

16 OCTOBER 2015

NOTICE OF MEETING

You are advised of the following meeting:

TUESDAY 20 OCTOBER 2015.

Extraordinary Meeting of Council Meeting No. 18/15

Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde - 7.00pm

NOTICE OF BUSINESS

1. CIVIC CENTRE - UPDATE OF WHS INCIDENTS AND MAINTENANCE EXPENDITURE (REPORT No. 2)

Consideration of this item has been referred to the Extraordinary Council Meeting from the Ryde Civic Hub Committee Meeting

Meeting Date: Tuesday 20 October 2015

Location: Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde

Time: 7.00pm

NOTICE OF BUSINESS

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1 CIVIC CENTRE - UPDATE OF WHS INCIDENTS AND MAINTENANCE EXPENDITURE (REPORT No. 2)

Report prepared by: Group Manager - Corporate Services
File No.: GRP/09/5/8 - BP15/1557

REPORT SUMMARY

This Extraordinary Council meeting has been scheduled as a result of five (5) Councillors (Clrs Chung, Stott, Etmekdjian, Pickering and Yedelian) requesting the Mayor and the General Manager to hold an Extraordinary Council Meeting in respect of Item 4 of the Ryde Civic Hub Committee, Civic Centre – Update No. 2, Work Health and Safety (WHS) Incidents and Maintenance Expenditure.

Accordingly, an Extraordinary meeting of Council has been scheduled for 7.00pm on Tuesday 20 October 2015 in the Council Chamber, Civic Centre to consider this matter.

As a result, this Item will not be considered at the Ryde Civic Hub Committee Meeting on Tuesday 20 October 2015.

A copy of the report is **ATTACHMENT 1**.

As indicated in the report, additional information is provided in respect of the projected estimated costs for compliance to the Improvement Notices issued by SafeWork NSW.

RECOMMENDATION:

- (a) That Council note the General Manager's decision to remove of all ceiling tiles from the Civic Centre building on levels Basement – Level 6.
- (b) That Council comply with the directions in SafeWork NSW's Improvement Notices to remedy the contraventions of the *Work Health and Safety Act 2011*, section 19 and *Work Health and Safety Regulation 2011*, clause 40.
- (c) That Council advise SafeWork NSW of Council's decision in this matter.
- (d) That Council authorise the General Manager to urgently investigate alternative longer term accommodation options (on either an acquisition or lease basis) for suitable premises that would accommodate all of Council's indoor staff from the Devlin Street, Pope Street and Constitution Road sites.

ITEM 1 (continued)**ATTACHMENTS**

- 1 Previous Ryde Civic Hub Committee Report - Item 4 from 20 October 2015
- 2 SLR Consulting Australia - Lead Dust Technical Scope of Works Report

Report Prepared By:

Roy Newsome
Group Manager - Corporate Services

Report Approved By:

Gail Connolly
General Manager

ITEM 1 (continued)

Discussion

As detailed in the Report to the Ryde Civic Hub Committee, **ATTACHMENT 1**, the estimate for these works has been reviewed with further investigations and information being received on this matter. This has resulted in a significant increase in the estimated costs to remove all ceiling tiles from the Civic Centre.

Due to the knowledge of contaminated dust being present in the ceiling cavities of the Civic Centre, expert advice was sought from SLR Consulting Australia on the risk assessment and technical specifications that would be required to comply with SafeWork NSW's standards and all legislative requirements. SLR Consulting's advice is **ATTACHMENT 2**.

The revised estimated cost is detailed below;

Cost of Compliance with SafeWork NSW Improvement Notices

		\$
	Removal of Ceiling	
	Remove existing ceiling tiles and then clean and make safe hazardous material from ceiling	350,000
	Make good and modify in-ceiling services and on-ceiling services	190,000
	Temporary staff relocation (allows for two demountables to be assembled adjacent to the Civic Centre)	400,000
	Allowance for data cabling, electrical works etc	120,000
	Specialist supervision of works	70,000
	Preliminary works / contingency	140,000
	SUB TOTAL	1,270,000
	Installation of New Ceiling	
	New ceiling grid and tiles – all floors	380,000
	Specialist supervision of works	30,000
	Preliminary works / contingency	60,000
	SUB TOTAL	470,000
	Installation of New Carpet	150,000
	TOTAL	1,890,000

Given the above estimate and the various risks associated with this work it is recommended for Council to allow \$2 million for the above works.

However, an option would be not to provide a new ceiling, thereby reducing the estimated costs to \$1.5 million. In respect of the replacement of the carpet, if Council

ITEM 1 (continued)

were to undertake just the patching of affected areas, this would require a budget of \$50,000.

The funds for this work would be allocated from the Asset Replacement Reserve, noting that these works are currently valued at \$180,000 in the current Essential Works Program, which is in progress.

Timeframe

The above estimate has been based on the works being undertaken one floor at a time, with an estimated time to complete each floor being four weeks. In this period, all works associated with the floor would be undertaken. On this basis and given that there are eight floors to the building (including the basement) and due to the upcoming Christmas period, it is estimated that the works would be undertaken over a 9 to 10 month period.

This further information is provided to Council in the consideration of this matter.

ITEM 1 (continued)

ATTACHMENT 1



Lifestyle and opportunity
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Ryde Civic Hub Committee Page 1

**4 CIVIC CENTRE - UPDATE OF WHS INCIDENTS AND
MAINTENANCE EXPENDITURE (REPORT No. 2)**

Report prepared by: Manager - Governance, Risk and Audit
File No.: CSG/14/3/22 - BP15/1524

REPORT SUMMARY

This report provides the Committee with an update on the Civic Centre essential works/maintenance expenditure and also additional Work Health and Safety incidents, that have occurred since 30 June 2015.

The report highlights two recent incidents, where a further two ceiling tiles have fallen at the Civic Centre and a subsequent visit to Council by a senior SafeWork NSW (formerly WorkCover) Inspector. Following this visit, Council has been issued with two Improvement Notices in relation to the following;

- Ceiling tiles
- Carpets

Council has 3 months until 12 January 2016 to address and rectify these issues to the satisfaction of SafeWork NSW.

RECOMMENDATION:

- (a) That Council note the General Manager's decision to remove of all ceiling tiles from the Civic Centre building on levels Basement – Level 6.
- (b) That Council comply with the directions in SafeWork NSW's Improvement Notices to remedy the contraventions of the *Work Health and Safety Act 2011*, section 19 and *Work Health and Safety Regulation 2011*, clause 40.
- (c) That Council note that further details on the estimated costs of any works required to ensure compliance with the *Work Health and Safety Act 2011* were provided to the meeting on Tuesday 20 October 2015.
- (d) That Council authorise the General Manager to urgently investigate alternative longer term accommodation options (on either an acquisition or lease basis) for suitable premises that would accommodate all of Council's indoor staff from the Devlin Street, Pope Street and Constitution Road sites.

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

ITEM 1 (continued)

ATTACHMENT 1



ITEM 4 (continued)

ATTACHMENTS

- 1 Civic Hub Work Health and Safety Incidents 2015-2016
- 2 SafeWork NSW Improvement Notice (701) - Carpets/Floor Coverings and
SafeWork NSW Improvement Notice (703) - Ceiling Tiles

Report Prepared By:

John Schanz
Manager - Governance, Risk and Audit

Report Approved By:

Roy Newsome
Group Manager - Corporate Services

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

ITEM 1 (continued)**ATTACHMENT 1****ITEM 4 (continued)****Background**

At its meeting on 28 July 2015, the Committee considered a report on the history of the works undertaken on the Civic Centre since 2008/2009, the projected works for the Civic Centre in the next 1-3 years and details of the Work Health and Safety (WHS) incidents relating to the Civic Centre for the previous 3 years.

