|  |
| --- |
| [**Company Name**] |
| Project Management Plan |
| [**Construction Site**] |

|  |
| --- |
| [Type the author name]  [Pick the date] |

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***This document is a template with suggested controls and should be completed by the Responsible Contractor or Developer for the worksite with site specific information in the relevant sections.***

# Health & Safety Management Plan (HSMP)

*The Safety Management Plan is used to mitigate the risk to site workers and the general public using controls based on a Risk Matrix.*

## 1.1 Description of Works

**Description of Works:**

## 1.2 Site Security / Signage

WCC Suggested Measures

* Worksite to be barricaded off from the public / pedestrians using appropriate barricading, ie. Temporary fencing panels.
* Worksite to be appropriately signed for specific worksite, eg. Site PPE requirements, ‘Pedestrian Watch Your Step’, ‘Danger Confined Space’, etc.

**Actual Site Security / Signage Measures:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Consequence** | | | | |
| **Probability** | **Negligible**  **(1)** | **Minor**  **(2)** | **Moderate**  **(3)** | **Major**  **(4)** | **Substantial**  **(5)** |
| **Rare**  **(1)** | **1** | **2** | **3** | **4** | **5** |
| **Unlikely**  **(2)** | **2** | **4** | **6** | **8** | **10** |
| **Possible**  **(3)** | **3** | **6** | **9** | **12** | **15** |
| **Likely**  **(4)** | **4** | **8** | **12** | **16** | **20** |
| **Almost Certain**  **(5)** | **5** | **10** | **15** | **20** | **25** |
| Extreme | Further planning is required to analyse control measure(s) and reduce this risk score. | | | | |
| High | Work can only proceed after consultation with Worksafe or suitably qualified personnel. | | | | |
| Moderate | Managed by specific monitoring or response procedures. | | | | |
| Low | Manage by routine procedures, no formal approval required. | | | | |

## 1.3 Worksite Safety / Public Safety

WCC Suggested Measures

* A Safe Work Method Statement for the entire site should be developed and attached to this document, referencing each work step (refer to WCC template).
* Risk Assessments, ie. VicRoads Traffic Risk Assessment form
* Relevant safety checklists if required, ie. Trenching Checklist.
* Relevant Material Safety Data Sheets (MSDS) for hazardous materials and chemicals.
* For worksites that carry out high risk construction work, a SMWS should be developed for each high risk activity. High risk construction work:
  + Involves a risk of a person falling more than 2m;
  + Involves demolition of an element of a structure that is load bearing or related to the physical integrity of the structure;
  + Involves, or is likely to involve, disturbing asbestos;
  + Involves structural alteration or repair that requires temporary support to prevent collapse;
  + Is carried out in or near a confined space;
  + Is carried out in or near a shaft or trench deeper than 1.5m or a tunnel;
  + Is carried out on or near pressurised gas mains;
  + Is carried out on or near energised electrical installations or services;
  + Is carried out on, in or adjacent to a road or railway.

**Actual Worksite Safety / Public Safety Measures:**

# Environmental Management Plan (EMP)

*The Environmental Management Plan is used to reduce the adverse impact of construction activities on the environment.*

## 2.1 Operating Hours, Noise and Vibration Controls

WCC Suggested Measures

* Enclose noisy equipment.
* Provide noise attenuation screens, where appropriate.
* Where an activity is likely to cause a noise nuisance to nearby residents, restrict operating hours to between 7 am and 5 pm weekdays and 7 am to 1 pm Saturday, except where, for practical reasons, the activity is unavoidable.
* Noise should not be above background levels inside any adjacent residence between 10 pm and 7 am.
* Advise local residents when unavoidable out-of-hours work will occur.
* Schedule deliveries to the site so that disruption to local amenity and traffic are minimised.
* Conduct a study on the impact of ground vibration from construction activities, where these operations occur within 50 metres of a building and take appropriate action.

**Actual Noise & Vibration Control Measures**

## 2.2 Air and Dust Management

WCC Suggested Measures

* Implement a dust prevention strategy, developed at the project planning stage.
* Take dust suppression measures, such as promptly watering exposed areas when visible dust is observed.
* Install wind fences wherever appropriate.

**Actual Air & Dust Management Measures**

## 2.3 Stormwater and Sediment Control

WCC Suggested Measures

* Install erosion and sediment control measures, if possible before construction commences.
* Identify drainage lines and install control measures to handle predicted stormwater and sediment loads generated in the mini-catchment.
* Establish an adequate inspection, maintenance and cleaning program for sediment run-off control structures.
* Ensure that contingency plans are in place for unusual storm events.
* Continually assess the effectiveness of sediment control measures and make necessary improvements.

**Actual Stormwater & Sediment Control Measures**

## 2.4 Waste and Materials Reuse Management

WCC Suggested Measures

* Carry out a waste minimisation assessment which examines opportunities for waste avoidance reduction, reuse and recycling.
* Reduce wastes by selecting, in order of preference, avoidance, reduction, reuse and recycling.
* Incorporate waste minimisation targets and measures into the environmental management plan.

