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PART ONE – POLICY

A. INTRODUCTION

1.0 AIM OF QSE INTEGRATED MANAGEMENT SYSTEM (IMS)

The development and integration of Quality, Occupational Health and Safety, and Environmental (QSE) matters into an Integrated Management System (IMS) contributes to the effective implementation and continuous improvement of the IMS, and adds to efficiency and clarity of roles and processes. The system enables Evans Built to maintain QSE policy and processes and to implement strategies and targets for efficient:

- Control and improvement of performance for Evans Built
- Limiting or eliminating injury and incidents in regard to safety
- Minimizing impact and pollution prevention of the environment

The QSE Integrated Management System is approved by the Directors and reviewed on a minimum yearly basis.

2.0 COMPANY BACKGROUND & SERVICES PROVIDED

Evans Built Pty Ltd is a privately owned company that commenced operation in 2011, following the sale of Evans Harch Pty Ltd, a highly successful construction and development company spanning over thirty years in the industry.

The company, which has its head office located at Mooloolaba, and additional office in Brisbane, services the construction needs of both the private and public sectors and has the capacity, resources and versatility to operate throughout Queensland. The diversity of the company is evident from the successful completion of a range of facilities, including commercial, retail, industrial, education and specialist medical.

Through our industry body, Queensland Master Builders Association (QMBA), and licensing authority, Queensland Building and Construction Commission (QBCC), we remain informed of changes to working conditions and awards which affect our workplace, clients and employees. Evans Built Pty Ltd is committed to achieving our quality, safety and environmental objectives.

Our Directors, Sean Evans, Matthew Evans and Lee Ferguson maintain close day to day control of the company’s operations. The company is proud of its record of long term employment stability and is dedicated to the training and development of personnel to ensure continued growth and prosperity.

Evans Built Pty Ltd is a company that provides quality services in building construction, project management and design management. The system and its commitments apply to all aspects of our business within our control.

This statement is issued to indicate our attitude to client relationships and our standards of service. The full support of our employees, suppliers and subcontractors is sought in actively pursuing this quest for quality. Our company is committed to providing excellent products and service to its clients, in an efficient and responsible manner, which meets customer and applicable statutory and regulatory requirements.

- The Quality requirements will be met under the ISO 9001:2008 standard.
- The Safety requirements will be met under the AS/NZS 4801:2001 standard.
- The Environmental requirements will be met under the AS/NZS ISO 14001:2004 standard

The Integrated Management System (IMS) provides a structured process for the achievement of continual improvement. The IMS manual is a tool which enables Evans Built Pty Ltd to achieve and systematically control the level of QSE performance that it sets itself.

Evans Built Pty Ltd will periodically review and evaluate its Integrated Management System in order to identify opportunities for improvement in their implementation. Improvements in the system are intended to result in improvements in QSE performance and enhanced customer satisfaction.
B. POLICY STATEMENT & OBJECTIVES

QUALITY, OCCUPATIONAL HEALTH & SAFETY, AND ENVIRONMENTAL (QSE) POLICY STATEMENT

Evans Built Pty Ltd provides quality services in commercial building design, construction, project management and design management.

It is the goal of Evans Built Pty Ltd to complete projects on time, to be of premium quality and within budget, and to provide these services in a manner that both satisfies and meets our Clients’ needs and expectations, along with all statutory requirements.

Within this goal Evans Built Pty Ltd commits to carrying out its activities in a manner which minimises harm to the environment, and strives towards the elimination of work related injuries and illnesses.

To achieve these objectives and to continually improve our services, Evans Built Pty Ltd has implemented a fully documented Integrated Management System (IMS) which conforms to the requirements of both Australian and International Standards: AS/NZS ISO 9001:2008, AS/NZS 4801:2001 and AS/NZS ISO 14001:2004.

In fulfilling this commitment Evans Built Pty Ltd will:

- Demonstrate leadership, accountability and commitment by all the managers and supervisors of Evans Built Pty Ltd.
- Maintain a framework for measurable objectives and targets to continually improve our performance.
- Commit to complying with relevant legislation, regulations, standards and codes of practice.
- Ensure Evans Built Pty Ltd Policy and Objectives are communicated to all staff and interested parties.

Sean Evans
Director
1 January 2016

Lee Ferguson
Director
1 January 2016
C. MANAGEMENT SYSTEM SCOPE

The organisational process making up the Evans Built Integrated Management System comprises a Core Business Process indicating the activities involved in Evans Built supplemented by a number of supporting processes which describe the infrastructure required to complete projects successfully.

1.0 CORE FUNCTIONS & SUPPORTING PROCESSES
D. INTEGRATED MANAGEMENT SYSTEM STRUCTURE

The Integrated Management System (IMS) consists of procedures and supporting processes to achieve the requirements of ISO 9001:2008, AS/NZS 4801:2001 and AS/NZS ISO 14001:2004. The following outlines the core functions and procedures of the IMS necessary to achieve Evans Built Policies and Objectives:

1.0 Integrated Management System Procedure

The procedure defines the core functional elements which are common to all operations and activities. These include:

- Appointment of Management Representative
- Policy Statements
- Objectives and Targets
- Identification and resolution of Non-Conformances
- System Improvement
- Audit Requirements
- Management Review Meetings
- Customer Satisfaction and Complaints

2.0 Human Resources/Training & Competency Procedure

This procedure describes how Evans Built will manage their resources to ensure personnel assigned to activities are suitably trained, experienced and competent. It includes the provision for Employee Induction and Performance Review

3.0 Document and Record Control Procedure

This procedure outlines the requirement for control of IMS documents and data, and the respective identification, approval, access and storage.

4.0 Contract & Tender Management Procedure

The procedure defines the processes completed from the receipt of a client tender enquiry, the preparation and submission of a tender, and the subsequent contract review process upon being awarded the contract.

5.0 Purchasing & Subcontracting Procedure

The procedure defines the procurement system to be adopted to ensure contractual requirements with Clients, Subcontractors and Suppliers are met.

6.0 Project Delivery Procedure

The procedure defines the processes to be implemented and maintained to ensure the Project is managed and controlled to achieve program, budget and quality, in compliance with specified requirements and to the satisfaction of the Client.

7.0 Design Development Procedure

The procedure defines the management and control of design by Evans Built to be completed by external design consultants, and the ongoing development and review of the design, for design and construct projects.

8.0 Occupation Health & Safety Management Procedure

This procedure defines the process for managing occupational health & safety (OHS) on construction projects and within corporate workplaces, in accordance with AS/NZS 4801:2001 “Occupational Health and Safety Management Systems”.

9.0 Environmental Management Procedure

This procedure defines the process for managing the environment on construction projects and in the corporate workplaces, in accordance with AS/NZS 14001:2004 Environmental Management Systems. The Procedure for items 8.0 and 9.0 exclude the processes for system improvement, corrective and preventative actions, internal audits and management review, of which are referred within the IMS Procedure.
E. MANAGEMENT SYSTEM COMPLIANCE

1.0 ISO 9001 QUALITY MANAGEMENT, AS/NZS 4801 OHS MANAGEMENT, AS/NZS ISO 14001 ENVIRONMENTAL MANAGEMENT


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**2.0 EXCLUSIONS**

There are no exclusions from ISO 9001:2008 within the scope of the Integrated Management System.
F. MANAGEMENT RESPONSIBILITY & AUTHORITY

1.0 QSE MANAGEMENT RESPONSIBILITY

The commitment and accountability for QSE begins at the highest level of management as represented in the company structure.

Evans Built management has developed the QSE Policy and process and aims to ensure policy is adhered to. Management also ensures that quality is provided to the client at all times by providing leadership and vision to all levels and sections of staff involved with a project, to provide products and services of a high quality delivered in an efficient and cost effective manner. Evans Built will promote safe working and environmental practices across all workplaces and activities under its control.

The management responsibility for securing adherence to the company’s QSE policy is through a Management Representative who, irrespective of other duties, has defined authority and responsibility for ensuring that the requirements of this QSE policy are implemented and maintained.

The role of Management Representative is fulfilled by the Directors.

The QSE objectives are established by the Directors.

Employees are responsible for advising their respective manager or supervisor of any conditions which are adverse to the QSE of the work being produced, or adverse to the satisfactory operation of the IMS.

Further details of the responsibility and authorities for personnel who manage the work can be found in the relevant procedures, work instructions and related documents.

Where considered necessary by the Directors job descriptions are prepared to describe the specific responsibilities and authorities of key personnel and/or functions in more detail. This manual contains the general responsibilities for key staff as follows:

DIRECTOR

Sean Evans, Matthew Evans and Lee Ferguson are appointed Directors. Formal senior management meetings should take place no less than quarterly. Director’s responsibilities include:

- Day to day management of the company.
- Maintain an overview of the company’s construction activities.
- The active pursuit of construction opportunities.
- The responsibility for all design and construction work.
- The maintenance of an active interest in industry association.
- The responsibility for research and implementation of information technology systems to ensure the company is provided with current technology.
- The provision of engineering expertise to the company.
- Ensuring all of the company’s construction work is delivered on time and within budget.
- Building and maintaining cohesive team of Project Managers and operatives to ensure projects are completed to the highest possible standards.
- Fostering client relationships and building a reputation as a contractor of choice for ongoing work.
- Review matters of a corporate nature which may involve contract negotiation, risk and financial management, or project management.
- Provide support to projects on contractual or financial issues.
- Review financial status of all projects.
- Conduct completion reviews of project performance and recommend system improvements in line with the company’s continuous improvement policy.
- Setting of management objectives for the company.
- Implement appropriate QSE management systems that maintain a high level of QSE commitment.
• Interpretation of the company’s QSE management policy and providing proactive support and leadership for it.
• Instigate training in the company’s QSE management system and ensure supervision is provided at all levels to ensure the adoption of the company’s QSE policy.
• Ensuring all authority and responsibility for the successful performance of the QSE management system is effectively delegated and accepted.
• Ensuring sufficient resources are allocated to successfully implement and maintain the company’s QSE policy.
• Ensuring that company wide and individual QSE performance is a formal part of the staff performance appraisal process.
• Monitor, measure and evaluate the performance of the QSE management system and its objectives.
• Review QSE performance and address any failure to discharge duties as set by responsibility and accountability statements.
• Overseeing the development and successful implementation of continuous improvement in QSE actions.
• Maintaining awareness of current legislations and the company’s relative obligations.
• Ensuring that the moral, statutory and common law obligations of the company in respect of QSE are met or exceeded at all times.
• Ensure efficient systematic distribution of pertinent QSE information.
• Ensure the systematic maintenance of subcontractors’ requirements to comply with the company’s QSE management system and current legislations.
• Ensure operational compliance of all company construction sites and workplaces with the QSE policy.

PROJECT MANAGER (Including Design & Construct)

The Project Manager will manage all the activities of the works from conception to completion. Project Managers’ responsibilities include:

• The overall supervision and administration of the contract, including all contracted works on the construction site, the administration of all documents and the preparation and procurement of all resources.
• Management of all internal staff allocated to the contract.
• Ensure everyday activities on site are carried out to the requirements of the QSE system.
• Provide accurate and timely cost and progress reporting to management.
• Provide feedback to estimating regarding trends in labour market and subcontract pricing.
• Ensure all company projects are presented to the public in a clean and tidy condition.
• Develop a firm knowledge and understanding of QSE legislations and the Evans Built QSE management system.
• Ensure subcontractors are assessed on their QSE performance.
• Implement the Evans Built QSE management system on individual projects.
• Develop a site QSE management plan for each project.
• Provide guidance, motivation and resources required to achieve QSE goals and initiatives outlined.
• Resolve any disputes which may arise over QSE issues on site.
• Monitor and review procedures and systems to that an optimum level of QSE is maintained and adhered to at all times.
• Comply with company reporting requirements and provide feedback in regard to the performance of the QSE management system.
Design:

- Selection and appointment of design consultants.
- Ensuring the design documentation complies with the client’s brief and is in accordance with statutory requirements and regulations.
- Preparation of detailed design programs for inclusion with consultancy agreements.
- Monitoring the emerging detail design against the cost plan.
- Liaison with client/project team and local authority/utilities/other statutory bodies for obtaining permissions and approvals.
- Evaluating changes in client requirements for time/cost implications, and incorporating approved items into the design process.
- Monitoring progress and providing regular reports with respect to design documentation progress against program, exceptions, status of client/statutory approvals, critical areas.
- Obtaining client approval to the detailed design and production information.
- Approval of changes to design documentation prior to documents being issued to site.

SITE MANAGER

Responsibilities of the Site Manager include:

- Responsible for all construction activities on site under the direction of the Project Manager.
- Responsible for the maintenance of the QSE System on the project site.
- The quality of work carried out by personnel under their control.
- Maintaining all necessary equipment, instructions and facilities to enable the Contract Program to be followed.
- Taking action to ensure that non-complying work is expediently rectified and that problems causing non-compliances are removed.

ESTIMATOR/QUANTITY SURVEYOR

Responsibilities of the Estimator/Quantity Surveyor include:

- Preparation of tenders and estimates.
- Reviewing tender documents and reporting to the Directors any divergence from standard documentation that may expose the company to adverse risk prior to any work proceeding on a tender.
- Provision of assistance to development/design management in preparation of estimates and feasibility studies.
- Ensuring the orderly handover of construction documentation when a contract award occurs.
- Engagement and briefing of external consultants as required.
- Maintenance of an active interest in industry associations.
- Provide accurate and timely reporting to Directors as required.

FINANCIAL CONTROLLER

Responsibilities of the Financial Controller include:

- Ensuring the company’s accounting systems conform to current regulatory requirements and practices.
- Preparation of budgets and cash flows and monitoring same to ensure the company is operating within its financial capacity.
- Liaison with the company’s bankers, external accountants and auditors.
- Ensuring creditors are paid within time frames set by management.
• Ensuring subcontractors are paid within legislated time frame requirements.
• Maintenance of debtors system to ensure all progress payments are received within contracted time frames.
• Maintenance of the payroll system.
• Ensuring the accounts department is adequately staffed with skilled personnel.
• Maintenance of the CHEOPS software system.
• Maintenance of all insurance matters under the control of the Directors.
• Maintenance of an active interest in industry associations.

**HUMAN RESOURCES/OFFICE MANAGER**

Responsibilities of the HR/Office Manager include:

• Implementing recruitment & employment processes
• Coordinating apprenticeships & training
• Acting as Integrated Management System (IMS) Representative

**As IMS Representative:**

• Control all records & documents associated with QSE Integrated Management System
• Ensure review of OHS data & statistics is undertaken in accordance with procedure
• Emergency management within corporate offices & workplaces
• OHS conditions within corporate offices & workplaces, in liaison with Director
• Documentation & communication of any changes made to the IMS as a result of process improvement or recommendations
2.0 COMPANY STRUCTURE

- DIRECTOR
  - Matthew Evans
- DIRECTOR
  - Sean Evans
- DIRECTOR
  - Lee Ferguson

- FINANCE & ADMINISTRATION
- ESTIMATING

- PROJECT MANAGERS
  - SITE MANAGERS
  - LEADING HANDS
  - APPRENTICES
  - LABOUR
  - SUBCONTRACTOR

- CONTRACT ADMINISTRATION
G. INTEGRATED OPERATING PROCEDURES

1.0 INTEGRATED MANAGEMENT SYSTEM PROCEDURE

The procedure defines the core functional elements which are common to all operations and activities. These include:

- Appointment of Management Representative
- Policy Statements
- Objectives and Targets
- Identification and resolution of Non-Conformances
- System Improvement
- Audit Requirements
- Management Review Meetings
- Customer Satisfaction and Complaints

INTEGRATED MANAGEMENT SYSTEM (IMS) REPRESENTATIVE

The Human Resources/Office Manager is appointed the IMS Representative. The IMS Representative reports to the joint Directors on the adequacy and effectiveness of the IMS.

