

Site Establishment | Mirvac Minimum Requirements

1. Purpose & Scope

The purpose of this document is to eliminate or minimise the risk of injury during the setting up of construction sites, so far as is reasonably practicable as well as minimising risk through well-designed site requirements.

This document applies to all workplaces under the management or control of a Mirvac entity.

2. Minimum Requirements

Mirvac personnel and Service Providers must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 3);
- relevant Forms (refer Section 4);
- all relevant Legislation, Codes of Practice and Standards (refer Section); and
- where relevant, product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

3. Critical Controls

- **Risk Management:** When establishing the workplace the [Risk & Opportunity Register Template](#) must be used to consider the risks associated with the work, including any occupational exposures, and determine the most relevant controls. In selecting the most appropriate controls the Hierarchy of Controls must be used, with preference given to elimination, then substitution, isolation and engineering (refer examples in the Hierarchy of Controls Triangles in Section 9). Potential occupational exposures must be assessed using the Qualitative Health Exposure tab in the R&O Register template and by reference to the [Occupational Exposures MMR](#).
- **Approvals:** All required approvals, licenses, permits and notifications, including environmental approvals, must be obtained prior to work commencing and affected parties notified of the commencement of work. Environmental requirements for heritage, habitat and conservation management, or rectification of issues such as acid sulphate soils, must be planned and managed before construction commences.
- **Site Access:** Access to development / construction sites by all persons (other than accompanied visitors) must be controlled and restricted to those who have completed the required Mirvac HSE Induction, including any site-specific components. The boundaries of the site or specific work areas must be fitted with a secure perimeter fence being a minimum of 1.8m in height and complying with *AS 1725.1 Chain link fabric fencing – Security fences and gates – General requirements Chain-link Security Fences and Gates*. Access gates must be padlocked outside designated hours of work. The only exception to this is where the work is widespread over an extended area (e.g. roadwork) and the works must be isolated in accordance with the risk management processes developed for the work activity. Rated overhead protection and exclusion zones must be required where there is lifting over public areas and hoardings installed as required by the local regulator.
- **Signage:** All site signage shall comply with *AS1319 Safety Signs for the Occupational Environment*. For emergency purposes, the address and telephone number of the nearest hospital (with accident and emergency facilities) must be displayed in a prominent place. Emergency services e.g. police, fire and ambulance must be contacted to advise them of any high risks associated with the works e.g. compressed air, explosives etc. Short duration work in public areas must be barricaded with warning signs appropriate to the hazards e.g. traffic, noise, and dust. The Mirvac Work Safe, Stay Safe posters

and banners must be displayed in compliance with guidelines in the [Work Safe Stay Safe Site Checklist](#).

- **Amenities:** The following checklists are to be used for all site establishment. The checklists set out the required inclusions for site set-up and for re-establishing site facilities following a move:

[Facilities Establishment Checklist](#)
[First Aid Establishment Checklist](#)
[Site Establishment Checklist](#)
[Work Safe Stay Safe Site Checklist](#)

Arrangements must also be made for regular cleaning of the site.

- **Services:** Prior to the commencement of work a services search must be carried out to identify all underground and overhead services. A services plan or equivalent must be available at the workplace to assist in identifying services, refer to the [Working with Services MMR](#).

Services to the site must be provided as soon as practicable. If statutory authorities cannot provide these services, temporary supplies may be provided in the interim utilising generators, bowsers, mobile phones etc. There must be a plan for the identification of the reticulation and protection of any required temporary services across the site. This includes;

- all temporary services including power, lighting, water, wastewater, drainage, fire and communications (telephone and IT);
 - details and locations of transformers, switchboards, low and high voltage cables, temporary generators, water meters, sewer lines, temporary water etc.;
 - a schematic showing method of distribution;
 - reviews of available supply to ensure availability;
 - fail-safes and physical protection;
 - detailed services staging plan; and
 - the de-commissioning and removal of the temporary services.
- **Hazardous Chemicals/Substances:** Where hazardous chemicals/substances are to be kept on site, storage facilities must be in accordance with the manufacturers' Safety Data Sheets (SDS) and relevant legislation. A register of all Hazardous Substances and Dangerous Goods must be kept using the [Products & Hazardous Chemicals or Substances Register](#) or equivalent for use by a Service Provider. Refer to [Occupational Exposures MMR](#) for further requirements.
 - **Lighting:** Appropriate lighting levels must be provided to all work activities. Mirvac must ensure that all access, egress and emergency lighting or shared and common lighting is provided. Service Providers (contractors and suppliers) must be responsible for providing appropriate task lighting to each work activity performed by their employees. Adequate lighting from natural and/or artificial sources must be provided to amenities in accordance with AS 1680.2.4 *Interior and Workplace Lighting* or the equivalent guidance document for the jurisdiction.
 - **Fire and Explosion – Prevention and Protection:** Fire and explosion hazards must be identified in all Mirvac buildings and on construction sites. Refer to the relevant "Fire Protection" sections in the [Site Establishment Checklist](#) and [Facilities Establishment Checklist](#).
 - **Traffic & Parking Management:** A traffic management and parking control plan must be established where the interface of plant, vehicles and people is affected by the works. As a minimum this must include workplace personnel, members of the public and surrounding neighbourhood. Where identified as a risk on the Risk and Opportunity Register separation for light and heavy vehicles must be included

in the plan. Traffic control at work sites or public thoroughfares must be approved by Local Government and designed, implemented and maintained with traffic controllers who hold the appropriate certification or equivalent. Exclusion zones are to be established around mobile plant operational areas with separation between people and plant clearly defined. Hard barriers must be used in high traffic / pedestrian areas. Safe access routes and any “no go zones” must be established.

