



Preliminary Specification – Prefabricated Building Panel

1 SITE

1.1 FENCING

If any existing fencing on any boundary of the Site:

1.1.1 contains asbestos, the Contractor shall remove, dispose of and replace such fencing with an 1800mm high double-sided steel panel fence on post and rail or such other fencing type as approved by the Principal; or

1.1.2 is damaged, missing or encroaching, the Contractor shall repair or replace the fencing as instructed by the Principal.

1.2 POWER SUPPLY

The Contractor shall arrange, provide and maintain a power supply with adequate outlets distributed about the Site for executing the work under the Contract (both for construction and testing). At Practical Completion, the Contractor shall arrange to close such power supply account.

The Contractor shall pay all costs and charges in connection with the power supply incurred up to and including the date of Practical Completion.

Where the mains supply of electricity is not available at the Site, the Contractor shall allow and arrange to provide a suitable alternative power supply.

1.3 WATER SUPPLY

The Contractor shall arrange, provide and maintain a temporary water supply to the Site as necessary for executing the work under the Contract. At Practical Completion, the Contractor shall arrange to close such water supply account.

The Contractor shall pay all costs and charges in connection with the water supply incurred up to and including the date of Practical Completion.

Where the mains supply of water is not available the Site, the Contractor shall allow and arrange to provide a suitable alternative temporary water supply.

1.4 GAS SUPPLY

When a gas supply is necessary for executing the work under the Contract the Contractor shall arrange provide and maintain such temporary gas supply and connections. At Practical Completion, the Contractor shall arrange to close such gas supply account.

The Contractor shall pay all costs and charges in connection with the gas supply incurred up to and including the date of Practical Completion

1.5 TEMPORARY STORAGE

The Contractor shall make room, as and when directed by the Superintendent, available for the temporary storage of equipment, fittings and furniture required for the work under the contract. Room directed to be used for temporary storage purposes

shall be completed up to the stage of painting and made secure to the approval of the Superintendent.

1.6 CONTRACTOR'S SITE ACCOMMODATION

The Contractor shall provide its own temporary facilities (appropriate to the size / project requirements), as required for the safe keeping and laying out of its copies of the Contract documents. The Contractor shall remove the temporary facilities from the Site prior to the issue of the Certificate of Practical Completion.

1.7 WORKMEN'S AMENITIES

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workmen and other persons lawfully upon the site and remove them prior to the issue of the Certificate of Practical Completion.

1.8 SITE SIGNBOARD

Within 14 days of commencing work on Site, the Contractor must erect the site signboard on Site in accordance with the requirements of the Building Services (Registration) Regulations 2011.

The Contractor is responsible for all costs associated with the construction, sign writing, delivery and erection, maintenance and removal of the site signboard and the costs will be deemed to be included in the Contract Price.

As soon as practical after the issue of the Certificate of Practical Completion, the Contractor must remove from the Site the site signboard at the Contractor's own cost.

No other name board, sign or advertisements are permitted on the Site without the prior written approval of the Superintendent, unless authorised or required by law.

1.9 SITE CONTROL

The Contractor shall at all times comply with the regulations and any site-specific restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site.

The Contractor must comply with all statutes, regulations and by-laws relating to the protection of the environment.

The Contractor shall ensure that green waste, earth, fill, brick, mortar, concrete, and metal are recycled either for use on-site or by delivery to a recycling facility. The contractor may be required to provide the Superintendent with off-site disposal documentation detailing the recycling facility destinations that received the materials.

The Contractor must obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any site clearing not specifically documented.

The Contractor must not remove, damage or destroy, or cause to be removed, damaged or destroyed any trees or shrubs at the site without the written approval of the Superintendent. No fire shall be lit without the written approval of the Superintendent.

Flammable or explosive products shall be stored in accordance with the relevant statutes and to the approval of the Superintendent.

1.10 REFUSE DISPOSAL

The Contractor shall handle and dispose of site refuse (including foodstuffs) in accordance with the requirements of the waste materials recycling provisions detailed in the Site Control clause, relevant statutes and to the approval of the Superintendent.

