

PROJECT: NIHON UNIVERSITY NEWCASTLE CAMPUS

Monthly Project Control Group Report

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Prepared By	Ben Moss (Built Pty Ltd)

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Document Control

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1. Introduction

Built NSW Pty Ltd has been engaged by Nihon Daigaku Australia Newcastle Pty Ltd, c/o Azusa Sekkei & dwp Australia Pty Ltd to undertake the project and works associated with the redevelopment of the existing heritage listed Newcastle Courthouse site for the new Nihon University Newcastle Campus located at 9 Church Street, Newcastle NSW Australia.

Built NSW has been engaged under a Design & Construct (D&C) Contract for the Services and Structural (excluding Heritage Building) packages whilst all other packages are Construct Only.

The project consists of the complete demolition of two existing three storey buildings, site remediation (including the management of any resultant contamination, mine workings and/or archaeological findings), the restoration and refurbishment of the retained and state heritage listed Newcastle Courthouse building and the construction of two new four storey buildings comprising student accommodation in the eastern building and teaching space\carpark in the western building.

2. Project Details

Date of Site Report: 29th January 2021

Prepared by Company: Built Pty Ltd

Address: Level 1, 155-157 Lambton Rd, Broadmeadow, NSW 2290

Contact: Rob McLaughlin

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Project No: 201229

Project Name: Nihon University Newcastle Campus

Address: 9 Church Street, Newcastle, NSW 2300

Client: Nihon Daigaku Australia C/O Azusa Sekkei

Architect / Head Contract Administration: dwp Australia Pty Ltd

Superintendent's Address: 16 Telford Street, Newcastle East, NSW 2300

Contact: Ed Clode

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3. Report

3.1 HSE Overview

A summary of HSE issues for the reporting period is outlined in Table 1 below.

The HSE Incident Register is attached in **Appendix A**.

Table 1: HSE Incident Summary

DATE OF ISSUE	BRIEF SUMMARY OF ISSUE	CORRECTIVE ACTION COMPLETED
15.01.2021	First Aid (FA): Worker strained their lower back whilst cleaning out a planter box.	No corrective actions were deemed required due to the nature of the incident.

3.2 Community Liaison Overview

In accordance with SSD-9787 Conditions of Consent and BUILT's Community Liaison Plan, BUILT has liaised with nearby residents, businesses, and organisations. BUILT intends to work closely with our neighbours for the duration of the Nihon University project by regularly updating and consulting stakeholders on upcoming works and overall construction progress.

BUILT has also established a Community Liaison email account (nihon@built.com.au) that is monitored by the Community Liaison Officers daily and a 24-hour contact number is present on project signage located on Church Street access gates.

BUILT maintains a register of all community complaints, notices, and queries received to ensure compliance with SSD conditions and reporting requirements.

The Community Liaison Register is attached in **Appendix B**.

3.3 Audits & Monitoring

Throughout the Nihon University Newcastle Campus project, Health, Safety, Environmental & Quality (HSEQ) Audits will be undertaken internally by Built and externally by an Independent Third-Party Auditor (GHD Group Pty Ltd Newcastle) in compliance with both Built Management Systems (AS/NZS ISO 14001 & AS/NZS ISO 9001:2016 accredited) and SSD-9787 Development Consent Conditions.

Built has engaged a qualified and experienced Acoustic Consultant, RAPT Consulting (RAPT) to conduct noise and vibration monitoring throughout the duration of the project as required by the Construction Noise and Vibration Management Sub-Plan. Built's Project HSE Officer also conducts noise level spot checks on current construction activities, plant, and equipment.

A summary of these audit and monitoring activities is outlined in Sections 3.3.1 & 3.3.2 below.

Copies of the key monitoring and inspection records as required under SSD-9787 are attached in **Appendix C**.

3.3.1 Internal Audits & Monitoring

The Built project team completed a total of 29 HSE site inspections and monitoring activities throughout the reporting period with 60 corrective actions assigned as a result.

Table 3 below outlines the total number of activities completed by Built during the reporting period. All activities are completed and recorded electronically using the Built.Safe software platform.

Table 3: Monthly Record of Internal HSE Activities Completed

ACTIVITY	DESCRIPTION	COMPLETED	ACTIONS
Site Inspection	Inspection of the site or specific work areas to identify potential HSE hazards and verify the implementation and effectiveness of management measures.	17	59
Plant Inspection	Inspection of plant and equipment to check it is fit for use prior to being permitted to use onsite or to re-inspect after a significant breakdown, damage, or expiry of a plant induction sticker.	2	0
Monitoring	Used to monitor construction activities compliant with the processes outlined in the Project HSE Management Plans and requirements of development approvals and permits.	10	1
BSMS Review	Review of the implementation and effectiveness of the Built Safe Mandatory Standards (controls) in relation to process risks such as scaffolding, temporary works, demolition, FRP concrete, and asbestos.	0	0
Noise Level Spot Check	Used to monitor noise levels at sensitive receiver locations, specific work areas, construction activities, and plant/equipment.	0	0
Audit – Internal HSE Plan	Used to monitor and measure the implementation of the HSE Plan by the project.	0	0
TOTAL		29	60

3.3.2 External Audits & Monitoring

No external audits or monitoring activities were conducted during the reporting period.

3.4 Contract Programme Status

3.4.1 *Potential Issues*

BUILT regularly reviews the construction programme to identify current or unresolved issues that have the potential to impact time, cost, and quality aspects of the project. The following issues have been flagged for attention:

- a) COVID-19 global pandemic potential risk to construction activities and procurement.
- b) Risk of existing services within the Public Domain potentially affected by Section 138 Works – costs submitted but full impacts to programme still not known nor are likely commencement dates by the service providers.
- c) Existing fibre optic cable located beneath Building C driveway – costs submitted but full impacts to programme still not known for necessary outage co-ordination with NSW Police.
- d) Registration of Stormwater and Ausgrid Easements – Ausgrid easement registration may affect ability to energise building for testing & commissioning purposes.
- e) Delivery delays to FFE (Steelcase Furniture) due to revised furniture scheme requested by Nihon.

3.4.2 *Statused Contract Programme*

A copy of the statused Contract Programme for January 2020 is attached in **Appendix D**.

3.5 Recycling Records

Built has engaged Central Waste Station to handle all the construction waste from demolition through to project completion. Central Waste has a resource recovery centre in Kurri Kurri where they sort, and recycle materials on-site, or send on to speciality recyclers, with a minimum amount of waste that is unable to be recycled then disposed of in licenced landfill sites. Central Waste Station is targeting a 90% materials recovery rate of all waste collected.

Central Waste will issue monthly Waste Recovery Reports to Built specifically for this project. These reports are **attached in Appendix J**.

For the month of January 2021, the Waste Recovery Percentage is **94.00%**

4. Appendices

Appendix A – Monthly HSE Incident Register

Appendix B – Community Liaison Register

Appendix C – Audit Records

Appendix D – Statused Contract Programme

~~Appendix E – Four Week Programme~~

~~Appendix F – Monthly Progress Photos~~

~~Appendix G – Green Star Pathway Status~~

~~Appendix H – Workflow Status~~

~~Appendix I – Statused SSD 9787 Conditions Matrix~~

Appendix J – Monthly Waste Recovery Reports

Appendix A – Monthly HSE Incident Register

Monthly HSE Incident Register						Built.	
Project: Nihon University						Jan-21	
Month	Labour Hours	First Aid Incident	Medical Treatment Incident	Lost Time Incident	Near Miss Incident	Notifiable Dangerous Incident	Environmental Incident *Includes complaints
Jan-20	2180	0	0	0	0	0	0
Feb-20	6500	0	0	0	1	0	1*
Mar-20	5930	0	1	0	0	0	3*
Apr-20	5070	0	0	0	0	0	7*
May-20	7700	0	0	0	1	0	1*
Jun-20	7100	3	0	0	0	0	0
Jul-20	10820	0	0	0	0	0	0
Aug-20	11180	0	0	0	0	0	1*
Sep-20	11850	1	1	0	0	1	0
Oct-20	11440	0	1	0	0	0	1*
Nov-20	13924	1	0	0	1	0	1*
Dec-20	18400	0	1	0	0	0	0
Jan-21	24200	1	0	0	0	0	3*
TOTALS:	136294	6	4	0	3	1	18

Appendix B – Community Liaison Register

Community Liaison Register

Built.

Project: Nihon University

Complaints Register

Last Updated: 01/02/21

REF ID	DATE / TIME RECEIVED	RECEIVED FROM	DESCRIPTION	DATE / TIME RESPONDED	RESPONSE BY	DESCRIPTION	CLOSED (Y / N)
2001-CC001	21/01/2020 1:20pm	TW (JFH Employee)	Concerned about removal of trees at Southern Boundary & wildlife. Works at James Fletcher Hospital.	22/01/2020 9:00am	BM	Phoned TW to discuss her concerns and assure precautions were taken and removal is in accordance with SSD-9787. Followed up with email containing project information and NSW Planning Portal	Y
2002-CC002	27/02/2020 4:20pm	TL (Resident)	Notified Built via email of cracks appearing within his property that were previously not noted. Believes demolition works occurring the past couple of days and vibration are the cause.	27/02/2020 5:06pm	BM	Phoned TL to further discuss the issue raised. An inspection of the property has been arranged for 3:00pm 28/02/2020 with TL, Built Project Manager and Structural Engineer who completed initial Pre-Construction Dilapidation Report. Follow up email sent to TL at 5:26pm confirming details of phone complaint and inspection. Inspection Report submitted to TL on 02/03/20 showing cracks identified and not worsened. Vibration monitor results received on 03/03/20 show compliance with structural levels.	Y
2003-CC003	9/03/2020 1:50pm	JL (Resident)	Noise complaint received via phone call to Construction Manager RM regarding noise prior to approved construction hours.	09/03/2020 1:58pm	BM	Built contacted JL on her mobile number to discuss the issue. JL stated that there was noisy vehicles and concerns of "loading of bricks and things in the morning" approximately between 4:30am to 6:30am. Upon review of CCTV footage, a large skip bin garbage truck and other heavy vehicle was seen on Bolton Street between 5-6:00am and not related to the Nihon Project. Built also spoke with JL's neighbour MH, who confirmed the workers were related to a project on Bolton Street as he had confronted them that morning.	Y

2003-CC004	10/03/2020 4:06pm	TL (Resident)	Tony lodged an additional complaint via email related to demolition works causing existing cracks to "enlarge" within his residence.	10/03/2020 4:23pm	BM	Built responded via email advising that vibration monitoring to date has shown compliant levels. It was requested that the Resident submits photos of enlarged cracks for review by Structural Engineer prior to another inspection as it was found that all cracks were existing after his initial complaint. Built conducted 7 days of monitoring at the residence between 13/03/2020 & 20/03/2020. Built issued Vibration Monitoring Report to the Resident on 26/03/2020 showing that vibration results were well under the limits for both structural damage and human comfort.	Y
2003-CC005	19/03/2020 4:05pm	James Fletcher Hospital (JFH)	Architect/Superintendent notified Built of noise complaint lodged directly to DPIE regarding demolition works.	19/03/2020 4:40pm	BM	Built contacted JFH main contact, NH (Corporate Services Manager - Hunter New England Health) to discuss the complaint. NH advised that she was unaware of the issue and had received no internal complaints. Built conducted immediate spot check of demolition noise which showed works were within permissible noise limits. Built engaged acoustic consultant to conduct internal noise monitoring within JFH on 20/03/2020. Results came back compliant with construction noise limits & report was submitted to JFH for their records on 25/03/2020.	Y
2004-CC006	01/04/2020 12:59pm	JB & CG (Resident)	Lodged complaint by email to Nihon community liaison address regarding vibration causing discomfort	02/04/2020 2:11pm	BM	Response email sent noting concerns and advising of Built monitoring activities to maintain compliance with vibration criteria and minimise disruptions. Advised the resident to contact if there are any further concerns or structural changes noted.	Y
2004-CC007	03/04/2020 9:24am	JB & CG (Resident)	Lodged complaint by email to Nihon community liaison address regarding workers being spotted onsite without Hard Hats and not maintaining social distancing.	03/04/2020 10:22am	BM	Response email sent advising that Built takes HSE and social distancing measures seriously and that this concern has been immediately addressed with workers onsite. It must be noted that the workers were completing a pre-start talk and were outdoors in open space.	Y

