PROJECT MANAGEMENT PLAN

Client: Boldstone

Contract Name: Residential Subdivision 49 Cawdor Road, Highfields
Stages 2 & 3

Contract No: C24033A

Contract Location: 49 Cawdor Road, Highfields

Table of Contents

Issue	Clause No.	Description of Issue	Authorised By	Date
0	All	Initial Issue	Bianca Durack	29/10/2018

1 PURPOSE AND SCOPE

Durack Civil will ensure adequate resources are available for carrying out this project from planning through to completion. Implementation of an effective project management system with motivated, committed, proactive and competent staff will enable Durack Civil to meet the Client's expectations. Each Project team is committed to continual improvement based on the procedures outlined in this Project Management Plan (PMP)

This integrated PMP outlines how Durack Civil will manage Safety, Quality and the Environment aspects on this project. This document is only to be used for the purpose of project management of this contract. All of Durack Civil management documents are copyright and confidential in nature.

1.1 Project Details

Project Name	Residential Subdivision 49 Cawdor Road, Highfields		
Contract Number	C24033A	**Project Manager**	Lincon Redgen
Client	Boldstone	**Phone**	0457717772
Superintendent Rep	Craig Hurley – Hurley Consulting	**Project Supervisor**	John Zink
Phone	0432 418 815	**Phone**	0486 211 725

2 REFERENCES (JOB SPECIFIC DETAILS)

- Contract Documents
- Contract Specifications
- Contract Drawings
- Tender Documentation

3 PMP DOCUMENTATION

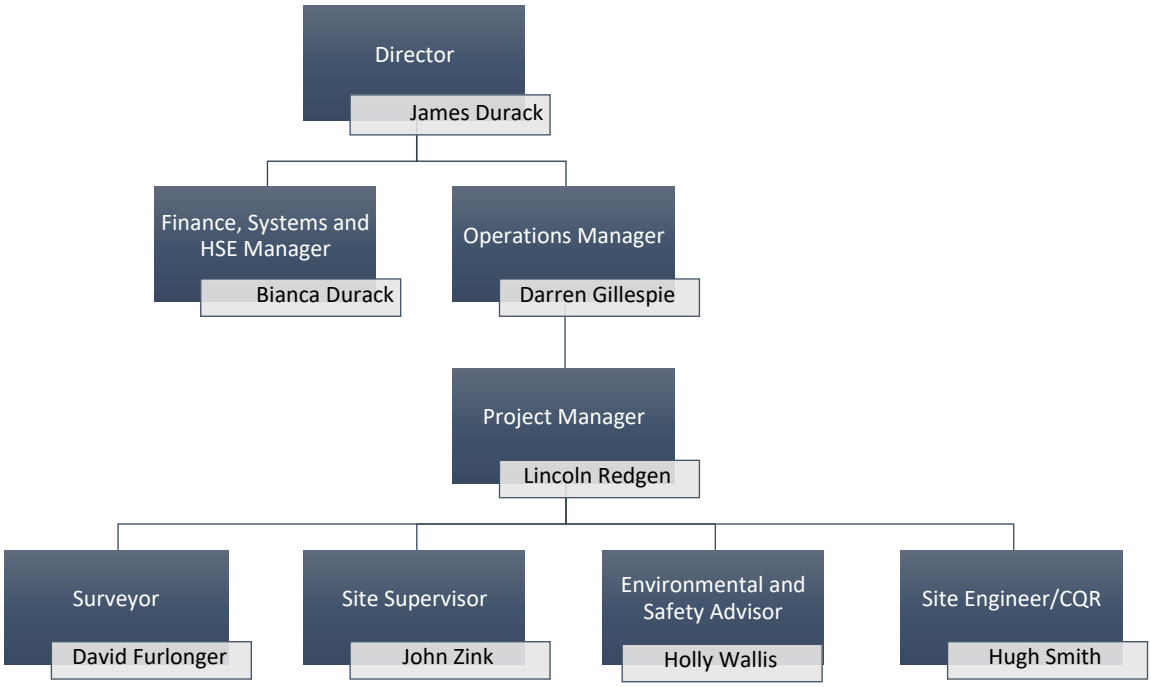
PMP Appendix A	Construction Programme
PMP Appendix B	Community Liaison Plan
PMP Appendix D	Quality Management Plan
PMP Appendix E	Safety Management Plan
PMP Appendix F	Site Safety Rules
PMP Appendix H	Project Specific Induction
PMP Appendix I	Construction Environmental Management Plan
PMP Appendix J	Traffic Management Plan
PMP Appendix K	Emergency Response Plan
PMP Appendix L	Initial Risk Assessment

4 DEFINITIONS

CEMP	Construction and Environmental Management Plan
Durack	Durack Civil Pty Ltd
IMS	Integrated Management System
ITP	Inspection and Test Plan
PMP	Project Management Plan
QLD	Queensland
SDS	Material Safety Data Sheet SDS

5 RESPONSIBILITIES

The proposed Organisation Chart for this project is provided below:



The Nominated Management Representative is the Project Manager.

6 PROJECT DETAILS

6.1 RESOURCE REQUIREMENTS

Excavators	Grader
Dump Trucks	Water Cart
Rollers	Labour and Supervision
Posi Track	Soil tester
Work Ute including tools	Concrete agi
Traffic Control Ute / lights	Concrete pump
Service Locators	

6.2 PROVISION OF RESOURCES

Continuous improvement of resource management on this project will be carried out as per Integrated Management System (IMS) - Planning and Managing Construction Projects.

6.3 DESCRIPTION OF WORKS

Site establishment	Environmental Management inc Erosion & Sediment Control
Traffic Management	Landscaping and Turfing
Bulk earthworks	Road Furniture, Line marking
Roadworks (Internal roads and tie ins)	Site demobilisation
Stormwater and Water reticulation works	
Bio-retention basin and forebay Construction	
Cast in-situ concrete works	

6.4 LOCATION OF PROJECT

49 Cawdor Road, Highfields

Figure 1: Project Site Plan

6.5 PROTECTION OF SERVICES

Durack Civil will:

- Identify and protect (if required under the contract) all services in the construction area during the contract.
- Liaise with the relevant service providers to ensure protection of the services.
- Mark and locate the underground services prior to commencing any construction works

6.6 HISTORICAL ITEMS

Nil applicable to this project.

6.7 TIMING AND DURATION

Working days and hours of work:
Hours of work will be Monday to Saturday: 6.30am – 6.30pm.
Sunday and night shift: to be approved by council – if required.

6.8 CONSTRUCTION PROGRAM

A copy of the Construction Program is included in Appendix A. A copy of the current Program is to be kept on site at all times.

6.9 NOTIFICATION TO EXTERNAL PARTIES

Durack Civil will endeavour to ensure that our employees and all other people who are on or adjacent to the site comply with the Principal's Safety plan and all Australian and QLD safety legislation.

Where not exceeded by the Conditions of Contract or the CEMP the following shall apply:

Table 7.1 Details of notice required for external parties

Written notice to	Working day(s) notice required	Details of Notice
Superintendent	5	Before commencing the Works.
Local Councils, Regional Councils & Other Authorities (E.G. Telstra)	5	To any authority having care, management or control over the road or land affected by the Works, before commencing the Works. The Contractor must obtain the necessary road permits, and any other permit required. Work cannot commence until these permits have been obtained
Public & Superintendent	5	Estimated start date, duration of the work and details of road closures before conducting works.

Table 7.2 Construction activity impact

Type	Authority	Impact
Communications	Telstra QLD Regional	Nil
Gas	Queensland Gas Company	Nil
Electricity	Ergon Energy	Nil
Tele Communication	NBN Co QLD	Nil
Water Mains	Toowoomba Regional Council	Potential
Stormwater Pipe	Toowoomba Regional Council	Potential

Durack Civil to engage a Service locator Subbie to locate and mark all the services withing the construction footprint prior to commencing the work.

6.10 MEETING SCHEDULE

FREQUENCY	WHEN	LOCATION	PURPOSE	ATTENDEES
1 only	Prior to commencement of work	Toowoomba Regional Council	Pre-Start Meeting	Director, Project Manager, Client
Fortnightly	Ongoing	Site Office	Construction Meeting	Project Manager, Supervisor (if required), Client
1 only	Following completion of work	Toowoomba Regional Council	Close Out Meeting	Director, Project Manager, Client
Daily	Each day	Site Compound	Daily Pre-Start Meeting	Supervisor/Engineer
Fortnightly	As required	Site Compound	Tool Box Meeting	Supervisor/Engineer

7 COMMUNICATION AND TRAINING

7.1 INTERNAL COMMUNICATION

Type	Details	Records	Responsible Person
Internal	Face to face contact, email, phone, and fax	• Emails, letters & faxes	PM
Toolbox	PMP Meeting Schedule	• Toolbox Meeting Record	PM

Meeting			
Meetings	PMP Meeting Schedule	• Meeting Minutes	PM
OHS Consultation	As per QLD OHS Act 2011-Consultation agreements, employees have elected to use "Other OHS Consultation Arrangements"	• Weekly OHS Inspection • Toolbox Meeting Record • Daily Prestart Meeting	PM

7.2 EXTERNAL COMMUNICATION

Type	Details	Records	Responsible Person
Client or Client's Rep	PMP Meeting Schedule Face to face contact, email, phone, and fax	• Meeting Minutes • Request for Information. Confirmation of information • Emails, letters & faxes • Daily Job Report	PM
Community Liaison (if required)	PMP Appendix B Community Liaison Plan	• Community Contact Report • Community Contact Register • Emails, letters & faxes	PM
Complaint Management	All contact with the general public will be recorded. All complaints and inquiries are to be responded to within 24 hours of the initial contact even if it is only to say that another person is investigating.	• Community Contact Report • Community Contact Register • Emails, letters & faxes	PM

8 PROCESS CONTROL

Procedure	Records	Responsible Person
Design Control	• Design Management Plan.	PM
Issue Project Controlled Document	• Notice of issue of controlled document • Project Management Plan systems distribution register) • Project Documentation / Drawing Register	PM
Issue Revised Project Controlled Document	• Notice of revision to controlled document • Project Documentation / Drawing Register	PM
Record Control	• PMP Project Records Management Plan	PM

9 PURCHASING

Item	Considerations	Records	Responsible Person
General	Consider the following before purchasing: • Safety aspects of purchasing. • Environmental considerations of purchasing. • The ability for the product/service to meet the needs of the company. • If the items is good value for money. • When the product/service is available. Inspect each purchase upon arrival for quality and quantity as per purchase requirements.	• Purchasing Delegation • Purchasing Plan • Purchasing Procedure	PM
Plant	Ensure plant and equipment utilised on site is: • Suitably designed for safety in the use to be made of it and is covered by a current certificate to that effect, if required. • Erected and maintained in a safe and serviceable condition. • Used and operated according to the manufacture's instructions by competent and appropriately trained personnel.	• Purchasing Delegation • Purchasing Plan • Purchasing Procedure	PM

	• Maintained as required. Inspect each purchase upon arrival for quality and quantity as per purchase requirements.		
Sub-contractors	• Prior to commencing work, provide Subcontractor with a copy of Project Plans, Drawings, Safety, Environmental and Quality Management Plans, SWMS, Risk Assessment relevant to the scope of works they are undertaking. • Prior to commencing work, review Subcontractor Project Plans, SWMS, Risk Assessment relevant to the scope of works they are undertaking. • Review Subcontractors as per PMP Audit Schedule • Non-conformances as per Control of Non-conformance • If the contract requires the Client to be notified of intent to Subcontract work will be used.	• Purchasing Procedure • Subcontractor Reviews • Non-conformance Report • Notification of intent to subcontract work	PM
Client Supplied Product	• PMP Appendix D Quality Management Plan	• Delivery dockets • Conformance Certificates	PM

10 PROJECT QUALITY PLAN

Item	Details	System Procedure	Responsible Person
Identification, Traceability and lot numbers	• PMP Appendix D Quality Management Plan	• Identification and Traceability	PM/PE
Control of Production and Service Provision	• Delivered to the project specifications and other requirements, including Quality, Safety and Environmental	• N/A	PM/PE/SE
Implementation	Process to ensure specifications achieved: • Inspection and Test Plans (ITP) and Checklists • Hold Points and Witness Points >24hr notice to the client. • Acceptance and conformance criteria for the inspection and testing points. • The person responsible for checking a process, and • Identified records and documents associated with the process.	• Identification and Traceability	PM/Supervisor/PE/SE
Safe Work Method Statements	• Identify the potential hazards of each step of the construction process. • Environmental control is ensured through the use of the Environmental Factors Report	• Daily and Weekly inspections	PM/Supervisor/PE/SE
Equipment Review	• Purchase equipment • Operation, maintenance, decommissioning and control of equipment documentation	• Equipment register	PM/PE
Control of Monitoring and Measuring Devices	• Control of monitoring and measuring devices is carried out according to the procedure • External testers or surveyors we will ensure that they are certified by a third party and will present calibration records on request.	• Spatial Positioning Procedure	PM/PE
Control of Nonconformance	• Non-conformances controlled as per SP20 • The Client will be notified as per contract requirements.	• SP20	PM/PE
Preventative and Corrective Action	• Preventative and corrective action will be carried out inline with SP19	• SP19	PM/PE
Handling, Packaging and Storage	• PMP Appendix G Handling, Packaging and Storage	• SP10	PM/PE

11 RISK MANAGEMENT AND RESPONSE

Report	Details	System Procedure	Responsible Person
Safety and Environmental Risk Assessment	• PMP Appendix L Initial Risk Assessment.	• N/A	PM
Safe Work Method Statements (SWMS)	• PMP Appendix E Safety Management Plan		PM
Hazardous Substances	• Cleary label all hazardous substances • MSDS available at point of use. • Correct PPE available at point of use. • SWMS and toolbox training to make all persons using hazardous substances onsite aware of the risks and controls		PM

Site Safety Rules	• Appendix F Site Safety Rules • displayed on the Project Notice Board	• N/A	PM
Permit to work	• Excavation Permit • Hot Work Permit • Confined Space Permit • Working at Heights Permit	• SP03 Planning and Managing Construction Projects	PM
Traffic Management	• PMP Appendix J Traffic Management.	• N/A	PM
Construction Environmental Management Plan	• PMP Appendix I Construction Environmental Management Plan.	• N/A	PM
Incident and Accident Management	• PMP Appendix K Emergency Response Plan • Client will be notified of incidents and accidents as per contract requirements.	•	PM
Emergency Planning and Response	• PMP Appendix K Emergency Response Plan • Display on Project Notice Board • Emergency Response drills at Project Manager discretion	•	PM

12 INSPECTION AND TESTING

ITP	Details	System Procedure
Quality	PMP Appendix D Quality Management Plan	SP16
Safety and Environment	PMP Appendix I: CEMP PMP Appendix E: Safety Management Plan	SP16

13 REPORTING AND REVIEW

Report	Details	System Procedure	Records
Project Reporting	PMP Project Reporting Project	Internal and External Communication including Reporting	• Report
Monitoring of Client Satisfaction	Formal and informal feedback	Client Feedback	• Client Satisfaction Survey • Client Satisfaction Report • Meeting Minutes
Internal Audits	PMP Audit Schedule	SP22 Audit Procedure	• SP22 Audit Report
External Audits	PMP Audit Schedule		
Management Review (if required)	PMP Audit Schedule		• Meeting Minutes

This PMP is to be reviewed and revised (if necessary) if there are changes in the project scope or how the project risks will be managed. Revised PMP is to be re-issued to all relevant parties.

