



ACECivil
PTY LTD

DEMOLITION WORK PLAN

PROJECT TITLE: Frenchs Forest

Table of Contents

1	APPLICATION.....	3
2	GENERAL SCOPE OF WORK	4
3	HOURS OF OPERATION.....	4
4	THE LOCATION OF THE SITE ON WHICH THE STRUCTURE TO BE DEMOLISHED STANDS	4
5	THE TYPE OF BUILDING (OCCUPANCY CLASS), ITS STRUCTURAL SUPPORT SYSTEM AND THE PRINCIPAL MATERIALS OF ITS CONSTRUCTION	6
6	THE PROPOSED METHODS OF DEMOLITION INCLUDING THE NUMBER AND TYPES OF MAJOR ITEMS OF PLANT	6
7	THE PROPOSED METHODS FOR HANDLING AND DISPOSING OF DEMOLISHED MATERIALS AND, IN PARTICULAR, OF HAZARDOUS MATERIALS	8
8	THE PROPOSED METHODS OF CONTROLLING AND MAINTAINING ACCESS AND EGRESS TO WORKPLACE	9
9	THE PROPOSED HOARDINGS, SCAFFOLDING AND FENCING AND OF ANY OVERHEAD SIDEWALK PROTECTION	10
10	ANY OTHER PLANS, ILLUSTRATIONS, WRITTEN DOCUMENTS, OR SPECIALIST REPORTS AS MAY BE NECESSARY TO SUPPORT THE PROPOSED METHODS OF WORK OR PROTECTIVE STRUCTURES	10
11	TRAFFIC MANAGEMENT ARRANGEMENTS, WHICH INCLUDES MANAGING VEHICLES AND MOBILE PLANT HAZARDS IN RELATION TO OPERATION AT THE WORKPLACE AND INTERACTION WITH THE PUBLIC...	11
12	THE LOCATION AND CONDITION OF THE FOLLOWING:.....	12
13	ANY CONFINED SPACES WHERE WORK WILL BE UNDERTAKEN	14
14	THE GENERAL CONDITION OF STRUCTURES ON ADJOINING PROPERTIES, PARTICULARLY WHERE THESE ARE CLOSE TO OR ON THE BOUNDARIES OF THE DEMOLITION WORKPLACE.....	14
15	THE EFFECT DEMOLITION MAY HAVE ON PEOPLE WORKING IN ADJOINING PROPERTIES OR SEEKING ACCESS TO AND EGRESS FROM THOSE PROPERTIES	14
16	PROJECT PLANNING, SUPERVISION, INSPECTIONS AND NOTIFICATIONS.....	15
17	NOISE, DUST AND VIBRATION MITIGATION STRATEGIES.....	18
18	THE EMERGENCY ARRANGEMENTS, WHICH SHOULD INCLUDE EQUIPMENT FOR THE RESCUE OF INJURED PERSONS.	19
	APPENDIX A: COMMUNICATIONS PLAN	20
	APPENDIX B: COMPANY LICENCES	21
	APPENDIX C: SAFEWORK NSW PERMITS	22
	APPENDIX D: UNEXPECTED ACM FINDS PROTOCOL.....	23

1 Application

Given the specialist nature of demolition work, this document prepared to collate the key information relevant to the demolition work into a single document, including information relevant to work health and safety. This demolition plan does not duplicate a WHS management plan or SWMS but may reference them.

The Demolition work code of practice outlines the requirement of a Demolition Work Plan to include for:

- ↴ the location of the site on which the structure to be demolished stands
- ↴ the overall height of the structure above ground level and the least distance from the structure to each site boundary
- ↴ the type of building (occupancy class), its structural support system and the principal materials of its construction
- ↴ the proposed methods of demolition including the number and types of major items of plant
- ↴ the proposed methods for handling and disposing of demolished materials and, in particular, of hazardous materials
- ↴ the proposed methods of controlling and maintaining access and egress to workplace
- ↴ the proposed sequence of carrying out the demolition works and an estimate of the time (in days) it is likely to take to complete all of each of the stages of the work
- ↴ the proposed hoardings, scaffolding and fencing and of any overhead sidewalk protection
- ↴ any other plans, illustrations, written documents, or specialist reports as may be necessary to support the proposed methods of work or protective structures
- ↴ traffic management arrangements, which includes managing vehicles and mobile plant hazards in relation to operation at the workplace and interaction with the public.
- ↴ the location and condition of the following:
 - underground essential services including:
 - electricity
 - drainage and sewerage
 - gas
 - water
 - communications cables (for example, telephone, radio, and television relay lines)
 - hydraulic pressure mains
 - liquid fuel lines
 - lubrication systems
 - process lines (chemical, acid)
 - above ground essential services
 - hazardous materials, including asbestos
- ↴ any confined spaces where work will be undertaken

- ↴ the general condition of structures on adjoining properties, particularly where these are close to or on the boundaries of the demolition workplace
- ↴ the effect demolition may have on people working in adjoining properties or seeking access to and egress from those properties, and
- ↴ the emergency arrangements, which should include equipment for the rescue of injured persons.

2 General Scope of Work

The initial Scope of Work includes the removal of above ground structures including existing buildings, tress, paths and outbuildings in a staged sequence as outlined.

Mobilisation and demobilisation of necessary demolition plant, personnel and consumables to and from the Site-

- ↴ Make safe existing services (by others)
- ↴ Internal stripout
- ↴ Demolish single storey concrete block buildings
- ↴ Demolish multi-storey brick buildings

The work covered under this Demolition Work Plan will be conducted in a sequential manner, with some activities being conducted concurrently with others. Demolition work will be performed in accordance with AS2061 –2001, the Demolition of Structures, National Code of Practice for the Safe Removal of Asbestos, 2nd Edition [NOHSC:2002 (2005), National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)], Work Health and Safety Amendment (Demolition Licensing) Regulation 2022 under the Work Health and Safety Act 2011 as a minimum.

3 Hours of Operation

Demolition work, including the delivery of materials, is only permitted on the site between the hours of 7:00am to 5:00pm Monday to Friday and 08:00am to 05:00pm on Saturday. No work will be permitted on Sundays or Public Holidays, unless approval has sought, and been issued, approval by Council.

4 The location of the site on which the structure to be demolished stands

The site is located at 49 Blackbutts Road, Belrose

The site is currently occupied by buildings and structures with metal roofs and sheds. Works involve demolition of existing buildings, sheds, and other landscape features. This Demolition Work Plan has been requested by the Principal Contractor, and is required as part of its submission process prior to construction works to obtain a CC.

This DWP is subject to, and will comply with, all conditions provided by the relevant Council.

The proposed worksite has access and the main entry point of the site via Blackbutts Road.



Figure 1 - Site Location

5 The type of building (occupancy class), its structural support system and the principal materials of its construction

Building Reference & Occupancy Class	Structural Support System	Principal Construction Materials
Brick and Concrete Buildings	Brick, and concrete.	Bricks, concrete, and metals

6 The proposed methods of demolition including the number and types of major items of plant

General demolition techniques adopted for this site will be sequential demolition, whereby structures shall be demolished in the reverse order to that of their construction. The order of demolition for buildings shall be progressive, having proper regard to the type of construction, and retaining the stability of the structure at all times.

ACE will utilize excavators equipped with special demolition attachments (i.e., hydraulic breakers, grapples etc) to dismantle and demolish the existing buildings. As demolition progresses, concrete and steel debris will be cleared with excavators and relocated to the designated debris stockpile locations. The concrete debris will be sized into manageable pieces and hauled off site to a recycler for crushing into road base.

Demolition debris will be segregated and stockpiled for proper disposition. Slabs and footings will be broken in place, processed and hauled off site for recycling.

General structure demolition will be conducted in a manner that does not interfere with or encroach upon the existing surrounding pedestrian and vehicular traffic during normal activities.

Example of protection measure to public areas;

- Hoarding and scaffolding erection.
- Use of spotters and traffic controllers.
- Establish work zones if required.