As noted in this report, there were an increasing number of WHS incidents that had occurred over this period that could be largely attributed to the ageing nature of the building. A number of these incidents had led to an increased need to expedite maintenance and repair works in order to ensure that Council was meeting its obligations in providing a safe working environment.

Update on Safety Incidents since July 2015

Since Council last considered a report on these matters, two separate incidents occurred on 6 October 2015 and 9 October 2015, involving the failure (falling) of two internal ceiling tiles. These incidents are detailed in **ATTACHMENT 1 – WHS Incidents 2015/16**.

The first of these incidents was reported to SafeWork NSW in accordance with its notification requirements. The second incident did not meet the notification requirements and was not reported to SafeWork NSW. These incidents added to the ceiling tile incident that occurred on level 3 on 18 June 2015 that was also reported to SafeWork NSW. Management had taken a number of actions to mitigate the risk following this incident including an inspection of all ceiling tiles by a specialist external contractor.

Council's Management has responded immediately to these two October incidents, by putting in place a number of actions to minimise the risk in the workplace.

This has included the isolation of the work area where the first tile fell, ensuring that any necessary rectification works were undertaken until after business hours. Also, a further inspection over the weekend of 10 and 11 October 2015 was carried out in assessing all ceiling tiles, with those more prone to failure being removed and the resultant spaces in the ceiling covered with plastic. Approximately 120 ceiling tiles have been removed.

Upon learning of the second incident that occurred on Friday 9 October 2015, a decision was made by the General Manager to further mitigate the risk to staff, the community and Councillors by planning the removal of all ceiling tiles. This was subject to consultation with key staff in order to assess other risks that may eventuate with the wholesale removal of all ceiling tiles from the Civic Centre. A number of risks

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

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ITEM 4 (continued)

have been identified including impacts on the air quality, contamination through dust, impacts on air conditioning, impacts on existing services including smoke detection, lighting and emergency lighting. A Workplace Occupational Hygienist Consultant has been engaged to prepare a plan for the safe removal of ceiling tiles noting that the Civic Centre would need to remain operational (and work would occur after hours). This report from Council's consultant will be tabled at the meeting.

Visit by SafeWork NSW Inspector to the Ryde Civic Centre

On Monday 12 October 2015, a senior SafeWork NSW inspector visited the City of Ryde to outline that SafeWork NSW was in receipt of an anonymous complaint that alleged a number of serious incidents. Council's Manager Governance, Risk and Audit as Council's representative was verbally advised by the inspector of the nature of the allegations as follows;

- That a number of 12 kg ceiling tiles had fallen from a height near workers and had struck some workers. (SafeWork NSW was advised that no worker had been struck by a falling tile and that the maximum weight of each tile is approximately 8 kg).
- That there were a large number of trips and falls caused by the carpet within the Civic Centre. (SafeWork NSW was advised that there had been no incidents reported involving a trip/fall related to the wear and tear of the carpet).
- That there had been a number of electric shocks some of which had involved hospitalisation. (SafeWork NSW was advised that while there had not been an electric shock in terms of the definition under the Work Health and Safety Act 2011, there had been sparking of appliances plugged in to power boards. This had led to one person being referred to a General Practitioner).

SafeWork NSW was advised that all of these issues had been identified and actions put in place to address these through the Civic Centre Essential Works - Working Party.

SafeWork NSW conducted a thorough inspection of the Civic Centre and discussed in detail the actions taken by Council management to address these issues. These actions had included;

- Establishment by the General Manager of a Civic Centre – Essential Works Working Party to address any identified WHS issue that had been identified or that may arise;
- That the Working Party was already addressing (and in some cases had completed rectification works) for a number of identified issues;

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

ITEM 1 (continued)

ATTACHMENT 1



ITEM 4 (continued)

- That the items currently being addressed included all of the issues raised in the complaint made to SafeWork NSW;
- Since commencement of the General Manager in January 2015 there has been a standing WHS item on the Executive Team agenda that includes a regular update from the Working Party;
- There is a standing WHS item on Group Manager and Service Unit Meetings and other meetings throughout various tiers of the organisation;
- There are regular WHS and Essential Works updates provided to all staff through the weekly General Manager's updates; and
- Promotion of WHS through the introduction of indoor and outdoor WHS newsletters for all staff.

Despite the acknowledgement by the inspector of Council's actions to date to address the issues, Improvement Notices were issued in relation to two areas (carpet/floor coverings and ceiling tiles). The Improvement Notices are shown as **ATTACHMENT 2**, and address the following areas;

Improvement Notice 7-282701

Workers may be exposed to a risk to their health or safety from slips, trips and falls due to floors being unsafe due to torn, raised, and worn carpet on floors from the basement location through to level 6.

Photographs were taken throughout the various levels showing the poor standard of carpeting.

Improvement Notice 7-282703

Workers/other persons may be exposed to a serious risk to their health or safety from being struck by falling internal ceiling tiles (which have been used as the ceiling finish) throughout levels of the building from the basement through to level 6.

In the last six months there has been several incidents where the aged ceiling tiles have fallen from the roof into working areas of the site.

Photographs were taken of the internal ceiling coverings from the basement through each level to Level 6.

Council has been given until 12 January 2016 to rectify the issues listed in the notices. Therefore, given the previous incidents that have occurred within the Civic

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

ITEM 1 (continued)

ATTACHMENT 1



ITEM 4 (continued)

Centre, and in particular, the further two incidents of falling ceiling tiles, the following actions are being taken:

1. The removal of all ceiling tiles from the Civic Centre building on levels Basement – Level 6.
2. Subject to a report from Council's Workplace Occupational Hygienist consultant, the installation of a suitable ceiling on levels Basement – Level 6 (estimated cost for removal and installation is \$400,000, subject to confirmation).
3. The replacement of the carpet/floor coverings throughout the building at an additional cost of \$150,000.

These works would be funded from Council's Asset Replacement Reserve and would address all items listed in the Improvement Notices at an estimated cost of approximately \$550,000. This estimate will be reviewed and confirmed at the Committee Meeting on Tuesday, 20 October 2015.

Update on Essential Works

The table below includes an update as to the progress of Essential Works that have been identified in relation to the Civic Centre. Given the recent incidents, including the Improvement Notices issued by SafeWork NSW, additional information will be provided to the meeting on the costs of the removal of the ceiling tiles and the replacement ceilings.

Works	Description	Cost Estimate
South and East Façade, Second Floor waterproofing	Scope of works will be dependent on preliminary invasive investigations to determine condition of existing flashing - In Progress	\$60,000
Electrical Board and outlets	Upgrade Main Electrical board to include RCDs and inspect all power points, leads and power boards - Works largely complete. Rationalisation of electrical leads and ducting programmed in conjunction with new carpet	\$50,000
Lift 1: Inspect and report on condition	Following recent failure and repair of Lift No. 2 - Completed	\$1,000

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ITEM 4 (continued)

Works	Description	Cost Estimate
Replace carpet with Carpet Tiles	6 floors @ \$25,000 Excluding Committee Rooms & Foyer (Ground) - In Progress	\$150,000
Signage Compliance	Update all internal safety signage (Egress, etc.) to Australian Standards - Completed	\$5,000
New Office Chairs	140 chairs including Committee and Council Chamber chairs - Completed	\$55,000
Civic Hall – Floor	Restore or replace heavily worn floor boards - To be reviewed in December 2015	\$50,000
Civic Hall – Paint External	External paint to heavily weathered surfaces - To be reviewed in December 2015	\$15,000
Civic Hall - Roof	Replace deteriorating main roof - To be reviewed in December 2015	\$100,000
Civic Centre Ceiling Tiles	Address ceiling tile issue as noted in the Report. - In Progress	<i>Previous estimate was \$30,000</i>
Lobby Area all floors	Paint and signage to all walls opposite and adjacent to lifts - In Progress	\$20,000
External Lighting of rear carpark	Upgrade of lighting of the rear carpark and surrounds to improve safety - In Progress	\$20,000
CCTV Upgrade	Upgrade CCTV to provide a high resolution for staff security and safety - In Progress	\$40,000
Roller Blinds	Replace all venetian blinds with roller blinds throughout the Civic Centre to reduce heat penetration into building - In Progress	\$60,000

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

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ATTACHMENT 1

ITEM 4 (continued)

Works	Description	Cost Estimate
Replace Copper Hydraulic Stack with PVC	Replace old pipework in risers due to corrosion - In Progress	\$30,000
Generator Installation	Install generator to provide emergency back-up power for equipment in the server room and A/C in the server room - In Progress	\$65,000
LED Lighting Upgrade	Replace all existing lighting with LED equivalent on all floors - Completed	\$112,659
SUB TOTAL		\$863,659
Project Management Fee (15%)		\$129,549
		\$993,208
Contingency (10%)		\$99,320
TOTAL (excludes removal of ceiling tiles and installation of new ceilings)		\$1,092,528

Financial Implications

Council has previously resolved to allocate a maximum of \$1 million per year, for four years from end 2104 for any essential maintenance works.