The IMS Representative is responsible for:

- Facilitating regular internal audits
- Ensuring the effective implementation of the IMS
- Managing corrective actions resulting from Internal and External Audits
- Managing requirements of the certification organisation, surveillance audits, etc.
- Maintaining currency of IMS
- Monitoring measurable objectives and targets
- Maintaining Performance Improvement Register
- Control of all records and documents associated with IMS
- Ensure review of OHS data & statistics is undertaken in accordance with procedure
- Emergency management within corporate offices & workplaces
- OHS conditions within corporate offices & workplaces, in liaison with Directors
- Documentation & communication of any changes made to the IMS as a result of process improvement or recommendations.

POLICY STATEMENT, OBJECTIVES & TARGETS

The Directors of Evans Built Pty Ltd have established the Policy Statement and objectives and targets which refer to the IMS. The documents include the corporate commitments to Quality, Occupational Health & Safety, and Environmental.

The Policy Statement is displayed within the corporate head office, and prominent locations including respective construction projects.

A number of key measurable objectives and targets have been established by the Directors to monitor key areas of performance. The objectives are communicated and implemented at all levels of the organisation.

The Directors will review the progress of measurable objectives during the Management Review Meetings, and implement any resultant actions.

CONTINUAL IMPROVEMENT

Evans Built Pty Ltd is committed to the ongoing development and continual improvement of the IMS.

The continued improvement and implementation of the IMS will come from various sources, including:
• Internal Audits
• External Assessment and Surveillance
• Client Feedback
• Project post-completion reviews
• Project non-conformances and corrective action reporting
• Incident reports
• External industry bodies
• Miscellaneous feedback
• Training

Project non-conformances and corrective actions are generally actioned by the Project Team. However, where trends and reoccurring problems are identified which appear common to a number of project, the issue will be raised at the Company Construction Meeting for review and possible referral to the IMS Representative for inclusion within the Performance Improvement Register.

Issues identified from any source which may require an improvement to the system or its implementation shall be referred to the IMS Representative who will determine whether the issue be included on the Performance Improvement Register for action and review at the Management Review Meeting.

The process for managing the issue or potential problem will include:

• Recording the issue on the performance Improvement Register
• Investigating the cause of any problem
• Determine any action to correct the problem and prevent its re-occurrence, and subsequently review the effectiveness of the action
• Review any issue and consider the improvement it may have on the IMS

CUSTOMER SATISFACTION AND COMPLAINTS

Customer satisfaction is maintained through ongoing communication with Clients and their representatives. The Directors and Project Managers are responsible for monitoring the Company performance on their respective projects, and ensuring the Client’s needs and expectations are met in satisfaction of corporate objectives.

The review of customer satisfaction will be considered at the Construction Meetings, and at the Management Review Meeting.

Customer complaints will generally be managed by the Project Team on the respective project. Significant Client complaints or any complaint of a serious nature shall be referred to the IMS Representative for inclusion on the Performance Improvement Register, and to the Directors for appropriate action.

INTERNAL AUDITS

Introduction

Audits will be conducted to review the Integrated Management System (IMS), and demonstrate the effectiveness and compliance of the system. The audits will provide a mechanism of feedback on effective implementation of the system and improvements to the system.


The audits shall be undertaken by suitably trained and experienced personnel, who are independent of the activity, function or Construction Project being audited.

Responsibility

The IMS Representative is responsible for:

• Establishing and maintaining a program of audits for all aspects of the Company’s operations.
OPERATING PROCEDURES
IMS PROCEDURE

• Planning, executing, analysing and reporting the results of each audit.
• Initiating corrective action where review and/or audit activities detect system deficiencies.
• Verifying that corrective action has been implemented and that it is effective and adequate to resolve the deficiency detected.
• Re-auditing as necessary.
• Nominating the person who is to carry out the audit.
• Organising Third Party Certification Audits.

Establishing the Audit Schedule
The IMS Representative will establish an Audit Schedule to ensure all aspects of the IMS are audited at least every twelve months.

The schedule will identify the frequencies of Audits for respective Departments and Construction Sites and incorporate the respective Audit date.

The frequency of audits for Construction Projects shall be determined by the IMS Representative in conjunction with the Directors. The proposed Audit will form part of the ‘Schedule of Inspections and Audits’ as referred within the Construction Safety Plan.

Should a serious deficiency in the IMS become apparent during routine operations the IMS Representative shall initiate in liaison with the Directors an unscheduled Audit with the person responsible for that Operation.

Conducting the Audit
The Auditor shall contact the respective Manager to advise the scope and time of the audit. Documents and processes relevant to the audit will be reviewed during the audit.

The Auditor will review whether the management system is effective for the operational requirements, if policies and procedures are being followed, and if personnel are familiar with the parts of the IMS that are relevant to the tasks they undertake.

Audit Report
The Auditor records audit findings in the audit report which is issued to the IMS Representative. Issues that require action, and where deemed appropriate, are recorded in the Performance Improvement Register by the IMS Representative.

Reports arising from these visits are to be reviewed by the respective Manager/Site Management to determine what action is required to address the observations made in the reports. Results from audits will be promoted throughout the company in view to continual improvement.

Audit Review
The IMS Representative reviews the report in liaison with the Directors, and determines whether further action is required.

Corrective and Preventive Action
The IMS Representative ensures any proposed corrective action identified in the audit report, where deemed appropriate, is recorded on the Performance Improvement Register. The IMS Representative will ensure that corrective and preventive action is taken in a timely manner and will follow-up on the corrective and preventive action taken. The IMS Representative records the final resolution and close out details on the Performance Improvement Register.

RESOURCES
Evans Built shall identify and provide the resources needed to establish, maintain and continually improve their Integrated Management System so as to enhance customer satisfaction by meeting customer requirements.
Evans Built shall provide and maintain the infrastructure necessary to achieve product requirements, including the provision of:

- Buildings, workspace and associated facilities
- Hardware and software
- Process equipment
- Communication facilities
- Supporting services

Evans Built shall provide and manage those human and physical factors of the work environment needed to achieve conformity of product. This shall include:

- Health and safety conditions appropriate for construction activities
- Work methods
- Work principals
- Ambient working conditions

**INTERNAL COMMUNICATION**

The effectiveness and implementation of the IMS is communicated both informally on a continued basis, and formally via a number of corporate processes, including:

- Induction training
- Directors Monthly Meeting
- Construction Meetings
- Email

Project delivery communication processes are referred within the ‘Project Delivery’ and ‘Purchasing & Subcontracting’ procedures with specific formal processes applicable for Clients, Subcontractors and Suppliers.

**MANAGEMENT REVIEW MEETINGS**

The following formal review meetings form part of the Corporate Management review structure:

- Directors Monthly Management Meeting
- PCG Meeting
- Construction Meeting
- Management Review Meeting

A formal review of the QSE Integrated Management System is conducted generally on a six monthly basis and attended by the Directors and IMS Representative. A review of the IMS is conducted to establish whether the implemented system continues to be suitable and effective for the company’s operations. The review meetings shall be a minimum of two per year. Minutes of review meetings will be kept and will contain an overview of the meeting with particular attention paid to any findings, decisions made or actions to be taken.

The nature of the Review Meeting is such that all major issues affecting Evans Built Pty Ltd shall be considered as appropriate.

In all cases that target shall be:

- To review if the IMS is still the most effective and suitable way to reach and achieve objectives and to ensure the Evans Built documents comply with relevant standards and statutory requirements.
- To seek ways of improving Evans Built Pty Ltd IMS.

If the results of the review are such that corrective action is necessary, the Management Review shall:

- Consider solutions and agree on the corrective action(s).
• Agree on responsibility for the implementation of the corrective action(s) chosen.
• Agree on a timescale for the implementation and review of corrective action(s) taken.

The review and the agreed corrective actions shall be recorded in the company Performance Improvement Register.

The IMS Representative shall be responsible for coordinating the completion of all corrective actions agreed by the Management Review Meeting.

All actions raised at previous meetings shall be reviewed and progressed at subsequent meetings.

Management Review Agenda

Typical Review Input

• Results of audits
• Customer feedback and satisfaction
• Project and corporate performance (QSE)
• Follow-up actions from previous management reviews
• Changes that could affect the quality management system, and
• Recommendations for improvement
• Analysis of targets and objectives
• Review of Performance Improvement Register
• Training and resource needs
• Subcontractor and Supplier issues
• Other business

SCHEDULE OF STANDARD REFERENCE DOCUMENTS

Integrated Management Procedure

<table>
<thead>
<tr>
<th>DOCUMENT NAME:</th>
<th>DOCUMENT NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Audits:</td>
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</tr>
<tr>
<td>Audit Report</td>
<td>External Consultant Document</td>
</tr>
<tr>
<td>Audit Schedules</td>
<td>IMS003</td>
</tr>
<tr>
<td>Internal Audit Status Log</td>
<td></td>
</tr>
<tr>
<td>Performance Improvement Register</td>
<td>IMS002</td>
</tr>
<tr>
<td>Audit Checklists</td>
<td>IMS006, IMS007</td>
</tr>
<tr>
<td>Internal Communication:</td>
<td></td>
</tr>
<tr>
<td>Induction Record</td>
<td>HRM007</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>IMS004, IMS005</td>
</tr>
<tr>
<td>Targets &amp; Objectives</td>
<td>IMS001</td>
</tr>
<tr>
<td>Performance Improvement Register</td>
<td>IMS002</td>
</tr>
<tr>
<td>Training Register</td>
<td>HRM008</td>
</tr>
</tbody>
</table>
2.0 HUMAN RESOURCES, TRAINING & COMPETENCY PROCEDURE

The procedure is established to ensure all employees engaged by Evans Built are adequately trained and competent in performing the position they are employed to fulfil.

The following references and processes form part of this procedure:

- Position Descriptions
- Employment method
- Inductions – safety & environmental induction training
- Training & competencies – gap analysis etc.
- Performance review process
- Employee training records
- Induction records
- Evidence of competency

GENERAL

All staff employed by the Company shall be fully trained for the work they are to perform.

All new staff shall, on commencement of duties, be introduced to the IMS and encouraged to read the IMS Manual, associated procedures and other QSE documents pertaining to their work.

Where it is found that employees are not following the IMS ignorance shall not be accepted as a valid excuse.

Office Manager shall maintain a "Training Record", on each member of the staff. This shall be a record of training courses attended by the employee, both in the company and those shown on the employment application form. It shall show:

- The date of completion of the course.
- The title of the course attended.
- The organisation presenting the course
- Any pertinent remarks.

EMPLOYMENT

All new and existing employees are constantly monitored and appraised by the Directors or their immediate supervisor to ensure they are adequately trained and competent in the job position they are employed to fulfil.

INDUCTIONS

All new employees will undertake a formal induction on commencement to introduce them to corporate matters in relation to Evans Built, which will include an introduction to the IMS. The introduction will cover topics such as:

- Company background
- Code of conduct
- Workplace behavior & policies
- Emergency procedures
- Quality, Health and Safety, and Environmental Management Systems

COMPETENCY AND TRAINING

The Directors, Project Managers, Office Manager and Supervisory staff, where required, are responsible for identifying the skills, training and competencies required for employees to complete their role. Observation and review will be completed to ensure additional skills or training is identified.
EMPLOYEE PERFORMANCE REVIEW

The Directors, Project Managers and Office Manager will conduct bi-annual performance reviews on all employees as deemed appropriate to monitor the employees performance and identify any training required.

PRODUCT TRAINING

The Director shall monitor the industry in general, as it pertains to the activities and goals of the Company, and shall determine, from such media as seminars, publications, visits, conferences, trade displays, videos, manufacturers' data sheets etc., the training requirements of the Company and the availability of such training.

The Director shall discuss the training availability with the Project Managers and decide on a course of action at the monthly management review meetings.

TECHNICAL TRAINING

The Project Manager and the Site Manager shall monitor the quality of workmanship of personnel within their areas. They shall recommend the upgrading of training for particular personnel to the Director.

Records are to be completed for any apprentices employed by the company.

The Director shall decide on the upgrading and the suitable means of attaining that upgrading.

Some of the methods available include:

- In house training.
- TAFE and other recognised Training Institutions.
- Training provided by the manufacturers of the equipment installed by the Company.

When the training has been accomplished it shall be recorded on the employee's Training Record.

SCHEDULE OF STANDARD REFERENCE DOCUMENTS

Human Resources, Training & Competency Procedure

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Application Form</td>
<td>HRM001</td>
</tr>
<tr>
<td>Leave Application Form</td>
<td>HRM002</td>
</tr>
<tr>
<td>Staff Expense Claim Form</td>
<td>HRM003</td>
</tr>
<tr>
<td>Weekly Time Sheet</td>
<td>HRM004</td>
</tr>
<tr>
<td>Monthly Time Sheet</td>
<td>HRM009</td>
</tr>
<tr>
<td>Salary Sacrifice Authority</td>
<td>HRM005</td>
</tr>
<tr>
<td>Employee Position Description</td>
<td>To be implemented</td>
</tr>
<tr>
<td>Employee Performance Review</td>
<td>HRM006</td>
</tr>
<tr>
<td>Workplace Induction Record</td>
<td>HRM007</td>
</tr>
<tr>
<td>Training Register</td>
<td>HRM008</td>
</tr>
<tr>
<td>Employee Competencies Record</td>
<td>HRM008</td>
</tr>
<tr>
<td>Training Attendance Record</td>
<td>HRM010</td>
</tr>
</tbody>
</table>
3.0 DOCUMENT & RECORD CONTROL PROCEDURE

The procedure defines the controls established and implemented for the effective management of IMS (QSE) documentation and records.

The IMS Representative, or their nominee, is responsible for ensuring the following processes are effectively maintained within this procedure.

GENERAL

Evans Built aims to facilitate consistent planning, control, monitoring, corrective action, auditing and review activities through documentation and control of records so that the policy is complied with and the IMS remains appropriate and committed to continual improvement. All approved documents are stored electronically on the Evans Built network server and are considered to be uncontrolled in hard copy form. Documents will have a title/heading that outlines the operational use, and a footer detailing document number and revision date.

Documentation is managed in accordance with QSE policy and IMS documents are controlled by the IMS Representative.

All documents relating to the construction control process on and off site need to be up to date, easily referenced and available for construction purposes. This procedure covers the receipt, registration, processing, and subsequent actioning and archiving of such documents, including:

- Contract Documents, Specifications & Correspondence
- Drawings & Transmittals
- Requests for Information (RFI)
- Instructions
- Purchase Orders
- External Standards
- Software & Data
- IMS documentation & records
- Records Management
- Archive System

The Director is responsible for establishing and maintaining a system for ensuring that all IMS related documents are adequate and available where they apply. They shall determine and approve the Master Document List.

CONTRACT DOCUMENTS, SPECIFICATIONS & CORRESPONDENCE

All incoming contract documents or correspondence shall be reviewed and distributed for action or information by the Director or their nominee. The original document shall be forwarded to the Project Manager, who will action accordingly, scanning the original for distribution as necessary and placing the original document in the (electronic) Project File located on the Evans Built network server.

DRAWINGS & TRANSMITTALS

Drawings are an integral part of the Company’s system. They may be supplied by the Client as part of the Contract. They may also be produced by the Company for tendering and construction purposes and shall be drawn by an approved contractor (refer to the Design Control procedure).

The Evans Built standard form of Document Transmittal and Register shall be established on all projects by the Project Manager and Document Controller, to control the distribution of documents for that project. The original is maintained within the (electronic) Project File and copies distributed accordingly. A current drawing register will be held at all times, in hard copy format, within the A3 drawing folder.
All drawings, whether provided by the Client or produced by the Company through an external Design Authority, shall be recorded on the appropriate drawing register and shall be distributed to the relevant persons by the use of the document transmittal. Transmittal information such as recipient (company), transmission date, project, drawing title, revision date and number shall be noted.

All drawings to be used for construction purposes shall be stamped or clearly marked “For Construction”.

Drawings which have not been authorised “For Construction” are to be withdrawn from site by the Project Manager, with the exception of D&C projects where an authority is in place to proceed on preliminary drawings.