EXTERNAL AUDITS:
External Audits are completed on a six-monthly basis by Compass Assurance Services Pty Ltd to ensure compliance with ISO 9001: 2008, AS/NZS 14001:2001 and AS/NZS 4801:2001.

The first external audit is scheduled for July 2019.

INTERNAL AUDITS:
Internal Audits are initiated by Durack Civil and are undertaken by the Systems Manager. Internal audits are generally undertaken every eight to twelve weeks, therefore it is likely that an internal audit will be conducted on this project.

1. Introduction

This Community Liaison Plan has been developed by Durack Civil for Walermare Civil Works. This plan forms part of our Project Management System and is subject to reviews and audits as per Audit Schedule.

2. Community Liaison Objectives:

- To demonstrate our commitment to proactive Community Relations management.
- To provide a framework for the community to communicate with the Project Team where required.
- To ensure that traffic users are informed of the works and possible disruptions.
- To ensure that local businesses, stakeholders and residents are informed of the works and possible disruptions.

3. Community Inquires

The Walermare project will be delivered in Stages. Each Stage of works and site location will have emergency contact information displayed for the public to contact Durack Civil for any inquires.

All Community Inquires received by Durack Civil direct the member of the public to contact the Project Manager 0457 717 772

4. Community Complaints

The Project Office will have emergency contact information displayed for the public to contact.

All Community Complaints received by Durack Civil from a member of the public will be dealt with appropriately in a courteous and prompt manner and reported to the Superintendents Representative.

5. Information Concerning Changes to the Traffic Flow

Project Manager: will obtain prior approval from Principal prior to making changes to traffic and access routes.

Public are informed about the impact of the proposed works closer to the timing of actual works by the following methods:

- Signage
- Letterbox drops (as required)
- Email to the Principal

6. Record of Community Contact/ Complaints

All interactions with the public will be recorded in Community Contact Report and Community Contact Register.

1. Purpose and Scope

The purpose of the Quality Management Plan is to detail how the quality processes for the Residential Subdivision Project will be implemented to ensure that the project outputs are delivered fit-for-purpose. This will be achieved by ensuring that all project management processes are conducted in a quality manner (quality assurance) and by developing quality criteria for the output's themselves (quality control).

This Plan has been developed in accordance with ISO 9001:2015.

This document will be reviewed and amended to meet changed conditions or objectives during the project's life span.

2. References

Appendix D1 – Quality Policy
SP14 – Product Identification
SP05 – Document Control
SP16 – Inspection and Testing

3. Quality Objectives

OBJECTIVE	TARGET	RESPONSIBILITY	TIME FRAME	EVIDENCE	DATE ACHIEVED
Manage the work so that it is undertaken in accordance with the specifications, drawings and QMS.	• Induct all employees on the quality requirements for the project.	All Management, including Project Managers and Supervisors and employees.	Ongoing	• Induction records. • ITP's. • Non-conformance register.	Ongoing
Continual improvement of QMS – "do it once, do it right" mentality.	• Incorporate quality issues in staff meetings, toolboxes and pre-start meetings. • Encourage feedback from all staff to improve process & quality performance. • Encourage feedback from Clients/ Customers	All Management, including Project Managers and Supervisors.	Ongoing	• Meeting Minutes. • Non-conformance register. • Toolbox talks. • Pre-start meetings. • Reference letters	Ongoing
Third Party Certification of Quality Management System	• Maintain third party certification of Quality Management Manual to AS/NZS ISO 9001:2008	Systems Manager & Management Systems Engineer	Ongoing	• External Audits with Compass Assurance • Certification	Annual audits
TMR Qld Prequalification	• Maintain TMR Qld prequalification R2 and B2. • Obtain TMR Qld prequalification R3 and B3	Systems Manager & Management Systems Engineer	Ongoing Dec 22	• Main Roads Queensland Prequalification Certification	Ongoing
Develop a workshop service department to improve quality of machinery	• Develop a fully functional & compliant service department that can outsource machinery maintenance / servicing	Systems Manager Managing Director	June 2022	• Internal Audits • External Audits & certification	Ongoing

Develop internal training processes for staff to improve quality of workmanship & understanding of correct construction techniques & expectations	• Develop internal training modules for staff to complete through induction & refresher training • Review external training methods to upskill existing employees	All Management HR Manager Systems Manager	June 2022	• Internal training modules completed • Internal audits & CAR's	Ongoing

4. Responsibilities

Role	Name	Authority and Responsibilities
Project Manager	Lincoln Redgen	• Approve Lot Records • Assess Completed Inspection Reports / ITP's • Review with clients any non-conformances associated with works • Nominated management representative who is responsible to implement the identification and traceability conformance. • Review checklists against actual performance • Record as necessary all construction verification checklists • Refer to attached CV for qualifications & experience
Quality Engineer	Hugh Smith	• Review procedure for identification and traceability • Determine Lot Identification • Ensure suitable resources made available to verify conformance of construction • Review construction against designs and record as required • Prepare checklists relating to conformance documentation required • Prepare for submission non-conformance reports • Ensure suitability of materials for construction to design intent • Conduct review checklists • Prepare and submit Hold Point Release Forms • Refer to attached CV for qualifications & experience
Supervisor	John Zink	• Conduct the works in accordance with the Quality Plan, relevant specifications and drawings. • Liaise with the Engineer regarding all quality matters. • Monitor the performance of direct labour and subcontractors to ensure the works are undertaken in accordance with the Quality Plan. • Refer to attached CV for qualifications & experience

5. Lot Definition, Planning, Implementation and Recording

5.1 – Lot Planning
Lots represent an area of work, which can be defined as uniform and representative of the tests and records against which it is being assessed.

Lots shall represent an area of concrete placement consistent with a day of work, which can be easily recorded against materials testing, ITP's and the like to demonstrate conformance of the works. Lot Planning to be agreed with Client prior to implementation.

5.2 – Lot Definition
The Lot shall be defined according to the following process:

Element ID / Lot Number

5.3 – Lot Implementation and Records

For each Lot, the following items will need to be recorded. Note list below is a guide and will need further site review to ensure all items are covered:

Code	Description	Responsible	Records
TBC			

ITP's and Construction Procedures will be submitted to the Administrator 10 days prior to commencing works (where time permits).

5.4 – Lot Record Handover
At the completion of each section of the works, the full Lot records are to be compiled against the Lot Completion Checklist and submitted for approval to the client.

6. Construction Procedures
Construction Procedures will be developed to complement ITP's and checklists. The Construction Procedures are to be amended to be project specific. These construction procedures shall be subject to review by the Project Team during construction.

7. Request for Information
Any design clarifications or requests to change the design are to be submitted to the client via the 'Request for Information' form SPF04.1. Site changes are not to be implemented without written approval from the client.

8. Non-Conformances
The non-conformance of any material, product, process or service is identified, controlled and corrected in accordance with the details of SPF20.1 Non-Conformance Reports. Non-conformances may be detected by the observation of staff, testing processes or audits.

Audits are carried out every six months by accredited external auditors. Internal audits are carried out at random (generally every three months) by internal auditors.

9. Selection, Engagement and Control of Subcontractors
Refer to attached purchasing procedure for subcontractor selection process.

10. Quality Records
Quality records are to be maintained by Durack Civil and submitted to the Administrator.
Testing to be completed by a NATA accredited laboratory – refer to attached certificate.

APPENDIX D1 – POLICY

DURACK

QUALITY POLICY

At Durack Civil we care about the long-lasting results of our work and will go above and beyond to deliver a superior final product for our clients.

In order to achieve this vision, we make the following commitments:

- Establish and maintain a Quality Management System based on ISO 9001:2015 that is efficient, effective and seeks continuous improvement;
- Use only quality materials, well-maintained equipment and best-practice techniques;
- Approach each project with absolute thoroughness and attention to detail;
- Encourage a 'do it one, do it right' approach and always avoid taking shortcuts;
- Ensure our team is adequately trained and resourced to undertake their duties; and
- Develop a culture which supports discussion, analysis, reporting and feedback of the quality system.

At Durack Civil, we all have a personal responsibility for implementing this policy.

James Durack
Director
April 2019

TEAMWORK | INNOVATION | SAFETY | HONESTY | SUPERIOR QUALITY

Issue	Clause No	Description of Issue	Authorised By	Signature	Date
0	All	First Revision	Carl Taman		08/10/2023

1 PURPOSE AND SCOPE

Durack Civil is the Principal Contractor for this Project. Durack will comply with all the OHS Policies under the Contract and will implement and control all the OHS protection practices and resources to comply with relevant OHS legislation, conditions of all licenses and permits on this project.

2 REFERENCES

- Qld Work Health and Safety Act 2011
- Qld Workplace Health and Safety Regulation 2011
- Qld Codes of Practice (Various)
- Refer PMP Appendix C – Project Training Management Plan
- Refer PMP Appendix H – Project Specific Induction
- SP02 – Planning and Managing Projects

3 DOCUMENTATION

- Appendix E1: OHS Policy
- Appendix E2: Safe Work Method Statements
  - See attached List
- Appendix E3: Hazardous Substance and MSDS Register
- Appendix E4: PPE Register
- Appendix E5: Daily Prestart Meeting
- Appendix E6: Inductions
  - Durack Project Specific Induction Register
  - Durack General Induction Register
- Appendix E7: Electrical Equipment Register
- Appendix E8: Work Permits
  - Hot Work Permit
  - Entry Permit – Worker Authorisation Form
  - Working at Heights Permit
  - Excavation Permit
  - Working under overhead powerlines
- Appendix E9: Task Risk Assessments
  - See attached List
- Appendix E10: Accidents and Emergency
  - Incident / Accident Report
  - Incident / Accident Register
  - First Aid Register

4 ABBREVIATIONS

Durack	Durack Civil Pty Ltd
PPE	Personal Protective Equipment
SDS	Safety Data Sheet
SP	System Procedure
SPF	System Procedure Form
SWMS	Safe Work Method Statement

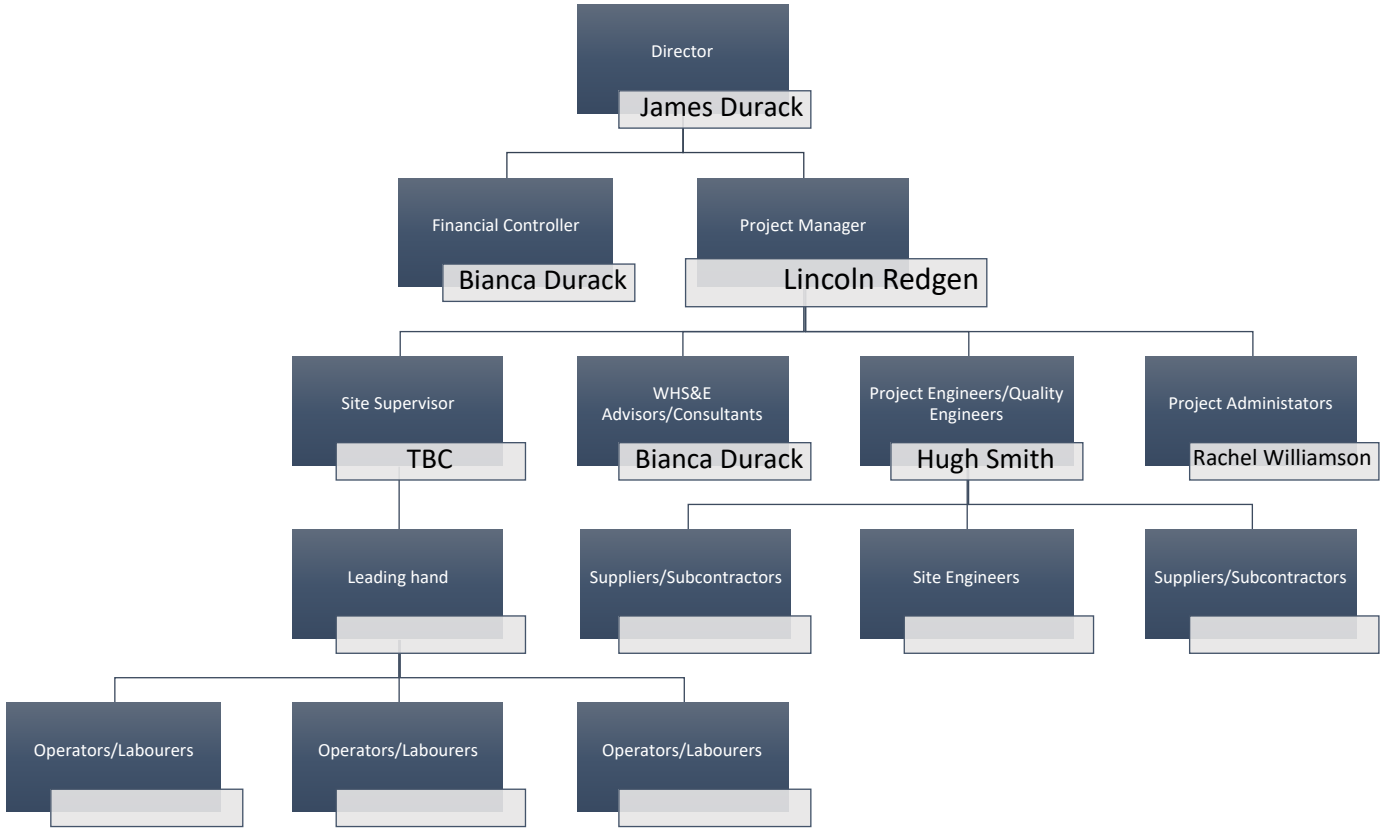
5 RESPONSIBILITIES

Role	Name	Authority and Responsibilities
Nominated Management Representative (NMR) (Usually PM)	Lincoln Redgen	• Review compliance with OHS, workplace injury management and workers compensation legislation, regulations, standards and codes. • Review compliance with Project Management Plan, Emergency Procedures, Site Safety Rules, Inductions (including Council online induction) and Safe Work Method Statements. • Review identification of hazards and assessment of the risks associated with the work, and document control measures to be taken.