The Contractor shall handle, transport and dispose of Site refuse containing asbestos in accordance with the Principal's Specifications and in compliance with the current *Environmental Protection (Controlled Waste) Regulations*.

1.11 SOIL EROSION

The Contractor must take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the contract.

1.12 SMOKING ON CONSTRUCTION SITES

In respect of construction sites, smoking is prohibited.

1.13 VEHICLES

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor must maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

2 HEALTH SAFETY AND ENVIRONMENTAL CONTROLS

2.1. OCCUPIED SITES

If the Site is part of an occupied premise or facility, the Contractor is to liaise with the occupier regarding Safety and Health requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide to the Contractor their occupation requirements on and/or adjacent to the site to assist the Contractor in the development of a Site-specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements. The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupier's operations.

The Contractor shall be responsible for coordinating the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works in order that the occupier is able to safely continue normal activities for the duration of the Contract.

The Contractor shall obtain a copy of the Evacuation Plan for the occupied Site and ensure that all persons admitted onto the site are familiarised with the Evacuation Plan and comply with its requirements.

2.2. WORKPLACE SAFETY AND HEALTH CONTROLS

The Contractor shall comply with the *Occupational Safety & Health Act 1984* (the Act), and the *Occupational Safety & Health Regulations 1996* (the regulations) and with any amendments that may be made to the Act and regulations from time to time.

The Act, regulations, Codes of Practice and other safety information can be accessed from the WorkSafe WA website at <http://www.commerce.wa.gov.au/worksafe/>.

The Contractor is deemed to have control of the Site for the purposes of executing the work under the Contract. Accordingly, the Contractor is responsible for ensuring that, wherever practicable, its employees and all other persons entering and moving about the Site, for whatever purpose, are not exposed to hazards.

The Contractor is deemed to be in control of all matters related to the execution of the work under the Contract and accordingly is responsible for all such matters under the Act and regulations.

The Contractor shall, wherever practicable, appoint a Safety and Health Representative or Representatives to perform the functions as defined under the Act.

The Contractor shall comply with all obligations under the Act. The Contractor shall also report all such matters promptly to the Superintendent.

2.3. MATERIAL SAFETY DATA SHEETS

The Contractor shall ensure that a copy of all manufacturer/supplier Material Safety Data Sheets are available on a register on site for each hazardous substance used in connection with the work under the Contract.

2.4. OCCUPATIONAL HEALTH AND SAFETY INFORMATION

Prior to the commencement of work on Site, or at any other time the Superintendent directs, the Contractor shall consult with the Principal and the Superintendent for the purposes of ensuring that, as far as practicable, the works can be carried out without risk to the health and safety of either those doing the work, or anyone else who may be at or near the construction site.

The Contractor shall ensure that the following information is recorded, reviewed and updated regularly, and kept until the Works are completed:

- a) The identification of hazards to which a person at the Site is likely to be exposed;
- b) An assessment of the risk of injury or harm to a person resulting from those hazards; and
- c) The risk control measures through which the risk of injury or harm may be eliminated or otherwise controlled.

If the Contractor becomes aware that a change in the design of the Works could better eliminate or control a risk of injury or harm to those doing the construction work, or anyone else who may be at or near the Site, the Contractor shall ensure that this information is passed on to the Principal and the Superintendent.

The Contractor shall ensure that any Occupational Safety and Health information it receives from the Principal or the Superintendent is incorporated into its hazard identification, risk assessment and risk control measures.