Superseded drawings shall be withdrawn from circulation as soon as practical. The relevant supervisor shall mark one copy “Superseded” and file securely for future reference. All other superseded copies shall be destroyed, except those being marked for records of work complete or for as constructed information. These drawings shall be marked “For as-constructed information only” and maintained on site.

Drawings shall not be used for installation purposes unless approved to do so by the Director, Project Manager, and/or Client.

For design documentation provided either externally (client supplied) or internally (Evans Built supplied), the following procedure will apply:

**External Design Documents**

Where the client is responsible for the design documentation, Evans Built will not proceed with construction unless the drawings are marked “For Construction”, or alternatively, written authority has been received from the client to proceed with construction on the drawings issued to Evans Built by the client.

**Internal Design Documents**

Where Evans Built is responsible for design documentation, via external design consultants, construction will not proceed unless the drawings have been approved by Evans Built and marked “For Construction”. Evans Built design documentation shall be approved for construction by the appropriate Project Manager, under authority of the Director to do so.

The Director (or nominee) is the approval authority for Evans Built produced drawings, on receipt from the Design Authority.

Revisions shall be approved by the same authority.

**INSTRUCTIONS**

Instructions received from the Client or their representative, are to be retained in the Project File within the Evans Built network server, and copies distributed accordingly by the Project Manager. All verbal instructions are to be confirmed in writing by the Project Manager or their nominee.

**PURCHASE ORDERS**

The distribution of Purchase Order books is controlled by the Office Manager, or their nominee. The Purchase Order Book register is to be completed and signed for the issue of all Purchase Order books.

**EXTERNAL STANDARDS**

The Director or their nominee shall ensure that the library containing external standards, ie: Australian Standards, Building Code of Australia, Work Health & Safety Act etc., required for the Company to conduct its business, shall be regularly reviewed and updated to reflect current requirements.

This requirement is performed on an as required basis. Electronic subscriptions are automatically renewed. Australian Standards are accessed online ensuring currency. Work Health & Safety legislation and Codes of Practice are regularly monitored for amendments.
**ELECTRONIC DATA MANAGEMENT**

The company utilizes software such as CHEOPS, CostX, Microsoft Office etc. for costing, accounts processing, payroll, pricing and reporting purposes. An electronic copy of all software/data shall be backed up on a regular basis and retained for a period of time relevant to the information on the media. IT services shall ensure the security of the Evans Built network server and the data contained within. The Director is responsible to ensure IT services provide and maintain the electronic security and backup functions.

The Director, or their nominee, is responsible for the identification and development of system folders and directories within the Evans Built network server and the authorised levels of access to these files.

**IMS DOCUMENTS & RECORDS**

The IMS (QSE) documentation and all revisions are reviewed and approved by the Directors, or their nominee, prior to issue and distribution.

The IMS documentation is identified with a document reference number recorded within the respective manual section and in the footer of the document. The allocation of this number is referenced within the system index.

The IMS documentation is controlled by a revision status (date) and referenced in the footer of the document. Staff will be notified of the currency of IMS documentation as appropriate.

The IMS representative is responsible for the superseding and/or removal and archiving of obsolete documentation.

**RECORDS MANAGEMENT**

The records are to be indexed, filed and archived in accordance with respective instructions agreed between the Directors and IMS Representative. Prior to the storage of records they will be checked for legibility and the likelihood of deterioration and any necessary action taken. At the conclusion of the retention period nominated by the Directors, the Directors will approve disposal and nominate the disposal method of the respective record, which will be actioned by the IMS Representative.

**ARCHIVE SYSTEM**

The archive process is maintained by the Office Manager or their nominee. Electronic documentation is archived on the Evans Built Archive Server and hard copy documentation is recorded on the archive register and stored securely as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Type</th>
<th>Format</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>Project safety documents</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Construction</td>
<td>Project quality documents</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Construction</td>
<td>Project induction records</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Construction</td>
<td>Project site diary</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Construction</td>
<td>Head Contract</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Construction</td>
<td>Contract correspondence &amp; documentation</td>
<td>Electronic</td>
<td>10 years</td>
</tr>
<tr>
<td>Finance</td>
<td>Payroll records</td>
<td>Electronic</td>
<td>10 years</td>
</tr>
<tr>
<td>Finance</td>
<td>Personnel records</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Finance</td>
<td>Accounting Function</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
<tr>
<td>Finance</td>
<td>Accounts payable – EB suppliers</td>
<td>Electronic</td>
<td>10 years</td>
</tr>
<tr>
<td>Finance</td>
<td>Accounts Payable – EB subcontractors</td>
<td>Hard copy</td>
<td>10 years</td>
</tr>
</tbody>
</table>
REQUESTS FOR INFORMATION

During the course of a project there may be a requirement to request information from the Client/Architect/Consultants or other designated body, for the purpose of details, clarification, and information necessary to enable the construction of the project.

The method to obtain this information is the Request for Information (RFI).

RFIs may be issued formally or electronically by email, with copies appropriately distributed.

A project specific register of RFIs is to be prepared and maintained by the Project Manager and shall contain:

- Project name
- RFI reference number
- Date of issue
- Date of response received
- Upon receipt of the response, the Project Manager shall check and certify if any cost implications result from the response, in which case the RFI shall be flagged as a variation and the procedure for variations will then apply.

DISTRIBUTION OF IMS MANUAL

The IMS Representative is responsible for the distribution and maintenance of the QSE Integrated Management System Manual. The only controlled copies will be the ‘Master’ retained on the Evans Built database and one hard copy (No. 1) retained by the IMS Representative. All remaining copies are deemed to be uncontrolled.

Copies of the IMS Manual issued outside the Company are issued to the recipient on the understanding that they remain the property of Evans Built Pty Ltd and must not be copied or loaned without the Director’s permission in writing and are to remain confidential between Evans Built Pty Ltd and the recipient.

AMENDMENTS & REISSUE

The IMS shall be reviewed regularly by the Quality Manager and at least annually by Evans Built Pty Ltd Management.

Evans Built employees are encouraged to continually review the manual and to bring recommendations for any amendments to the attention of the IMS Representative.

Proposed amendments shall be reviewed by the Quality Manager, raised and discussed at the appropriate meetings. If agreed to by management these amendments shall be formalised and incorporated into the IMS.
### SCHEDULE OF STANDARD REFERENCE DOCUMENTS

**Document & Record Control Procedure**

<table>
<thead>
<tr>
<th>DOCUMENT NAME:</th>
<th>DOCUMENT NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing Register</td>
<td>CON065</td>
</tr>
<tr>
<td>Document Transmittal</td>
<td>CON065</td>
</tr>
<tr>
<td>Memorandum accompanying Drawing Register</td>
<td>CON066</td>
</tr>
<tr>
<td>Drawing Distribution Maintenance Register</td>
<td>ADM016</td>
</tr>
<tr>
<td>Accellion &amp; Cheops Software/Reports</td>
<td></td>
</tr>
<tr>
<td>Project Master Database</td>
<td>ADM017</td>
</tr>
<tr>
<td>Master Document Register</td>
<td>ADM001</td>
</tr>
<tr>
<td>Subcontract Register</td>
<td>ADM018</td>
</tr>
<tr>
<td>Mail Register</td>
<td>ADM019</td>
</tr>
</tbody>
</table>
4.0 CONTRACT & TENDER MANAGEMENT PROCEDURE

INTRODUCTION

This document identifies the procedure to be adopted by staff of Evans Built Pty Ltd during the estimating and tendering period, from receipt of the tender documents up to award of the contract and handing over of the tender details from the Tender Team to the Project Team.

The Director, or their nominee/Estimator, manages the estimating functions, and will coordinate all the usual activities necessary to prepare and submit the tender submission.

The Director is responsible for implementing the estimating policies and procedures within Evans Built Pty Ltd to an acceptable standard and specifically responsible for advising on all matters relating to individual tenders.

Where Director is referenced herein it shall be deemed to mean Director or their nominee/Estimator.

PROCEDURES

Receipt of Tender Documents

The Estimator will review the Tender whether Hard Tender or Design and Construct, and consult with the Director to decide whether or not to price the project.

The tender procedure can then be broken down into three phases:

a) the pre-tender start up phase
b) tendering period phase
c) post-tender phase

a) Pre Tender Start Up Phase

The Estimator shall be solely responsible for the management, measurement/quantification, pricing, submission and overall coordination of the tender. The Estimator may in conjunction with the Director, appoint additional resources which could comprise the following:

- Estimators
- Quantity Surveyors
- Project Manager/Programmer (incorporating programming & design management)
- Administrative Personnel (including Document Controller)

The Estimator is then responsible for ensuring the necessary tendering procedures are completed prior, during and after the tender period.

An initial evaluation of the documents is to be carried out by a Director and/or the Estimator to identify the key aspects, objectives and risks, and to validate a coherent reason to proceed with the tender.

Where tender documents are required to be obtained from electronic tender websites the Estimator is responsible for arranging tender log in information and distribution of this information, or delegation of same to Administrative Personnel. All documentation whether it be hard copy, electronic or other is passed on to the document controller for electronic filing.

The tender documents received are checked by the document controller against those listed in the document register and in the case of hard copy documents, are date stamped being received. Upon receipt of tender documents via CD or email, this information is saved electronically under a project specific tender file. These document procedures are to be followed throughout the tendering period for any new documentation received though addendums.

b) Tendering Period Phase

The tender documents are reviewed to establish the work to be sublet and to allocate relevant information to be issued to subcontractors. A list of companies for each subcontract is to be compiled, together with any companies stated in the tender documentation. Subcontractors who have been sent information will be
marked in yellow, subcontractors who have submitted pricing are to be marked in green and subcontractors who won’t be pricing are to be marked in red.

The Estimator will consult with the Director or Project Manager as required for any major construction issues on the tender (site conditions, construction methodology, craneage, hoists, scaffolding etc) as well as certain preliminaries and nomination of a preliminary construction team. The Project Manager is to also provide a (design and) construction programme and nominate a construction timeframe for the pricing of preliminaries on the project.

For a Design and Construct tender, the Estimator will consult with the Director or Project Manager as required for identifying key design issues, providing preliminary designs for the purpose of tender measure and nominating the design team.

Draft preliminaries are prepared by the Estimator using the Standard Preliminary Cost Sheet in either Excel or Cost-X formats and reviewed with the Director.

As necessary the Estimator is to contact Local Authorities, statutory bodies and public utilities to determine the effect on proposed construction methods, eg diversions, temporary supplies, capacity and access restrictions.

Subcontractor’s requests and quotes are to be kept in their specific electronic tender file. The costing of the project is carried out by using ‘Cost-X’ or ‘Excel’ software. All subcontractors’ quotations are to be collated, compared and assessed against each other and against any pricing produced by the Estimator. The details of this will be contained within an Excel Tender Summary, where appropriate.

The Estimator shall present to the Director a draft Tender Summary, including details of project costings, preliminaries, subcontractor price assessments, and a draft tender submission/proposed clarifications for review at a suitable time prior to the day of tender close. Final tender submission documents are authorised by the Director.

On the day of the tender close the tender will be finalised by the Estimator in conjunction with the Director wherein all aspects of the project will be considered to produce a final tender figure.

The Estimator shall be responsible for the timely delivery of the final tender submission in whatever form has been specified in the tender requirements.

**c) Post Tender Phase**

The Estimator is responsible for the resolution of any post tender negotiations, clarifications or addenda, but in agreement with the Director for any post-tender submissions which materially affect the price or obligations inherent within the original tender submission.

If the tender is successful then the letter of acceptance/award or the formal instrument of agreement/contract is checked upon receipt against the tender submission by the Estimator, with any points of difference to be clarified with the Director. All tender details are to be transferred to a new standard numbered job file set up within the Evans Built electronic files and CHEOPS systems.

The Estimator is to coordinate the setup of the following items prior to any handover to the construction delivery team (Project Manager):

- Job Budget Setup
- Budget Transfers
- Contract Review
- Insurances and Securities
- Project Specific Cashflow
- Progress Claim Setup

If the tender is unsuccessful, and where considered appropriate, a review may be undertaken by the Director and others as necessary to seek to understand the reasons for not being successful, and what lessons can be learned for use in future tenders.
### SCHEDULE OF STANDARD REFERENCE DOCUMENTS

**Contract & Tender Management Procedure**

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Request (Invitation)</td>
<td>EST001</td>
</tr>
<tr>
<td>Approvals Designation Schedule (DRAFT)</td>
<td>EST002</td>
</tr>
<tr>
<td>Tender Summary (incl. Preliminaries Cost Sheet)</td>
<td>EST003</td>
</tr>
<tr>
<td>Procurement Schedule</td>
<td>EST004</td>
</tr>
</tbody>
</table>
5.0 PURCHASING & SUBCONTRACTING PROCEDURE

The purpose of this procedure is to establish and maintain a procurement system to ensure our contractual requirements with clients and suppliers are clearly defined, documented and carried out in a planned and coordinated manner throughout all project stages.

The company shall endeavour to purchase goods and services only from those suppliers and subcontractors having a known level of quality and satisfactory performance standard.

The procedure covers the following processes:

- Calling Subcontractor Tenders
- Tender Evaluation and Tender Review Meeting
- Tender Award
- Supply Contracts
- Direct Site Purchases
- Purchase Orders
- Delivery

RESPONSIBILITY

The Project Manager is responsible for the letting procedures of individual contracts, subject to transparency and communication with Directors on major procurement items.

CALLING TENDERS

The Project Manager/Contract Administrator shall:

- Determine the relevant documentation for inclusion in the contract to go with the ‘Invitation to Tender’ document.
- Include all relative Quality, Safety and Environmental requirements and documentation.
- Confirm with the Directors the form of subcontract and special conditions of contract to be implemented.
- Issue tender document for pricing.

The invitation to tender shall include or reference, where applicable, the following:

- Tender/contract conditions
- Invitation to tender document
- General and Special conditions of contract
- Preliminary clauses to the specification
- The specification
- Bill of Quantities (if required)
- Any Addenda
- Drawings
- Industrial matters
- Safety issues

The tender document shall be approved by Directors.

TENDER EVALUATION & TENDER REVIEW MEETING

Tenders shall close with the Project Manager who shall complete a Subcontract Tender Comparison Sheet which details a comparison of the tendered prices to the budget allowance, confirmation of scope, and a select tenderer from this list recommended for award of the contract. The Tender Comparison Sheet shall be signed by the Director prior to subcontract award.
Subcontractors and Suppliers will be assessed on price and performance and approved on a project by project basis. An approved Subcontractor and Supplier list shall be compiled for each project.

Once approved for contract award, the Project Manager shall hold a Tender Review Meeting with the select subcontractor.

Tender Review Meetings (TRM) are held to:

- Clearly establish the Tenderer’s offer, ensuring all qualifications, clarifications and omissions defined and recorded by way of notation, and withdrawn in writing where required.
- Ensure the Tenderer clearly understands what is required of them under the terms of the contract and duly record same in the TRM.
- Determine any special work methods which may be required to carry out the contract works and record same.
- Acknowledge and execute contract specifics such as:
  d) Subcontract form
  e) Specific conditions
  f) Payment
  g) Safety, environmental & industrial
  h) Program, resources & performance requirements
  i) Variations, rates, plant & equipment, sub-subcontracting
  j) Execution by both parties, prior to formal contract

The executed TRM forms the basis of the Notice of Acceptance, and is bound into the ensuing Formal Instrument of Agreement.

**TENDER AWARD**

Once the Tender Comparison is approved and the TRM executed, the Project Manager shall issue the Notice of Acceptance (NOA) to the subcontractor, followed directly by the Formal Instrument of Agreement (FIA).

Upon receipt of the signed FIA from the subcontractor, the document is checked for validity, and executed by the Director (or authorised Project Manager) on behalf of Evans Built Pty Ltd. One copy of the executed subcontract is returned to the subcontractor for their records, with the original copy maintained on file. The appropriate data entry of subcontract details is undertaken within the company’s accounts and administrative function.

No payment may be made to any subcontractor without an original properly executed contract on file.

