

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company and project details and then delete the prompt boxes like this. The plan needs to be specific to your organisation and each project,

NOTE: Print the “Guidelines for customising the integrated management system manual” document and follow the instruction step by step

XYZ

Project Title

**Construction
Project Management Plan
(Quality, OHS and Environmental Management)**

Controlled Copy No.	1	This is a controlled document. Only registered holders of controlled copies will receive updates	
Issue No.	1.0	Date:	01 Jan 2012

To update the table of contents, right click anywhere in the table, then click update field and update entire table; update the table of contents just before you print; then delete this prompt box

Table of contents	Page No
1 Introduction	5
2 Project description.....	5
3 Works Program	6
4 Working hours.....	6
5 Project Management Responsibilities and contact details.....	6
6 Performance objectives and targets.....	6
7 Communications Management.....	7
7.1 On-Site Communication	7
7.2 External Communication	7
7.3 Communication with Subcontractors.....	7
7.4 Community liaison and complaints.....	7
8 Incident Management	8
9 Training.....	8
9.1 Induction training.....	8
10 Purchasing products and services.....	9
11 Product conformity - Inspection and testing.....	9
12 Health and Safety Management.....	10
12.1 Hazard identification and risk control.....	10
12.2 Safe Work Method Statements.....	10
12.3 Site Safety Rules	11
12.4 Pedestrian and Vehicle Movement Plan	11
13 Environmental Management.....	11
13.1 Environmental aspects and impacts	11
13.2 Legislative requirements	11
13.3 Environmental protection requirements	12
14 OHS and Environmental performance monitoring.....	12
15 Audit and review.....	12

16	Project records.....	12
17	Procedures and forms	12

Attachment A Project delivery team & contact details

Attachment B Works Program

Attachment C Emergency response procedures

Attachment D Technical Procedures

Attachment E Hazard identification and risk control

Attachment F Safe Work Method Statements

Attachment G Site Safety Rules

Attachment H Pedestrian and vehicle movement plan (includes site compound layout)

Attachment I Schedule of Legislative Requirements (Environmental)

Attachment J Environmental Protection Measures

Attachment K Audit schedule

Attachment L Standard Procedures and forms

1 Introduction

This Construction Project Management Plan (CPMP) is the prime document for the management of quality, OHS and Environmental for all works undertaken by our company. The Plan provides information and guidance on how our company will meet all Quality, OHS and Environmental requirements.

This plan should be read in conjunction with the Integrated Management System (IMS) manual. Together these documents satisfy the requirements of:

- AS/NZS ISO 9001:2008 Quality management systems standards;
- AS/NZS 4801:2001 Occupational health and safety management system standards;
- AS/NZS 14001:2004 Environmental management systems; and
- Contract requirements

By implementing this management plan, we aim to:

- provide assurance to customers that its products and services will meet the customer's specified requirements.
- ensure that personnel working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness.
- ensure that appropriate environmental protection measures are implemented on works undertaken within the work areas.

The Project Manager authorises the CPMP and approves changes during the project. If required, controlled copies are issued to the client.

Any enquiries concerning the adequacy of the CPMP should be directed to the Project Manager.

2 Project description

The Project is located at (insert the street name) in the (insert the name of the Local Government Area/suburb).

Write a brief description below of what the project involves

Eg.

The works comprises the subdivision of the Office space at Level 3, Office 3-1210, into separate office space. The works also include modification to the Spotless Office to create access to the sub-divided office space. The works are shown and described in the Drawings (attached in the appendices), and will be constructed in accordance with the requirements set out in the Drawings and specifications provided with the tender documents

The main activities to be carried out during the project are:

- Demolition of walls.

[Xyz](#) has identified, planned and documented all construction processes required by the project; they are documented as technical procedures and/or work instructions. Refer to **Attachment D** for details of technical procedures for the project.

Technical Procedures establish:

- the hold points and inspection and test points for each process
- the acceptance criteria at check-points in each process
- the identified records and information to be supplied for each process.

Technical procedures contain Inspection and test plans (ITPs) and checklists that, once completed, are the principal records of process and product conformance. They tell the workforce the "right" way to carry out the work to obtain the specified product quality.