DEMOLITION WORK PLAN – Frenchs Forest

Plant and Equipment Schedule: -

Plant / Equipment	Make / Model Reference	Qty	Application
Load shifting Machinery, Attachments & Ancillary Equipment	33T Sumitomo Excavator*	1	Mechanical Demolition of Structure
	35T Volvo Excavator*	1	
	Hammer, Bucket, Grab & Pulveriser Attachments to suit	2 ea.	
	Lifting Slings & Chains (2 Leg), D Shackles	2	Slinging & Lifting
Elevated Work Platforms EWP (if required)	Scissor Lift (Model TBC)	2	Removal of Roof Sheeting & all other access to work faces at heights
Hand Held Equipment (powered)	Hilti Drill	2	Manual Demolition
	Concrete Saw	1	Manual Demolition
	Kanga Hammer	2	Manual Demolition
	9" Grinder	2	Manual Demolition & Cutting Steel
	Oxy Set	2	Manual Demolition & Cutting Steel
Hand Held Equipment (non-powered)	Demolition Pinch Bars, Sledge Hammers, etc.	5 ea	Manual Demolition & Stripout Works
Equipment – General	Fire Extinguisher	2	In Plant
	Safety Harnesses	4	Work at Heights
	RCD Box, Leads / Lead Stands	4	Operation of Hand Held Equipment during Manual demolition
	Platform Ladder	3	Manual Demolition & Strip Out
	Hand Held Hose	1	Mechanical Demolition
	Barricades	TBC	Loading Zone Set Out
	Stop / Slow Bats, Signage & TC Supplies	TBC	Traffic Management for Truck egress
Transport / Vehicles	Fuel Truck	1	On site Fueling & Servicing of Plant
	Transport Trucks in configurations: - Bogies Truck & Dog Semis & 8 Wheelers	TBC	Carting Materials

Proposed Demolition Methods

Manual demolition to internal areas of the building to be initiated, namely strip out of all fixtures, fittings and furnishing and accessories. All doors, plasterboard walls, partitions, etc. to be removed. Also, make safe for services [by others].

Internal stripping is to be completed by hand/hand tools (use platform ladder if required to access work areas). Debris is to be extracted to loading point/stockpile.

Manual Demolition of Roof Sheeting/Roof Structure [if required].

- All Safety Harnesses to be inspected prior to each use
- All assigned personnel will have working from heights licence/ticket.
- Emergency Fall Procedure – attached
- Establish a barricaded drop zone around 10m away from boundaries.
- Establish Boom Lift, operated by ticketed Operator
- Spotter on ground (outside of drop zones)
- Access work area using Boom Lift
- Create opening in roof to expose existing beams
- Safety Harness to anchor onto steel beams for safe access on roof
- Remove all fastenings with Rattle Gun
- Strip each roof sheet and transfer to drop zone by controlled drops
- Demolish remainder of roof structure
- On completion transfer stockpile to loading area and load out mechanically

Mechanical Demolition of ground level, all remaining structure (walls, slabs, etc.). Load shifting equipment operating from ground level as per the demolition methodology.

Mechanical demolition of all remaining items

- Demolish and remove all concrete pavements, kerb and gutter
- Demolish and remove all bitumen pavement, kerb and gutter
- Demolish designated trees and vegetation

All material is to be stockpiled in a designated area and loaded during demolition till its completion, the material is to be loaded into trucks and removed from site.

7 The proposed methods for handling and disposing of demolished materials and, in particular, of hazardous materials

Refer to the Unexpected Finds Protocol attached as Appendix D.