**SUBCONTRACTS PROCESS**

Refer to following flowchart for outline of subcontracts process.
SUBCONTRACTS PROCESS:

1. Tender reviewed & accepted for Subcontract
2. Tender Review Meeting TRM accurately completed by PM/CA.
3. Budget must be signed off by Director.
4. Drawings, Spec & other relevant documentation attached and package passed on to Administration.
5. Project Manager is responsible for chasing up subbies' insurances and SWMS prior to site commencement.
6. Admin to prepare subcontract based on information in the TRM.

At tender review the Project Manager must confirm that the subbie has:
1) QBCC Licence
2) ABN
Admin must confirm that contracting entity and licenced entity are identical.

A Notice of Acceptance missing in the system will result in the subcontract not being generated. Any contract documents handled must be returned for continued processing.

Subcontract master documents are prepared at job start up to reflect conditions of Head Contract. Project Manager is to approve project specifics. Current form of subcontract is AS4903

Admin Procedure:
- Check company name and validity of ABN & QBCC licence
- Prepare the Notice of Acceptance (NOA)
- Allocate subbie with an identifier (D File)
- Enter on Subcontract Register
- Add subbie to site list
- Distribute updated site list and copy schedules A & B to site.
- Scan & Email NOA to subbie.
- Send file copy to Accounts for data entry - identifier, terms, retention, cost code, insurances etc.
- Use NOA to immediately generate Formal Instrument (FIA).
- Issue one copy of FIA to subbie for execution (includes copy of NOA)
- Update Subcontract Register & Cheques.
- Check returned FIA, execute and scan to file.
- Email signed copy to subbie (post original if requested).
- Update Subcontract Register & Cheques.
- Executed hard copy to payments file.

The system flags any contracts that have not been executed.

Strict company policy is that a subcontractor shall not be paid until a signed contract is in place.

Subcontractors and Consultants lodging claims without contracts in place expose the company to the real risk of arbitration under the Payments Act which is not acceptable.

Project Managers are to ensure contracts are put into place as soon as trades are let.

This also allows for the checking of company details prior to work starting (thus avoiding the contracting of subbies with no licence).
SUPPLY CONTRACTS

Supply contracts will fall under the following categories:

- Major supply agreements with specific suppliers which are in place to accommodate all projects, ie: concrete supply, reinforcement supply, major plant etc. These agreements are prepared and administered by the Directors or their nominee.
- Purchase Orders for any other activity or purchase.

DIRECT SITE PURCHASES

The Site Manager may purchase from site to the authorities nominated by their Project Manager. Advice is to be forwarded to the office for cost processing.

PURCHASE ORDERS

The Purchase Order is used for materials only, or other transactions excluded from major supply agreements (eg. Material hire, plant hire, fees, etc.), and is completed by the Project Manager or Site Manager. Distribution of Purchase Orders is as follows:

- Yellow – Book Copy
- White – Supplier
- Pink – Evans Built Accounts

On no account are Purchase Orders to be used for Subcontract works or subcontract labour hire unless authorised by the Director.

The following procedures apply to the placement of orders:

- Prior to order placement, confirm whether material hire and/or services should be included in subcontract packages.
- A purchase order is to be prepared with all relevant information, including delivery instructions (including duration and return instructions), order value, item details, project number and cost allocation.
- Place the order (by telephone or email) with the supplier in a reasonable time to allow delivery within normal trading terms.
- Advise the supplier that the order number and project number must be quoted on their invoice.
- Email a copy of the order to the Site Manager for their information.

DELIVERY & VERIFICATION

Materials purchased for incorporation into the works should be checked on delivery against the purchase order to verify:

- That goods ordered comply with goods delivered
- That quantity ordered has been delivered
- That the goods are undamaged
- That Material Safety Data Sheets (MSDS) or information is included where applicable

Where damage is found or goods are incorrectly delivered they must be returned immediately.

Following receipt of the goods the site must forward the signed delivery docket to Head Office. All delivery dockets/copy orders when complete are to be sent to the accounts department.

Defective or faulty goods identified after delivery but prior to installation:

- Where goods have been found defective or faulty after delivery then these should be held on site until replaced.
• The site shall notify the Project manager of the complaint with goods supplied, who will notify the supplier accordingly.
• The Project Manager will arrange any contra-charge or credit note in accordance with the supply agreement.

Where it is a condition of the contract, the company shall arrange with the suppliers to afford the company and/or its client the right to verify, at source, the product or the service that is to be supplied in the company’s order. It shall be the responsibility of the Project Manager to arrange such visits.

**PURCHASE ORDER PROCESS**

**PURCHASE ORDER PROCESS:**

1. Purchaser Orders are raised for materials or plant hire.

2. All relevant details must be complete i.e. quantities, estimated price or quote, cost code, job number, delivery address. The more information the better.

3. Pink copy sent to Head Office for processing ASAP.

4. All paperwork must be sent to HQ weekly (at least) to enable prompt matching & processing and to minimize end of month queries.

5. Once an order is raised additional items must not be added at a later time. This is a huge problem which has serious consequences in the accounts department.

6. A "running order" for plant hire must be summarised or closed every week and the details sent to accounts.

7. Anyone who is not sure where to cost an item must check with the Project Manager. It is the PM’s responsibility to ensure job costs are correctly allocated & reported.

8. **New personnel** in particular must be aware of using job numbers on all documents and the importance of **correctly cost coding** orders.

The accounts department enters the purchase order against the job & cost code in the payment system.

The order is matched with delivery docket and invoices. All quantities & prices are thoroughly checked and reconciled before payment is processed.

**If the order is written correctly and processed straight away these queries are avoided and everyone is saved the time and hassle.**

Missing paperwork, cost codes, unmatched invoices all result in "queries” to be addressed by site.

**If you need to add items after an order is raised simply raise another order.** More orders with proper tracking are much better than one huge ugly order that can’t be reconciled.

Long term personnel are reminded to follow company procedures. A little time spent doing it right saves a lot of time trying to fix it later.
## SCHEDULE OF STANDARD REFERENCE DOCUMENTS

### Purchasing & Subcontracting Procedure

<table>
<thead>
<tr>
<th>DOCUMENT NAME:</th>
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<tbody>
<tr>
<td>Standard Subcontract Agreements &amp; Associated Documents</td>
<td>Eg: AS4903</td>
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<td>Tender Review Minutes (subcontractor)</td>
<td>CON003</td>
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<td>Formal Instrument of Agreement</td>
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<td>AS4903</td>
</tr>
<tr>
<td>Purchase Order Book</td>
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</tbody>
</table>
6.0 PROJECT DELIVERY PROCEDURE

To ensure the project is managed and controlled to complete each project to program, budget and quality, in compliance with specified requirements.

RESPONSIBILITIES

The joint Directors have the overall management responsibility for this procedure. The Project Manager is responsible to the Directors to ensure its implementation. The Site Manager, in liaison with the Project Manager, is responsible for specific on site construction activities.

The responsibilities for Design and Construct projects are referenced in the Design Development procedure (No. 7) which defines the interface between the design and construction processes.

The Project Delivery procedure covers the following processes:

- Project commencement
- Commencement of subcontract works
- Construction planning and progress control
- Monitoring of performance
- Non-conformance and Corrective Action Reporting
- Meetings with subcontractors
- Instructions to subcontractors
- Construction records
- Materials handling & storage
- Material identification and traceability
- Post contract maintenance
- Client supplied equipment
- Feedback on subcontractors and suppliers performance
- Occupational health and safety
- Industrial relations
- Site security
- Environmental control
- Project review meetings
- Project administration

PROJECT COMMENCEMENT

Handover Meeting

The first essential step in the planning of the projects is the project handover meeting. At this meeting the control of the project is handed over from the design and/or estimating section to the Project Manager.

The meeting is to be convened by the Directors.

The meeting is to be convened as soon as possible after the awarding of a contract.

The Directors will nominate the required attendees for the meeting.

Project Management Plan (PMP) Preparation

A Project Management Plan (PMP) is prepared by the Project Manager for each nominated project where appropriate, which incorporates the CSP, QMP, EMP, TMP, programs and other relevant documents as appropriate for the size and nature of the project. The Directors will determine the requirement of the PMP.

Permits, Approvals & Documents

It is the responsibility of the Project Manager to ensure that all permits and approvals required for the construction of the works are obtained.
Survey

The Site Manager must ensure that sufficient survey work is carried out to:

- Check site boundaries against contract documentation.
- Ensure that building works are correctly situated on the site in accordance with the contract documentation.
- Ensure that all building works are constructed true to line and level.
- Ensure that all work is constructed in accordance with the contract documents.

Dilapidation Surveys

A dilapidation survey of all adjacent private property and all surrounding land, structures, roads and paving is to be performed at the commencement of all projects, subject to the discretion of the Directors.

Existing Services

The Site Manager must ensure that the location of existing services is thoroughly searched with relevant authorities and a plan drawn showing all live services within and around the site boundary.

**COMMENCEMENT OF SUBCONTRACT WORKS**

Each subcontractor is notified in writing of their commencement date, in accordance with the period of notice stated in the subcontract (refer to Procedure No. 5 for process of Tender Review Meeting and Contract Award). Where a subcontractor is responsible for carrying out design, this process will be managed in accordance with the Design Management Procedure. Before the subcontractor commences work on site, the site Project Manager shall ensure that:

- All necessary insurances are in place
- All site safety documentation is in place

Upon commencement on site the subcontractor shall be taken though the induction program, prepared in accordance with the site Construction Safety Plan. This will make them aware of the safety issues and other important requirements relating to their own subcontract and to the overall contract.

Agreement is also to be reached with the subcontractor on the means by which the performance is to be monitored to ensure that the required standards are achieved. This is to include extent of control samples or mock ups, the responsibility for carrying out inspections, and the records that are to be maintained.

The Project Manager will ensure that a control sample is prepared for each significant construction element as required. Control samples should be approved by the Client/Architect prior to main work proceeding, and should be retained until completion of that operation as a reference.

Control samples can be either individual samples of material, or built samples comprising one or more materials, at the discretion of the Project Manager.

**CONSTRUCTION PLANNING AND PROGRESS CONTROL**

Site planning shall be a continuous activity and the process shall, as necessary, be supported by regular short and long term programming, as determined by the Project Manager.

Content of the programs shall be based upon discussions between the Project Manager and Directors, and subcontractors and suppliers, where applicable, with distribution restricted to appropriate members of the construction team and selected external sources.

All programs shall be formulated in a standard company format and shall incorporate relevant key dates, a unique reference, date prepared and program title. The issue and distribution of programs is to be recorded either on the project Document Control Register, or in correspondence/meeting minutes as appropriate.

On a monthly basis the Project Manager will report the status of the project at the Construction Meeting, or as determined by the Directors.
MONITORING OF PERFORMANCE

The Project Manager shall monitor the performance of each subcontractor and ensure that:

- The subcontractor is aware of the program to which he is to work
- The requirements of the contract documents are being met
- There is adequate coordination with other trades
- The subcontractor receives all updated information
- The subcontractor is regularly reminded of available work which can be progressed and can provide resources to match his ability

All work undertaken by subcontractors is to be subject to inspection by the subcontractor which may include Checklists or the subcontractors own quality system.

Subcontractors must demonstrate they are maintaining progressive inspections of their own works to ensure quality control. Checklists are to be forwarded to appropriate subcontractors and returned progressively throughout the project.

Evans Built is responsible for ensuring that the required quality is progressively built into the project. The Project Manager will ensure the quality of work is checked by Evans Built for compliance by sufficient inspections from the Site Manager, or the Project Manager’s nominee.

Progressive Inspection Checklists are developed for high risk quality trades which may be completed jointly with the subcontractor to aid the inspection process.

Client representatives and product experts may also be used to aid the inspection process.

Suitable records of the inspection process as determined by the Project Manager in liaison with the Directors are to be maintained.

Final Inspections

As separate areas or packages are nearing completion, final inspections must be carried out as follows:

- Punch listing and rectification by the subcontractor prior to handover
- Final verification by Evans Built including availability of required records and close out of all deficiencies or punch list items.

Inspection and Testing Responsibilities

Evans Built and subcontractor’s supervisors are jointly responsible for ensuring that the specified requirements are being progressively built into the works. In practice this means:

Subcontractors:

- Provide the first level of quality control for all works within their subcontract.
- Review drawings, specifications and other relevant documents to become familiar with all requirements.
- Prepare suitable procedures, work instructions, checklists and inspection and test plans that are necessary to plan and progressively check the works in order to prevent the occurrence of defective work.
- Methodically use those documents and maintain all necessary records.
- Carry out inspections of complete work and prepare punchlists of defective work and omissions and rectify prior to handover to Evans Built Pty Ltd.

Evans Built Pty Ltd:

- Monitor the subcontractors own quality control activities.
- Ensure all inspections and tests required by the contract are summarised on the relevant documents and are carried out and that adequate notice is given.
- Carry out inspections and/or tests as considered necessary to supplement the subcontractor’s quality control.
• Ensure that evidence exists to show that all materials and equipment being incorporated into the works are of an approved type.
• Ensure that methods are in place to suitably protect all materials and equipment that are to be built into the project during handling, delivery and storage.

**Inspection and Test Plans**

Evans Built will develop and complete Inspection and Test Plans relative to the contract requirement and where the Directors deem the level of quality may be improved through the absence of other quality controls.

**NON-CONFORMANCE AND CORRECTIVE ACTION REPORTING**

The company will record and monitor the corrective actions resulting from Inspections, Incident Investigations, Audits and the suchlike. The CAR process includes setting completion dates, and assigns responsibility for the implementation and review of the effectiveness of the CAR.

The purpose of recording is to provide a formal mechanism for notifying the following:

- Activity or process in which an individual or subcontractor is in breach of their Safe Work Method Statement, or Site Rules.
- The display of an unsafe practice in which an individual or subcontractor put themselves and other personnel at risk of harm.
- An attitude which is threatening or abusive to site personnel.
- A breach of any Environmental or Quality requirement of the site.
- Any other item of non-compliance deemed appropriate that may have an adverse effect on the company’s operations involving subcontractors, suppliers or workers on site.

**Construction Site**

Corrective Actions resulting from Safety Breach Notices, Incidents, Audits and Inspections and the suchlike shall be managed by the project team, and referred to the corporate Construction Meeting for review, where the issue is of a recurring nature or significant and my impact on other projects. The Project Manager or their nominee is responsible for implementing and reviewing the effectiveness of the Corrective Action.

**Corporate Review**

A Performance Improvement Register will be maintained for Audits, Incidents, Government Notices and the suchlike of which will include items requiring Corrective Action, where in the opinion of the IMS Representative the item requires consideration in view to improvement of the IMS, and subsequent review in the Management Review Process. The IMS Representative in liaison with the Directors are responsible for ensuring the Corrective Action process is implemented correctly, and Corrective Actions are reviewed appropriately for effectiveness.

**Non-Conforming Subcontract Works**

Nonconforming work, where the workmanship of subcontractors does not meet the specified requirements, is to be formally notified to the subcontractor using a site instruction direction or formal means of communication. The issues are actioned as follows:

- **a)** Minor discrepancies requiring simple reworking by the subcontractor are to be actioned by mutual agreement as part of the construction process, recorded on checklists or similar records.
- **b)** Major discrepancies requiring formal corrective action are to be resolved at a meeting with the subcontractor’s management, and attended by the Project Manager, and Directors if appropriate. At this meeting appropriate remedial actions are agreed and recorded. The remedial action may consist of:
  - Application to the Client for a concession to accept the work, with repairs carried out where necessary.
  - Rejection, removal/disposal and replacement.

The meeting shall also agree appropriate action to prevent recurrence of the non-conformance.
Non-Conforming Materials

Materials that have been supplied by Evans Built Pty Ltd, but which are found not to conform to the specified requirements after use in the construction process, shall be reported to the Project Manager. Remedial action is discussed, agreed and recorded, to consist of one of the following:

- Replacement with materials of the correct specification where practical to do so.
- Agreement of a concession with the client to use material of a different specification.
- Reworking of the nonconforming material to meet the specified requirements, subject to agreement with the Client/Design Team.

