

1.0 Cultural and Heritage

1.1 Objective

Take all reasonable and practicable measures to avoid destruction or damage to Aboriginal land or European Heritage, Cultural and Sacred sites.

- To conserve cultural heritage sites or artefacts that may be uncovered during construction activities.
- To ensure items of Indigenous and Non-Indigenous Heritage significance are recognised and protected or conserved.

Control Measures

Environmental & Cultural Heritage documentation provided or obtained with the project.

Identified areas or items of any affected sensitive areas related to environmental archaeological, anthropological, heritage or other factors shall be clearly marked on the site specific drawing and clearly identify in the field by appropriately marking the “no-go: zones”.

Protect known sites identified during the archaeological survey from disturbance by the establishment of exclusion zones or by the removal of artefacts in accordance to the applicable Act or legislation prior to construction;

If working near a known Aboriginal heritage sites or items, clearly identify the items using temporary flagging or fencing prior to commencing works. Exclusion zones around Aboriginal heritage sites or items should be established to prevent damage from excavation, vibration, plant or machinery.

If any items are suspected to be Aboriginal archaeological artefacts are discovered during field activities or in the event of any disturbance to Aboriginal or European Heritage site including exclusion zones and no-go zones.

- All work must stop immediately and the incident must be reported to the Field Supervisor, who in turn, will be responsible for implementing initial mitigation measures whilst notifying the Project Manager.
- Client should be contact immediately so that appropriate investigation and actions can be taken.

2.0 Environmental Issues

2.1 Environmentally sensitive areas

Environmentally Sensitive Areas are protected under the applicable State of Federal Environmental Protection Act and are selected for their environmental values at state or national levels. They include;

- ✚ Defined wetlands and riparian vegetation within 50m.
- ✚ Areas covered by Threatened Ecological Communities.
- ✚ Area of vegetation within 50m of Declared Rare Flora.

2.2 Flora and Fauna

To minimise known and potential flora and fauna impacts during work activities and especially in areas of environmental sensitivity;

2.3 Control and Preventative Measures

- ✚ Identify areas of high environmental value or sensitive areas on site and in surrounding areas and restrict or modify access to the identified areas.
- ✚ If required or directed after work activities are completed, the pre-existing vegetation should be reinstated. Accordingly, disturbed areas will be reseeded with representative grasses local to the area.
- ✚ Any weeds in the construction site should be controlled as part of the construction process.
- ✚ Try to avoid and not disturb existing animal habitats such as old trees and burrows
- ✚ Minimum or avoid disturbances to local / specific habitat by defining work exclusion areas;
- ✚ Only clean material (e.g. weed free) and soil shall be imported onto the work site;
- ✚ Expert advice is to be sought prior to any vegetation clearance or pruning and the activity must be notified to landowners and occupiers prior to commencing work;

2.4 Activities near trees

Avoid manoeuvring heavy vehicles / equipment under the drip line / tree canopy where practicable to prevent damage to trunks and minimise the potential for soil compaction and vibration to the roots.

When vegetation (e.g. trees, shrubs etc.) has been identified for retention, fences or trunk girdles must install to prevent unintended physical damage to the root system and to protect the entire structure of the vegetation;

When boring under trees, bore at depths greater than 1 - 2 metres to avoid harming the root system usually concentrated in the top 1 metre of the soil profile.

3.0 Refuelling and Maintenance of Machinery

Undertake all reasonable and practicable measures to minimise contamination of land or waters, and potential spillage or leakage from chemicals or petroleum products.

3.1 Contaminant Storage:

- Only the minimal required quantities of chemicals, fuels, oils etc. should be retained at sites or lay down areas at any time. Purchase the products on 'as required' basis.
- Store and handle chemicals, materials, oils and fuels in a manner that minimises impact to the environment and in accordance with regulatory statutes and requirements.
- Chemicals, fuels and oils etc. should be stored at a minimum separation distance of 50m from the nearest waterway
- Maintenance and servicing of vehicles shall be undertaken off the easement, including access tracks, at subcontractor lay down areas or other appropriate facilities. Some light maintenance and mechanical repairs may be undertaken on site. However, such activity will be undertaken at a minimum separation distance of 50m from drainage lines.
- Temporary chemical storage will be in accordance with Safety Data Sheets (SDS) while non-compatible chemicals will be stored separately, as required and Workplace Health & Safety requirements.
- Vehicles and machinery shall not be refuelled within 30 metres of a watercourse, drainage line, and swamp or water body.
- Absorbent materials used in the clean-up of hydrocarbons or other chemical spills shall be placed and sealed in an appropriate container marked 'regulated waste'

4.0 Waste Management

Take all reasonable and practicable measures to:

- + reduce waste generation;
- + recycle;
- + dispose of all waste material including hazardous material, in an appropriate manner;
- + avoid contamination of soil and water;
- + minimise potential risks to personnel and the public;
- + minimise adverse effects on flora and fauna;
- + minimise impacts to visual amenity;

4.1 Control Measures

Minimise the amount of material brought onto the work site, this will automatically reduce the production of and will minimise the amount of waste requiring disposal;

- + Waste should be collected from work site on a regular basis and properly disposed of
- + Waste that is incompatible must be separate from one and other, especially in regards of hazardous materials or regulated / prescribed wastes
- + Ensure that waste storage areas, regulated / prescribed waste and recycling facilities are well signed and defined to identifying their contents;
- + Regulated / prescribed wastes shall be transferred to a waste facility that is appropriately licensed to accept the waste;
- + Never allow waste liquids to drain or spill onto the ground / floor;
- + All liquid wastes shall be stored to prevent spillage (e.g. bundled) and not exposed weather elements;
- + Waste storage shall be kept to a minimum level;
- + Cover all waste materials (e.g. contaminated soil)

5.0 Documentation

- SWMS to be followed always and completed fully
- Identify issues on the daily pre-start.
- Damage to artefact or structures of historic significance **MUST** be reported to Qualcon Site Management

For Victoria Only

Trenching along footpaths - no requirement to contact Heritage Victoria, but if archaeological deposits or artefacts are discovered work must be stopped in the vicinity and Heritage Victoria contacted

- + Using existing conduits or trenching (less than 5 metres) into Heritage Inventory listed properties, but if archaeological deposits or artefacts are discovered work must be stopped in the vicinity and Heritage Victoria contacted
- + Trenching (more than 5 metres) into Heritage Inventory listed properties - seek input from State Heritage prior to construction to determine whether a Consent application/archaeological monitoring is required.

INDUCTION ELEMENT	ELEMENT TOPICS
Minimum safety behaviours	<input type="checkbox"/> All workers to be site inducted <input type="checkbox"/> Do not work under the influence of alcohol or drugs <input type="checkbox"/> Follow safety procedures for all hazardous chemicals, plant, and activities <input type="checkbox"/> Always work in a way that assures your own safety and the safety of others around you.
Site Attendance	<input type="checkbox"/> Workers and Visitors must call Qualcon Supervisor each morning prior to starting works
Hazard/Incident	All hazards and Incidents to be report to Qualcon management
Questions arising from Project Work	<input type="checkbox"/> Make sure residents around the site are aware of your activities- remain courteous at all times if questioned about activities. No person is permitted to explain or answer question from the public
Working in manholes	<input type="checkbox"/> Manholes greater than 2 metres are deemed SWL (or as client specifies) Gas detector and pump required when opening any manhole
Working in and around customers properties	<input type="checkbox"/> No radio, no swearing, no eating, no smoking informs the customer that you will be working on the project <input type="checkbox"/> If you cannot finish the job in one day explain to the customer if not home leave a card with a note stating what's happening
Plant	Make sure pre-start inspections are completed and VOC
Emergency Plans	<input type="checkbox"/> Make sure sites are cordoned off from public and staff are aware what to do in the case of an emergency (see P-061 procedures in your vehicle folder)
Evacuation/ Emergency Points	<input type="checkbox"/> Identify and communicate site specific potential Emergency situations / <input type="checkbox"/> Location of assembly area and exits; To be drawn on the Pre-start each day fire extinguishers in vehicle, Emergency contact information see Qualcon procedures
First Aid/Fire Extinguisher	<input type="checkbox"/> First aid kit to be in each vehicle and items in date Fire extinguisher to be tested and tagged every 6 months
Personal Protective Equipment	Long sleeve, long pants, hi-vis clothing and steel cap boots to be worn at all times. Hard Hats to be worn working around plant
Licenses, & Qualifications	<input type="checkbox"/> Project Management check that Licences and Competencies are current; including but not limited to: Electrical work; Plant; Confined spaces; EWP
Environmental Risks and controls	<input type="checkbox"/> Refer to Environmental assessment controls specific to project/sites. <input type="checkbox"/> Spill kits are required if re-fuelling or operating plant Do not move contaminated soil unless licenced to do so
Asbestos	<input type="checkbox"/> No removal of ACM if you are not trained and have a current licence Stop work if ACM is found in your work site and notify Qualcon management
Personal Protective Equipment	Long sleeve, long pants, hi-vis clothing and steel cap boots to be worn at all times. Hard Hats to be worn working around plant
Suspension of Work	<input type="checkbox"/> If there is a genuine concern of injury to anyone, damage to plant, equipment, the environment or public services, work should be suspended and the Site Manager notified. Work will recommence after the concern is resolved.