12 Health and Safety Management

This safety management plan identifies and assesses all hazards associated with the works and control measures to be implemented to ensure that personnel working on site, members of the public and visitors to the site are adequately protected from risk of injury or illness

12.1 Hazard identification and risk control

An overall worksite OHS and Environmental hazard identification and risk assessment is carried out and documented before works commence. The identified hazards and risk controls are then incorporated into the Safe Work Method Statements.

The hazard identification and risk assessment is detailed in **Attachment E**.

12.2 Safe Work Method Statements

Safe Work Method Statements (SWMS) identify the safety controls that must be put in place to minimise identified risks as part of the hazard assessment. **SWMS (see Attachment F)** have been developed as per **IMS-SP-21 Developing safe work method statements** procedure..

At the start of each shift the delivery team assesses the adequacy of the SWMS to current site conditions and documents of any hazards not controlled by the existing SWMS. The checklist on form **IMS-F04 Daily site risk assessment** is used for this purpose.

It is the responsibility of the [Work Supervisor](#) to ensure that the control measures adopted are monitored in both their implementation and also their ongoing adequacy for the activity. It is also the responsibility of those undertaking the work to inform management that the proposed controls are inappropriate and the responsibility of those supervising the work to monitor the implementation of the control measures.

Subcontractors working on site are required to prepare their own Safe Work Method Statements.

13.3 Environmental protection requirements

The environmental aspects and impacts identified as requiring planning and control measures during the delivery of the project construction of the facility are detailed in *Attachment J*. They cover three distinct phases of activity in accordance with the sequence of operations. These are requirements:

- Pre-works phase
- Works phase and
- Post-works phase (but not including operation).

14 OHS and Environmental performance monitoring

To demonstrate compliance with the CPMP, the Works Supervisor conducts regular inspection and testings according to *OHS and environmental inspection and test schedule (form IMS-SP18-F01)* to monitor the performance of safety and environmental controls implemented on site. Any actions resulting from the inspections are promptly resolved.

The Project Manager ensures that project performance is evaluated on a regular basis and includes a review of inspections records, complaints, enquires received, incidents and accidents.

15 Audit and review

Audit and review schedules are in *Attachment K*.

16 Project records

XYZ is committed to ensuring that all records required to manage the project according to the contract requirements, as well as our own requirements are created, stored and disposed; refer to *IMS-SP-02 records control*.

Project Records are any record generated to document the execution of the project but not including records that are commercial-in-confidence or relate to staff confidential matters.

All project records will be available on site and, at the completion of the project, will be filed and managed in accordance with *IMS-SP-02 records control* procedures for storage and retrieval, if required

17 Procedures and forms

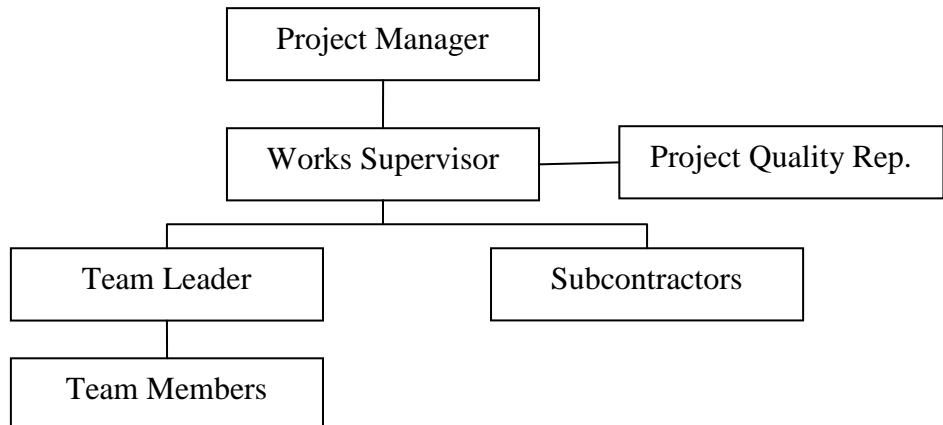
Standard procedures and forms that are available from the IMS manual are listed in *Attachment L*.