		• Delegate suitably qualified person to conduct Project Specific Inductions. • Authorise issue of PMP and revisions. • Authorising use of SWMS and Review SWMS during implementation. • Delegate development of documents used to control risks onsite. • Review availability of suitable welfare facilities on the work site. • Review provision of safe place of work, provision of safe equipment, risk assessment and controls, training, use PPE, supervision and record keeping. • Appoint First Aid Officers. • Coordinate Internal & External Audit. • Review Permits to Work. • Responsible for employees and visitors sign-in and sign-out. • Acquiring and communicating OHS information on the work site. • Report and investigate OHS illness/injury and incidents. • Follow up on recommendations from safety incidents/accident reports. • Prepare, maintain & keep the hazardous substances register and MSDS copies available. • Ensure DBYD and service location is completed prior to excavation works. • Managing the OHS communication and consultation provisions in accordance with the regulatory and other requirements. • Issue and control Permits to Work.
Human Resource Manager (HR) & Rehab Coordinator	Bianca Durack	• Ensure personnel / operators for the work hold appropriate qualifications. • Document competencies & record licences / qualifications. • Assist individuals - manage external training. • Update Training Register. • Review Project Training Records. • Update Training Matrix. • Oversee any workers compensation claims • Implement rehabilitation and return to work procedures • Managing illness/injury and emergency processes to suit procedures.
Site Engineer	Hugh Smith	• Review project documents for conformance requirements. • Assist on Audits and Close out Audits. • Conducting risk assessments monitor and review the relevance of risk assessments and controls. • Create Work Method Statements and Work Instructions and maintain registers. • Issue and control Permits to Work. • Review SWMS during implementation. • Collect Plant Prestart Checklist. • Detection of non-conformances and notification to Supervisor and/or Project Manager. • Initiate preventative (PAR) and corrective action request (CAR) and forward to Project Manager immediately. • Keeping of OHS records and ensure Project Training Records are kept up to date.
Supervisor (S)	John Zink	• Ensure personnel attend site specific induction/training courses as required; • Ensure good housekeeping and safe storage of materials. • Ensure access & egress maintained • Assist in preparation of SWMS; • Maintain MSDS, Plant and Equipment Register, Certificates and Training records; • Monitor employees' compliance with Project Management Plan, POHS&R Management Plan, Site Rules and SWMS. • Ensure plant operators are trained and demonstrate competence. • Review SWMS during implementation. • Ensure personnel are briefed and signed off SWMS • Monitor use and additional requirements of PPE and record distribution.

		• Acquiring and communicating OHS information to employees and subcontractors on Tool Box Talks. • Assess site conditions to identify work processes that pose risks either to the environment or to the safety of persons working onsite or to the public. • Report and investigate OHS illness/injury and incidents. • Issue and control Permits to Work. • Conducting site-specific induction, specific work activity safety training and refresher training. • Provide OHS and SWMS training. • Conduct and register Pre-start meetings. • Display and make Site Safety Rules and Emergency Procedures available to site personnel and visitors. • Undertake risk assessments & implement appropriate risk controls. • Advise requirement of maintenance for Plant Minor and Major. • Conduct daily / weekly OHS inspection • Implement OHS corrective actions. • Ensure suitable fire fighting equipment is available on site, inspected every six months by a certified fire extinguisher tester and maintain Fire Extinguisher Register. • Maintain first aid stocks. • Elaborate Project Specific Emergency Response Plans. • Conduct emergency drills and ensure record keeping. • Raise fire alarm or evacuation alarm and ensure site personnel follow emergency procedures. • Liaise with emergency services. • Ensure required site safety signs are displayed.
IMS Manager (IMS)	Bianca Durack	• Conduct Project Audit on Compliance with Durack and Client Systems as per PMP Audit Schedule. • Advise on Management Systems. • Training Management Systems Users.
First Aid Officer	John Zink	• Provide First Aid. • Inspect and Maintain First Aid Kit. • Conduct emergency drills and ensure record keeping. • Liaise with emergency services.
Contractors	Various	• Fulfilling the duties of PCBU for their own operations • Identifying all high-risk construction work associated with their activities and ensuring safe work method statements are developed and implemented • Following all safety policies and procedures and site rules • Complying with this WHS Management Plan • Complying with any direction given to them by the principal contactor • Undertaking site-specific induction before starting work and signing off that they have completed this induction • Ensuring the workers they engage also undertake the site specific induction. • Ensuring they have the correct tools and equipment and these are in a serviceable condition for the task

5.1 Organisational Chart



6 COMMITMENT & MANAGEMENT RESPONSIBILITY

DC will take all reasonable care to provide and maintain for employees a safe working environment, in accordance with Appendix E1: OHS Policy.

The Project Manager is the Nominated Management Representative who is responsible for implementing the Safety Management Plan.

7 RISK MANAGEMENT

Risk assessment, control and management will be implemented on this and all DC projects. DC have undertaken detailed Safe Work Method Statements (SWMS) for tasks related to the works under the Subcontract. These are detailed in Appendix E2.

Prior to the commencement of works on site, all personnel undertaking a task shall be inducted into the SWMS associated with that task. Records shall be kept of such induction at the end of each SWMS.

7.1 Procedures to manage risk

Table 7.1 Procedures to manage risks

Requirement	Record & Communication	Time of training	Responsible Person
Identify OHS hazards, assess risks & develop/implement risk controls	• PMP Initial Risk Assessment.	Prior to start	PM
Incident Management – Environmental & Safety	• Procedure: Incident and Emergency Response.	When required	PM / S / IMS / GM
Emergency Planning and Response	• Project-Specific Induction - all persons onsite will undergo training in Emergency Response Plan.	Induction	PM / S

	• Emergency Response Plan to be practised		
Site Safety Rules	• PMP Site Safety Rules • Project-Specific Induction - all persons onsite will undergo training in Site Safety Rules. • Displayed prominently around the project.	Induction	PM / S
Develop and implement SWMS for activities and areas identified as having OHS risks	• SWMS developed in line with DC Standards and Project Specific Requirements. • Initial risk assessment included in development of risks and controls in SMWS. • All persons involved in SWMS activity to be trained in SWMS prior to commencing activity. Feedback to improve SWMS. • Records of all SWMS training filed as per IMS requirements.	Prior to starting task	PM / S
SWMS	• Review SWMS after changes, additional plant or equipment or after incident/accident/near miss.	Throughout the Project	PM / S

7.2 Safe Work Method Statements

7.2.1 Planning

Each SWMS is reviewed during planning stage, specifically in relation to:

- The manner of providing or completing a process.
- The potential hazards and relevant risk controls associated with the activity, job or task.
- Use of suitable equipment.
- Compliance with OHS legislation, standards, codes and procedures.
- Keeping of records.
- Qualifications and training of personnel.
- Inspection and maintenance checks required.

7.2.2 Implementation and Revisions

Prior to commencing a task, all workers are to review and sign on to the appropriate SWMS. Project Manager and the Supervisor or delegated representative will review SWMS implementation by observing the activity, and then discuss findings with the Supervisor of that task. A new revision will be issued with additional findings; the date of the new revision and reason for changes will be recorded on SWMS. All workers are to review and sign on to the revised SWMS.

7.3 Fatigue Management and Journey Management

Durack will implement controls for Fatigue Management and Journey Management as per corporate procedure. Where identified, additional procedures will be implemented to suit specific tasks and / or trades, to be documented in a Toolbox Talk and signed off by all relevant construction personnel.

Journey management for construction personnel will be implemented between the worksite and base for R&R breaks. Site management personnel operating light vehicles will undertake all training as required by Durack.

Specific fatigue management issues to be addressed in site-specific training include but are not limited to:

- Task Rotation
- Heat Stress and Management
- Manual Handling
- Driving when Fatigued

7.4 Health Surveillance Monitoring

Durack to undertake specific worker health surveillance / monitoring if hazardous exposure levels are identified or suspected to be generated as part of the works. Monitoring to be undertaken by a formally trained person (i.e. air quality monitoring for ACM to be undertaken by specialist environmental scientist).

Exposures include but are not limited to:

- Hazardous chemicals
- Asbestos or asbestos containing material
- Lead exposure
- Silica Dust
- Hazardous noise

Worker health surveillance/monitoring is carried out in accordance with relevant legislation, codes of practice and Australian standards (refer to Legal Register SPF18.1). Project Manager or Safety Representative to communicate results of the monitoring to the workers.

8 OH&S PLANNING & IMPLEMENTATION

8.1 Principal Contractor and Subcontractors

Durack is the Principal Contractor for the works. As such, our subcontractors and suppliers will comply with any and all directions in relation to their Subcontract works given by site personnel in relation to Occupational Health and Safety.

8.2 Description of Works

• Site establishment	• Traffic Control
• Erosion and sediment control	• Stormwater, Water and Sewer Reticulation
• Clearing & Grubbing	• Line marking
• Earthworks – Cut to Fill	• Drainage Structures
• Unbound Pavement	• Landscaping
• Bitumen Seal	• Road Furniture

8.3 First Aid

Durack have numerous first aid officers engaged in our team delivering the Works under the Subcontract. At all times work crews will be in the attendance of a first aid officer.

For this project the First Aid Officers will be James Fleming.

8.4 PPE

Durack will issue and maintain PPE for the duration of the Project.

The minimum PPE requirements for this site shall be:

- High-vis long sleeve clothing;
- Long trousers;
- Hard Hat or wide brimmed hat;
- Australian Standard Safety glasses or prescription safety glasses;
- Safety boots – steel capped;
- Hearing protection – as required;
- Sun cream.

Additional PPE may be issued as required for identified specific tasks. This could include but not limited to breathing apparatus, lanyards, face shields, etc.

8.5 Use of Multi-Media Devices

Durack will restrict the areas in which the use of multi-media devices can be operated on site (such as amenities areas). These areas will be such that:

- The use of the device does not affect the works in progress;
- The use of the device does not distract the worker from activities around him/her;
- The use of the device does not unreasonably restrict the amenity of others;
- The use of the device does not prevent the user from hearing emergency warnings.

Mobile phones may not be utilised whilst operating mobile plant and equipment or in the vicinity of the same, or around high risk construction activities.

8.6 General

With respect to other operational OH&S requirements not identified above, it is proposed to undertake significant toolbox activities in line with the Specific Site Activities. These include but are not limited to:

- Use of pneumatic tools & equipment;
- Access and egress;
- Housekeeping and cleaning;
- Lighting;
- Manual Handling;
- Compressed Air;
- Confined Space Work;
- Use of Lasers;
- Working at Heights;
- Fire Protection;
- Barricades;
- Drug & alcohol Policy
- Hazardous Work

9 COMMUNICATION AND CONSULTATION

9.1 OHS Representative

Durack have nominated a Project Safety Officer for the works under the Subcontract. As detailed in Section 5 above, the person nominated is James Durack.

Roles and responsibilities are detailed above in Section 5 of this document.

Specifically, James Durack will represent Durack Civil at Site Safety Meetings and Site Safety Audits conducted, as well as undertaking internal Safety Audits and inspections on a weekly basis.

9.2 Select and publicize the Agreed OHS Arrangements

For OHS Consultation between the employer and employees the project staff and work crew have elected to use: "Other agreed arrangements"

This OHS Consultation Agreement will be published by:

- By a toolbox meeting.
- Project Specific induction will state OHS Consultation agreement on this project.
- An OHS Consultation Statement will be displayed around the project.

9.3 Communications, Records, Induction and Training

Table 9.1 Records and timing of OHS induction and training.

Requirement	Who will be trained	Timing	Record	Responsible Person
Visitors are to be escorted by fully inducted person on site at all times.	All persons not inducted into site.	Each time they enter & leave site.	• Visitors must sign the Visitors Register on entry and exit of project.	PM / S
Have a current General OHS Induction Card	All personnel on site	Prior to personnel starting work on site.	• Photocopy attached to Site Specific Induction Acknowledgement.	PM / S
Project Specific Induction & Safety Management Plan Induction	All personnel working on site	Prior to personnel starting work on site.	• Induction Acknowledgement. • Induction Register. • PMP – Project Specific Induction	PM / S

			• PMP - Emergency Response Plan. • PMP - Site Safety Rules. • Additional OHS inductions and/or training required to competently complete their tasks.	
Emergency evacuation procedure	All personnel	Induction	• DC is adopting emergency response procedure as per Appendix T of PMP.	PM / S
Toolbox Meetings	All Personnel	Meeting Schedule	• Toolbox Meeting Record	PM / S
Establish OHS Consultation Agreement & display	Staff /Work Crew	Prior to personnel starting work on site.	• Toolboxes. • OHS Consultation Statement on display board	S
OHS Representation for workgroups	Staff/Crew	As required by agreement	• Toolboxes.	S
Training for "Other Agreed Arrangements"	Staff /Crew	As required by agreement	• If participants do not have the necessary skills & knowledge for effective participation additional toolboxes will be conducted.	S
Communicate & Consult with Project Staff/ Work Crew	Staff /Crew	As required	• Toolboxes.	S
		Daily.	• Daily Prestart Meeting.	S
Task Training or SWMS	Personnel carrying out task	Prior to task.	• SWMS	PM / S
Refresher Training	Personnel carrying out task	As required	• SWMS • Toolboxes.	S
External Training (During the project)	Staff /Crew	As required	• Training Evaluation	HRM
First Aid	PS	As required	• Training Evaluation	S
Manual Handling	Staff /Crew	As required	• Toolbox Meeting Record	S

10 DESIGN

All designs are to be provided by the client. Any designs required to be completed by Durack are to be subcontracted out as per Design and Development which details procedures to:

- Verify design compliance with legislative requirements.
- Design & reviewing design to identify, assess and control OHS risks.
- Review & approving design changes.

11 INSPECTION AND TESTING

11.1 Inspection, test and servicing plans

Safety inspection and testing will be carried out in accordance with the procedures outlined in SP16 Inspection and Testing.

In addition, Daily Site Safety Inspections will be undertaken and recorded by the S and submitted to PM for review.

Table 11.1 Inspection, test and servicing plan

Type	Record	Frequency & Method	Responsible Person
Traffic signs & detour tracks	Daily OHS Checklist (Observation if required.)	Daily - Record	S
Safety check	Safety Inspection checklist	Weekly - Visual	S
Plant Pre Start checklist	Plant Prestart checklist	Daily – Checklist	Plant Operator

11.2 Plan and conduct OHS Inspection and Testing

When inspecting all materials, plant and equipment, determine & control the risks including:

- Work site environment.
- Hazard and risk control measures (include MSDS).
- Access and exits.
- Protective measures.
- Electricity safety (include test and tag).
- Plant and equipment.
- General work methods.

11.3 Plant Register

Durack will prepare and maintain a Plant Register for this project.

