



Project Site Management Plan



T14-2305 – Darwin – New Henbury School – Design Development and Construction Project



Table of Contents

1.0	PLAN DEVELOPMENT AND PROJECT DETAILS	3
1.1	Revision	3
1.2	Amendments	3
1.3	Project Information	3
1.4	Project Purpose	4
1.5	Scope of Work	4
2.0	INTRODUCTION	4
3.0	SITE CONTROLS	5
3.1	Project Launch	6
4.0	SITE MANAGEMENT	6
4.1	Site Facilities	7
4.2	Housekeeping	7
4.3	Evacuation Point	7
4.4	Emergency Equipment	8
5.0	ENVIRONMENTAL AND HERITAGE MANAGEMENT	8
5.1	Impacts and Aspects	8
5.2	Environmental Management	8
5.3	Heritage Management	9
6.0	SUBCONTRACTOR MANAGEMENT	9
6.1	Managing Subcontractors Works	9
7.0	EQUIPMENT MANAGEMENT	9
7.1	Motorised Equipment	9
7.2	Plant & Equipment	10
8.0	TRAFFIC MANAGEMENT	10
8.1	Speed limits	10
8.2	Vehicles	10
8.3	Project Parking	10
8.4	Plant Radios	11
8.5	Equipment on Site	11
9.0	OH&S MANAGEMENT	11
9.1	Project Safety Plan	11
9.2	Project Safety Procedures	11
9.3	Safe Work Method Statements (SWMS's) & Job Safety Analysis (JSA)	11
9.4	Project OH&S Expectations	11
9.5	Co-ordination of OH&S Issues	12
9.6	Disciplinary Actions	12
9.7	Site Induction	13
10.0	ACCIDENTS & INCIDENT MANAGEMENT	13
10.1	Reporting Process	13
10.2	First Aid	14
10.3	Treatment & Medical Services	14
Annex A	– Location of Site Offices	15
Annex B	– Site Amenities	16
Annex C	- First Aid Facilities	17
Annex D	– Access and Egress	18
Annex E	– Location of Set Down and Storage Areas	19
Annex F	– Location of Muster Points	20
Annex G	– Location of Water and Power Supplies	21
Annex H	– Site Fencing	22
Annex I	– Secure Exclusion Zones	23
Annex J	– No Go Zones	24

1.0 PLAN DEVELOPMENT AND PROJECT DETAILS

1.1 Revision

All amendments to this document are to be marked up in the Control Table. The issue of the amendment is to be by the authorisation of the Project Manager.

1.2 Amendments

All amendments are to be acted upon by the holders of this document upon receipt of the amendment. The plan will be finalised during the project launch and will be progressively reviewed and updated if required.

Revision

Date	Details	Section	Page	Approved By
Feb 2015	Initial Release for Tender	All	All	Chris Giannikouris

Distribution

Copy Holder Details			Date Issued
Chris Giannikouris	Halikos Design Manager	Halikos Pty Ltd	April 2015
Connor Newble	Senior Project Manager	Halikos Pty Ltd	April 2015
Brian Hogbin	SEQ Compliance Manager	Halikos Pty Ltd	April 2015
Johnny McLaughlin	Construction Site Manager	Halikos Pty Ltd	April 2015
Sharon Sutton	SEQ Compliance Advisor	Halikos Pty Ltd	April 2015

Authorisation

Date:	Version:	Document Reference:	Approved By:
April 2015	1	PMP-3-09	Connor Newble

1.3 Project Information

Project Name	New Henbury School – Design Development and Construction Project
Project Number	T14-2305
Project Address	Dripstone Middle School - Corner of Trower Road and Henbury Avenue, Tiwi NT.
Project Start Date	31 March 2015
Project Completion	30 June 2016
AS4801 Certification	Certification current till 8 th May 2017
Federal Accreditation	Accreditation till 23 rd July 2017
Prepared By	Brian Hogbin
Date Prepared	April 2015
Postal Address	GPO Box 1511 Darwin NT 0801
Contact Person	Brian Hogbin brian.hogbin@halikos.com.au

1.4 Project Purpose

This Project is for the design, development and construction of a new Henbury School facility located in Tiwi in the Northern Territory. This project will provide a more state of the art facility in order for the students of the school to receive a higher level of care and support. The existing Henbury School is designed to care for students with special needs and this concept will be carried through to the new school under construction.

