing Pre-start Inspection Form and submitted to the Works Supervisor daily.

11.SITE MONITORING STRATEGY

Monitoring performance across the project is critical to ensuring its success. The following monitoring activities shall be conducted:

- As detailed previously in this report, the Works Supervisor shall review all hazard reports, incidents and inspections completed, along with all JSAs and SWMS. The Works Supervisor shall also conduct weekly site inspections to identify compliance with this plan, the ASG Mowing Safety and Health management System and the ASG mowing Environmental Management System
- Weekly project meetings shall be held to review the performance of the project. During these meetings the following will be discussed:
 - Performance against this plan
 - Safety monitoring activities conducted and findings
 - Quality assurance monitoring and findings
 - Corrective actions that have been identified and completed

A Corrective Actions Register shall be maintained, and is to include all corrective actions identified through inspections, incidents, hazard reports, and raised from meetings. The Corrective Actions Register is to be reviewed during the weekly project meeting.

Where there is project lag identified, the Works Supervisor shall review the project schedule and identify opportunities to reduce this lag. This may include combining activities that can be completed concurrently, request additional human resources from Head Office, source additional contractors who are to be approved,

The process for managing incidents on site is as follows:

- Any incident involving plant and equipment that has the potential to cause serious harm or injury to people is to be secured immediately
- All incidents will have an ASG Mowing Incident Report Form completed
- All incidents that have the potential for moderate, high or critical risk are to be investigated fully using the ASG Mowing Incident Investigation Tool
- All Incidents that have the potential for high or critical risk, Head office is to be involved in the conducting of the investigation
- All incidents with potential for high or critical risk are to be notified to the Works Supervisor and Head Office as soon as is possible
- Copies of investigations reports are to be sent to the Works Supervisor and He Office
- Learnings from incidents are to be shared with the workforce during pre-start meetings or toolbox talks

To reduce the risk of delay due to delivery not arriving, alternative suppliers will be identified and contacted to ensure they can supply the items required if need be.

Only qualified and competent personnel shall be mobilized to the project.

12.PLAN EXECUTION STRATEGY

As previously stated in this Plan, the actions that will be taken to execute this project include:

- Site inspections carried out by the Works supervisor to ascertain compliance with site procedures and risk management
- Ad hoc site inspection by the client
- Systems auditing by Head Office to ascertain compliance with the ASG Mowing corporate systems
- Communication of this plan and all of its requirements through the induction process, pre-start meetings and toolbox talk meetings, and weekly project meetings. The client, when on site, is encouraged to be an integral part of these meetings.
- Monitoring and measurement of project performance through review of information, reports, data and weekly project meetings

13.LEADERSHIP STRATEGY

The leadership strategy for this project includes the following:

Demonstrate Safety Leadership	Safety leadership involves communicating the importance of safety in all interactions with subordinates, subcontractors, suppliers and other project stakeholders throughout all processes within the life of the construction project.
Promote Design for Safety	Effective safety management at the design stage can minimise risks to the health and safety of people who subsequently construct, occupy and maintain a facility/ structure.
Communicate safety and project related information	Communication and consultation are essential to the management of safety and the overall project. Within construction projects, safety and project information should be exchanged between the different stakeholders. Open and honest dialogue regarding issues between the client, the designer and the constructor (including subcontractors) should be maintained throughout the life of the project. This may be verbal or non-verbal, formal or informal.

Manage risk	The systematic management of safety risks through the elimination or reduction of risks is a requisite for improved safety performance within the construction industry. At all stages in the project process decisions should be made on the basis of careful consideration of the safety implications of available options. Decisions made about project options, design of the permanent facility/ structure, design of the construction process, choice of plant, equipment, materials and construction methods, and project organisational arrangements should be made following an assessment of safety risks, using an appropriate and recognised risk assessment method
Continuously improve performance	Safety management should strive for continuous improvement by regularly reviewing safety performance, seeking feedback from project stakeholders, and using the lessons learned to improve performance and to share and promote best practices in the construction industry
Entrench safety practices	Expect safety to be the core of the culture in the workplace – safe working behaviours should be promoted and recognised as part of the operation.

APPENDIX A: SITE PROJECT PLAN APPROVAL

The undersigned acknowledge they have reviewed the **Site Project Plan** and agree with the approach it presents. Changes to this **Site Project Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____ Date: _____

Print Name: Jim Smith

Title: Director

Role: Director ASG Mowing

Signature: _____ Date: _____

Print Name: Ashley Buggaluggs

Title: Works Supervisor

Role: Works Supervisor for this project

Signature: _____ Date: _____

Print Name: George Mugga

Title: Contract Manager

Role: Contract Manager (Client)

The following people were involved in the development of this Plan

Name	Position	Organisation
Jim Strong	Project Estimator	ASG Mowing
Bill Twidale	Project Estimator	ASG Mowing
George Lucas	Maintenance Manager	ASG Mowing
Evan Saint	Safety Manager	ASG Mowing
Felicity Cromeister	HR Manager	ASG Mowing

APPENDIX B: KEY TERMS

The following table provides definitions for terms relevant to this document.

Term	Definition
Take 5	A pre-task hazard identification tool used to aid in the identification of hazards
JSA	A step by step analysis of the individual tasks within an activity, including risk assessment and identification of control measures
SWMS	A document required by the Workplace Health and Safety Act 2011 for work that is deemed to be high risk under that act. It is very similar to a JSA, however contains a few additional items.