12 INCIDENT MANAGEMENT AND CORRECTIVE ACTION

12.1 Reporting & investigation

All safety and environmental incidents and accidents are covered by Appendix E10. These plans are controlled by Incident and Emergency Response procedure. Corrective and preventative action is to be implemented as a result of following the procedure as outlined in SP20 Control of Non Conforming Product. The Client will be notified of incidents and accidents as required in the Contract.

12.2 Manage incidence of non-compliance and non-conformance

All non-conformances both minor and major will be controlled in accordance with the procedure outlined in SP20 Control of Non-conformance. The Client will be notified of all non-conformances as required under the contract.

12.3 Implementation of injury management and return to work plans

In the event of an injury requiring injury management, the Human Resource Manager will contact DC'S Workers Compensation Provider. The Workers Compensation Provider will provide injury management and return-to-work plans as required, in consultation with the Rehabilitation Co-ordinator.

12.4 Implementing, monitoring and recording corrective action

Preventative and corrective action will be carried out in line with procedures. Record of these will be kept according to the Records Management Plan.

13 HANDLING, STORAGE, PACKAGING AND DELIVERY

Handling, storage, packaging and delivery will be carried out in line with PMP – Handling, Storage and Disposal.

.

13.1 Hazardous Substance / MSDS

Refer Appendix E3. Durack will register all hazardous materials as required for the completion of the works under the subcontract utilising. All associated MSDS's will be kept in the storage container for easy reference.

Hazardous materials will be clearly labelled, stored as per manufacturer's instructions and/or as detailed in the MSDS, handled as detailed in the appropriate MSDS, and disposed of according to the requirements of the MSDS. All training and disposal records to be maintained by the Supervisor.

14 INTERNAL REVIEW

14.1 Internal Audits

Internal audits will be carried out according to IMS Audit Procedure. PMP Audit Schedule is the proposed audit schedule that is a live document maintained by the PM electronically.

Weekly OHS inspection will be carried out using Safety Inspection Checklist

15 PROJECT REPORTING

Project Reporting will be carried out in accordance with Table 15.1 below.

Table 15.1 Regular Project Reporting

TYPE	FREQUENCY	RESPONSIBILITY	RECORDS
Daily Activity Report	Daily	Engineer / PM	Daily Diary Prestart
Safety Inspection Report	Weekly	Supervisor	Weekly Checklist
Contractor Monthly Health & Safety Report	Monthly	Project Manager	SPF03.25

The Monthly reporting will include details of safety statistics including hours worked, LTI's, FAI's, MTI's, near misses, etc.

16 ELECTRICAL TEST & TAG

All electrical plant / equipment will be tested and tagged prior to utilisation on site. Refer Appendix E7 for Electrical Equipment Register, which details date of testing and date for retesting.

Retesting shall occur as nominated by an appropriately licenced and trained tester.

17 LIFTING EQUIPMENT

Lifting equipment used on site shall be regularly maintained and subjected to routine, documented inspections by a competent person. All lifting equipment, accessories and equipment shall be inspected, tested and certified by a competent person in accordance with the manufacturers instructions and the relevant Australian Standard, this is generally every 12 months. Additional inspections must be made if the equipment has been:

- involved in an incident; or
- modified or repaired.

18 DOCUMENT AND RECORDS

Management records and documentation include:

- Training register and records
- Skills, competency and licence register
- OHS committee minutes
- OHS audit reports
- Internal review reports
- Illness/injury statistics, such as lost time frequency rates & duration rates

Work safety records and documentation may include:

- Site Safety Rules
- Induction register
- First aid officers list
- Emergency procedures
- Safe Work Method Statements
- Hazard identification & risk assessment reports
- Incident notifications
- Injury register
- Corrective action records
- Records of tool box meetings/talks
- Personal protective equipment register
- Register of plant and electrical equipment
- Work permits (such as confined space entry and hot work permits)
- Material Safety Data Sheets
- Hazardous substances register
- Inspection and test reports
- Servicing records
- Incident and illness/injury investigation reports

Appendix E1 – Policy

DURACK

HEALTH & SAFETY POLICY

At Durack Civil our priority is the health and safety of our staff and our subcontractors. We are committed to creating a safe workplace by ensuring best-practice safety standards at all times.

In order to achieve this vision, we make the following commitments:

- Establish and maintain a Safety Management System based on AS/NZS 4801:2001 that is efficient, effective and seeks continuous improvement;
- Identify risks and hazards early, take immediate action to implement controls and ensure changes are effectively managed;
- Invest in the attitudes and behaviour of our staff, supervisors, project leaders and the many subcontractors who work at our sites to create a positive safety culture;
- Ensure high-risk activities are rigorously planned and checked;
- Ensure our team is adequately trained and resourced to undertake their duties; and
- Develop a culture which supports discussion, analysis, reporting and feedback of the safety system.

At Durack Civil, we all have a personal responsibility for implementing this policy.

James Durack
Director
April 2019

TEAMWORK | INNOVATION | SAFETY | HONESTY | SUPERIOR QUALITY

General Site Rules	
You must hold a general construction white card and a Durack Civil Induction to work on site.	
All personnel to be inducted. Visitors sign in/out on register	• All workers must complete and display evidence of completing a General Construction Safety OHS induction prior to start of work. • Any visitors must be accompanied around the worksite.
High-vis & safety footwear to be worn at all times	• By all supervisors, employees and visitors footwear and clothing must comply with AS2210.
Site vehicles to be parked in designated parking areas	• Vehicles to be parked in designated parking areas. • Do not block road access.
No drugs or alcohol	• Consumption of alcohol & illegal drugs prohibited on site. • Any personnel found under the influence of alcohol/drugs at work will not be allowed to start or continue work.
Personnel to be Briefed on Safe Work Method Statements	• Must be prepared and followed for all activities assessed as having health and safety risks. • Attend and participate in any SWMS Training and Toolboxes.
Good Housekeeping & site tidiness	• Work place to be clean and tidy. • Keep tools and materials organized as you go.
Wear Personal protective equipment	• General PPE to be worn at all times. • Additional PPE will be listed on SWMS.
Manual handling	• As per SWMS: Assess load before attempting to lift - avoid bending & twisting.
Mobile plant	• Operators to be qualified / ticketed. • Machinery must be tested & fitted with alarms.
Obtain permit to work	• Before excavation, confined space, working at heights, hot work, working within 15m overhead power lines.
Report Accident/Near Miss	• Accidents, incidents, physical damage and near hits must be reported immediately to supervisor. • Follow Emergency Procedures and Supervisor instructions.
Inspect Daily Plant, equipment & cranes	• Prestart checklists must be done daily. • A copy of equipment test certificate to be submitted to Durack Civil.
Secure Ladders & handrails	• Must be secured top and bottom. • Three point of contact at all times.
Site Security	• Ensure work site is appropriately demarcated where applicable for stock separation.
Electrical Equipment to be tested & tagged	• All temp electrical work and electrical plant to comply with Code of practice for electrical practices on construction work and AS 3000 wiring rules.
Fire prevention	• Employed by all persons on the work site – use correct fire extinguishers.
Permit to Working at heights	• Working above 2m must be in accordance with QLD OHS Regulation 2011, Clause 306B, 306C, 306D.
Report Hazardous substances	• Must be reported and recorded on Hazardous Substance Register • Must be stored securely and used as per MSDS.
Working in or over water	• Complete SWMS (including risk assessment) prior to starting task.
Mobile phones	• Project Manager to approve individual personnel to use Mobile Phones on site. No mobile phones allowed whilst operating plant.

1. Purpose and Scope

To ensure quality, safety and environmental conformance with respect to product handling, protection, packaging disposal and storage requirements.

2. References

- Safety Management Plan
- Inductions and Training
- Handling and Disposal
- Task Risk Assessment

3. Documentation

- SWMS
- Waste Disposal Register
- Hazardous Substance and MSDS Register
- Project Training Register

4 Responsibilities

Role	Name	Authority and Responsibilities
Project Manager	Lincoln Redgen	• Approve SWMS • Assess Project Training Register • Nominated management representative who is responsible to implement the Handling, Storage and Packaging procedure. • Review SWMS / Training • Implement construction control procedures for the delivery, handling, labelling and incorporation of client supplied product, and disposal of waste • Record as necessary all construction verification checklists
Site Safety Manager (SSM)	Bianca Durack	• Prepare SWMS • Induct & Train relevant personnel in SWMS • Develop Site Specific Hazardous Material and MSDS Reports / Register – File on site. • Develop Site Specific Waste Management and Disposal Register • Daily & Weekly Inspections • Prepare site competency, certification and training matrix
Supervisor (S)	John Zink	• Undertake SWMS training and assess for adequacy • Undertake MSDS training and assess for adequacy • Implement waste Management procedures • Ensure suitable resources for materials handling • Ensure compliance with SWMS

5. Handling

Durack Civil will prepare SWMS for each activity undertaken on the project. All personnel are to be inducted into the SWMS and MSDS prior to undertaking tasks, and such training to be recorded.

Materials are to be clearly labelled for weight, hazard, PPE requirements and the like to ensure adequate control measures are in place for materials handling. Where possible, use of mechanical aids to be implemented.

5.2 – Storage

Materials are to be stored on site to the manufacturers' recommendations. Records of specific storage requirements to be prepared and maintained at the storage location. Personnel associated with materials storage to be trained as to correct handling and storage protocol. Such training to be documented.

5.3 – Packaging - Maintenance

Until directed by Site Supervisor and / or Engineer, packaging is to remain in place for supplied materials. This will ensure any protective measures implemented in the delivery of incorporated is maintained throughout the construction of the works.

5.4 – Packaging – Removal and Disposal

When directed, packing is to be removed from supplied materials and immediately disposed of to the approved receptacles. At all times access and egress is to be maintained.

Any packaging which requires special disposal (e.g. hazardous material) to be handled and disposed as per MSDS and manufacturer's recommendations. If in any doubt, stop and seek direction from Supervisor.

Appendix H - PROJECT SPECIFIC INDUCTION

Project: Walermare Civil Works
Project No: DC-25-20

INTRODUCTION

Principal contractor: Durack Civil **Client:** Cawdor Developments Pty Ltd

DESCRIPTION OF THE PROJECT:

-Site establishment
-Traffic Management
-Demolition / Clearing
-Bulk Earthworks
-Stormwater Reticulation
-Watermain Reticulation
-Environmental Management (ESC)
-Pavement Construction (Internal & External)
-Retaining Walls
-Basin Construction
-Road Furniture
-Electrical Reticulation

KEY PROJECT STAFF:

Project Manager: Lincoln Redgen
Project Safety Officer: Bianca Durack
Project Environmental Officer: Bianca Durack
Project Supervisor: John Zink
Project Engineer: Hugh Smith
Project Quality Officer: Hugh Smith

WORKING HOURS:

- 6:30am to 6:30pm Monday to Saturday
- Other times outside the above and public Holidays: will require approval by Toowoomba Council

SITE ACCESS & WELFARE:

- Site access will be via public roads.
- Private vehicles are to be parked in a designated car park area.
- Working vehicles, machinery and heavy vehicle will have designated access to site.
- Site speed limit is 40kph on site or as per the posted speed limits.
- A safe work zone of 3 m is to be maintained for low voltage and 6 m for high voltage power lines.
- Site personnel to keep high level of awareness of mobile & reversing plant and trip hazards.
- Services to be located and clearly identified on site prior to any excavation works.

PERSONAL PROTECTIVE EQUIPMENT

Whilst on site all persons must wear:

- Work boots (steel cap).
- High visibility clothing.
- Safety glasses
- Reflective vests/clothing in poor light/Night
- Long Sleeve Cotton shirts & long Pants

*Additional PPE will be identified in SWMS.

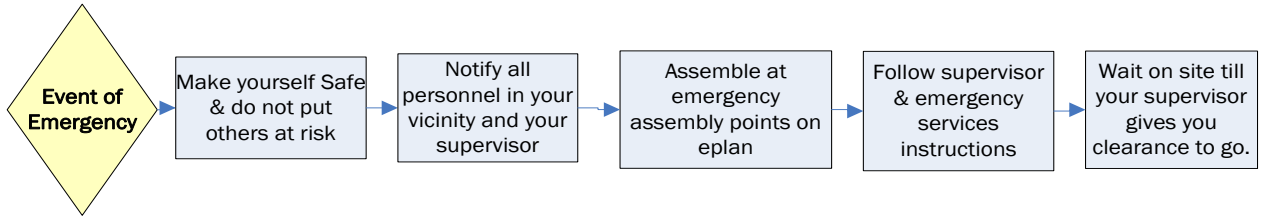
- Sunscreen
- Wide brim hat

SITE RULES & EMERGENCY PLAN

Inductor to provide a copy of the Site Safety Rules and the Emergency Evacuation Plan
First Aid Officer: John Zink

EMERGENCY PROCEDURES

Emergency response plans are available in the project office & notice board.



INCIDENTS, ACCIDENTS, HAZARDS AND NEAR HITS

You can make a difference to how safe this site is. Advise your supervisor of any identified hazards.

- Report all incidents, accidents, near hits, hazards, property/physical damage to your supervisor.
- Complete Incident/ Accident Report, if a near miss or incident or accident occur.

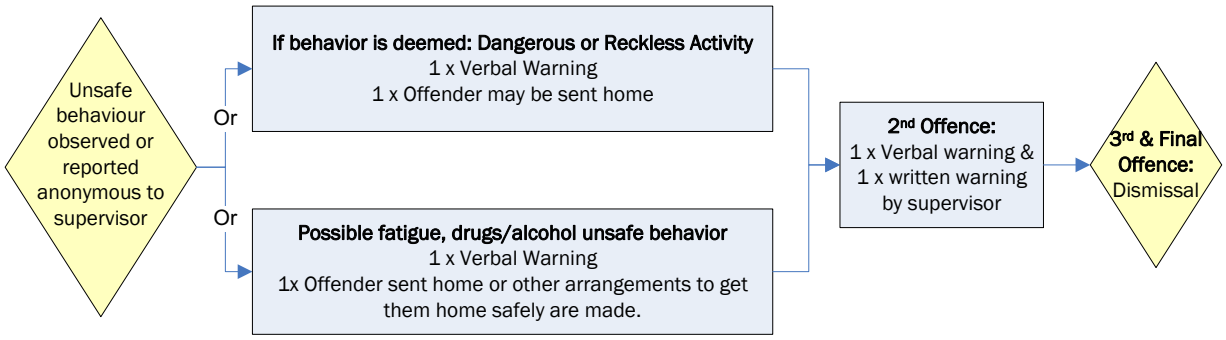
COMMUNITY/MEDIA ENQUIRIES

All enquires are to be addressed to your Supervisor or the Project Manager.

SAFE WORK POLICY (including drug and alcohol management)

Durack Civil will not accept any reported unsafe behaviour on this worksite that includes:

Dangerous or reckless activities, fatigued workers, being under the effects of alcohol/illegal and legal drugs and failure to advise your supervisor of taking medications.