It is likely that the annual allocation for 2015 will be exceeded. Based on the estimated cost of ceiling removal and replacement (\$400,000) being accurate. The total cost for 2015 is likely to be in the vicinity of \$1.4 - \$1.5 million.

The current budget allocation for these works is funded from Council's Asset Replacement Reserve.

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

ITEM 1 (continued)

ATTACHMENT 1

ITEM 4 (continued)

Options

Council is legally required to comply with SafeWork NSW Improvement Notices.

Option 1 - compliance can be obtained from undertaking the works identified above including removal and replacement of the existing ceiling tiles and carpets throughout the building at an estimated cost of \$550,000.

In order to ensure ongoing compliance into the future, Council Management would need to remain vigilant and address any emerging issues in both a reactive and proactive manner. Council may need to reconsider the annual allocation amount to ensure both essential (reactive) and proactive maintenance occurs on the building.

Option 2 - Council could decide to undertake the minimum amount of remedial work necessary to ensure compliance with the SafeWork Notices. This may include substantial patching and repair of the hazardous carpet areas (rather than full replacement throughout the building) and removal of the ceiling tiles and installation of a temporary protective barrier (rather than full replacement of ceilings).

This action would provide an interim solution whilst alternative accommodation arrangements were explored. Council could request the General Manager to urgently investigate alternative longer term accommodation options (on either an acquisition or lease basis) for suitable premises that would accommodate all of Council's indoor staff from the Devlin Street, Pope Street and Constitution Road sites.

Preliminary investigations have revealed that a range of suitable accommodation options may exist in Macquarie Park and/or Gladesville.

Ryde Civic Hub Committee, dated 16 October 2015, submitted on 20 October 2015.

ITEM 1 (continued)

ATTACHMENT 1

HAZARD AND INCIDENT REGISTER
CIVIC HUB INCIDENTS 2015-16

ATTACHMENT 1

No	Status	Date of Incident	Incident/Accident Description	Type of Injury or Other	Mechanism of Injury or Other	Likely Cause	Section	Actions	Date Actions Completed
1	Near Miss	17/07/2015	Walking into the radio room on the roof area of the Civic Centre, slipped on the wet step and fell onto back and hands	Fall on the same level Other	Unspecified agencies	Slippery surface and slip resistant strips on the step had worn away	Corporate Services	Buildings contacted and replaced the strip on the step.	3/08/2015
2	Near Miss	7/10/2015	Contractor was removing a phone in the lift lobby on level 2 and had to access the area above the ceiling tiles. When moving a tile, another tile on the opposite side of the wall out of view of the technician fell onto the ground in the HR Manager's office.	Fall from a height	Indoor environment	Ceiling tiles may be easy moved even when working adjacent tiles	Corporate Services	1. Removed persons from area and isolated office to restrict access. Informed Contractor to cease works immediately 2. Contacted SafeWork NSW - reportable incident. Buildings contacted to:-	11/10/2015

ITEM 1 (continued)

ATTACHMENT 1

No	Status	Date of Incident	Incident/Accident Description	Type of Injury or Other	Mechanism of Injury or Other	Likely Cause	Section	Actions	Date Actions Completed
								<ol style="list-style-type: none"> 1. Secure tile in the office. 2. Inspect other ceiling tiles in the office. 3. Provide clearance for the manager to return to the office after an inspection of other tiles. 4. Put in place an inspection of ceiling tiles where work is completed if tiles have to be moved. 5. Conduct an inspection of all ceiling tiles and remove those found to present a risk of falling. 	

ATTACHMENT 1

ITEM 1 (continued)

ATTACHMENT 1

No	Status	Date of Incident	Incident/Accident Description	Type of Injury or Other	Mechanism of Injury or Other	Likely Cause	Section	Actions	Date Actions Completed
3	Near Miss	9/10/2015	Internal buildings staff were conducting a pre-inspection of ceiling tiles on Friday afternoon (9/10/2015). They noted a ceiling tile that had not been reinstalled correctly. This was located in a area that was not near workers or a passageway. They were in the process of removing the dislodged tile when an adjacent tile fell.	Fall from a height Other	Indoor environment	Ceiling tiles may be easily moved even when working adjacent tiles	Corporate Services	1. Ensured that persons could not access affected area. 2. Undertake inspection of ceiling tiles on the weekend of 10 and 11 October.	11/10/2015

ATTACHMENT 1

ITEM 1 (continued)

ATTACHMENT 1



**SafeWork NSW
IMPROVEMENT NOTICE**

ATTACHMENT 2

ORIGINAL

Reference No: 7-282701

This notice is issued under section 191 of the *Work Health and Safety Act 2011*. Section 210 requires that the person to whom an improvement notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the notice.

You must comply with this notice within the period specified. Failure to comply with this notice may incur a maximum penalty of \$50,000 for an individual and \$250,000 for a body corporate.

Notice issued to:		
Legal name of person / business or undertaking:	COUNCIL OF THE CITY OF RYDE	
ABN:	81621292610 ACN:	
Trading as:	CITY OF RYDE	
Address:	Civic Centre, 1 Devlin Street, RYDE NSW, 2112	
Details of contravention:		
Site location: Civic Centre, 1 Devlin Street, RYDE NSW, 2112: Basement and levels 1 to level 6		
I, Megan May reasonably believe on 12/10/2015 at 11:30 AM that you are contravening a provision in circumstances that make it likely that the contravention will continue or be repeated of the <i>Work Health and Safety Act 2011</i> , section 19 and <i>Work Health and Safety Regulation 2011</i> , clause 40.		
Brief description of how the provision is being or has been contravened:		
Workers may be exposed to a risk to their health or safety from slips, trips and falls due to floors being unsafe due to torn, raised, and worn carpet on floors from the basement location through to level 6.		
Photographs were taken throughout the various levels showing the poor standard of carpeting.		
Directions as to the measures to be taken to remedy or prevent the contravention or likely contravention: <i>(it is mandatory to comply with these directions)</i>		
You must ensure so far as is reasonably practicable that:		
<ul style="list-style-type: none"> - the workplace is maintained so as to allow for persons to enter and exit and move about without risks - floors are maintained in a safe manner with floor surface coverings being even and without risk of slips trips and falls 		
Recommendations (if any): <i>(It is not an offence not to comply with these recommendations)</i>		
In complying with the direction, you may give consideration to further guidance available from:		
- SafeWork NSW codes of practice 'Managing the work environment and facilities'		
Australian Standard: AS1657-1992 Fixed platforms, walkways, stairways and ladders – design, construction, installation.		
Issuing Inspector:		
ELECTRONICALLY ISSUED		
_____ Signature of inspector		
12/10/2015	Baulkham Hills Office, BAULKHAM HILLS	+ (02) 8867 2758
Date issued	Inspector's work address	Inspector's contact number
This contravention must be remedied before:		<input type="text" value="12/01/2016"/>
Service method:		Mail
John Schanz		Person with management or control of the workplace
Notice given to		Relationship to person to whom notice is issued
Sue Pemberton		Health and safety representative
Copy of Notice given to		Relationship to person to whom notice is issued

ITEM 1 (continued)

ATTACHMENT 1

ATTACHMENT 2

Extension of time for compliance with improvement notice

Improvement notices may include directions concerning the measures which must be taken within the time period set out in the notice. You must take those measures within the time period. If there is some practical reason why you cannot comply with the notice in that time (for example, you are relying on a third party supplying something and they do not deliver it), you may seek an extension of the time period by contacting the inspector who issued you with the notice. The inspector's name and telephone number are on the notice. Please note that an inspector can only extend the time period to comply with the notice if the period specified in the notice (or any further period as extended by the inspector in writing) has not ended

Internal review of decision

If a decision to issue an improvement notice was made by an inspector, an eligible person may apply for an internal review of that decision.

