Our Ref: J050523A

15 March 2007

Pittwater Council
DX 9018
MONA VALE

Attention: Customer Service

Dear Sir/Madam,

Subject: **Construction Certificate J050523A**
Development Consent Permit N0029/04
Dan Murphy's, 25-29 Park Street, Mona Vale

We refer to the application for a Construction Certificate in respect of the above property.

We confirm that a Construction Certificate No J050523A was issued on 5 February 2007 pursuant to Development Consent N0029/04.

Please find enclosed a copy of the Construction Certificate issued including all documentation assessed in the determination of the application.

Also please find enclosed a cheque for $30.00 being the registration fee for the above. It would be appreciated if a receipt in this regard could be forwarded to our firm as soon as possible.

Should you require any further information please contact the undersigned.

Yours faithfully,

S. J. Dwyer

Simon Dwyer
for ***DLM Certification Pty Ltd***

Cc: **Project Vision International Pty Ltd**
1/18 Avenue of Americas
NEWINGTON NSW 2127

Encl.

$30.00 Rcpt 212692 19/3/07

Suite 1, Level 5
56 Railway Parade
Burwood NSW 2134

Locked Bag 3013
Burwood NSW 1805
Ph: 9715 2555
Fax: 9715 2333
DX: 8505

DLM CERTIFICATION

Our Ref: J050523A

15 March 2007

Project Vision International Pty Ltd
1/18 Avenue of Americas
NEWINGTON NSW 2127

Attention: Branko Poljak

Dear Branko,

Subject: **Construction Certificate J050523A**
Development Consent Permit N0029/04
Dan Murphy's, 25-29 Park Street, Mona Vale

We refer to our engagement in respect of the above and enclose the Construction Certificate for such works.

Mandatory inspection of works

The Environmental Planning and Assessment Act 1979 require that the inspections detailed below, known as Critical Stage Inspections, be carried out by the Principal Certifying Authority (PCA).

The provision of certificates in lieu of mandatory inspections (ie Engineer's or waterproofing certificates) is not acceptable at any time.

It is necessary for the following inspections to be carried out in relation to the proposed works.

Class 5-9 buildings or parts of buildings

- At the commencement of the building work, being the time when ANY physical activity is commenced in connection with the erection of the building works, and
- Prior to covering any stormwater drainage connections, and
- After the building work has been completed and prior to any occupation certificate being issued in relation to the building.

Builder to Arrange Critical Stage Inspections

The Principal Contractor for the building site is responsible for ensuring that the Principal Certifying Authority is given notice of at least **at least 48 hours** if a Critical Stage Inspection is required.

Should you require any further information please contact the undersigned.

Yours faithfully,

S. S. D

Simon Dwyer
for ***DLM Certification Pty Ltd***

DLM
CERTIFICATION

CONSTRUCTION CERTIFICATE No. J050523A

FOR

PROJECT VISION INTERNATIONAL PTY LTD

PREMISES

Dan Murphy's
25-29 Park Street, Mona Vale

Date: 15 March 2007

Ref: J050523A

CONSTRUCTION CERTIFICATE No J050523

DLM CERTIFICATION

CONSTRUCTION CERTIFICATE

Issued under the Environmental Planning and Assessment Act 1979
Section 109C(1), 81A(2) AND 81a(4)

Property to which this certificate relates

Address	Dan Murphy's 25-29 Park Street, Mona Vale		
Lot No	1	DP/SP	605804

Applicant

Name	Fabcot Pty Ltd
Address	1 Woolworths Way Bella Vista NSW 2153

Description of Development

This certificate is limited to alterations and additions to the existing building including the addition of a 1444m^2 liquor store, internal fit out, signage and alteration of the existing car park to accommodate 368 spaces approved pursuant to Development Consent N0029/04 dated 12 October 2005, modification dated 12 October 2006 and modification dated 12 December 2006 issued by Pittwater Council.

This certificate is to be read in conjunction with Construction Certificate J050523.

Consent details

Development Consent No	Date of determination
N0029/04	12 October 2005
DA Modification	12 October 2006
DA Modification	12 December 2006
Consent authority	Pittwater Council

Building classification 6

Certification

I certify that work completed in accordance with the documentation contained in the annexures (with such modifications verified by me as may be shown on the documentation) will comply with the requirements of the Environmental Planning & Assessment Regulation 2000 as referred to in Section 81A(5) of the Environmental Planning & Assessment Act 1979.

Certificate Number J050523

Date of endorsement *15 March 2007*

Signature	S. S. Dwyer
Accredited Certifier	*Simon Dwyer*
Accredited Body	Building Professionals Board
Registration No	*BPB0105*

Suite 1, Level 5
56 Railway Parade
Burwood NSW 2134

Locked Bag 3013
Burwood NSW 1805
Ph: 9715 2555
Fax: 9715 2333
DX: 8505

CONSTRUCTION CERTIFICATE No J050523

DLM CERTIFICATION

FIRE SAFETY MEASURES THAT FORM PART OF THIS CERTIFICATE

Issued in accordance with 168 (1) (c) of the Environmental Planning and Assessment Regulation 2000

Fire Safety Measure	Standard of performance	Proposed	Existing
Access panels, doors, and hoppers to Fire-resisting shaft	BCA Clause C3.13	Yes	Yes
Automatic fail safe devices	BCA Clause C3.4, D2.21(c)&(d) AS 1670.1-2004	Yes	Yes
Automatic fire suppression system (sprinkler)	BCA Spec E1.5, AS 2118.1-1999	Yes	Yes
Emergency lighting	BCA Clause E4.4, E4.2, AS/NZS 2293.1-1998	Yes	Yes
Exit signs	BCA Clause E4.5, E4.8, AS/NZS 2293.1-1998	Yes	Yes
Fire dampers	AS/NZS 1668.1-1998	Yes	Yes
Fire doors	BCA Spec C3.4, AS 1905.1-1997	Yes	Yes
Fire hydrant systems	BCA Clause E1.3, AS 2419.1-1994	Yes	Yes
Fire seals (protecting openings & service penetrations in fire resisting components of the building)	BCA Clause C3.15, Spec C3.15, Manufacturer's Specifications	Yes	Yes
Fire Hose Reel systems	BCA Clause E1.4, AS 2441-1988	Yes	Yes
Mechanical air handling systems	BCA Clause E2.2, E2.3, AS/NZS 1668.1-1998 and AS 1668.2-1991	Yes	Yes
Paths of travel, stairways, passageways and ramps	Part D1 of the BCA	Yes	Yes
Portable fire extinguishers	BCA Clause E1.6, AS 2444-2001	Yes	Yes
Smoke and heat detectors	BCA Clause E2.2, AS 1670.1-2004,	Yes	Yes
Warning and operational signs	BCA Clause D2.23, E3.3, Form 15B – EP&A Act	Yes	Yes

CONSTRUCTION CERTIFICATE DOCUMENTATION No J050523

DLM CERTIFICATION

Documentation assessed in the determination of Construction Certificate Application J050523

Annexure 1 - Plans and Specification that form part of Construction Certificate	2 pages
Annexure 2 – Supporting Documentation	
Construction Certificate Application	
Construction Certificate Application	3 pages
Owners Consent	1 page
Other Supporting Documentation	
Site Management Plan One Build Constructions	94 pages
Dilapidation Report Project Solutions Pty Ltd Dated 5 February 2007	10 pages
Evidence of payment of Council Fees	
Council deposit	2 pages

DLM CERTIFICATION

ANNEXURE 1

Plans and Specification that form part of Construction Certificate

CONSTRUCTION CERTIFICATE DOCUMENTATION No J050523

DLM CERTIFICATION

PLANS AND SPECIFICATION THAT FORM PART OF THIS CERTIFICATE:

Architectural documentation & specification as prepared by **EJE Architecture**

Drawing No.	Revision	Title	Date
Con1	J	Feasibility Plan	08.02.07

DLM CERTIFICATION

ANNEXURE 2

Supporting Documentation

CONSTRUCTION CERTIFICATE APPLICATION FORM

DLM CERTIFICATION

In accordance with Clause 139, Part 8, Division 2 of the Environmental Planning and Assessment Regulation 2000

I/we hereby make application to DLM Certification Pty Ltd for a Construction Certificate relating to the following:

Description of property to which this application relates

Address: 25-29 PARK ST, MONA VALE NSW 2103

Title details: Lot No./s 1 DP 605804.

Applicant

Applicant Name: WOOLWORTHS LIMITED

Address: 1 WOOLWORTHS WAY BELLA VISTA NSW 2153

Contact Numbers: Phone 02 8885 2056 Fax 8885 2056
E-mail hlaw@woolworths.com.au Mobile 0439 403 433

Owner

Owner Name: SANWICK P/L.

Address: 107 CARLINGFORD ST SEFTON NSW 2162

Contact Numbers: Phone 9644 1747 Fax 9644 8074
E-mail — Mobile —

Description of Development

BUILDING WORKS

BCA Classification AS STATED ON DA CONSENT

Consent Details

Development Consent No. N0029/04 Date of Determination 12 OCT '05

Consent Authority PITTWATER COUNCIL

Value of Building Works $ 400,000

New South Wales
Ashfield Court, Level 2
206-208 Liverpool Road
Ashfield NSW 2131
PO Box 1025, 1800
DX 21218
Ph: 02 9799 7466
Fax 02 9799 7566

Queensland
47 Savoy Drive
Florida Gardens
Gold Coast QLD 4218.
PO Box 337, 9726
Ph: 07 5527 6274
Fax 07 5527 6274

CONSTRUCTION CERTIFICATE APPLICATION FORM

DLM CERTIFICATION

In accordance with Clause 139, Part 8, Division 2 of the Environmental Planning and Assessment Regulation 2000

Builder Details

Builders Name TBA

Address

Contact numbers Phone Fax
E-mail Mobile

As owner(s) of the land to which the application relates, I/we consent to the making of this application. I/we also give consent for officers, relating to this application we confirm that building works are not commenced upon the subject site, certifiers of DLM Certification Pty Ltd to enter the land to carry out inspections relating to this application.

REFER TO PREVIOUSLY PROVIDED
Owner's Signature AUTHORISATION LETTER Date
DATED 20/10/06.

Owner's Name

If signed on behalf of a Body Corporate or company, the common seal must be stamped on this section where appropriate.

SIGNED BY THE APPLICANT

I apply for approval to carry out the development or works described in this application. I declare that all information I have provided is true and correct.

Applicant's Signature

31/10/06
Date

Henry Law
Applicant's Name

New South Wales
Ashfield Court, Level 2
206-208 Liverpool Road
Ashfield NSW 2131
PO Box 1025, 1800
DX 21218

Ph: 02 9799 7466
Fax: 02 9799 7566

Queensland
47 Savoy Drive
Florida Gardens
Gold Coast QLD 4218
PO Box 337, 9726

Ph: 07 5527 6274
Fax: 07 5527 6274

CERTIFICATE APPLICATION FORM

The following Schedule is required to be completed for the purposes of providing information to the Australian Bureau of Statistics – Residential Use Only.

PART A

Particulars of development

Area of land		Gross floor area of building	1,444 m²

Current use of all or parts of the building (s)/land (if vacant state 'vacant')?

Location	Use
• DAN MURPHY AREA	• LIQUOR RETAIL
• CARPARK AREA	• CARPARKING
Does the site contain a dual occupancy?	NO.
Gross floor area of addition of new building?	1,444m²

What are the proposed uses of all parts of the building(s)/land?

Location	Use
•	•
•	•
No. of pre-existing dwellings	
No. of dwellings to be demolished	
How many dwellings are proposed?	
How many storeys will the building consist of?	

PART B

Materials to be used - (place a tick in the ( ) which best describes the materials the new work will be constructed of).

Walls		Code	Roof		Code
Brick veneer	( )	12	Aluminium	( )	70
Full brick	( )	11	Concrete	( )	20
Single brick	( )	11	Concrete tiles	( )	10
Concrete block	(✓)	11	Fibrous cement	( )	30
Concrete/masonry	( )	20	Fibreglass	( )	80
Concrete	( )	20	Masonry/terra cotta shingle tile	( )	10
Steel	(✓)	60	Slate	( )	20
Fibrous cement	( )	30	Steel	(✓)	60
Hardiplank	( )	30	Terra cotta tile	( )	10
Timber/weatherboard	( )	40	Other	( )	80
Cladding-aluminium	( )	70	Unknown	( )	90
Curtin glass	(✓)	50			
Other	( )	80			
Unknown	( )	90			
Floor			**Frame**		
Concrete	(✓)	20	Timber	( )	40
Timber	( )	10	Steel	(✓)	60
Other	( )	80	Other	( )	80
Unknown	( )	90	Unknown	( )	90

OneBuild

CONSTRUCTIONS

SITE MANAGEMENT PLAN

P191

DAN MURPHY'S MONA VALE

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CONSTRUCTIONS

SITE MANAGEMENT PLAN

1.0 THE PROJECT

Construction of a Dan Murphy's outlet adjacent to, and on the same level as the existing Woolworths supermarket. Car parking is provided adjacent and on the same level as Dan Murphy's, and underneath the outlet with a connection to the existing parking under the current supermarket.

Construction will take place in four stages as detailed in the attached staging plan drawings.

The existing car park will remain operational throughout the construction.

OneBuild
CONSTRUCTIONS

2.0 HEALTH AND SAFETY POLICY

OneBuild Pty Ltd acknowledges our responsibility to ensure the Health, Safety and Welfare of our Employees, Sub-Contractors, Supplies and the General Public who operate in and around our construction projects who may be affected by our day to day operations.

We will endeavour to provide a safe working environment through having an appropriate Health and Safety Management System which will allow pro-active risk assessment, planning and systems to manage these risks.

Our objectives are:

1. To totally eliminate Class 1 accidents (those resulting in death or permanent disability).
2. To better our industries average of Class 2 (those resulting in temporary disability) and Class 3 accidents (those resulting in temporary inconvenience).
3. To gain the faith of those people entering our sites that they are entering a safe place of work and can work without fear.

In order for our objectives to be achieved we must:

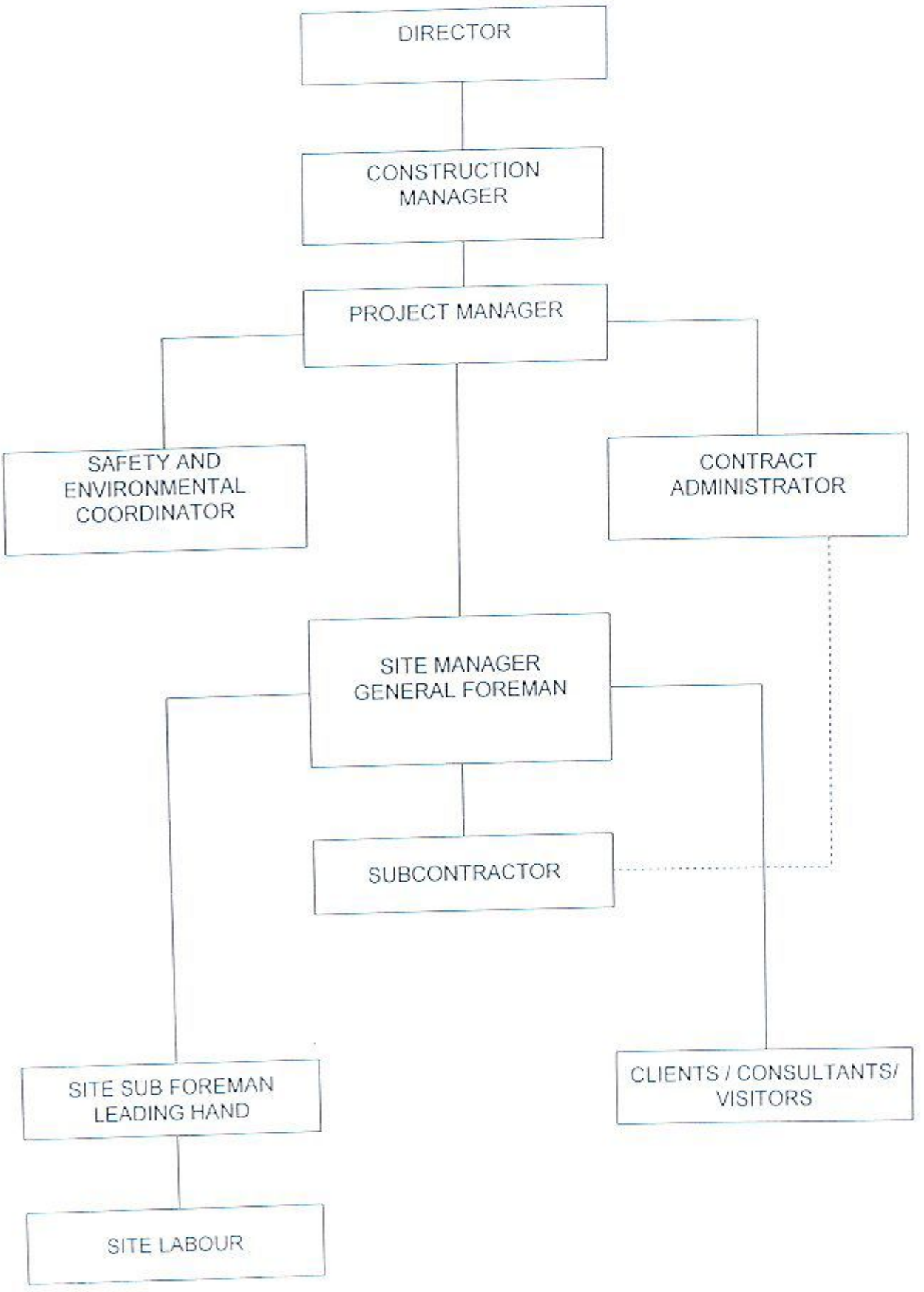
1. Adopt a culture within the Company that health and safety comes second to none.
2. Develop, implement, monitor and continually improve our Health & Safety Management System.
3. Communicate effectively so that all Employees, Sub-Contractors and Suppliers understand the requirements of our Health & Safety Management System and what is required of them.
4. Ensure that all our sites operate with an approved Health & Safety Plan.
5. Ensure that we comply with our legal responsibilities.

Director's Name: TONY SUTHERLAND Signature:.....Date

Director's Name: TOM SILK Signature:.....Date

OneBuild
CONSTRUCTIONS

3.0 MANAGEMENT STRUCTURE



OneBuild CONSTRUCTIONS

4.0 STATEMENT OF RESPONSIBILITIES

Each person within the organisation has a responsibility for ensuring the health and safety of fellow workers. The general responsibility for personnel at each level within the organisational structure of the company has been detailed.

Roles and Responsibilities defined:

4.1 Director

- Define Company Occupational Health Safety policies and objectives, and review Occupational Health & Safety performance on a regular basis.
- To provide direction, motivation and the means necessary to achieve the safety goals as outlined in the corporate OHS&R Management System.
- To review health and safety performance of the company to ensure the adoption of the safety program.
- To ensure OneBuild Constructions operations comply with current legislation.

4.2 Construction Manager

- Be aware of the current legislation for health and safety rehabilitation and the subsequent obligations of OBC.
- Managing compliance with OH&S legislation, regulation, standards and codes.
- Identification of system verification requirements and allocation of human, technical and financial resources adequate to meet those needs.
- Ensure the OHS&R Management System is adopted in all areas of the company under their responsibility.
- Instigate the system, which ensures Project Managers are aware of their responsibilities and given the necessary assistance to meet their responsibility statements.
- Instigate a system which ensures OBC acquires and disseminates relevant OHS&R information.
- Review health and safety performance on all projects by actively seeking feedback and verification from each project.
- Report to Directors on a level of compliance and standard of health and safety on site.
- Ensure adequate provisions for OHS&R are made when the company is tendering on a contract.
- Implement training

OneBuild
CONSTRUCTIONS

4.3 Quality Safety & Environmental Coordinator

- Co-ordination of project safety documentation.
- Creating project safety plans.
- Conduct internal safety audits.
- Provide support to the project team with safety matters.
- Maintain corporate safety system.
- Attend company management reviews.
- Review and report on accident/incident statistics.
- Advise management team of changes to regulations, etc.

4.4 Project Manager

- Develop and set in place project health and safety plan.
- Perform initial risk assessment and further risk assessments with subcontractors.
- Provide and allocate sufficient resources to successfully implement and maintain the site health and safety program.
- Be aware of the current legislation and obligations of OBC in the area/s of health and safety.
- Ensure site health and safety plan is implemented by all levels of management on site.
- Ensure the site manager conducts regular safety appraisal checks.
- Ensure supervision is provided at all levels to ensure the adoption of the site health and safety plan.
- Review health and safety performance on the project and reprimand any member of the organisation who fails to discharge their duties and responsibilities.
- Ensure that all pertinent safety information is distributed to site personnel.
- Instigate a system to ensure that subcontractors comply with OBC safety plan, the OH&S Act 2000, the OH&S Regulations 2001 and the relevant codes of practice.
- Report to management on the performance and level of compliance of the standard of health and safety on the project.

4.5 Site Manager

- Develop a firm knowledge and understanding of the workplace health and safety legislation and OBC safety system.
- Ensure that subcontractors are assessed on their health and safety performance.
- Implement the site safety system.
- Provide guidance, motivation and resource which are required to achieve safety goals and initiatives outlined.
- Resolve any disputes which may arise over workplace health and safety issues on site.

- Issue stop work notices for safety breaches.
- Monitor and review the procedures and systems to ensure that an optimum level of health and safety is maintained at all times.
- Report to the Project Manager on the level of compliance and standard of health and safety on site.

4.6 Contract Administrator

- Collect and manage OHS&R records.
- Review subcontractors Safe Work Method Statement/Safety plans when submitted.
- Raise NCR's and CAR's as appropriate.
- Ensure safety infringement notices as appropriate.
- Ensure that subcontractors insurance's, etc. are current and their employees are competent.
- Ensure reports of accidents, injuries and Workers Compensation claims are fully completed and promptly forwarded to the accounts department.
- Liaise with WorkCover and advise of WorkCover inspections and infringement notices.

4.7 Foreman – Leading Hand

- To be responsible for on site safety.
- To instruct site labour as to the acceptable safety standards and practices on the project.
- To monitor site labour to ensure that the appropriate safety measures are being followed and that everyone is working to as high level of safety.
- To ensure appropriate personal protective equipment is supplied, maintained and used where necessary.
- To liaise and work with subcontractors and the OH&S Representative in investigating and reviewing all serious or dangerous occurrences.
- To notify supervisor of all accidents or dangerous occurrences.
- To assist in documenting Accident Reports, and determining corrective actions to be taken.
- Accountable to the Site Manager.