MEETINGS WITH SUBCONTRACTORS

Progress meetings are held with each key subcontractor at the frequency determined by the Project Manager, and as influenced by the nature of the project.

All meetings should be chaired by the Project Manager or their designated representative.

A formal record is to be retained where appropriate.

INSTRUCTIONS TO SUBCONTRACTORS

All general instructions to carry out work or specific instructions arising from a failure to meet subcontract conditions, including quality, performance or safety requirements, which could result in contra charging if not completed satisfactorily by the subcontractor, are to be issued on a Site Instruction to the subcontractor.

Other instructions may be communicated in the form of written correspondence where necessary if the aforementioned can not be used.

All Site Instructions of major consequence to be approved by the Project Manager before issue.

CONSTRUCTION RECORDS

The actions arising from an instruction received from the Client/Architect/Consultant shall be reviewed by the Project Manager to determine the most appropriate method of record keeping in order to assess the effects of any instruction particularly where it constitutes a variation to the contract.

These records may include:

- Construction checklists or other inspection records
- Daywork sheets
- Site Diary entries
- Photographs
- Specific records deemed necessary to identify the work associated with a particular instruction.

The Site Manager shall ensure that a Site Diary is maintained on a daily basis, to record, as a minimum, the following information:

- general description of weather
- all significant visitors to the site
- a report on work completed during the day or problems encountered
- specific incidents that have occurred on site, such as new activities commencing, work completions, major deliveries, and labour of material absences or shortages.
- progressive inspections
- safety matters, i.e. accidents

The diary is to be completed by the Site Manager.
HANDLING AND STORAGE OF MATERIALS

The Site Manager will ensure that materials are handled, stored and controlled on site in accordance with the contract specification, relevant technical literature and good construction practice. Consideration should be given at all times to health and safety aspects as defined and detailed in the site Safety Plan.

Adequate storage areas are to be prepared prior to receipt, and materials protected whilst in storage to prevent damage or degradation.

The Site Manager will monitor that subcontractors’ materials are handled, stored, controlled and protected in accordance with the contract specification, relevant technical literature and good construction practice, and will notify the subcontractors of any deficiencies by means of an Instruction.

MATERIALS IDENTIFICATION AND TRACEABILITY

Materials and equipment to be built into projects and related documents and records must be clearly and consistently identified to drawings and specifications. It may also be necessary to trace some materials and equipment to a specified source. All purchases shall ensure the relative job number or other positive identification of the product is noted on the purchase order or procurement document.

It is an Evans Built requirement that all concrete pours that are carried out on site shall be recorded on the Concrete Pour Log, giving details of the delivery dockets for the concrete that is used to identify for traceability, the concrete used and the area in which it was placed.

POST CONTRACT MAINTENANCE

The Project Manager is responsible for the effective management of defects after the building has reached practical completion and been handed over to the Client or otherwise determined by the Directors.

CLIENT SUPPLIED EQUIPMENT

The Site Manager is responsible for the storage and maintenance in good condition, of client supplied material and equipment.

The Site Manager or his delegate shall inspect the material and/or equipment, on receipt, for damage and conformance. Any damage shall be noted and brought to the attention of the client, by way of a Non-conformance report.

Should damage occur to the client supplied equipment whilst under the control of the Company, the Site Manager shall inform the Project Manager of the damage. Depending on the nature of the damage, corrective action and responsibility for corrective action shall be agreed between the Project Manager and the client. The Site Manager or his delegate shall also positively identify client supplied equipment as it is tendered to ensure that it is traceable among the other equipment being stored or being held as samples by the Company and identified.

FEEDBACK ON SUBCONTRACTOR AND SUPPLIER PERFORMANCE

Each month, the performance of the subcontractors and suppliers on each project will be assessed by the Project Managers and any adverse reports will be raised at the Construction Meeting for referral to the Management Review Meeting.

OCCUPATIONAL HEALTH & SAFETY

Refer to Procedure No. 8 for specific reference to all matters in relation to Occupational Health & Safety.

INDUSTRIAL RELATIONS PROCEDURES

Evans Built Pty Ltd is committed to creating and maintaining good Industrial Relations on all its Projects.
This is to be achieved by observing all relevant current Legislation, Regulations and Company Workplace Agreements and by ensuring that our subcontractors and suppliers undertake to do the same.

The Project Manager has primary responsibility for ensuring that this policy is enforced on the Project. However, given the complexity and sensitivity of Industrial Relations, all queries or matters arising must immediately be referred by the Site Manager/Project Manager to the Directors.

**SITE SECURITY PROCEDURES**

The Site Manager is responsible for ensuring that the site is maintained in a reasonable secure condition at all times.

This requires a clearly defined site perimeter, enclosed by hoarding or fencing wherever practical.

All gates should be lockable, and must be unlocked in the morning, and locked in the evening, by a member of staff authorised to do so by the Site Manager.

**ENVIRONMENTAL CONTROL**

Refer to Procedure No. 9 for specific reference to all matters in relation to Environmental Management.

**PROJECT REVIEW MEETINGS**

Project Review Meetings are to be conducted for all Project Managers, at a time nominated by the Directors.

It is normal for monthly review meeting to be held with the Client and/or Design Team to review progress. A Contractor’s report is produced, if necessary, for this meeting, containing a summary of progress against the master Construction program and a summary of information agreed with the Client.

The meeting will follow the items set out in the Report, and relevant points arising from the meeting will be recorded. After the meeting the Report will be distributed to all attendees, who are required to take any actions noted prior to the next meeting. The Report will provide the basis of the monthly report by the Project Manager to the Directors.

**PROJECT ADMINISTRATION**

Numerous corporate processes are in place to maintain effective administrative controls for all contractual requirements with Clients and Subcontractors. The processes include the following, and are omitted from the IMS Manual.

- Head Contract Variation
- Subcontract Variation Adjustment
- Subcontract Backcharges
- Default by Subcontractor
- Extension of Time Claims
- Head Contract Progress Claims
- Subcontract Payments
- Cost Reports
- Cash Flow Forecasts
- Settlement of Subcontract Accounts
## SCHEDULE OF STANDARD REFERENCE DOCUMENTS

### Project Delivery Procedure

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<td>Quality Inspection Checklists (High Risk Trades)</td>
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</tr>
<tr>
<td>NCR-CAR</td>
<td>CON039</td>
</tr>
</tbody>
</table>


7.0 DESIGN DEVELOPMENT PROCEDURE

The development of the design for a Design & Construct contract is managed by the Director, or their nominee for that contract, who will be responsible for establishing and controlling the following processes:

- Control of design within the cost plan
- Method of procurement and compatibility with the design
- Study of and subsequent adherence to the Client’s brief
- Drawing details - efficiency and practicability by the consultants
- Client specification relevancy and clarity and conflicts with contractual clauses
- Trade specifications and package clarity
- Programmed timings

These processes will follow the general principles outlined below, but additional details will be provided in the Project Plans, if appropriate.

An initial meeting is to be held with the Design Team in order to establish or confirm where previously agreed the Schedule of Drawings and specifications.

- Information Release Dates
- Information Required from Client – Design Program

Progress of the Design Team will subsequently be monitored against the drawing schedules/design program/information schedule.

Design Review meetings will be held periodically as defined in the Project Plan or in accordance with the standard agenda. They will be chaired by the Director.

The Design Team may also be required to submit regular progress reports.

Design responsibilities are to be clearly defined, including the detailed design required by sub-contractors and suppliers for specific work packages.

An Information Required Schedule may be prepared, where relevant, to identify the timescale over which information is to be made available by either the Client or the Design Team. This Schedule will be monitored at subsequent Design Team or Client Progress meetings.

Where appropriate the procurement program may be utilised as the design program to identify key dates by which information is to be made available.

A Project Control Group may be established for the project. Its primary role will be to provide a forum for senior management/staff of respective parties to monitor, review and control all major decisions made on the project, in order to attain successful completion within any given constraints.

The Project Control Group core membership will include senior representatives of the following as determined by the Director.

- Representative from Client
- Representatives of the Evans Built Project Team
- Design Team Consultants

The Project Control Group will normally meet on a monthly basis or more frequently as required.

The parameters, specifications, standards, statutory requirements and other criteria upon which the ensuing design is based, are to be clearly defined in statements produced by each Design Consultant or Design Sub-contractor for the element of design for which they are responsible.

A schedule of samples is to be produced identifying the original specification, noting the type of sample required, and how it is to be presented and inspected.
**DESIGN INPUT**

The design input is the gathering and correlation of all the requirements of the Client’s brief and the regulations and standards that apply. The external design consultant is responsible for gathering this information.

**DESIGN OUTPUT**

The design output shall be all the requirements of the design input, including all necessary regulatory authorities’ requirements. Any problems that are found during the design stage shall be discussed fully with the design team and the Client.

Project outputs shall be documented by means of models, budgets, sketches, drawings, specifications and reports which are compatible with the project planning requirements.

Project design control on larger projects may require the work to be separated into several phases. These may include:

- Feasibility/site evaluation.
- Design.
- Pre-construction.
- Construction.
- Post construction.

Project outputs are to be reviewed through the design meetings and in some cases through the site meetings. Any problems or irregularities found during the design shall be brought to the attention of the Director or their nominee, who in deliberation with the Design Authority, where deemed necessary shall resolve the problem.

The output from the Design Team is to conform to the following wherever possible:

a) All drawings should be presented on A0, B1, A1, A2, A3 or A4 format. (A1 is the preferred format)

b) All drawings should carry clear identification to indicate the precise area of work to which the drawing refers

c) All revisions to drawings or documents should be:
   - noted and described in the revisions column of a drawing or contents page of a document
   - highlighted on the drawings or text (e.g. by ‘clouding’ or ‘ballooning’, annotated with the relevant revision suffix). If the drawing or document is subsequently revised, all highlighting relevant to previous revisions should be removed for clarity.

d) All drawings must be fully dimensioned with all dimensions and calculations given in S1 units.

e) All drawings must clearly state the scales used, and note the full size of drawing format appropriate to the scale.

f) The Architect is nominated the Principal Consultant, unless otherwise nominated by Evans Built, and all drawing formats shall conform to the Architectural layouts.

Drawings and specifications are to be issued under cover of a transmittal sheet, containing the following information:

- the transmittal sheet number and date of issue
- the titles and reference numbers of the drawings or specifications
- the status of the drawings or specifications
- the format and number of copies issued

Drawings and specifications are to have been checked for accuracy by the relevant consultant prior to issue, and there should be a record on the document, or elsewhere, that this check has been carried out.

The Consultants documents are to be design checked and approved by the Consultant prior to release to Evans Built.
All design information issued by Design Consultants or Subcontractors is to be controlled. This will include:

- Control register to record receipt and subsequent distribution of drawings, specifications, programs and any other information for which a distribution record is required.
- Requests for Information, through which additional information or clarification of information already received, is requested.

**DESIGN VERIFICATION**

Designs shall be verified by the external design consultancies engaged for the respective project or as a review involving the Client, Project Manager or his nominee, Design Authority and Director or his nominee. Design verification shall be established by means of control measures such as:

  a) Checking the design calculations.
  b) Carrying out alternative methods of checking the calculations.
  c) Comparing the design with a similar proven design.

If there is a non-conformance with the services then the Director or his nominee shall raise a Corrective Action for the non-conformance, in the form of documentation deemed appropriate (facsimile, email etc.).

**DESIGN VALIDATION**

Evans Built shall ensure during the progress of the works and on completion of the project the constructed works comply with the documented requirements of the project.

Where appropriate, Consultants will be engaged to conduct progressive site inspections as nominated by Evans Built.

**DESIGN REVIEW & APPROVAL**

During the development of the design, initial drawings may be distributed to interested parties for discussion/comment. These drawings are to be stamped "Preliminary" or "For Information Only".

The system by which all subsequent design output (drawings, specifications, calculations etc.) is to be circulated for comment/approval, is to be as defined in the Project Plan or as determined by the Director. This will establish the format and procedure for comments to be communicated ensuring the design output is documented and recorded.

Potential risks are to be identified and reduced by examining the scope and completeness of design.

Design documentation is approved by the respective design consultancy prior to release, and by the Director or his nominee during the design review process. All documentation released for construction is controlled through a document transmittal record.

All design drawings issued to construction sites as “preliminary” are deemed to be “for construction” unless specifically noted otherwise. This does not apply to Construction Only projects where Evans Built are not responsible for the Design process.

**DESIGN CHANGES & QUERIES**

Changes to the design may be required to suit "as built" conditions, changes of requirements by the owners or change of tenancy. Such changes or modifications shall be recorded and the relevant drawings revised and approved by the same authority as the original design.

Where the Client requests a change to the project the Director or his nominee in conjunction with the Project Manager shall identify the likely cost of making the change and notify all members of the design team that will be affected by the change. (Major changes shall be reviewed by the Director).

The line of communication for design queries shall be Site Management to Project Manager, and Project
Manager to Director or Design Consultant, appropriate to the query raised. All design queries shall be documented in the form of facsimile, email, correspondence, RFI or other form of transmittal.

Site Management shall formerly advise the Project Manager of outstanding design issues impacting on the progress of the project. This shall be confirmed via the RFI summary process.

**SUBCONTRACTOR DESIGN**

Subcontract design is not the preferred option.

The design responsibilities of subcontractors are to be clearly identified within the subcontract enquiries and orders. The procedure/program for the production of design is to be agreed at the subcontractor interview.

The subcontractor design period/program is to be consistent with the overall procurement and construction programs.

Subcontractors will submit drawings for comment/approval as defined in the Project Plan. This will define the format and procedure for comments to be communicated.

All Subcontractors will be required to provide certification of the design, and “As Constructed” drawings and documentation as appropriate.

When the Director or his nominee deems the drawings or other information satisfactory, they are to be issued for construction. The drawings are to be signed off to confirm that they have been checked for cost, time and quality criteria.

**SAFETY IN DESIGN**

The purpose of this procedure is for the Design of the Project to:

- Design for safe construction
- Design to facilitate safe use
- Design to facilitate safe maintenance and repair

And to either eliminate workplace health and safety hazards at the design stage of the project, or control the risks as early as possible in the planning and design of the project.

The procedure is controlled and driven by the Director, who adopts the principles of Risk Management, and a systematic process enabling continuous improvement in decision making and Workplace Health & Safety performance. The process involves the development of design through identification of hazards and consideration of risk, and appropriate control measures within the facility life cycle stages.

The process involves the continual communication and consultation with the Client, Evans Built Consultants, and the Evans Built Construction team until finalisation of the Design and Construction of the facility.

Any potential changes during the Construction phase will be in consultation with the Client and Construction team to ensure they do not increase workplace risk.

**Safety in Design Risk Management Process**

Design Risk Management documentation will be developed identifying the hazards that may arise from the project’s intended purpose before the design is developed.

The DRMS ensures that broad groupings of workplace hazards are identified before design scoping begins. The Director/Project Manager, in liaison with Evans Built Design Consultants, decide which hazards are applicable to the project and should be considered in the design process. Consideration is then given to possible ways the hazards can be eliminated or controlled.

The Director/Project Manager shall facilitate an effective and collaborative relationship with the Client during this process to enable consideration of the activities and tasks intended to be carried out within the project facility (buildings and structure etc) when it becomes a workplace, including the tasks of those who maintain, repair, service or clean the facility as an integral part of its use as a workplace.
Once the DRMS has been completed, a systematic risk management process is conducted. This process will include the following principles:

- Identification of hazard
- Assessment of the risk resulting from the hazard
- Establishment and implementation of control measures
- The monitoring and review of the process

More specifically the process shall determine how the hazards are eliminated or controlled by either:

- Applying the BCA, Australian Standards, guidelines from existing recognised statutes or other documentation, or
- By applying risk management techniques where no suitable guidelines or solutions are found in the Standards.
- Review of Design solutions for Workplace Health & Safety risks with the Client, Construction team and any other involved party.
- Finalisation of Design and agreement with the Client.