An eligible person is:

1. The person to whom the notice was issued.
2. A person conducting a business or undertaking whose interests are affected by the decision.
3. A worker whose interests are affected by the decision.
4. A health and safety representative who represents a worker whose interests are affected by the decision.

How does a person apply for a review of a decision?

The person must complete the Application for Internal Review form, and lodge it at SafeWork NSW before the date specified on the improvement notice for compliance has expired or 14 days, whichever is the lesser. There is no application fee.

The operation of the improvement notice is stayed (that is suspended) once the application for review of decision is lodged with SafeWork NSW. The stay remains in effect until a decision is made by SafeWork NSW and whichever of the following is earlier - an external review is applied for or 14 days have elapsed since the person became aware of the SafeWork NSW's decision.

Please contact SafeWork's Governance and Appeals Unit on (02) 4724 4920 for an application form or visit www.safework.nsw.gov.au.

What happens next?

Your application will be reviewed within 14 days unless additional information is required. You will receive written confirmation of the result of the internal review including the reasons for the decision.

External review

If a decision to issue an improvement notice was made by SafeWork NSW or SafeWork NSW has made a decision on internal review, an eligible person may apply to Industrial Relations Commission for an external review of the decision. An external review application must be made within 14 days of the decision first coming to the applicant's notice, or if the regulator is required by the Commission to give the person a statement of reasons, within 14 days after the day on which the statement is provided.

Please refer to www.safework.nsw.gov.au for more information on how to apply for an external review.

Privacy collection statement

This information is collected by SafeWork NSW for the purposes of the Work Health and Safety Act 2011. SafeWork will use this information for the purposes of establishing and maintaining a database and to assist the SafeWork inspectorate with their work. This information may also be made available to other government agencies.

You may apply to SafeWork to access and correct any of your own personal information SafeWork holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW Head Office, Locked Bag 2906, Lisarow, NSW 2252.

An inspector may make minor technical changes to this notice in certain circumstances. This does not change the validity of the notice.

ITEM 1 (continued)

ATTACHMENT 1



**SafeWork NSW
IMPROVEMENT NOTICE**

ATTACHMENT 2

ORIGINAL

Reference No: 7-282703

This notice is issued under section 191 of the *Work Health and Safety Act 2011*. Section 210 requires that the person to whom an improvement notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace at which work is being carried out that is affected by the notice.

You must comply with this notice within the period specified. Failure to comply with this notice may incur a maximum penalty of \$50,000 for an individual and \$250,000 for a body corporate.

Notice issued to:	
Legal name of person / business or undertaking:	COUNCIL OF THE CITY OF RYDE
ABN:	81621292610 ACN:
Trading as:	CITY OF RYDE
Address:	Civic Centre, 1 Devlin Street, RYDE NSW, 2112
Details of contravention:	
Site location: Civic Centre, 1 Devlin Street, RYDE NSW, 2112: Basement and levels 1 to level 6	
I, Megan May reasonably believe on 12/10/2015 at 11:30 AM that you are contravening a provision in circumstances that make it likely that the contravention will continue or be repeated of the <i>Work Health and Safety Act 2011</i> , section 19 and <i>Work Health and Safety Regulation 2011</i> , clause 40.	
Brief description of how the provision is being or has been contravened:	
Workers/other persons may be exposed to a serious risk to their health or safety from being struck by falling internal ceiling tiles (which have been used as the ceiling finish) throughout levels of the building from the basement through to level 6.	
In the last six months there has been several incidents where the aged ceiling tiles have fallen from the roof into working areas of the site.	
Photographs were taken of the internal ceiling coverings from the basement through each level to Level 6.	
Directions as to the measures to be taken to remedy or prevent the contravention or likely contravention: <i>(it is mandatory to comply with these directions)</i>	
You must eliminate the risks associated with falling internal ceiling tiles so far as is reasonably practicable and ensure the ceiling surface throughout the building is designed, installed and maintained to allow work to be carried out without risk to health and safety.	
Recommendations (if any): <i>(It is not an offence not to comply with these recommendations)</i>	
In complying with the direction, you may give consideration to further guidance available from SafeWork NSW code of practice 'Managing the work environment and facilities'	
Issuing Inspector:	
	ELECTRONICALLY ISSUED
	_____ Signature of inspector
12/10/2015	Baulkham Hills Office, BAULKHAM HILLS
Date issued	Inspector's work address
	+ (02) 8867 2758
	Inspector's contact number
This contravention must be remedied before:	<input type="text" value="12/01/2016"/>
Service method:	Mail
John Schanz	Person with management or control of the workplace
Notice given to	Relationship to person to whom notice is issued
Sue Pemberton	Health and safety representative
Copy of Notice given to	Relationship to person to whom notice is issued

ITEM 1 (continued)

ATTACHMENT 1

ATTACHMENT 2

Extension of time for compliance with improvement notice

Improvement notices may include directions concerning the measures which must be taken within the time period set out in the notice. You must take those measures within the time period. If there is some practical reason why you cannot comply with the notice in that time (for example, you are relying on a third party supplying something and they do not deliver it), you may seek an extension of the time period by contacting the inspector who issued you with the notice. The inspector's name and telephone number are on the notice. Please note that an inspector can only extend the time period to comply with the notice if the period specified in the notice (or any further period as extended by the inspector in writing) has not ended.

Internal review of decision

If a decision to issue an improvement notice was made by an inspector, an eligible person may apply for an internal review of that decision.

An eligible person is:

1. The person to whom the notice was issued.
2. A person conducting a business or undertaking whose interests are affected by the decision.
3. A worker whose interests are affected by the decision.
4. A health and safety representative who represents a worker whose interests are affected by the decision.

How does a person apply for a review of a decision?

The person must complete the Application for Internal Review form, and lodge it at SafeWork NSW before the date specified on the improvement notice for compliance has expired or 14 days, whichever is the lesser. There is no application fee.

The operation of the improvement notice is stayed (that is suspended) once the application for review of decision is lodged with SafeWork NSW. The stay remains in effect until a decision is made by SafeWork NSW and whichever of the following is earlier - an external review is applied for or 14 days have elapsed since the person became aware of the SafeWork NSW's decision.

Please contact SafeWork's Governance and Appeals Unit on (02) 4724 4920 for an application form or visit www.safework.nsw.gov.au.

What happens next?

Your application will be reviewed within 14 days unless additional information is required. You will receive written confirmation of the result of the internal review including the reasons for the decision.

External review

If a decision to issue an improvement notice was made by SafeWork NSW or SafeWork NSW has made a decision on internal review, an eligible person may apply to Industrial Relations Commission for an external review of the decision. An external review application must be made within 14 days of the decision first coming to the applicant's notice, or if the regulator is required by the Commission to give the person a statement of reasons, within 14 days after the day on which the statement is provided.