2004-CC008	03/04/2020 1:16pm	JB & CG (Resident)	Lodged complaint in relation to 2004-CN009 Extended Working Hours advising of the Environmental Planning and Assessment (COVID-19 Development – Construction Work Days) Order 2020 being implemented onsite.	06/04/2020 3:05pm	BM	Response sent by email noting concerns and frustration. Also advised that Built is continuing to follow Government advice in response to COVID-19, will continue to monitor the situation and implement required measures. - Refer also to Community Notice (2004-CN010) sent on 06/04/2020	Y
2004-CC009	03/04/2020 3:15pm	KD (Resident)	Lodged complaint in relation to 2004-CN009 Extended Working Hours advising of the Environmental Planning and Assessment (COVID-19 Development – Construction Work Days) Order 2020 being implemented onsite.	6/04/2020	BM	Refer to Community Notice (2004-CN010) sent on 06/04/2020.	Y
2004-CC010	03/04/2020 9:13pm	CT (Resident)	Lodged complaint in relation to 2004-CN009 Extended Working Hours advising of the Environmental Planning and Assessment (COVID-19 Development – Construction Work Days) Order 2020 being implemented onsite.	6/04/2020	BM	Refer to Community Notice (2004-CN010) sent on 06/04/2020.	Y
2004-CC011	6/04/2020 10:04am	JB & CG (Resident)	Lodged complaint in relation to alleged cracking of their property caused by groundworks onsite.	06/04/2020 12:20pm	BM	Built arranged for an inspection of the property to assess claim against conditions noted within Pre-Construction Dilapidation Report. Inspection completed by Structural Engineer on 08/04/2020. Inspection Report issued to the Resident on 09/04/2020 advising that in the Engineer's opinion, the cracks identified by the Resident were noted within the Pre-Construction Dilapidation Report and had not worsened. Resident disputed the findings of one of the identified cracks. Built responded that vibration monitoring of an adjacent property during the same period had demonstrated compliance with vibration criteria and that any disputes will be addressed after the completion and findings of the Final Dilapidation Reports required under the Development Consent Conditions. No further response received.	Y

2004-CC012	06/04/2020 1:40pm	KD (Resident)	Lodged complaint by email regarding extended working hours, social distancing, and a traffic management issue on 04/04/2020 (Saturday).	06/04/2020 4:13pm	BM	Referred the Resident to Community Notice (2004-CN010) for response to concerns regarding social distancing. Advised that the traffic management issue had been issued to the Site Team and Subcontractors for urgent action. Also requested that for any future issues, the Resident should contact Built PM or SM immediately to ensure matters are actioned quickly. Email received from City of Newcastle Councillor thanking Built for responding to the concerns of residents.	Y
2004-CC013	08/04/2020 9:48am	MW (Employee - Newcastle Chambers)	Lodged complaint by email regarding noise caused by grinding activities onsite.	08/04/2020 11:58am	BM	Response stated Built's intention to minimise noise and conduct ongoing monitoring during construction, however, elimination of noise is not possible. Advised that structural demolition is nearing completion on the portion of site near his office. Note: Works were a short term activity located behind 2.4m plywood hoarding. No further response received	Y
2004-CC014	28/04/2020 2:42pm	NH (HNE)	Email correspondence received from HNE advising of internal complaints related to vibration causing activities and requesting information on construction monitoring activities and methodology mentioned within Community Notice (2004-CN011) Construction Progress Update 02.	28/04/2020 3:53pm	BM	Built responded via email advising of the current site activities and their expected completion date of 1st May and that previous monitoring had demonstrated compliance. Built also advised that vibration monitors had been collected on 28/04/20 and that the monitoring report would be submitted to HNE for transparency and their records. Built submitted the monitoring report to HNE on 01/05/2020 showing that the acceptable vibration dose levels for intermittent vibration related to human comfort had not been exceeded. No further issues raised.	Y
2005-CC015	21/05/2020 5:52am	BC (Resident)	Email sent to Built Design Manager regarding noise when site personnel are arriving to site in the morning around 6:30am to 7:00am. Complaint specifically mentions noise generated by individuals talking as walking past the residence.	22/05/2020 3:38pm	BM	Email response sent advising of construction hours commencing at 7:00am and that Built would reinforce the need to be mindful of neighbours when arriving onsite of a morning. Resident responded with no further issues.	Y

2008-CC016	25/08/2020	HNE JFH	Received email from HNE JFH Corporate Services Manager regarding update on works currently occurring onsite due to receiving internal correspondence the previous week regarding jackhammering.	25/08/2020	BM	Built PM provided update of construction progress and advised that hand-held jackhammers were being intermittently used during construction of foundations. Works were expected to be completed by 28/08/2020. HNE responded advising of no further issues.	Y
2010-CC017	17/10/2020 6:38am	CG (Resident)	Received noise complaint from resident via text message and email on 17/10/2020 in relation to being woken by a worker opening the site access gate for personnel arriving to work.	19/10/2020	BM	Built PM provided apology and advised that whilst no construction activities or material deliveries were occurring at the time (in compliance with consent conditions), personnel would be reminded to be mindful of neighbours and noise when arriving to site of a morning. No further response received.	Y
2011-CC018	23/11/2020	Resident (Unknown) / SafeWork NSW	Safework Inspector attended site to follow up on a complaint received last week. Complaint received was around loads being lifted over the road in front of the works zone. The inspector reviewed the traffic management and traffic control plans, SWMS, crane crew and traffic controller competencies, road permits. No issues raised from documentation. Toolbox will be undertaken with crane crew and traffic control to reinforce controls around lifting from the works zone. All observed lifts have been completed in accordance with required controls and traffic stopped. NOTE: No complaint was received on this matter.	23/11/2020	ML	Nil	Y
2101-CC019	20/01/2021	CG (Resident)	Complaint received via email regarding construction noise at 6:52am.	20/01/2021	BM	Site personnel addressed on construction working hours and apology issued to the resident.	Y
2101-CC020	21/01/2021	CG (Resident)	Complaint received via email regarding construction noise at 6:50am.	22/01/2021	BM	Site personnel responsible were specifically tool boxed on construction working hours and apology issued to the resident.	Y
2101-CC021	29/01/2021	HNE JFH	Complaint received via email from HNEH regarding unauthorised parking in hospital driveway and staff being subject to abuse when directions were given to remove vehicle. Initial details cannot confirm whether person(s) involved were related to the project.	1/02/2021	BM	Built Project Manager contacted HNEH Corporate Services Manager by phone to discuss the incident and offer assistance in identifying those responsible. Investigations ongoing. Subcontractor identified and immediately removed from site. HNE advised of no further issues.	Y

Community Liaison Register

Built.

Project: Nihon University				Notices Register		Last Updated: 01/01/2021	
REF ID	DATE ISSUED	ISSUED TO	ISSUED BY	METHOD	DESCRIPTION	RESPONSES RECEIVED / DETAILS	CLOSED (Y / N)
1911-CN001	5/11/2019	ALL	SV	LETTER	Dilapidation Report request to nearby stakeholders - residents, businesses, etc.	Responses received from majority of stakeholders. Dilap reports completed by Engineer and submitted.	Y
1912-CN002	13/12/2019	James Fletcher Hospital	SV	MEETING	Consultation meeting with Hunter New England Health Management to discuss upcoming commencement of works, general scope, temporary fencing, boundary, etc.	Response received post-meeting that HNE Health would like the opportunity for NSW Dept. Public Works to review the works.	Y
1912-CN003	19/12/2019	ALL	BM	LETTER	Notice of commencement of works	NIL	Y
2001-CN004	21/01/2020	ALL	BM	EMAIL / LETTER	Notice of commencement of Asbestos removal	NIL	Y
2002-CN005	4/02/2020	Newcastle Police Station	BM / LA	MEETING	Meeting with Sgt Darren Holmes (Station Manager) to discuss shared lighting circuit requiring disconnection, noise mitigation & upcoming Work Zone Installation.	2002-CQ001	Y
2002-CN006	5/02/2020	NGS	BM	MEETING	Consultation meeting with Newcastle Grammar School Deputy Head of School & Director of Operations to discuss potential impacts and concerns regarding relocation of pedestrian crossing and proposed construction zone along Church Street site frontage.	Initial response was positive due to concerns around student & staff safety traversing past live site. Built issued additional information for review and suggested additional meeting if required.	Y
2002-CN007	19/02/2020	Newcastle Police Station	BM	LETTER	Formal notice of work zone installation	NPS raised concerns on lack of solution for parking of Correctional Services vehicles. Requested Built facilitate talks with CoN. Built facilitated discussions with CoN on 20/02/2020 & long term solution was agreed.	Y
2002-CN008	20/02/2020	ALL	BM	EMAIL & LETTER	Construction progress update including completion of Stage 1 asbestos removal, commencement of structural demolition, installation of work zone & pedestrian crossing	Response from Newcastle Grammar School thanking Built for notification and advised they will communicate the information to their parent body.	Y
2003-CN009	2/03/2020	HNE	BM/OR	MEETING	Meeting arranged with HNE & NSW Public Works representatives to discuss heritage wall retention works and other construction activities potentially affecting HNE James Fletcher Hospital	HNE Engineer Jason Thomas was the only attendee. Discussed all works and items. Built issued meeting minutes & retention design to HNE on 04/03/2020 for review and comment. Deadline for HNE response is 27/03/2020. Response received from HNE on 27/03/2020 with no objections.	Y