4.8 Subcontractors

- To strictly adhere to their **Site Safety and Risk Assessment** and follow their safety plan and Job Safety Analysis associated with the site.
- To observe all subcontract conditions and to follow safety instructions issued by OneBuild Constructions.
- To provide Personal Protective Equipment to employees and to follow site specific rules or directives from OneBuild Constructions and the site safety management team.
- Comply with all relevant legislation, standards and Codes of Practice

OneBuild CONSTRUCTIONS

4.9 Site Labour

- To know and work in accordance with the Company's Safety Plan and Job Safety Analysis.
- To cooperate and comply with all safety instructions given by the site safety management team.
- To immediately notify the foreman or supervisor of any unsafe situation and not to work in any way that could endanger themselves or any other persons.
- To use appropriate Personal Protective Equipment where required and to report any breakages or failures that need replacement or rectification.

4.10 Workers

- To know and work in accordance with OBC health and safety systems.
- To cooperate and comply with all safety instructions given by the site safety management team.
- To immediately notify OBC site management of any unsafe situation.
- Not to work that could endanger themselves or other workers.
- To use appropriate PPE where required and to report any damages or failures that need replacement or rectification.
- To suggest any ways of eliminating hazards and improving health and safety on site.

4.11 Occupational Health and Safety representative/committee member/safety officer

The following duties are a guide and will vary considerably depending on the state of operations, specific legislation in the area and the specific person filling the position.

- To advise the Site Management about the overall state of health and safety at the workplace.
- To conduct and record safety inspection at the workplace.
- To identify any hazards, unsafe or unsatisfactory workplace health and safety conditions and practices.
- To report to site management any hazards or unsafe or unsatisfactory workplace health and safety practice identified during inspections, which requires a site instruction to the subcontractor concerned.
- To establish appropriate educational programs in OH&S, including the site induction procedures.
- To investigate, or assist in the investigation of all injuries, work related illnesses and dangerous concerns at the workplace.
- To help inspectors from the WorkCover authorities in the performance of the inspectors duties while on site.
- To report any accident, incident or dangerous occurrence to site management.
- To help in the coordination and implementation of OBC health and safety systems.

- To setup proper recording systems so that relevant safety information is properly compiled and accessible.
- To constantly monitor and review whether the correct safety procedures are being followed and to advise management of any deficiencies that may arrive.
- To provide advice to the company on health and safety matters.

4.12 Environmental

The Project Manager and Site Manager are responsible for the implementation of environmental details through subcontracts, ordering of materials and installation of controls on site.

The management of dust, noise, waste and stormwater is to have an analysis of the risks concerned.

The risk analysis will then determine the implementation of controls needed to manage all environmental details.

4.13 Monitoring of Responsibilities

A system, which provides for the review of responsibility statements to ensure efficiency and practicability of the working agreements for each level of management, is to be undertaken on a state-by-state basis.

An individual's performance is also to be appraised on a yearly or project-by-project basis, in line with their particular responsibility statement. This assessment is not to be based on accident statistics or other performance index of areas under that persons control but rather be based solely on the extent that the individual has effectively satisfied the responsibility statements.

The reviews are to be coordinated Director and be conducted by a Construction Manager or Project Manager for each individual project.

Note: On smaller projects the responsibilities of Site Manager, Site Supervisor, Site Foreman and Safety Officer could become combined into one or a combination; in the event of this, the responsibilities are to be totally covered whatever combination is adopted.

In some cases off site back up will be provided so as to make sure all safety needs and requirements are covered.

OneBuild
CONSTRUCTIONS

5.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT

Procedure:

Occupational Health and Safety Legislation requires anyone in control of the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate or minimise, the risk.

5.1 Identify Hazards

To help find all potential hazards the job will be broken down into activities which follow the sequence of construction. These activities are provided in a ***Work Method Statement (WMS)***, which is a list of job procedures, and other work related practices. The WMS details how the Scope of Work will be carried out.

For each of the work activities and associated job steps identified in the Work Method Statement provided, OneBuild Constructions will identify potential hazards.

To assist this process resources such as the following will be used:

- WorkCover and trade based Codes of Practice and other publications, eg safety alerts,
- Hazard Profiles for specific trade groups,
- Workplace experience, and
- Consultation (eg Tool Box Talks) with workers experienced in the task to be undertaken.

5.2 Assess Risks

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Management chart 4.2.01 will be used to determine the requirement for management of the risks identified.

Class 1: (High Risk): Does the hazard have the potential to kill, or permanently disable you?

Class 2: (Medium Risk): Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?

Class 3: (Low Risk): Does the hazard have the potential to cause a minor injury which would not disable you?

Selection and Use:

- Where identified, all class 1 and 2 risks will be recorded on a detailed Job Safety Analysis (JSA) record. Class 3 risks will be minimised as far as possible but will not be recorded on a JSA.
- A Risk Class will be used to determine the level of Controls required to eliminate, or minimise a potential hazard.
- The higher the Risk Class the more extensive the controls to be provided.

OneBuild
CONSTRUCTIONS

The following pages represent an outline hazard identification and risk assessment for the project on a trade by trade basis. The process of hazard identification, risk assessment and the formulation and implementation of appropriate control measures to mitigate risks is a dynamic one which involves all persons engaged in the project.

The hazards identified in this section are in summary form and can be broken down further when the subcontractor responsible for the particular work prepares their safe work method statement(s).

Risk Assessment Definitions

L = Low

- Risk equates to industry / inherent risk
- Will be covered by existing controls, Standard Operating Procedures or generic Safe Work Method Statements

M = Medium

- Increased risk over inherent risk which may require modification to controls, Standard Operating Procedures or generic Safe Work Method Statements. Will require site specific Safe Work Method Statements.
- Require contractor to prepare site specific Safe Work Method Statements and consult with contractor on mitigation of increased risk.

H = High

- Requires specific action plan to be prepared.
- Requires consultation with contractor and an in depth assessment of risk and control measures required.

Safe work method statements provided by subcontractors in relation to the works are filed in the Site Safety File.

rm 4.02.01

Detailed Risk Analysis

Project: .....

Project No. .....

GF to complete			GF & PM to complete	
Identified Risks	Risk Analysis		Strategy & Method of Control	References
	P	C		
Ensure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	

P = Probability		C = Consequence		Controls
= Almost Certain:	Expected to occur in most circumstances	C = Catastrophic:	Disaster – Major impact on OBC	- To be documented
= Likely:	Will probably occur	M= Major:	Critical Event – Major impact on Project	- To be referenced in one of the developed Plans
= Moderate:	Should occur at sometime	S = Severe:	Significant Event – Considerable inconvenience	- Controls to be concise & produce measurable with resultant record
= Unlikely:	Could occur at sometime	MI = Minor:	Minimal Effect – Some inconvenience	
= Rare:	Only occur in exceptional circumstances	I = Insignificant:	Day to Day issue – No inconvenience	

Prepared by (GF): .....

Date: .....

Approved By (PM): .....

Date: .....

Key: C – Consequence: GF – General Foreman; P – Probability; PM – Project Manager or nominee

Page of

neBuild
STRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

o complete — GF & PM to complete

Identified Risks *Ensure Risks Identified in the Management Plan are addressed; add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
- Roof	3	C	Harnesses to be worn whilst working at height on roof or hand rail system to be in place.	GF/SC
People, objects falling same level :	4	MI	House keeping	GF/SC
- Access	4	MI	All access ways to be kept clear at all times, no material to be stacked or stored in areas of work. Adequate access lighting to be provided by OBC. Sub-contractors to provide adequate task lighting. – During construction: keep work area clean progressively, materials stacked & rubbish removed.	
- Electrical	4	MI	Electrical lead to be kept off the ground on lead stand or lead hooks	GF/SC
people falling from heights : objects falling from height	4	MI	When working on step ladders & mobile scaffolds make sure others are aware, area taped off during demolition & construction of ceilings, bulkheads etc. Ensure tools, materials do not fall from step ladders. Mobile scaffolds to be built correctly i.e. Kick boards in place & check off by foreman.	GF/SC
People falling into excavations, stormwater etc to 500mm	5	MI	Works where excavation is taking place should be clearly sign posted	GF/SC

P = Probability	
nost Certain:	Expected to occur in most circumstances
ely:	Will probably occur
derate:	Should occur at sometime
likely	Could occur at sometime
re:	Only occur in exceptional circumstances

C = Consequence	
C = Catastrophic:	Disaster - Major impact on OBC
M = Major:	Critical Event - Major impact on Project
S = Severe:	Significant Event - Considerable inconvenience
MI = Minor:	Minimal Effect - Some inconvenience
I = Insignificant:	Day to Day issue - No inconvenience

Controls

- To be documented
- To be referenced in one of the developed Plans
- Controls to be concise & produce measurable with resultant record

Prepared by (GF): _____ Approved by (PM): _____

Date: _____ Date: _____

Key: C - Consequence; GF-General Foreman; P - Probability; PM - Project Manager or nominee

neBuild
NSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

o complete | GF & PM to complete

Identified Risks *Ensure Risks identified in the Management Plan are addressed, add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
			with warning signs and bunted off. All workers arriving on site should be made aware of the excavated areas. A responsible person to supervise excavation works at all times.	
People falling into bored piers /footings (to 3m depth)	4	C	All strategies as above. Exposed bored piers to be covered with ply etc prior to pouring concrete. Minimise exposure of piers by installing reo and pouring piers as soon as possible.	GF/SC
ıion with plant and worker/pedestrian during construction	5	S	All moving plant to have reverse alarm fitted. Responsible person to supervise movement of personnel and plant during excavation / construction works at all times. Delivery vehicles etc to restrict movement to designated roadway and loading areas. Roadway and work areas utilising moving plant to be bunted off. All workers to wear coloured vest when working in these areas. Care to be taken on entering and leaving site and obey all road rules. Give way to pedestrians on footpath. Safety vests to be worn while moving plant is on site.	GF/SC

P = Probability

most Certain:	Expected to occur in most circumstances
kely:	Will probably occur
derate	Should occur at sometime
ılikely	Could occur at sometime
re:	Only occur in exceptional circumstances

C = Consequence

C = Catastrophic:	Disaster - Major impact on OBC
M = Major:	Critical Event - Major impact on Project
S = Severe:	Significant Event - Considerable inconvenience
MI = Minor:	Minimal Effect - Some inconvenience
I = Insignificant:	Day to Day issue - No inconvenience

Controls

- To be documented
- To be referenced in one of the developed Plans
- Controls to be concise & produce measurable with resultant record

Prepared by (GF): _____ Approved by (PM): _____

Date: _____ Date: _____

Key: C - Consequence; GF-General Foreman; P - Probability; PM - Project Manager or nominee

neBuild
STRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

o complete | GF & PM to complete

Identified Risks *Ensure Risks Identified in the Management Plan are addressed: add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
- Note	4	S	All electrical cables on the project will be deemed to be live and treaded accordingly. Construction cables to be tagged 'CONSTRUCTION WIRING' or similar eg Power supply to site accommodation, temporary power supply to temporary boards	GF/SC
ural Stability	5	C		
- Construction	5	C	Plan construction as required, taking care that at the end of each shift the section is secure and stable. After each phase GF to consult with relevant subcontract foreman that all is safe and secure. Temporary propping to be in place where required.	GF/SC
- Suspended Slab - Penetrations protected	5	C	All suspended formwork to be signed off and certified by Chartered Professional Structural Engineer prior to pouring concrete. When stripping suspended formwork, slab to be back propped. Cover over and bolt down cover/provide handrail and edge board as protection.	GF/SC
rete pump failure during concrete pour	5	MI	All log books for line pump and boom pump plant and equipment up	GF/Pump

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neBuild
NSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

o complete | GF & PM to complete

Identified Risks *Ensure Risks identified in the Management Plan are addressed: add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
			to date. Pre-pour checks of line and equipment to be conducted and signed off.	Operator
- Power Tools	1	MI	When using power tools, drills, saws, kangos etc use correct PPE to protect hearing e.g. ear muffs & ear plugs.	All
	2	MI	When using tile scabblers etc use correct PPE ditto above.	
- Saw cutting	1	MI	Whilst Saw cutting is in progress all workers working in the vicinity to wear ear muffs. Isolate saw cutting from work and when cutting bricks	All
Weather			Provide drinking fountain at site sheds or suitable accessible location. Provice sunscreen at first aid box.	All

P = Probability		C = Consequence		Controls
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kely:	Will probably occur	M = Major:	Critical Event - Major impact on Project	- To be referenced in one of the developed Plans
oderate:	Should occur at sometime	S = Severe:	Significant Event - Considerable inconvenience	- Controls to be concise & produce measurable with resultant record
nlikely	Could occur at sometime	MI = Minor:	Minimal Effect - Some inconvenience	
are	Only occur in exceptional circumstances	I = Insignificant:	Day to Day issue - No inconvenience	

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neBuild
STRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

o complete — GF & PM to complete

Identified Risks *Ensure Risks Identified in the Management Plan are addressed: add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
fumes - Construction	2	MI	Correct PPE to be worn when using drills, power saws, cutting metal wall & ceiling systems, installing plasterboard wall & ceiling systems. If dust control is needed, sealed off area i.e. enclose area in sheet plastic and clean up after works done.	GF/SC
- Excavation ork	2	MI	Minimise dust by watering stock piles and ensuring truck loads are covered.	Excavator
			Fire extinguisher to be present at work area during any hot work. Ensure PPE worn and spark arrestors provided.	9F/SC

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neBuild
NSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

to complete | GF & PM to complete

Identified Risks *Ensure Risks Identified in the Management Plan are addressed: add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
g debris	3	MI	Using power saws, hammer drills, scabblers, metal cutting, oxy-acetylene equipment etc: correct PPE to be used to protect eyes, face, head & hands as required – goggles, safety glasses, full face masks, gloves, clothing, etc.	GF/SC
ess - Construction	1	S	Good house keeping at all time over the work site. Access ways to be kept clear, no material to be stacked or foods stored at any time. If required, access ways to be defined by use of construct tapes.	GF/SC
- Staff/Public	1	S	Special care taken that access for Staff of adjacent businesses and the general public is maintained at all times during works in areas immediately adjacent the construction zone. Planning & consultation with adjacent businesses required so as to minimise any inconvenience. A 1.8m high fence is to erected and maintained to the perimeter of the site. A "B" Class hoarding is to be proviced to St Paul"s St for overhead protection.	PM/GF PM/GF

P = Probability

dmost Certain:	Expected to occur in most circumstances
ikely:	Will probably occur
Moderate:	Should occur at sometime
Inlikely	Could occur at sometime
are:	Only occur in exceptional circumstances

C = Consequence

C = Catastrophic:	Disaster - Major impact on OBC
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Controls

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Date: _____ Date: _____

Key: C - Consequence; GF-General Foreman; P - Probability; PM - Project Manager or nominee

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale — Project No.: P191

to complete | GF & PM to complete

Identified Risks *Ensure Risks identified in the Management Plan are addressed; add other risks if appropriate*	Risk Analysis P	Risk Analysis C	Strategy & Method of Control *(Develop Project Instruction where required)*	Responsible *Who ensures controls happen*
Flying debris	3	MI	Using power saws, hammer drills, scabblers, metal cutting, oxy-acetylene equipment etc: correct PPE to be used to protect eyes, face, head & hands as required – goggles, safety glasses, full face masks, gloves, clothing, etc.	GF/SC
Access: - Construction	1	S	Good house keeping at all time over the work site. Access ways to be kept clear, no material to be stacked or foods stored at any time. If required, access ways to be defined by use of construct tapes.	GF/SC
- Staff/Public	1	S	Special care taken that access for Staff of adjacent businesses and the general public is maintained at all times during works in areas immediately adjacent the construction zone. Planning & consultation with adjacent businesses required so as to minimise any inconvenience. A 1.8m high fence is to erected and maintained to the perimeter of the site. A "B" Class hoarding is to be provided to St Paul"s St for	PM/GF PM/GF

P = Probability		C = Consequence		Controls
Almost Certain:	Expected to occur in most circumstances	C = Catastrophic:	Disaster - Major impact on OBC	- To be documented
Likely:	Will probably occur	M = Major:	Critical Event - Major impact on Project	- To be referenced in one of the developed Plans
Moderate:	Should occur at sometime	S = Severe:	Significant Event - Considerable inconvenience	- Controls to be concise & produce measurable with resultant record
Unlikely:	Could occur at sometime	MI = Minor:	Minimal Effect - Some inconvenience	
Rare:	Only occur in exceptional circumstances	I = Insignificant:	Day to Day issue - No inconvenience	

Prepared by (GF): _____ Approved by (PM): _____

Date: _____ Date: _____

Key: C - Consequence; GF-General Foreman; P - Probability; PM - Project Manager or nominee

OneBuild CONSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy, Mona Vale | Project No. P191

GF to complete			*GF & PM to complete*	
Identified Risks	**Risk Analysis**		**Strategy & Method of Control**	**References**
	P	C		
Ensure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	
High Voltage Overhead Cables	4	C	Each subcontractor at tender is to be made aware of the overhead high voltage lines and their location. Full details are to be included in the site management plan and all employees at the site induction are to be trained in the procedures relating to high voltage overhead cables. A safety sign is to be posted with attached detail on the notice board.	PM & GF

P = Probability

= Almost Certain:	Expected to occur in most circumstances
= Likely:	Will probably occur
= Moderate:	Should occur at sometime
= Unlikely:	Could occur at sometime
= Rare:	Only occur in exceptional circumstances