1.5 Scope of Work

The project works comprise of:

- The construction and commissioning of a new school oval for the use of Dripstone Middle School in accordance with the 'for construction' documents included with the Request For Tender (RFT);
 - Construction and commissioning of the new playing oval;
 - Design development and construction documentation including all approvals;
 - Decommissioning of the existing playing oval is to commence only on completion of with the permission of the Superintendent. and
- The design development, 'for construction' documentation and construction of the new Henbury School in accordance with the Principal's design and contractual documents. The works also include all necessary statutory approvals, certifications, production of operational management documentation, work as executed documentation and graphic representations as required to convey the project intent to stakeholders.

The Superintendent shall consider and approve each stage and early works packaging before the Halikos commences each stage. Such approval may be given after Halikos demonstrates to the Superintendent that the Contractor's design and construction methodology meets the requirements and quality required of the RFT and associated documents.

The intention of such consideration by the Superintendent is further to ensure the existing Dripstone school, its services, and the local community are not unduly disrupted or inconvenienced.

Halikos is not to proceed onto subsequent stages without such approval.

2.0 INTRODUCTION

The Project Site Management Plan (PSMP) prepared by Halikos sets out in detail all procedures the Project team shall implement to manage its activities on and near the site. The PSMP will be implemented and maintained throughout the duration of the Project.

The Project has been assessed by Halikos to provide options for consideration in relation to noise, dust and recycling strategies.

Halikos have proposed a Project Management team led by the Project Manager, an experienced Project Manager who has managed projects of similar size and complexity to the New Henbury School.

The Halikos Project Management Team selected for this project will consist of experienced personnel with a demonstrated ability to manage the construction workforce and who have undertaken many design and construction projects.

Bringing together a proven team who have previously worked together, and who are local Darwin residents, eliminates many of the problems associated with project start-up and reduces the risk of mid-project staff changes.

All of the personnel nominated are proven performers with regards to delivering construction projects to the highest quality, on budget and on time.

Our project team have been working full time on this project during the tender period and have comprehensive knowledge of this project's objectives and challenges. The project team is currently available and ready to immediately mobilise on to this project.

3.0 SITE CONTROLS

The development of the Project PSMP is generally managed and communicated diagrammatically via a series of drawings that detail how the site is affected by construction activities and what measures Halikos has in place to effectively manage the site.

The Drawings will address the following:

- The location of the site offices located in the nominated area for the Site Administration area;
 - Annex A to this document
- The site amenities provided by Halikos;
 - Annex B to this document
- First aid facilities;
 - Annex C to this document
- Access and egress paths of travel;
 - Annex D to this document
- Location of set down and storage areas;
 - Annex E to this document
- Location of the muster point or points;
 - Annex F to this document
- Water and power supply points;
 - Annex G to this document
- Extent of site fencing;
 - Annex H to this document

- Secure exclusion zones;
 - Annex I to this document
- No Go Zones.
 - Annex J to this document

3.1 Project Launch

The Project launch is a detailed checklist of required actions by Halikos to ensure it meets all its obligations throughout Project award, mobilisation and ongoing site management activities. The launch is a formal meeting attended by the Project team and Halikos Senior Management. This document acts as the agenda for the meeting. Actions identified in the Project Launch are subject to a time frame which is agreed by Halikos Senior Management and the Project Team.

It includes matters such as:

- Identification of all existing in ground services;
- Establishment of temporary services such as water, sewer, electricity, telephone and data lines;
- Organisation of Project dilapidation report;
- Establishment of the Project tools and equipment.

Set out below is a general outline of the proposed sequence from tender award.

- Immediately engage the consultant team and key subcontractors to ensure procurement of materials will meet programme requirements;
- Engage shop drafters for the procurement of structural steel;
- Submit precondition documentation for site possession including; Project Plans, Environmental Certificate of Compliance, Insurances and Project Securities for the Superintendent's approval;
- Upon receipt of possession of site, engage our surveyor to confirm accuracy of design levels, the extent of the project sites and identify the extent of protected vegetation;
- Prepare a dilapidation report;
- On receipt of possession of site Halikos will immediately mobilise on site in accordance with its Site Mobilisation Plan. This will also include the implementation of site environmental protection works.
- Predominately the critical path for this project is the construction of the building structure and is primarily driven by the design of the civil works and slabs.