- **Hazardous Buried Materials:** An assessment of hazardous or buried materials must be conducted and any hazards that require management identified in the Risk and Opportunity Register (for example, acid sulphate soils or the presence of asbestos or unexploded ordinances). Refer [Asbestos Management MMR](#) and [Occupational Exposures MMR](#) for guidance on exposure monitoring and health surveillance.
- **Sulphate Soils:** Where Acid Sulphate Soils are identified at a development site, the requirements in the [Occupational Exposures MMR](#) must be met.
- **Habitat and Conservation Management:** Areas of environmental sensitivity must be protected from potential environmental impacts associated with the works. These may include:
 - areas of flora or single trees to be preserved;
 - protected and endangered fauna habitats or species;
 - Aboriginal or European heritage to be preserved; and
 - waterways or other wetlands.

Refer to the [Occupational Exposures MMR](#) for further requirements.

- **Waste:** Waste generated at the workplace must be avoided or recycled wherever practicable in accordance with the Waste Management Hierarchy detailed in the [HSE Risk Management Procedure](#). Service Providers must eliminate, reduce and recycle waste according to Mirvac project guidelines and targets, including the required measuring and reporting against targets.

4. Mirvac Forms

Checklists and Permits are to be completed and then authorised by Mirvac representative prior to work

Facilities Establishment Checklist – use where moving and re-establishing site facilities	First Aid Establishment Checklist – use in setting up First Aid Services for the site
Site Establishment Checklist – use for setting up all site services including original facilities set-up	Work Safe Stay Safe Site Checklist – use to guide the ordering and erection of WSSS site signage
Products & Hazardous Chemicals/Substances Register – use to document the hazardous substances and dangerous goods on site	Risk and Opportunity Register Template – use to develop the Workplace R&O Register
Critical Control Check Form – use to record results of regular inspections of controls for critical risks at the workplace	Daily HSE Pre-Start Talk - use to record pre-start meetings
Individual Task Observation Form – use to record informal hazard and impact observation of randomly work activities to verify control measures	Group Task Observation Form - use to record the review of works undertaken by Service Providers to ensure they are working in accordance with their approved SWMS/JSEA's

[Workplace HSE Inspection Form](#) – use for safety walk Inspections

[Work Area HSE Inspection](#) - use to record results of regular inspections of controls for critical risks of the work place

5. Roles and Responsibilities

The Mirvac workplace Manager of each workplace over which Mirvac has control is responsible to ensure workers at the site are aware of and adhere to the performance requirements of this document and responsible to ensure workers are equipped with adequate tools, training, competency and licensing to undertake the work.

6. Training and Competency

Minimum Training Requirements for Site Establishment

Type of Activity	Required Training
Workplace Manager designing the layout of site	5 years experience in Site layout and Construction Management Risk Management (Mirvac internal)
Third Party Designer and assessor of temporary structural support systems (e.g. Class B Hoardings)	Structural Engineer with experience in the relevant structures
Persons developing the Project R&O Register	Risk Management (Mirvac internal) Occupational Exposures Training
Person establishing the First Aid Facilities	Workplace First Aid or Occupational I First Aid Training

7. Relevant Legislation, Codes of Practice and Standards

Document Title

NSW:	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW)
Vic:	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Qld:	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld)
ACT:	Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011 (ACT) Scaffolding and Lifts Act 1912 (ACT) Scaffolding and Lifts Regulation 1950 (ACT)
WA:	Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA)
AS 1319	Safety Signs for the Occupational Environment

AS 1657 Fixed platforms, walkways, stairways and ladders - Design, construction and installation
AS 1680.2.4 Interior and Workplace Lighting – Industrial tasks and processes
AS 1725.1 Chain link fabric fencing – Security fences and gates – General requirements Chain-link Security Fences and Gates
AS 1742.3 Manual of Uniform Traffic Control Devices – Traffic control for works on roads
Safe Work Australia - Managing the Work Environment and Facilities - Code of Practice
Safe Work Australia - First aid in the workplace - Code of Practice
Safe Work Australia - Traffic Management - Guide for Construction Work
Safe Work Australia – Safe Design of Structures - Code of Practice
Safe Work Australia - Hazardous Manual Tasks - Code of Practice
Work Cover NSW - Managing the Work Environment and Facilities - Code of Practice
Work Cover NSW – First Aid in the Workplace - Code of Practice
Work Cover NSW - Safe design of structures - Code of Practice
Work Safe Vic – Workplace Amenities and the work Environment – Compliance Code
Work Safe Vic – First Aid in the Workplace - Compliance Code
Work Safe Qld - Managing the Work Environment and Facilities - Code of Practice
Work Safe Qld - Safe design of structures - Code of Practice
Work Safe Qld – First Aid in the Workplace - Code of Practice
Work Safe WA – First Aid Facilities and Services, Workplace Amenities and Facilities, Personal Protective Clothing & Equipment - Codes of Practice
Work Safe WA – Safe Design of Buildings and Structures - Code of Practice

8. Additional Information

[Working with Services MMR](#)
[Occupational Exposures MMR](#)
[Environmental Management MMR](#)
[Asbestos Management MMR](#)
[HSE Risk Management Procedure](#)

9. Hierarchy of Controls Diagram – Site Establishment