Method of Handling & Disposing Demolished Material: -

Building Reference	Demolished Material	Methods of Handling & Disposal
All noted structures	Asbestos Material & all other Hazmats	ACMs will be removed and disposed of by a Licenced Contractor as required in accordance with current regulations and practice using

	licensed asbestos removal personnel.
Rubbish	All demolition debris that will not be recycled will be loaded into trucks and hauled to a disposal facility for further recycling or landfill. This includes interior soft debris (i.e., drywall, plaster, ceiling tiles, roofing material, etc.). Demolition debris may be hauled to the following disposal facilities Dial A Dump.
Glazing	Due to the considerable amount of glazing, it is not feasible or safe to remove panels intact manually. The worksite provides for complete enclosure and is fenced to all boundaries. The glazing will be removed mechanically and loaded entirely by machine for disposal as rubbish. To minimise risk no sorting or multiple handling of glazing. Load from demolition areas and scrape floorings to clean all debris.
Ferrous and non-ferrous metals recycling	During demolition of the existing building structure, ACE will process the demolition debris to recycle as much metal material as possible. Structural steel framing, metal roofing and siding, reinforcing steel in concrete, copper tubing, electrical cable, electrical gear, controls etc., will be separated prior to the demolition as much as possible. All metal materials recycled as part of this project will be documented with weight tickets which will be provided to the client on request.
Timber	All recyclable materials including 'resalable' timber will be salvaged and sold to third parties
Bricks	All bricks will be sorted on site and loaded out to a suitable recycling facility such as Concrete Recyclers or Boral Recycling.
Concrete	Clean concrete debris from the demolition activities will be stockpiled and then carted off for re-cycling. All concrete and asphalt that is hauled off the project site will be recycled, and tickets will be provided to the client on request. Concrete material will be taken to a suitable recycling facility such as Concrete Recyclers or Boral Recycling.

8 The proposed methods of controlling and maintaining access and egress to workplace

At least one access and egress route, connecting all undemolished floors to the nearest street and clearly marked, shall be provided as an emergency exit. The marked route shall be kept free of accumulations of demolished materials at all times and provision shall be made for illuminating the entire route in the event of an emergency.

All access and egress routes will be kept clear of debris, rubbish, plant and equipment at all times. At no time will any point of exit be blocked.

The existing access point to the worksite will be utilized for these demolition works. Transport vehicles to enter the site via the driveway where the 33t Excavator will load the materials for cartage off site.

Once demolition works progress the transport vehicles may enter the site in a forward manner and complete a turn inside of the site for loading. Access and egress to the workplace will be in accordance with the project CTMP.

9 The proposed hoardings, scaffolding and fencing and of any overhead sidewalk protection

The site is to be enclosed to the majority of perimeters by a temporary fence which will remain throughout the demolition works. We will utilize the existing hardstand as the single access and egress point.

Once established, only workers who have been inducted may enter the site.

The fencing will be signposted to prevent unauthorized access. Specific to our demolition, will be signposted with demolition work in progress and if applicable, (in the event of an unexpected find), asbestos removal in progress.

No other items are required.

10 Any other plans, illustrations, written documents, or specialist reports as may be necessary to support the proposed methods of work or protective structures.

N/A

11 Traffic management arrangements, which includes managing vehicles and mobile plant hazards in relation to operation at the workplace and interaction with the public.

All traffic management arrangements per the Construction Traffic Management Plan. The CTMP provides for all trades including Demolition.

Demolition works are the first stage of this development. Traffic to and from the site during the initial stage will consist of mainly Medium Rigid vehicles for the delivery of equipment and materials, and the cartage off site of all demolition waste and recycling matter.

All construction vehicles to park in site parking areas. All construction workers will be asked to car pool and catch public transport to minimise construction traffic in the area.

All vehicles involved in the demolition process and departing the property with materials, spoil or loose matter must have their loads fully covered before entering the public roadway. It is an offence to allow, permit or cause materials to pollute or be placed in a position from which they may pollute water. Sweeping and maintenance of the road and footpath will also be done to ensure no spoil or materials leave the site. Sweeper attachment will be available should inclement weather conditions cause dirt or mud tracking on the roadway. Sand bags will be installed near drains to control spoilage near the development site.

The proposed vehicle access arrangements and associated vehicle access routes, hours of operation and material handling measures are appropriate to minimise the potential amenity implications to local residential streets, adjoining property occupants and residents.