4.0 SITE MANAGEMENT

The Project site offices will be located adjacent to the construction site and will be clearly articulated by a perimeter fence.

Halikos has developed a site establishment plan that nominates the proposed site office, traffic management and associated site amenities.

The major benefits of this location are:

- Proximity of services;
- Provides an area for the Halikos site office facility which is connected to services;
- It reduces the carbon footprint associated with temporary works;
- Ease of access;
- Proximity of the works;
- Site control and security;
- Site conditions inclusive of environmental considerations;
- Minimal impact to neighbouring precincts.

Halikos' project team will be located and manage this project from the site. The site office will be equipped with mobile phones and data lines. All project files and records will be kept on site and site computers linked by a server will be provided in the main office.

4.1 Site Facilities

The project shall have the following facilities for all workers, subcontractors, and visitors.

- Halikos provides ablutions at the site offices;
- A designated air-conditioned crib area is provided;
- A fridge and microwave are provided in the crib room;
- There is one cold water drinking fountain on site;
- Vehicle parking is not available inside the secure compound. Parking will be offsite and is to be in accordance with NT Governments road rules and Regulations.

4.2 Housekeeping

Housekeeping is an important aspect of project and site safety and productivity. All personnel shall be responsible for housekeeping and project cleanliness.

- The work areas and site are to be kept clean and tidy;
- Ablutions are to be kept clean and tidy;
- Bins will be provided to for all refuse and a separate bin for recycling materials.

4.3 Evacuation Point

If required, or there is a significant threat to personnel there may be the need to evacuate the project work areas and muster for a head count.

Inside the Project construction site the Emergency Evacuation point is located at the project site office adjacent to the work site. Existing emergency access / egress will be maintained throughout the Project lifecycle and is to be used in the event of an emergency.

4.4 Emergency Equipment

Emergency equipment is for the protection of all personnel on the project:

- One 9kg fire extinguisher is located on the outside wall of the project site office;
- Environmental spill kit in the project site office;
- First aid kit in the project site office.
- Fire extinguishers will be located with oxy acetylene equipment.

5.0 ENVIRONMENTAL AND HERITAGE MANAGEMENT

As detailed in Halikos' Environment Policy, Halikos strives for ecologically sustainable operations and development of its construction sites. This is achieved through a detailed environmental assessment of the projects.

Halikos will submit a detailed Environmental Management Plan to be prepared by the project as part of the approval process for any new development. This Plan would be developed in consultation with Project Management Team.

5.1 Impacts and Aspects

An environmental site assessment checklist shall be used as the tool to identify risks to the environment associated with the scope of the work being undertaken by Halikos or its subcontractors.

A site environmental assessment has been undertaken and the aspects (environmental risks, Impacts and Aspects) and their likely impact associated with the site have been included on this register.

The significant environmental impacts identified at the site are as follows:

- Hazardous substances spills;
- Noise control during peak periods of work, especially if significant night work is undertaken;
- Vibration of some plant;
- Dust emissions on windy days;
- Visible smoke emissions from site vehicles and plant (mobile);
- Waste control;
- Recycling and reuse of waste.

5.2 Environmental Management

Active management is required for protection of surface water, flora and fauna; with special emphasis on fire management, weed control and drainage. Halikos has developed an Environmental Management Plan to cover this requirement, consistent with the NT Governments EMP, and also in compliance with Australian Standard 14001.

5.3 Heritage Management

Available documents indicate that there are no areas of National Heritage significance.

6.0 SUBCONTRACTOR MANAGEMENT

Halikos has operated in Darwin for 24 years and has long-established relationships with key subcontractors. Halikos has assessed the experience and capability of prospective subcontractors to ensure formation of a complete project team with the attributes necessary for successful completion of the project. Using this experience together with a consultative approach, the major contributors to the project will have ownership of the delivery strategy.

Further to this strategy, Halikos encompasses a capability maturity nucleus with all its nominated subcontractors. By way of enabling capability growth with our subcontractors, Halikos provides a more efficient and effective product through capability management.

6.1 Managing Subcontractors Works

Halikos and its Project Management Team have strong alliances with key subcontractors and have communicated the timing and scope of the project. The alliances fostered have ensured that Halikos has competent subcontractors. Our selection process takes very specific account of capability.