C = Consequence

C = Catastrophic:	Disaster – Major impact on OBC
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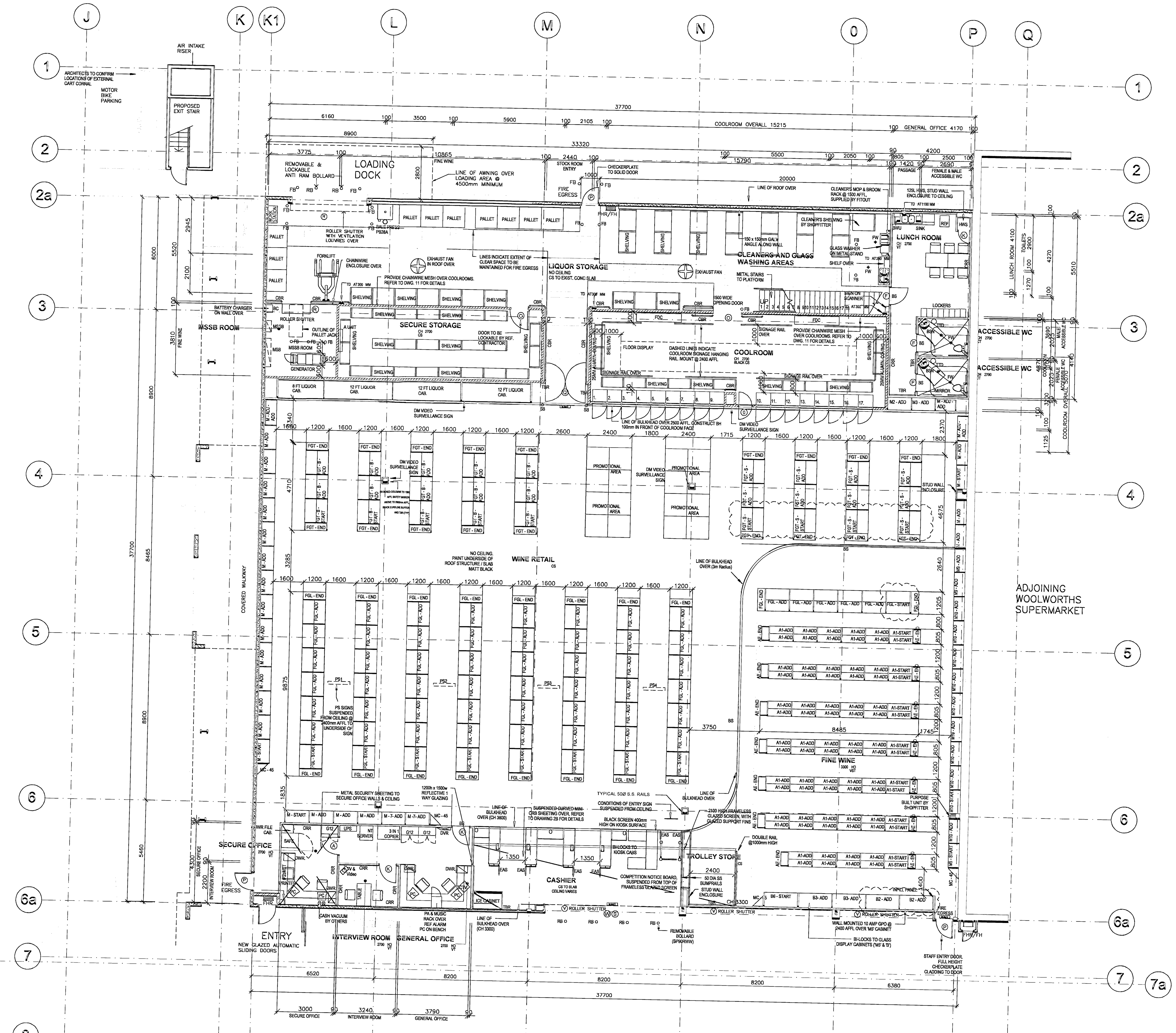
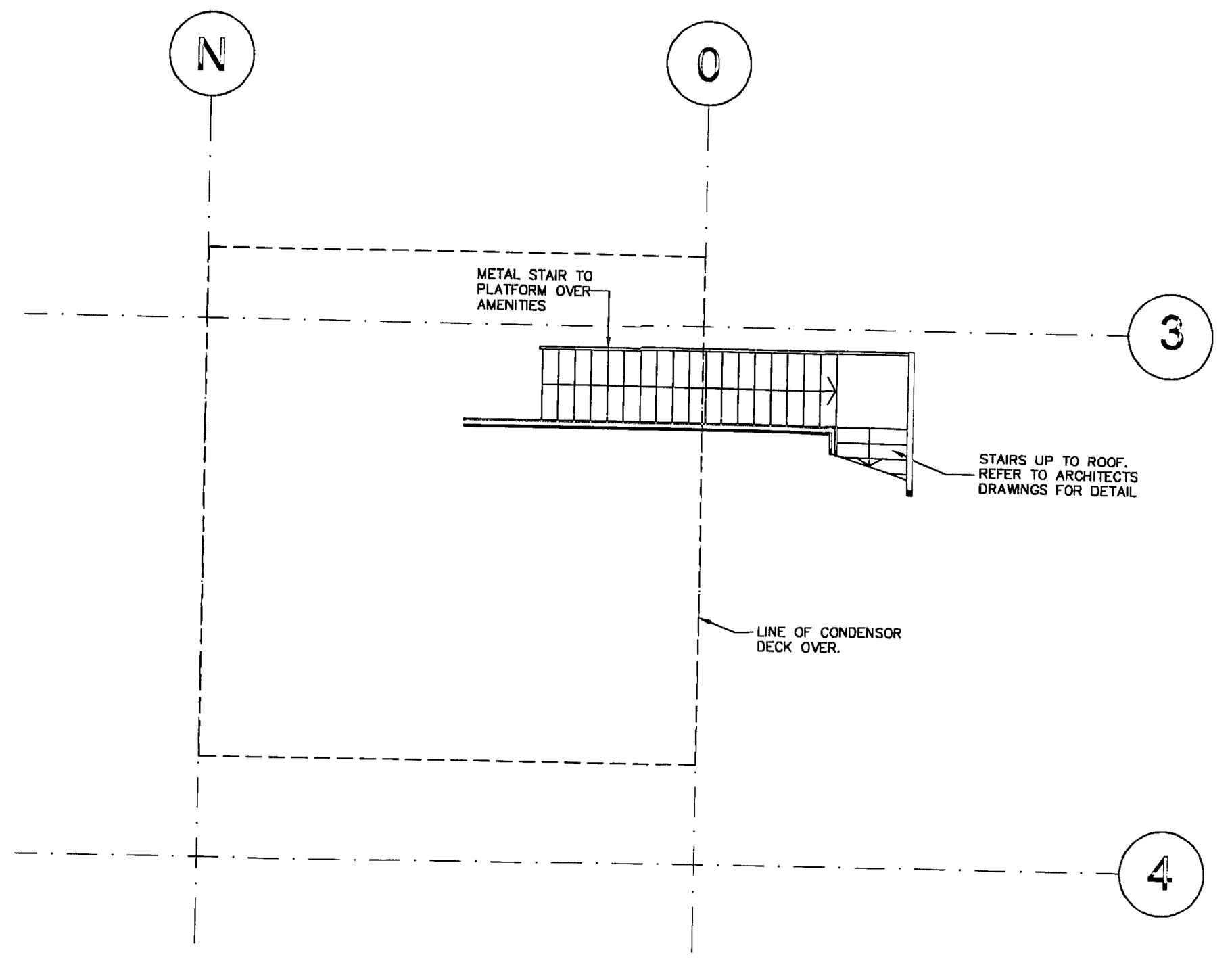
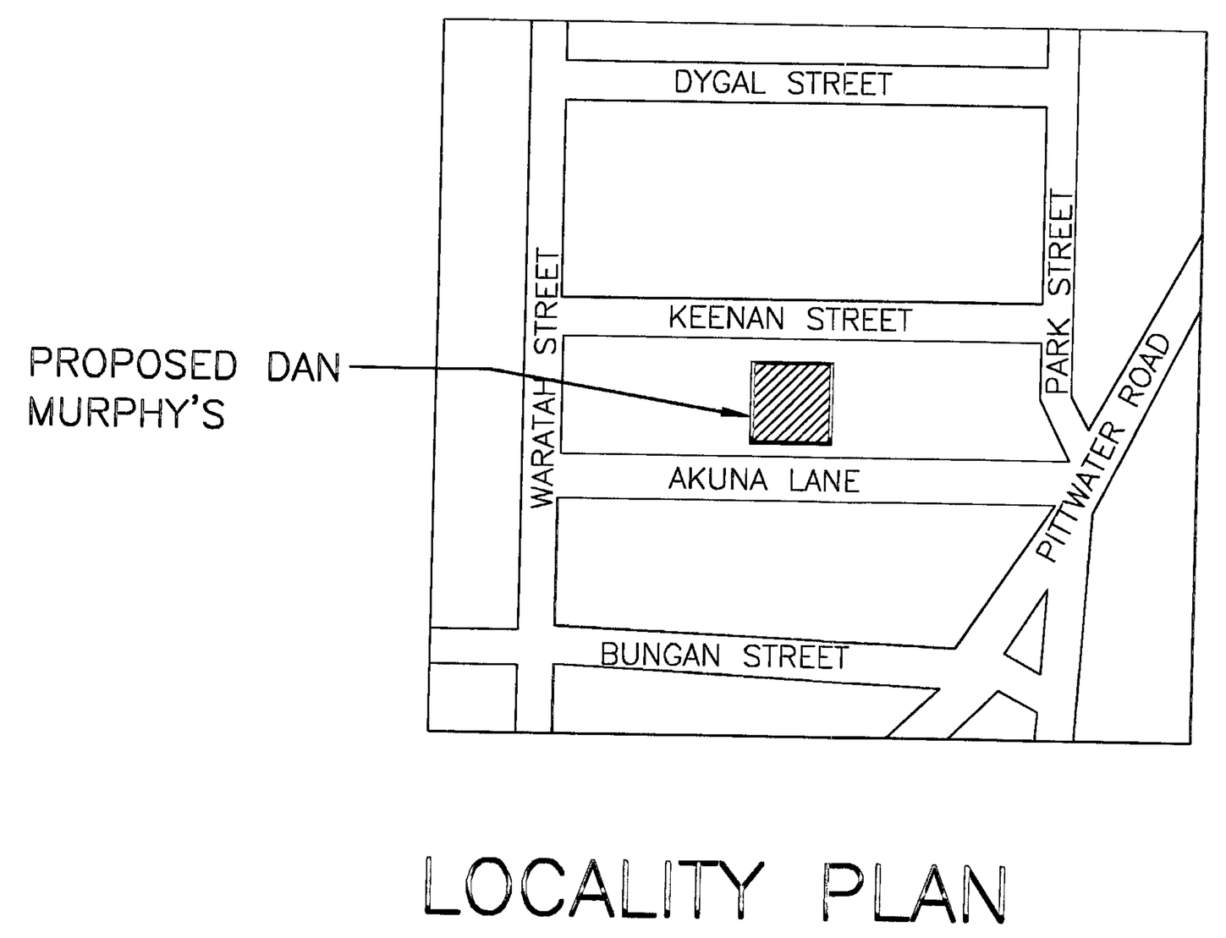


GROUND FLOOR PLAN





LOCALITY PLAN
NTS

LEGEND

SYMBOL	SHELVING TYPE & USAGE	QUANTITY
A	A TYPE JOINERY UNIT	0
A1	A1 TYPE JOINERY UNIT	72
A–E	A TYPE END JOINERY UNIT	12
B2	B2 TYPE JOINERY UNIT	2
B3	B3 TYPE JOINERY UNIT	2
B4	B4 TYPE JOINERY UNIT	0
B6	B6 TYPE JOINERY UNIT	1
B7	B7 TYPE JOINERY UNIT	0
M	MULTI PURPOSE UNIT – STANDARD	27
M2	MULTI PURPOSE UNIT – SMALL LIQUEUR	1
M3	MULTI PURPOSE UNIT – GALLIANO	1
M4	MULTI PURPOSE UNIT – CASKS	0
M5	MULTI PURPOSE UNIT – RIEDEL	1
M7	MULTI PURPOSE UNIT – PEG BOARD	2
M9	MULTI PURPOSE UNIT –	2
M10	MULTI PURPOSE UNIT –	10
~~MC–45~~	~~CORNER CABINET~~	~~4~~
FGT	FLOOR DISPLAY UNITS – CARTON (1000 WIDE)	45 TOTAL
	HIGH PROFILE CENTER UNIT (FGT–B)	15
	HIGH PROFILE CENTER UNIT (FGT–S)	12
	HIGH PROFILE END UNIT (FGT–A)	18
~~FGL~~	~~FLOOR DISPLAY UNITS – CARTON (1000 WIDE)~~	~~72 TOTAL~~
	LOW PROFILE CENTER UNIT (FGL)	54
	LOW PROFILE END UNIT (FGL–A)	18
	LOW PROFILE SINGLE UNIT (FGL–B)	0
F	F TYPE JOINERY UNIT (CASHIERS)	4
CIG	CIGARS AND CIGARETTES COUNTER	1
GW	GLASS WASHING BENCH/CUPBOARD UNIT	0
P	FORKLIFT PALLETS	10
PD	PALLET DISPLAY	16
Shelving	1800x1200mm Stockroom shelving	25
Shelving	500x1200mm Coolroom shelving	48

LEGEND

GENERAL

SYMBOL	KEY
BS	BRASS STRIP
BSN	BASIN
BT	BUCKET TRAP
BWU	BOILING WATER UNIT
CBR	COOLROOM BUFFER RAIL
CLS	CLEANERS SINK
CRP	TIMBER CHAIR RUB RAIL
CW	COLD WATER
(A)	REFER TO DOOR SCHEDULE
DP.	DOWNPIPE
DWR	DRAWER UNIT
EAS	SECURITY DEVICE
FB	FIXED BOLLARD
FDC	FORCED DRAUGHT COOLER
FE	FIRE EXTINGUISHER
FHR	FIRE HOSE REEL
FHR/FH	FIRE HYDRANT & HOSE REEL
FW	FLOOR WASTE
GW	GLASS WASHER
HC+	HOT/COLD WATER MIXER
HR	HANDRAIL
HW	HOT WATER
HWS	HOT WATER SYSTEM
MDF	TELSTRA MAIN DISTRIBUTION FRAME
MSB	MAIN SWITCH BOARD
MSSB	MECHANICAL SERVICES SWITCH BOARD
PD	PALLET DISPLAY
RB	REMOVABLE BOLLARD
RSD	ROLLER SHUTTER DOOR
SB	STAINLESS STEEL BOLLARD
SFW	SEALED FLOOR WASTE
SK	SINK
SSC	SECURITY SCREEN
ST	STORM WATER
SW	SEWER
TBR	TIMBER BUFFER RAIL
TD	TUNDISH
UR	URINAL
VP	VENT PIPE
WC	WATER CLOSET
WG	WANZL GATE

LEGEND

FLOOR FINISHES

SYMBOL	KEY
CT	CERAMIC TILES
CS	CONCRETE SEALER
VT	VINYL TILES
VST	VINYL STRIP FLOORING

NOTE: REFER TO DECOR PLAN DRAWING FOR FINISHES SETOUT, INCLUDING ALL FLOOR PREPARATION & QUANTITIES

LEGEND

JOINERY PACKAGE

MAIN JOINERY	FORMEX "SOUTH WEST JARRAH"
PERIMETER JOINERY	LAMINEX "ECHELON REDWOOD" 584

LEGEND

WALL CONSTRUCTION TYPES

(solid line)	EXISTING WALL
(hatched line)	NEW 150mm BLOCKWORK OR MASONRY
(double line)	NEW 90mm STUD WALL, UNLESS STATED OTHERWISE
(cross-hatched line)	NEW 100mm COOLROOM PANELS BY REFRIGERATION CONTRACTOR
(chain line)	CHAIN WIRE MESH REFER TO DOOR SCHEDULE

NOTES

- ALL DIMENSIONS, SIZES, ETC, ARE IN MILLIMETRES. FIGURED DIMENSIONS TO BE USED IN PREFERENCE TO SCALING OF DRAWING.
- THIS DRAWING TO BE READ IN CONJUNCTION WITH ELECTRICAL, MECHANICAL, HYDRAULIC, DETAIL STANDARD DRAWINGS AND CONSTRUCTION SUMMARY.
- ALL PLINTH DIMENSIONS & DETAILS TO BE PROVIDED BY REFRIGERATION CONTRACTOR.
- INSTALLATION OF COMPACTOR TO BE CONFIRMED BY WOOLWORTHS LIMITED. DEVELOPER TO ALLOW FOR SERVICES, CONCRETE SLAB, WALL PENETRATIONS AND SCREEN WALL.
- EXTERNAL METALWORK SPECIFIED AS GALVANISED SHALL BE HOT DIPPED GALVANISED TO CONFORM TO AUSTRALIAN STANDARDS.
- EXPOSED VENT PIPES WILL NOT BE PERMITTED IN AMENITIES, OFFICES & PREPARATION AREAS.
- A FEATHERED EDGE BRASS STRIP SHALL BE PROVIDED AT ALL JUNCTIONS OF VINYL FLOORING AND CONCRETE SLAB, & CERAMIC TILES TO CONCRETE FLOOR

BUILDING AREAS

AREA	M^2
TRADING AREAS: FINE WINE RETAIL	212
WINE RETAIL	645
COOLROOM	78
FRONT END/CASHIER	102
TOTAL TRADING AREAS:	1037
NON TRADING AREAS: MEZZANINE LEVEL	
LIQUOR STORAGE	–
OFFICE, AMENITIES & MISC.	–
NON TRADING AREAS: GROUND LEVEL	
LIQUOR STORAGE	128
PREMIUM WINE STORAGE	16
FINE WINE STORAGE	27
OFFICE, AMENITIES & MISC.	213
TOTAL NON TRADING AREAS:	384
TRADING AREA RATIO	73%
TOTAL BUILDING AREA:	1421

No	DATE	AMENDMENTS	BY
A	23.03.04	FIRST ISSUE	JDP
B	27.04.04	ADDED GLASS SHOPFRONT NEAR STORE ENTRY; RELOCATED DOWNPIPES TO ACCOMMODATE SHOPFRONT; ADDED GLASS DOOR TO COOLROOM; RELOCATED COLUMN TO COOLROOM; ADDED LIQUOR CABINET; ALTERED AMENITIES TO SUIT LIQUOR CABINET; ALTERED LOCATION OF TRADING AREA FIXTURES.	SM
C	14.12.04	COLUMNS ALTERED TO MATCH ARCHITECTS PLAN; RELOCATED OFFICE & AMENITIES; ALTERED CASHIER AREA; INCREASED WINE RETAIL TRADING AREA; DELETED SHOPFRONT REPLACED WITH ROLLER SHUTTERS; ALTERED LIQUOR STORAGE AREA; ALTERED FIXTURES TO SUIT NEW COLUMN LOCATIONS; UPDATED LOW PROFILE FIXTURES TO MATCH CURRENT STANDARD; ADDED LOCALITY PLAN; UPDATED NORTH POINT.	SM
D	24.01.05	REMOVED FGL–B UNITS; ADDED 4 FORKLIFT PALLET; COMBINED PREMIUM & FINE WINE STORES; REMOVED SHELVING FROM COOLROOM; RELOCATED ICE CABINET; DELETED 2 CIG UNITS; REDUCED TROLLEY STORE; ALTERED 3 UNITS TO 'M4'	PMC
E	15.03.05	EXTERNAL WALLS UPDATED TO MATCH ARCHITECTS; RELOCATED FIRE EXITS & FHR'S; ADJUSTED CHECKOUTS TO SUIT FIRE EXIT; RELOCATED COLUMNS; ALTERED WALL FIXTURES TO SUIT COLUMNS; ALTERED STAIRS TO CONDENSOR DECK.	SM
F	30.03.05	COLUMNS TO STORE ENTRY UPDATED TO MATCH ARCHITECTS; ALTERED FHR TO SOUTHERN CORNER OF TRADING AREA; REPOSITIONED CHECKOUTS; INCREASED TROLLEY PARK; ALTERED FIRE EXIT NEAR CHECKOUT 6; RELOCATED ICE CABINET; REFRIGERATED LIQUOR CABINET RELOCATED TO ACCOMMODATE 'M1' UNIT; REDESIGNED AMENITIES AREA; ALTERED FIXTURES TO NORTH EAST WALL.	SM
G	07.12.06	INTERNAL LAYOUT RE-DRAWN TO NEW DAN MURPHY "METAL FIXTURES" STANDARD LAYOUT. THE FOH HAS BEEN MIRRORED TO CLOSLEY MATCH THE PREVIOUS SCHEME.	MN
H	06.02.07	APPROVED BY GMSO AND DRAWING UPDATED TO CONTROL PLAN STATUS	MN
J	08.02.07	UPDATED WINE RETAIL RACKING REPLACING 4# FGT–S–ADD FOR START UNITS; 1# FGL–ADD FOR START UNIT; & 2# B2–START FOR ADD UNITS, AS PER L.ANNUZIATO COMMENTS.	MN

KJR DRAFTING
Victorian Registration Building Practitioner No. DP–AD161
KJR DRAFTING PTY LTD
7 VINCENT STREET
BAULKHAM HILLS 2153
N S W
PHONE (02) 9686 3443
FAX (02) 9686 1436
MOBILE 0419 283 980
EMAIL kjrdrafting@kjr.net.au
ABN 15 078 937 238
BUILDING DESIGNERS ASSOCIATION

Dan Murphy's
LOWEST LIQUOR PRICES GUARANTEED

ADMINISTRATION OFFICE:
789 HEIDELBERG ROAD,
ALPHINGTON,
VICTORIA, 3078.
Telephone (03) 9497 3388
Facsimile (03) 9497 2782

THIS DRAWING IS FOR DESIGN GUIDANCE ONLY. FINAL DETAILS MUST MEET SITE CONDITIONS, RELEVANT AUTHORITIES AND APPLICABLE BUILDING STANDARDS.

WOOLWORTHS LIMITED
ABN 88 000 014 675
3–5 UNDERWOOD ROAD HOMEBUSH NSW 2140
P.O. BOX 583 SYDNEY MARKETS NSW 2129
TELEPHONE (02) 8762 9977 FACSIMILE (02) 9763 2042

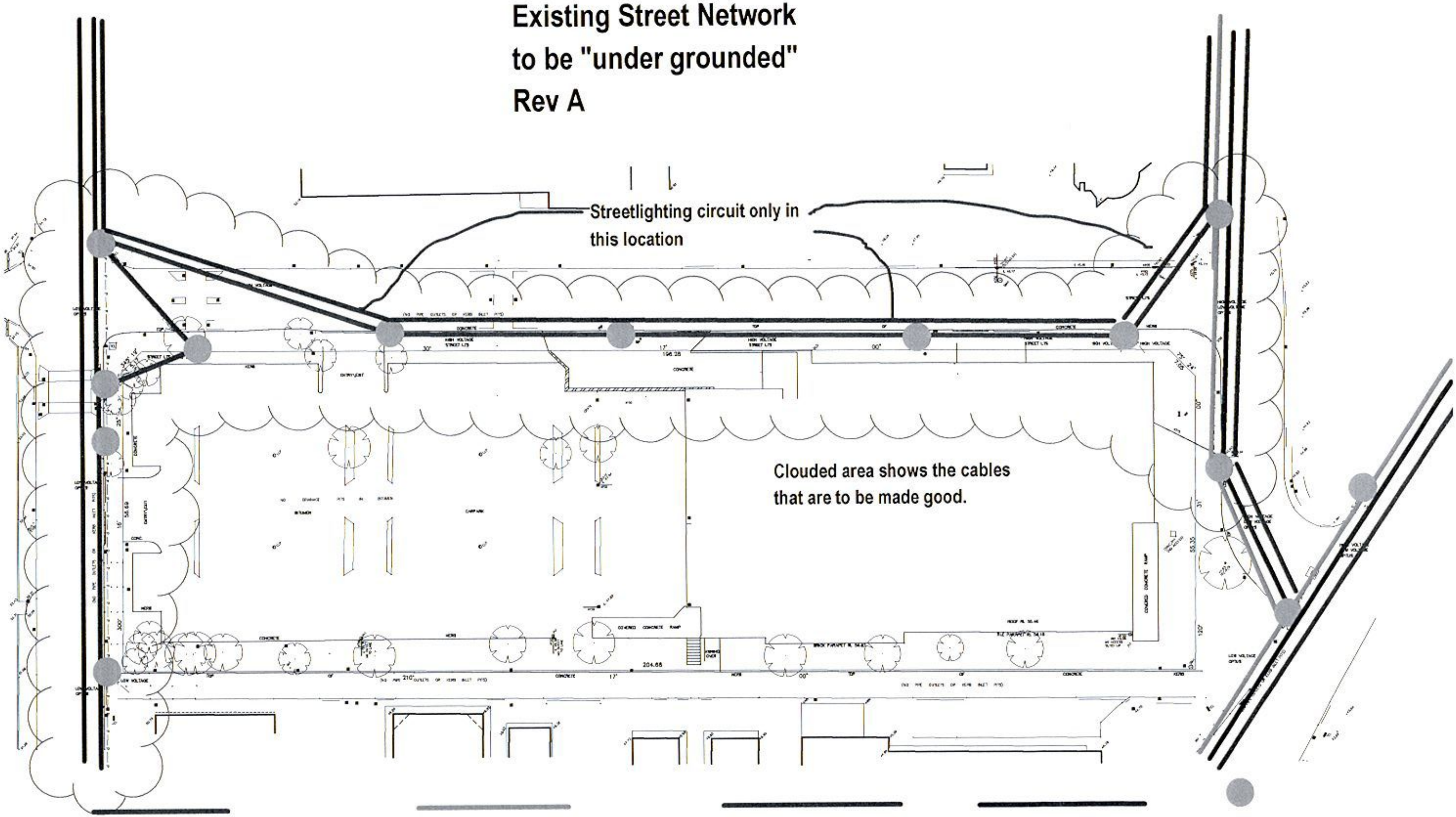
PROJECT :
MONA VALE DAN MURPHY'S
CNR KEENAN STREET & WARATAH STREET
MONA VALE NSW STORE No. 1263

DRAWING :
FEASIBILITY PLAN

DRAWN BY : MN	SCALE : 1:100	DRAWING No : Con1
PROJECT NO.: N9.1263	DATE : 23 Mar '04	KIT ISSUE : 28–11–03
REGION: 8	PROJECT MGR: C.MOYLE	AMENDMENT No : J 08 FEB 2007

STORE LOCATION TYPE :		
FREE STANDING		✓
WITHIN CENTRE		
TRAVELATOR	YES	NO ✓
REFRIGERATION NOTE : FLOOR SLAB ✓		
SUSPENDED	ON GROUND	✓

Existing Street Network to be "under grounded" Rev A



33,000V Sub-Transmission line

11,000V High Voltage Line

Low - Medium Voltage 240-415V and/or street lighting

Optus Cable

Power Pole

OneBuild
CONSTRUCTIONS

6.0 JOB SAFETY ANALYSIS: SAFE WORK METHOD STATEMENT FOR ONEBUILD SUBCONTRACTORS

Procedure:

Safe Work Method Statement (SWMS)the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimise, the risk to worker safety (controls). Where potential hazards are identified as Class 1 or Class 2 risks the SWMS will be completed using the step by step guide on the next page.