12 The location and condition of the following:

Item	Location	Condition
Underground essential services	Plans will be requested from all Asset Owners per the Dial B4 You Dig. Plans will be attached to this DWP on receipt as Appendix I.	
↳ Electricity	Confirm disconnection with the Client – Certificate confirming disconnection to be supplied to ACE Temporary power to be supplied by others	
↳ Drainage and Sewerage	Existing services to be capped Sewer drains to be protected in accordance with the erosion and sediment control plan	
↳ Gas	None identified	
↳ Water	No underground water service is present Redundant essential services (HHR/FIP) to be capped/made safe by others	
↳ Communication Cables	Refer to plans As no ground penetration is relevant to our scope of works the location of this service is unaffected	
↳ Hydraulic Pressure Mains	None identified	
↳ Liquid Fuel Lines	None identified	
↳ Lubrication Systems	None identified	
↳ Process Lines	None identified	
Above ground essential services		
Hazardous Materials	As per the hazmat report.	
Underground Structures (Basements, Cellars, UST)	None identified (Authority services to be protected; stormwater culverts and Sydney Desal Man hole)	

ACE shall bring to the attention of the client, all incidental services uncovered during demolition and shall cut back, seal off, cut out and make good as required in accordance with the regulations of the authority concerned and as notified by the client.

13 Any confined spaces where work will be undertaken

Building Reference	Confined Space
All structures	Not applicable to this structure and / or worksite location

14 The general condition of structures on adjoining properties, particularly where these are close to or on the boundaries of the demolition workplace

Building Reference	General Condition of Structures
All structures	<p>A dilapidation report is to be provided by the Client and will function as the reference point for determining the condition of structures on adjoining properties and the like.</p> <p>Dilapidation Report references: - To be provided by Client</p> <p>During the course of the demolition works if any personnel observe damages or receive reports of damages they are to notify The Client immediately.</p>

15 The effect demolition may have on people working in adjoining properties or seeking access to and egress from those properties

Building Reference	Adjoining Property Access / Egress
All structures	Residential Buildings along Blackbutts Road.

16 Project Planning, Supervision, Inspections and Notifications

QUALIFICATIONS / CERTIFICATION OF DEMOLITION PERSONNEL

ACE Civil Pty Ltd are a SafeWork licensed AS2 / DE2 Contractor. This allows the company to undertake Bonded Asbestos Removal and Restricted Demolition works throughout New South Wales. The companies licenses are attached to this DWP as Appendix B.

License Name	ACE Civil Pty Ltd
License Number	AD214032
Expiry Date	16-June-2027

At all times during the demolition works, the demolition will be supervised by a competent supervisor attached to and approved by SafeWork NSW demolition licensing.

ACE Civil Pty Ltd nominates Mr Hamzeh Allam as its Designated / Responsible Officer. Mobile Number 0414 297 117. Hamzeh is a Registered Competent Person on the Regulator's database and holds a Restricted Demolition Supervision Ticket which includes Asbestos Supervision.

Demolition workers will hold various competencies including: -

- ↴ Asbestos Removal Tickets (unexpected asbestos finds > when removing ACMs or inside of ACM removal areas / exclusion zones)
- ↴ Safe Work at Heights for works at a height
- ↴ Manual Handling
- ↴ RMS Heavy Vehicle Licensing for all construction vehicles
- ↴ Plant Competencies (RTO issued VOCs) for the operation of:
 - Excavators
 - Bobcats
 - EWP's
 - Cranes

REGULATORY AUTHORITY REQUIREMENTS OR NOTIFICATIONS

Notification of Intention to Commence Demolition and Asbestos Removal Works will be given to the regulator a minimum of five days prior to the expected commencement date. SafeWork NSW are to issue Permits for Demolition and Asbestos. (Permits will be attached to DWP as noted Appendix C). As the commencement date is not set the Permits cannot be obtained with indicative dates.

ABORIGINAL RELICS / ARTEFACTS

If any Aboriginal relics/artefacts are uncovered during the course of any construction works including demolition, work is to cease immediately. Government agencies shall be contacted, and no further work shall be undertaken until relevant assessments/approvals/ salvage excavation has been undertaken and permission is given by the relevant authorities to re commence works.