Halikos, through adherence to sound management systems, will work closely with the major subcontractors to:

- Ensure project objectives are clearly articulated;
- Adopt an open and consultative forum, via regular project coordination meetings, to determine fundamental coordination and programme issues;
- Assist subcontractors with resolution of technical and quality issues;
- Assess, monitor and record subcontractor resourcing on a daily basis;
- Provide constructive feedback and direction;
- Provide subcontractors with necessary training and awareness in compliance with safety and environmental legislation.

7.0 EQUIPMENT MANAGEMENT

All equipment on site will be managed and must comply with Halikos' procedure for plant and equipment management, PRO-4-24.

All equipment will be subject to daily inspections by the allocated Halikos SEQ Compliance Officer for the Project and if it is found to be a non-conforming product, it will be grounded until compliance is achieved.

7.1 Motorised Equipment

Only those personnel who have licenses are allowed to operate motorised plant and equipment. Personnel who have a license shall be required to have a copy placed on file in the Halikos Project Office.

7.2 Plant & Equipment

All plant and equipment used on the project must comply with National Standard for Plant NOHSC: 1010.

Subcontractors must supply the following information regarding plant and equipment used on the project:

- Record of plant operators training and licensing certification;
- The subcontractor will carry out regular inspection and maintenance of plant and equipment;
- The inspection and maintenance history of powered mobile plant will be documented on the appropriate form and be provided prior to commencement on project;
- Where a relevant Australian Standard is appropriate, the inspection, use and maintenance of the plant will comply as a minimum with the Standard;
- Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the manufacturer's recommendations;
- Where plant and equipment is hired, the same requirements for Occupational Health and Safety as those required on project will be specified by the subcontractor to the hire company as a condition of the hire agreement; and
- No item of plant or equipment will be brought on project without a current service/maintenance record or registration where required or without Halikos Groups knowledge.

8.0 TRAFFIC MANAGEMENT

8.1 Speed limits

All posted speed limits within the project must be observed. Speed limits on site will be as sign posted, and must be adhered to at all times.

The speed limit within the Project construction site is 5 km/h at all times.

8.2 Vehicles

Contractors who require work vehicle access into the Project secure compound are to be approved access prior to the commencement of work.

8.3 Project Parking

Parking for Halikos and subcontractors vehicles is available at a short distance from the Site Administration area.

Refer to the supporting document:

- Site Layout Map.

Prior notification of oversize vehicles must be given to the Project Manager to facilitate entry of such vehicles.

8.4 Plant Radios

Two way radios are permitted and can be used on the Project Facilities Upgrade Project where and when required.

8.5 Equipment on Site

All equipment is to be treated with respect and kept in working order. If a piece of equipment is broken or needs repair it is to be reported ASAP to the Construction Site Manager so that it can be fixed or replaced.

Halikos, subcontractors and suppliers shall repair or replace any damaged Project equipment or property for which they are responsible while conducting activities on the project.

9.0 OH&S MANAGEMENT

The Project Safety Plan is not a stand-alone document; it directs the user to the different support documentation that includes individual procedures, checklists, forms, plans, policies, job descriptions, registers, project work information for construction activities, safe work instructions and safety alerts.

9.1 Project Safety Plan

Project Safety Plans are developed for each construction project where there are five or more people are likely to working simultaneously with specific references back to the Halikos internal management system. The plans identify and detail key areas affecting the health and safety for the specific project and document the project safety management system that will be implemented to effectively satisfy Halikos, client and legislative requirements in the prevention and management of workplace accidents/incidents.

9.2 Project Safety Procedures

Project Safety Procedures will provide specific details for the management of the identified health and safety issues at the project level, including any relevant forms or checklists.

9.3 Safe Work Method Statements (SWMS's) & Job Safety Analysis (JSA)

Safe Work Method Statements and Job Safety Analysis shall be used on the project to assist in the identification and satisfactory control of workplace hazards and risks. These plans may also make reference to any relevant Halikos procedures or forms.

Safe work method statements shall list the relevant legislation governing the task or tasks to be undertaken. The specific codes of practice and Australian Standards that are critical to an activity or task to be performed on the project should be referenced. This will act as a guide to the worker and provide a foundation for safe work and compliance.