Please review the safe work policy. The client may conduct random drug and alcohol testing.

VEHICLES, PLANT AND EQUIPMENT

- DO NOT operate any vehicles, plant and equipment unless you have been authorized to do so. Authorized operators are appropriately licensed where required.
- Visual inspection of every plant item before use. (Plant Prestart Checklist) are to be completed prior to the operation of any machinery that requires a certificate of competence or licence to operate. Plant Prestart Checklists will be collected daily. If defects are identified follow the directions on the form.
- DO NOT use any electrical equipment that does not have a current test tag (notify Supervisor).

ALL HAZARDOUS SUBSTANCES (QLD OHS Regulation 2011 Part 7.1 Sub Division 3 Section 344)

- Must have Safety Data Sheet (SDS).
- Must be labelled clearly.
- Must be reported to Office Manager when brought on site.
- Must be recorded on Hazardous Substance Register
- Must be stored as per the SDS.

Subcontractors:
Must report to Project Manager new Hazardous Substances brought on site.

ENVIRONMENTAL MANAGEMENT

Follow these guidelines at all times:

- Burning is not permitted.
- Reduce dust omissions with water suppression.
- Use rubbish bins & maintain good housekeeping.
- Erosion and Sediment Controls to be installed prior to works commending.
- Duty to notify supervisor of environmental harm or potential incidents.
- No clearing of vegetation without approval.
- Aboriginal Heritage – If encountered stop work.
- No Smoke butts left on site.

PERMIT TO WORK

Permits to work must be obtained from the prior to work including:

- Excavation
- Hot work
- Confined space
- Working at heights
- Working near overhead power

Once a permit has been issued it is your responsibility to comply with the conditions.

All SITE VISITORS MUST

- Be signed in/out of the Visitors Register, kept in the Project Site Office.
- Be accompanied by a person that has been inducted by Durack Civil at all times.

OHS CONSULTATION AGREEMENTS

"Other Agreed Arrangements" for OHS Consultation by Daily Prestart Meetings, Toolboxes, SWMS.

Any questions?

Issue	Clause No	Description of Issue	Authorised By	Date
1	All	First Revision	Lincoln Redgen	16/09/2025

1 PURPOSE AND SCOPE

Durack Civil Construction Environmental Management Plan (CEMP) identifies all the appropriate environmental measures to be controlled & documented. Compliance with this CEMP will be checked weekly using the Environmental Checklist, which is incorporated as part of our Project Management Plan (PMP).

2 LEGISLATION, LICENSES AND PERMITS

This CEMP has been developed with reference to relevant environmental legislation, regulations and policies, including:

- *Environmental Protection Act, 1994* (and associated legislation);
- *Aboriginal Cultural Heritage Act, 2003;*
- *Environmental Protection and Biodiversity Act, 1999* (and associated legislation)*;*
- *Nature Conservation Act, 1992;*
- *Water Act, 2000;*
- *Sustainable Planning Act, 2009;*
- *Waste Reduction and Recycling Act, 2011;*
- *Vegetation Management Act, 1999.*
- *Weeds Management Act 2001*
- *Toowoomba Regional Council (TRC) Conditions*

3 DOCUMENTATION

- Erosion and Sedimentation Control Plan

A copy of the contract documentation must be kept at the site, and be available to be produced upon request from authorised personnel.

4 REFERENCES

Appendix I1 – Environmental Policy

5 SITE LOCATION

The project is located in Toowoomba, Highfields. A figure showing the works extent is provided in the PMP clause 6.4.

6 ORGANIZATION FRAME WORK

Refer to Appendix A of the PMP for detailed organisational framework and management personnel.

Role	Name	Authority and Responsibilities
Project Manager	Lincoln Redgen	• Define environmental management policies and objectives, priorities and targets. • Be advised on OHS and Environmental incidents and report to the client.

IMS Manager	Bianca Durack	• Ensures that the requirements of the organisation's Environmental Management System are implemented and maintained. • Keeping abreast of changes in legislation and regulations. • Developing and implementing procedures. • Monitoring appropriate technology and management practices. • Carry out internal audits.
Nominated Management Representative (NMR)	Hugh Smith	• Prepare Construction Environmental Management Plan (CEMP). • Ensure that work is carried out in accordance with the environmental specifications of the contract. • Defining the responsibilities of personnel for environmental matters. • Acquiring and disseminating environmental management information. • Planning and conducting training in environmental management, including induction for new employees. • Assessing subcontractors' and suppliers' abilities to comply with environmental management system requirements. • Ensuring compliance with environmentally sound work practices. • Communication with Main Contractor and DECCW. • Identifying system verification requirements and allocating human, technical and financial resources adequate to meet those requirements. • Ensuring compliance with environmental legislation, regulations and licensing conditions. • Receive comments or complaints from local residents/owners and other government authorities. • Ensure that the EMP is implemented and revised/updated as necessary. • Manage the reporting and resolution of environmental incidents and hazards. • Ensure reporting of environmental incidents/accidents. • Manage, review and evaluate environmental hazards. • Conduct environmental inspection and testing. • Close out weekly environmental checklists. • Close out environmental risk assessment. • Keep a waste disposal register (where required) • Acquiring a copy of the licence of companies that transport >200 kg of the hazardous/industrial waste, or >2000kg of generated, used, rejected or unwanted tyres (where required) • Acquiring a copy of license of the waste disposal facility for general/ hazardous waste (where required). • Acquiring a copy of license of transfer and the waste disposal facility used for disposal of human waste. • Prepare ESCP and implement Control Measures. Revise the ESCP as required.
Project Supervisor (PS)	John Zink	• To inspect all environmental measures to be addressed. • To ensure environmental measures are in place prior to the commencement of works. • Assess effectiveness and safety of environmental controls. • Complete reports as required • To initiate environmental measures and rectification measures. • Maintenance outside normal work hours if required. • Carry out risk assessment and implement remedial measures. • Formulate & conduct appropriate environmental induction for all persons working on the project including cultural heritage issues. • Preparation of environmental checklists, monitoring & completing the checks weekly onsite, weekly record. • Assess and plan rectification for minor environmental incidents. • Record rainfall greater than 10mm in 24 hr period during project.

		• Ensure environmental controls are maintained free of damage for the duration of the works. • Initiate Preventative (PAR) and Corrective Action Request (CAR) and forward to Project Manager immediately.

7 DEFINITIONS

CEMP	Construction Environmental Management Plan
Durack	Durack Civil
PMP	Project Management Plan
REF	Review of Environmental Factors
OHS	Occupational Health and Safety
TMR	Transport and Main Roads
EMP	Environmental Management Plan
MSDS	Material Safety Data Sheet
SWMS	Safe Work Method Statement

8 COMMUNICATION

24 Hours Site Contact/Emergency Contact:

EMERGENCY CONTACT PERSONNEL			
Contact in case of Emergency:	**Name**	**Position**	**Contact Details**
Onsite Contact	John Zink	Supervisor	0486 211 725
Onsite Contact	Hugh Smith	Project Engineer	0455 734 028
Offsite Contact	Lincoln Redgen	Project Manager	0457 717 772

For complete detail of Emergency Response Plan, please refer to Appendix T of the PMP.

Community Consultation

Type	Details	Records	Responsible Person
Community & Government Authorities Liaison	The Project Manager will liaise with local residents/owners and other government authorities unless otherwise directed in project conditions – refer PMP Appendix F Community Liaison Plan.	• Community Contact Report • Emails, letters & faxes	PM
Complaint Management	The Project Manager will receive comments or complaints from local residents/owners and other government authorities, unless otherwise directed in project conditions. All contact with the general public and Government Authorities will be recorded.	• Community Contact Report • Community Contact Register	PM

A register of all complaints will be maintained for the full duration of the project. Any complaints will be recorded and attended promptly. On receiving a complaint, works must be reviewed to determine whether issues relating to complaint can be avoided or minimised. Feedback must be provided to the complainant explaining what outcomes resulted.

Notifications

- The Project Manager must notify the client in writing (fax or email) at least 5 working days before works are to commence.

- No activities outside the scope of works described and outlined in the PMP must occur without prior additional impact assessment and approval from the client.

- The Project Manager shall notify the Administrator of meeting with, inspections by, or visits from representatives of any administering authority within 24 hours of the Contractor being advised.

Working Hours:

6:30am – 6.30pm Monday to Saturday

Where work is proposed outside standard working hours, the Project Manager shall notify all relevant stakeholders including but not limited to:

- Residents, who are to be informed by letter of the extent, times and duration of the proposed work outside normal working hours at least five working days before commencing work. A contact name and telephone number must be included so residents can notify any concerns about altered working hours.
- Emergency Services
- Relevant Authorities
- Key Stakeholders

9 PLANNING

Initial Risk Assessment:

Environmental Impact	Mitigation of Environmental Impacts
Traffic and Access	1. Where possible, current traffic movements are to be maintained during the works. Any disturbance is to be minimized to prevent unnecessary traffic delays; 2. Regard to public safety to be maintained at all times; 3. The site facility to be locked when unattended; 4. Appropriate signage as required to be utilized; 5. All Loads exiting site to be covered; 6. Installation of rumble strip as required at exit gate; 7. Clean roads of spills immediately and maintain in a clean and tidy state; 8. Maintain access roads in good condition and suppress dust with watercart as required. 9. Provision to be made for dirt/sand removal from construction vehicles prior to travel on public roads. in the event of rock-shake down being soaked or sediment laden vehicles must be manually washed until the rock shake down is repaired.
Flora	1 Prior to commencement of any clearing or construction works, the extent of the construction footprint and clearing areas at each site to be clearly marked and defined in the field. No works are to extend beyond the described construction footprint. 2. Vegetation removal to be minimized where possible; 3. All access tracks and disturbed areas created as part of the proposed works will be rehabilitated upon completion of the works. These areas to be managed until approved vegetation cover is sufficient to inhibit significant weed growth; 5. Prior to the commencement of works , self-supporting silt fences and staked hay bales are to be established along the interface of the construction area; 6. All trees to be removed are to be brought down in a controlled manner to minimize damage to adjacent vegetation; 7. Vegetation clearing at all sites to be undertaken in a manner that minimizes root/soil disturbance;

	8. Removed native vegetation to be mulched and re-used on site if it can be separated from weed material, otherwise it to be disposed of appropriately as per contract requirements; 9. A Rehabilitation/Revegetation plan for all disturbed areas may be developed as per contract documentation;
Fauna	1. Water quality, waste management, terrestrial flora, and landform, geology and soils safeguards are to be effectively implemented to prevent any potential associated impacts on local fauna biodiversity. 2. No barbed wire to be used in any temporary fencing to reduce the risk of entanglement of local fauna. 3. A suitable qualified spotter cater is required to undertake a pre-clearance survey of the area if there is potential impacts on fauna and animal breeding places including all vegetation removal. 4. A fauna spotter catcher to be present during clearing of areas with potential breeding locations, including hollow bearing trees / drainage lines, etc. 5. Should injured fauna be found on the site, local wildlife care groups and/or local veterinarians are to be contacted immediately and arrangements made for the immediate treatment of the animal. 6. If during the course of undertaking the works, the contractor becomes aware of the presence of threatened species, populations or endangered communities, or their habitats, that were not identified in the contract documentation and are likely to be affected by the works, Durack Civil will: • Immediately cease all work likely to affect the threatened species, populations or endangered ecological communities or their habitats; • Immediately inform the relevant authority • Not recommence work likely to affect the threatened species, population or endangered ecological communities or their habitats until written advice from relevant authority is received to do so.
Water Quality	1. Required fuels and other liquids to be stored in small quantities in a bunded area able to contain 120% of the liquid contents; 2. Any storage of fuels, lubricants or other compounds and machinery, tools and equipment containing such materials to occur within a bunded or secure/impervious area, in this case within a fenced and locked site compound; 3. Refueling of plant and equipment is to occur in impervious bunded areas 4. Waste (including septic) to be collected and disposed of or recycled in accordance with relevant authority guidelines; 5. Cleaning of tools and equipment to occur within a designated wash-tub to capture particles of concrete and mud, or off site; 6. Wash down bays (if required) will be located as marked. The wash-down bay to be situated on higher ground. The wash-down bay to be placed so that water filtered through the geofabric does not flow directly into native habitats areas or any other local watercourses, but is captured within vegetation and allowed to soak into the ground; 7. Water utilized for cleaning of tools to be minimized and obtained from a licensed location or town water supply. 8. An incident management and emergency response procedure to be prepared detailing procedures to be followed in the event of a spill or release of waste; 9. A spill containment kit, including equipment to address both terrestrial and aquatic spills, to be available at all times. Staff to be trained in the effective deployment of the spill containment kit; 10. Terrestrial flora and sedimentation and erosion safeguards are to be effectively implemented to prevent any potential associated impacts on water quality. 11. Excavated sediment will be immediately removed from site and not stockpiled. 12. Excavated material generated from the works will be regularly cleaned up. 13. Weather conditions will be monitored and all material removed from the roadway prior to the commencement of heavy rain;

	14. Water (i.e. pressure washing) will not be used to clean sediment from the roadway. 15. Drains are to be bunded with controls to filter sediment out of the water prior to it entering the drain (e.g. geotech wrapped clean rock) 16. All water collected in sediment basin during the construction phase must be tested and approved for release prior to pump-out to kerb and channel alternatively water may be removed from site and dumped at an approved location.
Landform, Geology and Soils (Erosion and Sedimentation)	1. The erosion and sedimentation control plans as shown in the approved development application are to be incorporated into the CEMP. 2. Erosion and sedimentation controls to be specifically placed in front of any drainage lines and to be designed to cater for storm events and large volumes of soil; 3. Maintenance and checking of the erosion and sedimentation controls to be undertaken on a regular basis and records kept and provided at anytime upon request. Sediment to be cleared from behind barriers on a regular basis and all controls to be managed in order to work effectively at all times; 4. Excavated material from the site to be transported to a licensed landfill facility (if required). No permanent stockpiles to be established on site unless agreed with client; 5. Any short term stockpiles established at the site to be located in existing cleared areas, away from any drainage lines, not on slopes greater than 2:1 (horizontal to vertical), with erosion and sedimentation controls positioned down slope of the stockpile; 6. Imported fill required for the works to be sourced from licensed/registered suppliers within the local area; 7. The stripping of topsoil and stockpiling activities are not to be undertaken during or prior to rainfall events; 8. Disturbed areas to be rehabilitated and to be undertaken progressively as stages are completed. 9. All sediment control devices shall be monitored, cleaned and/or repaired whenever the accumulated sediment reduces the capacity by 50%. 10. the sediment basins are to be inspected regularly and cleaned out when sediment storage achieves 50% of the storage volume provided. 12. After every significant rainfall event the sediment basins are to be inspected. settled sediments are to be excavated and disposed of. clean water separated from sediment is to be pumped out.
Noise and Vibration	1. Noise impacts are to be minimized; 2. Extensive periods of continuous operation of noisy machinery to be avoided; 3. All equipment to be well maintained in accordance with the manufacturers specifications; 4. All plant to be fitted with appropriate exhaust systems to ensure compliance with pollution and noise emission standards; 5. The contractor to be required to minimise noise outputs through the use of best practice and high quality plant and equipment; and
Air Quality	1. Measures (including covering exposed areas) are to be used to minimise or prevent air pollution and dust; 2. Works are not to be carried out during strong winds or weather conditions where high levels of dust or airborne particulates are likely; 3. Vegetation or other materials are not to be burnt on site; 4. Vehicles transporting waste or other materials that may produce dust are to be covered during transportation; 5. Stockpiles or areas that may generate dust are to be managed to suppress dust emissions; 6. Vehicles, machinery and equipment to be maintained in accordance with manufacture's specifications; 7. Vehicles and equipment to be switched off when not operating; 8. Debris and waste to be removed from the works area as soon as practical to ensure light-weight material is not dispersed by wind gusts.