Attachment A Project delivery team & contact details

Complete details below and then delete this box

ORGANISATION DETAILS			
Business or trading name and address:			
ACN/ABN:		Contractor licence No:	
Telephone:		Facsimile	
Email:		Mobile:	
Name of director or manager:		Telephone:	
Insurances (Attach copies of certificates of currency)	Company	Policy number	Expire date
Workers compensation			
Public liability			
Professional indemnity			
Sickness and accident			
Other			

Project Delivery Team - Organisation Structure



Attachment G Site Safety Rules

Site safety rules are specific to each site and organisation. Delete what is not applicable to your project, add new site rules if required; and then delete this prompt box

Site Safety Rules	
	Project Location: Site location
<p>Site Inductions</p> <ul style="list-style-type: none"> • All staff must be inducted to the site on initial commencement and following any significant changes to site management arrangements. • All contractors and visitors must be inducted to the site on arrival. • Visitors must be accompanied by a guide at all times and must follow all instructions given to them • Inductees must be advised of site safety rules, hazardous work activities occurring at the site and arrangements for first aid and emergencies. • Only employees who have completed the general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site 	
<p>Manual Handling</p> <ul style="list-style-type: none"> • Manual handling is to be eliminated wherever possible. • Wherever possible, use mechanical devices to lift heavy or awkward items. • Team lifting should only be used where mechanical lifting is not practical. • List tasks at your site where manual handling is prohibited. 	
<p>Traffic & Vehicle Movements</p> <ul style="list-style-type: none"> • Travel paths for general traffic and site vehicle movements must be clearly marked and separated from pedestrian travel paths. 	
<p>Mobile Plant</p> <ul style="list-style-type: none"> • The sphere of influence of the mobile plant must be identified prior to operation of that plant. • Work must not be carried out within 4 metres of a mobile plant and its sphere of influence. • Beware of reversing trucks and plant. Listen for reversing alarms. • Beware of overhead power lines and low branches when operating mobile plant. 	
<p>High Visibility Clothing</p> <ul style="list-style-type: none"> • High visibility safety vests are to be worn during daylight hours whenever working in the vicinity of traffic or mobile plant. • White overalls with reflective striping are to be worn at night when working in the vicinity of passing traffic. 	
<p>Use of Hazardous Substances</p> <ul style="list-style-type: none"> • Hazardous substances must not be used without reference to the material safety data sheet to ensure that use is accordance with the manufacturer's instructions taking particular account of recommendations for: 	

Attachment L Standard Procedures and forms

Register of system procedures

	Number	Procedure	Issue No.
1.	IMS-SP-01	Document control	1.0
2.	IMS-SP-02	Records control	1.0
3.	IMS-SP-03	OHS & environmental risk assessment	1.0
4.	IMS-SP-04	Consultation and communication	1.0
5.	IMS-SP-05	Conducting toolbox meetings	1.0
6.	IMS-SP-06	Training, awareness and competency	1.0
7.	IMS-SP-07	Product realisation	1.0
8.	IMS-SP-08	Customer related processes	1.0
9.	IMS-SP-09	Design and development control	1.0
10.	IMS-SP-10	Safety in design	1.0
11.	IMS-SP-11	Purchasing product and services	1.0
12.	IMS-SP-12	Subcontractor management	1.0
13.	EMS-SP-13	Emergency preparedness and response	1.0
14.	IMS-SP-14	Reporting	1.0
15.	IMS-SP-15	Handling and storage in construction	1.0
16.	IMS-SP-16	Internal audit	1.0
17.	IMS-SP-17	Product measurement, monitoring, inspection and testing	1.0
18.	IMS-SP-18	OHS & environmental inspection and testing requirements	1.0
19.	IMS-SP-19	Control of monitoring and measuring equipment (MME)	1.0
20.	IMS-SP-20	Incident investigation and injury management	1.0
21.	IMS-SP-21	Developing safe work method statements	1.0
22.	IMS-SP-22	Non-conformance control	1.0
23.	IMS-SP-23	Corrective and preventive action	1.0
24.	IMS-SP-24	Management system review	1.0
25.	IMS-SP-25	Conducting site inductions	1.0