The Design Risk Management process will be monitored and reviewed through Design Meetings and minuted accordingly.

**SCHEDULE OF STANDARD REFERENCE DOCUMENTS**

**Design Development Procedure**

<table>
<thead>
<tr>
<th>DOCUMENT NAME:</th>
<th>DOCUMENT NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Review Meeting</td>
<td>TBA</td>
</tr>
<tr>
<td>Design Program</td>
<td>TBA</td>
</tr>
<tr>
<td>Project Plan</td>
<td>TBA</td>
</tr>
<tr>
<td>Document Central Register</td>
<td>TBA</td>
</tr>
<tr>
<td>Design Risk Management Documentation</td>
<td>TBA</td>
</tr>
</tbody>
</table>
8.0 OCCUPATION HEALTH & SAFETY MANAGEMENT PROCEDURE

SCOPE OF OHS MANAGEMENT SYSTEM

Evans Built Occupational Health and Safety Management System (OHSMS) has been developed in accordance with AS/NZS 4801:2001 “Occupational Health and Safety Management Systems”, and the Queensland Work Health and Safety Legislation. The system is an integral part of the company management process and is further supported by Evans Built Integrated Management System complying with AS/NZS ISO 9001-2008.

The OHSMS documentation is developed to support and demonstrate the Company’s commitment towards a safe working environment and safe work practices on all Construction Sites and Workplaces controlled by Evans Built, and to support the process of continued improvement.

All Employees, Subcontractors, Suppliers and the like are encouraged to embrace Evans Built proactive policy towards OHS Management, to achieve a safer and more enjoyable work environment. Consistent with this belief, Evans Built commits to doing all that is necessary to ensure that any person associated with our business activities is not exposed to unnecessary risk to their health and well being.

The following refers to numerous functions and processes contained within the scope of the OHS system. They describe the controls to be exercised on the specific aspects of the Company’s operation to ensure the successful compliance and delivery of the OHSMS, and the achievement of the Company objectives.

- OHS policy
- Policy objectives and targets
- OHS management responsibility
- Project pre-planning
- Measurement, analysis and improvement
- Senior management commitment
- Management review
- Management plans
- Purchase of goods and services
- Safety in design
- Workplace consultation, representation and participation
- Training and induction
- Workplace incident and investigation
- Resolution of OHS issues
- Inspections and audits
- Planning and management of risk
- Management of plant and equipment
- Emergency preparedness and response
- Housekeeping, amenities and hygiene
- External regulatory documentation
- Legislative duties of principal contractor
- Legislative duties of subcontractors, workers and others
- Non compliance and corrective action reporting
- Rehabilitation
- Counseling and disciplinary procedures
- Project safety rules
- Management of common hazards, risks and control measures
- Management of high risk activities
- Document control

The strategies for the implementation of the policies and procedures to achieve the effective safety management of the Construction Site and Workplace operations are referred within this procedure and the
QSE Integrated Management System.

**RELATED DOCUMENTATION**

- QSE Policy (incorporates Occupational Health and Safety Policy)
- Objectives and targets register
- Integrated Management System Procedure
- Document and Record Control Procedure
- Contract and Tender Management Procedure
- Purchasing and Subcontractor Procedure
- Human Resources, Training & Competency Procedure
- Project Delivery Procedure
- OHS and Environmental Compliance Register

**OHS PROCEDURE**

**OHS Safety Policy**

The Evans Built Occupational Health and Safety Policy is founded on the belief that the well being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed by us or on our behalf.

The OHS Policy is incorporated within the QSE Integrated Management System Policy and is included within Part One – Policy.

**Objectives & Targets**

Evans Built has established specific objectives and targets for the OHS performance of the Company at varying levels of the Organisation. A number of the objectives and targets are included in the company’s schedule of objectives and targets and monitored through the Management Review Meetings.

**External Regulatory Documentation**

Evans Built maintains an OHS and Environmental Compliance Register which contains a directory of the current version of all Acts, Regulations, Codes of Practice and Standards which relate to the company’s activities. The information is accessible by all personnel.

The register generally incorporates the Company’s mandatory statutory requirements for OHS compliance within Queensland for its construction operations, including the following:

- Queensland Work Health & Safety Legislation 2011
- Queensland Codes of Practice
- Australian Standards
- Supplementary Legislation and Documentation

The documents are regularly reviewed by the IMS Representative and updated to reflect current status.

**Organisation Structure & Responsibility**

The organisation chart setting out the organisation structure of Evans Built is referred within Part One – Policy.

The management responsibility for securing adherence to the Company’s Occupational Health & Safety Policy is through a management representative who, irrespective of other duties, has defined authority and responsibility for ensuring that the requirements of this OHS Policy are implemented and maintained. The Directors fulfil the role of the Management Representative.

The Health & Safety Objectives are established by the Directors.

Employees are responsible for advising their respective Manager or Supervisor of any conditions which are adverse to the OHS Management System.
The Director is responsible for the overall performance of the company’s health and safety management. The general responsibilities for key staff engaged on the project are as follows:

**Director**

The Director is assigned the general responsibilities of monitoring the performance of the Occupational Health & Safety Management System of the project. The duties include, but are not limited to:

- Provide and allocate sufficient resources to successfully implement and maintain the Evans Built Pty Ltd Health & Safety Management System.
- Be aware of the current legislation and duties of Evans Built Pty Ltd in the area of occupational Health & Safety.
- Implement appropriate safety management systems that maintain a high level of safety commitment.
- Review Health & Safety performance within Evans Built and reprimand any member of the project who fails to discharge their duties as set by the responsibility and accountability statements.
- Ensure a system is established which will distribute pertinent information about Health & Safety.
- Instigate a system which will ensure all Subcontractors are required to comply with the Evans Built Pty Ltd health & safety management requirements and Health & Safety legislation.
- Implement Continuous Improvement.
- Measure and evaluate the achievement and objectives of the company’s health and safety management procedures.

**Project Manager**

The duties of the Project Manager generally include but are not limited to:

- Develop a firm knowledge and understanding of the Workplace Health & Safety legislation.
- Ensure Subcontractors are assessed on their Health & Safety performance prior to, during and after completion of the project.
- Implement the Evans Built Pty Ltd health & safety management requirements on individual projects.
- Develop a site Construction Safety plan for each project.
- Provide guidance, motivation and resources which are required to achieve the safety goals and initiatives outlined.
- Resolve any disputes which may arise over Workplace Health & Safety issues on site.
- Monitor and review procedures and systems so that an optimum level of safety is maintained and adhered to at all times.

**Project Safety Officer (where required – otherwise defers to Site Manager)**

- To tell the Project Manager/Site Manager/Foreperson about the overall state of Health & Safety at the workplace.
- To conduct inspections at the workplace to identify any hazards and unsafe or unsatisfactory workplace Health & Safety conditions and practices.
- To report to the Project Manager/Site Manager/Foreperson any hazard or unsafe or unsatisfactory workplace Health & Safety practice identified during inspections.
- To establish appropriate educational programs in workplace Health & Safety.
- To investigate, or assist the investigation of, all work injuries, work caused illnesses and dangerous events at the workplace.
- To help inspectors from Workplace Health & Safety Queensland in the performance of the inspector’s duties.
If any work injury, work cause illness, dangerous event or immediate risk to workplace Health & Safety at the workplace happens – to report the injury, illness, event or risk to the Project Manager/Site Manager/Foreperson.

To help in the implementation of the Evans Built Pty Ltd Health & Safety requirements at every level.

To set up proper recording mechanisms so that relevant safety information is properly compiled and easily accessible at the workplace.

To constantly monitor and review whether the correct safety procedures are being followed and to advise all levels of management of any deficiencies that may arise from time to time.

To provide technical advice to Evans Built Pty Ltd at all levels on Health & Safety matters.

**Site Manager**

- Organise work to ensure compliance with Evans Built Pty Ltd Health & Safety requirements.
- Plan, organise and instigate recording procedures for inductions, injuries, accidents and the issuing of personal protective equipment where necessary.
- Report to the Project Manager any hazardous areas that require rectification and which cannot be rectified in the normal course of duties.
- Conduct daily and weekly inspections and maintain a record of areas which need attention as well as supervising what corrective action was taken in those areas.
- Work closely with the Safety Management team in ensuring a commitment to working safely and provide information, instructions and supervision to everyone on the project.
- Organise and develop an appropriate Safety Committee for the project. Maintain accurate minutes of each meeting and instigate checking procedures to ensure the areas notified are rectified as soon as possible.
- To liaise and work with the Project Manager in investigating and reviewing all serious or dangerous occurrences, and to ensure accident reports are properly documented with appropriate corrective action taken where required.

**Employees**

- To know and work in accordance with the Evans Built Pty Ltd Health & Safety requirements.
- To cooperate and comply with all safety instructions given by the site’s safety management team.
- To immediately notify the Project Safety Officer/Site Manager/Foreperson or Supervisor of any unsafe situation and not to work in any way that could endanger themselves or their fellow workers.
- To use appropriate personal protective equipment where required and to report any breakages or failures that need replacement or rectification.
- To suggest ways of eliminating hazards and improving workplace Health & Safety.

Specific job roles are additionally referred within the Construction Safety Plan including Subcontract workers and others.

**Communication**

Evans Built will ensure all matters regarding the OHS Management System are satisfactorily communicated on their construction sites, within their workplaces, and to external parties as required. This will be completed by numerous processes contained within the Project Delivery Procedure and Integrated Management System at all levels of the company’s activities and include:

- Construction Safety Plan
- Site and workplace induction process
• Site and workplace formal and informal meetings
• Tool box talks
• Formal Subcontract and Head Contract documentation
• Contract and employee performance reviews

The IMS Representative will ensure that any changes to OHS Management System procedures as a result of Process Improvement action or recommendations made during communication with Evans Built and other stakeholders are documented, and that relevant staff are made aware of the changes.

**SENIOR MANAGEMENT COMMITMENT**

The Directors and Project Managers shall demonstrate commitment to all projects through regular visitation and input.

The Directors shall conduct visits of projects, particularly where deemed to be high risk (where geographically practical) to provide input into the Site Inspection process and demonstrate Evans Built continual improvement towards OHS. The visits will be conducted on a regular as required basis, or when deemed specifically appropriate.

The inspections of the site will involve interviews with workers and will address any main site risks or concerns with Evans Built team members. Key performance indicators may also be reviewed and include items as follows:

• Effective housekeeping controls
• Effective Traffic Management Plan
• Safety Committee Meetings and attendance

**PLANNING & MANAGEMENT OF RISK**

The following refers to the application of the Risk Management process on construction sites and specific criteria involved.

**Risk Management**

Risk management is a critical element of the Evans Built OHS Management System. The Evans Built OHS Policy commits to proactively managing risk to maintain a safe work environment. This is to be achieved through the adoption of a systematic approach to the identification and control of potential operational risks.

**Risk Management Process**

Evans Built will identify the significant risks associated with its operations and put controls in place to minimise the risk. All Evans Built employees and contractors will be involved in the risk management process at a level of complexity appropriate to their role. The general method for performing this is outlined in the following flow chart.
Applying the Risk Management Process

To effectively apply this process Evans Built will progressively conduct a review of its activities to identity the core operational risks impacting on personnel safety in the performance of these activities.

Controlling the Risks

Risk Management is an ongoing process. Reviews are undertaken to check for new hazards and risks on a regular basis, particularly at the following times:

- Starting a new project
- If current control measures are not effective
- Work activity involving risk where control measures are not in place
- If an incident, near miss or accident occurs

Regular consultation with workers, health and safety representatives and industry groups is conducted to help achieve better health and safety outcomes.

The identification of hazards is achieved through numerous processes including:

- Regular inspections of work activities and locations
- Talking to workers and safety representatives
- Safety committees
- Formal safety audits and inspections
- Record analysis
- External reference
- Feedback

Minor risks are attended to immediately without formal risk assessment being completed. Should a formal risk assessment be required, the risk management process is continued and the risks assessed.
Pre-Project Risk Assessment

Prior to a construction project or other significant work activity commencing, hazard identification and assessment is to be undertaken and a Pre-Project Risk Assessment completed. The Pre-Project Risk Assessment is to consider and evaluate the existing site conditions and known construction requirement, and establish the control measures required for the project. Results of this process are to form the basis of the Construction Safety Plan (CSP) and the requirement for specialist Work Method Statements during the progress of the works.

The hazards are subject to further review and implementation of appropriate control measures during the progress of the works. The Pre-Project Risk Assessment is included within the Construction Safety Plan.

High Risk Construction Work

The ‘High Risk Construction Work’ as defined by the Queensland Work Health and Safety Legislation is identified for the Project and is referred with the Construction Safety Plan.

Site Specific Risk Assessment

Where a Regulation or other statutory requirement prescribes specific control measures to be adopted for specific risks, these controls will be regarded as a minimum requirement. Where a potential risk has been identified and a regulatory control is not specified, the ‘Risk Management Process’ will be applied in accordance with the Risk Management Procedure. The ‘Risk Management Process’ is documented for application on Construction Sites and general workplaces on Documents QSE011 and QSE012.

The following methodology has been applied within the process:

Step 1: Identify Hazard

Identify the hazards which have the potential to cause harm.

Step 2: Assess the Risk

Assess the risk associated with the hazard, and the likelihood that death, injury or illness may occur because of the hazard. The assessment of the risk requires both likelihood and consequences to be considered.

Risk Assessment Method:

- Estimate the likelihood of an incident occurring at the workplace, bearing in mind existing control measures;
- Estimate the consequences of an incident occurring at the workplace, bearing in mind existing control measures;
- Combine the likelihood and consequence estimates to rate the risk.

Use the following scale to nominate the likelihood of an incident occurring:

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very likely</td>
<td>Could happen frequently</td>
</tr>
<tr>
<td>Likely</td>
<td>Could happen occasionally</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Could happen, but rarely</td>
</tr>
<tr>
<td>Very Unlikely</td>
<td>Could happen, but probably never will</td>
</tr>
</tbody>
</table>

Use the following scale to nominate the consequences of an incident occurring. This requires a judgement on the severity of the potential outcome:
Consequences

<table>
<thead>
<tr>
<th>Extreme</th>
<th>Death or permanent disablement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Serious bodily injury or serious work caused illness</td>
</tr>
<tr>
<td>Moderate</td>
<td>Moderate injury or illness requiring casualty treatment</td>
</tr>
<tr>
<td>Minor</td>
<td>Minor injury or illness requiring first aid only, no lost work time</td>
</tr>
</tbody>
</table>

The level of risk is determined by the relationship between likelihood and consequence, and is represented by the following matrix:

Risk Priority Chart

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>How likely could it happen?</td>
<td>How severely could it affect health &amp; safety?</td>
</tr>
<tr>
<td></td>
<td>EXTREME: Death or Permanent Disablement</td>
</tr>
<tr>
<td>VERY LIKELY: Could happen frequently</td>
<td>1</td>
</tr>
<tr>
<td>LIKELY: Could happen occasionally</td>
<td>2</td>
</tr>
<tr>
<td>UNLIKELY: Could happen but rare</td>
<td>3</td>
</tr>
<tr>
<td>VERY UNLIKELY: Could happen but probably never will</td>
<td>4</td>
</tr>
</tbody>
</table>

The chart provides a means of ranking the risks. The scores (1 – 7) in the Risk Priority Chart indicate the importance of each risk, as follows:

<table>
<thead>
<tr>
<th>Score</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2 or 3</td>
<td>Attend to these risks immediately</td>
</tr>
<tr>
<td>4 or 5</td>
<td>Attend to these risks as soon as possible</td>
</tr>
<tr>
<td>6 or 7</td>
<td>These risks may not need immediate attention</td>
</tr>
</tbody>
</table>

The risks are subsequently reviewed based upon their risk score.

**Step 1: Identify Hazard**

Identify the hazards which have the potential to cause harm.

**Step 3: Decide on Control Measures**

Decide upon the Control Measures to be implemented to manage the exposure of the identified risks.