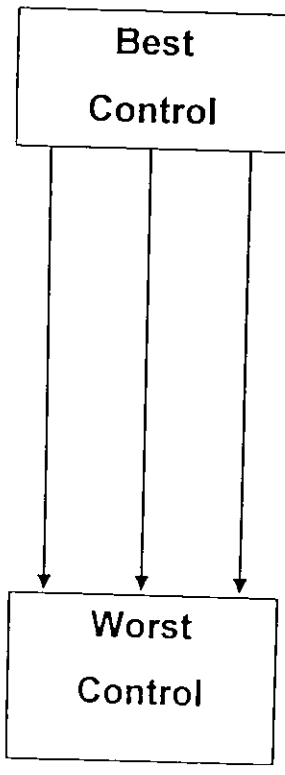
Prior to commencement of work on site the subcontractor shall submit a site specific SWMS. Where job steps or site conditions will change from those planned, the SWMS will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled – ***a site specific SWMS***

The SWMS forms – 5.01 and 5.02, provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the SWMS. This will ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the SWMS:

Safe Work Method Statement will be evaluated on how well Class 1 and Class 2 hazards have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the "Best to Worst" guide shown below:



1. **Remove the hazard completely:**
   - Eg remove risk of electrocution by using compressed air driven tools.
2. **Separate people from the hazard**
   - eg guards on power tools.
   - eg use effective barriers and edge protection.
   - eg enclose noisy machinery.
3. **Use an engineered control**
   - eg use Earth leakage device (safety switch) on electrical power source.
   - eg use a machine to lift heavy objects
   - eg use scaffolding rather than ladders to reduce risk of falls.
4. **Change work practices**
   - eg training in lifting techniques.
   - eg tagging procedures
5. **Provide personal protection (PPE)**
   - eg hearing protection, eye protection etc.

   NOTE: PPE should be the last barrier to protect people when all else fails.

OneBuild
CONSTRUCTIONS

Checklist For Work Method Statement

The following checklist is to be used to evaluate the SWMS

	Checked ✓
1. The name of the Company?	
2. A description of the work activity or task to be undertaken	
3. The date the JSA was developed?	
4. The name and signature of the person who developed the JSA?	
5. The project name / number and the name of the Principal Contractor?	
6. Potential hazards associated with the work and its job steps which are Class 1 and Class 2 risks?	
7. The controls that will be put in place to eliminate or minimise the potential hazards identified?	
8. Controls as high as practicable on the "best" to "worst" control guide?	
9. The name of the person/s responsible for ensuring that the control/s is in place?	
11. Workers Compensation and injury management?	
12. Plant and Equipment register and maintenance schedule	
13. Schedule of employees and competence tickets	
14. WorkCover permits and licences required	

Selection and Use:

- Job Safety Analysis will be completed and signed by an appropriately qualified person/s representing the Company who is competent in the work activity to be undertaken.
- Job Safety Analysis will be reviewed and signed by the appropriate OneBuild Constructions representative on the project.
- Employees will review the JSA and sign (Tool Box Talk 5.03) that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

Checked by:_____ Date:_____

OneBuild CONSTRUCTIONS

Job Safety Analysis

Company Name:	Project Name/No:
Work Activity/Task:	Principal Contractor:
Date:	Note: Sign off to be provided at Tool Box talk
Prepared by:	
Signature:	

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Controls What you are going to do to make the job as safe as possible.	Person Who Will Ensure this Happens.

Reviewed by: _____ /___/_

Principal Contractor Representative Position Signature Date

Form 6.01

OneBuild CONSTRUCTIONS

Job Safety Analysis

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Controls What you are going to do to make the job as safe as possible.	Person Who Will Ensure this Happens.

Reviewed by: _____

Principal Contractor Representative | Position | Signature | Date ___/___/___

Form 6.02

OneBuild
CONSTRUCTIONS

7.0 SKILLS AND COMPETENCIES:

Procedure:

OneBuild Constructions will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Assessment:

OneBuild Constructions will undertake a training / competency assessment of all its employees. The assessment will be recorded on form 6.01. Where skill deficiencies are detected appropriate training will be provided so that employees can perform their designated duties safely.

Selection and Use:

- The 6.01 register will be filed and kept on site for review.
- Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
- Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on form 6.02.
- **Day Labour** will be used only when the nominated worker/s satisfy the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Skills/Competency Assessment Register 6.01 provided.

kills/Competency Assessment Register

Form 7.01

..... Project:_____ Date:_____

Insert company name

Employee name	Skills, Competencies and experience (e.g. tickets/qualifications)	Work to be undertaken on this project	Any deficiencies in skills & competencies.	What additional training is required before work can commence?
	Experience [ ]Years			Completed ....Yes/No Date Completed ..../..../
	Experience [ ]Years			Completed ....Yes/No Date Completed ..../..../
	Experience [ ]Years			Completed ....Yes/No Date Completed ..../..../
	Experience [ ]Years			Completed ....Yes/No Date Completed ..../..../
	Experience [ ]Years			Completed ....Yes/No Date Completed ..../..../

OneBuild
CONSTRUCTIONS

8.0 OCCUPATIONAL HEALTH & SAFETY INDUCTION TRAINING

Procedure:

OneBuild Constructions will ensure that persons entering the site on a regular basis be they contractors, self employed persons, consultants, employees or visitors are site inducted. All other visitors to site will be accompanied by an inducted person.

Also the persons carrying out the nominated work have relevant training including Occupational Health & Safety Induction Training. Workers will not carry out construction work until they have received the minimum requirements of Occupational Health & Safety Induction Training as set out in the Act, Regulations and Code of Practice.

Occupational Health & Safety Regulation 2001, Part 8.2 Clauses 212 to 223.

Code of Practice for Occupational Health & Safety Training for Construction Work has established three areas of Occupational Health & Safety Induction Training.

These areas are:

1. A *"General" Occupational Health & Safety induction* is intended for **new entrants** to the industry (or workers who have not carried out construction work for a consecutive period of 2 years or more). This area of Occupational Health & Safety induction training should familiarise participants with the basic principles ;of Occupational Health & Safety in the construction industry. See Occupational Health & Safety Regulation 2001, Part 8.2 Clause 221.

2. A *"Work Activity" Occupational Health & Safety induction* is intended to provide **employees** with knowledge of Occupational Health & Safety issues relevant to the construction work activities they are to undertake that are new or unfamiliar to the employee. (Refer to WorkCover Information Note entitled "Review of Occupational Health & Safety Induction Training Code of Practice for Construction Work").

3. A *"Site Specific" Occupational Health & Safety induction* is intended to provide **all persons who carry out construction work** (including current employees commencing on a new work site) with knowledge of the Occupational Health & Safety procedures, hazards and risks of a particular workplace or site. (Form No. 8.01)

Selection and Use:

All workers will receive the above minimum Occupational Health & Safety induction training requirements before work on site commences.

OneBuild
CONSTRUCTIONS

Level 2, 63 Foveaux Street, Surry Hills NSW 2010
One Build Pty Ltd P.O. Box K1341 Haymarket NSW 1240
Phone 02 9218 3200 Facsimile 02 9218 3299
A.C.N. 087 981 048 Licence No. 104 551C

Project #

Project Name:

Address:

Tel:

Fax:

SITE INDUCTION DETAILS

COMPANY DETAILS

TRADE

COMPANY NAME

ADDRESS

PHONE #

FAX #

SUPERVISORS NAME

Mobile #

INDUCTION DETAILS

OBC Induction presenter

	Sighted
OH&S Induction card #	
Competency Tickets	
SWMS - Safe work method statements	

YOUR PERSONAL DETAILS ARE REQUIRED IN CASE OF AN ACCIDENT OR EMERGENCY AND REMAIN CONFIDENTIAL

PERSONAL DETAILS

YOUR DETAILS

NAME

ADDRESS

HOME #

MOBILE#

NEXT OF KIN DETAILS

NAME

ADDRESS

Home #

Mobile#

MEDICAL CONDITIONS or ALLERGIES

PLEASE SPECIFY

MEDICATION REQUIRED

DOSAGE

ID PHOTO

1 I have been inducted by my employer into their COMPANY'S site specific SWMS
2 I have read and signed my employeers SWMS
3 I have understood all of the information presented to me during this site induction and agree to work safely to ensure the safety of myself and workmates.
4 I agree to abide by the site rules including Workcover requirements and regulations.

I, _____ acknowledge and agree that all of the information supplied within this document is a true record

Signature: _____

Date: _____

OneBuild
CONSTRUCTIONS

9.0 WORKERS COMPENSATION & REHABILITATION

Procedure:

OneBuild Constructions will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under the Workers Compensation Act 1987. A *current* copy of the workers compensation insurance policy details issued by the insurer is to be displayed on site.

Assessment:

Where contractors are engaged to carry out work their ability to be considered an "employee/s" under the Workers Compensation Act 1987 will be assessed.

A copy of the up to date Insurance is to be provided to OBC and kept on file.

OneBuild
CONSTRUCTIONS

10.0 HAZARD REPORTING

Procedure:

OneBuild Constructions will encourage all employees to report hazards immediately. The site manager/OHS Representative on site will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on form 9.01 on the next page. The supervisor will complete a Hazard Report – 9.02 where hazards cannot be corrected immediately.

Assessment:

When a hazard is identified in the workplace a Risk Class will be assessed immediately using the categories outlined in the hazard identification and risk assessment section of this Plan. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – ie immediate, within 24 hours, within 48 hours and so on.

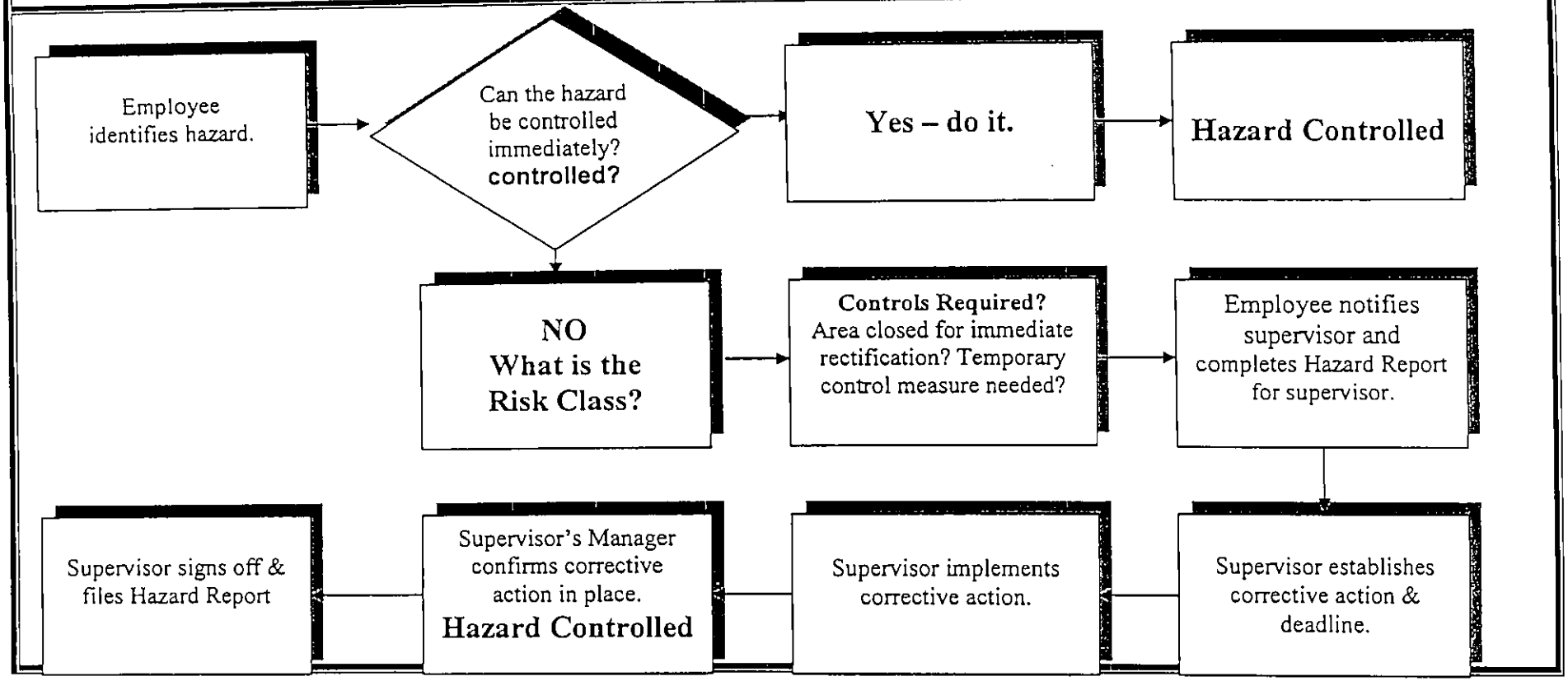
Corrective Actions:

- The Hazard Report will be signed by the inspection team leader and presented to the Company's supervisor if he / she is not part of the team.
- The above mentioned supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off reports will be recorded.

OneBuild
CONSTRUCTIONS

Hazard Reporting Procedure & Responsibility

Form 10.01



Hazard Report

Form 10.02

roject: .....Project No.: .....Date: ...../...../.....

ubmitted by: .....Signature: .....Submitted to: .....

he following hazard has been identified in relation to your work:_____

_____

_____

_____

_____

Risk Level: Class 1 (High) [ ] Class 2 (Medium) [ ] Class 3 (Low) [ ]

.ocation:

To be Completed by Supervisor

Action
Required:_____

_____

_____

_____

_____

_____

By Whom: .....By When: ☐ Immediate ☐ Within 24 hrs ☐ Within 7 days

Corrective Action Completed by: ..... Time:..... Date: ...../.../..... Signature: .....

Confirmed by: ..... Signature: .....

OneBuild
CONSTRUCTIONS

11.0 ELECTRICAL

Procedure:

OneBuild Constructions will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice Electrical Practices for Construction Work. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules.

All electrical equipment to be brought on site will be listed in the Electrical Equipment Register 10.01. The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

Inspection and Tagging:

All portable tools, electrical leads junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person, and labelled with a tag of current date before being brought on site. The tagging of this equipment shall be done monthly – to be completed by the first week of each calendar month.

Site accommodation electrical equipment, ie earth leakage sub boards, fridges, pie ovens, air conditioning units etc shall be tagged and tested every three months. A record of the currency of all electrical equipment will be recorded on form 10.01.

All subcontractors will submit a copy of their monthly tagging log to the site supervisor and filed in the site safety file. If the site has a Safety Committee then a copy of all monthly tagging logs are to be forwarded.

Live Boards / Power:

Working on live boards will not be allowed.

All work on electrical wiring and equipment will be in accordance with the Occupational Health & Safety Act 2000, Code of Practice and Australian Standard AS 3000 and any site rules.

Selection and Use:

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads will not be joined together.
- All plugs and sockets will be non-wirable (moulded) or transparent, with shroud.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, eg pump.

- **Where electrical equipment is hired,** eg portable generators, work lights and extension leads etc., OneBuild Constructions will ensure that the same requirements for Occupational Health & Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

lectrical Equipment Register

Form 11.01

..... Project:_____ Date:_____

Insert company name

Equipment Description	Manufacturer	Serial No.	Date of Inspection & test	Date for next inspection & test	Signature	Certificate No.

OneBuild
CONSTRUCTIONS

12.0 HAZARDOUS SUBSTANCES

Procedure:
All hazardous substances brought / used on the site shall be accompanied by a Material Safety Data Sheet (MSDS) and submitted to the site safety management team for approval.

No substances will be brought / used on site until approval of the current MSDS by the site safety management team.

All substances to be brought / used on site will be listed in the Register of Hazardous Substances (11.01)

Selection:
The following will be considered when selecting hazardous substances:

- Flammability and explosivity.
- Carcinogenic classification if relevant.
- Corrosive properties.
- Environmental hazards.
- Toxicity (short and long).
- Chemical action and instability.
- Extent of PPE required.
- Storage requirements

Storage:

- All storage and use of hazardous substances will be in accordance with the MSDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, offices, or container sheds not designated as a storage container.

Use:

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Refer to WorkCover and WorkSafe Publications for advice. (See site procedures)
- Advice on a substance may be obtained from a chemical data base, eg Chemwatch.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Confirmation of this training will be provided by a "sign off" on the appropriate Tool Box Talk form 5.03 or the training recorded on form 6.02.

For more information on Hazardous Substances see site procedures, eg:

- Asbestos (Fibro)

OneBuild
CONSTRUCTIONS

- Mineral Fibres
- Chemicals – Managing Chemical Hazards in the Workplace
- Code of Practice for control of workplace hazardous substances.
- Storage of paint, flue and solvents.
- A Guide to Hazardous Substances in the Workplace.

Hazardous Substances Register

Form 12.01

Project: ..... Project No.:_____ Date:_____

The following hazardous substances have been approved and will be brought on-site:

Product Name	Unit No.	Cross Referenced to WMS	Location/s on site	Type of application	Current MSDS available	(Principal Contractor Use Only) Approved for use by

13.0 LIFTING GEAR

Procedure:
OneBuild Constructions will ensure that lifting gear (chains, slings, wire rope, shackles, hooks) that are brought on site have a *current* certificate of test and are listed in the register 12.01. The register will be maintained during the course of the contract.

Assessment:
All lifting slings and accessories will be marked with the manufacturers identification, Safe Work Load and the grade of the steel or alloy. The supplier provide each item with a marked identification number and a current test certificate for each will be held on site and made available on request.

Selection & Use:

- Lifting gear that does not have a current test certificate will not be brought on site under any circumstances.
- No item of plant and equipment will be brought on site without a current service / maintenance record or registration where required.

Lifting Gear Register

13.01

Description	Plant No.	Date of Last Inspection	Condition	Inspected by	Date for Next Inspection
				Qualification:	
				Qualification:	
				Qualification:	
				Qualification:	
				Qualification:	
				Qualification:	
				Qualification:	

14.0 PLANT

Procedure:

Stationary and mobile plant and equipment are to be regularly inspected and maintained. An inspection and maintenance history record is to be kept by the equipment/plant supplier.

OneBuild generally will not have there own plant and equipment. As part of the WMS, OBC are to ensure that plant and equipment schedules are included in the WMS and are regularly maintained.

In the case of hired in plant and equipment the hire company is to provide an OHS safety check list and maintenance details.

Concrete pumps, cranes etc are to provide there own details of maintenance and safety checks. OBC will audit these details.

Plant Report

Form 14.04

Tick the appropriate category

- ☐ Mobile plant
- ☐ Static plant

Project: _____ Contractor: _____

Responsible Person: _____

Work performed for: _____ Of: _____

Full Details of Work Performed

Inspection Report

Name: ..... Signature: .....

Date: .....

OneBuild
CONSTRUCTIONS

15.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Procedure:
Where other means of protection are not practicable OneBuild Constructions will supply to its employees clothing or equipment designed to protect parts, or all, of the body. This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. Steel cap boots and hard hats are the minimum requirement for entry to a construction site.

Assessment:
During the development of control measures for Job Safety Analysis the "Best" to "Worst" guide to controls outlined in the Job Safety Analysis section of this plan will be used to help minimise reliance on PPE.

Selection and Use:

- OneBuild Constructions will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling.
- All issues of PPE to each individual will be recorded on form 14.01 (one for each individual).
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.
- All subcontractors, consultants, self employed persons and persons entering the site on a regular basis are to supply their employees with the appropriate PPE and provide a record on a form of their own or use OneBuild Constructions' form 14.01

ersonal Protective Equipment Issue Record

Form 15.01

nployee Name:_____ Occupation:_____

·oject:_____ Date:_____

PPE item	Date of issue/replacement	Name of recipient	Signature of recipient
			I have received the listed PPE with appropriate instruction/training in its correct use.

OneBuild
CONSTRUCTIONS

16.0 FIRE PROTECTION

Procedure:

The Project Manager, or his/her representative, shall ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

OneBuild Constructions will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences. A list and current service history of all fire fighting equipment to be brought on site will be provided on form 15.01 or equivalent.

Inspection:

OneBuild Constructions will check the "charge level" of all of our fire extinguishers on site at six monthly intervals. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials will not be allowed to accumulate in work areas to prevent a fire risk.

Selection and Use:

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of this plan, 6.02

16.01

ire Protection Form

oject: .....

Project No: .....

he fire extinguishers listed have been maintained in accordance with Australian Standard AS-1851 and will be installed on site.

Extinguisher Type	Serial No.	Condition & Charge Level	Date of Last Inspection	Inspected by	Date of next Inspection Required	Comments

OneBuild
CONSTRUCTIONS

17.0 CONSULTATION

Procedure:
Occupational Health and Safety Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and the development of controls all employees will attend a Consultation Meeting conducted by the site manager/OH&S Representative.

All Tool Box Talks will be recorded on form 5.03 and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Participation:
OneBuild Constructions recognise the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Consultation will be used to help manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, Safe Work Method Statement developed and presented for evaluation and familiarisation or safety alerts discussed.

Time:
Consultation will take place on a fortnightly basis, or at any other time when situations on the project change requiring details to be provided to all employees on site.

Record of Tool Box Talk

Workplace: _____ Date: _____

Supervisor/presenter: _____

Subject: _____ Duration: _____

Persons Present

Print Name	Signature	Print Name	Signature

Comments & points raised:

Corrective Action	Action by	Action Complete	
		Sign off	Date

OneBuild
CONSTRUCTIONS

18.0 FIRST AID

OneBuild Constructions will provide First Aid services as per the Occupational Health & Safety, (First Aid) Regulation 2001.

The following minimum requirements will be undertaken and personnel provided:

		Type of Kit Required			Type of Certificate Required		
Place of work and no. of persons on the job	First-aid room	Kit A	Kit B	Kit C	First-aid Certificate	Occupational First-aid Certificate	None
For Construction							
100 or more	•					•	
25-99		•			•		
24 or less			•				•

First Aid Personal & Location of First Aid:

- First Aid box / room / shed location to be displayed on main notice board, inform all personnel at site induction and to be marked up on Emergency Evacuation Plan.
- First Aid signage to be displayed on shed.
- First Aid Personnel – Name and contact phone number of qualified first aid person to be displayed at First Aid location.

Reporting:

All injuries will be reported to the appropriate First Aid Officer on site. Injuries will be recorded in the Site Injury Register form 17.01 or its equivalent.

Records will be kept for a minimum of five years. Where the injury results in an absence from the workplace of seven days or more the injury and its circumstances will be reported to the WorkCover Authority using the appropriate form.

OneBuild
CONSTRUCTIONS

19.0 ACCIDENT / INCIDENT INVESTIGATION & REPORTING

All accidents / incidents are required to be reported to the site manager / supervisor and on site Safety Management Team. A record is to be kept in the site Injury Register and Site Diary.

If the site manager / supervisor and on site Safety Management Team determine that an investigation needs to occur, the investigation will be recorded on Accident / Incident Form 18.01 or its equivalent.

Under Section 86 of the Occupational Health & Safety Act 2000 the Safety Manager / Supervisor shall:

a) Complete the WorkCover "Accident Report Form" as notification of:

Part 12.1 – Notification of accidents and other matters

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Notification of accidents and other matters – declaration under section 86 of the Act of additional occurrences to be notified to WorkCover.

Note: Section 86 of the Act requires the occupier of a place of work to give WorkCover notice in accordance with that section of certain occurrences at the place of work. These occurrences include occurrences that have resulted in a person being killed and occurrences prescribed in Clause 344 for the purposes of Section 87 of the Act. Section 86 of the Act also provides that additional occurrences can be declared by regulation to be occurrences required to be notified to Work Cover.