2004-CN009	3/04/2020	ALL	BM	EMAIL / LETTER	Extended Construction Hours: Notice issued to all surrounding residents, businesses, and organisations advising of the introduction of the Environmental Planning and Assessment (COVID-19 Development - Construction Working Days) Order 2020. The notice advised that Built intended to enact this Order at Nihon University until further advice/notice received from the NSW Dept. Planning, Industry and Environment	Community complaints received from Residents on Church Street. These are referenced below. 2004-CC007 2004-CC008 2004-CC009 2004-CC010 2004-CC012 In response to the community concerns, Built issued additional Community Notice (2004-CN010).	Y
2004-CN010	6/04/2020	ALL	BM	EMAIL / LETTER	Community Response to Extended Construction Hours: Notice issued to surrounding residents, businesses, and organisations advising that in response to community responses received related to 2004-CN009, Built will be extending working hours on Saturday's only in the short term and that any changes will be communicated in advance.	Additional responses were received, however, all were still in relation to extended working hours. Built has continued to implement the revised extended working hours on Saturday's and COVID-19 prevention measures onsite in accordance with Government advice.	Y
2004-CN011	22/04/2020	ALL	BM	EMAIL / LETTER	Construction Progress Update 02: - Noted establishment of Church Street Hoarding. - Advised of structural demolition progress - Advised of commencing piling / retention works in SW corner of the site on 27/04/2020. - Advised of piling method (CFA) to minimise noise and vibration. - Advised of planned Water Main Upgrade works commencing in late May 2020.	NIL	Y
2005-CN012	15/05/2020	HNE	BM	EMAIL	Notice to HNE James Fletcher Hospital regarding commencement of Temporary Ground Anchor Works to new retaining wall as discussed onsite with HNE, dwp, and Built in March 2020 (REF 2003-CN009) and per the design approved by NSW Public Works (reference email received from N. Halpin on 26/03/2020)	HNE response on 18/05/2020 ensuring HNE Engineering is aware of what is occurring on their property. Built (BM) contacted HNE for phone discussion to clarify and followed up with email on 18/05/2020. No outstanding issues.	Y
2006-CN013	4/06/2020	HWC	BM	MEETING	Pre-Commencement Meeting held onsite at Nihon University with Hunter Water, dwp Australia, Metiri Consultants, Built, and Murphy Plumbing to discuss the upcoming watermain upgrade works.	Hunter Water & Metiri Consultants advised of pre-commencement documentation to be submitted prior to commencing works. All actions closed and approval received.	Y
2006-CN014	5/06/2020	NPS	BM	MEETING/EMAIL	Site Meeting held with Newcastle Police Station to advise of and discuss upcoming road / lane closures on Church Street during Hunter Water works and erection of Tower Crane. Post-meeting, Built submitted the TMPs to NPS for information and comment if required.	No additional feedback / comments received. No further action.	Y

2006-CN015	5/06/2020	ALL	BM	EMAIL	Additional Community Notice issued to residents and businesses advising of Hunter Water Upgrade & Crane Erection works commencing.	Received one query from a resident requesting additional information. Received query from HNE James Fletcher Hospital clarifying if their driveway access would be affected. Built issued a Staging Plan and additional information on the works. No further comments received. No further action.	Y
2006-CN016	24/06/2020	HNE	BM	MEETING	Site Meeting and inspection held with Hunter New England Health, dwp Australia, Built, and Murphy Plumbing to discuss upcoming Sewer Main Upgrade requiring access to HNE property.	HNE granted access permission and requested additional notice prior to commencing works.	Y
2007-CN017	28/07/2020	ALL	BM	EMAIL	Construction Progress Update 03 - General update on progress and upcoming works including concrete pours (and related lane closures) and the 21 day notice for water main connection works.	NIL	Y
2007-CN018	29/07/2020	HNE	AM	EMAIL	Email correspondence with HNE regarding upcoming water main connection and potential disruptions to HNE James Fletcher Hospital.	Ongoing coordination with HNE contacts to ensure water connection does not cause disruption to normal operations. No disruptions to HNE operations & no further issues.	Y
2009-CN019	3/09/2020	HNE	BM	EMAIL	Provided HNE with an As-Built documentation package for retention works completed on the adjoining heritage retaining wall along the southern boundary of Nihon University and HNE James Fletcher Hospital.	No additional feedback / comments received. No further action.	Y
2009-CN020	23/09/2020	ALL	BM	EMAIL	Construction progress update and advising of upcoming works including additional Hunter Water infrastructure works and road restoration on Church Street.	Response received regarding ongoing implementation of DPIE Extended Working Hours Order 2020. Built confirmed extended hours are still ongoing in accordance with the Order and that any changes will be communicated to the community.	Y
2010-CN021	27/10/2020	HNE	BM	EMAIL	Notice provided that a section of the chain link fence along the western boundary has been relocated further west to accommodate scaffold. Advised that fencing and scaffold is still within Nihon site boundary. Marked up plan was also attached for information.	Response received thanking for the notice. Nil actions.	Y
2011-CN022	18/11/2020	ALL	BM	EMAIL	Notice provided to community regarding scheduled road restoration works on Church Street as part of the Hunter Water Upgrade Works package.	Response received from resident regarding driveway access. Built advised access limited for a single day. No further issues. Newcastle Police contacted Built PM after works completed advising that no issues were raised during the works.	Y
2012-CN023	9/12/2020	ALL	OR	EMAIL	Notice provided to community stakeholders advising of partial road closures on Church Street for scheduled concrete pours on 11th & 14th December.	Response received from Grand Hotel, NGS, and HNEH James Fletcher thanking Built for the notice. Nil actions.	Y
2012-CN024	9/12/2020	ALL	OR	EMAIL	Notice provided to community stakeholders advising of rescheduled partial road closure on Church Street for rescheduled concrete pour on 10th December due to inclement weather.	Response received from Grand Hotel, NGS, and HNEH James Fletcher thanking Built for the notice. Nil actions.	Y

2012-CN025	10/12/2020	ALL	OR	EMAIL	Notice provided to community stakeholders advising of partial road closures on Church Street for concrete pours scheduled between December 2020 to mid-January 2021.	No response received.	Y
2012-CN026	21/12/2020	ALL	BM	EMAIL	Construction progress update and advising of upcoming works in early 2021 including concrete pours and public domain works.	No response received.	Y
2101-CN027	22/01/2021	ALL	BM	EMAIL	Community notice advising of upcoming road and footpath closures to enable construction works.	No response received.	Y

Community Liaison Register						Built.	
Project: Nihon University			Queries Register			Last Updated: 01/02/2021	
REF ID	DATE / TIME RECEIVED	RECEIVED FROM	DESCRIPTION	DATE / TIME RESPONDED	RESPONSE BY	DESCRIPTION	CLOSED (Y / N)
2002-CQ001	4/02/2020	Newcastle Police Station	Request for sound baffling installed to L1, 2, 3 Balcony Windows due to meeting held on 03/02/2020	4/02/2020	BM	Confirmed that BUILT can organise an inspection by Acoustic Consultant and provide an appropriate solution. Acoustic solution provided by Consultant is to install acoustic door seals.	Y
2002-CQ002	19/02/2020	Newcastle Police Station	Request for Built to facilitate talks with City of Newcastle regarding long term solution for Correctional Services vehicle parking	19/02/2020	BM	Built has scheduled onsite meeting with Newcastle Police Station & City of Newcastle for 20/02/2020 to discuss solutions. City of Newcastle agreed to provide permanent parking on Watt Street for required vehicles.	Y
2003-CQ003	03/03/2020 1:04pm	AR	Email received from AR. Spoke with Built Foreman onsite regarding blanked out pedestrian crossing and concerns around pedestrian safety due to lack of signage & physical barriers warning common users that the crossing is no longer in place. Forwarded email sent to City of Newcastle expressing same concerns plus stating that Built had traffic control personnel onsite directing pedestrians which was good to see. Advised Council that additional signage should be implemented	04/03/2020 10:35am	BM	Response email sent acknowledging concerns and advising that Built is working with Council to ensure signage is installed ASAP. City of Newcastle responded on 09/03/20 with additional requirements originally not requested during consultation. All actions closed out.	Y
2003-CQ004	26/03/2020 5:19pm	JS	Email sent to Structural Engineer responsible for completing Pre-Construction Dilapidation Report on the property requesting that vibration causing activities be noted for Post-Construction Dilapidation Inspection.	27/03/2020	BM	Noted by Built & Engineer. No further correspondence received.	Y
2004-CQ005	01/04/2020 12:21pm	JP	Email sent to Nihon community liaison address advising of vibration felt within their residence caused by a loaded vehicle entering site	02/04/2020 2:06pm	BM	Response email sent noting concerns and advising of Built monitoring activities to maintain compliance and minimise disruptions. Advised the resident to contact if there are any further concerns or structural changes noted. No further response received.	Y
2004-CQ006	01/04/2020 12:47pm	KD	Email sent to Nihon community liaison address advising that vibrations were felt at various times throughout the day.	02/04/2020 2:08pm	BM	Response email sent noting concerns and advising of Built monitoring activities to maintain compliance and minimise disruptions. Advised the resident to contact if there are any further concerns or structural changes noted. No further response received.	Y

2005-CQ008	18/05/2020	Newcastle Grammar School	Phone call to Built & follow up email notifying Built that construction vehicles (trucks) were standing in the school drop off/pick-up zone. Noted this was prior to school zone hours and requested an alert to be raised with Built & Subcontractors to ensure no issues moving forward.	19/05/2020 9:24am	OR	Built immediately instructed Subcontractors on 18/05/2020 not to use this zone at any time. Follow up email sent to NGS advising them of action taken and acknowledging concerns. NGS had no further issues.	Y
2008-CQ009	10/08/2020	JP	Emailed Engineer responsible for dilapidation report to note potential cosmetic issues related to 2004-CQ005. Engineer contacted Built PM to advise.	10/08/2020	BM	Built PM contacted the resident via phone call to enquire further and requested photos to forward to Engineer for preliminary review. Resident submitted photos via email on 24/08/2020. Built PM forwarded photos to Engineer and has requested an inspection of the property to investigate further. The engineer inspected the property on 09/09/20 and reviewed alleged damage against pre-existing condition, noting that the majority of items were existing, whilst the remaining were minor and not captured within the original report. Built advised that these issues have been noted and would be further assessed at the completion of the post-construction dilapidation survey. No further comment has been received from the resident.	Y
2010-CQ010	19/10/2020	NGS	Received email advising that students would be using the building opposite Nihon University as a temporary exam facility for the next three weeks. Provided key exam dates with request that noise is minimised where able.	20/10/2020	BM	Built PM responded with advice that key exam dates did not currently clash with major construction activities (subject to change). Advised that as a precaution, additional noise monitoring and measures would be implemented where practicable and reasonable to do so if required.	Y

Appendix C – Audit Records

Details

Form id	175906
Created at	06/01/2021 by Benjamin Bates
Completed at	06/01/2021
Last modified	07/01/2021 09:20:06 by Benjamin Bates
Status	Complete
Respondent	Benjamin Bates
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	
Type of Site Inspection	Supervisor Inspection
Built Attendance	

Include the person who is logged in as well.