2.5. SAFETY MANAGEMENT PLAN

Prior to the commencement of the work on Site, the Contractor shall prepare and implement a Safety Management Plan relevant to the works under the Contract. The Safety Management Plan shall be maintained, and where necessary updated, throughout the Contract. The Safety Management Plan shall be appropriate to the risks associated with the work under the Contract and shall contain provision for, but not be limited to, the following elements:

- a) Occupational Safety and Health induction for new employees;

- b) listing of competencies required for specialist work (e.g. rigger, scaffolder);
- c) the arrangements for managing occupational safety and health incidents on the Site, including accident/incident reporting and investigation
- d) the safety rules at the Site and description the arrangements for ensuring that all persons working at or visiting the Site are informed of the rules;
- e) hazard identification, risk assessment and risk control including routine inspection processes;
- f) plant/equipment inspection processes;
- g) pre-job planning, procedural issues and JSA's (Job Safety Analyses, also known as Safe Work Method Statements). Within the Safety Management Plan, particular attention is to be given to identifying hazardous activities including, but not limited to, work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights;
- h) emergency evacuation procedures;
- i) methods of communicating and consulting with employees and transmitting new work procedures to employees;
- j) hazardous substances exposure management;
- k) site security;
- l) purchasing/hiring controls (to avoid unknowingly bringing hazards onto the Site);
- m) quantitative performance measures (application to be determined by contract size and duration);
- n) traffic management plan; and
- o) any other matters that the Superintendent may direct from time to time.

Each element of the Safety Management Plan shall specifically address:

- a) the person on the Site who shall take responsibility for the successful implementation of each element;
- b) the hierarchical structure by which the responsibility is performed, and;
- c) the specific manner by which the element is performed.

The Contractor shall prepare the Safety Management Plan in conjunction with a competent person suitably experienced and qualified in safety matters. The Principal may direct that the Contractor prepare the Safety Management Plan in conjunction with the Consultant.

Prior to the commencement of the Works, the Contractor shall certify to the Superintendent that its Safety Management Plan:

- a) has been prepared;
- b) has been provided to each person doing construction work at the Site (where this is practical) or is otherwise available for inspection on the Site; and
- c) has been implemented on Site.

2.6. OCCUPATIONAL HEALTH AND SAFETY INDUCTION TRAINING

The Contractor shall not permit its employees, the employees of other parties or other persons to commence work on the Site until they have been inducted. Such induction shall include but not necessarily be limited to:

- a) familiarisation with the Safety Management Plan;
- b) reporting of accidents and incidents - which shall include the type of events to be reported, how an event is reported and to whom the event is reported;
- c) emergency procedures - which shall cover the procedure for a medical emergency and for evacuation of the Site in the event of a life-threatening situation arising;
- d) personal protective equipment (PPE) - the standard requirements for the Site;
- e) lifting and manual handling skills;
- f) sun protection;
- g) avoidance of noise induced hearing loss;
- h) location of and access to First Aid on the Site;
- i) legislative framework - an employee's rights and responsibilities under the Act and Regulations;
- j) procedure for the resolution of safety issues at the workplace; and
- k) Site security.

The Contractor shall induct all parties working on the Site and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

Upon commencement of work on the Site, the Contractor shall further induct all parties working on the Site with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

2.7. SITE AND PUBLIC SECURITY

Notwithstanding the Contractor's obligations to site and public security as stated elsewhere in this Contract, the Contractor shall monitor and control, wherever practicable, the access of all persons to the Site.

The Contractor shall ensure that no persons, unrelated to the Contract, enter the Site without the express permission of the Contractor.

PPE standards shall apply at all times and a person shall only enter the Site after that person has received a safety briefing regarding hazards relevant to the Site.

2.8. SAFE WORK METHOD STATEMENTS

Where construction work on the Site is high risk construction work, the Contractor shall ensure that a person having day-to-day, on Site control of the high-risk work at the Site gives the Contractor a written Safe Work Method Statement before the high risk construction work commences. The Contractor shall ensure that the Safe Work Method Statement is kept up to date.