In accordance with Section 86 (1) (b) of the Act, any event or circumstance listed below occurring at or in relation to a place of work is, if it is an event or circumstance that presents a risk to health or safety and is not immediately threatening to life, declared to be an occurrence that is required to be notified to WorkCover:

a) An injury to a person (supported by a medical certificate) that results in the person being unfit, for a continuous period of a least seven days, to attend the person's usual place of work, to perform his or her usual duties at his or her place of work or, in the case of a non-employee, to carry out his or her usual activities.

b) An illness of a person (supported by a medical certificate) that is related to work processes and results in the person being unfit, for a continuous period of at least seven days, to attend the person's usual place of work or to perform his or her usual duties at that place of work.

c) Damage to any plant, equipment, building or structure or other thing that impedes safe operation.

d) An uncontrolled explosion or fire.

e) An uncontrolled escape of gas, dangerous goods or steam.

f) A spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance (as defined in Part 6.3).

g) Removal of workers from lead risk work (as defined in Part 7.6) due to excessive blood lead levels.

h) Exposure to bodily fluids that presents a risk of transmission of blood-borne diseases.

i) Any incidence of violence at a place of work (supported by a medical certificate) that results in an employee being unfit, for a continuous period of at least seven days, to attend the employee's usual place of work or to perform his or her usual duties at that place of work.

j) Any occurrence that involves a risk of:

i) explosion or fire, or

ii) escape of gas, dangerous goods or steam, or

iii) serious injury to, or illness of, a person, or

iv) substantial property damage.

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Variation of obligations under section 86 of the Act – employers to notify WorkCover of certain injuries and illnesses.

1. In accordance with Section 86 (4) of the Act, the obligations under that section are varied by requiring an employer of a person (instead of the occupier of the place of work) to give WorkCover notice in the case of an injury to, or illness of, the person, being an injury or illness that is an event or circumstance referred to in Clause 341. This subclause does not apply if the employer is aware that another person has given the required notice to WorkCover.

2. Any such notice must:

a) Be given as soon as practicable (but not later than seven days) after:

i) in the case of an injury – the employer becomes aware of the injury, and

ii) in the case of an illness – the employer receives the relevant medical certificate, and

b) be in the approved form, and

c) be given by leaving it at, or by sending it by post or facsimile transmission to, an office of WorkCover.

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Retention of copies of notices.

1. A person who gives a notice under Section 86 of the Act or Clause 342 must retain a copy of the notice in a bound book or in loose-leaf form for a period of at least five years after the date the notice is given.

2. Any such person must make those copies available for inspection by an inspector in accordance with a request by the inspector, and in any event, no later than 7 days after the date of the request.

Maximum penalty: Level 1.

OneBuild
CONSTRUCTIONS

b) Complete Accident / Incident Form 18.01:

- All events as a) above,
- Any other occurrence that the site manager / supervisor and on site Safety Management Team so designate.

Investigation:
OneBuild Constructions will investigate all accidents / incidents within 48 hours. Investigation will be recorded on Accident Investigation form 18.01 or its equivalent.

Accidents will be recorded by Site Manager / Foreman.

Accidents will be investigated by Site Manager / Foreman / Site Safety Management Team.

Accidents will be reported to WorkCover by Project Manager where necessary.

Records will be kept for a minimum of five years. Where the injury results in an absence from the workplace of seven days or more the injury and its circumstances will be reported to the WorkCover Authority using the appropriate form.

Accident Investigation Report

Form 19.01

NOTE: A separate form should be completed for each person injured.
This investigation is aimed at identifying causes, not attributing blame. All investigating personnel should be trained in investigation techniques.

Reference No. _____ ☐ Injury ☐ Damage ☐ Near Miss

1. **Project:** _____

2. **Personal Details**

Surname | First Name | Other Initials

Date of Birth (Day / Month / Year) Gender (M/F) Preferred Language Contact No.

3. **Occupation/Job Title & Details**

Description of occupation or job title

How long at this Occupation/job (Day / Month / Year)

Training provided:
- ☐ Induction.
- ☐ Trade/task specific.
- ☐ Both of the above.
- ☐ Neither of the above.

Main tasks performed

4. **Time& Date of Damage/Acc/Near Miss** am/pm (Day / Month / Year)

Time & Date Report Received am/pm (Day / Month / Year)

5. **Accident Results**
- ☐ Fatal
- ☐ First aid only
- ☐ Hospital inpatient
- ☐ Property damage
- ☐ Doctor only
- ☐ Nil (injury/damage)

Nature of injury, disease or damage:

_____ Nature

Location of injury, disease or damage:

_____ Nature

6. **Outcome (Questions to be answered, as information becomes available)**

Rehabilitation
- ☐ Not Required
- ☐ Required

Date of Resumption
- Short-term alternate duties
- Permanent alternate duties
- Normal duties

(Day / Month / Year)

Total number of days lost.
- ☐ Government report completed and sent.
- ☐ Investigation undertaken.

7. Description of Incident (include any particular chemical, product, process equipment involved)
What was the worker doing at the time? _____

Name/s of witnesses	Signature of worker	Date:

Mechanism of injury

How exactly was the injury, disease or damage sustained?

Breakdown agency

What happened? (undesired event)

Reconstruct the sequence of events that led to the undesired event.

1.	4.
2.	5.
3.	6.

List contributing factors

Investigating Person: Name | Position | Signature

Date investigation conducted: Day Month Year

9. Corrective Action Undertaken: _____

Estimated Cost of Incident: $	Estimated Cost of Correction: $

10. Manager's Comments: (manager, employer or Principal Contractor to sign and date)

Signature:	Date:

11. Safety Co-ordinator's Comments: (sign and date)

Signature:	Date:

egister of Injury

Form 19.01

etails of Injured Person:

ime:
rname: _____ Given Name/s: _____ Sex(M/F): _____

ldress:
o. _____ Street: _____ Suburb: _____ Post Code: _____
ity: _____ State: _____ Contact Phone No: (_)_____

mployer:
usiness Name: _____

ddress:
o. _____ Street: _____ Suburb: _____ Post Code: _____
ity: _____ State: _____ Business Phone No: (_)_____

Accident/Incident Details:

Description of Events:
Date of injury: ___/___/___ Time of Injury: _____ am. / pm.

Task/operation undertaken at the time of the injury: _____
Physical location (area) where injury occurred: _____
Type of injury: (eg bruise, cut, fracture, grit in eye) _____
Part of Body Injured: (eg arm, torso, head) _____
Cause of injury: (what happened) _____

_____

Treatment Given/Action Taken: _____

Person completing this form:

Surname: _____ Given Name/s: _____ Signature: _____

Date: ___/___/___ Time: _____ am. / pm.
Did the person cease work? Yes /No.
Has a referral for further treatment been issued? Yes /No.

(cross out whichever is not applicable)

OCCURRENCE INVESTIGATION

Occ.Inv.Report No: _____ First Aid Report No: _____ WC Report No: _____ Other (Specify): _____

Complete and attach to this investigation report the First Aid Report, Risk Assessment/Non Conformance Occurrence Card – White Card (WC) Report and any other report.

	Name	Employer	Position
Investigation Team (Chairperson)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Occurrence description (information from the First aid report and add/amend if required)

_____

_____

_____

_____

Description of Property Damage: _____

Third Party Evidence (other than Company). Attach Statements/Reports

Name	Surname	Employer	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Attending Statutory Officers

• Police	Print Name: _____	Telephone No.: _____
• Ambulance	Print Name: _____	Telephone No.: _____
• Local Authority	Print Name: _____	Telephone No.: _____
• Statutory Inspector	Print Name: _____	Telephone No.: _____

ESSENTIAL FACTORS

An occurrence investigation method that doesn't focus on primary cause eg., its too easy to say "it was the idiot's fault", "he/she shouldn't have done it!" Essential factors analysis looks at an occurrence through time ie from beginning to end and also at the people, machine, environment elements and identifies the essential factors that had to be present for the damage to occur.

MATRIX – What had to happen

PEOPLE	C/NC	MACHINE	C/NC	ENVIRONMENT	C/NC

Legend: C = Controllable NC = Not controllable

PRIORITY SOLUTIONS (Short and Long Term Solutions must result from the investigation)

1. _____
2. _____
3. _____
4. _____

The above solutions are to be recorded on the NCR report completed for the incident

Form Completed By: Name: _____ Signature: _____ Date: _____

OneBuild
CONSTRUCTIONS

20.0 LEGISLATION

Compliance with Occupational Health & Safety Legislation, Regulations, Standards, Codes of Practice and Site-specific Site Safety Rules.

Legislation:

Legislation covering Occupational Health & Safety in NSW is administered by WorkCover NSW. The legislation consists of Acts of Parliament and Regulations made under those Acts, and is supported by Codes of Practice and Standards.

Act:

Occupational Health and Safety Act 2000

Regulations:

The Occupational Health & Safety Act 2000 supported by Occupational Health & Safety Regulation 2001, Standards and Codes of Practice impose a duty of care on employers and others at the workplace.

The Regulation operates under the Occupational Health & Safety Act and associated legislation. The Regulation gives details of how certain sections of the Act are to be implemented.

Occupational Health & Safety Regulation 2001

Industry Codes of Practice:

An approved industry Code of Practice is a practical guide to achieving the standard of health, safety and welfare required by the Occupational Health & Safety Act 2000 and Occupational Health & Safety Regulation 2001. An approved industry Code of Practice should be followed, unless there is an alternative course of action which achieves the same or a better standard of health, safety and welfare in the workplace. Industry Codes of Practice published by WorkCover which may apply include but are not limited to:

Code of Practice for	Electrical Practice for Construction Work
	Facade Retention
	Manual Handling
	Pumping Concrete
	Construction & Testing of Concrete Pumps
	Safety Line Systems
	Noise Management and Protection of Hearing at Work
	Safe Use of Synthetic Mineral Fibres
	Safe Work on Roofs Part 1 & 2

OneBuild
CONSTRUCTIONS

Excavation Work

Occupational Health & Safety Consultation

Hot or Cold Environments

Formwork

Workplace Amenities

Overhead Protective Structures Work

Occupational Health & Safety Industries Training for Construction Work

Cutting and Drilling Concrete and Other Masonry Products

Mono Strand Post-tensioning of Concrete Buildings

Control of Workplace Hazardous Substances

Asbestos

OneBuild
CONSTRUCTIONS

21.0 NOMINATED HAZARDS & SITE SAFETY RULES

Following is a list of hazards & issues which require due consideration within the site safety induction training:

- Site temporary electrical services
- Manual handlings
- Hazardous substances
- Noise control
- Operation of plant, (inspections forms and competency tickets)
- UV radiation
- HIV and blood infection
- Working near traffic (ticketed lolly-pop men only)
- Work at Heights
- Hazards associated with Drugs and Alcohol
- Ladders
- Explosive Power Actuated Tool (EPTs) no direct action tools allowed.
- PPE – all site to wear steel capped safety boots and safety helmets. Regardless of other requirements.
- House Keeping
- Elevated Work Platforms (competency tickets) and (log books).
- Roofing – Access, handrails, scaffolds etc.
- Scaffolding / mobile scaffolds.
- Tools
- Smoking
- Discrimination and Harassment
- Demolitions
- Excavations (in ground services – 'Dial Before You Dig')
- Drugs & Alcohol Hazards.

OneBuild
CONSTRUCTIONS

21.1 Site Safety Rules

- Prior to commencement of work all contractors must provide a Safe Works Method Statement (SWMS), copies of MSDS and have their employers read and sign the document. (No work will commence until this is done).

- All contractors are to provide to OneBuild Constructions details of insurance, Workers Compensation Policy, C + Bus, Long Service Leave etc.

- Before commencing work on site all personnel must have proof of attendance at an industry induction training course. A site specific induction will be carried out before any work is done on site.

- Workers are not permitted to enter into adjacent properties and are limited to designated Construction areas, defined by the temporary fencing, at any time. Access to other areas is to be arranged by the Site Manager.

- Temporary site sheds are located at the rear boundary of the site. All workers must use the facilities provided. –refer to site plan

- Site fences have been erected to protect the Public and must be maintained. Any alteration to any site fencing must be approved by the site manager and is to be reinstated.

- Scaffolding over 3 meters must be erected and dismantled by a licensed scaffolder and certified to AS 1576 all other scaffolding must be installed in accordance with the code of practice.

- Drinking water is provided at the site amenities and on site in designated areas.

- All food scraps etc are to be placed in bins provided by OneBuild Constructions.

- All workers are to be aware that demolition and detailed excavation may be taking place adjacent to the existing building. Care should be taken at all times.

- Safety vests are to be worn on site whenever working around moving plant and equipment, motors vehicles included.

- Detail Excavation: - All workers to take note of machinery movements. All personnel need to stay 7metres outside the swing areas of excavators. Only approach excavation equipment from the front and only move in once the driver has noted your intention and signaled an approach.

- Mobile Phones not to be used when operating or in the vicinity of plant

- There is no smoking allowed in the site sheds. An area outside the Lunch sheds has been designated for this purpose. Radios are not permitted in work areas. Workers are asked to refrain from swearing etc. Use of recreational drugs is prohibited on site.

- Access ways are to be kept clear at all times.

- Where possible noise levels are to be kept to a minimum so as not to cause discomfort to residents and the general public.

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CONSTRUCTIONS

- When the above is not possible, contractors must inform One Build Site Manager so he can inform the affected parties.
- Contractors will be advised of Temporary power (on earth leakage) in the Construction zone.
- Fire extinguishers are placed at the site sheds and around the site as designated on the site layout
- Hard hats to be worn on site.
- Ear protection to be worn when required by the subcontractors -SWMS.
- Eye protection to be worn especially when grinding, welding, using power tools, demolishing etc.
- Safety footwear to be worn at all times.
- It's every workers responsibility for site safety; any unsafe situations are to be reported immediately to the Site Manager or site safety representative for immediate corrective action.
- Hazardous substances required to be left on site are to be stored in accordance with the material safety data sheets. It is preferable for all hazardous substances to be removed from site when not in use.
- Any workers affected by Alcohol / Drugs will be asked to leave the site.
- All power tools must be checked and tagged on a monthly basis by a licensed electrician. Records of this must be given to the Site Manager.
- All electrical leads are to be elevated two (2) metres from the ground.
- All contractors at the end of the day must leave their work area clean and place their rubbish in bins provided by OneBuild Constructions.
- All hot works must have a portable fire extinguisher close by prior to commencement. Site Manager must be informed before any works commence. A HWP (hot works permit) will be required when working within existing premises or around existing services; sprinklers, smoke detectors etc.
- When any workers are exposed to high temperatures and may experience heat stress symptoms they should cease immediately and consult with the site manager or OH&S representative.
- Sun screen is provided at the first aid kit for personnel use whilst on site when exposed to sunlight.
- A consultative approach to managing safety in the workplace is established on this project. All employees are to contribute to the issues affecting the health, safety and wealthfare.
- Site amenities are to be kept clean at all times.
- A hazardous material register is kept on site adjacent to the first aid box.

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CONSTRUCTIONS

- Working on live boards will not be allowed. All work on electrical wiring and equipment will be in accordance with the Occupational Health & Safety Act 2000, Code of Practice and Australian Standard AS 3000

- All work on site will be done in accordance with codes of practice and regulations

- There is a First Aid box located in the site office. Minor cuts, abrasions etc... can be treated there. All major injuries will be treated at the Hospital, however all injuries must be reported to site office.

- One Build has a policy against discrimination and harassment in the workplace. One Build is committed to providing and maintaining a totally non-discriminatory and harassment free work environment where everyone is treated fairly and equally.

- Discrimination by any person against another on the basis of irrelevant factors such as: sex, race, religion, colour, pregnancy, physical features, marital status, disability, sexual orientation, national origin, family, parental status, will not be tolerated by One Build in the workplace.

- Harassment in any form is it: bullying, intimidation, threats, ridicule, sexual, racial, verbal abuse, insults, gestures, innuendo will similarly not be tolerated by One Build in the workplace.

- If you become aware of any such conduct, please report it immediately to the Site manager.

- As the above is site specific all contractors must adhere to the OHS Act and Regulations. Any worker who fails to follow the above rules may be asked to leave the site.

- All subcontractors to be individually responsible for the mud etc left on the road from their vehicles, it is your responsibility to clean off your tyres as required before leaving site.

- Working hours as per DA conditions:
  Mon-Fri 7am-5pm
  Sat 7am-1pm
  No work Sundays or Public Holidays.

NOTE

The above are site-specific rules only; in addition all contractors must adhere to the OHS Guidelines set down by Work Cover for all works. Any worker who fails to follow the above rules may be asked to leave the site.

Project:

Project No:

Week Commencing:

	M	T	W	T	F	S	S	Remarks
Access								
Emergency access/egress								
Safe means of access/egress								
Walkways clearly marked								
Lighting								
Sufficient lighting natural or artificial								
Emergency lighting operational								
Openings/penetrations								
Openings fenced or covered								
Cover fixed over penetrations								
Plant and equipment								
Plant and equipment maintenance								
Power tool guards								
Logbooks to scissor-lifts/cherrypickers filled out each day								
Electrical								
Leads elevated								
Leads tagged and up-to-date								
Earth leakage systems working								
Ladders								
Ladders used according to regulations								
Securely fixed top and bottom								
Excavation work								
Cable and services located before excavation								
Fencing wherever a person can fall over 1.8 unless otherwise secures or excavations over 1.5 deep								
Excavations adequately shored								
Trenches (over 2.4 long x 1.5 deep) braced at intervals								
Trenches in unstable ground shored								
Excavated material placed min 900 from edge of trench								
Trenches over 1.5 in depth provided with a ladder								
Trenches over 1.5 deep and not timbered require benching every 60m								
Dust Control								
Water dampening/spraying conducted regularly (where required)								
Water to jackhammers and rock picking								
Adequate ventilation provided								
Respirators provided								

reating excessive dust								
oardings and temp fencing								
dequate and maintained								
ightwells and false cars								
alse cars regularly inspected								
alse cars regularly maintained								
tructural members of false car(s) inspected								
djusting devices of false car(s) inspected								
afety gear operation check								
afety gear release rope condition check								
Power climber attachment to false car(s) checked								
Lift openings								
All lift doors openings screened and locked								
Have penalty notices (CH&S Act Reg 20) been fixed to screens								
Explosive tools								
Ticketed power tool operator								
Explosive power tools locked up after use								
Explosive power tools cleaned regularly								
Only low velocity EPT in use								
Confined space								
Confined space permits and tickets includiong WMS								
Loading platforms								
Is SWL signage on platform?								
Bolts/Connectors secured								
Adjustable jacks tight								
Rear handrails								
Gates closed								
Platforms clean								
Are locking pin secure on moving platforms?								
Safety lines								
Is cable minimum 10mm								
Line packed at sharp edges								
3 double base clamps on end of cable								
Turnbuckles moused to stop turning								
Cable not damaged								

OneBuild
CONSTRUCTIONS

22.0 INSPECTION & TESTING

22.1 General Safety Inspections

- Foremans Safety & Environmental checklist to be done once a week by the site Foreman / Supervisor. Copy to PM. Form 21.01.
- Occupational Health & Safety Committee Safety inspections to be carried out weekly on projects when a committee has been set up in accordance with Occupational Health & Safety Act.

Safety inspection (walks) to be recorded on Form 21.02, copy on file by safety committee and to PM safety inspection issued to all subcontractors and posted on main notice board.

21.2 Check Lists

- Site Amenities Checklist Forms 21.03 to be completed monthly.
- Other check list to be completed on installation, delivery, and/or use.

  Scaffolding Check List Form 21.04

  Swinging Stage Check List Form 21.05 & 21.06

  Hoist Check List Form 21.07

  Fork Lift Truck Check List Form 21.08

  Concrete Pump Check List Form 21.09

  Compressor / Pump Check List Form 21.10

  Oxy / Acetylene Check List Form 21.11

  Loading Platforms Check List Form 21.12

- Filed by Site Manager / Foreman, copy to PM and on site safety management team. Action taken as required.

SCAFFOLDING CHECKLIST

Form 22.04

LOCATION .....

SCAFFOLDER .....

CHECK	NOT APPLICABLE	O.K.	NEED REPAIR
BRACING			
TIES			
SOLE PLATES			
TRANSOMS			
XXOGERS			
BASE PLATES			
PLANKS			
LOADS			
KICKBOARDS			
STANDARDS			
LOOSE MATERIAL			
CLIPS			
LADDERS			
PASSAGEWAYS			
BRICKGUARDS			
MESH			
OTHER -			

List any item requiring attention.

_____

_____

_____

The scaffolding has been inspected and has been found safe/unsafe to use.

_____

_____

_____

Signed: ..... Date: .....

DAILY CHECKLIST FOR SWINGING STAGE

Form 22.05

Unit No: _____ Location: _____

DESCRIPTION	COMMENTS
1. Check suspension ropes and shackles	
2. Check counterweights are securely in place	
3. Check needles (clips, etc)	
4. Check cradle is clean and in good condition	
5. Check safety equipment (first Aid Box, Safety Harness, Radios and Fire Extinguishers).	
6. Check emergency stop	
7. Check top limit	
8. Check barricades below	

Name of Operator	Sign	Start Time	Finish Time	Date

DAILY CHECKLIST FOR SWINGING STAGE

Form 22.06

DESCRIPTION	COMMENTS
1. Check supporting structure (scaffold etc)	
2. Check counterweights	
3. Check suspension ropes	
4. Check suspension shackles	
5. Check reeve into wires	
6. Check up / down operation	
7. Check hour meter functioning	
8. Clean unit	
9. Load test	
10. Check emergency stop	
11. Check reset handle	
12. Check manual descent	
13. Check crank handle and cut out	
14. Overspeed check	

Name (Print) _____ Qualification _____ Signature _____ Company _____ Date _____

HOIST CHECKLIST

Form 22.07

TYPE ..... PLANT NO: .....

OPERATOR .....

CHECK	NOT APPLICABLE	O.K.	NEED REPAIR
SAFETY LIMIT SWITCHES			
CONTROL LEVERS			
COMMUNICATING SYSTEM			
CABIN			
DOORS / GATES			
LADDERS			
OIL LEAKS			
PASSAGEWAYS			
MOTOR GUARDING			
CABLES – EMERGENCY			
OTHER -			

List any item requiring attention.

_____

_____

_____

This hoist has been inspected and has been found safe/unsafe to use.

_____

_____

_____

Signed: ..... Date: .....

FORK LIFT TRUCK CHECKLIST

Form 22.08

TYPE ..... PLANT NO: .....

OPERATOR .....