**Control Priorities:**

- Firstly try to eliminate the hazard
- If this is not possible, prevent or minimise exposure to the risk by one or a combination of:
  - *Substituting* a less hazardous material, process or equipment
  - *Redesigning* equipment or work processes
  - Isolating the hazard
As a last resort, when **exposure to the risk is not (or cannot be) minimised by other means:**

- Introduce administrative controls
- Use appropriate *personal protective equipment*
- Develop the appropriate work procedures in relation to the control measures and instruct and train the workers accordingly.

**Step 4: Implement Control Measures**

Implement the selected control measures in the workplace. This will require the development of suitable work practices and work method statement to ensure the effectiveness of the control measures, and appropriate supervision and management controls to ensure compliance. The control measures are to be clearly communicated to all parties involved.

**Step 5: Monitor and Review**

The control measures are to be monitored and reviewed as deemed appropriate by Management to ensure the effectiveness of the measures.

This process will form part of the Risk Management Process and will include feedback of the following:

- Regular walkthrough and inspections
- Consultation with workers
- Safety committees
- Safety Audits
- Incidents and accidents

**Risk Register**

On major projects, or where deemed appropriate by the Directors, a risk register will be developed. The Risk Register provides a record of significant risks identified during the progress of the contract, and the respective documentation and responsibility for ensuring the associated control measures are in place.

The Register is regularly reviewed and monitored through the site safety committee meetings to ensure the significant risks known to the project and identified through the regular inspection process have satisfactory control measures in place.

**Company Offices and General Workplaces**

Evans Built shall provide and manage those human and physical factors of the work environment needed to provide a safe working environment for all employees engaged within the company offices and workplaces.

This shall include:

- Health & Safety conditions appropriate for offices
- Work methods
- Ambient working conditions

The processes will be specifically managed by the Integrated Management Representative in liaison with the Directors.

**Management of Plant and Equipment**

Evans Built requires all Subcontractors, Suppliers, and other providers of Plant and Equipment on the construction site to ensure the Plant and Equipment is ‘Fit for Purpose’ and suitable for its intended use, in accordance with the terms and conditions of hire.

Items of Plant and Equipment not deemed ‘Fit for Purpose’ and not achieving Evans Built Pty Ltd criteria shall not be allowed to commence operations.

All movement of powered mobile plant is defined as ‘High Risk Construction Work’ in accordance with the Queensland Work Health and Safety Regulation 2011. The procedures for the safe management of plant and
equipment are contained within the Construction Safety Plan.

**Purchase of Goods and Services**

Prior to the purchase of goods and services Evans Built Pty Ltd will ensure the selection, hire and purchase of any goods and services are fit for purpose and comply with the relevant Australian Standards and legislative requirement. Suppliers of plant and equipment shall verify compliance with the relevant Australian Standard and legislative requirement prior to supply of the goods.

Evans Built will review and assess the suitability of the goods or services to be provided during the review process at the Tender Review Meeting and the Site Management Review to ensure the goods and services are fit for purpose. The suitability of services shall include labour employed directly from ‘Labour Hire Companies’.

**Health Surveillance – All Sites and Workplaces**

In the event of a worker being exposed or claiming to be exposed, to a substance listed in Schedule 14 (Requirements for Health Monitoring) of the Queensland Work Health and Safety Regulations 2011, the worker will be referred for the appropriate health surveillance.

A copy of Schedule 14 will be available on site or at the workplace, with all relevant personnel being trained in its content.

On receiving the results of any testing, Evans Built will provide basic information to the Safety committee, without breaching the exposed workers confidentiality and privacy.

The exposed worker will be informed of any adverse results by the Human Resources Manager, or their nominee, and offered any required counselling.

**Physical Ergonomics**

Systems of work will be prepared where a potential for harm or injury exists in regard to the following, as referred within Queensland Work Health and Safety Regulations 2011 (Part 4.2) Hazardous Manual Tasks:

- **Manual Handling:** Any activity requiring the use of force by a person to lift, lower, push, pull or otherwise move, hold or restrain any object.

- **Stressful Posture:** Any sustained posture or series of sustained working positions where muscular effort, structural stresses or discomfort are not minimised.

- **Repetitive Work:** Any task where very rapid individual finger movements (>3 per second over both hands), rapid arm/hand movements (>12 per minute) or repetitive lifting/pushing/pulling (>12 per hour) are occurring.

Employees will be trained in manual lifting and managing hazardous tasks. Such training will identify the high and low risk activity and will assist employees to identify requirements for which they need assistance or for which there is an inherent risk of injury.

Managers/Supervisors must make themselves aware of risk situations and eliminate them by improved layout or seek to design them out.

Managers/Supervisors must respond to employee reports of pain and discomfort in wrist, arm, neck, shoulder or back as early as possible.

**WORKPLACE CONSULTATION, REPRESENTATION & PARTICIPATION**

Evans Built is proactive in consultation, representation and participation in matters of OHS and place a strong emphasis on this process on all construction sites. The full procedure to comply with the requirements of the Queensland Work Health and Safety Legislation is contained within the Construction Plan.

Evans Built site management will consult with subcontractors and any persons who attend or carry out works on the construction site, in relation to matters of OHS.
Evans Built is of the belief a safe construction site is more easily achieved when everybody involved on the Project communicates and reviews risks and hazards in a proactive manner to achieve solutions. This is achieved through Tool Box or Site Safety Meetings depending on the nature of the project.

On major projects or where determined by the Directors, the forum for consultation will be the Site Safety Meeting. The membership of the committee will be negotiated and agreed between Evans Built Site Management and the Subcontractor (PCBUs) and Workers, with at least half of the committee not being nominated by Evans Built Site Management. The HSRs shall be elected by the workers to represent their respective Workgroup. The Safety Meeting is regarded as the best platform to communicate safety matters, and to monitor and review safety performance.

Evans Built openly supports and encourages the formation of Workgroups, which are established through negotiation and agreement with the Subcontractors (PCBU) and Workers, and the election of the HSRs to represent the respective Workgroup.

The consultation process will be further supplemented to involve other persons who have a Duty, and/or the same Duty, via Client Meetings, Design Meetings and various Project Management Meetings as appropriate.

The process for employees of Evans Built is managed through internal meetings within the Corporate Office and the workplace.

**INSPECTION & AUDITS**

The inspection and audit process shall be conducted through internal and external assessment of the Construction site to verify compliance with Queensland Work Health & Safety Legislation, Regulatory Documentation, and compliance with the OHSMS.

Reports arising from these visits are to be reviewed by Site Management to determine what action is required to address the observations made in the reports. Results from audits will be promoted throughout the company in view to continual improvement.

The type and frequency of the inspections and audits shall be determined by the Directors and Project Manager and be referred within the ‘Schedule of Inspections and Audits’ as referred within the Construction Safety Plan.

The inspection process will include the monitoring of critical high risk construction activities, which will be conducted jointly with the subcontractor at intervals determined on site and upon review of the risk levels of the respective activity.

Checklists for the critical high risk construction activities are referred within the OHSMS.

**EMERGENCY PREPAREDNESS & RESPONSE**

**Emergency Management**

Evans Built Emergency Management for Construction sites is to be conducted in accordance with the following procedures, or as otherwise amended by the respective Construction Safety Plan.

The Emergency Evacuation procedure will be referred within the site specific induction process. Any training requirement identified will be included within site specific emergency procedures and appropriate training and drill provisions managed via the Site Safety Committee meetings, or alternative training means.

**Communication of Emergency**

In the event of an emergency an air horn will sound 3 times, which requires everybody on site to assemble in the Emergency Assembly Area.

**Injury at Heights**

Evans Built will provide either a First Aid (stretcher) cage or stretcher stairs within the scaffolding to enable retrieval of persons injured at heights. Sufficient loading bays or access points will be provided to achieve
clear and safe access for craneage and the retrieval process.

**Minor Accidents**

- All accidents are to be reported to First Aid Officer or Site Manager/Foreperson.
- Contact First Aid Officer for treatment in site office.
- Ensure First Aid Register is filled in.

**Major Accidents**

- Notify Company Director.
- Ensure injured person is in no danger of further injury (where possible without endangering your own life).
- Do not move injured person unless necessary, you may compound their injury.
- Obey all instructions given by Site Evacuation and Accident Officers.
- Assemble in the Emergency Assembly Area, as designated on the Site Safety Plan, which is on display in Lunch Rooms and Site Offices.
- Send someone to phone the ambulance.
- Notify First Aid Officer
- Ensure access for ambulance is clear.
- Make sure full particulars of location of accident are given to authorities in the presence of the Company Safety Manager.

**Specific Emergency Procedures**

The following specific procedures are contained within the OHMS for reference:

- EMP 1.0 – formwork, structural steel/element, tilt panel and scaffolding collapse
- EMP 2.0 – excavation collapse
- EMP 3.0 – suspended harness retrieval
- EMP 4.0 – working deck/roof retrieval
- EMP 5.0 – crane erection and/or dismantling retrieval
- EMP 6.0 – fire
- EMP 7.0 – explosion
- EMP 8.0 – dangerous spills and hazardous substances
- EMP 9.0 – gas leak
- EMP 10.0 – personal
- EMP 11.0 – mobile plant overturn
- EMP 12.0 – biological
- EMP 13.0 – exposure to Health Monitoring (as nominated under Schedule 14 of the Qld Work Health and Safety Regulation 2011).
- EMP 14.0 – Electrical related incident

The Site Manager or Project Safety Officer shall conduct regular reviews of the Emergency Management Process, including an assessment of the suitability, location and accessibility of emergency equipment.

OTHER – where other emergency situations are identified, it is a requirement of the Site Manager and Project Safety Officer, in liaison with the Site Safety Committee, to determine, and record, suitable emergency procedures, ensuring they are tested for effectiveness.

**Major Incident (Fire, Structural Collapse etc.)**

- Where possible try to ensure any injured persons or person trapped are in no danger of further injury without putting yourself at risk.
- Do not go back into a fire or a structural collapse area to try and affect a rescue you may put yourself in danger.
- Obey all directions and instructions given by Emergency Management Team.
- Assemble in Emergency Assembly Areas designated on the Site Safety Plans, which are...
on display in Lunch Rooms and Site Offices.
- Stay out of the way of official rescue crews.
- Ensure access and egress for emergency crews are clear.

**Medical Treatment**

- Local Medical Centre to be contacted regarding medical treatment.
- Contact Ambulance for transport to hospital for treatment. Private cars are not to be used to transport injured person(s) to hospital except in extreme cases as determined by the Site Manager/Foreperson.

**Emergency Evacuation Plan**

- Fire fighting appliances are to be found in the Evans Built Site Containers.
- Upon discovery of a fire, bomb or threatening situation, notify the Project Manager, or Safety Officer and or Site Manager.
- Evacuate site and proceed directly to the prearranged assembly point. Do not leave the area until advised by Site Management or Emergency Services personnel. Give name to Emergency Controller for the purpose of counting heads.
- Know who the Site Emergency Controllers are.
- Encourage people to remain calm and orderly.
- Feel surfaces of closed doors before opening them to determine whether fire is present on the other side.
- Emergency Controllers to carry out ‘Search & Remove’ operation including lunchrooms and toilets as deemed appropriate.
- Where possible shut down any plant and equipment.
- Do not use lifts or man and material hoists.
- If escaping through a smoke filled area, keep low to the floor and do not move too quickly.
- If trapped, go to an outer room where the door can be shut and try and attract attention from a window or balcony.
- Do not go back for valuables or the tools etc.
- In the event of a major accident on the construction site, all requests for interviews are to be forwarded to Management.

**Testing**

The Emergency Response procedures are to be tested periodically at the discretion of the Site Safety Committee or Project Safety Representative, a minimum of once and no later than 6 monthly. If testing is not possible due to the site location, other measures are to be implemented.

**Emergency Phone Numbers**

Emergency phone numbers for Police, Fire Brigade, Ambulance, Hazardous Chemicals Unit, and Workplace Health & Safety are to be placed above the phone in the Evans Built Site Office and in the Evans Built Lunch Room.

**Corporate Offices and Workplaces**

The Integrated Management System Representative is responsible for the Emergency Management Procedures within the Corporate Offices and workplaces.

**WORKPLACE INCIDENTS, ACCIDENTS & INVESTIGATION**

**Incidents and Accidents**

All Workplace Incidents and accidents are to be investigated and recorded on the Incident Report Form, other than first aid injuries which are to be recorded on the First Aid Register.

The following incidents are also to be notified to the Queensland Government immediately after becoming
aware that the incident has occurred:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident

The notice must be provided by the fastest possible means, i.e.: telephone, facsimile or email. Incident notification is to be in accordance with the Queensland Government Work Health and Safety Legislation.

Evans Built will formally record all incidents notified on the Project. Any Subcontractor/Supplier or other party involved in the incident is to provide relevant information to Evans Built to enable completion of the Incident Report.

First Aid Injuries

The Construction Site First Aid Register is to be used for recording first aid injuries only. If medical treatment is required a full incident report must be conducted. If a near miss or dangerous event occurs, a full incident report must be completed.

Investigation

The Project Managers nominee is to undertake a basic investigation of the incident and take remedial action in accordance with the Evans Built Risk Management methodology to the extent necessary to prevent a recurrence of the reported event or similar situations.

All fatalities, work caused illnesses and dangerous events will be investigated in detail along with all work injuries of a significant or unusual nature.

Subject to the Directors discretion, the Project Manager or his nominee will normally be engaged to undertake such investigations.

Every effort is to be made to conduct the investigation immediately following occurrence of the event, where this is not possible, as soon as reasonably able to be completed.

Details of the investigation are to be produced immediately following conclusion of the investigation or as soon as reasonably able to be completed and incorporated within the Incident Report.

SAFETY IN DESIGN

The principals of Safe Design for Design and Construct Projects are incorporated within the Design Management Operating Procedures contained within the Process Delivery Procedure. The procedure adopts consideration for the following criteria:

- Safe construction
- Safe use
- Safe maintenance

A review of Design Changes will be conducted during the construction period of Projects which are “Construction Only” where there is a reasonable likelihood the change may result in new hazards or risks being introduced on the project.

The review process will involve consultation with the Client’s Project Manager and Design Consultants, or any other relevant person, as appropriate, in view to preventing and minimizing the risks to Health and Safety.

The process will be monitored via the RFI system and Client Project Site Meetings.

OHS MANAGEMENT PLANS

Management Plans are completed and reviewed on a regular basis throughout varying levels of the organisation to contribute to the achievement of Evans Built objectives and targets.

The plans are generally in the form of formal review meetings held at predetermined intervals as referred
within the Integrated Management System, or as amended by the Directors.

The plans address specific sections of the business operations and are referred within the following and suchlike:

- Construction Site Safety Committee Meeting
- Project Managers Meeting
- Departmental Review Meeting
- Directors Meeting
- Management Review Meeting

Timeframes for achieving varying objectives are generally referred within the specific Management Plan, with measurable targets established within the meeting agenda.

All employees contribute to the effectiveness of the OHS Management System and the achievement of its objectives.

**OCCUPATIONAL REHABILITATION**

Evans Built will maintain a current and Accredited Workplace Rehabilitation Policy and Procedures pursuant to the Queensland Workers Compensation and Rehabilitation Act.

**TRAINING & COMPETENCY**

Procedures and process for training and competency of Evans Built Construction site staff are generally referred within the “Human Resources, Training & Competency Procedure”.

Evans Built has implemented specific procedures to verify adequate and suitable information, training and instruction has been provided to the workers, by the respective subcontractor (PCBU) engaged for the works. The procedures include:

- Verification of licenses and competencies via the site induction process (QSE006)
- Site induction Safety training, via the site induction process (QSE005)
- Review of subcontractor Safe Work Method Statement prior to commencement, via the SWMS checklist (QSE007)
- Site Safety committee/Work Group training (CON025)
- Inspection and audit process (QSE021)
- Verification of Safe Work Method Statement training, via Safe Work Method Statement review process (QSE007) and site induction process (QSE005).