CERTIFICATION BY SPECIALIST PERSONNEL

We note our engagement of Phil Clifton & Associates Pty Ltd as our competent person for the provision of Asbestos Clearance .

LIGHTING / VENTILATION

Works to buildings will not require lighting of any kind as there is ample natural light to all areas.

PPE / RPE REQUIREMENTS FOR PERSONNEL



Refer to the task specific SWMS for additional information.

WORK INSPECTIONS

Before Commencing

- ↴ All openings and elevated free edges are properly guarded;
- ↴ Any temporary bracing or propping and the like are stable and secure;
- ↴ All fire and safety services are operational where required and other services not required have been safely disconnected;
- ↴ Any hazardous substances have been removed and correctly disposed of;
- ↴ Lines of communication to the supervisor are clear and operational;
- ↴ All emergency access routes are clear of debris and clearly marked;
- ↴ Gas check to drainage interceptors;
- ↴ Drain silt covers are in place;
- ↴ Fencing and signage;
- ↴ Equipment subjected to pre-start checks;
- ↴ Personnel fit for work;
- ↴ Hazards and risks involved with the day's activities are understood and controlled in place.
- ↴ Evidence of pre-start to be documented.
- ↴ Erection of temporary hoarding [where required].

Before Leaving Site

- ↴ All partly demolished plant and or structures are secure and stable.
- ↴ All demolished materials have been removed or secured against high winds.
- ↴ All heat sources have been properly extinguished.
- ↴ All emergency access routes are clear of debris and clearly marked.
- ↴ All boundaries have been secured against unlawful entry.
- ↴ All areas outside of the deconstruction zone are clear of demolished materials and any hazard is properly lit, guarded and clearly marked.
- ↴ A daily close out meeting will be held to confirm all of the above

ACE Project Contacts

Personnel	Position	Primary Contact	Fax Number	Email Address	Postal Address
Sami Allam	Director	0414 424 884	9644 5595	sami@acedemolition.com.au	PO Box 63 Auburn NSW 2144
Munaf Al Sarray	Contracts Manager	0420 280 480		munaf@acedemolition.com.au	
Hamzeh Allam	Site Supervisor / DO	0414 297 117		hamzeh@acedemolition.com.au	
Nicole Anthony	WHS, RTW	0404 859 716		nicole@acedemolition.com.au	
Bashar Allam	Allocations	0455 554 444		bash@acedemolition.com.au	
ACE Head Office		9644 5596	9644 5595	mail@acedemolition.com.au	362 Park Road, Regents Park NSW 2143

17 Noise, Dust and Vibration Mitigation Strategies

Construction (demolition) noise shall not exceed the management levels defined within the Interim Construction Noise Guideline published by the NSW Department of Environment and Climate Change dated July 2009.

For detailed referencing relating to Noise and Vibration refer to the Construction Stage Noise and Vibration Monitoring Report.

To mitigate vibration, noise and dust we will utilize the strategies set out below: -

- ↴ Stockpiled debris are to be covered or dampened when moving.
- ↴ All work faces will be hosed down to control dust. We acknowledge that dust control will be closely monitored and will ensure all resources and materials necessary to control dust are provided.
- ↴ Noise and vibration emissions are expected to be minor due to our selection and use of new acquired plant. These plant items are new model machinery, regularly serviced and maintained and are therefore in good working order.
- ↴ Also, mechanical excavation works are predominately contained within the building footprint which will mitigate noise and dust significantly.
- ↴ Operators will operate plant in slow controlled motions and will ensure that sudden turns and abrupt operations which cause vibrations do not occur.
- ↴ Noise and Vibration is to be managed in accordance with the site requirements. If required by the client, monitors will be installed and monitored and any occurrences will be dealt with on site with the relevant parties.