CHECK	NOT APPLICABLE	O.K.	NEED REPAIR
HORN			
LIGHTS			
CONTROL LEVERS			
CONTROL PEDALS			
INSTRUMENTS			
SAFETY FLASHING LIGHTS			
133A ELECTRICAL PLATE			
BRAKES			
OIL			
OIL LEAKS			
TYNES			
SEAT			
TYRES			
GUARDS			
BOOM HOIST			
OTHER -			

List any item requiring attention.

_____

_____

_____

This machine has been inspected and has been found safe/unsafe to use.

_____

_____

_____

Signed: ..... Date: .....

CONCRETE PUMP LINE CHECKLIST Form 22.09

CHECK	NOT APPLICABLE	O.K.	NEED REPAIR
LINE CHECK			
JOINTS			
BENDS			
FIXINGS			
OTHER -			

List any item requiring attention.

The concrete pump line has been inspected and is safe / unsafe to use.

Signed: ..... Date: .....

COMPRESSOR / PUMP CHECKLIST Form 22.10

CHECKER .....

COMPRESSOR

CHECK	NOT APPLICABLE	O.K.	NEED REPAIR
DOORS			
TOW BAR			
LIGHTS			
AIR HOSES			
OTHER -			

PUMPS

LEADS			
CONNECTIONS			
HOSES			
MOTOR			
OTHER -			

List any item requiring attention.

_____

_____

_____

The above equipment has been found safe / unsafe to use.

_____

_____

_____

Signed: ..... Date: .....

Form 22.11

OXY / ACETYLENE CHECKLIST

USER .....

CHECK	NOT APPLICABLE	O.K.	NEED REPAIR
HOSE CONNECTION			
HOSE			
BOTTLE TROLLEY/CRADLE			
FIRE EXTINGUISHER			
OTHER – FLASH BACK ARRESTORS	FITTED	NOT FITTED	

List any item requiring attention.

This oxy / acetylene equipment has been inspected and has been found safe/unsafe to use.

Signed: .....

Date: .....

CHECKLIST FOR LOADING PLATFORMS

Form 22.12

LIST	YES	NO
1. Do props have a suitable base?		
2. Are props plumb?		
3. Are screw jacks wound up tight?		
4. Back propoing in place?		
5. Are safety chains operational?		
6. Are gates operational?		

DATE: _____ **FOREMAN:** _____ **AREA:** _____

COMMENTS:

23.0 INDUCTION PROCEDURES

Guidance Notes for Giving Site Specific Induction:

Site set up to include Notice Board displaying the following information:

- Copy of OneBuild Constructions workers compensation.
- Company Consultation Policy
- Plan of site showing Evacuation Exits and direction of movement to all exits off floors (if required) to the outside of the site, to a designated assembly point away from any possible danger. Show direction from exit points down street etc to assembly point.

Also on this Plan show locations of:

- Temp switch boards
- Fire equipment
- Site amenities including temp WCs
- First Aid location
- Name of first aid officer and emergency contact details

Induction Process:

- Use the Safety Management System as a guide to cover all aspects of site requirements
- Use the site risk assessment form to highlight any site safety problems of note to the site. Make a list and go over them during the talk under site rules. (Risk assessment is to be done before the commencement of work on site).

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Introduction:

1. Introduce yourself and quantify your position and responsibilities ie responsible for safety on site, site supervisor, etc.

2. Describe the project. You can use the Evacuation Plan to show layout, amenities, first aid station, site office, access and egress, parking if any, fire fighting equipment, rubbish removal point and handling of rubbish to this point, storage areas for deliveries, etc. Briefly describe the jobs and areas they will be working in.

OneBuild Constructions' Safety Policy:

1. Read out OneBuild Constructions' Safety Policy, state our intentions and position regarding Occupational Health & Safety and Rehabilitation.

2. Read out OneBuild Constructions' Site Safety Plan (one is drawn up for each project by the Project Manager). Sometimes only one policy available, either the Safety Policy or Site Safety Policy.

3. State your commitment to Occupational Health & Safety and Rehabilitation and the safety and well being of all who come to the site, workers, consultants, public etc.

Acts of Parliament Governing Construction Work:

- Occupational Health & Safety Act 2000 (NSW) – go over summary of main provisions on notice board (MBA Poster).

Occupational Health & Safety Act is supported by Regulations, Standards and Codes of Practice, which imposes a duty of care on employees and others at the workplace.

Regulations:

The regulation operates under the Act and associated legislation. The Regulation gives details on how certain sections of the Act are to be implemented, eg:

- Confined space : Regulation 2001

- Notification of Accidents : Regulation 2001

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CONSTRUCTIONS

Standards:

Australian Standard, eg:

- AS1657	:	Fixed platforms, walkways, stairways and ladders – design, construction and installation
- AS3610	:	Formwork for concrete
- NOHSC1004(1990)	:	Synthetic Mineral Fibres

All subcontractors to read JSA / SWMS and Tool Box form to be signed by each person before work starts.

4. Material Safety Data Sheets (MSDS) – to be provided for all materials, chemical and substances or other coming to site.

Note: MSDS to be kept on file in Site Office adjacent First Aid box.

5. Site Safety Inspections.
   - Jobs with 20 or less: Site Supervisor to do using form in the Safety Management System.
   - Jobs over 20: Site representative and/or inspection. A site safety representative will do regular safety inspections and discuss any non-conformance at a consultation meeting.

Medical Treatment:

1. First aid location, first aid box / boxes.
2. Appoint first aid person

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Nominated Hazards and Other Site Rules:

1. Site temporary electrical services
2. Height work
3. Ladders
4. Manual handling
5. Explosive Power Actuated Tools (EPTs)
6. PPE – all sites to wear safety boots and helmets, regardless of other requirements.
7. Noise control.
8. Plant (inspection forms and tickets, copy of competency ticket to be filed)
9. Demolitions
10. Excavation (in ground services – dial before you die)
11. House keeping (very important)
12. Elevated work platforms (tickets and log books)
13. Roofing – access, handrails, scaffolds, etc.
14. Scaffolding / mobile scaffolds
15. Tools
16. Drugs and alcohol hazards
17. Smoking
18. Discrimination and Harassment
19. Hazardous substances
20. UV radiation
21. HIV and blood borne infection
22. Working near traffic.

Note: Remember a clean site will be a safe site - HOUSEKEEPING

Incident / Accident Investigation and Reporting:

All near misses / incidents are to be reported to site management regardless of no damage to people or property. All accidents must be reported ;to site management (fill out appropriate forms in Safety Management System, notify management).

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Rehabilitation (OneBuild Constructions' Policy):

Subcontractors should have their own policy / system in place.

Training:

1. Induction – Check for industry general induction cards & confirm those without cards have the relevant experience to comply with the OH&S Act.
2. Reading JSA / SWMS
3. EWPs tickets (when hire op delivers if needed)
4. Specific job training ie first aid, scaffolding, etc.

Environmental Issues:

- Storage, handling and disposal of fuels, oils, paints.
- Waste management.
- Dust, noise and vibration.
- Existing services (drawings, dial before you dig, locate services by hand).
- Community amenity : OneBuild Constructions and subcontractors will program their works and, wherever practical, select materials and methods which create the minimum disturbance to the normal life patterns of the community.

Note: Comply to DA conditions : working times, materials used, etc.

Ask if there are any questions.

Tell them where Occupational Health & Safety Act, Regulation and Codes are for viewing (site office) if they so require.

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Level 2, 63 Foveaux Street, Surry Hills NSW 2010
One Build Pty Ltd P.O. Box K1341 Haymarket NSW 1240
Phone 02 9218 3200 Facsimile 02 9218 3299
A.C.N. 087 981 048 Licence No. 104 551C

Project #
Project Name:
Address:
Tel:
Fax:

SITE INDUCTION DETAILS

COMPANY DETAILS

TRADE
COMPANY NAME
ADDRESS
PHONE #
FAX #
SUPERVISORS NAME
Mobile #

INDUCTION DETAILS

OBC Induction presenter

	Sighted
OH&S Induction card #	
Competency Tickets	
SWMS - Safe work method statements	

YOUR PERSONAL DETAILS ARE REQUIRED IN CASE OF AN ACCIDENT OR EMERGENCY AND REMAIN CONFIDENTIAL

PERSONAL DETAILS

YOUR DETAILS

NAME
ADDRESS
HOME #
MOBILE#

NEXT OF KIN DETAILS

NAME
ADDRESS
Home #
Mobile#

MEDICAL CONDITIONS or ALLERGIES

PLEASE SPECIFY

MEDICATION REQUIRED

DOSAGE

ID PHOTO

1 I have been inducted by my employer into their COMPANY'S site specific SWMS
2 I have read and signed my employeers SWMS
3 I have understood all of the information presented to me during this site induction and agree to work safely to ensure the safety of myself and workmates.
4 I agree to abide by the site rules including Workcover requirements and regulations.

I, _____ acknowledge and agree that all of the information supplied within this document is a true record

Signature: _____

Date: _____

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CONSTRUCTIONS

24.0 NON COMPLIANCE REPORT (NCR)

The NCR system was developed to provide supervisors with a useful tool for the management of Environment, Health, Safety and Quality non-conformance. Its specific benefit is that it provides a consistent and user-friendly pro-forma that clearly articulates the nature of non-conformance and compels the subcontractor to state the corrective action taken to rectify the problem.

There are two types of White Cards:

Type A	Risk Assessment
Type B	Occurrences and Non Conformances

24.1 Benefits

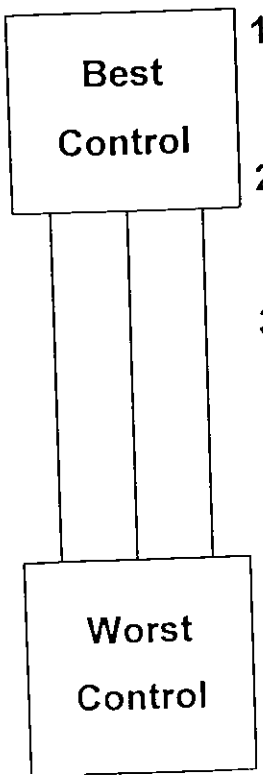
The strategic benefit to the organization is that the system is measurable. The pro-forma is designed to provide the user with a retrievable data source that can be used to monitor, and ultimately assess and evaluate the performance of subcontractors on various projects. This information is vital when assessing future tenders, conducting risk assessment or disciplining subcontractors on established projects. The system also provides clear benefits in areas of accountability and traceability. It forces the subcontractor to acknowledge the non-conformance and sets parameters of who, when and why the white card was issued and most importantly, who should rectify, and when the corrective action should take place.

24.2 Guideline On How To Use NCR

Type A Risk Assessment Form (see example pages)

This form is to be filled out for risk assessments when developing Work Method Statements. This is to assist you in identifying risks and to develop actions to prevent them. A good way is to use the best / worst control guide.

Controls should be as high as practical in the "Best to Worst" guide shown below.



1. **Remove the hazard completely:**
   eg Remove risks of electrocution by using compressed air driven tools.
2. **Separate people from the hazard**
   eg Guards on power tools, use effective barriers and edge protection, enclose noisy machinery.
3. **Use an engineered control**
   eg Use an Earth leakage device (safety switch) on electrical power source; use a machine to lift heavy objects, use scaffolding rather than ladders to reduce the risk of falls
4. **Change work practices**
   eg Training in lifting techniques, tagging procedures
5. **Provide personal protection (PPE)**
   eg Hearing, protection, eye protection etc.
   NOTE: PPE should be the last barrier to protect people when all else fails.

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This form is used for the reporting of occurrences and non conformance issues. Any potential Class One incident has to be reported and rectified immediately.

1. **Performance Area (top left hand corner)**
   Circle the area which is relative to the occurrence, ie for a safety related issue you would circle the letter 'S', for an environmental issue you would circle 'E' etc.

2. **Report Type (top middle)**
   Circle the type of report that is to be used.

3. **Company (top right hand corner)**
   In this space, you write Contract

   Project Name
   In this space, you write which project it is related to.

   Work Area
   In this space, you write which part of the project it refers to. ie it could be the roof or level six etc.

   Date
   In this space, you write the time of the occurrence.

   Report Number
   In this space, you write which occurrence number it is in relation to your site filing system.

4. **Activity / Occurrence Description (centre left hand corner)**
   In this column, you write what has or is to take place. ie Person was grinding metal brackets on the roof when a spark flew from the grinder into the person's eye.

5. **Risk Class Health Safety & Environment (bottom left hand corner)**
   Select the appropriate risk and place the abbreviation in the column in the centre of the page.

6. **Reference Data (bottom centre) Refer to page ... for abbreviations**

   Building Element
   Select the appropriate building element and place the abbreviation in the column.

   Trade
   Select the appropriate trade and place the abbreviation in the column.

   Hazard
   Select the appropriate Hazard / Risk and place the abbreviation in the column.

   Management System
   Select the appropriate Management System Item (for the subcontractor) and place the abbreviation in the column.

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7. **Corrective Actions**
   In this column, you write the corrective action.

8. **Corrective Actions – Solution**
   In this column, you write the solution on how you are going to rectify the situation.

9. **Actions By "Initials" (right centre)**
   In this column write the name of the person responsible to ensure the corrective action is activated.

10. **Action When (right hand side)**
    In this column, write the date of the corrective action.

11. **Corrective Action Close Out (bottom right hand side)**
    To be signed off by appropriate personnel when all actions are complete.

    This should be completed by the Projects supervisor and signed off by the Projects Site Manager, supervisor and the subcontractors supervisor. The form is then given to the Project Manager for processing.

neBuild

ON CONFORMANCE REPORT

PERFORMANCE AREA	
cupational Health & Safety	S
vironment	E

REPORT TYPE	
Occurrence Investigators	OI
Non Conformance	NCR

OCCURRENCE / NON-CONFORMANCE REPORT

Company:		
Trade:		
Project Name:		
Project No:		
Work Area:		
Date:	Time:	am/pm
Report No:	Page 1 of	

tem No.	Activity / Occurrence	Risk Class	Corrective Actions	Action By (Initials)	Action When

	RISK CLASS – EH&S
P1	Potential Death, Permanent disability or Major Structural Damage
P2	Potential Temporary Disability or Minor Structural Damage
A1	Actual Death or permanent Disability
A2A	Actual Temporary Disability which may convert to Class 1
A2B	Actual Temporary Disability Resulting in 'Lost Time'
EP1/ EA1	Potential / Actual incident resulting in permanent or significant detrimental impact on environmental elements (natural or built)
EP2/ EA2	Potential / Actual incident impacting on environmental elements (natural or built) that can be contained and remediated to acceptable conditions with no long term effect. Any exceedence of statutory condition

CORRECTIVE ACTION CLOSE OUT	DATE
Consultant:	.../.../...
Subcontractor:	.../.../...
C&C/LLI:	.../.../...
DISTRIBUTION RECORD:	**INITIALS**
Site Manager	
Branch QA/EHS Manager	
Branch/Operations Manager	

OneBuild
CONSTRUCTIONS

24.2 NON-CONFORMANCE REGISTER

NCR No.	Occurence	Corrective Action	Action Date	Closed Out

OneBuild
CONSTRUCTIONS

25.0 EVACUATION/SITE PLAN

Following plans and forms detailing the staged construction of the project and the location of sheds, first aid facilities and exit routes.

The plans and forms are to be displayed on the notice board and used when inducting employees

OneBuild
CONSTRUCTIONS

EMERGENCY PROCEDURE

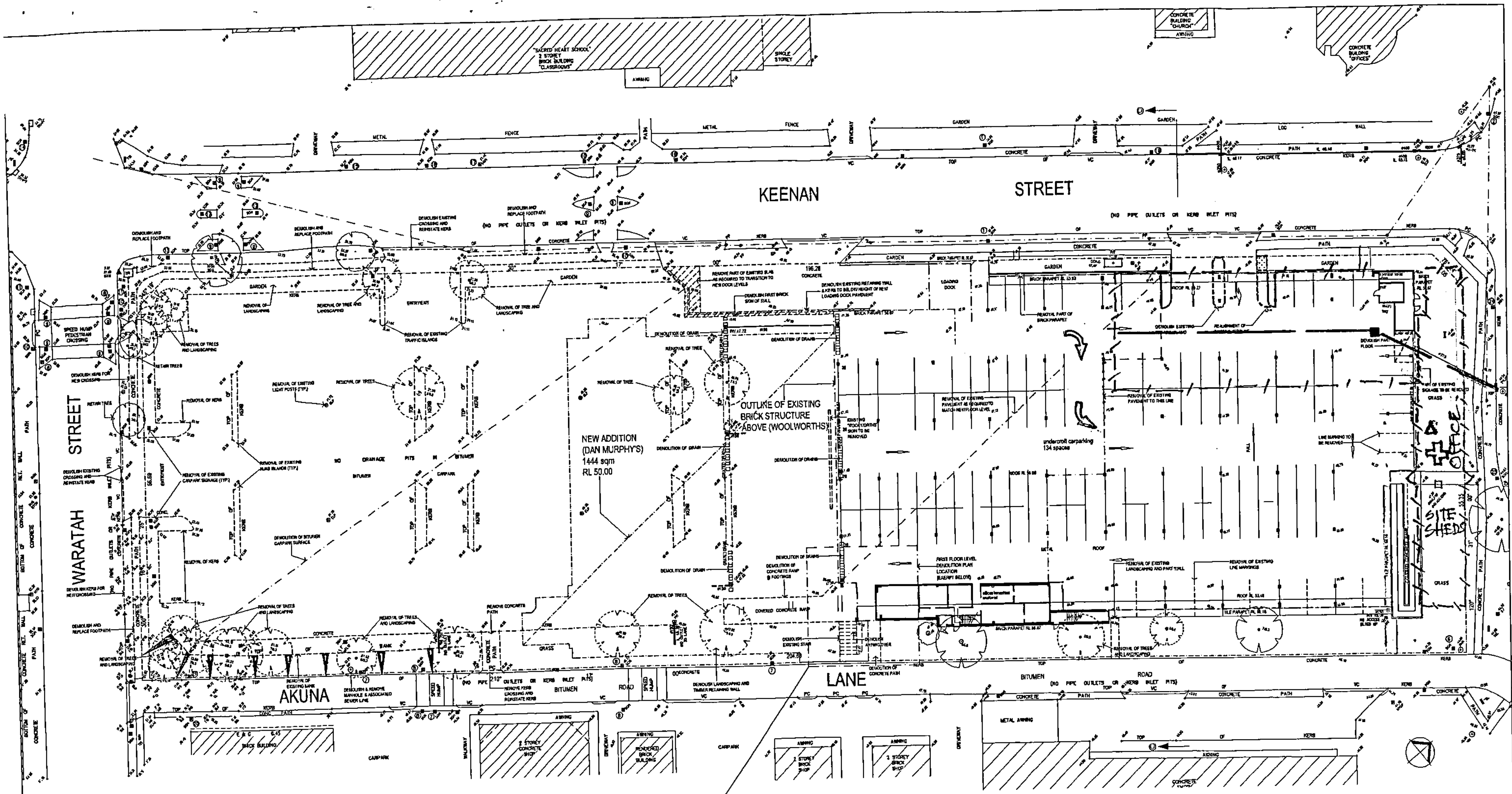
AMBULANCE / FIRE BRIGADE / POLICE

- Contact Emergency Services: **Dial 000.**
- Give details:
    - Your Name
    - Company Name
    - Name and Address of Project:

      Construction Site
      Woolworths
      Keenan St.
      Mona Vale
- Details:
    - How many are injured
    - Nature of injury
    - Location of injured person(s) and access available
    - Other emergency services if required
    - Type of fire, e.g. paper, electrical, chemical, etc
- Explain best access point
- Inform them at which location personnel will be located to direct them to the scene.
- Have someone go to access point and direct emergency services

Local Hospital
Mona Vale
Coronation Street, Mona Vale 9998 0333

Emergency Contact First Aid-
Ross Finnie 0421 733 555



DEMOLITION PLAN SCALE 1:200

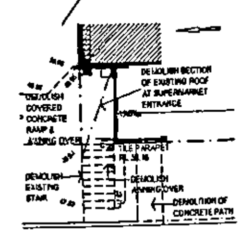
FIRST AID

FIRE EXTINGUISHER

EXIT PATHWAYS

SITE FENCE

NOTE:
1. AFTER REMOVAL OF TREES/STRUCTURES ETC ANY VOIDS ARE TO BE FILLED WITH COMPACTED MATERIAL
2. BUILDER TO PROVIDE 1800mm HIGH SECURITY MESH FENCING TO PERIMETER OF CONSTRUCTION SITE FOR DURATION OF CONSTRUCTION CONTRACT



PART GROUND FLOOR DEMOLITION PLAN SCALE 1:

STAGE 1

- Site establishment; Compound & sheds erected on grassed area adjacent to Park Street
- Erect temporary fencing & signage prior to closing off entry to Keenan Street under cover car park
- Construct pedestrian access to the ramp leading to the Park Street entry
- Excavate deep trenches and lay new 450mm diameter storm water drainage lines

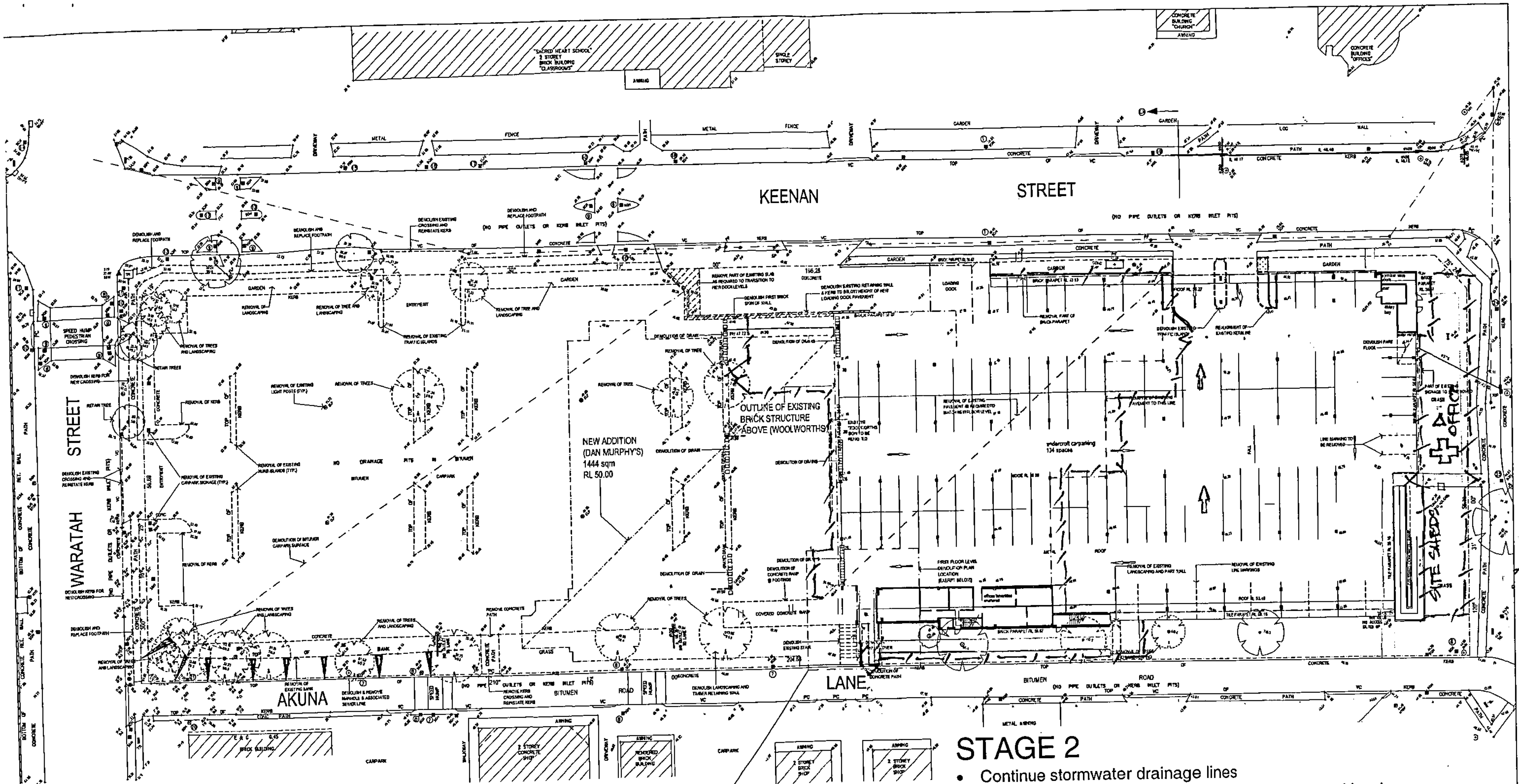
WOOLWORTHS LIMITED

MONA VALE MARKET SQUARE
CNR WARATAH, KEENAN & PARK ST
STORE NO. 1253

DEMOLITION PLAN

DRAWN BY	SCALE	DRAWING No
RJD	1:200	A01
EJE PROJECT No	DATE	1st ISSUE
6429	APR 2005	NOV 2003
PROJECT No	CAD	AMENDMENT No
	AutoCAD 2004	5

Dan Murphy's



STAGE 2

- Continue stormwater drainage lines
- Remove existing pavement & excavate to reduced levels
- Pour new pavement slabs
- Maintain pedestrian access between the undercroft & Waratah Street car parks
- Construct temporary pedestrian & trolley ramp in Akuna Lane

DEMOLITION PLAN SCALE 1:200

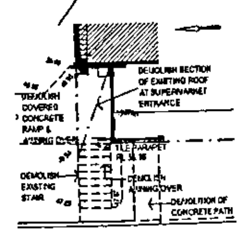
FIRST AID.