Please refer to www.safework.nsw.gov.au for more information on how to apply for an external review.

Privacy collection statement

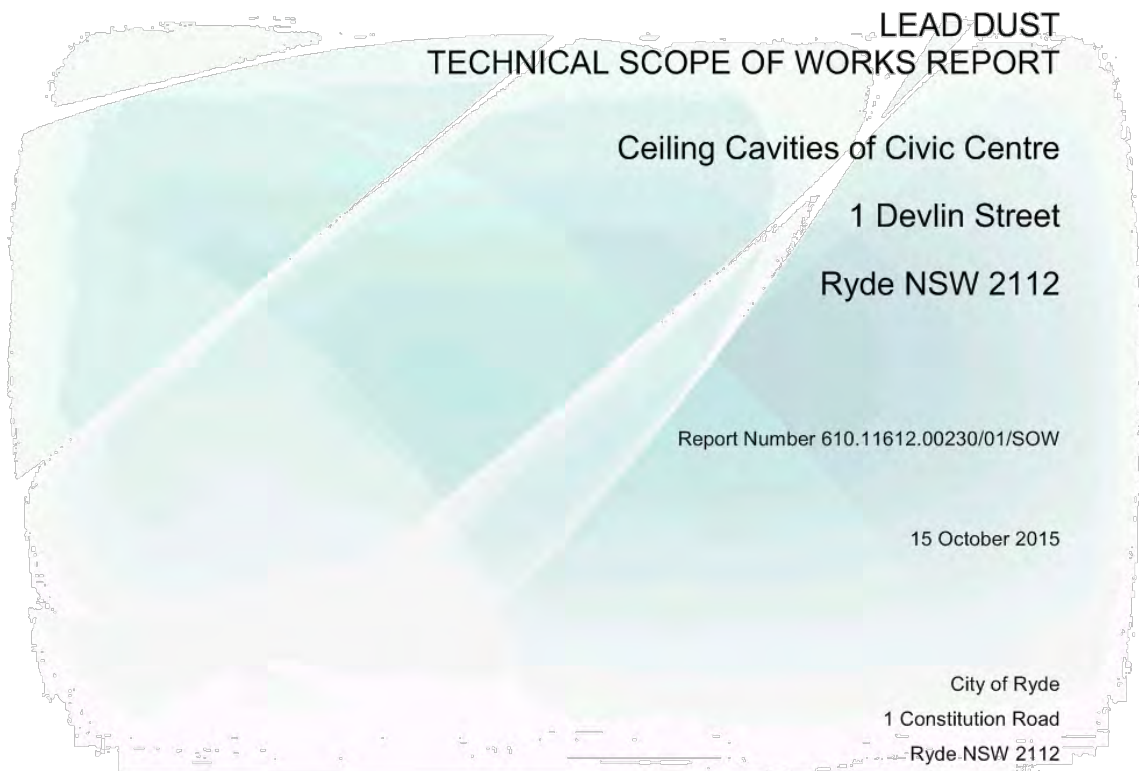
This information is collected by SafeWork NSW for the purposes of the Work Health and Safety Act 2011. SafeWork will use this information for the purposes of establishing and maintaining a database and to assist the SafeWork inspectorate with their work. This information may also be made available to other government agencies.

You may apply to SafeWork to access and correct any of your own personal information SafeWork holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW Head Office, Locked Bag 2906, Lisarow, NSW 2252.

An inspector may make minor technical changes to this notice in certain circumstances. This does not change the validity of the notice.

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**LEAD DUST
TECHNICAL SCOPE OF WORKS REPORT**

Ceiling Cavities of Civic Centre

1 Devlin Street

Ryde NSW 2112

PREPARED BY:

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DOCUMENT CONTROL

Reference	Status	Date	Prepared	Checked	Authorised
610.11612.00230/ 01/SOW	Revision 0	15 October 2015	Neil Kumar	Holly Levinson	Neil Kumar

SLR Consulting Australia Pty Ltd

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1 INTERFACES

1.1 The Principal

Name: City of Ryde
Address: 1 Devlin Street, Ryde NSW 2112
Contact: Jon Sorbara
Telephone: 02 9952 8068
Fax: TBC
Mobile: 0419 411 825

1.2 Principal's Technical Representative

Name: SLR Consulting Australia Pty Ltd
Address: Sydney Office, 2 Lincoln Street, Lane Cove NSW 2066
Contact: Neil Kumar
Telephone: 02 9428 8100
Fax: 02 9427 8200
Mobile: 0411 535 013

1.3 The Contractor

Name: TBC
Address: TBC
Contact: TBC
Telephone: TBC
Fax: TBC
Mobile: TBC

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2 SCOPE

This Technical Scope of Works Report provides a work specification of the technical requirements for the removal of lead contaminated dust within the ceiling cavities at the above mentioned site address.

The scope and extent of the removal works identified in this report are limited to the lead in dust within the ceiling cavity as detailed in the following SLR reports and are subject to the limitations therein:

- Hazardous Building Materials Survey Report ref: 10-7088 (30-178)/01/HMR, dated 31 August 2010;
- Lead in Dust Sampling Report ref: 610.11612.00050/01/LDA, dated 8 April 2013
- Lead in Dust Sampling Report ref: 610.11612.00180/01/LDA, dated 24 April 2015

Please also see the following Scope of Works Report for details about the recent light re-wiring exercise taking account of the lead in dust in the ceiling cavity:

- Hazardous Building Materials Technical Scope of Works Report ref: 610.11612.00180/01/SOW, dated 28 April 2015

Any queries regarding the technical content of this Scope of Works should be directed to:

- Neil Kumar, Telephone: 02 9428 8100 or mobile 0411 535 013.

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3 LIMITATIONS

If additional hazardous materials that were beyond the scope of earlier surveys are discovered during the course of the remediation works, the remediation works may need to be suspended while further investigations are conducted and a revised Technical Scope of Works is prepared and issued.

All inspection work is conducted in a conscientious and professional manner. Hazardous Building Materials Surveys are complex and the presence of all hazardous materials at a site may not always be discoverable until the remediation works are in progress. Furthermore, the likely disproportion between the extent of the survey services/reporting/costs of investigations and the extent of possible damage or loss which might arise from the survey/reporting work is such that SLR cannot guarantee that all hazardous materials/issues of concern have been identified and/or addressed.

Hazardous materials may have been obscured, hidden and/or inaccessible during the inspection. If any suspect materials are found during further work, the material should be sent for identification and expert advice sought.

Thus while we carry out the work to the best of our ability, we totally exclude any loss or damages which may arise from services provided to City of Ryde and/or associated parties.

This Technical Scope of Works Report is limited to addressing anticipated occupational health and safety (OH&S) issues associated with hazardous (lead) materials during a proposed lead remediation work program. It does not cover all OH&S issues, demolition and/or environmental controls which may apply to the work. It is also intended as a general technical guide to the proposed lead remediation work and does not absolve the removal contractor or any other parties from their own responsibilities and duty of care.

It is recommended that all proposed removal contractors visit the site with a Consultant representative and/or representative of the Principal, preferably at the same time. The document can then be discussed and if necessary, alterations made in consultation with the Principal. This Technical Scope of Works report may not address all OH&S issues associated with the hazardous building materials identified during the work program conducted, as all issues which may arise during the course of the works cannot be anticipated before the works commence. As such, the above issues remain the responsibility of the Contractor performing the works and/or the Principal for the works.

All work conducted and reports produced by SLR are prepared for a particular Client's objective and are based on a specific scope, conditions and limitations, as agreed upon between SLR and the Client. Information and/or report(s) prepared by SLR may therefore not be suitable for any use other than the intended objective. No parties other than the Client should use any information and/or report(s) without first conferring with SLR.

The report(s) and/or information produced by SLR should not be reproduced and/or presented/reviewed except in full.