18 The emergency arrangements, which should include equipment for the rescue of injured persons.

All personnel must attend the PCs Site Induction where Emergency Plans such as First Aid and Evacuation will be delivered. Location of Emergency Wall Charts and Evacuation Point will also be made available at the Site Induction.

All Emergency Planning the client as the designated Principal Contractor. Planning applicable to our SOW: -

Emergency Contacts

Site Address	<i>49 Blackbutts Road, Belrose</i>	
Emergency Evacuation	<i>Exit via the Site Gate and assemble out the front of the site</i>	
Location of First Aid Kit:	<i>A First Aid Kit can be found in the Site Shed</i>	
Doctor / Medical Centre		Lifestyle Medicine Society
Hospital		Northern Beaches Hospital
Ambulance	000	
Fire	000	
Police	000	
Police Station		Frenchs Forest Police Station
Rail Corp	02 9379 4911	Rail Corp Network Operator
Water	132 090	Sydney Water Emergency Repairs
Electricity	131 388	Ausgrid Emergencies
Gas	131 909	AGL Emergencies
EPA	131 555	Pollution Line
Safe Work Australia	13 10 50	Safe Work Australia Sydney
Emergency Co-Ordinator – ACE	0414 297 117	Hamzeh Allam
1 st Aid Officer – ACE	0414 297 117	Hamzeh Allam

Specific to the demolition activities will include: -

- ↳ Emergency Rescue from EWP and Fall Arrest – Refer to ACE SSMP
- ↳ All other First Aid and Emergency Protocols – Refer to ACE SSMP

A certified First Aid worker(s) shall be on site full time during the works to administer First Aid in the event of an incident and to participate in any emergency evacuation drill.

DEMOLITION WORK PLAN –Frenchs Forest

Appendix A: Communications Plan

Name/Nature of Communication	From	To	Content Provided By	Frequency	Format Used	Delivery Media	Comments
Induction / Training Matters	Site Manager	Site Personnel, Client, Subcontractors and Suppliers	Site Manager, WHS Team Members	(1) Initially (2) As needed	Induction Sheets / WMS / Toolbox Talk Forms	Site Induction Meeting	Record all inductions on both Induction Register and SWMS Sign-Off Sheet
Urgent Issues	Site Manger	Client Project Manager	Site Manger	As needed	Any	Verbal, E-mail, Fax, Telephone	The Site Manager will collect any information regarding the issue and add an entry in the Daily Report for future reference.
Project / Team Meetings	Site Manger and/or Contracts Administrator	Client Project Manager & other Client Reps	Stakeholders	Weekly	Weekly Site Meetings with Client. Determination of Progress Claim Percentage Complete	Meeting & Issues/Action Items section of meeting minutes	The scribe will capture issues/action items and maintain a running log through the meeting minutes document. Progress Claims anticipated with client's input.
New Issues/Action Items	Site Manager	Site Personnel	Site Manager	As needed or bi-weekly as a minimum	Discussions during bi-weekly Toolbox Talks	Meeting	Exchange any information and document discussion items, personnel present and required actions on Tool Box Talk Form . Any critical information will be distributed to ensure knowledge transfer
Safety Checks / Audits	Site Manager / Client WHS Rep	Site Manager / Client WHS Rep	Site Manager / Client WHS Rep	Daily by Site Manager and Weekly by Site Manager and Client WHS Rep	Safety Check Form	Site Walk-around	Review hazards, issues, and risks to identify and communicate potential risks and issues that may affect the health & safety of site personnel and/or members of the public.
Non-Conformance / Resolutions	Site Manager and/or Client Project Manager	Site Manager and/or Client Project Manager	Site Manager and/or Client Project Manager	As needed	Non-Conformance	Email, Fax, in person	Any non-conformance to be issued in writing to the relevant party for immediate resolution.
Internal Team Meetings	Contracts Manager	Team	All	As needed or weekly	Status Report	Office / Site Meetings	Internal project status meetings for the purpose of correctly allocating resources and monitoring timely project completion. Any outstanding issues from site or the client will be addressed and completed. Complete internal audit of site processes to ensure effective running of project.