FIRE EXTINGUISHER

SITE FENCES

EXITS.

NOTE:
1. AFTER REMOVAL OF TREES/ STRUCTURES ETC ANY VOIDS ARE TO BE FILLED WITH COMPACTED MATERIAL.
2. BUILDER TO PROVIDE 1800mm HIGH SECURITY MESH FENCING TO PERIMETER OF CONSTRUCTION SITE FOR DURATION OF CONSTRUCTION CONTRACT



PART GROUND FLOOR DEMOLITION PLAN SCALE 1:200

EJE ARCHITECTURE

[redacted]

Dan Murphy's

WOOLWORTHS LIMITED

MONA VALE MARKET SQUARE
CNR WARATAH, KEENAN & PARK ST
STORE NO. 1253

DEMOLITION PLAN

RJD	1:200	A01
6429	APR 2005	NOV 2003
	AutoCAD 2004	5

KEENAN STREET

WARATAH STREET

AKUNA LANE

"SACRED HEART SCHOOL" 1 STOREY BRICK BUILDING "CLASSROOMS"

CONCRETE BUILDING "CHURCH"

CONCRETE BUILDING "OFFICE"

NEW ADDITION (DAN MURPHY'S) 1444 sqm RL 50.00

OUTLINE OF EXISTING BRICK STRUCTURE ABOVE (WOOLWORTHS)

undercroft carparking 134 spaces

SITE SHEDS

ASSEMBLY AREA

STAGE 3

- Civil works along Keenan Street
- Demolish concrete pedestrian ramp after construction of temporary ramp
- Modify grades to allow vehicle access from external to undercover parking

FIRST AID

FIRE EXTINGUISHER

SITE FENCING.

EXITS

DEMOLITION PLAN SCALE 1:200

- Pedestrian & trolley access
- Unavailable due to circulation safety

NOTE:
1. AFTER REMOVAL OF TREES/ STRUCTURES ETC ANY VOIDS ARE TO BE FILLED WITH COMPACTED MATERIAL

2. BUILDER TO PROVIDE 2000mm HIGH SECURITY MESH FENCING TO PERIMETER OF CONSTRUCTION SITE FOR DURATION OF CONSTRUCTION CONTRACT

PART GROUND FLOOR DEMOLITION PLAN SCALE 1:200

NOTES

REV	DATE	AMENDMENTS	DRAWN	CHECKED
A	30.02.2005	ISSUE FOR INFORMATION	RJD	KB
B	25.05.2005	CONSULTANT ISSUE	JMW	KB
C	08.07.2005	CONSULTANT ISSUE	JMW	KB
D	17.07.2005	STRUCTURAL CONSULTANT ISSUE	JMW	KB
E	24.08.2005	ISSUED FOR CO-ORDINATION	JMW	KB
F	29.09.2005	ISSUED FOR CO-ORDINATION	RJD	KB
G	04.04.2006	TENDER ISSUE	RJD	KB
H	04.04.2006	ISSUED FOR TENDER	RJD	KB
I	08.11.2006	ISSUED FOR TENDER	MP	KB

EJE ARCHITECTURE

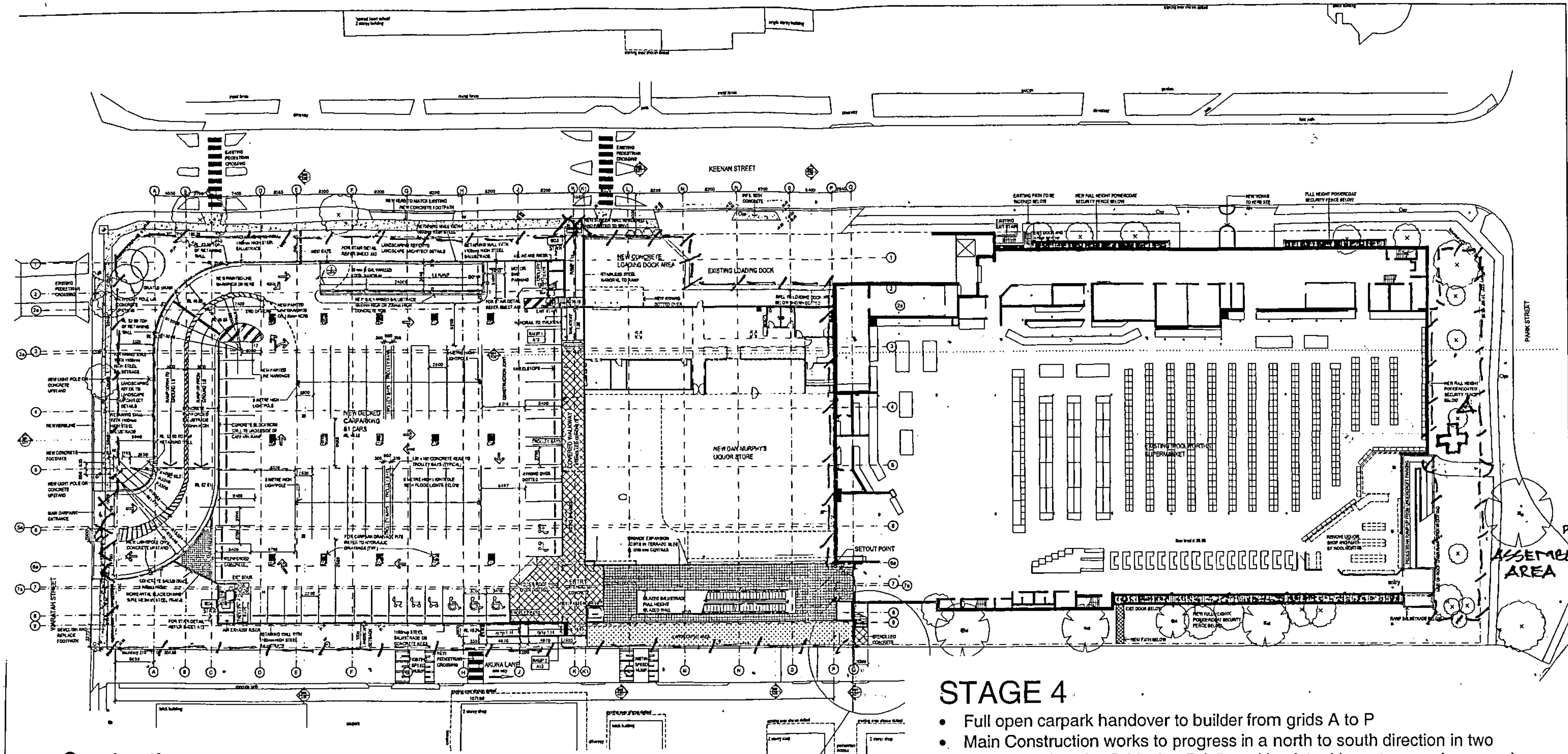
Dan Murphy's

WOOLWORTHS LIMITED

PROJECT: MONA VALE MARKET SQUARE
CNR WARATAH, KEENAN & PARK ST
STORE NO. 1263

DRAWING: DEMOLITION PLAN

DRAWN BY: RJD	SCALE: 1:200	DRAWING No: A01
JOB PROJECT No: 6429	DATE: APR 2005	REF ISSUE: NOV 2003
PROJECT FILE: —	CAD: AutoCAD 2004	AMENDMENT No: 5 05-11-06



STAGE 4

- Full open carpark handover to builder from grids A to P
- Main Construction works to progress in a north to south direction in two distinct portions ie. Grids J to P followed by A to J in a staggered approach

(cross symbol) FIRST AID

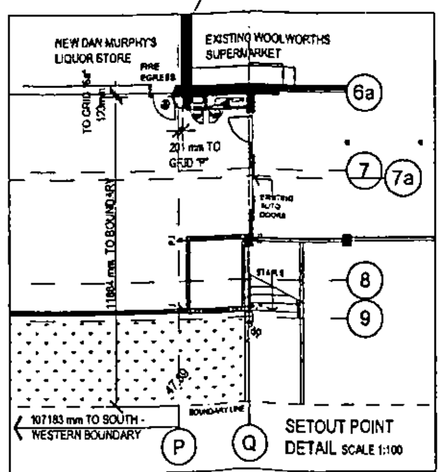
(triangle symbol) FIRE EXTINGUISHER

—/—/—/ SITE FENCING.

EXITS.

Construction Areas Completed in the Following Sequence

4a – Basement carpark & travelator north portion
4b – Basement carpark south portion
4c – Upper level carpark
4d – Dan Murphy Store



SETOUT POINT DETAIL SCALE 1:100

LEGEND

NOTES

[redacted]

Dan Murphy's

WOOLWORTHS LIMITED

MONA VALE MARKET SQUARE
CNR WARATAH, KEENAN & PARK ST
STORE NO. 1263

SITE PLAN GROUND		
JMM	1:200	A02
6429	APR 2005	Nov. 2003
—	AutoCAD2004	8

OneBuild
CONSTRUCTIONS

26.0 ENVIRONMENTAL MANAGEMENT

Following plan and details provide a layout of the site detailing the areas of storage and handling materials on site.

26.01 Waste Material

Waste materials from site are to be recycled. The project manager and general foreman will ensure that the waste removal company appointed on the project provides a monthly report of the recycling with the remaining waste going to be approved EPA land fill site.

Food scraps, bottles and papers will be collected separately to the general construction waste and handled appropriately as for household waste.

26.02 Silt Filters, Inlet Filters

Sketches following detail how we manage location requiring silt fences and inlet filters to manage stormwater run off from areas under construction.

Hay bales will also be used when protecting stormwater pits and to filter water to pump out locations.

Stormwater collected on site will be filtered and pumped into the existing stormwater system

26.03 Emergencies

An emergency caused by a chemical spill will be dealt with by using the "spill kit" stored in the container on site.

A sign is to be erected on the notice board to this effect.

26.04 Corrective Action

Any environmental issue is to be recorded on the non-conformance report sheet by the general foreman.

The occurrence is to be recorded, risk identified and the corrective actions taken.

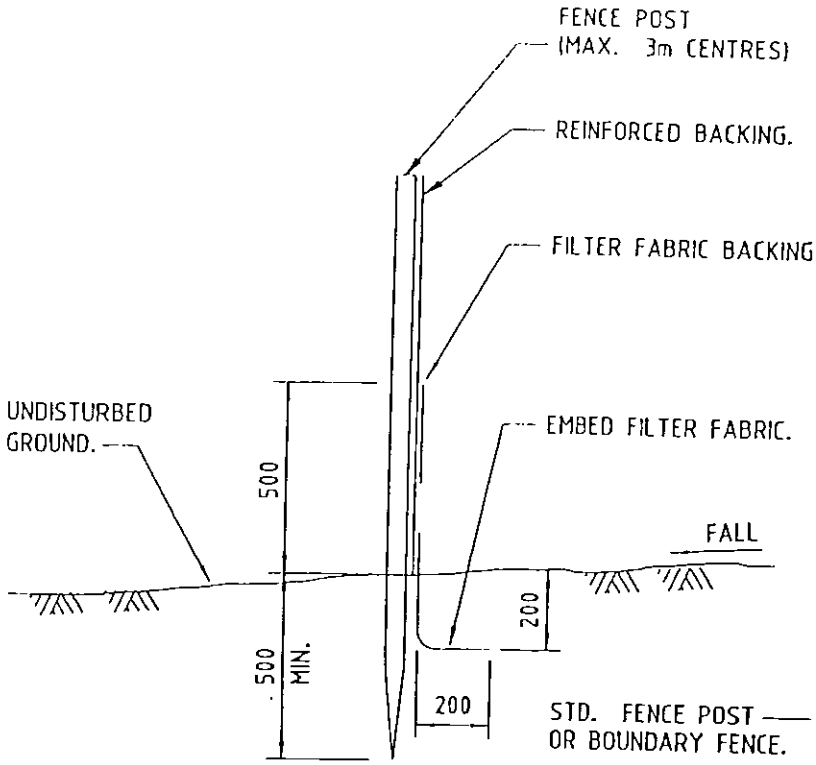
The person involved in the non-conformance is to initial and date when the corrective action has taken place.

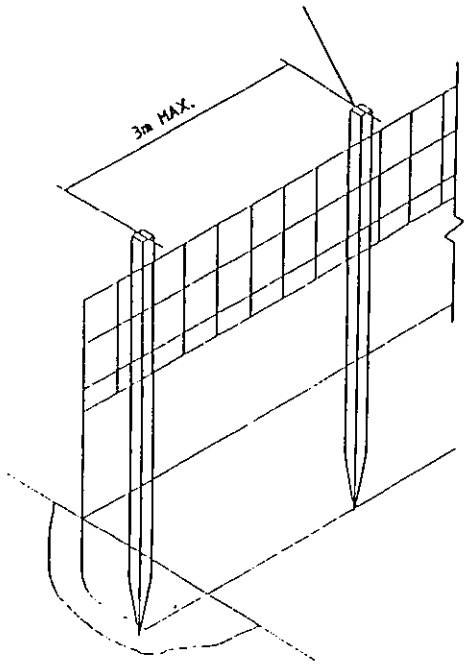
The person initiating the action is to close out the corrective action in conjunction with the responsible person/subcontractor and record all details on the non-conformance.

MARIST COLLE
DONAVAN S
PAGEWOI

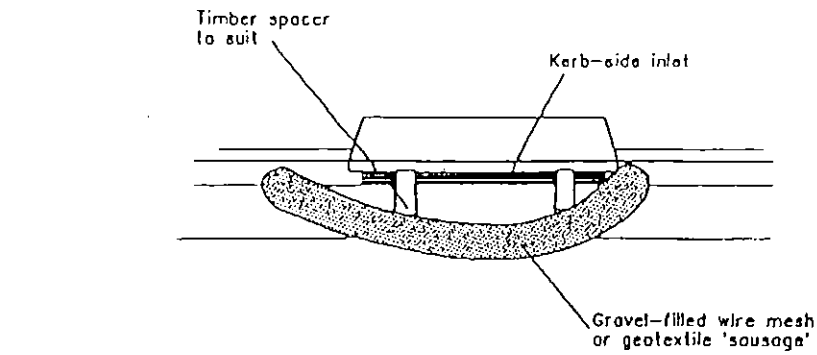
SEDIMENT CONTROL MEASURE

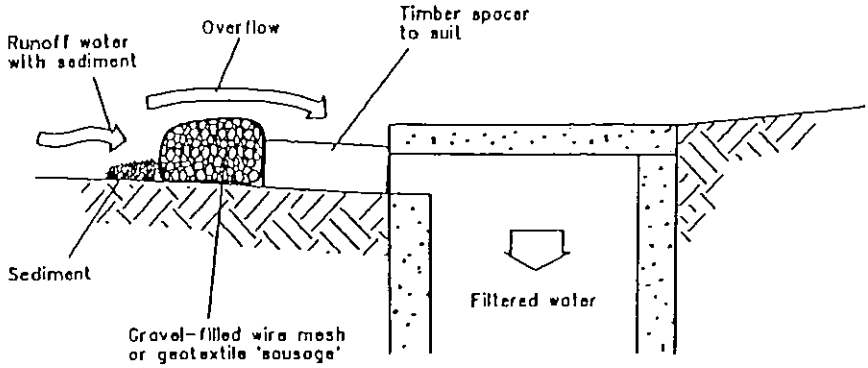
DP102 - SC0





SILT FENCE DETAIL



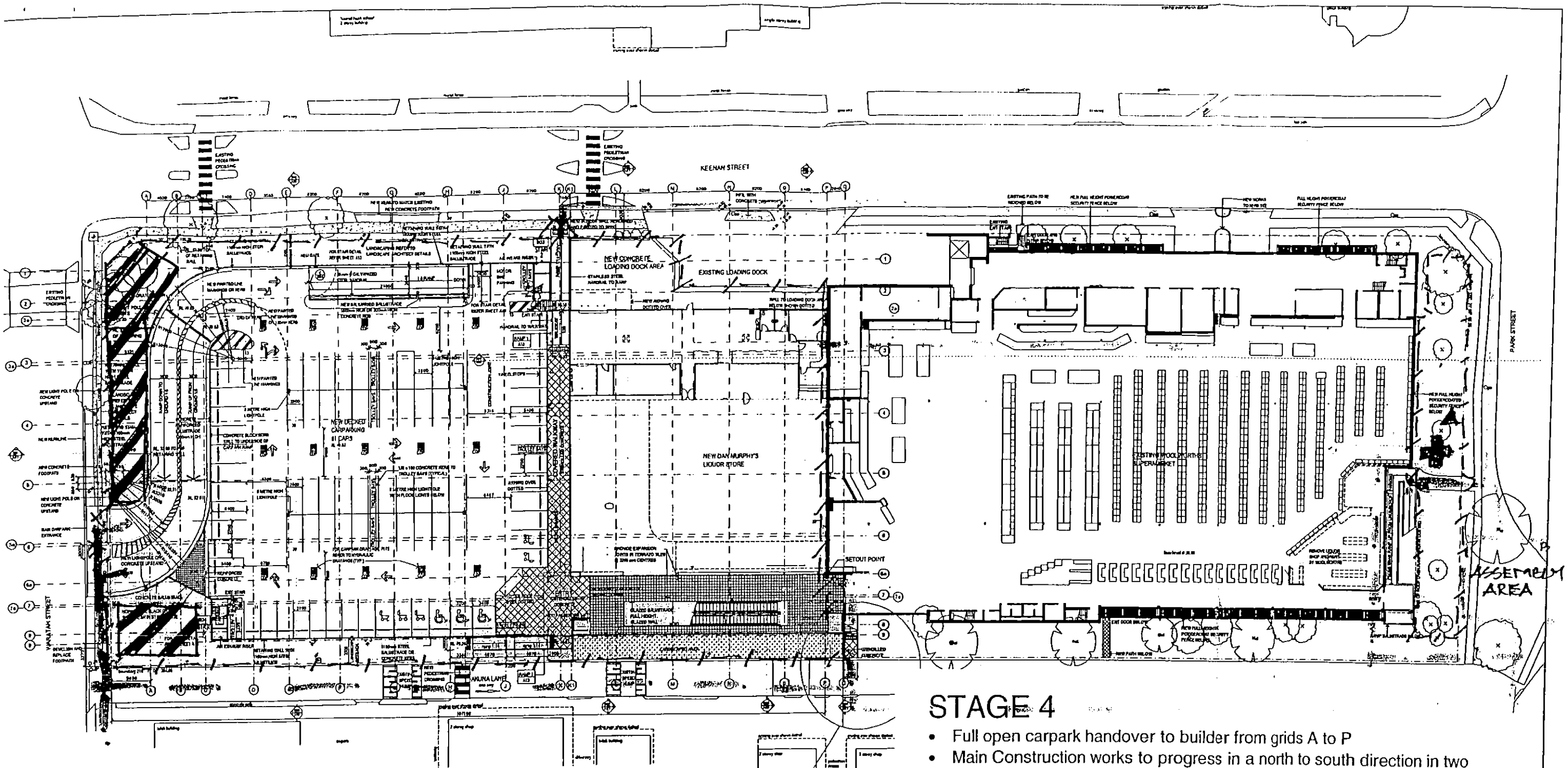


NOTE: This practice only to be used where specified in an approved SWMP/ESCP.

Construction Notes

1. Fabricate a sleeve made from geotextile or wire mesh longer than the length of the inlet pit.
2. Fill the sleeve with 25 to 50 mm gravel
3. Form an elliptical cross-section about 150mm high x 400mm wide
4. Place the filter at the opening of the kerb inlet leaving a 100mm gap at the top to act as an emergency spillway
5. maintain the opening with spacer blocks
6. Form a seal with the kerbing and prevent sediment bypassing the filter
7. Fit to all kerbs at sag points.