Name

Benjamin Bates

Others in attendance

Subcontractor Name

Persons Name

Areas or Locations Inspected Building A hoist

*Identify the area/s reviewed during the inspection.
The may include; whole of project, certain levels or certain locations.*

Summary of inspection Had service on hoist 1 and 2. See attached work list and details completed

*This may include; common checks, activities or items reviewed, good practices observed or general commentary of the inspection.
Note; all actions need to be registered in the "Actions" area at the bottom of this page.*

High Potential Hazard Reporting

High Potential Classification

Select from the drop down list those which apply. Use the Add button to add one line per issue

Trade/Process

State the trade who has been identified as being responsible for the hazard. If unknown please state 'Unknown'

Comments

Describe the situation that is classified as High Potential

Additional

Photos

FOWLER

SCAFFOLD HOISTS FORMWORK

Wickham Hoist (Australia) Pty Ltd
 ABN 11 475 492 079
 PO Box 6481 Wetherill Park NSW 2164
 P (02) 9426 9700 M 0431 012 829

FIELD SERVICE DOCKET

H 4551

Client	BUILT			Date	6.1.21
Job site	NIMON - NEWCASTLE				
Plant type	SAFI MATERIAL HOIST (x2)				
Additional level	Please tick	Previous level no.	Hoist S/N	30101215 30101315	
Initial installation of hoist	Please tick	Day no.	Added level no.		
Routine maintenance	Please tick	Maintenance type	Breakdown	Please tick	
Variation / day labour	Please tick	Decommissioning	SERVICE		
Description of works performed:					

CARRY OUT SERVICE ON HOIST 1:
 GREASE, LUBRICATE + INSPECT ALL FIXINGS.
 • TEST LANDINGS + BREAKERS
 • TEST FUNCTION OF MACHINE - ALL OK
 HOIST 2 BROKEDOWN WHILEST SERVICING HOIST 1.
 FAULT FIND, REPAIR + TEST FUNCTION OF HOIST - OK.
 CARRY OUT SERVICE ON HOIST 2:
 • GREASE, LUBRICATE + INSPECT ALL FIXINGS.
 • TEST LANDINGS + BREAKERS.
 • TEST FUNCTION OF MACHINE - FAULTS DONE

BOTH HOISTS OPERATING CORRECTLY WHEN LEFT SITE

No. of site hours	5	No. of field staff	1	No. of hours travel	5
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Parts & materials used:

• 3 TUBES OPEN GEAR GREASE
 • CAN WD40

This document is issued in accordance with the terms and conditions of contract and constitutes formal notification of variation, extension of time and any related additional cost claims. This is a claim made under the Building and Construction Industry Security of Payment Act 1999 NSW.

Wickham Hoist (Australia) Representative

Name	CHRIS STEVENS
Position	ELECTRICIAN / RIGGER
Signature	

Client Representative

Name	Ben Bates
Position	Foreman
Signature	

Distribution: white copy - customer yellow copy - Wickham green copy - book

Attachments

- No file attachments

Actions Summary

Site Inspection



ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Details

Form id	176595
Created at	12/01/2021 by Benjamin Bates
Completed at	12/01/2021
Last modified	12/01/2021 07:50:26 by Benjamin Bates
Status	Complete
Respondent	Benjamin Bates
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	
Plant Type	Elevated Work Platform (EWP)
Make and model of plant	JLG 1932R
<i>Example; Komatsu 30t. JLG 30ft. Putzmeister 45m</i>	
Plant Identification Number	B20040411
<i>This is the asset number or serial number specific to this item of plant and can be found on the compliance plate or other identifying area.</i>	
Built Identification number	132
<i>This is the number on the top of the Blue Sticker that will be issued to the plant once it has satisfied all areas of the inspection.</i>	
Contact details of the person responsible for the plant	Craig
<i>Insert the person responsible for scheduling the plant maintenance, and authorising those who are allowed to operate the plant on site)</i>	
Date of last service or inspection	21/09/2020
<i>This may be found on the pre-delivery inspection report or maintenance report. Note; This must not exceed the periods specified in the Manufacturers Instructions</i>	
Approximate date of next service	12/02/2021
<i>This may be found on the pre-delivery inspection report or maintenance report. Note; This must not exceed the periods specified in the Manufacturers Instructions</i>	
General inspection items	☒ No visible oil leaks
EWP Type	Scissor type EWP

Plant Inspection



Inspection items to be confirmed with operator

- ☒ Light flashes when in use
- ☒ Audible alarm when moving vertically
- ☒ Audible alarm when moving horizontally
- ☒ Handrails are in good condition
- ☒ Gates closes and locks freely
- ☒ Emergency stop accessible at base
- ☒ "Danger" Over head powerlines signage displayed
- ☒ Wheels are in good condition
- ☒ Emergency lowering test complete with operator

Items to be reviewed and photographed during the inspection

Select these items as they are recorded

- ☒ Operators manual
- ☒ Last service report
- ☒ Plant risk assessment
- ☒ Operators inspection log book

Status of plant

Registered and on site

Photos



ANNUAL MACHINE INSPECTION

Date _____

JLG
The Lift-Right Technology Company
Op
ANSI CE AS/NZS

Newcastle Access
Gate 1, 52 Mitchell Avenue,
Kurri Kurri, NSW 2327
Ph: 1300 883 843
E: @newcastleaccess.com.au
ABN: 18165593028
W: newcastleaccess.com.au

INSPECTION CERTIFICATE

ServiceMan: Thomas Matthews
Equip No: S19330
Description: 19' Electric Scissor Lift
Certificate No: B30760
Location: Newcastle Access

Date: 20-Aug-20
Model No: JLGg32R
Serial No: B2040411
Date of Issue: 21-Sep-20
Next Inps Dure:

Test	Value	Result
CHECK LOG BOOK FOR FAULTS		Pass
ANNUAL INSPECTION DATE	17.2.21	Pass
COMPLIANCE PLATE PRESENT AND LEDGIBLE		Pass
OPERATORS MANUAL AND RISK ASSESSMENT PRESENT		Pass
BATTERY WATER LEVEL AND ACID		Pass
HYDRAULIC FLUID		Pass
GREASE AND LUBE MACHINE AS PER SERVICE MANUAL		Pass
WHEEL CONDITION		Pass
WHEEL NUT TENSION AND SECURED		Pass
CABINET DOORS LATCH		Pass
FRONT END ASSEMBLY		Pass
HYDRAULIC HOSES NOT WORN AND CORRECTLY ROUTED		Pass
ELECTRICAL CABLES NOT WORN AND CORRECTLY ROUTED		Pass
CHARGER TAGGED AND INTERLOCK WORKING		Pass
CYLINDER CONDITION AND FREE OF LEAKS		Pass
CHASSIS AND TIE DOWNLIFTING POINTS FREE OF CRACKS AND DISTORTION		Pass
SCISSOR ARMS FREE OF CRACKS AND DISTORTION		Pass
SCISSOR ARM SLIDE BLOCKS AND BUSHES NOT WORN		Pass
SAFETY PROP OPERATIONAL		Pass
SCISSOR PINS ALL SECURE		Pass
GROUND CONTROLS OPERATION		Pass
EMERGENCY DESCENT OPERATION		Pass
PLATFORM GATE SELF CLOSING		Pass
PLATFORM RAILINGS STRAIGHT AND NOT CRACKED		Pass
PLATFORM FLOOR NON SLIP		Pass
SLIDE OUT DECK MOVES FREELY AND LOCKS		Pass
OPERATORS MANUAL AND RISK ASSESSMENT PRESENT		Pass
ALL DECALS IN PLACE AND LEDGIBLE		Pass
FLASHING LIGHT		Pass
MOTION ALARM		Pass
PLATFORM CONTROLS OPERATION AND SPEEDS		Pass
DRIVE BRAKES		Pass
ELEVATED DRIVE SPEED		Pass
TILT CUT OUT		Pass
POTHOLE PROTECTION		Pass
HORN		Pass
FILL OUT LOG BOOK		Pass

Meter Reading: 118

Botany Access

**PLANT HAZARD AND RISK ASSESSMENT
WORKSHEET FOR SCISSOR LIFT REV 5**

Assessment Number: swms-02 Assessment Date: 25/05/20

Plant Type:
Plant Make:
Asset number:

Assessment Facilitated by: Operator Name:

Assessment Participants:

Plant Owner Name: Botany Access

Risk Matrix

Consequences	Likelihood or Probability				
	Almost Certain (expected)	Likely (will probably occur)	Moderate (might occur - has happened)	Unlikely (could occur - known to happen)	Rare (practically impossible)
PEOPLE					
No Incident or First Aid Injury	High 15	Medium 19	Low 22	Low 24	Low 25
Medical Treatment	High 10	High 14	Medium 15	Low 21	Low 23
Alternate Work or Lost Time Injury	Extreme 6	High 9	High 13	Medium 17	Medium 20
Serious or Permanent Injury	Extreme 3	Extreme 5	Extreme 8	High 12	High 16
Fatality	Extreme 1	Extreme 2	Extreme 4	Extreme 7	High 11

Any hazard assessed as presenting a low and/or medium risk level will be controlled using a combination of controls as appropriate.

Any hazard assessed as presenting a high risk level must be controlled using a combination of at least one engineering control and lower level controls as appropriate. Where this is not possible, Workplace Manager Consultation must take place.

Any hazard assessed as presenting an extreme risk level will be controlled using elimination and engineering as the primary source of controls. Where this is not possible, Workplace Manager Consultation must take place.

Operator to complete the below checks 1 through 5 prior to start of operation including "Potential Hazards" Items 24, & 29.

Assessment Form For Rev 5, revised John Kelleher

Operator Daily Safety Checks:

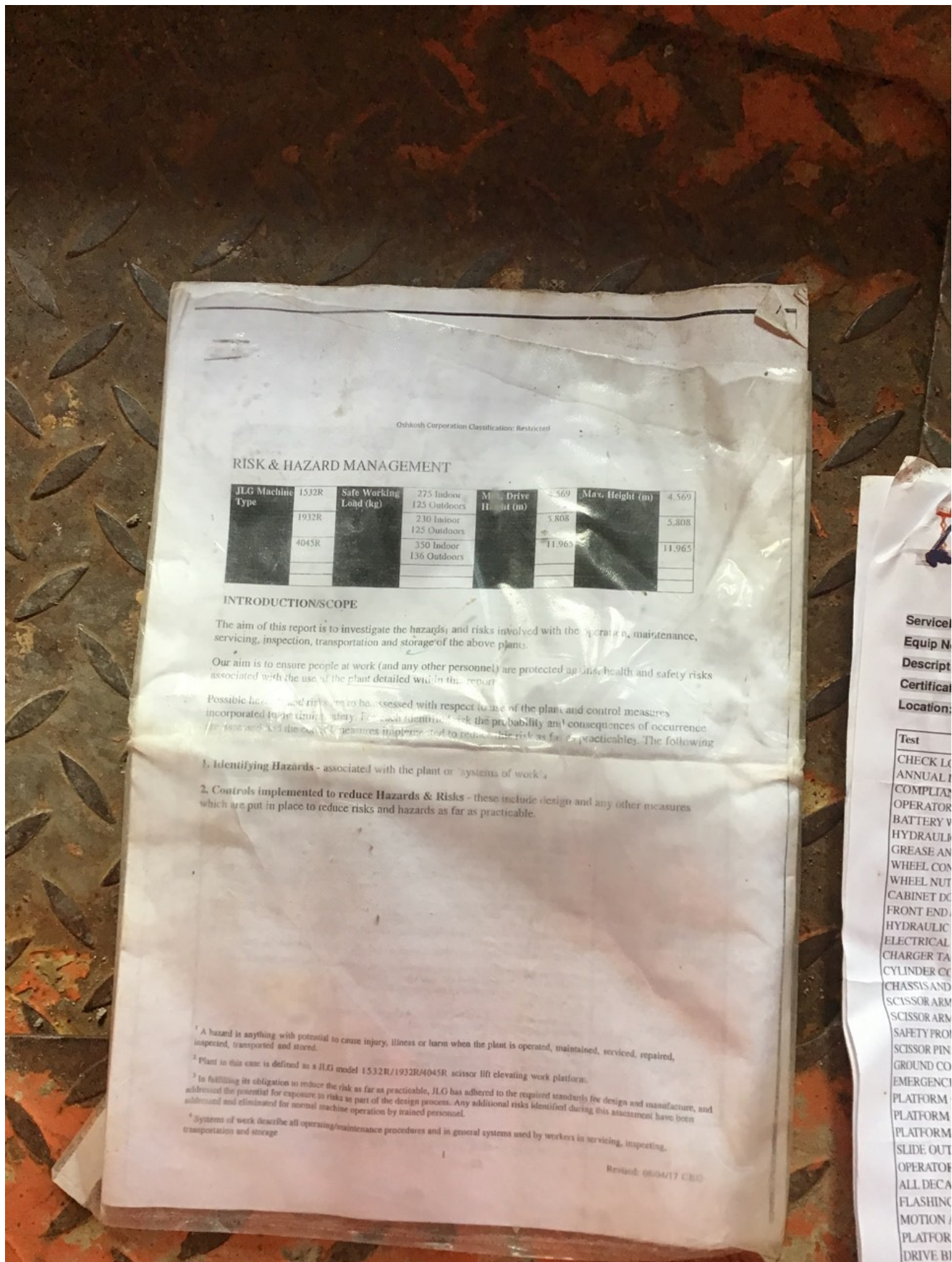
△ EWP SAFETY CHECK & ROUTINE MAINTENANCE LOGBO