**MONITORING & MEASUREMENT**

Evans Built has implemented measurement, analysis and improvement processes to evaluate the achievement of objectives within the OHSMS.

The monitoring and review of safety performance on the project, including the effectiveness of control measures for risks of which Evans Built has a duty, will be controlled through the following practices:

- Regular walk through and inspections
- Consultation with workers
- Safety Committees/Tool Box Talks
- Safety Audits
- Incidents and Accident

The specific functions of these procedures are referred within other subsections of the Construction Safety Plan. The Directors in liaison with the IMS Representative is responsible for a system by which data related to the performance of the organisation’s operations is collected, coordinated and analysed.

The results of data analysis and improvement activities shall be an input to the management review process.
The performance of the Construction Projects and general corporate workplaces will be monitored and measured to review against the objectives. The following key performance indicators will be regularly reviewed. Measurable targets, where appropriate, will be established at the Directors meetings and reviewed regularly.

- Lost Time Injury Frequency Rate
- Medically Treated Injury Frequency Rate
- Workers Compensation Claims
- Fatalities
- Queensland Government Issued Improvement & Prohibition Notices to Evans Built
- Notifiable Incidents to Queensland Government
- Queensland Government Safety Audits

Workplace Health & Safety Report

OHS data is to be completed by Site Management within their monthly report, in accordance with the OHS reporting system. The report contains the key performance indicators, to enable analysis and review of OHSMS Objectives. In order to monitor OHSM performance, the IMS Representative will ensure the above is reviewed every month for compliance.

**DOCUMENT & RECORD MANAGEMENT**

Document Management

The Integrated Management Representative will control all records and documents associated with this procedure. This procedure and related forms will be controlled by a revision date and saved in the respective file.

**SCHEDULE OF STANDARD REFERENCE DOCUMENTS**

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9.0 ENVIRONMENTAL MANAGEMENT PROCEDURE

SCOPE OF ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

Evans Built Environmental Management System (EMS) has been developed and implemented to ensure that all construction works and associated activities are undertaken in a manner compliant with local government and regulatory requirements, relevant statutes and guidelines, performance requirements of the formal head contract, and is consistent with Evans Built Environmental Policy and best-practice environmental management.

The procedures outlined within this procedure and the IMS provide the framework to ensure the environmental activities of the Company comply with the requirements of AS/NZS 14001:2004, including the identification and management of environmental aspects and impacts.

The management system documentation is developed to support and demonstrate the company’s commitment towards minimising harm to the environment resulting from Evans Built activities on all Construction Sites and Workplaces controlled by Evans Built, and to support the process of continued improvement.

All Employees, Subcontractors, Suppliers and the like are encouraged to embrace Evans Built proactive policy towards Environmental Management, to achieve a better environment for the future.

The EMS makes provision for the potential environmental issues associated with the company’s construction activities and the management processes in relation thereto, including:

- Runoff, erosion and sediment control, including stormwater management and water quality monitoring;
- Air quality and dust control;
- Noise management;
- Vegetation clearing, treatment and disposal, including weed management;
- Fauna management;
- On-site storage of materials and equipment;
- Cultural heritage
- Waste management;
- Legislative requirements
- Emergency preparedness and response;
- Communication lines;
- Incident reporting;
- Authorities and responsibilities
- Legal Requirements

The strategies for the implementation of the policies and procedures to achieve the effective environmental management of the Construction Site and Workplace operations are referred within this procedure and the Integrated Management System.

The processes for continual improvement, corrective and preventative actions, internal audit and management review are excluded from this procedure and referred within the IMS Procedure.

RELATED DOCUMENTATION

- QSE Policy (incorporates Environmental Policy)
- Objectives and targets register
- Integrated Management System Procedure
- Document and Record Control Procedure
- Contract and Tender Management Procedure
- Purchasing and Subcontractor Procedure
- Human Resources, Training & Competency Procedure
• Project Delivery Procedure
• Emergency Preparedness and Response Register
• OHS and Environmental Incident Register
• Material Safety Data Sheets (MSDS)
• Environmental Assessment Register
• Project Specific and Employee Induction Checklist

**ENVIRONMENTAL POLICY**

The Environmental Policy is incorporated within the Integrated QSE Policy and is included within the IMS Procedure.

**OBJECTIVES & TARGETS**

Evans Built has established specific objectives and targets at varying levels of the Organisation for the environmental performance of the company. A number of the objectives and targets are included in the company’s schedule of objectives and targets and monitored through the Management Review Meetings.

**EXTERNAL REGULATORY DOCUMENTATION**

Evans Built maintains an OHS and Environmental Compliance Register which contains a directory of the current version of all Acts, Regulations, Codes of Practice and Standards which relate to the company’s activities. The information is accessible by all personnel.

The register generally incorporates the company’s mandatory statutory requirements for Environmental compliance within Queensland for its construction operations including the following:

• Environmental Protection Act 1994
• Environmental Protection (Air) Policy 1997
• Environmental Protection (Noise) Policy 1997
• Environmental Protection (Water) Policy 1998
• Environmental Protection Regulation 2000

**ENVIRONMENTAL ASPECTS & IMPACTS**

Environmental Aspects and Impacts relevant to the Construction activities of Evans Built

Environmental aspects are the construction activities that may have potentially beneficial or harmful effects on the environment during the course of a construction project. The varying aspects shall be properly managed and controlled to minimise any harmful impact.

The construction procedures and environmental requirements to be undertaken on the construction project will be identified and managed in accordance with the Environmental Management Plan (EMP) or those supplementary environmental management procedures identified for the respective project.

It is the objective of Evans Built to undertake all construction works in a manner to minimise any potential risk to the environment.

The EMP shall be organised by the Project Manager, and is to be administered and implemented in conjunction with the Integrated Management System.

The EMP will generally include the following criteria:

• Management of construction activities in an environmentally responsible manner
• Site based training and communication
• Roles and responsibilities of the project team
• Documentation and records
• Reporting systems
OPERATING PROCEDURES
ENVIRONMENTAL MANAGEMENT PROCEDURE

- Site management and mitigation measures and procedures
- Incident mitigation, corrective actions and contingency plans

The following environmental aspects of Evans Built construction activities are identified for consideration when reviewing a construction project:

- Construction sequence and methodology
- Demolition, asbestos removal and its effects
- Public safety, amenity and site security
- Operating hours, noise and vibration controls
- Air and dust management
- Runoff, erosion and sediment control
- Water quality
- Acid Sulphate Soils
- Earthworks
- Fire ant management
- Flora and Fauna management
- On-site storage of materials and equipment
- Waste management
- Complaints and incident register and response
- Environmental training and provisions to ensure best practice environmental management is implemented throughout the project
- Cultural heritage management
- Infrastructure management

A specific review of these environmental aspects and their impacts, together with the performance objectives to be established, is conducted during the planning process of the construction project.

Prior to the commencement of construction a “Pre-Project Risk Assessment” is conducted by the Project Manager, or Representative of the organisation, which considers the Aspects and Impacts of the proposed Project. The “Pre- Project Risk Assessment” forms the basis for the development of the Environmental Management Plan (EMP) which is used to manage and monitor the Environmental issues identified on site.

The EMP may include the following, which from company experience represent typical issues identified in the past:

- Stormwater, Erosion and Sediment Control
- Water Quality and Monitoring
- Noise Management
- Vegetation and Fauna Management
- Air Quality Management
- Waste Management
- Hazardous Chemicals
- Cultural Heritage
- Storage and use of plant and materials

ORGANISATION STRUCTURE & RESPONSIBILITY

The organisation chart setting out the organisation structure of Evans Built is referred within Part One – Policy.

The policy for Environment is defined in the QSE Integrated Management System Policy Statement and is advised to employees at induction and/or during planned training.

The management responsibility for securing adherence to the Company’s Environmental Policy is through a management representative who, irrespective of other duties, has defined authority and responsibility for insuring that the requirements of this Environmental Policy are implemented and maintained. The Directors
fulfil the role of Management Representative.

The Environmental Objectives are established by the Directors.

Employees are responsible for advising their respective Manager or Supervisor of any conditions which are adverse to the requirements of the EMS or adverse to the satisfactory operation of the EMS.

**The Directors are responsible for:**
- Developing the environmental policy
- Developing environmental objectives and targets
- Corporate performance of the EMS
- Ensuring changes as a result of incident investigations are implemented

**The IMS Representative is responsible for:**
- Reporting to top management on the performance of the EMS for review, together with any improvements
- Ensuring Environmental management is maintained at the Corporate offices

**The Project Manager and Site Manager are jointly responsible for completing the following on their respective project:**
- The completion of the Pre-Project Risk Assessment (Project Manager to complete)
- The completion of the Environmental Management Plan (Project Manager to complete)
- Ensuring site personnel attend suitable site induction training prior to starting work
- Provide and maintain processes and equipment necessary to achieve environmental management
- Managing environmental compliance
- Investigating and recording environmental incidents
- Implementing any changes as a result of environmental incident investigations;
- Managing emergency processes
- Maintaining a register of hazardous substances (MSDS Register)
- Maintaining MSDSs and ensuring hazardous materials are stored correctly
- Ensuring environmental inspections are undertaken
- Provision and communication of environmental information to stakeholders where required

The Project Manager may re-assign responsibilities to the Site Manager during the project.

**Subcontractors, Site Personnel and Employees are responsible for:**
- Carrying out work in compliance with the relevant legislation, Standards and procedures
- Immediately reporting any environmental incident that arises in the course of, or in connection with their work

**COMMUNICATION**

Evans Built will ensure all matters regarding the EMS are satisfactorily communicated on their construction sites, within their workplaces, and to external parties as required. This will be completed by numerous processes contained within the Project Delivery Procedure and IMS at all levels of the company’s activities and includes:
- EMP
- Site and workplace induction process
- Site and workplace formal and informal meetings
- Tool box talks
- Formal Subcontract and Head Contract documentation
- Contract and employee performance reviews
The IMS Representative will ensure that any changes to environmental procedures as a result of Process Improvement action or recommendations made during communication with Evans Built and other stakeholders are documented, and relevant staff made aware of the changes.

**ENVIRONMENTAL MANAGEMENT**

**Worker and Employee Induction and training**

Every worker or employee engaged on an Evans Built construction site or workplace will be given a formal induction by the relevant Manager prior to commencing work. The induction will follow an induction checklist.

In relation to the environment the employment induction will cover:

- The position’s environmental responsibilities
- Relevant policies and procedures
- Relevant Environmental Aspects and Impacts.

Evans Built will ensure that any person performing work on its behalf that has the potential of having a significant environmental impact will be suitably trained and competent.

**Construction Site and Workplace Inspections**

The Contract Project Manager and Site Manager will monitor Environmental compliance on the Construction site and carry out periodic inspections. The Inspections will be completed on the “Environmental Management Site Inspection Checklist” will cover items including:

- Public safety and amenity
- Air and dust emission
- Erosion and sediment control
- Waste management procedures
- Noise control
- Storage of plant, Chemicals and hazardous material
- Plant and equipment related to environmental management (spill kits etc)

(Refer to the Project Delivery and OHS Procedure for further information on inspections and maintenance)

Corporate offices and workplace inspections will be completed by the IMS Representative.

**ENVIRONMENTAL INCIDENT MANAGEMENT**

**General**

It is essential that any incidents that have potential to cause environmental harm are dealt with immediately to minimise the extent of potential impact on the surrounding environment. All such events must be fully reported as quickly as possible to ensure that effective action is taken to prevent environmental harm, and to identify probable causes so that corrective action can be taken to prevent a recurrence or more serious event.

This procedure details the requirements associated with immediate action, investigation, reporting, corrective action, follow-up actions and training for environmental incidents.

**Objective**

To ensure that all environmental incidents which occur at the project site throughout the duration of construction are appropriately recorded, reported and corrected (both in the long and short term) without posing additional harm to the surrounding environment or to employees and subcontractors working on-site.

**Requirements**

Where an environmental incident occurs, immediate action shall be taken to contain the effects of the incident and reduce the overall level of potential environmental impact associated with the incident. In the event of a major incident (e.g. where greater than 250 litres of contaminant is accidentally discharged), the Site Manager shall be notified immediately. The Site Manager will be responsible for notifying the Project...
Manager as soon as practicable. Information provided to the Project Manager by the Site Manager is to include:

- The location of the emergency or incident
- The time of the release
- The time the Site Manager was notified
- The suspected cause of the release
- The type of contaminant released
- Any impact on human health or safety
- The environmental harm and or environmental nuisance threatened, or caused by the release
- Actions taken to prevent any further release and mitigate any environmental harm and or environmental nuisance caused by the release. The Site Manager will also be responsible for notifying Emergency Response Services (eg. Fire and Rescue Service) as necessary and as soon as practicable after becoming aware of any emergency or major incident resulting in the release of contaminants.

The Project Manager will be responsible for notifying the Client and appropriate regulatory authorities regarding the incident as soon as practicable. Information supplied to the regulatory authority by the Project Manager in this regard will include:

- The location of the event
- The time of the event
- The time the Project Manager became aware of the event
- The suspected cause of the event
- A description of the resulting effects of the event
- Actions taken to mitigate any environmental harm and/or environmental nuisance caused by the event
- Proposed actions to prevent a recurrence of the event

This information is set out in the incident form. In the absence of the Site Manager, all incidents shall be reported directly to the Project Manager. All employees will be given clear guidelines as to the definition of a minor, intermediate or major environmental incident as part of their general environmental awareness/induction training.

**EMERGENCY PREPAREDNESS & RESPONSE**

Emergency Management shall be conducted in accordance with the Emergency procedures referred on all Construction sites and workplaces, and as required by the Queensland Work Health & Safety Legislation, and Evans Built QSE.

Management of environmental spills and environmental incidents requiring emergency management will be established in conjunction with the Site Manager or Environmental Officer at the time of the occurrence. Emergency spill response equipment shall be retained on projects as appropriate.

The following provides guidance for emergency spill situations on Evans Built construction sites.

- For a major spill, contact the Fire Brigade;
- Notify the Directors, Project Manager or Site Manager immediately;
- Identify the source of the spill;
- Refer to the relevant MSDS, and quickly evaluate the hazards;
- If the risk is high, evacuate the site immediately;
- If a threat exists, notify the immediate neighbours;
- If it is safe to do so, stop the source of the spill;
- Using the spill response kit - contain the spill and control its flow;
- Clean up any small spills immediately;
• Block any storm water drains down slope of the spill;
• Notify the Regulator and Local Council if there is a threat to the environment;
• Report, record and investigate the incident.

Management of Environmental Events

In the event of Environmental Events including inclement weather a written risk assessment using the Evans Built Risk Assessment process is to be conducted by the Site Manager in liaison with any respective Subcontractors affected. The Risk Assessment is to determine if the activities are safe to continue, and to consider control measures required. Inclement weather shall mean the existence of rain or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, sever dust storm, extreme high temperature or the like or any combination thereof) by virtue of which it is either not reasonable or not safe for employees exposed thereto to continue working whilst the same prevail.

Likely affected trades are:

• Roofers
• Scaffolders
• Crane Operators (tower and mobile)
• EWP Operators

The IMS Representative will ensure that any changes to environmental procedures as a result of Process Improvement action or recommendations made during communication with Evans Built and other stakeholders are documented, and relevant staff made aware of the changes.

MONITORING & MEASUREMENT

Evans Built has procedures in place to ensure its key operations and activities that may impact on the environment are monitored and measured at regular intervals. The effectiveness of the measures in place are evaluated. These processes include:

• Management Review Meetings
• Site Environmental Monthly Report
• Environmental Inspections
• Project Site Meetings
• Performance Improvement Actions
• Site Audits
• Environmental objectives and targets

In order to monitor environmental performance, the IMS Representative will ensure the above is reviewed regularly for compliance.

DOCUMENT & RECORD MANAGEMENT

Document Management

The Integrated Management Representative will control all records and documents associated with this procedure. This procedure and related forms will be controlled by a revision date and saved in the respective file.
## SCHEDULE OF STANDARD REFERENCE DOCUMENTS

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COMPANY INFORMATION

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