



**Oxford Falls Grammar School –  
Library and Admin Construction  
Management Plan**

Revision: b  
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Oxford Falls Grammar School – Library / Admin	
Construction Management Plan	
IMS Document No. <b>B04-TEM-014</b>	Version No. <b>1.04</b>



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**Project Revision History:**

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## 1. INTRODUCTION

The following Construction Management Plan (CMP) is in relation to the proposed Library and Administration Development Permitted without Consent, undertaken as Part 5 Activities, at Oxford Falls Grammar School (OFGS). The site address is 1078 Oxford Falls Road, Oxford Falls NSW 2100. The two proposed developments consist of a ground floor carpark with administrative areas and a first floor library.

The objective of this report is to address key construction related matters:

- Waste Management
- Traffic Management
- Complaint Management
- Work Health Safety (WHS)

## 2. Management Plan

The following sets out the minimum requirements to be established, monitored and maintained by any on site construction activities relating to the development.

The works will be undertaken by a qualified contractor, with all works monitored by a qualified consultant team.

### 2.1. Noise and Dust Management

The contractor engaged by OFGS to undertake the works will be responsible for implementing all relevant mitigation strategies to best avoid disruption of the school, neighbouring properties and pedestrians. The on-site workers will be responsible for implementing necessary dust and noise suppression tactics to minimise the likelihood of disrupting students, pedestrians and nearby occupants.

Noise from construction is to be kept to a minimum, with works being coordinated with the school so that construction doesn't occur on special days such as exams or assemblies.

All noisy works will be restricted to the requirements of Northern Beaches Council:

*'During these times, noise should not be heard in a habitable room in a neighbour's residence:*

*Power tools and equipment*

- 8pm–8am Sunday and public holidays
- 8pm–7am Monday –Saturday'

### 2.2. Traffic Management

A site specific Traffic Management Plan will be developed and monitored by the engaged Contractor. This Traffic Management Plan will be in place prior to the commencement of any library / admin construction works. The objective of this plan aims to ensure the safety of all workers, road users and pedestrians within the proximity of the construction site. The following are the primary objectives:

- To minimise the impact of the construction vehicular traffic, directly and indirectly, on local roadways.

- To promote continuous, safe and efficient movement of traffic (Vehicular and pedestrian) for both the general public, school staff and students, and construction workers.
- Establishment of a safe pedestrian environment in the vicinity of the site.
- Vehicle access will remain in a safe and coordinated manner.
- The contractor is to obey road laws at all times.
- The Contractor is to establish a site perimeter fence with lockable vehicle access along the existing driveway crossing / entry.
- If required, establishing crange in appropriate and safe locations. The Contractor will be responsible to implement and monitor relevant safe work procedures.
- Final details of traffic movement, which take into consideration all relevant safety considerations, will be drafted and finalised by the Contractor. An indication of the traffic entry location can be found in Figure 1.



Figure 1 – Site Entry Plan

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### 2.3. Avoiding Land Use Conflicts

The individuals undertaking the works are responsible for coordinating their activities with the day-to-day operations of the school. The contractor is reasonably responsible for avoiding any conflicts between the existing educational establishment and proposed construction activities. Various methodologies are to be adopted by the appointed Contractor to assist with this. These are to include, but not limited to the following:

- A weekly notice communication, to be in the format agreed by the school (i.e. notice board or weekly project schedule). Parents, students and relevant neighbouring properties will be informed of activities where OFGS believes this is necessary.
- Weekly site meeting to discuss the operations and the upcoming construction activities.
- Regular reporting, including details of Work Health Safety and Environment (WHSE) and construction activities with the school and their representatives.
- The establishment, monitoring and reviewing of on-site policies with regards to general access, deliveries, security and any foreseeable interactions with the public.
- Communicating any disruptive works to relevant nearby residencies.

### 2.4. Waste Management

Prior to the commencement of construction, the Contractor will be responsible to develop a Waste Management Plan for the OFGS's review and agreement. As a minimum the agreed Waste Management Plan will need to address:

- Legislative requirements.
- Ways in which the impact on landfill and local residents (i.e. avoiding litter) will be minimised.
- Maximum recycling and / or reuse.
- Raise awareness among employees and subcontractors of their waste management responsibilities.
- Provides details of the proposed waste streams.

### 2.5. Work Health Safety (WHS)

The engaged Contractor are responsible for developing and managing a WHS management plan, which will be required to consider the following as a minimum:

- Maintaining a safe working environment.
- Facilities for the welfare of all workers.
- Information, instruction, training and supervision needed to ensure that each worker is safe from injury and risks to their health including contractors and visitors.
- A commitment to continually improving performance through effective safety management.
- Identify and maintenance of records necessary to ensure health and safety.
- Measurement and evaluation of our health and safety performance.
- Implements appropriate safety procedures, particularly for any large equipment, including cranes.

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## 2.6. Complaint Management

Any complaints that wish to be lodged can be done via the following:

- Email: [feedback@ofgs.nsw.edu.au](mailto:feedback@ofgs.nsw.edu.au)
- Phone: 1800 519 700

These complaints will be considered by relevant parties and actioned accordingly. The individuals undertaking works shall implement systems and processes that are approved by the OFGS for recording and informing OFGS about complaints received. The compliant process is to include a 'Complaints Register' to record the following information relating to a complaint:

- Date of complaint.
- Identity of person or entity making complaint.
- Means complaint communicated (if received in writing a copy of the complaint must be included with the register).
- Subject of the complaint.
- Proposed actions to address the complaint.
- Implement actions and date action taken.

## 3. CONCLUSION

An effective implemented CMP will safeguard that works are completed with efficiency, in a timely order and safely. Minimal disruption will occur to both the general public and the school's operations. It will be the responsibility of the engaged contractor/s to develop and maintain the necessary reporting to address and monitor the abovementioned matters.