For the purposes of this clause, high risk construction work includes:

- a) work involving a risk of a person falling 2 metres or more; or

- b) work on telecommunications towers; or
- c) the demolition of any existing structure; or
- d) disturbing or removing asbestos; or
- e) the alteration to a structure that requires the structure to be temporarily supported to prevent its collapse; or
- f) work within a confined space;
- g) the excavation to a depth of more than 1.5 metres; or
- h) the construction of tunnels; or
- i) the use of explosives; or
- j) work on or near pressurised gas pipes (including distribution mains); or
- k) work on or near chemical, fuel or refrigerant lines; or
- l) work on or near energised electrical installations and lines (whether overhead or underground); or
- m) work in an area that may have a contaminated or flammable atmosphere; or
- n) work involving tilt-up or precast concrete; or
- o) work on or adjacent to roads or railways that are in use; or
- p) work on a construction site where there is movement of powered mobile plant; or
- q) work in an area where there are artificial extremes of temperature; or
- r) work in, over or adjacent to water or other liquids if there is a risk of drowning; or
- s) work involving diving.

The Contractor shall ensure that a Safe Work Method Statement will cover all high-risk construction work done at the Site, and that the high-risk construction work is carried out in accordance with the statement. Where work is carried out other than in accordance with the Safe Work Method Statement, the Contractor shall ensure that the work ceases (when it is safe to do so) and does not resume until the statement is complied with.

The Contractor shall ensure that the safe work method statement describes:

- a) each high-risk construction work activity that is or includes a hazard to which a person at the construction site is likely to be exposed;
- b) the risk of injury or harm to a person resulting from any such hazards;
- c) the safety measures to be implemented to reduce the risk, including the control measures to be applied to the activity or hazards; and
- d) a description of the equipment used in the work activity; and
- e) the qualifications and training (if any) required for persons doing the work to do it safely.

2.9. NOISE CONTROL

The Superintendent may, at any time, direct the Contractor to take reasonable steps to control noise including, but not limited to:

- a) the substitution of noisy equipment or processes with less noisy alternatives;

- b) the modification of equipment (where this is practical and can be done safely and following consultation with the manufacturer);
- c) situating noisy equipment away from noise sensitive areas;
- d) undertaking noisy work in areas or at times specified by the Superintendent;
- e) installing screens to limit the impact of noise on noise-sensitive areas;
- f) any other measure the Authority's Representative considers reasonable; and
- g) for the purpose of this clause, 'equipment' has the same meaning as stated in section 3 of the *Environmental Protection Act 1986* (WA).

The Contractor must:

- a) carry out the work in accordance with AS 2436-2010 Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites;
- b) ensure the equipment used is the quietest reasonably available; and
- c) prepare and have approved by the CEO of the Environmental Protection Authority a noise management plan if required.

Where the construction work is carried out between 7 pm and 7 am, or on Sundays or Public Holidays, the Contractor must also:

- a) advise the occupants of all nearby properties of the work to be done at least 24 hours before it commences; and
- b) be able to establish that it was reasonably necessary for the work to be carried out at that time.

Where a local government or Authority requires the Contractor to submit a noise management plan, the Contractor must submit the noise management plan to the relevant entity (as well as any application fee due in relation to that noise management plan) 7 calendar days prior to commencing the Work.

Where the Contractor has prepared a noise management plan in accordance with this clause 2.9 Work must be carried out in accordance with that plan.

The Superintendent may direct the Contractor to provide to the Superintendent:

- a) a written statement confirming it has complied with its requirements under this clause in relation to noise; and
- b) a certificate of acoustic performance issued by a laboratory registered with the National Association of Testing Authorities Australia for any equipment before permitting its use, or continued use, on the Site.

3 SERVICES INSTALLATION

The Contractor shall ensure mechanical, electrical, plumbing, and similar service installations; equipment and their associated services are installed in such order that will ensure that all essential components and parts are accessible for the purposes of maintenance and replacement.

4 JOINING UP

In addition to any particular items of work specified, the Contractor shall ensure that the joining of all existing and new work and the cutting away in connection therewith shall be carried out in a manner approved by the Superintendent and made good in all trades to match existing adjacent work.

5 CONDITIONS OF EMPLOYMENT

Any person or employer who for the purpose of its trade or business employs a person or employee upon or in connection with any part of the work under the contract, shall be required to observe all the conditions of the relevant award applicable to that trade or business, or the provisions of a registered Enterprise or Workplace Agreement.