Before passing on to a third party any information and/or report(s) prepared by SLR, the Client is to inform fully the third party of the objective and scope, and all limitations and conditions, including any other relevant information which applies to the information and/or report(s) prepared by SLR.

It is the responsibility of third parties to investigate fully to their satisfaction if any information and/or report(s) prepared by SLR are suitable for a specific objective.

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4 INTRODUCTION

The information in this section is based on our previous involvement with the site; refer to SLR Hazardous Building Materials Survey Report ref: 10-7088 (30-178)/01/HMR, dated 31 August 2010; Lead in Dust Sampling Report ref: 610.11612.00050/01/LDA, dated 8 April 2013 Lead in Dust Sampling Report ref: 610.11612.00180/01/LDA, dated 24 April 2015 for further details.

During the above mentioned investigations, SLR identified lead contaminated dust to be present in various ceiling cavities of the building.

The lead dust in the ceiling cavity and the lead contaminated Synthetic Mineral Fibre (SMF) tiles (and any other porous contaminated materials within the ceiling cavities) are to be removed from the Office and Kitchen Areas only of all floors (7 floors in total).

SLR understands that the Toilet ceiling cavity and the ceiling lining material is to remain un-treated *in-situ*. The scope has been based on the information provided by the Client that the Toilet and the areas requiring removal are separated by a partition wall in the ceiling cavity of the below floors:

- Level 1;
- Level 2;
- Level 3;
- Level 4; and
- Level 6.

The removal contractor will have to erect a suitable partition wall to divide the Toilet ceiling cavity and the removal areas of the below floors to avoid lead cross contamination:

- Ground Floor; and
- Level 5.

Note:

- If any further suspect lead/hazardous materials are encountered on site, access to the materials should be appropriately restricted and advice sought from an independent, suitably qualified and experienced Consultant (such as SLR) contracted directly by the Principal.
- It is the responsibility of the contractor to confirm the extent of the lead contamination removal works required.

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5 RECOMMENDED REMOVAL/DECONTAMINATION PROGRAM**5.1 Order of Works**

- The Consultant and the Contractor, in consultation with all parties involved, should discuss the Order of Works. The Removal Contractor's chosen Order of Works will have to convince all parties involved that it will not cause the cross-contamination of areas with lead or the spread of lead around the site or to neighbouring properties.
- It is SLRs understanding that the order of works will be discussed with the Contractor on site prior to the start of any works.
- It is the responsibility of the Contractor to meet all safety requirements of all relevant National, State and Territorial legislation and guidance. The Contractor will also be responsible for ensuring that any (if applicable) building materials used comply to relevant Australian standards, codes, etc.

5.2 Alternative Proposals

The Contractor may offer an alternative method to that specified if it meets with all criteria required for the work. The alternative method may not necessarily be accepted. All works must be undertaken in accordance with relevant legislation and guidance.

5.3 Technical Supervision

The proposed works may warrant that a suitably qualified and experienced Consultant, such as SLR, conduct technical supervision of the proposed works on a **full time basis**. Such technical supervision complements the contractual site supervision conducted by the Contractor and is intended to provide added assurance that the Contractor undertakes the work safely and in accordance with this Technical Scope of Work, relevant legislation and guidance, and to the required industry standards.

5.4 Lead Removal Works**5.4.1 Pre Site Establishment**

- The Principal shall engage a suitably licensed (where applicable), qualified and experienced lead removal Contractor to undertake the works.
- The lead removal contractor is to obtain a copy of the hazardous materials register (and all other relevant documentation) from the person with management or control of the workplace.
- The Contractor is to develop a work schedule with the Principal prior to the commencement of site work. All procedures are to receive approval from the Principal before commencement.
- The Contractor is to provide relevant licenses, insurances, Safe Work Method Statements, Risk Assessments, training records, equipment service records, etc. Such documentation should be present on site for the duration of the works.
- The Contractor is responsible for notifying, in a timely manner, the relevant Regulatory Body of any works that require such notification. Contact WorkCover for a Lead Works Permit 7 -10 days prior to removal works commencement.
- The Contractor is responsible for obtaining all necessary permits and approvals prior to the commencement of the works.

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- All persons involved in the removal process are to have received an appropriate level of information, instruction and training and are to have been advised of the adverse health effects associated with lead exposure. They are also to be advised of the need for health monitoring. All necessary Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) are to be provided by the employer. All PPE & RPE provided by the employer to workers must be used.
- The Contractor and Principal will determine if electrical services are to remain in operation during the works and ensure all other services are assessed prior to commencement. Should it be necessary, the Contractor and Principal must make arrangements as to who is to arrange/provide for service alternatives/professionals as required to facilitate the planned works.
- The Contractor must inform the person with management or control of the workplace about the lead removal work and the date of commencement. The person with management or control of the workplace must then pass the information on to persons at the workplace, the person who commissioned the works, anyone conducting a business or undertaking at/or in the vicinity of the workplace, and anyone occupying premises in the immediate vicinity of the workplace. The *Work Health and Safety Regulations 2011* require that there must be a full consultation, information sharing and involvement by everyone in the workplace at each step of the removal process.
- The Contractor shall install appropriate decontamination facilities, including emergency decontamination facilities (eg eye washing/showering stations) as necessary.
- The contractor should provide for and ensure the decontamination of the work area, workers, PPE and tools used during lead removal works to ensure that the spread of lead does not occur and the health and safety of personnel beyond the working area is maintained. A Risk Assessment should be undertaken to determine appropriate decontamination procedures. If a decontamination unit is to be used, the facility must conform to industry standard (ie have an adequate supply of warm water, be a 3-stage decontamination unit, etc). This unit should be inspected prior to operation to ensure it is adequate for the proposed works.
- In order to accommodate any necessary equipment on site during the works (such as a decontamination unit, waste bin, vehicles, etc), the site controller must ensure adequate space is made available on site in close proximity to the works so as to minimise transit/waste/decontamination routs.
- The Contractor and/or site controller is to ensure site access is restricted and unauthorised access prevented. This will involve the erection of barricades and appropriate signs prior to the commencement of works. Non-essential people are to be separated from the working area. A distance of at least 10 metres may be used as a general guide but site specific conditions should be taken into consideration. A competent Consultant, such as SLR, should be consulted to assist in determining a boundary location, based upon a suitable and sufficient risk assessment.
- The Contractor and/or site controller is to ensure that the site (as a whole, paying particular attention to ingress and egress routs) and the working area (including the enclosure, scaffolding, ladders, etc) are secure and structurally sound. All necessary safety checks (eg the signing-off of scaffolding) should be undertaken prior to the commencement of works.
- The health and safety of all personnel, plant and equipment must be ensured at all times with respect to the existing site conditions and the working area. All necessary precautions must be made and relevant standards adhered to.
- All drains, etc are to be fitted with an appropriate filter medium in order to remove contaminants from water leaving the site. The condition of the filters is to be checked regularly and filters replaced when necessary. Any potential inappropriate off-site drainage is to be prevented via the installation of appropriate bunding or other measures.
- Emergency procedures must be established and documented prior to the commencement of site works (eg a breach in the working enclosure, fire, evacuation procedures, spills, etc). All site personnel are to be fully informed of such procedures.

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5.4.2 General Comments

- All works are to be undertaken in accordance with relevant legislation and guidance.
- All works are to be undertaken in accordance with industry best practice and standards.
- All equipment used and procedures adopted should be in accordance with relevant legislation and guidance, and to industry standard.
- All works are to be undertaken in accordance with the contractors' site specific Removal Control Plan. Any variations to the documented Removal Control Plan must be approved and added as an addendum to the document.
- All work is to be undertaken by a lead removal contractor with appropriate licensing (where relevant) and all operatives are to hold certification that is relevant to the work to be undertaken.
- All workers are to be fully informed of works and to have received appropriate general and site specific training.
- All workers to be provided with and use appropriate PPE and RPE.
- The Contractor shall remove waste each day unless a suitable holding area is created and agreed upon by the Principle and the Consultant supervising the works.
- All lead containing waste (including lead materials removed, PPE, plastic sheeting used during enclosure construction, any porous materials used such as timber framework, etc) shall be disposed of as lead waste at an appropriate landfill in appropriately plastic-lined bins/vehicles. All lead waste shall be appropriately contained and labelled in accordance with the Globally Harmonised System (GHS) prior to removal from the work area. Process water is to be treated as hazardous waste. Tipping documentation is to be retained and provided to the Principle/Consultant.