9.4 Project OH&S Expectations

- Work in a manner without risk to themselves, others or the environment;
- Comply with the Safety Management Plan including all Safe Work Method Statements;
- Report all incidents, injuries & illnesses to the Construction Site Manager;

- Report all Occupational Health & Safety hazards to Construction Site Manager;
- Provide suggestions through agreed consultative methods on how to improve Occupational Health & Safety issues;
- Seek assistance if unsure of Occupational Health & Safety rules;
- Report any faulty tools to Construction Site Manager;
- Comply with all project rules;
- Comply with all School Rules for Dripstone Middle School;
- Correctly use and wear all personal protective equipment;
- Comply with emergency evacuation procedures;
- Participate in project toolbox meetings & programs.

9.5 Co-ordination of OH&S Issues

The Halikos Construction Site Manager is responsible for monitoring the general health and safety compliance on the project and consulting with all workers regarding health and safety issues.

The Construction Site Manager will:

- Inform all persons at the project, (including employees, contractors, suppliers or visitors) of the project rules;
- Hold regularly pre-work meetings/discussions with subcontractors to discuss health and safety issues or concerns;
- Request and explain the risk assessment and job safety analysis expectations of Halikos;
- Do periodic, documented inspections of the project and subcontractor activities, and provide feedback and direction to subcontractors as a result;
- Respond to any query, incident, injury or emergency report as forwarded by any worker on the project or concerned member of the public;
- In conjunction with the project administrator maintain project consultation & communication records in accordance with Halikos procedures.

A record of subcontractors inducted on the project and certificates/licenses that they hold will be maintained by the Construction Site Manager.

Subcontractor OH&S documents will be formally reviewed to ensure they comply with the legislative & project requirements.

9.6 Disciplinary Actions

Halikos will hold all employees and subcontractors accountable for noncompliance with Occupational Health, Safety and Rehabilitation Legislative requirements and the company safety policies.

Repeated non-compliance by an employee or subcontractor may result in suspension or termination of the employment or subcontract.

For any breach of the workplace/project health and safety procedure or plan the following applies:

- For minor issues the employee or subcontractor will be given verbal direction indicating what the issue is, what needs to occur and the level of safety that Halikos expects;
- For major health and safety breaches or situations where there is imminent risk to a worker or other person, the employee will stop work and be issued with a written warning detailing the issue and controls expected. Work will restart when adequate safety controls have been implemented; and
- For ongoing health and safety non-compliances of a significant or high-risk nature employees / subcontractors will be directed to cease work in accordance with a breach of employment or subcontract agreement.

9.7 Site Induction

Prior to undertaking construction work on the Project, all Halikos employees and subcontractors will be required to undertake the Project Specific Safety Induction. The induction will include elements of the PSP, workplace specific hazards, and company policies, procedures, and rules.

It is at the point of induction that all supporting documentation for the worker is to be surrendered to the inductor. These items include but are not limited to:

- A photocopy of the White Card,
- A photocopy of all licences held,
- All applicable SWMS which will be signed by the relevant employees post the induction, and
- A photocopy of any prescribed medication that any employee or worker is under the influence of.

10.0 ACCIDENTS & INCIDENT MANAGEMENT

First aid facilities and fully trained first aiders shall be provided for the Project as assessed during the project start-up assessment. These facilities will reflect the number of workers on the project, type of work to be performed, and the location of the project in relation to emergency services establishments and trained first aiders.

This is to ensure that Halikos workers or project subcontractors in the event of any injury have access to first aid equipment, treatment and resources.

First aid facilities will be prominently located and clearly signed so all persons on site shall know where to access treatment and equipment.

10.1 Reporting Process

All accidents or incidents on the Project shall be immediately reported to the SEQ Compliance Officer or Construction Site Manager who shall assess the situation and manage the following steps:

- Investigate the incident in conjunction with the Project Manager using the 'Accident Report & Investigation Form';
- Initiate corrective action and preventive action;
- Report to the Principles Superintendent.

Report the incident to Halikos Management and the Work Health Authority as per the accident and incident reporting & investigation procedure.