514. 1932R

5143

1. Before checking operation, disconnect 240v power (battery charger & ...)

2. Check manufacturer's safe operating machine



Attachments

- No file attachments

Actions Summary

Plant Inspection



ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Details

Form id	177166
Created at	14/01/2021 by Leif Aleksic
Completed at	14/01/2021
Last modified	18/01/2021 11:52:29 by Michael Louis
Status	Complete
Respondent	Leif Aleksic
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	BUILT PTY LIMITED
Type of Site Inspection	Consultative Process Inspection
Built Attendance	

Include the person who is logged in as well.

Name
Leif Aleksic
Michael Louis
Mathew Mitchell

Others in attendance

Subcontractor Name	Persons Name
GERRARD MURPHY (DRAINAGE) PTY LTD	Dan
COLES REFRIGERATION & AIR CONDITIONING PTY LTD	Kingsley
Oakdale Group Pty Limited	Mark
PINNACLE BRICKLAYING PTY LTD	Paul
JA CROCKETT PTY LTD	Shane

Areas or Locations Inspected

*Identify the area/s reviewed during the inspection.
The may include; whole of project, certain levels or
certain locations.*

Building A
Building C

Summary of inspection

*This may include; common checks, activities or items reviewed, good practices observed or general commentary of the inspection.
Note; all actions need to be registered in the "Actions" area at the bottom of this page.*

Poor house keeping by all trades
No lighting on Building A
Building A

Fuel container to be stored in cage- built
Fence to be installed near hoist- built
Water to brick saw to contain water - pinnacle
Mixer to be tagged- pinnacle
Temp lighting to be installed- mailec
Charger to be tagged - oakdale
Bolt board down level 3 - mailec
Temp lighting- Mailec
Clean mess and remove boards in planter box- pinnacle

Building C
Set up exclusion around lifts- Kone
Vacuum rooms from sanding L1- JAC
Spray foam blocks- built
No exclusion zone around scissor lift- mudchucka
Pre start book to be filled out- mudchucka
Scaffold to be removed- DB scaffold
Coles house keeping in laundry level 3- Coles
Fence panels to be removed- built
Mixing area to be removed- JAC
Scaffold to be cleaned daily- mudchucka
Change room- Built

High Potential Hazard Reporting

High Potential Classification <i>Select from the drop down list those which apply. Use the Add button to add one line per issue</i>	Trade/Process <i>State the trade who has been identified as being responsible for the hazard. If unknown please state 'Unknown'</i>	Comments <i>Describe the situation that is classified as High Potential</i>
Falling Object	Mudchucka	No exclusion zone around scissor lift

Additional

Photos

Attachments

- No file attachments

Actions Summary

ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Details

Form id	177295
Created at	14/01/2021 by Michael Louis
Completed at	14/01/2021
Last modified	14/01/2021 12:55:53 by Michael Louis
Status	Complete
Respondent	Michael Louis
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	BUILT PTY LIMITED
Monitoring Activity	Struck by Moving Plant
Outline of activity being monitored	Works zone activities and emptying bins with forklift.
Documents referenced during monitoring	Forklift swms
<i>This could include; SWMS, Permit, Traffic Management Plans, Methodology documents, Engineering advice, SOP/JSA. Where possible provide the exact name and version number of the document.</i>	
Summary of monitoring	Traffic control/spotter in place for forklift emptying bins in the work zone.
<i>Provide an outline of any positive observations or conversations, work practices being performed well, compliance with the documents reference or a brief outline.</i>	
Was work required to be stopped?	No
High Potential Hazard Reporting	

High Potential
Select from the drop down list those which apply. Use the Add button to add one line per issue

Trade/process
State the trade who has been identified as being responsible for the hazard. If unknown please state 'Unknown'

Comments
Describe the situation that is classified as High Potential

Built staff in attendance

Include the person who is logged in to the software in this section as well as the other attendees

Attendee name

Michael Louis

Others in attendance

This could include workers involved in the activity, the subcontractor supervisor or others

Subcontractor name

Persons name

Additional

Photos

Attachments

- No file attachments

Actions Summary

ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Details

Form id	177427
Created at	15/01/2021 by Michael Louis
Completed at	15/01/2021
Last modified	15/01/2021 08:42:53 by Michael Louis
Status	Complete
Respondent	Michael Louis
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	DE MARTIN & GASPARINI PTY LIMITED
Monitoring Activity	SWMS Monitoring
Outline of activity being monitored	Concrete pour.

Documents referenced during monitoring SWMS. (Photo's not uploading)

This could include; SWMS, Permit, Traffic Management Plans, Methodology documents, Engineering advice, SOP/JSA. Where possible provide the exact name and version number of the document.

Summary of monitoring Clean run at pour deck. Only concretors in pour area. Exclusion zone under pour deck. Traffic control in place. Temp in place for pour.

Provide an outline of any positive observations or conversations, work practices being performed well, compliance with the documents reference or a brief outline.

Was work required to be stopped? No

High Potential Hazard Reporting

High Potential
Select from the drop down list those which apply. Use the Add button to add one line per issue

Trade/process
State the trade who has been identified as being responsible for the hazard. If unknown please state 'Unknown'

Comments
Describe the situation that is classified as High Potential

Built staff in attendance

Include the person who is logged in to the software in this section as well as the other attendees

Attendee name

Michael Louis

Others in attendance

This could include workers involved in the activity, the subcontractor supervisor or others

Subcontractor name

Persons name

Additional

Photos

Attachments

- No file attachments

Actions Summary

ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Details

Form id	177805
Created at	18/01/2021 by Olivia Ryan
Completed at	18/01/2021
Last modified	18/01/2021 09:56:59 by Olivia Ryan
Status	Complete
Respondent	Olivia Ryan
Division	NSW
Business unit	NSW Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	BUILT PTY LIMITED
Type of Site Inspection	Supervisor Inspection
Built Attendance	

Include the person who is logged in as well.

Name

Michael Louis

Olivia Ryan

Others in attendance

Subcontractor Name

Persons Name

Areas or Locations Inspected

*Identify the area/s reviewed during the inspection.
The may include; whole of project, certain levels or certain locations.*

Education Building
Residential Building
Heritage Building
Perimeter fencing

Summary of inspection

*This may include; common checks, activities or items reviewed, good practices observed or general commentary of the inspection.
Note; all actions need to be registered in the "Actions" area at the bottom of this page.*

Pinnacle observed using lead stands L5 Education Building
Observed material hoist log book completed for 18.1.2021 to Education Building
Observed exclusion zone around concrete pump and traffic control
Observed log book for Building C materials hoist complete 18.1.2021
Observed gates locked and fencing in tact and good condition

High Potential Hazard Reporting

High Potential Classification

Select from the drop down list those which apply. Use the Add button to add one line per issue

Trade/Process

State the trade who has been identified as being responsible for the hazard. If unknown please state 'Unknown'

Comments

Describe the situation that is classified as High Potential

Additional

Photos





FOWLER
Sales and Hire
Hoists • Scaffolding • Formwork

Wickham Hoist (Australia) Pty Ltd
DAILY / WEEKLY
SAFETY AND SERVICE LOG No. **21659**

Date from 18/1/21 to 23/1/21

Plant no. Serial no.
Location: Nikon Total metered hours Week Number

	✓ Tick each item as checked					
	Mon	Tue	Wed	Thu	Fri	Sat
DAILY CHECK						
Signage in position and legible.	✓					
All safety switches function correctly.	✓					
No objects are in the way of car travel path.	✓					
Brakes tested by starting and stopping.	✓					
Up and down travel limits.	✓					
Trailing electrical cables and cable guide springs show no damage.	✓					
Covers and screens are in place and function correctly.	✓					
Gates operate freely.	✓					
Communication system working properly.	✓					
WEEKLY CHECK – Max 48 site working hours	✓					
Ensure roller assembly, counter rollers, safety hooks and machinery plate bolts are tight.	✓					
Visual check of tie bolts and fasteners on mast(s).	✓					
Check all door interlocks. Try to run hoist leaving door open, then leaving the trap door open. The hoist must not start. Remember to check only one function at a time.	✓					
Visual check of cable guides. Check condition of external wiring for any damage.	✓					
Check brakes are operating correctly.	✓					
Check attachment of counterweight guide rollers, rope equaliser, cat head and brackets of counterweight ropes. Grease guides and lubricate gates (if required).	✓					
Visual check of rack and pinion for wear and any damage.	✓					
Test emergency stop controls top and bottom.	✓					
Clean car floor and roof. Check for damage.	✓					
Fire extinguisher present and in date.	✓					
Visual check of gearboxes for leaks.	✓					
Safety devices. Check if tripping without cause and report any faults.	✓					
Visual check of three-phase switch and equaliser switch.	✓					
Visual check of position of limit and three phase cams.	✓					
NOTE: No unauthorised personnel to carry out any service on this hoist. If operator finds service is required outside his capability he must notify Wickham Hoist (Australia). Any visible damage or fault is to be inspected by Wickham Hoist (Australia).						
Comments, issues, etc.						
Operator's signature <u>[Signature]</u> Client Representative's signature						
NOTE: The site manager is to forward a completed service log to the plant manager every week						





FOWLER
Sales and Hire
Hoists - Scaffolding - Formwork

Wickham Hoist (Australia) Pty Ltd
DAILY / WEEKLY
SAFETY AND SERVICE LOG No. **25240**

Plant no. **SAT** Serial no. **3019215**
Location: **MILTON** Date from **18/01/21** to

Total metered hours Week Number

DAILY CHECK

	Tick each item as checked					
	Mon	Tue	Wed	Thu	Fri	Sat
Signage in position and legible.	/					
All safety switches function correctly.	/					
No objects are in the way of car travel path.	/					
Brakes tested by starting and stopping.	/					
Up and down travel limits.	/					
Trailing electrical cables and cable guide springs show no damage.	/					
Covers and screens are in place and function correctly.	/					
Gates operate freely.	/					
Communication system working properly.	/					

WEEKLY CHECK – Max 48 site working hours

	COMMENTS
Ensure roller assembly, counter rollers, safety hooks and machinery plate bolts are tight.	
Visual check of tie bolts and fasteners on mast(s).	
Check all door interlocks. Try to run hoist leaving door open, then leaving the trap door open. The hoist must not start. Remember to check only one function at a time.	
Visual check of cable guides. Check condition of external wiring for any damage.	
Check brakes are operating correctly.	
Check attachment of counterweight guide rollers, rope equaliser, cat head and brackets of counterweight ropes. Grease guides and lubricate gates (if required).	
Visual check of rack and pinion for wear and any damage.	
Test emergency stop controls top and bottom.	
Clean car floor and roof. Check for damage.	
Fire extinguisher present and in date.	
Visual check of gearboxes for leaks.	
Safety devices. Check if tripping without cause and report any faults.	
Visual check of three-phase switch and equaliser switch.	
Visual check of position of limit and three phase cams.	