	9. the contractor is to be responsible for the control of dust emanating from the site at all times, including on weekends and public holidays, for the duration of the construction and maintenance period.
Heritage & Aboriginal	1. Should Indigenous and / or Non-Indigenous heritage items be uncovered during works, all works in the vicinity of the find to cease and the Client to be contacted. Works to not re-commence until appropriate clearance has been received.
Socio-economic	1. Traffic impacts and delays - be mindful of the needs of the local community, schools, freight businesses and commercial operators using the roads around the site; 2. Notification (i.e. road signage) of road works and possible delays during the construction stage to be provided to the community and road users prior to construction works commencing.
Waste	1. No vegetation or other waste is to be burnt on site; 2. No w*aste* or stockpiled material is to be left on site once the works have been completed; 3. Working areas are to be maintained, kept free of rubbish and cleaned up at the end of each working day; 4. Non-recyclable wastes to be collected and disposed of or recycled in accordance with relevant waste disposal protocols and guidelines; 5. Any contaminated waste generated by the works to be disposed of in accordance with the EPA approved methods of waste disposal; 6. Noxious weeds removed from site must be disposed of at a licensed waste disposal facility as per guidelines. 7. Vegetation or soils awaiting disposal would not be stored within 30m of any drainage lines or waterways. 9. Materials requiring stockpiling for longer than a day to be removed from site.

Emergency Planning and Response

Refer to Appendix K of the PMP.

Sensitive Areas

Should the site be identified as an environmentally sensitive area, additional controls and training may be required. Refer contract documentation, relevant guidelines.

Detail of Controls:

Through site inductions, EWMS and toolbox meetings all employees and subcontractors working on the site will be educated about the environmentally sensitive area we are working within and importance of all contributing to maintaining the site in its existing condition and limiting our impact as much as possible. Through our systems of monitoring and checking our work procedures and environmental controls, we will be able to continually minimize our impact on the surroundings.

Environmental awareness/toolbox training must commence early in the works program and continue as new personnel are engaged.

The nature and location of heritage items and their significance must be included in site inductions.

Site Compound/ Stockpile Site

Stockpile areas are designated. This area would be used as the primary stockpile area for the works.

The Supervisor will designate an area for the site compound. Care will be taken to avoid traffic hazards and obstructions caused by parking of plant and equipment in the designated area.

All fuels, chemicals and liquids are to be stored in an impervious bunded area a minimum of 30m away from (where possible):

- Rivers, creeks or any areas of concentrate water flow
- Flooded or poorly drained areas.

Licenses and Authorities

Approval/ permit/ licence	Authority	Reference Number
Development Approval	DAFF	Not applicable
Minor waterway barrier works	DAFF	Not applicable
Taking water	DNMR	Notification to be undertaken by Durack Civil (if required)

10 WATER EXTRACTION

Water extraction points and processes are to comply with DIPL Standard Specification for Environmental Management version 2.0 (2019). Additionally, Durack Civil will comply with the requirements of the AAPA Certificate, C2013/026. Water will only be extracted from approved asset owners; no water will be extracted from the surrounding environment.

Durack Civil will have water tankers on site that shall be utilised to alleviate potential drawdowns that impact the surrounding systems. Extraction shall be recorded using document SPF03.29 – Water Extraction Record (Appendix I3)

Procedure	Details / Actions
Gain authority approval	• Obtain written permission for fill point use • Ensure extraction volumes and times are documented
Site & equipment inspection	• Verify fill point location and condition • Check fill point fittings and signage • Confirm backflow prevention device is installed • Use clean, approved hoses and fittings
Extract water for operational use	• Connect fill hose securely • Ensure backflow device is active • Supervise filling to prevent spillage or overfill
Log extraction in Form SPF03.29	• Record date, time, volume, bore ID, operator, and use type • Submit weekly to supervisor • Retain for audit or compliance reporting
Minimise impact and risk	• Extract only during agreed time windows • Ensure extraction amount is in line with quantity agreed to avoid large drawdowns • Keep equipment clean to avoid contamination • Respect cultural protocols near sensitive or sacred sites
Respond to extraction issues	• Stop immediately in case of spill or malfunction • Notify supervisor and fill point owner • Log the incident and assist in remediation
Keep procedure up to date	• Review at project start, after incidents, or when conditions change • Update EMP if operational or environmental requirements are modified

11 WATER QUALITY MONITORING

Management Strategy	Details / Actions
Controls	• The Contractor shall at all times undertake reasonable and practicable Management Measures to avoid Environmental Harm or Environmental Nuisance within the Site and to Waterways into which the Site Discharges. Specifically, the Contractor shall comply with the Environmental Protection Act 1994, Section 440ZG. • Comply with all relevant legislative requirements and requirements of local water authorities and all other relevant laws and by-laws in force in Queensland. • Provide controls, including soil erosion and sediment controls, to ensure that all water leaving the site complies with any water quality criteria. (This includes streams/waterways, bores, hydrants and standpipes). • Water quality of the downstream environment is to remain as close as possible in quality as those upstream environments above the designated works area. • In the urban environment measures are to be implemented to prevent contaminated water leaving the worksite and entering stormwater infrastructure. • Water quality monitoring is to follow basic scientific methodology and base line measures are to be undertaken prior to commencement of work. During construction monitoring is to occur at the same location upstream and downstream at approximately 100m away from either side of the boundary of the works area and at the same time weekly to ensure consistency • The water testing is to include the upstream and downstream flow rates, turbidity and pH levels. • The natural channel geometry and meander form of perennial and non-perennial streams must not be altered, nor riparian vegetation disturbed except where written approval is given by the DIPL Superintendent. • Temporary hydraulic structures such as open channels, drainage lines, batter chutes, release points into streams, and vehicle crossings, are to be designed to carry flows and remain stable, without causing erosion damage, in at least the 5-year Average Recurrence Interval (ARI) event of critical duration. • Flow in channels and drainage lines must be managed to non-erosive velocities, or channels lined with suitable protective material as necessary to prevent scouring. • Works in waterways and stormwater drainage lines are to be timed to minimise the potential for exposure to rain or flood events, have minimal disruption with disturbed areas and be rehabilitated within 10 days following completion of works in these areas. • Table drains are to be top-dressed with stripped topsoil from the project to promote the re-establishment of grasses along batters. Where specified in the project RFT the batters are to be hydro-mulched with native or exotic species as listed in the document. • Conduct all dewatering activities in a manner that does not pollute the environment. • the contractor is to ensure that no silt reaches the downstream water course and is to provide adequate protection to prevent this occurring • all water collected in sediment basin during the construction phase must be tested by a nata and approved for release prior to pump-out to kerb and channel alternatively water may be removed from site and dumped at an approved location • Water quality is to be adequately and continuously protected through all phases of development/construction of the project. Water discharged from the site is to be of a standard to ensure no detrimental impacts on water quality and the environment occur during the construction phase. An increase in

	suspended solids within surface waters discharged from a work site is not to exceed a 10% increase from upstream to downstream of the site. • After every significant rainfall event the sediment basins are to be inspected. settled sediments are to be excavated and disposed of. clean water separated from sediment is to be pumped out.
Performance Indicators / Monitoring	• The monthly environmental report shall show water quality monitoring results • Non-conformance or unauthorized discharge will be reported to DLI.
Reporting / Corrective Actions	• Should the water quality not meet the above-mentioned criteria a non-conformance report will be completed along with investigation to determine the root cause and suggest corrective action / preventative action.

12 PRE-CLEARANCE SURVEY

As per the Environmental Risk Assessment (ERA) for the Walermare Subdivision, Fauna Spotter Catchers (FSCs) will conduct pre-clearance surveys to identify and flag trees proposed for retention, with final approval by the project manager prior to works commencing. Trees flagged for retention include those outlined in the ERA for the Milingimbi Remote Subdivision.

Optimal timing for pre-clearance surveys is 1-3 days prior to vegetation clearing. This ensures up-to-date identification and management of fauna present at the time of clearing and allows enough time to conduct the survey prior to work commencing.

During the survey, FSCs will assess arboreal and ground-level fauna habitat features. Trees will be inspected for hollows, nests, loose bark, and signs of small mammals. Bark will be removed where possible to check for microbats and reptiles, and all accessible hollows will be examined with a borescope. Marked trees will be clearly flagged with spray paint or tape.

Ground-level assessments will include searching through leaf litter, grasses, under rocks, logs, and termite mounds. Stones and logs will be overturned, nests in grasses located, and burrows inspected using a borescope. Inhabited burrows may be hand-excavated. All fauna sightings and habitat features will be GPS-recorded for compliance and reporting. A comprehensive flora species list will also be compiled.

Clearing shall only take place where proposed clearing limits have been approved. Survey along with sufficient demarcation in the form of flagging, survey pegs and spray paint shall be undertaken prior to clearing works using GPS.

13 VEGETATION MANAGEMENT

Management Strategy	Details / Actions
Controls	• Do not destroy, remove or clear vegetation to an extent greater than is necessary for the execution of works and/or identified in the design drawings. • Minimise environmental risks by following vegetation management strategies such as: • Excluding access to significant vegetation areas • Selecting appropriately sized clearing machinery and equipment • Minimising worksite area • Protecting vegetation driplines • Should a threatened species be identified onsite, stop works in the immediate area, notify the DIPL Superintendent, and install a temporary protective barrier to protect the species as mentioned in risk assessment • Prior to clearing any area, it is to be demarcated with fencing, flagging tape, spray paint or other method approved by the DIPL Superintendent. • Ensure the demolition indicators (tapes, spray paint or other) do not go outside of the clearing limits shown on the drawings OR the clearing limits approved in writing by the DIPL Superintendent. Ensure that all site

	personnel observe the limits of clearing and are made aware of the importance of any vegetation of significant value. • Should works or disturbance be proposed in areas outside the previously approved works boundaries, permission must be obtained in writing from the DIPL Superintendent. • If any areas of vegetation within the limits of clearing are to be retained, fence off with temporary fencing. • Clearing will be staged so that land disturbance is confined to minimum areas of manageable size, thereby limiting the extent and duration of exposure. Control measures will be applied progressively as each stage is cleared. • All areas to be cleared or used as turnaround or laydown areas will be identified on clearing plans, approved by the Superintendent, provided to the personnel undertaking the clearing works, and flagged on the ground prior to any clearing activities commencing. • Methods and timing of clearing is to be implemented in a manner that minimises the potential for erosion to occur. All machinery operators will be trained in best practises for clearing to minimise erosion. • Cleared vegetation, excluding weeds, may be stockpiled and reused on site for rehabilitation of disturbed areas such as, extraction areas, vehicle turn around areas, detours etc. • Cleared vegetation can also be mulched on site and re-used on site where appropriate as ground cover or environmental control measures, if suitable. • Storage of cleared vegetation and stripped topsoil is not to impact on areas outside of that required for project works. o Stockpiles of Erodable materials that has the potential to cause Environmental harm if displaced must be appropriately protected from wind, rain, concentrated surface flow and excessive up-slope stormwater surface flows. o located atleast 2m (preferably 5m) from any hazardous area, retained vegetation, roads and concentrated water flow located up-slope of an appropriate sediment control system o provided with an appropriate protective cover (synthetic, mulch or vegetative) if the materials are likely to be stockpiled for more than ten days during those months that have high erosion risk. o provided with an appropriate protective cover (synthetic, mulch or vegetative) if the materials are likely to be stockpiled for more than five days during those months that have an extreme erosion risk. • a suitable flow diversion system must be established immediately up-slope of a stockpile of erodable material that has the potential to cause environmental harm if displaced, if the up-slope catchment area draining to the stockpile exceeds 1500m². • Clearing of native vegetation, particularly within extraction areas is to adhere to the buffer requirements to waterways referenced in the Native Vegetation Clearing Laws in Queensland Act 1999. • Any variation to the buffers distances outlined in Native Vegetation Clearing Laws in Queensland Act 1999 will require prior written approval from the DIPL Superintendent. • Remove excess or unwanted material from the site and dispose in accordance with local authority requirements and guidelines.

14 SITE FACILITIES

Durack Civil will utilise space from both Stage 1A and Stage 1B areas to establish a site compound, which will include a site shed/ office, storage container, plants, and materials. Existing infrastructure will be used in place of a construction camp.

Existing water and sewerage infrastructure will be utilised, eliminating the need for an on-site effluent disposal system. The existing kitchen facilities will also be used, and as such, no Department of Health kitchen approval will be necessary.

To preserve the visual amenity of the area during the construction phase, every effort will be made to maintain a clean and orderly site. All construction rubbish and debris will be promptly collected and properly disposed of to prevent any unsightly build-up. The site will be managed in a professional manner, with designated areas for material storage and waste, ensuring that these are screened where possible to minimise visual impact. A site office will be located on-site, but it will be kept neat and positioned to reduce its visibility from surrounding areas. Regular inspections will be conducted to ensure the site remains tidy and compliant with agreed standards for visual presentation.