**Actual Waste and Materials Reuse Measures**

## 2.5 Amenity Considerations

WCC Suggested Measures

* Maintain a high quality of housekeeping and ensure that materials are not left where they can be washed or blown away to become litter.
* Provide bins for construction workers and staff at locations where they consume food.
* Conduct ongoing awareness with staff of the need to avoid littering.

**Actual Amenity Measures**

## 2.6 Protection Zones

|  |  |  |
| --- | --- | --- |
| Are significant flora or fauna present in or adjacent to the work site? | Yes | No |
| Are weeds or pests present in or adjacent to the work site? | Yes | No |
| Are significant archaeological or heritage places, sites or objects present? | Yes | No |

WCC Suggested Measures

* No Go areas / Barriers / Signage
* Buffers
* Relocation Programs
* Tree protection eg. temporary fencing around drip line
* Weed Management
* Contact community / relevant authorities
* Design Changes

**Actual Protection Zone Measures (if answering Yes to any questions above)**

# Construction Management Plan (CMP)

## 3.1 Company Structure / Site Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Mobile Number** | **Email Address** |
| Name | Project Manager | Mobile Number | Email Address |
| Name | Design Consultant | Mobile Number | Email Address |
| Name | Site Foreman / Contact | Mobile Number | Email Address |
| Name | Position | Mobile Number | Email Address |
| Name | Position | Mobile Number | Email Address |

## 3.2 Company Policies

Attach Company Policies as an Appendix if relevant.

## 3.3 Approvals / Insurances

Evidence of responsible authority approvals (ie. Wannon Water) and Insurance Policies required to undertake the works and attached as an Appendix.

Minimum Insurance required:

* Public Liability Insurance
* WorkCover Insurance
* Vehicle Insurance

3.4 Asset Condition Report

Photos and assessment of prior damage to public infrastructure. To be applied for as a WCC Asset Inspection Permit Application.

## 3.5 Quality Management

Inspection and Test Plans (ITP’s) are to be downloaded from the Warrnambool City Council website and completed during each stage of work.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.5 Construction Program | **Week / Month Starting Date**   1. *Select the Date from the dropdown box (this can be done as a weekly program or a monthly program.* 2. *Check the tick box for Activity Duration, ie. Site Establishment may take 2 weeks, so the two boxes are checked.* | | | | | | | | | | | |
| **Construction Activity** | Date 1 | Date 2 | Date 3 | Date 4 | Date 5 | Date 6 | Date 7 | Date 8 | Date 9 | Date 10 | Date 11 | Date 12 |
| Activity 1 eg. Submit Project Mgt. Plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 eg. Site Establishment |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3 eg. Demolition |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 4 eg. Earthworks |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 5 eg. Stormwater |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 6 eg. Other Services |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 7 eg. Building Works |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 8 eg. Pavements |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 9 eg. Crossover Works |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 10 eg. Site Demob |  |  |  |  |  |  |  |  |  |  |  |  |

# Traffic Management Plan (TMP)

## 4.1 Traffic Guidance Schemes

Traffic Guidance Schemes are to be developed by an appropriately qualified person (Prepare a Work Zone Traffic Management Plan – RIICWD503A). Once approved, the TGS may be inserted below or attached to this Project Management Plan as an Appendix.



## 4.2 Site Compound Map



## 4.3 WCC Road Reserve Works Permit

The RRWP is to be applied for at least 5 days prior to works commencing and Permit (once issued) is to be attached to this Project Management Plan as an Appendix. Conditions of the Road Reserve Works Permit are to be adhered to at all times.

If works are on or adjacent to VicRoads controlled roads, a Memorandum of Authorisation (MoA) needs to be applied for and attached to this Management Plan as an Appendix.

# Appendix

**List Documents to be attached as Appendices:**

# Checklist & Signoff

## 6.1 Applicant Checklist and Signoff

|  |  |  |
| --- | --- | --- |
| Health & Safety Management Plan Completed |  |  |
| Environmental Management Plan Completed |  |  |
| Construction Management Plan Completed |  |  |
| Traffic Management Plan Completed |  |  |
| **Appendices Completed & Attached** | Approvals & Insurances |  |
|  | Asset Inspection Permit |  |
|  | Traffic Guidance Scheme |  |
|  | Road Reserve Works Permit |  |

*I confirm that the above information is correct and I have completed this Project Management Plan, to the best of my knowledge, as accurately as possible.*

*By typing your name, you agree to implement the controls of this Project Management Plan as far as practically possible, and adhere to the conditions of all Permits.*

|  |  |
| --- | --- |
| Name: Type Name Here | Select the Date |

## 6.2 Warrnambool City Council Endorsement:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Position: |  | | |
| Signature: |  | Date: |  |