5.4.3 Lead in Dust

- All work is to be undertaken by an experienced, competent person.
- Two disposable coveralls are to be worn by persons engaged in lead removal/sealing activities. The outer layer is to be sprayed with a water mist, removed and disposed of as lead contaminated waste before leaving the removal area.
- It is recommended that airborne lead monitoring be undertaken prior to, during & upon completion of the lead removal/sealing works by a suitably qualified and experienced independent consultant, such as SLR, reporting directly to the Principal.
- Clear the area of all unfixed /non-permanent uncontaminated items and install plastic drop sheets below and around all areas requiring lead paint removal/sealing throughout the work area.
- Use appropriate/adequate tools in a manner that minimises/eliminates dust generation.
- Undertake a thorough clean of the removal area using a vacuum cleaner fitted with a HEPA filter and by wet wiping surfaces.
- Obtain a visual clearance certificate from the Consultant, such as SLR. This may involve validation sampling if required.
- After a satisfactory clearance inspection (and sample analysis results) use established decontamination facilities for wetting down and disposal of PPE.

Lead in Dust Removal

- The following lead in dust is to be removed:
 - Ceiling cavities within the building (refer to **Section 4**).

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- Consult a HVAC Technician to understand if the air condition can operate during the removal works program and to understand if the proposed work plan has potential to contaminate the system. The air condition should be isolated during removal works to avoid lead cross contamination. All vents, etc are to be sealed with 0.2mm plastic.
- Construct a temporary suitable enclosure around the work area. The enclosure is to conform to all building/fire codes. All voids within the work area (such as wall openings, etc) are to be sealed prior to the commencement of the removal works. The enclosure should be constructed with materials capable of withstanding adverse events and/or wetting and that can last the full duration of the works. A suitable enclosure may utilise scaffolding as a framework. If used, the scaffolding is to be inspected as part of the final clearance inspection prior to its dismantling or leaving site.
- Install a 3-stage wet decontamination unit adjacent to the removal area. The decontamination unit should be connected to the work area where possible. If it is not reasonably practicable to connect the decontamination unit directly to the enclosure, it should be located as close as possible to the work area so as to minimise the transit route. Warm water should be provided for showering. The decontamination unit should have distinct areas (i.e. Dirty Decontamination area, Clean Decontamination area and Clean Changing Area) all with a well-defined boundary. Buffer zones with plastic flaps should also be in place between these defined areas. A Vacuum is to be provided for initial dry decontamination of workers coveralls etc before proceeding into the wet decontamination area. Clean towels are to be available for every shift of removal work. The Consultant will inspect the decontamination unit and ensure it is adequate.
- Seal any penetrations to external or internal areas that exist within the removal area with foam fill or 0.2mm plastic sheeting. Every location where the lead work area connects to the outside environment or the rest of the building (eg windows, ducts, wall cavities, expansion joints, conduits, and lift entrances) should be enclosed, so that an airtight seal is maintained for the duration of the removal work.
- The enclosure is to be visually inspected and smoke tested (if required) by the Consultant prior to the commencement of the removal work. Work will only start if no leaks or other deficiencies are found during the testing. The Consultant carrying out the test is to sign the areas off before works can proceed. SLR cannot give structural engineering advice and as such it is recommended that independent advice be sought regarding these issues.
- The enclosure is to be checked at regular intervals (e.g. at the start of every shift) to ensure its integrity during removal operations. Any holes or tears in the plastic need to be repaired immediately and emergency procedure implemented if necessary.
- It is preferred that all contents from the enclosure/work area be removed prior to works commencing. If this is not suitable then cover all contents and flooring within the enclosure with 0.2mm plastic material to avoid lead cross contamination.
- First remove all visible dust from the upper surface of the ceiling tile using a vacuum fitted with a HEPA filter and by wet wiping surfaces. Once majority of visible dust has been removed, wrap the tile for disposal as lead contaminated material.
- Remove all dust and any other potentially lead contaminated materials from all surfaces within the ceiling cavity (includes cables, pipes, etc.) using a vacuum fitted with a HEPA filter and by wet wiping surfaces.
- The Consultant may undertake airborne fibre monitoring before, during and upon completion of the lead removal works.
- The Consultant may undertake a clearance inspection incorporating a visually inspection of the surfaces subsequent to removal of the lead containing dust. It may be necessary to take clearance/reassurance dust samples from the surface. This will be at the discretion of the Consultant. A clearance certificate will be issued subsequent to satisfactory visual inspection, satisfactory clearance air monitoring and validation dust sampling results (where applicable). The area will not be fit for reoccupation until such documentation has been issued.

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6 CONDITIONS RELATING TO ASBESTOS, LEAD AND PCB REMOVAL

6.1 Adherence to Legislation & Guidance

The Contractor is advised that all Standards, Codes, Acts and Regulations shall be applied to the works and strictly adhered to for the duration of the works, including (but not limited to):

- Work Health and Safety Act (2011)
- Work Health and Safety Regulations (2011)
- Code of Practice for How to Safely Remove Asbestos [Safe Work Australia (2011)]
- Code of Practice for How to Manage and Control Asbestos in the Workplace [Safe Work Australia (2011)]
- Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC: 3003(2005)]
- Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia [Department of Health (May 2009)]
- Your Guide to Working with Asbestos, Safety Guidelines and Requirements for Work Involving Asbestos [WorkCover New South Wales: March 2003]
- Exposure Standards for Atmospheric Contaminants in the Occupational Environment [National Occupational Health and Safety Commission: 1003 (1995)]
- National Standard for the Control of Inorganic Lead at Work [NOHSC:1012(1994)]
- National Code of Practice for the Control and Safe Use of Inorganic Lead at Work [NOHSC:2015 & NOHSC:1012 (1994)]
- AS 4361.2-1998 Guide to lead paint management Part 2: Residential and commercial buildings
- Managing Lead Contamination in Home Maintenance, Renovation and Demolition Practices. A guide for Councils, NSW EPA and Planning NSW (2003)
- Polychlorinated Biphenyls Management Plan, Revised Edition April 2003, Environment Protection and Heritage Council
- AS1270-2002 Acoustics - Hearing Protectors
- AS1319-1994 Safety Signs for the Occupational Environment
- AS1576.1-1995 Scaffolding General Requirements
- AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices
- AS/NZS 1716-2003 Respiratory Protective Devices
- AS1800-1998 Occupational Protective Helmets
- AS2210.1-1994 Occupational Protective Footwear - Guide to Selection, Care and Use
- AS 2601-2001 The Demolition of Structures
- AS 4361.2-1998 Guide to lead paint management Part 2: Residential and Commercial Buildings
- Protection of the Environment Operations Act (1997)
- Protection of the Environment Operations (Waste) Regulation (1996)
- Waste Avoidance and Resource Recovery Act (2001)
- The special conditions applicable to the Transport of Lead Waste (Categories 1 and 2) as laid-down by the Waste Recycling and Processing Service
- Current Lead Removal Contractor's Licence (if applicable) and current regulations

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- Any other relevant Standards or Codes published by the responsible Authorities or the Standards Association of Australia

6.2 Environmental Protection

The Contractor shall observe and comply with all environmental requirements that apply to the area in which work is to be carried out. The Principal and/or the Superintendent may direct the Contractor to stop work and undertake measures to rectify any environmental damage and/or to undertake additional measures to ensure environmental protection.