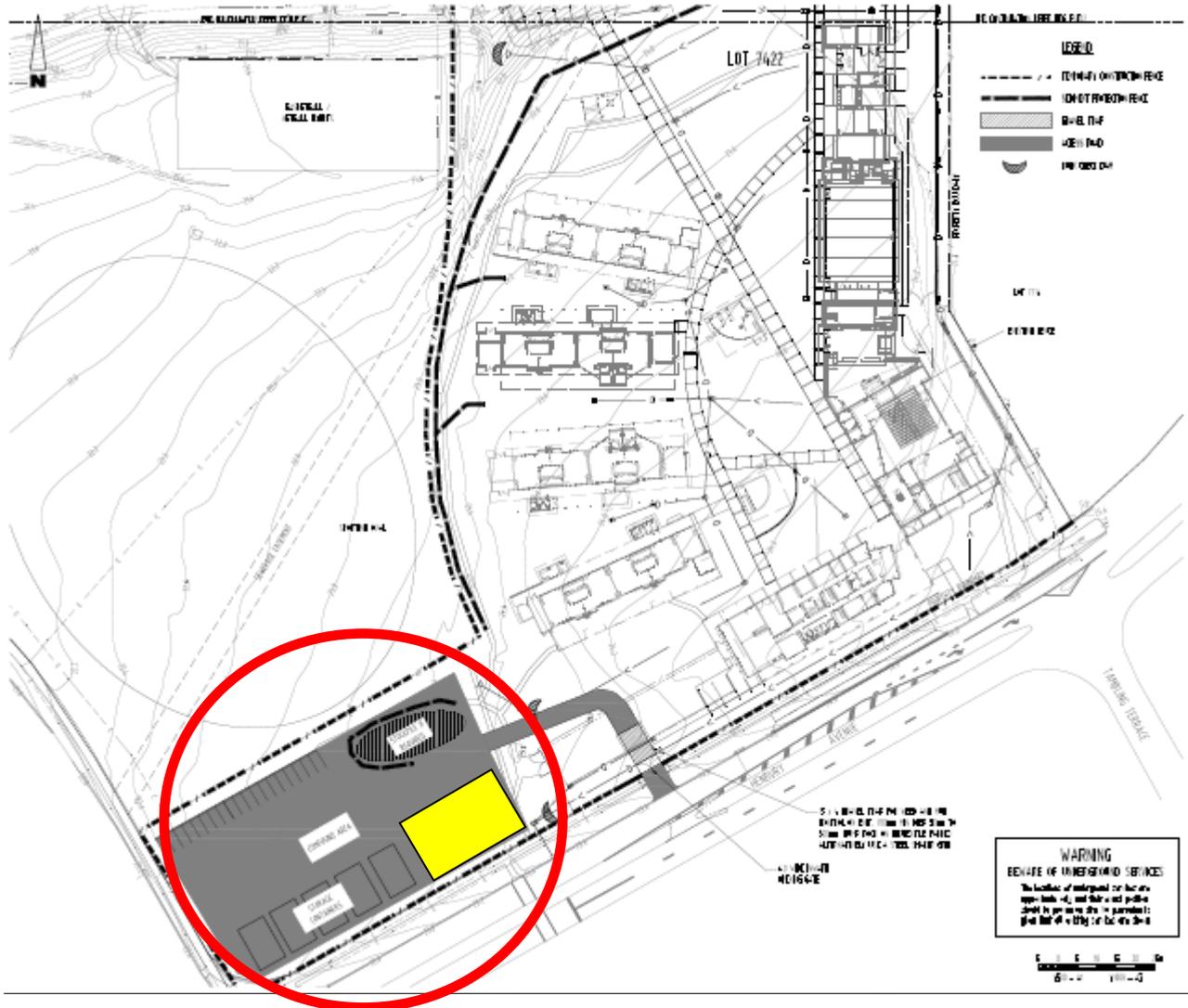
10.2 First Aid

Halikos will retain sufficient numbers of personnel trained in first aid throughout the course of the project or have suitable arrangements with other subcontractor's employees on the project should this not be possible.

10.3 Treatment & Medical Services

For injuries requiring further treatment by a doctor or external medical professional, the injured person is to be taken to the Halikos doctor or hospital by an employee of Halikos.