Appendix B: Company Licenses



SafeWork

Non-Friable Asbestos Removal Licence

Issued under the *Work Health and Safety Regulation 2017 (NSW)*.

This licence is not transferable.

Licence:	AD214032
Licence period:	From: 17/06/2022 To: 16/06/2027
Licence holder name:	ACE Civil Pty Ltd
Licence Type:	Non-Friable Asbestos Removal Licence
Duration:	5 Years
ABN	66626484928
Trading Name	ACE Civil Pty Ltd

Description of the work that can be undertaken under this licence:

Non-friable asbestos removal work

Licence Holder Obligations

A nominated supervisor must be present at the site whenever licensed friable asbestos removal work is being carried out and readily available to attend the site when licensed non friable asbestos removal work is carried out.

This licence must be available for inspections at all times.

All licensed asbestos removal work is to be notified to SafeWork NSW at least five days prior to the work commencing.

The licence holder must notify SafeWork NSW in writing of any changes to the licence or supervisor details within 14 days.

Appendix C: SafeWork NSW Permits
(to be inserted on issue)

Appendix D: Unexpected ACM Finds Protocol

	<p>Unexpected Asbestos Finds Protocol</p>
---	--

In the event Asbestos Containing Materials (ACMs) are unexpectedly found on site during the course of our scope of works, the following protocol will apply: -

1. Should unexpected potential contamination be found on site, works are to stop immediately.
2. Notify your direct Supervisor and the Principal Contractor's Representative.
3. In the event an item of plant has come in contact with the potential contaminant (eg. Drilling Rig whilst drilling, Excavator whilst excavating), the plant is to be thoroughly washed to remove all traces of the contaminant and prevent the risk of cross contamination to other areas of the site.
4. Erect Warning Signage specific to the Asbestos Hazard per Australian Standard 1319-1994 Safety Signs for the Occupational Environment.
5. Create an Exclusion Zone around the affected area of at least 10 square meters to secure against unauthorized / accidental entry. The Exclusion Zone should be set using physical barricades, temporary fencing or other similar method and install Warning Tape around the perimeter.
6. The affected area should be dampened with water, unless an electrical risk is present. Once adequately dampened cover the area with plastic sheeting, preferably 200um, and secure sheeting to ensure it does not dislodge.
7. The affected area should be isolated with a minimum ten meter radius barrier to minimize potential disturbance to the affected soils.
8. Dampen the suspected material with water (unless an electrical risk is present) and cover the area with plastic sheeting.
9. Notify an Occupational Hygienist and / or Asbestos Assessor. The Hygienist will need to attend site to carry out an assessment of the nature and extent of the unexpected contamination, which may include sampling, laboratory analysis and reporting.
10. The Hygienist will provide a written report which details, amongst other items,:-
 - a. Classification of Material
 - b. Recommendation for Removal and Remediation
11. The location of the identified asbestos material will be identified and documented into an Asbestos Register which will be maintained for the life of project.
12. All work associated with asbestos will be undertaken under the Companies AS2 Non-Friable Asbestos License. In the event the ACM is classified Friable an AS1 License Holder will be engaged to complete the works.
13. Notify SafeWork NSW 5 days prior to commencing works for the obtainment of the appropriate Permits.
14. Prior to commencement an Asbestos Removal Control Plan (ARCP) and a Site Specific Work Method Statement (SWMS) must be prepared and implemented.
15. Air Monitoring for Friable works or Soil-based Bonded works is required for the duration of the removal works.
16. Only ticketed personnel are allowed access to the Exclusion Zone.
17. All ACMs will be disposed of at an appropriately licensed waste facility with evidence of correct disposal to be provided to the PC.
18. On completion of the removal works the Hygienist is to be contacted to attend site for re-inspection. A Clearance Certificate is to be provided as confirmation that the area is safe to access.
19. Validation of the remediated area should be carried out to assess the success of the remediation works.
20. On receipt of the above Clearance the Exclusion Zone is to be decommissioned and normal work may continue.

Rev 3 dated 29-July-2019

Page No. 1 of 1