NOTE: No unauthorised personnel to carry out any service on this hoist. If operator finds service is required outside his capability he must notify Wickham Hoist (Australia). Any visible damage or fault is to be inspected by Wickham Hoist (Australia).

Comments, issues, etc.

..... week





Attachments

- No file attachments

Actions Summary

ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
43851	Benjamin	Bates	18/01/2021	19/01/2021	Exclusion zones to be created around scaffold to L3 terrace peno area	Closed	
43852	Benjamin	Bates	18/01/2021	18/01/2021	Scaffold stillage to be relocated to provide clear access	Closed	
43853	Benjamin	Bates	18/01/2021	19/01/2021	Bar cover to be re installed on lift shaft walls to Roof Level	Closed	
43854	Benjamin	Bates	18/01/2021		Temp power board required to Roof Level Education	Open	
43855	Benjamin	Bates	18/01/2021	19/01/2021	Lead stands to be used on Level 4	Closed	
43856	Benjamin	Bates	18/01/2021	01/02/2021	Pan covers required to L4	Closed	All pans filled
43857	Liam	Tamsett	19/01/2021	18/01/2021	Lighting required for main courtroom	Closed	Task lighting is to be used in this room
43858	Robbie	Clydesdale	18/01/2021	28/01/2021	Render angles, tape to be cleaned off ledge and scaffold	Closed	
43859	Robbie	Clydesdale	18/01/2021	19/01/2021	Gyprock angles to be removed from access corridors	Closed	
43860	Robbie	Clydesdale	18/01/2021	19/01/2021	Ladders to be removed from L2 Stairs preventing access to nurse call	Closed	

Site Inspection

43861	Robbie	Clydesdale	18/01/2021	19/01/2021	Cover missing on bolts on Roof Level Residential building	Closed
43863	Robbie	Clydesdale	18/01/2021	28/01/2021	Kone power supply leads out of date to Roof Level	Closed
43864	Robbie	Clydesdale	18/01/2021	19/01/2021	Scaffold stillages to be removed and relocated Blocking access to material hoist controls	Closed

Actions

ID: 43851

Actionee: Benjamin Bates

Due date: 2021-01-18

Status: Closed

Date closed: 2021-01-19

Action description: Exclusion zones to be created around scaffold to L3 terrace peno area



Attachments

- No file attachments

Site Inspection

ID: 43852

Due date: 2021-01-18

Status: Closed

Actionee: Benjamin Bates

Date closed: 2021-01-18

Action description: Scaffold stillage to be relocated to provide clear access



Attachments

- *No file attachments*

ID: 43853

Due date: 2021-01-18

Status: Closed

Actionee: Benjamin Bates

Date closed: 2021-01-19

Action description: Bar cover to be re installed on lift shaft walls to Roof Level



Attachments

- *No file attachments*

ID: 43854

Due date: 2021-01-18

Status: Open

Actionee: Benjamin Bates

Date closed:

Action description: Temp power board required to Roof Level Education

Site Inspection



Attachments

- *No file attachments*

ID: 43855

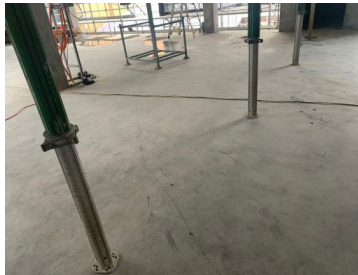
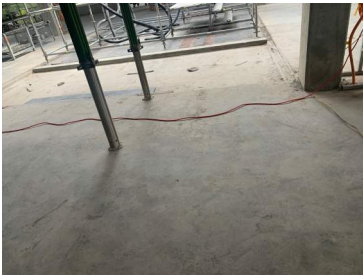
Actionee: Benjamin Bates

Due date: 2021-01-18

Status: Closed

Date closed: 2021-01-19

Action description: Lead stands to be used on Level 4



Attachments

- *No file attachments*

ID: 43856

Actionee: Benjamin Bates

Due date: 2021-01-18

Status: Closed

Date closed: 2021-02-01

Action description: Pan covers required to L4



Attachments

- *No file attachments*

ID: 43857

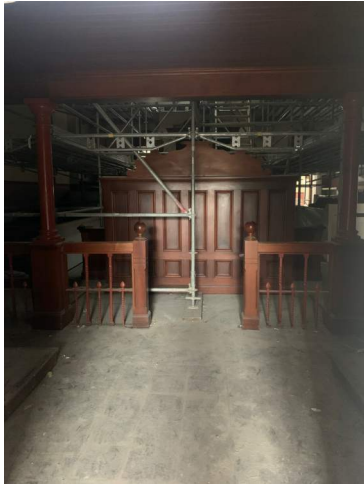
Actionee: Liam Tamsett

Due date: 2021-01-19

Date closed: 2021-01-18

Status: Closed

Action description: Lighting required for main courtroom



Attachments

- No file attachments

ID: 43858

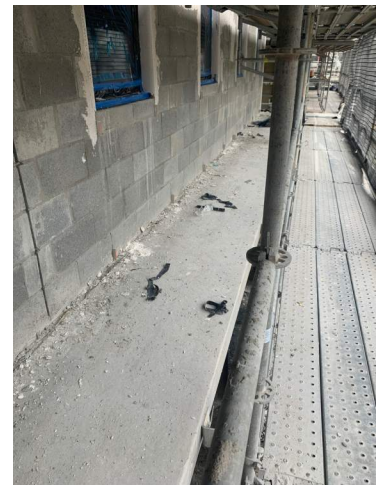
Actionee: Robbie Clydesdale

Due date: 2021-01-18

Date closed: 2021-01-28

Status: Closed

Action description: Render angles, tape to be cleaned off ledge and scaffold



Attachments

- No file attachments

ID: 43859

Actionee: Robbie Clydesdale

Due date: 2021-01-18

Date closed: 2021-01-19

Status: Closed

Action description: Gyprock angles to be removed from access corridors

Site Inspection



Attachments

- No file attachments

ID: 43860

Due date: 2021-01-18

Status: Closed

Actionee: Robbie Clydesdale

Date closed: 2021-01-19

Action description: Ladders to be removed from L2 Stairs preventing access to nurse call



Attachments

- No file attachments

ID: 43861

Due date: 2021-01-18

Status: Closed

Actionee: Robbie Clydesdale

Date closed: 2021-01-19

Action description: Cover missing on bolts on Roof Level Residential building

Site Inspection



Attachments

- No file attachments

ID: 43863

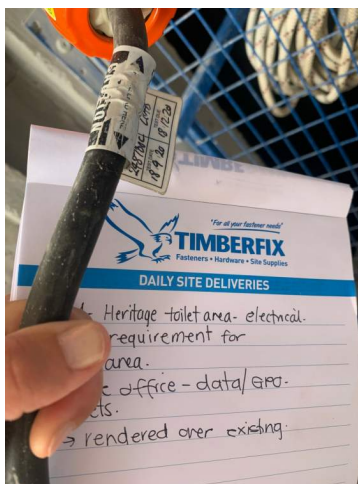
Actionee: Robbie Clydesdale

Due date: 2021-01-18

Status: Closed

Date closed: 2021-01-28

Action description: Kone power supply leads out of date to Roof Level



Attachments

- No file attachments

Site Inspection



ID: 43864

Due date: 2021-01-18

Status: Closed

Actionee: Robbie Clydesdale

Date closed: 2021-01-19

Action description: Scaffold stillages to be removed and relocated Blocking access to material hoist controls



Attachments

- *No file attachments*
-

Details

Form id	177891
Created at	18/01/2021 by Michael Louis
Completed at	18/01/2021
Last modified	18/01/2021 12:10:25 by Michael Louis
Status	Complete
Respondent	Michael Louis
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	DE MARTIN & GASPARINI PTY LIMITED
Monitoring Activity	Struck by Moving Plant
Outline of activity being monitored	Concrete pour
Documents referenced during monitoring	SWMS.
<i>This could include; SWMS, Permit, Traffic Management Plans, Methodology documents, Engineering advice, SOP/JSA. Where possible provide the exact name and version number of the document.</i>	
Summary of monitoring	Traffic control in place, footpath delineation in place. Enviro controls in place.
<i>Provide an outline of any positive observations or conversations, work practices being performed well, compliance with the documents reference or a brief outline.</i>	
Was work required to be stopped?	No
High Potential Hazard Reporting	

High Potential
Select from the drop down list those which apply. Use the Add button to add one line per issue

Trade/process
State the trade who has been identified as being responsible for the hazard. If unknown please state 'Unknown'

Comments
Describe the situation that is classified as High Potential

Built staff in attendance

Include the person who is logged in to the software in this section as well as the other attendees

Attendee name

Michael Louis

Others in attendance

This could include workers involved in the activity, the subcontractor supervisor or others

Subcontractor name

Persons name

Additional

Photos



Attachments

- No file attachments

Actions Summary

ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Details

Form id	178139
Created at	19/01/2021 by Michael Louis
Completed at	19/01/2021
Last modified	25/01/2021 09:55:17 by Michael Louis
Status	Complete
Respondent	Michael Louis
Division	NSW
Business unit	Newcastle Fitout
Department	
Project	Nihon University Newcastle Campus
Subcontractor	Engineering Fabricators Newcastle Pty Ltd
Plant Type	Elevated Work Platform (EWP)
Make and model of plant	JLG Scissor Lift 1930 ES
<i>Example; Komatsu 30t. JLG 30ft. Putzmeister 45m</i>	
Plant Identification Number	SL 9356
<i>This is the asset number or serial number specific to this item of plant and can be found on the compliance plate or other identifying area.</i>	
Built Identification number	133
<i>This is the number on the top of the Blue Sticker that will be issued to the plant once it has satisfied all areas of the inspection.</i>	
Contact details of the person responsible for the plant	Ben bates
<i>Insert the person responsible for scheduling the plant maintenance, and authorising those who are allowed to operate the plant on site)</i>	
Date of last service or inspection	15/01/2021
<i>This may be found on the pre-delivery inspection report or maintenance report. Note; This must not exceed the periods specified in the Manufacturers Instructions</i>	
Approximate date of next service	19/04/2021
<i>This may be found on the pre-delivery inspection report or maintenance report. Note; This must not exceed the periods specified in the Manufacturers Instructions</i>	
General inspection items	☒ No visible oil leaks ☒ Recorded faults are rectified or closed out
EWP Type	Scissor type EWP

Plant Inspection



Inspection items to be confirmed with operator

- ☒ Light flashes when in use
- ☒ Audible alarm when moving vertically
- ☒ Audible alarm when moving horizontally
- ☒ Handrails are in good condition
- ☒ Gates closes and locks freely
- ☒ Emergency stop accessible at base
- ☒ "Danger" Over head powerlines signage displayed
- ☒ Wheels are in good condition
- ☒ Emergency lowering test complete with operator

Items to be reviewed and photographed during the inspection

Select these items as they are recorded

- ☒ Operators manual
- ☒ Last service report
- ☒ Plant risk assessment
- ☒ Operators inspection log book

Status of plant

Registered and on site

Photos

Issue No: 10 May 2019
 First Issued July 1994
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EWPA
 ELEVATING WORK PLATFORM
 ASSOCIATION OF AUSTRALIA

**EWP
LOGBOOK**

About This Logbook: Until replacement, this logbook must remain with this EWP at all times and must be used by the *Operator* and *Owner* of the EWP to record equip details, safety checks, routine maintenance, any faults found, and the action taken to rectify the faults. This logbook is part of a kit available from the Elevating Work Platform Association.