15 ENVIRONMENTAL RISK AND INCIDENT MANAGEMENT/REPORT

Requirement	Record & Communication	Time of training	Responsible Person
Identify Hazards and Develop and implement risk controls throughout Environmental Work Method Statements (EWMS)	• EWMS • All persons involved in EWMS activity to be briefed in EWMS prior to commencing activity. Feedback to improve EWMS. • Toolbox talks on environmental topics	Prior to starting task	PM
Review of Environmental Work Method Statements (EWMS).	• Review EWMS implementation: • Review EWMS after changes, additional plant or equipment or after incident/accident/near miss.	Over project duration	PM
Environmental Incident Report	• The Project manager must notify the Administrator and the DEHP of incidents causing or threatening material harm to environmental as soon as the person becomes aware of the incident. • Incident to be recorded on the Incident Report.	Immediately	PM
Investigation and Corrective Action	• Corrective and preventative action is to be implemented as required.	Within 48 hours	PM
Environmental Inspections/ Compliance with CEMP	• Daily environmental inspections to be undertaken by the Supervisor and recorded in the daily diary. • Weekly Environmental Checklist or after significant rainfall event.	Over project duration	PM / Supervisor

16 SETTING ENVIRONMENTAL OBJECTIVES AND TARGETS

Objective	Target	Indicator
Zero Environmental incidents/accidents and complaints.	Planning Training Supervision Preventive Action	• Level of Compliance. • NCR's and complaints. • Near Misses.
Zero contamination/ Pollution surface water. Prevention/minimisation of impacts to adjacent water bodies. Erosion Control	Water Quality	• Sediment/ contaminated water entering a natural watercourse system from disturbed construction areas. • Visual aspects of watercourse and surface running water. • Effectiveness of Sediment and Erosion Control measures. • Number of NCR's and complaints. • Environmental Inspections. • Internal and External Audits. • Complaints.
Dust Control	Air quality	• Visual emissions from earthworks, haul roads and stockpiles.

		• Visual emissions from plant operating onsite. • Complaints
Minimal noise & vibration	Control of noise and vibration	• Complaints.
Minimal clearing of construction site/ keep within the boundaries.	Avoid damage to flora & fauna	• Visual impact within the limits of planned work area. • Complaints.
Zero Environmental incidents/accidents and complaints using hazardous substances.	Prevent Spills/ Pollution	• Level of Compliance. • Complaints. • Near Misses. • Housekeeping.
Permits acquired	Up to date with Legal obligations.	• NCR's and complaints.
Community Consultation	Two way communication between community and Project Staff	• Community Contact Report • Community Contact Register

17 TRAINING & INDUCTION

All Durack direct staff & subcontractors working on this project must be aware of their environmental responsibilities and control measures in place to minimise the environmental impacts involved in this project. This requirement will be accomplished by means of:

- Site Induction prior to starting onsite.
- Emergency Plan, Appendix K PMP
- Environmental Work Method Statement briefing.
- Environmental Toolbox Talks.
- Daily pre-start meetings.
- Supervision.

Induction and task training

The Durack induction will cover the Environmental procedures to be followed. The induction will also cover the use of plant & materials on site, notification requirements for environmental incidents of serious or material environmental harm, methods in which the employees are to be efficient and to minimise all potential environmental impacts.

A meeting between site staff and Client will be held on site before commence of the works to discuss relevant environmental aspects and any Heritage significance of the site, and to identify environmental awareness training and Toolbox talks required.

Training records

All records related to the implementation of the Project Training Plan will be kept in accordance with PMP Appendix J Project Record Management Plan (RMP).

18 MONITORING AND REPORTING

Reporting Incidents and Non-Conformances

Incident Type	Reporting requirements
Breach of license conditions or material or serious environmental harm	• Immediately notify the Administrator and the DEHP, in accordance with the licence conditions and the *Environmental Protection Act*.
Environmental nuisance and non-conformance with the CEMP	• Report to the Administrator on a monthly basis.

Monthly Reporting

Environmental records are to be submitted to the Administrator on a monthly basis, including:

- Daily/Weekly inspections of all environmental elements;
- Monitoring results, analysis and corrective actions;
- Environmental nuisance and non-conformances;
- Any results of discharge monitoring (if applicable);
- Any results of waterway monitoring (if applicable);
- Key activities to be undertaken within the next month, the controls in place and the actions that will be taken to mitigate the potential environmental risks associated with those activities.

Additional Reporting

- Records of any animal breeding places cleared under the Species Management Program must be submitted to the DEHP.
- Fauna management including date of inspections, name and qualifications of person and any actions taken regarding any wildlife.

19 ENVIRONMENTAL PROCEDURES

List of Environmental Plans

1. Soil and Water Management Plan (Erosion and Sediment Control).
2. Waste Management Plan.
3. Air Quality Management Plan.
4. Hazardous Materials Control Plan.
5. Noise and Vibration Plan.
6. Flora and Fauna Plan
7. Weed and Pest Plan

19.1.1 Soil and Water Management Plan (SWMP), including sediment and erosion control measures.

Activity
• Installation of the main erosion and sediment control measures. • Installation of temporary stabilization measures. • Installation of diversion water run-off. • Provision of water for cleaning tools on site. • Location of designated storage area. • Location of designated stock pile area. • Final Stabilization.
Description
a) Installation of silt fence in all disturbed areas where practical and at stockpile location/s. b) Coir Logs or similar will be installed to filter surface running water from site before entering drainage. c) Maintain passages of uncontaminated water through the site no mixing with dirty runoff. d) Runoff from heavily disturbed areas, such as the stockpile site, will be directed to sedimentation basins or to areas with adequate sediment trapping/filtering devices. e) Filtering or treating of runoff prior to discharge as required; f) Exposed area of pile and batter to be covered with geotextile fabric when not in use. g) Drains to be protected; h) Storage areas as per plans attached. i) Upon completion of works, constructed area and disturbed areas will be stabilized. Sediment control measures will be removed after areas have been stabilized.
Monitoring & Reporting Procedures

- Visual checks.
- Inspection before and after rain fall event.
- Monitoring of weather conditions and preparation for rainfall events
- Durack Site Supervision.
- Daily inspection and maintenance of turbidity barrier/silt fences.
- Weekly Environmental Checklist.
- Audit Report.
- NCR's
- External Audit Reports.
- Prestart Meetings.
- Site Progress Photograph.

Inspection and Maintenance Requirements:

- All permanent & temporary erosion/sedimentation control works will be inspected <24hrs of the start of rainfall events >10mm in a 24hr period & during prolonged rainfall periods.
- Sediment traps will be cleaned when less than 50% of their design capacity remains.
- Clear sediment basins when accumulated sediment has reached 60% of the basin capacity.

12.1.2 Waste Management Plan

Activity

Activities that are likely to produce waste are:

- Clearing and Grubbing.
- Office, Canteen & Ablutions.
- Spills.
- Packaging of Construction Materials.
- Sewer and Watermain reticulation.
- Culverts and concrete structures.
- Concrete works.

Description

1. a) If practicable, surplus fill to be reused onsite as part of rehabilitation and landscaping works. Any surplus spoil disposed of in this manner to be seeded to minimise the likelihood of it being transported offsite through wind or water action.
b) Cleared vegetation, devoid of weeds, may either be mulched and utilised on site for landscaping if possible, or disposed of in an appropriate manner (such as in adjoining forested areas to provide habitat).
c) Weed materials should be disposed of off-site at an appropriate facility.

2. a) Construction/ Demolition waste will be segregated from general waste.
b) Demolition material may be re-used to any construction purpose authorized by the client.
c) If demolition material cannot be re-used, it will be taken off site by Durack or an authorized contractor to be disposed to a licensed facility.
d) Spoil will be stockpiled at the nominated stockpile location off site prior to being taken to the nominated facility. Demolition material will be kept on site in a designated area before taken off site.
e) Previous contact to be made with licensed facility before moving material. Quantity and content of the load must be reported to the disposal facility.
f) A copy of received note from the disposal facility must be kept on site

3. a) Office and Canteen waste will be segregated from construction waste.
b) A general waste skip will be hired for the disposal of waste.

c) Regular collection service or on call service will be agreed with an authorized contractor that will dispose the waste in a licensed facility.

4. a) Spill kits to be kept on site for the event of a fuel spillage.
b) Any materials that are spilled to be immediately cleaned up.
c) Used spill kits will be placed inside a plastic bag and clearly marked as contaminated material. The site supervisor will be informed and will organise to dispose of it at a licensed facility.

5. Any human wastes generated to be disposed of offsite to an appropriate waste disposal facility.

6. a) Hazardous Material container e.g. resins, epoxy, paint will be disposed as per MSDS or as manufacture instructions.
b) Hazardous waste will be segregated and disposed by a licensed contractor.

7. Concrete waste will be either be taken back to the concrete plant or disposed of in skip bin. If required a bunded and lined area will be located at the stockpile location.

Monitoring and report

- Waste Disposal Register
- Visual checks.
- Durack Site Supervision.
- Weekly Environmental Checklist.
- Audit Reports
- Meeting Minutes.
- Prestart Meetings.
- NCR's.

Inspection and Maintenance Requirements:

- The Waste Disposal Register will be kept up to date.
- The Register should include quantity and type of waste, name of the transporter and transporters' licence number, date of transportation, name and location and license of the waste facility that receives the waste.
- Hazardous or industrial waste must be stored in an environmentally safe manner, refer to MSDS's, and must not come into contact with any incompatible waste.
- Where required Durack must provide the EPA with information on the generation, storage, treatment or disposal of hazardous or industrial waste & keep that information for >3yrs.
- Durack must keep records of the amount and type of hazardous waste transported. Records are kept for greater than three years from the date of transportation, of any hazardous or industrial waste for treatment or disposal.
- Hazardous or industrial waste can only be transported by someone who holds a licence and Durack needs to indicate what type of waste they are transporting.
- Hazardous or industrial waste can only be transported to a controlled waste facility or to a waste facility that can otherwise lawfully receive the waste. Evidence to be kept.
- If hazardous or industrial waste is transported interstate, the transporter must follow the National Manifest and Classification System.
- Durack must report to EPA if it is suspected that a transporter may have breached the Act or Regulation when transporting waste from the project site.
- The Project Manager (PM) is responsible for keeping records and must present to EPA on request. PM to check that companies that transport >200 kg of the hazardous/industrial waste, or >2000kg of generated used, rejected or unwanted tyres, have a licence.

12.1.3 – Air Quality Management Plan

AIR QUALITY MANAGEMENT PLAN
ACTIVITY
Monitoring air quality throughout the duration of the works to ensure minimal environmental impact.
DESCRIPTION
Environmental Inspections. • Internal and External Audits. • Number NCR's. • Target and Objectives. • Compliance with SWMS.
MONITORING AND REPORTING
• Visual checks. • Durack Site Supervision. • Weekly Environmental Checklist. • Audit Reports • Meeting Minutes. • Prestart Meetings. • NCR's
MITIGATION STRATEGIES
• Dust suppression may take place with a water cart onsite as required. • Construction plant & vehicles to travel at reasonable speed to avoid the generation of dust on dry conditions. • No work will take place out of authorized working hours. • All plant & equipment to be maintained in good working order to limit emission of smoke & dust. • Load to be secured prior to leaving site to prevent loss of materials. • Trucks transporting loose materials should be covered. • Burning of materials not permitted. • Work will cease or be re-programmed if dust control measures are not adequate.

12.1.4 – Hazardous Materials and Chemical Management Plan

HAZARDOUS MATERIALS AND CHEMICAL MANAGEMENT PLAN
OBJECTIVES
Avoid contamination. Avoid Incident/accidents/ complaints.
PERFORMANCE INDICATORS
• Weekly Inspections. • Results of environmental audits and checks. • Visual condition of storage areas. • Housekeeping. • NCR's.
MONITORING AND REPORTING
• Durack Site Supervision • Hazardous Substance Register and MSDS • Weekly Environmental Checklist • Waste Disposal Register. • Meeting Minutes. • Prestart Meetings. • Visual checks. • Audit Report. • NCR's.
MITIGATION STRATEGIES
• No storage near the water ways to avoid contamination. • MSDS's will be available at point of use of all hazardous materials and chemicals onsite. • Hazardous materials and chemicals will only be used for their intended purpose. • Hazardous substances to be stored on site as per MSDS. • Sediment basins and traps will be inspected regularly. • Storage of Oil/Fuel in bunded or contained storage facilities with 120% capacity of stored liquids away from water course/ surface water to prevent contamination from spills. • Refuelling in designated area and bunded containment controls if required; • Spill kits to be available. • Plant and equipment will be inspected daily through pre-startup checklists to ensure there are no leakages of fuel, oil and hydraulic fluid;
CORRECTIVE ACTION/CONTINGENCY PLAN
Spillage of petrol oils or other contaminants 1. Contain any spillage of contaminates by temporary bund constructed of fill material, a row of straw bales or absorption boom. 2. Control spillage spill kits (absorbent material). 3. Durack will dispose of spill contaminant and residual absorbents to a licensed facility. 4. Report any contaminated spill on land or in water immediately to Site Supervisor. Advice to include location, type and source of spill, weather conditions, time and date of occurrence. 5. The Site Supervisor will contact the competent authorities. 6. Site supervisor will assess if a sample of the affected area is required to determine the extent of significance of the events. 7. Carry out other remedial action as appropriate and as determined by the Durack PM in consultation with the Clients Environmental Advisor and the Superintendent or representatives of the relevant agencies. 8. The contaminants respective MSDS is also to be followed in the event of an environmental incident involving hazardous substances and chemicals.

12.1.5 – Flora and Fauna Management Plan

FLORA AND FAUNA MANAGEMENT PLAN
OBJECTIVES
Minimize damage to flora and fauna in the vicinity of the works.
PERFORMANCE INDICATORS
• Visual impact. • Environmental Inspections. • Internal and External Audits. • Number NCR's. • Target and Objectives. • Compliance SWMS.
MONITORING AND REPORTING
• Visual checks. • Durack Site Supervision. • Daily inspection and maintenance of silt traps. • Weekly Environmental Checklist. • Audit Report. • SPF04.8 Meeting Minutes. • Prestart Meetings. • NCR's.
MITIGATION STRATEGIES
• Environmental Aspects will be covered during the Site Specific Induction. • Durack will produce EWMS when cleaning and grubbing is required and personnel will be briefed. • Prior to commencement of any clearing or construction works, the extent of the construction footprint and clearing areas at each site to be clearly marked and defined in the field. No works are to extend beyond the described construction footprint. • Prior to the removal of any forest habitat pre-clearing surveys are to be undertaken by a suitably qualified and experienced ecologist • All trees to be removed are to be brought down in a controlled manner to minimize damage to adjacent vegetation; • Vegetation clearing at all sites to be undertaken in a manner that minimizes root/soil disturbance
CORRECTIVE ACTION/CONTINGENCY PLAN
• Where flora or fauna is identified as being at risk due to the project works, the project works will be stopped and the Superintendent will be notified. • If fauna are injured or injured fauna are found on the site, local wildlife care groups and/or local veterinarians are to be contacted immediately and arrangements made for the immediate treatment of the animal. • Contact details for emergency wildlife carers: o RSPCA Hotline: 1300 o Toowoomba Koala and Wildlife Rescue: 1300 264 625

12.1.6 – Noise and Vibration Management Plan

NOISE AND VIBRATION MANAGEMENT PLAN
OBJECTIVES
Reduce the risk of these potential impacts on the workforce including: o Noise-induced hearing loss, tinnitus, etc.; o Communication problems including safety instructions; o Stress. Reduce the risk of these potential impacts on the adjacent sensitive receivers including: o Disruption to daily activities and loss of sleep. To avoid and/or minimise adverse noise/vibration impacts associated with the operation of any plant, machinery or other equipment on site at all times through implementation of construction methodology and appropriate management measures
PERFORMANCE INDICATORS
• Audial impact. • Environmental Inspections. • Internal and External Audits. • Number NCR's. • Target and Objectives. • Compliance SWMS.
MONITORING AND REPORTING
• Audial checks. • Durack Site Supervision. • Weekly Environmental Checklist. • Audit Report. • Meeting Minutes. • Prestart Meetings. • NCR's. • Record noise meter results.
MITIGATION STRATEGIES
• Conduct monitoring as required during o Identified high noise or vibration generation activities o Periodically by project staff as required using a hand held noise or vibration meter. • Staging of site works to maximise use of the existing site features/facilities as acoustic barriers where possible. • All site personnel to wear personal protective equipment (PPE) when operating, or in the vicinity of noise generating plant/equipment • Noise and vibration awareness training for all site staff including subcontractors as part of general site induction and tool-box talk activities. • Strict adherence to approved works times. • Schedule works to minimise simultaneous noisy activities. • Vehicles may not be left turned on or idling at the site for longer than minimum amount of time required completing site activities. • Machines/equipment used intermittently during construction activities (i.e. cranes, excavators, bobcats, lifting equipment, etc.) will be shut down as practicably achievable or allowed to idle. • Minimise duration of noise-intensive works through a regular review of the program and construction methodologies. • Use existing features for noise screening capability. • The site layout (including plant, equipment, waste, materials etc. loading/unloading areas, location of fixed noise generating equipment including generators, etc.) design process has considered the potential for minimisation of movement of plant and equipment within the construction site where possible

- Vibration noise assessment to be conducted prior to commencing works. If there is potential for sensitive receivers to be affected by the works, a pre-condition survey is to be conducted.