Annex A – Location of Site Offices



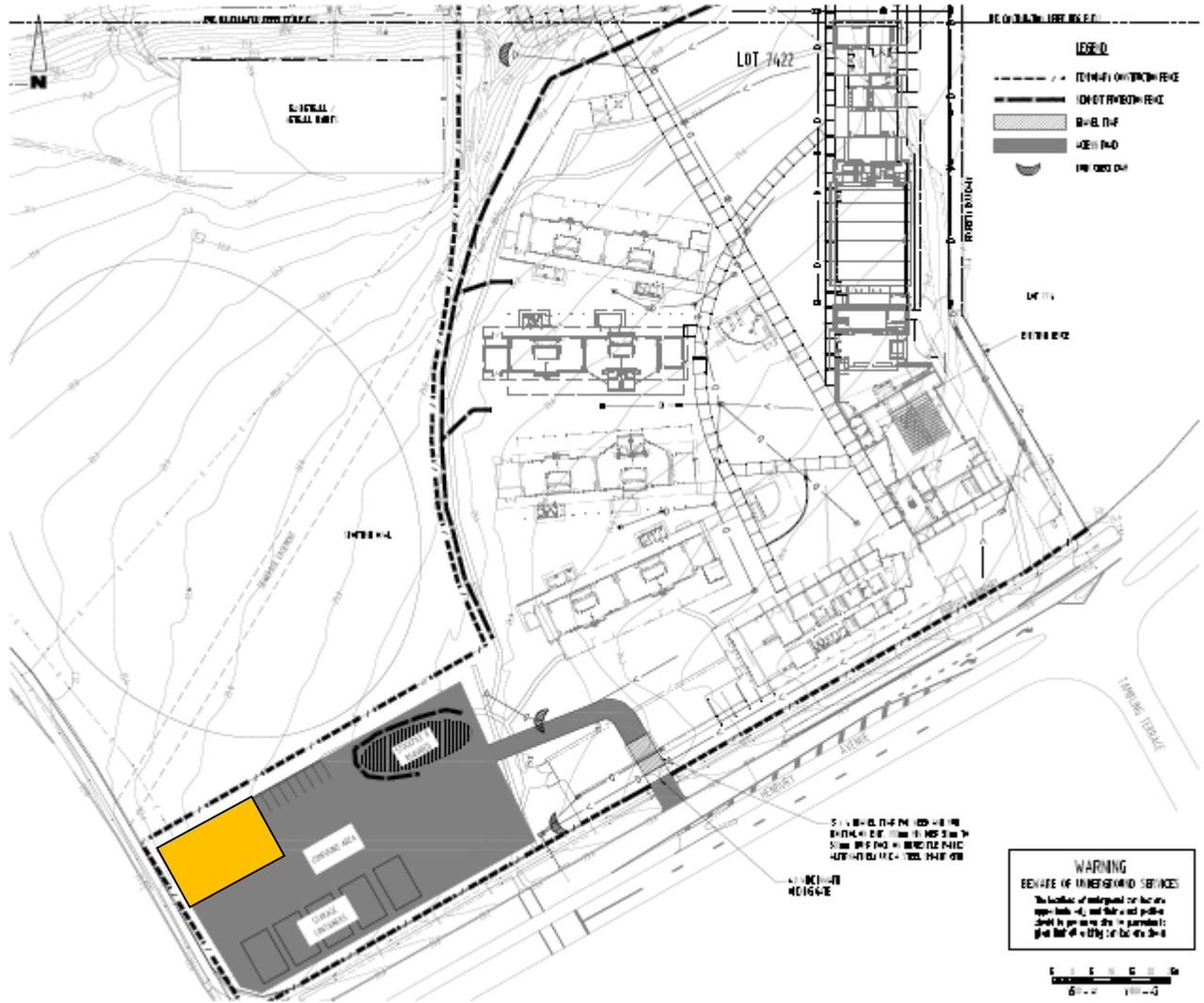
Site Administration Area is detailed in the picture above in Yellow.

Annex B – Site Amenities

Site amenities will include, but are not limited to the following:

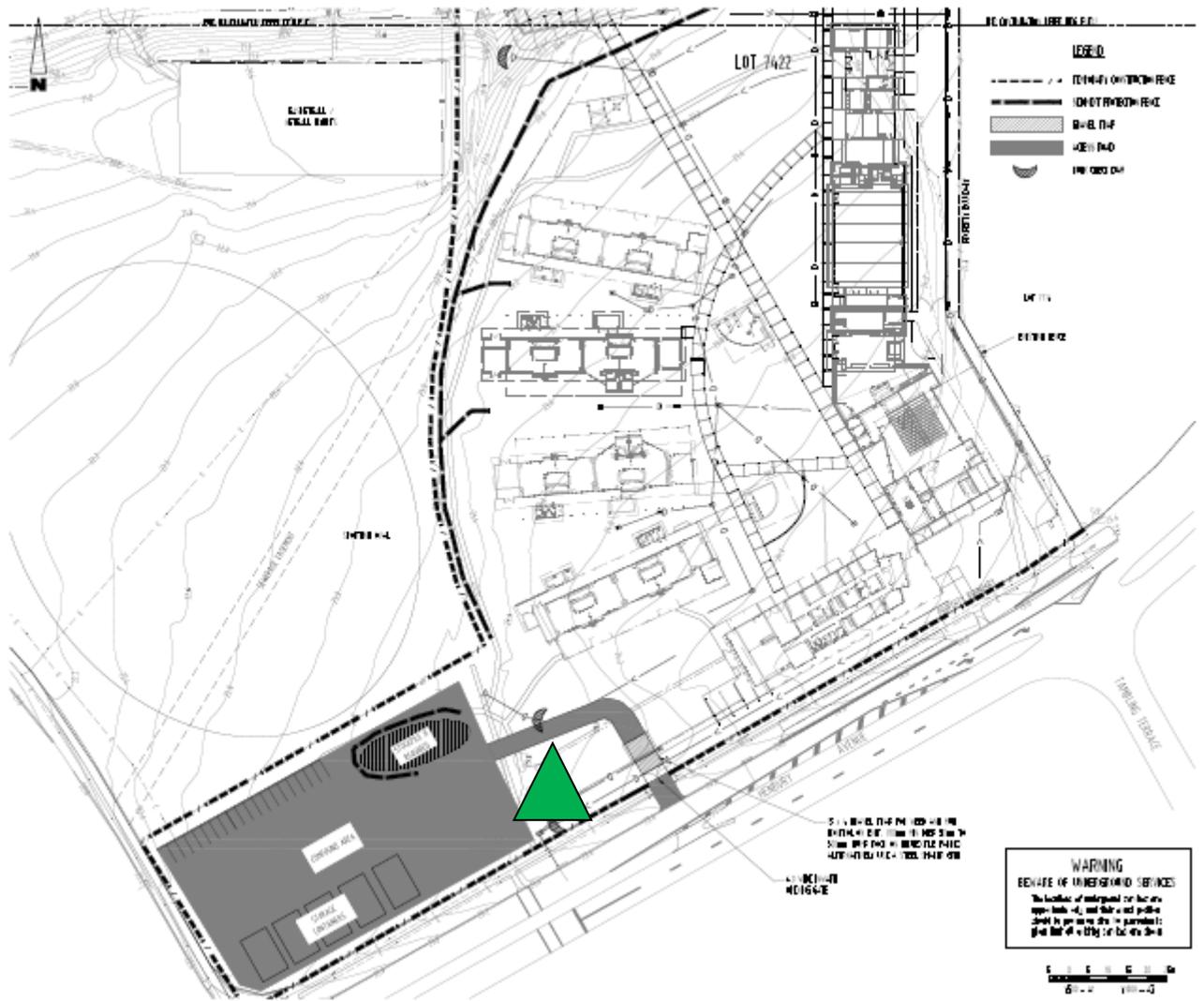
- Ablutions (Latrines) will be available for all contracted workers on site;
- A breakout area or Crib facility will be a communal shared facility;
- Site Induction Office will be located at the nominated Site Administration facilities;
- Potable drinking water will be supplied on site, as will ice for all workers;
- Car parking is in the surrounding streets;
- Loading zones will be available for all workers on a fifteen minute basis with permission to load / unload;
- Site compound lighting will be available for workers,
- Other site amenities will need permission form the Halikos Project Manager prior to being introduced to the site.

Annex E – Location of Set Down and Storage Areas



Set Down and Storage Area detailed above in Orange.

Annex F – Location of Muster Points



Muster Areas indicated with a Green Muster Area Sign at the Site Office Area.

Annex G – Location of Water and Power Supplies

TBA

Annex I – Secure Exclusion Zones

All areas outside of the site perimeter fencing is prohibited for all site workers leading onto Dripstone Middle School.

All work area specific exclusion zones will be indicated on the task specific SWMS.

Annex J – No Go Zones

Only the Site Administration Area and the construction site being worked on are the permitted areas for all contractors. Any area outside of these are identified as No Go Zones.

Please refer to Annex H of this document for the site fencing perimeter.