EQUIP DETAILS (CAPS):			
Owner of Equip: Newcastle Amuss	Asset No (if applic): 519356	Equip Make/Model: JLG 1930ES	Serial No: B100050003
			Date of Manuf: 18 DAY / MONTH / YEAR
LOGBOOK ISSUED BY (CAPS):			
Name of Person Issuing Logbook: M GORD		Company: NA	Signature: NA
			Date Logbook Issued: 26/10/20 DAY / MONTH / YEAR
ADDITIONAL INFORMATION (CAPS):			
Department, Address, Phone Number, Other info:			

Email: info@ewpa.com.au

to the maximum extent permitted by law, the Elevating Work Platform Association of Australia shall not be liable to any person relying on or to logbook for any loss, damage or injury however arising.
 Liability arising from the Breach of a Condition or Warranty implied by the Trades Practices Act 1974 is limited to the supply of a new logbook.

HOW TO USE THIS LOGBOOK:

Issuing Logbook:
At the time this logbook is issued the owner (or owners representative) should:

1. Complete all above details i.e. owner of equip, make/model, serial no., name of person issuing logbook, date logbook issued etc.
2. Bring last 'Owner Routine Mtce & Safety Check' details forward from previous logbook ('Section 3').

Logbook Retention:
AS2550.10 requires that previous 'Operator Safety Checks' are available for reference for the last 14 days of service or since the last 'Owner Mtce & Safety Check'.

To comply, owner must either:

1. Do a new 'Owner Routine Mtce & Safety Check' at the time this logbook is issued (see back cover) and record details in 'Section 3' or
2. Keep previous logbook showing the last 14 days of 'Operator Safety Checks' on machine for inspection (and until such time as the **new** logbook shows the last 14 days of 'Operator Safety Checks').

Fault Rectification:
Before previous logbook is removed from machine, all faults or problems 'Section 2' must be **rectified** or **brought forward** into new logbook.

Record Keeping:
AS2550.10 requires that all complete 'Owner Routine Mtce & Safety Check' reports, all complete 'Annual Inspection' reports and all complete 'Major Inspection' reports are retained by management and made available for examination as required.

1. Do all 'Owner Routine Maintenance & Safety Checks' on back cover and record in 'Section 3'.
 2. Refer to 'Section 2, Part A' (Faults/ Problems & Action Taken), rectify any reported faults/problems, and record any action taken in 'Section 2, Part B'.

2. If elevating work platform is found to have any faults or problems, see 'Faulty Equipment Procedure' on the front cover.

Operator:
 1. 'Operator Daily Safety Check' shown on the front cover and record in 'Section 1' (Operator Safety Check Record).
 2. If elevating work platform is found to have any faults or problems, see 'Faulty Equipment Procedure' on the front cover.

OWNER: CORRECTED OR THE PLATFORM WITHDRAWN FROM S

EWPAELEVATING WORK PLATFORM
ASSOCIATION OF AUSTRALIA**EWP**
LOGBOOK

Issue No: 10 May 2019

First Issued July 1994

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OPERATOR INSTRUCTIONS / SAFETY CHECK RECORD:

Prior to each workshift, before using this elevating work platform, the operator (or competent person) must:

1. Do all 'Operator Safety Checks' (as shown on front cover) and record/sign below.
2. Record any 'Faults/Problems' found in 'Section 2, Part A' overleaf (pink pages).
3. Check 'Section 3', Is this EWP still within the three monthly service requirement?

Date	Time	Operator Safety Checks Done By: Name of operator or competent person (Capitals)	Safety Check Results: Tick (✓) if 'All Checks OK' Cross (X) if 'Any Faults/Problem'	Operator's Signature	Operator's Card, Ticket or Licence No.: (As Applicable)	Supervisor's Signature: (As Applicable)
20/10/21	8 AM/PM	B. HAMIKER	✓	[Signature]	96707	
14/1/21	2 AM/PM	C. ALLAN	✓	[Signature]	800 817	
15/1/21	7 AM/PM	C. ALLAN	✓	[Signature]	817208	
4.	AM/PM					
5.	AM/PM					
6.	AM/PM					
7.	AM/PM					
8.	AM/PM					
	AM/PM					
	AM/PM					

Operator or User
should record any
'Faults/Problems'
found in 'Section 2,
Part A' (Pink Pages).**IMPORTANT!**
ANY SAFETY RELATED
FAULTS MUST BE
REPORTED &
CORRECTED OR THE
PLATFORM
WITHDRAWN FROM
SERVICESOperator or User
should record any
'Faults/Problems'
found in 'Section 2,
Part A' (Pink Pages).**IMPORTANT!**
ANY SAFETY RELATED
FAULTS MUST BE
REPORTED &
CORRECTED OR THE
PLATFORM
WITHDRAWN FROM
SERVICES**OPERATOR SAFETY CHECK RECORD**

FAULTS / PROBLEMS & ACTION TAKEN

3. OWNER INSTRUCTIONS / ROUTINE MTCE & SAFETY CHECKS (Continued):

At intervals relative to frequency and severity of use, but in no case more than 3 months apart, the owner (or owners representative) must:

1. Do all 'Owner Routine Maintenance & Safety Checks' (see back cover), record and sign below.
2. Record/rectify any 'Faults/Problems' in 'Section 2' (pink pages).

IMPORTANT! ANY SAFETY RELATED FAULTS MUST BE REPORTED AND CORRECTED OR THE PLATFORM WITHDRAWN FROM SERVICE

Date / Hourmeter:	'Owner Routine Maintenance & Safety Checks' Done By:		Notes / Service Reference: (Optional)
3. Date: 16/11/20 111 Hrs	Service Person (Name in Caps): C. Butler Qualifications (Caps): Mechanic, Fitter etc Signature: [Signature]	Co./Dept. (Caps): BR	PNC
4. Date: 25/11/20 111.7 Hrs	Service Person (Name in Caps): P. Borg Qualifications (Caps): Auto Elec Signature: [Signature]	Co./Dept. (Caps): NA	P.H.C.
Date: 3/12/20 12.4 Hrs	Service Person (Name in Caps): P. Borg Qualifications (Caps): Auto Elec Signature: [Signature]	Co./Dept. (Caps): NA	P.H.C.
Date: 18/12/20 113 Hrs	Service Person (Name in Caps): J. Schofield / Paul B. Qualifications (Caps): Auto Electrician Signature: [Signature]	Co./Dept. (Caps): Newcastle Access	P.H.C.
7. Date: [Signature] Hrs	Service Person (Name in Caps): [Signature] Qualifications (Caps): [Signature] Signature: [Signature]	Co./Dept. (Caps): [Signature]	[Signature]
8. Date: 13/01/21 113 Hrs	Service Person (Name in Caps): J. Schofield / Paul B. Qualifications (Caps): Auto Electrician Signature: [Signature]	Co./Dept. (Caps): Newcastle Access	90 Day
9. Date: _____ Hrs	Service Person (Name in Caps): _____ Qualifications (Caps): _____ Signature: _____	Co./Dept. (Caps): _____	
10. Date: _____ Hrs	Service Person (Name in Caps): _____ Qualifications (Caps): _____ Signature: _____	Co./Dept. (Caps): _____	

OWNER ROUTINE MTCE & SAFETY CHECKS 3.



Gate 1, 52 Mitchell Avenue,
Kurri Kurri, NSW 2327
Ph: 1300 883 843
Info@newcastleaccess.com.au
ABN: 18165593028
www.newcastleaccess.com.au

INSPECTION CERTIFICATE

Service Man:	Paul Borg	Date:	13-Jan-21
Equip No:	S19356	Model No:	JLG S1830
Description:	19' Electric Scissor Lift	Serial No:	S19356
Certificate No:	N41168	Date of Issue:	14-Jan-21
Location:	Newcastle Access	Next Insp Due:	

Test	Value	Result
CHECK LOG BOOK FOR FAULTS		Pass
ANNUAL INSPECTION DATE	13/07/20	Pass
COMPLIANCE PLATE PRESENT AND LEDGIBLE		Pass
OPERATORS MANUAL AND RISK ASSESMENT PRESENT		Pass
BATTERY WATER LEVEL AND ACID		Pass
HYDRAULIC FLUID		Pass
GREASE AND LUBE MACHINE AS PER SERVICE MANUAL		Pass
WHEEL CONDITION		Pass
WHEEL NUT TENSION AND SECURED		Pass
CABINET DOORS LATCH		Pass
FRONT END ASSEMBLY		Pass
HYDRAULIC HOSES NOT WORN AND CORRECTLY ROUTED		Pass
ELECTRICAL CABLES NOT WORN AND CORRECTLY ROUTED		Pass
CHARGER TAGGED AND INTERLOCK WORKING		Pass
CYLINDER CONDITION AND FREE OF LEAKS		Pass
CHASSIS AND TIE DOWN/LIFTING POINTS FREE OF CRACKS AND DISTORTION		Pass
SCISSOR ARMS FREE OF CRACKS AND DISTORTION		Pass
SCISSOR ARM SLIDE BLOCKS AND BUSHES NOT WORN		Pass
SAFETY PROP OPERATIONAL		Pass
SCISSOR PINS ALL SECURE		Pass
GROUND CONTROLS OPERATION		Pass
EMERGENCY DESCENT OPERATION		Pass
PLATFORM GATE SELF CLOSING		Pass
PLATFORM RAILINGS STRAIGHT AND NOT CRACKED		Pass
PLATFORM FLOOR NON SLIP		Pass
SLIDE OUT DECK MOVES FREELY AND LOCKS		Pass
OPERATORS MANUAL AND RISK ASSESMENT PRESENT		Pass
ALL DECALS IN PLACE AND LEDGIBLE		Pass
FLASHING LIGHT		Pass
MOTION ALARM		Pass
PLATFORM CONTROLS OPERATION AND SPEEDS		Pass
DRIVE BRAKES		Pass
ELEVATED DRIVE SPEED		Pass
TILT CUT OUT		Pass
POTHOLE PROTECTION		Pass
HORN		Pass
FILL OUT LOG BOOK		Pass

Meter Reading: 113

SIGNATURE: _____

90 Day Inspection



Gate 1, 52 Mitchell Avenue,
Kurri Kurri, NSW 2327
Ph: 1300 883 843
info@newcastleaccess.com.au
ABN: 18165583028
www.newcastleaccess.com.au

ANNUAL MACHINE INSPECTION

Owner Name:	Service Man: Paul Borg
	Date: 13-Jul-20
	Serial No: S19356
Harness numbers:	Last Inspection:
Plant / ASSET: S19356	Next Insps Due:
Model No: JLG S1930	Certificate No: N28130
Description: 19' Electric Scissor Lift	Eng. No.
	Meter Reading: 85

Check each item below (use operating, service and maintenance manuals for specific information regarding inspection procedures and criteria). TICK in the appropriate space below as each item has been performed. If the item is found not acceptable, describe each discrepancy in the comment space below. It is the owners responsibility to take immediate action to correct all discrepancies.