12.1.7 – Weed and Pest Management Plan

WEED AND PEST / ANIMAL MANAGEMENT PLAN

OBJECTIVES

Avoid introduction or spread of declared pests (animals and weeds) into new areas.

MANAGEMENT STRATEGY

- Ensure that all necessary measures are undertaken to prevent and minimise the risk of the introduction and spread of pest animals. No domestic pets, including dogs, are to be brought to the construction site by construction personnel without written approval from the DIPL Superintendent. If approved, pets must be under control and safely secured at all times.
- All necessary measures are to be implemented to prevent the establishment of suitable environments for mosquito breeding habitat. Where works are undertaken in areas known for biting insects, personal protective measures are to be made available to workers and visitors.
- All waste bins will have lids to prevent the attraction of pests and vermin. Where skips are used for food waste, covers are to be utilised to reduce the risk of attracting pests.
- Provide evidence that the area is weed free or provide advice of the weeds present in the areas of the works (WITNESS POINT).
- Provide weed and seed declaration as evidence to show that the vehicles and plant brought on to the site of the works are free of weeds and their seeds and are soil free (WITNESS POINT).
- Provide evidence that organic matter transported to site is free of weeds and/or their seeds (WITNESS POINT).
- Provide the Superintendent with a signed statement certifying that cleaning took place (WITNESS POINT).
- The reuse of weed contaminated topsoil by surface spreading is not permitted.
- Topsoil that is contaminated with weed seeds will be quarantined with visible barriers and a notice, then treated appropriately. Alternatively, it will be buried under 300mm depth of clean, weed seed free fill.
- The main methods to ensure that weeds are not spread are:
    a) Clean machines before moving between sites
    b) Don't use or move materials contaminated with weed seeds
    c) Avoid travelling through weeds that are seeding.
- Collection and disposal of the removed earth and organic material will be conducted in a method that will ensure that it does not infest any river, stream, wetland or property.

PERFORMANCE INDICATORS

- Weekly Inspections.
- Results of environmental audits / checks.
- Housekeeping.

MONITORING AND REPORTING

- Durack Site Supervision
- Weed and Seed Declaration
- Hazardous Substance Register and MSDS
- Weekly Environmental Checklist
- Meeting Minutes and prestart Meetings.
- Visual checks.
- Audit Report.
- NCR's.

MITIGATION STRATEGIES

- Treat infestations prior to the disturbance of the natural surface.
- Conserve weed free topsoil for reuse in site rehabilitation.
- Wash down vehicles and infrastructure operating in contaminated areas prior to movement to other areas.
- Vendors / subcontractors to provide declarations to certify that imported materials (i.e. topsoils and mulches) are weed free, where applicable.
- Vendors / subcontractors to provide weed hygiene declarations to certify that plant and vehicles used on site are weed free.
- Isolate and avoid infested areas, where possible.
- Fire ant restricted area movement controls to be adhered to.
- Bury or isolate infested soil material.
- Implement chemical control methods for plant species.

Appendix I1 – Environmental Policy

DURACK

ENVIRONMENTAL AND SUSTAINABILITY POLICY

At Durack Civil we all have a responsibility to protect and preserve the environment, not only to our projects and our company, but also for future generations.

In order to achieve this vision, we make the following commitments:

- Establish and maintain an Environmental Management System based on ISO 14001:2015 that is efficient, effective and seeks continuous improvement;
- Reduce the potential for environmental harm and provide the community with assurance that each project will be undertaken in an environmentally responsible manner, through planning, management and monitoring of operations;
- Respect and protect our community, cultural heritage sites, waterways, flora and fauna.
- Practice responsible waste disposal and management – reduce, reuse and recycle;
- Reduce the quantity of new materials being used by reusing materials or by utilising recycled materials where possible;
- Ensure our team is adequately trained and resourced to undertake their duties; and
- Develop a culture which supports discussion, analysis, reporting and feedback of the environmental system.

At Durack Civil, we all have a personal responsibility for implementing this policy.

James Durack
Director
April 2019

TEAMWORK | INNOVATION | SAFETY | HONESTY | SUPERIOR QUALITY

SITE AND HAZARD INFORMATION

Site Location:		
Name of Site:	Walermare	
Address:	49 Cawdor Rd, Highfields, QLD, 4352	
Phone	0457 717 772	
UHF Channel	UHF 46	
Nature of Operations:	• Site Establishment • Traffic Management • Demolition • Bulk Earthworks • Stormwater Reticulation • Water Reticulation • Electrical Reticulation	• Environmental Management Inc. Erosion and Sediment Control • Pavement Construction • Road Furniture • Retaining Walls • Bio Basin • Concrete Structures

Site Map	
Fire Extinguishers:	Site Office, Vehicles
Spill Kits:	Site Office / Container
First Aid Kit:	Site Office
Hazardous Substance Register:	Site Office - MSDS Folder
MSDS(s)	Site Office - MSDS Folder

Map1.1 Emergency Evacuation Plan (overview of site)

Muster point to be established on site and discussed in the pre-start meeting.

EMERGENCY SERVICES CONTACT NUMBERS			
Situation	**Organisation**	**Address**	**Contact Details**
Medical Emergencies	Ambulance		000
	Toowoomba Hospital	2 Pechey St, South Toowoomba, QLD, 4350	(07) 4616 6000
	Village Medical Centre	8/66 Highfields Rd, Highfields, QLD, 4352	(07) 4696 8877

Number of People Onsite:

Approximately 40

Infrastructure Likely to be Affected by Serious Incident

- Plant
- Existing Road Traffic
- Existing utilities
- Trench Collapse

Inventory of Hazardous/Dangerous Goods:

For the current issue refer to:

- Hazardous Substance Register in Project Office

Typical Hazardous Substances or Dangerous Goods on site:

- Diesel
- Petrol
- Engine Oil
- Lubricants
- Concrete

Flammable Material:

Storage Diesel and Petrol: to be kept in jerry cans, in bunded area, in open and well-ventilated area, inside a lockable cage.

Material	Max Quantity	Containers
Diesel	4000L	Fuel Cell
Petrol	100 L	20L jerry cans.

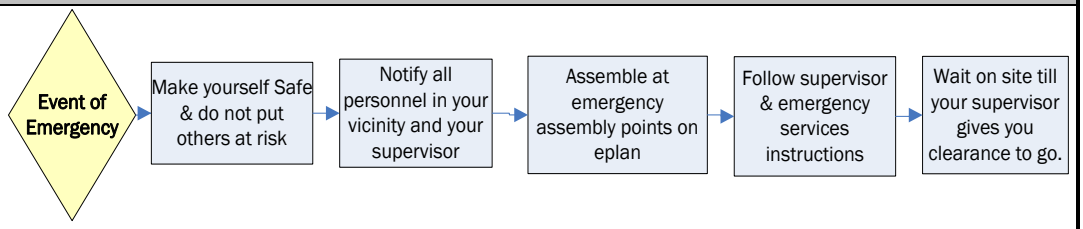
Likely Major Incidents and Procedures

Traffic Emergency	Follow instructions of Traffic Controllers.
Medical Emergency	1. Do not panic. 2. Do not place yourself in danger. 3. Do not move the patient unless in further danger. 4. Call for first aid assistance. 5. Phone emergency services for assistance, dial 000 from landline. 6. Provide first aid to the best of your ability until assistance arrives.
Minor Medical Emergency	1. Call for first aid assistance, radio TBC. 2. Provide first aid to the best of your ability until assistance arrives.
Motor Vehicle Accidents involving Construction Vehicles, Private Vehicles and the General Public	1. Contain fuel/contaminant spills by following procedures outlined below. 2. Communicate with emergency services if necessary, dial 000 from landline. 3. Implement temporary traffic controls, secure area, divert traffic, erect hazard signs and lighting, erect banners, and mark original position of vehicle if vehicle is moved. 4. Report any damage to infrastructure due to the accident, and 5. Ensure all persons involved in an accident fill out an accident report form.
Plant Roll-over or plant / plant collision	1. Move all personnel away from the area 2. Check condition of person and follow “Medical Emergency” procedures outlined above (if safe to do so) 3. Shut down any machinery that may be running (if safe to do so) 4. Request ambulance assistance if needed (direct call to “000”) 5. Ensure area is cordoned off until permission has been granted reopen area from the Emergency Services or Police (if in attendance) 6. Initiate recovery to remove mobile plant and clear area
Spillage of petrol oils or other contaminants	1. Contain any spillage of contaminates by temporary bund constructed of fill material, a row of straw bales or absorption boom. Spill kits are located in the Storage Container and in Site office. Control spillage of contaminants by using absorbents. 2. Dispose all contaminated material using plastic garbage bags. Mark each bag as contaminated material and hand them to the Project Supervisor. 3. Project Supervisor to contact a licensed contractor to dispose of contaminated material & residual absorbents to an approved disposal facility. 4. Report any contaminated spill on land or in water immediately to Project Supervisor. Advice to include location, type and source of spill, weather conditions, time and date of occurrence.

	5. Project Supervisor advises appropriate authority as per contact details. 6. Project Supervisor assesses the requirements to sample the affected area to determine the extent of significance of the events. 7. Carry out other remedial action as directed by the Project Manager (PM) in consultation with the Clients Environmental Advisor and the Superintendent or representatives of the relevant agencies.
Fire Caused by a Construction Activity	1. Evacuate surrounding area. 2. Contact Emergency Services dial 000 from landlines. 3. Determine type of fire, i.e. chemical, electrical etc. 4. If safe extinguish fire using appropriate method depending on type of fire. 5. Carry out other remedial action as appropriate and as determined by Project Environmental Officer in consultation with the Principal or Representatives of the relevant agencies.
Breach or Complete Failure of a Sediment Control Structure or Other Structures	1. Temporary reinstatement of the failed structure. 2. Remove any sediment located behind the sediment control structure and dispose of appropriately. 3. Place hay bales beyond the failed sediment control to trap sediment in the interim. 4. Replace structure with new materials. 5. Carry out other remedial action as appropriate and as determined by the Project Manager in consultation with appropriate government organizations. Required
Directed Emergency Procedures	1. Durack Civil will Follow Client instructions.
Flood Event Causing Large Volumes of Sediment to Flow into Adjacent Watercourses	1. Immediately construct sediment control structures (silt fences, hay bales etc) around perimeter of water body where sediment appears to be entering. 2. Immediately report event to Site Supervisor, Site supervisor. Advice to include time and date of occurrence, sediment control structures in place at time of occurrence and following event, approximate area affected and the weather conditions at the time of the events. 3. The Project Supervisor will assess the requirements to sample the affected area to determine the extent of significance of the events. 4. Sample the affected area to determine extent and significance of event, and 5. Carry out other remedial action as appropriate and as determined by Project Manager in consultation with the Principal or Representatives of the relevant agencies.
Strike or Contact with live services (overhead and underground)	1. Stop work immediately – call emergency on the radio. 2. If it is safe to do so, stay in the cabin – machinery operators that have made connection with the utility should not leave the cabin until the power is isolated. 3. If immediate evacuation of the equipment is necessary – jump well clear and land with feet together. Remain minimum of 8 metres away. 4. Set up an exclusion zone around the work area. Communicate this with the entire work crew. 5. Communicate with the asset owner and emergency services immediately and await further instruction. This may involve traffic management. 6. Asset owner to isolate and repair any damage to services (if applicable). 7. Ensure all persons involved in an accident fill out an accident report form.

Resources	
First Aid Kits	• Located as per the map in site office. • Each Durack vehicle holds a first aid kit and fire extinguisher. • **First Aid Register** must be completed when **ANY** item of the kit is used.
Fire Extinguishers	• Located as per the map in site office and crib shed. • Each Durack vehicle holds a first aid kit and fire extinguisher.

Spill Kits	• The spill kits are located in the Site Office and in the storage container, as per indicated in the Site Map.

Procedures	
Evacuation Procedure	
Critical Incident Recovery Procedure	To be implemented after a major emergency in order to allow personnel who witnessed an incident to cope with the trauma. The Project Manager will implement the CIRP with the assistance of the Human Resource Manager.

EMERGENCY CONTACT PERSONNEL			
Contact in case of Emergency:	**Name**	**Position**	**Contact Details**
24 hr Onsite Contact	John Zink	Supervisor	0486 211 725
24 hr Onsite Contact	Tom Cole	Site Engineer	0400 805 467
24 hr Offsite Contact	Oliver Biltoft	Project Manager	0481 181 320
First Aid Officers:	John Zink	Supervisor	0486 211 725
EMERGENCY SERVICES CONTACT NUMBERS			
Contact in case of	**Organisation**	**Address**	**Contact Details**
Medical Emergencies	Ambulance		000
	Police		000
	Fire Brigade		000
Environmental Emergencies	EPA Pollution line		1300 130 372
Other	Dial Before You Dig		1100
	Ergon Energy		13 16 70
	Telstra		1800 653 935
	NBN		1800 626 329
	Work Cover		1300 362 128