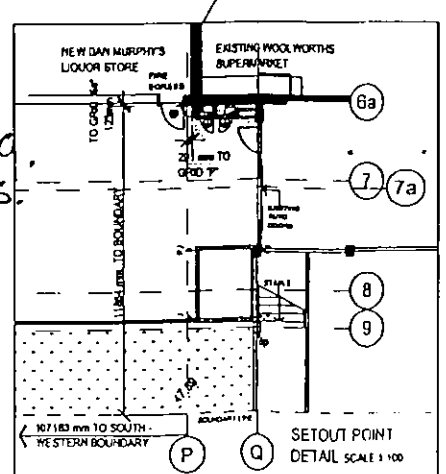
MESH AND GRAVEL INLET FILTER



Construction Areas Completed in the Following Sequence

4a – Basement carpark & travelator north portion
4b – Basement carpark south portion
4c – Upper level carpark
4d – Dan Murphy Store

AREAS OF SITE MATERIAL STORAGE AND HANDLING AND WASTE MANAGEMENT. STORAGE OF BINS.



STAGE 4

- Full open carpark handover to builder from grids A to P
- Main Construction works to progress in a north to south direction in two distinct portions ie. Grids J to P followed by A to J in a staggered approach

FIRST AID

FIRE EXTINGUISHER

SITE FENCING.

EXITS.

LEGEND

GENERAL		CDP	CARPARK DRAINAGE PIT	FE	FIRE EXTINGUISHER	MCP	TELSTRA MAIN DISTRIBUTION FRAME	ST	STORM WATER
FINISHES	KEY	CHP	TIMBER CHAIR RAIL &/ML	FHR	FIRE HOSE REEL	MSB	MAIN SWITCH BOARD	SW	SEWER
BS	BRUSH STRIP	CW	COLD WATER	FH	FIRE HYDRANT	PP	POWER POLE	TBR	TIMBER BUFFER RAIL
BSN	BASIN		REFER TO DOOR SCHEDULE	FW	FLOOR WASTE	PB	REMOVABLE BOLLARD	TB	TUNDISH
BT	BUCKET TRAP	DP	DOWNPIPE	GW	GLASS WASHER	RSD	ROLLER SHUTTER DOOR	UR	URINAL
BWU	BOILING WATER UNIT	EXS	SECURITY DEVICE	HCW	HOT/COLD WATER MIXER	SB	STAINLESS STEEL BOLLARD	VP	VENT PIPE
CBR	COOLROOM BUFFER RAIL	FB	FIXED BOLLARD	HR	HANDRAIL	SFW	SEALED FLOOR WASTE	WC	WATER CLOSET
		FDC	FORCED DRAUGHT COOLER	HW	HOT WATER	SK	SINK	WG	WASTE GATE
				HWS	HOT WATER SYSTEM	SWK	SECURITY SCREEN		

NOTES

6	03.05.2005	ISSUED FOR CONSTRUCTION CERTIFICATE
5	21.02.2005	NEW RAMP LAYOUT TO LOWER LEVEL & CARPARKING TO SUIT THE CHANGES
4	17.02.2005	NEW RAMP LAYOUT TO LOWER LEVEL & CARPARKING TO SUIT THE CHANGES
3	09.11.2004	ISSUED FOR TENDER

EVE ARCHITECTURE

Dan Murphy's

WOOLWORTHS LIMITED

MONA VALE MARKET SQUARE
CNR WARRIAWA, KEENAN & PARK ST
STORE NO. 1263

SITE PLAN GROUND

DRAWN BY: JMM	SCALE: 1:200	DRAWING No: A02
JOB PROJECT NO: 6429	DATE: APR 2005	KEY PHASE: Nov. 2003

NON-CONFORMANCE REGISTER

NCR No.	Occurence	Corrective Action	Action Date	Closed Out

eBuild

N CONFORMANCE REPORT

PERFORMANCE AREA	
upational Health & Safety	S
ironment	E

REPORT TYPE	
Occurrence Investigators	OI
Non Conformance	NCR

OCCURRENCE / NON-CONFORMANCE REPORT

Company:		
Trade:		
Project Name:		
Project No:		
Work Area:		
Date:	Time:	am/pm
Report No:	Page 1 of	

em o.	Activity / Occurrence	Risk Class	Corrective Actions	Action By (Initials)	Action When

	RISK CLASS – EH&S
	Potential Death, Permanent disability or Major Structural Damage
	Potential Temporary Disability or Minor Structural Damage
	Actual Death or permanent Disability
A	Actual Temporary Disability which may convert to Class 1
B	Actual Temporary Disability Resulting in 'Lost Time'
1/ 1	Potential / Actual incident resulting in permanent or significant detrimental impact on environmental elements (natural or built)
2/ 2	Potential / Actual incident impacting on environmental elements (natural or built) that can be contained and remediated to acceptable conditions with no long term effect. Any exceedence of statutory condition

CORRECTIVE ACTION CLOSE OUT	DATE
Consultant:	.../.../...
Subcontractor:	.../.../...
C&C/LLI:	.../.../...
DISTRIBUTION RECORD:	**INITIALS**
Site Manager	
Branch QA/EHS Manager	
Branch/Operations Manager	

OneBuild CONSTRUCTIONS

m 4.02.01	**Detailed Risk Analysis**	
	Project: Dan Murphy's Mona Vale	**Project No.** P191

GF to complete			*GF & PM to complete*	
Identified Risks	**Risk Analysis**		**Strategy & Method of Control**	**References**
	P	**C**		
ɔsure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	
Storage of handling of goods	3	S	All materials that will be stored on site is done so in a recommended manner. It is preferred no dangerous chemicals are stored on site.	PM GF
aste disposal	1	M1	Recycling of waste is preferred. Employ only an approved company for waste disposal that recycles and dispose of waste to an approved ETA	PM GF

P = Probability		C = Consequence		Controls
Almost Certain:	Expected to occur in most circumstances	**C = Catastrophic:**	Disaster – Major impact on OBC	- To be documented
Likely:	Will probably occur	**M= Major:**	Critical Event – Major impact on Project	- To be referenced in one of the developed Plans
Moderate:	Should occur at sometime	**S = Severe:**	Significant Event – Considerable inconvenience	- Controls to be concise & produce measurable with resultant record
Unlikely:	Could occur at sometime	**MI = Minor:**	Minimal Effect – Some inconvenience	
Rare:	Only occur in exceptional circumstances	**I = Insignificant:**	Day to Day issue – No inconvenience	

Prepared by (GF): ..... **Date:**	**Approved By (PM):** ..... **Date:**	**Key:** C – Consequence: GF – General Foreman; P – Probability; PM – Project Manager or nominee	

OneBuild CONSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy's Mona Vale | **Project No. P191**

GF to complete			*GF & PM to complete*	
Identified Risks	**Risk Analysis**		**Strategy & Method of Control**	**References**
	P	**C**		
Ensure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	
Dust from demolition and excavation	1	S	Use alternate methods for demolition to reduce the exposure of noise for extended periods. Watering work face saw cutting etc. Erect hoardings with shade cloth and put in cases were directly adjacent to public.	PM GF
Noise from demolition	1	S		

P = Probability		**C = Consequence**		**Controls**
1 = Almost Certain:	Expected to occur in most circumstances	**C = Catastrophic:**	Disaster – Major impact on OBC	- **To be documented**
2 = Likely:	Will probably occur	**M= Major:**	Critical Event – Major impact on Project	- **To be referenced in one of the developed Plans**
3 = Moderate:	Should occur at sometime	**S = Severe:**	Significant Event – Considerable inconvenience	- **Controls to be concise & produce measurable with resultant record**
4 = Unlikely:	Could occur at sometime	**MI = Minor:**	Minimal Effect – Some inconvenience	
5 = Rare:	Only occur in exceptional circumstances	**I = Insignificant:**	Day to Day issue – No inconvenience	

Prepared by (GF): ..... **Date: .....**

Approved By (PM): ..... **Date: .....**

Key: C – Consequence: GF – General Foreman; P – Probability; PM – Project Manager or nominee

OneBuild CONSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy's Mona Vale | **Project No. P191**

GF to complete			*GF & PM to complete*	
Identified Risks	**Risk Analysis**		**Strategy & Method of Control**	**References**
	P	**C**		
Ensure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	
Delivery of materials	1	M	Ensure delivered materials have MSDS information. File information adjacent to first aid box.	GF
Ensure subcontractors comply with plan	1	S	Ensure subbies have appropriate MSDS information included in WMS	PM
MSDS are filed with First Aid Box	1	M	A file of MSDS information is to be placed next to the first aid box ensuring reference to their use in WMS	PM GF

P = Probability		C = Consequence		Controls
1 = Almost Certain:	Expected to occur in most circumstances	**C = Catastrophic:**	Disaster – Major impact on OBC	- **To be documented**
2 = Likely:	Will probably occur	**M= Major:**	Critical Event – Major impact on Project	- **To be referenced in one of the developed Plans**
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Prepared by (GF): ..... **Date:** .....

Approved By (PM): ..... **Date:** .....

Key: C – Consequence: GF – General Foreman; P – Probability; PM – Project Manager or nominee

OneBuild CONSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy's Mona Vale | **Project No. P191**

GF to complete			*GF & PM to complete*	
Identified Risks	**Risk Analysis**		**Strategy & Method of Control**	**References**
	P	**C**		
Ensure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	
Water on site to be disposed of off site	1	M	No water contaminated with soil is to be discharged into stormwater system. Filter water through hay and filter fabric. A pit system to be set up to ensure soiled water is gathered and filtered before discharge.	GF
Soiled water leaving site without filtering	5	M	Should build up of soiled water overflow areas to directly onto footpaths, street or stormwater. Silt fences and hay bails built to prevent these occurrences are to be repaired immediately and water flow diverted so it remains with in the site.	GF

P = Probability		C = Consequence		Controls
1 = Almost Certain:	Expected to occur in most circumstances	**C = Catastrophic:**	Disaster – Major impact on OBC	- **To be documented**
2 = Likely:	Will probably occur	**M= Major:**	Critical Event – Major impact on Project	- **To be referenced in one of the developed Plans**
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Prepared by (GF): ..... **Date: .....**	**Approved By (PM): .....** **Date: .....**	**Key:** C – Consequence: GF – General Foreman; P – Probability; PM – Project Manager or nominee	

OneBuild
CONSTRUCTIONS

Detailed Risk Analysis

Project: Dan Murphy's Mona Vale | **Project No. P191**

GF to complete			*GF & PM to complete*	
Identified Risks	**Risk Analysis**		**Strategy & Method of Control**	**References**
	P	**C**		
Ensure Risks identified in Section 3 of the Management Plan are addressed; add other risks if appropriate			*(Develop Project Instruction where required)*	
Chemical Spills	5	M	A chemical spill is kept on site for use under these circumstances	GF

P = Probability		C = Consequence		Controls
1 = Almost Certain:	Expected to occur in most circumstances	**C = Catastrophic:**	Disaster – Major impact on OBC	- To be documented
2 = Likely:	Will probably occur	**M= Major:**	Critical Event – Major impact on Project	- To be referenced in one of the developed Plans
3 = Moderate:	Should occur at sometime	**S = Severe:**	Significant Event – Considerable inconvenience	- Controls to be concise & produce measurable with resultant record
4 = Unlikely:	Could occur at sometime	**MI = Minor:**	Minimal Effect – Some inconvenience	
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Prepared by (GF): ..... **Date:** .....

Approved By (PM): ..... **Date:** .....

Key: C – Consequence: GF – General Foreman; P – Probability; PM – Project Manager or nominee

projectsolutions
solutions for success

Construction Management | Project Management | Dilapidation Surveying | Quality Management | Consulting

Market Square

Mona Vale

DILAPIDATION REPORT

For One Build Pty. Limited

5 February 2007

Project Solutions Job No: 0744

One Build Pty. Limited Job No: P191

PO Box 851 MITTAGONG NSW 2575 mob: 0416 156 962 ph/fax: (02) 48 72 3590 email: dougs@projectsolutions.com.au
PROJECT SOLUTIONS PTY LIMITED ABN 64 093 052 405

Table of Contents

1.0 INTRODUCTION

This report has been prepared from notes and photographic evidence obtained by a visual inspection of the below-mentioned areas. Project Solutions Pty. Limited has compiled the report, acting on behalf of One Build Pty. Limited.

The report aims to record the existing condition of the surveyed areas prior to the commencement of the major construction works on the Mona Vale Market Square development located on the corner of Waratah, Keenan Streets and Akuna Lane, Mona Vale.

In summary: -

Engaging Company:	One Build Pty. Limited (Mr. John Finlay)
Contract Site:	Mona Vale Market Square, cnr of Waratah, Keenan & Park Streets.
Date of Survey:	5 February 2007
Areas Surveyed:	■ Adjacent public Property – Akuna Lane, Park, Waratah & Keenan Streets. ■ Sacred Heart School – Keenan Street. ■ Mona Vale Public School – Waratah Street. ■ 1789 Pittwater Road – internal & external inspection. ■ Commercial properties fronting Akuna Lane. ■ Woolworths – internal & external inspection. ■ Woolworths – undercover car park.

The particulars set out in this report are for the exclusive use of One Build Pty. Limited. No responsibility is accepted as a result of the use of this report by any other party. This report shall not be construed as a certificate or warranty of the areas surveyed. Refer to the disclaimer within the report.

2.0 SCOPE OF WORKS

The purpose of the report was to note and record the existing status of the areas adjacent to and to be utilized for the purpose of the proposed development by One Build Pty. Limited.

The Dilapidation Report shall be used amongst other means to assess the responsibility for any damage and / or making good arising out of the construction works to the areas listed above. The report is to provide a basis of discussion should it be alleged that the construction works has contributed to damage to any of the surveyed areas.

3.0 SITE DESCRIPTION

The proposed development is to occupy the existing Woolworths car park on the corner of Waratah, Keenan and Park Streets, Mona Vale. At the time of the inspection the site was still being utilised by Woolworths as their customer car park.

4.0 OBSERVATIONS

The main component of the report is the photographic and written evidence contained on the CD bound within the reports. The CD contains the following files: -

- A. Covering pages for the report (PDF).
- B. The photographic / written report (PDF).
- C. The photographs used in the report (JPG's).

There have been 3 copies of the reports compiled. All copies of the reports are identical in content.

A "→" symbol seen at the end of the annotation for a photo indicates that the photo / report needs to be rotated for the correct viewing position.

The inspection and reporting of the external facades of the adjacent structures could only be inspected from ground level as specified in our fee proposal.

The report does not allow for: -

- Faults to inaccessible parts of the adjoining properties / buildings.
- Faults concealed behind permanent wall cladding (i.e. timber paneling or floor coverings)
- Any testing.
- Geotechnical or subsurface investigations.
- Faults not apparent on a visual inspection.
- Faults apparent only in different environmental or weather conditions.
- Latent faults not apparent at the time of the inspection.
- Pest inspection report.
- Inspection of Building services, plant and machinery.
- Requirements of the Building Code of Australia.
- Distribution of the reports.

5.0 CONCLUSIONS

A record of the condition of the area as at the 5th February 2007 has been presented. The findings are illustrated in the photographic reports contained on the CD within this report.

The majority of the defects are associated with: -

- ❖ Cracks and crazing to the asphalt road surfaces of the adjacent roads.
- ❖ Cracks to the adjacent structures.

Other items that may be taken into consideration or required when referring to this report is as follows: -

- o For the purpose of this report the compass points were corrected as follows: North being Park Street, West being Keenan Street, East being Akuna Lane and South being Waratah Street.
- o The interior of the Mona Vale classrooms are clad in plasterboard.
- o Woolworths – although the staff amenities were inspected and reported upon, the customer toilets were not inspected to maintain the privacy of the customers and as directed by the store manager.
- o There is an active construction site located on the corner of Waratah Street and Akuna Lane. At the time of the inspection, excavation works were still occurring.

In the best interest of all parties associated with this development a declaration for signing has been prepared on the following page.

SIGN-OFF SHEET

I / we believe that the attached written and photographic report is a true record of the existing condition of the following properties / areas as of the 5th February 2007.

Areas Surveyed:

- Adjacent public Property – Akuna Lane, Park, Waratah & Park Streets.
- Sacred Heart School (adjacent buildings) – Keenan Street.
- Mona Vale Public School (adjacent buildings) – Waratah Street.
- 1789 Pittwater Road – internal & external inspection.
- Commercial properties fronting Akuna Lane.
- Woolworths – internal & external inspection.
- Woolworths – undercover car park.

Signed ..... Date 12/2/07

On behalf of ..... One Build P/L.

Signed ..... Date .....

On behalf of .....

Signed ..... Date .....

On behalf of .....

Signed ..... Date .....

On Behalf of .....

Signed ..... Date .....

On Behalf of .....

We wish you every success with the development of this project. Thank you for choosing Project Solutions Pty. Limited to conduct your 'Dilapidation Reporting'. Please do not hesitate to contact the undersigned if you have any questions associated with the contents of this report.

Yours faithfully,
Project Solutions Pty. Limited

Douglas Sandilands
Director

DISCLAIMER

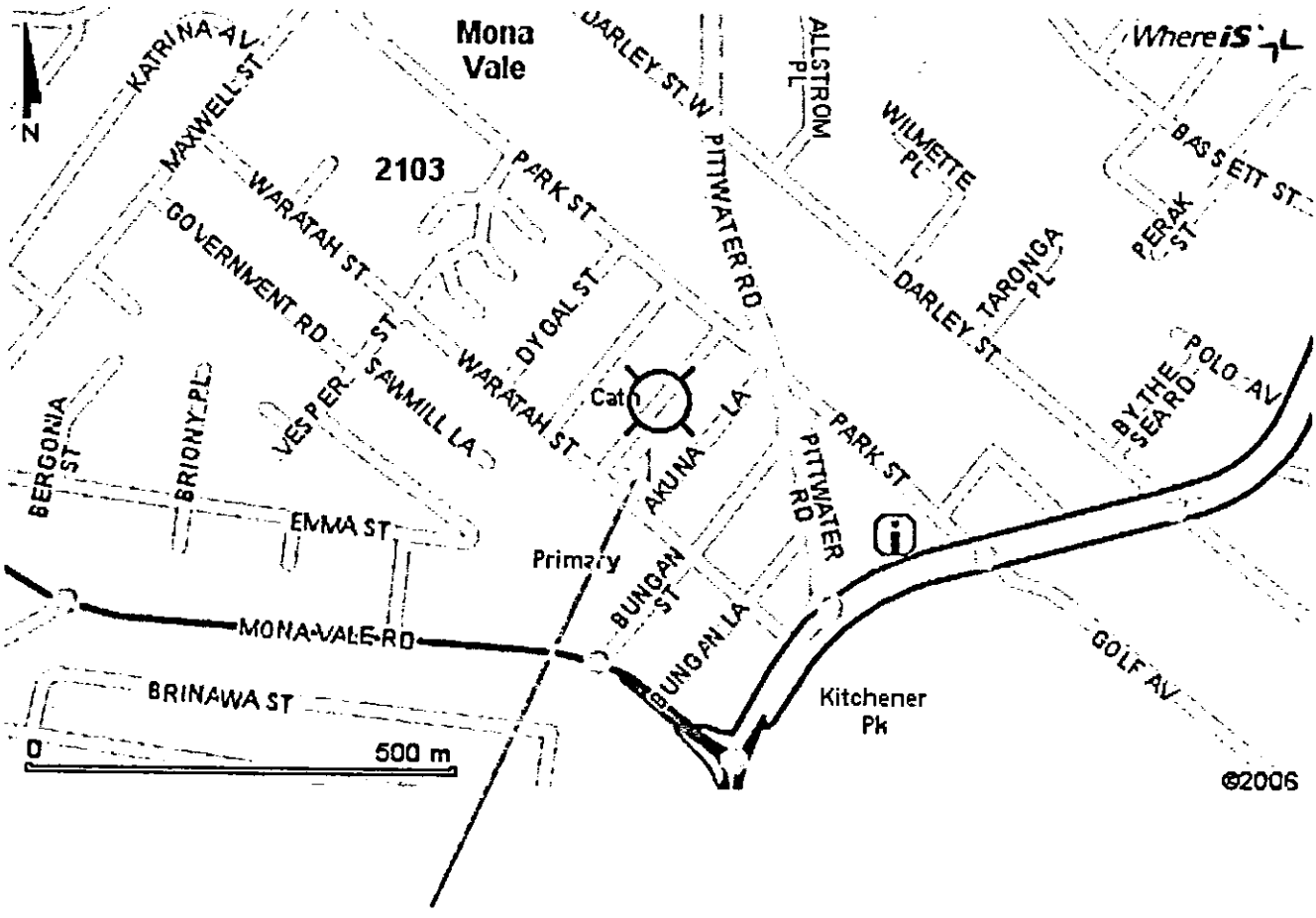
This survey and accompanying photographs is intended to present, as reasonably as possible, a record of the condition, by visible inspection only, of the aforementioned properties / areas.

Project Solutions Pty. Limited disclaims all responsibility for any loss whatsoever occasioned by any error in, or omission from this report.

For Project Solutions Pty. Limited

Appendix A

Site Plan



Location of the 'Mona Vale Market Square'.

Appendix B

Photographic Record of the Findings
(Refer to the CD within)

0292183299

OneBuild
CONSTRUCTIONS

Ref: P191 / 73

Woolworth Limited
1 Woolworth Way
Bela Vista NSW 2153

Attention: Henry Lau

Dear Sir

RE: DAN MURPHY'S MONA VALE - Fee Paid to Council - Use of Council Land

Enclosed please find the Receipt of fee paid to Pittwater Council for the usage of Council's Land for the duration of the project.

Should you have any further queries, please do not hesitate to contact the undersigned

Yours faithfully

Tony Sutherland
One Build Pty Ltd

Cc:

DLM Cerifiers	Simon Dwyer	02 9715 2333

One Build Pty. Ltd. PO Box K1341 Haymarket NSW 1240
Level 2, 63 Foveaux Street Surry Hills NSW 2010
Phone: (02) 9218 3200 Facsimile: (02) 9218 3299 Email: onebuild@onebuild.com.au
ABN 53 087 981 048 Licence No. 104 551C

0292183299certificate Copy → Simon Dwyer. → Henry L.

Pittwater Council

ABN: 61340837871

TAX INVOICE
OFFICIAL RECEIPT

27/02/2007 Receipt No 211217

To One Build Constructions P/L

Copy - Simon Dwyer → H L.

Qty/ Applic	Reference	Amount
1 GL Rec	GSKP-B/La 1 x Park St	$102.73
GL Rec	GST	$10.27
GL Rec	GSKA-B/La 1 x	$1,410.00
To GL Receipt:		

Total Amount:	$1,523.00
Includes GST of:	$10.27

Amounts Tendered

Cheque	$1,323.00
Total	$1,523.00
Rounding	$0.00
Change	$0.00
Nett	$1,523.00

Printed 27/02/2007 8:27:11 AM

Cashier LAllison