Test	Value	Result
CHECK LOG BOOK FOR FAULTS		Pass
COMPLIANCE PLATE PRESENT AND LEDGIBLE		Pass
OPERATORS MANUAL AND RISK ASSESSMENT PRESENT AND LEDGIBLE		Pass
ALL DECALS IN PLACE AND LEDGIBLE		Pass
BATTERY WATER LEVEL		Pass
BATTERY TERMINALS		Pass
HYDRAULIC FLUID		Pass
GREASE AND LUBE MACHINE AS PER SERVICE MANUAL		Pass
REPLACE HYDRAULIC OIL FILTER		Pass
WHEEL CONDITION		Pass
WHEEL NUT TENSION AND SECURED		Pass
CABINET DOORS LATCH		Pass
FRONT END ASSEMBLY		Pass
HYDRAULIC HOSES NOT WORN AND CORRECTLY ROUTED		Pass
ELECTRICAL CABLES NOT WORN AND CORRECTLY ROUTED		Pass
CHARGER TAGGED AND INTERLOCK WORKING		Pass
CYLINDER CONDITION AND FREE OF LEAKS		Pass
CHASSIS AND TIE DOWN/LIFTING POINTS FREE OF CRACKS AND DISTORTION		Pass
SCISSOR ARMS FREE OF CRACKS AND DISTORTION		Pass
SCISSOR ARM SLIDE BLOCKS AND BUSHES NOT WORN		Pass
SAFETY PROP OPERATIONAL		Pass
SCISSOR PINS ALL SECURE		Pass
GROUND CONTROL OPERATION		Pass
EMERGENCY DESCENT OPERATION		Pass
PLATFORM GATE SELF CLOSING		Pass
PLATFORM RAILINGS STRAIGHT AND NOT CRACKED		Pass
PLATFORM FLOOR NON SLIP		Pass
SLIDE OUT DECK MOVES FREELY AND LOCKS		Pass
OPERATORS MANUAL AND RISK ASSESSMENT PRESENT		Pass
TEST PLATFORM OVERLOAD		Pass
FLASHING LIGHT		Pass
MOTION ALARM		Pass
PLATFORM CONTROLS OPERATION AND SPEEDS		Pass
DRIVE BRAKES		Pass
ELEVATED DRIVE SPEED		Pass
TILT CUT OUT		Pass
POTHOLE PROTECTION		Pass
HORN		Pass



transportation and storage

1

Revised: 30/04/12 NWL
JLJ Industries (Australia)

Botany Access 31/01/2017

TABLE 2 HAZARDOUS CHECKLIST	
A. CRUSHING, ENTANGLEMENT, CUTTING, STABBING, PUNCTURING, SHEARING, FRICTION, STRIKING.	-can anyone's hair, clothing, gloves, cleaning apparatus or any other materials become entangled in moving parts, or objects in motion. -crushing due to material falling from plant. -uncontrolled motion or unexpected movement of plant. -inadequate stopping devices of plant to control movement. -support structure collapse. -being thrown from or within plant. -cutting, stabbing & puncturing due to contact with sharp or flying objects. -parts of plant or worksite material disintegrating or falling. -movement of plant. -can anyone's body parts be sheared between moving parts or surfaces of the plant. -can anyone be burnt due to contact with moving parts or surfaces of the plant. -can anyone be struck by moving objects due to uncontrolled or unexpected movement of plant or workpieces.
B. ERGONOMIC, SLIPPING, TRIPPING, FALLING.	-can anyone be injured due to the design of seating or due to repetitive body movements. -constrained body posture or the need for excessive effort. -design inefficiency causing mental or psychological stress. -inadequate or poorly placed lighting of plant or workers. -lack of failsafe measures against human error. -mismatch of plant with natural human limitations.
C. HIGH PRESSURE FLUIDS, HIGH TEMPERATURES, FIRE/EXPLOSION.	-can anyone come into contact with fluids under high pressure, due to plant failure or misuse. -can anyone come into contact with objects at high temperatures, or objects which can cause fire or burning. -can anyone suffer illness due to exposure to high or low temperatures. -can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of the plant or workpieces.
D. SUFFOCATION, DROWNING.	-can anyone be suffocated or drowned due to lack of oxygen, or atmospheric contamination.
E. ELECTRICAL.	-can anyone be injured by electric shock due to the plant coming into contact with live conductors. -plant being too close to high tension power lines. -overload of electrical circuits. -electrical wiring or switch shorting. -lack of insulation against water contact shorting. -magnetic interference from workplace corrupting electrical components.
F. STABILITY.	-can machine tip or roll over due to outriggers not extending. -outriggers failing mechanically, or retract unintentionally. -control valve or interlock failure. -set up on soft ground, unlevel or uneven ground, excessive slope. -driving on rough surfaces, over potholes, hitting fixed objects, excessive side loads e.g. wind.
G. HYDRAULIC FAILURE.	-hydraulic system failure. -check valve or relief valve failure. -hose or cylinder failure - mechanical or fatigue.
H. STRUCTURAL FAILURE.	-boom or scissor arm failure due to fatigue, corrosion, or overloading. -pin, cable or linkage failure. -general overload - lifting excessive load, loading platform/basket in an unintended way.
I. MAINTENANCE.	-can anyone be injured while carrying out routine, preventative or corrective maintenance. -explosion due to welding spark etc. near charging battery. -adjusting equipment for essential components faulty or seized. -guard removal.
J. TRANSPORT.	-can anyone be injured due to machine instability while transporting.
K. OCCUPATIONAL HAZARDS	-plant or objects falling from transport truck. -plant obstructing other plants at site. -unauthorised use by untrained personnel. -unintended use of duplicate controls while working. -hearing loss or communication interference due to excessive noise. -safety signs or decals removed. -energy supply failure (chemical, electrical or mechanical).

Table 2 is based upon NZ Chamber of Manufacture hazard identification guide, & specifications from the Elevating Work Platform purchasing Specification and Operating Guide by the Electricity Association NSW - 1996, and pr EN280.

Revised: 30/04/12 NWL



Attachments

- JLG-1930ES-Operation-Manual.pdf

Actions Summary

Plant Inspection



ID	First name	Last name	Due date	Date closed	Action description	Status	Last Comment
Actions							

Appendix D – Statused Contract Programme

Appendix J - Monthly Waste Recovery Reports

BUILT

NIHON UNIVERSITY

RESOURCE RECOVERY REPORT

JANUARY 2020

Towards a Sustainable Future

1800 180 180
centralwaste.com.au
info@centralwaste.com.au
8 Styles Street
Kurri Kurri NSW 2327

BN: 44 604 989 433 | Environmental Protection Licence Number: 13013



AS/NZS 4801 - OHS MANAGEMENT
ISO 9001 - QUALITY MANAGEMENT
ISO 14001 - ENVIRONMENTAL MANAGEMENT

1. OVERVIEW

C&D materials for this month which were placed into bins typically included a mixture of mainly wood/timber, gyprock, masonry, etc. processed at our Resource Recovery Facility, offering a very high level of recoverability.

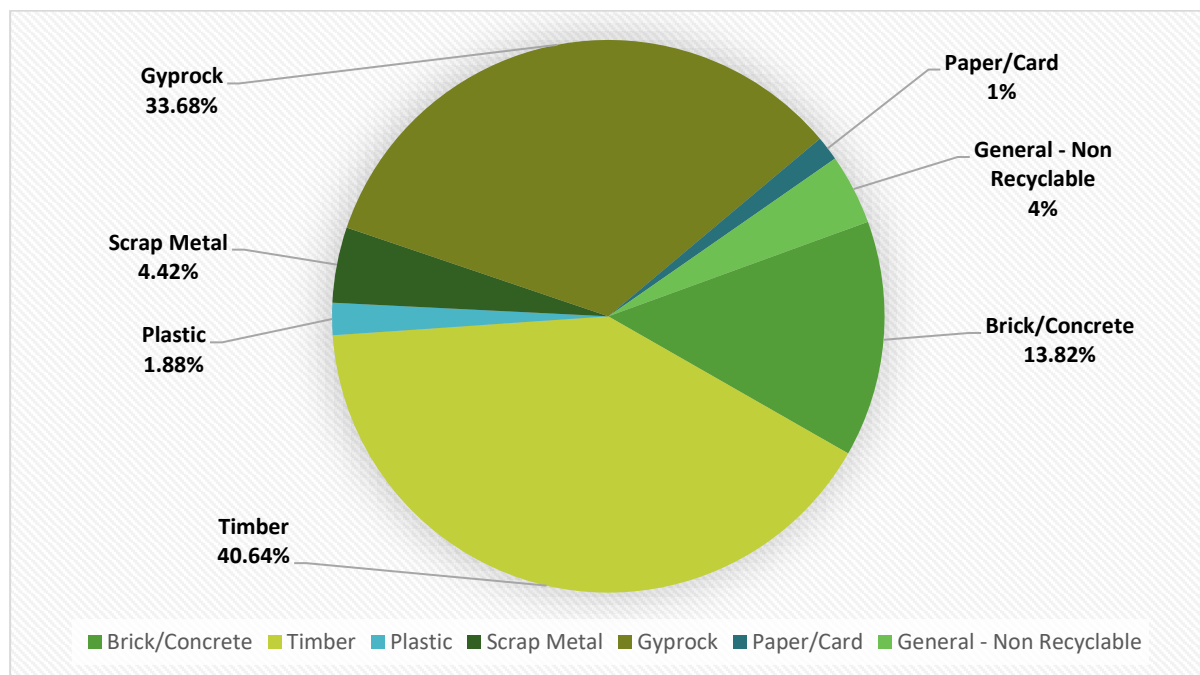
Materials were free of contamination by food or other organic matter which assists in recovery rates, however, non-recoverable/difficult material such as plastics, etc. were found and disposed of as per local regulations.

2. CWS - RECOVERABLE MATERIALS MONTHLY BREAKDOWN

Breakdown of resources recovered, transported and processed at Central Waste Station's Resource Recovery Facility.

MONTHLY BREAKDOWN	
Total Amount Received (Tonnes)	61.96
Total Recovered (Tonnes)	58.24
Total Recovery Percentage	94.00%

RESOURCE TYPE	TONNES RECOVERED	PERCENTAGE
WOOD/TIMBER	25.18	40.64%
BRICK/CONCRETE	8.56	13.82%
METALS	2.74	4.42%
GYPROCK	20.87	33.68%
CARDBOARD	0.89	1.44%
GENERAL WASTE (NON RECYCLABLE)	2.55	4.12%
PLASTICS	1.16	1.88%



3. RECOVERY SUMMARY)

MONTHLY BREAKDOWN	CWS	OTHER FACILITIES (material specific)	TOTAL
Total Amount Received (Tonnes)	61.96	0	61.96
Total Recovered (Tonnes)	58.24	0	58.24
C&D Non-Recoverable Percentage	6%	0%	6%
Total Recovery Percentage	94%	0%	94%