It may be a requirement for pre and post-work lead in surface soil testing to be undertaken as part of lead management activities. Advice regarding the requirement for such work should be sought from the local Council Authority prior to undertaking such works. If pre and post-work lead in surface soil testing is required testing should be undertaken by a suitably qualified and experienced consultant, such as SLR, reporting directly to the Principal.

6.2.1 Disposal of Waste and Refuse

The Contractor shall be responsible for the proper disposal of all lead waste and certification in accordance with all statutory requirements. Refuse arising from the execution of work (including food scraps and the like) shall be removed from the site. No vehicle or container shall leave the site laden with any material unless it is loaded in a manner that will prevent the discharge or dropping of any of the materials.

6.2.2 Dust Control

Dust suppression is crucial to the operation of the site. Dust may be generated by several factors including the movement activities during the decontamination process.

To ensure that dust generation is minimised all sources of dust are to be suppressed by the use of low-pressure sprays of water. The sprays will provide minimal amounts of water applied to the work areas in a fine mist form to minimise water run-off and shall not generate free water/water runoff.

6.3 Air Monitoring

The Consultant, in consultation with the Principal, shall determine the frequency/scale of air monitoring. Generally, there would be a single clearance air monitoring run, however, this will be dependent on the manner in which work proceeds and the air monitoring results obtained. All lead clearance air monitoring results must be $<0.075 \text{ mg/m}^3$.

The consultant may carry out air monitoring during lead removal/ and all clearances. The requirement for monitoring is based upon the type of material removed and risk assessment; however we recommend that it be undertaken. A breakdown of the air-monitoring regime recommended is:

- Prior to removal, background monitoring;
- During the lead removal/decontamination works;
- After removal/decontamination, clearance monitoring; and
- If negative air pressure enclosures are used for lead removal works, monitoring prior to, during and after enclosure dismantling.

The Principal and/or the Superintendent may direct the Contractor to stop work and take appropriate remedial action, which may include clean-up of other areas, if in the opinion of the Consultant airborne lead levels are excessive.

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If the results of the airborne lead monitoring indicate that airborne lead levels exceed 0.075 mg/m^3 the cause of the high readings will be identified, the work practice and control measures will be reviewed by a competent person and appropriate actions taken.

If the results of the airborne lead monitoring indicate that airborne lead levels are equal to or exceed 0.15 mg/m^3 , the Contractor shall cease work, the cause of the high readings will be identified, the work practice shall be reviewed and appropriate measures taken to rectify the problems. Further air monitoring will be undertaken and no work will resume until airborne lead monitoring results are $<0.075 \text{ mg/m}^3$.

6.4 Approval to Commence Work

The Contractor shall not commence work until the Contractor has obtained all statutory approvals, and approval to proceed is given by the Principal/Principal's Representative.

6.5 Authorised Authorities

The Contractor is advised that the WorkCover NSW may give advice on current work procedures and practices at any stage throughout the Project without prior notice to the Contractor.

6.6 Safety

The appropriately licensed lead removal contractor shall do all works required under this Scope of Works in accordance with:

- Relevant WorkCover NSW requirements;
- The Principal's site safety requirements and plan;
- The licensed contractor's Site Safety Plan;
- All other requirements; and
- In a careful and safe manner.

6.7 Removalist Contractor's Representative

The Contractor or their Representative shall have sufficient command of the English language and of Australian building and technical terminology to be able to read, converse and receive instructions in English.

The Contractor's appointed Representative will be available at all times during the execution of works for the purpose of communication with the Principal.

Failing such nominations or in the absence of the Contractor or his Representative from the site, any Contractor's employee shall be deemed to be the Contractor's Representative.

6.8 Lead Contaminated Waste

The transportation and disposal of all waste shall be to the requirements of the Department of Environment and Conservation (formerly NSW EPA) as outlined in NSW EPA Environmental Guidelines: Assessment, Classification & Management of Liquid and Non-Liquid Wastes, May 2004.

Copies of the waste disposal receipts are to be supplied to the Principal. A log detailing the dates and quantities of waste removed and the disposal site is to be kept.

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6.9 Work by Others

No work by other Contractors shall be carried out during lead removal operations, except the air monitoring and progress/clearance inspections, which are arranged under a separate contract.

6.10 Supervision and Inspection

Supervision shall be undertaken by the Contractor or by the Contractor's employees (the Supervisor). The Supervisor's duties include all those set out in the relevant legislation and guidance as well as any other duties required by this Scope of Works. The Contractor is to nominate to the Principal the name, qualifications and experience of the Supervisor. The Contractor may have more than one Supervisor.

The Supervisor shall be fully trained, have at least 2 years' experience, a thorough knowledge of the work procedures, safety standards and have sufficient command of the English language and of Australian building and technical terminology to be able to read, converse and receive instructions in English.

No removal or movement of contaminated materials shall be undertaken without the presence in the Working Area of at least one Supervisor of the Contractor.

6.11 Personal Protective Equipment (PPE) and General Work Practices

For lead work, the following is required:

- The exclusion of non-workers;
- Use of appropriate PPE, determined by appropriate risk assessment;
- Use of appropriate RPE, as determined by a competent person;
- The wearing of disposable coveralls rated Type 5 Category 3 fitted with hood and cuffs, including 2 suits for restricted/particularly dusty areas such as ceiling cavities;
- The wearing of single use disposable non-porous gloves;
- Safety footwear should be laceless and disposable overshoes should be avoided unless they are of a design that has an anti-slip sole;
- Eye protection (eg goggles), hearing protection, steel capped boots, hard hat, etc should be worn in accordance with site specific regulations. This applies to the site as a whole and not just the lead removal area;
- Use of decontamination units/facilities and washing of face, hands, and all exposed skin thoroughly in warm soapy water before leaving the removal area, eating, drinking or smoking;
- Washing of hands at each break;
- All food consumption and smoking to be outside the removal/treatment area;
- Showering and changing before leaving the site each day;
- Cleaning of boots before leaving the work area; and
- New disposable PPE/RPE to be used for each day of work.

Note: Effective seal of respirators cannot be made over beards, long facial growth or spectacles.

All protective clothing will be provided daily to employees at the commencement of their work shift at the Change Area. Protective clothing is only for use in the Work Area and will not be used outside of this area.

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If used, reusable and porous protective clothing will be laundered daily. This must be undertaken in accordance with legislation and guidance. Dispose of all disposable items such as coveralls as lead waste.

Once workers directly involved in the removal of hazardous materials are inside the Work Area, they are not permitted outside that area without undertaking the appropriate decontamination procedures.

Storage Facilities will be provided at the Change Area for the storage of their own conventional clothing and for their protective clothing. Only the use of conventional clothing will be permitted outside of removal areas.

No employee is permitted to remove any PPE/RPE from the site.

Personal hygiene is important in preventing lead uptake. Precautions include:

- Washing face, hands, and all exposed skin thoroughly before leaving the site, eating, drinking or smoking;
- No smoking, eating or drinking in the work area;
- Showering at the end of each day's work is not mandatory, but is to be available to those who require it; and
- New disposable suits and face masks are to be used for each day's work.

6.12 Blood Lead Levels

Contractors are to ensure that blood levels are monitored regularly for all operators involved in lead removal activities. Generally, male workers with blood lead levels over 50 µg/dL and female workers with a blood lead level over 20 µg/dL should be removed from lead associated work. Refer to current legislation and guidance for specific requirements and application of blood lead levels.

It is not required that blood lead levels be monitored on this particular project but rather workers who regularly undertake lead paint removal have their blood lead monitored.

6.13 Method of Lead Removal

The Contractor shall state in the tender the method which shall be used to remove the lead containing materials. The use of dry removal methods must conform strictly to the relevant Code and be agreed to by the Consultant.

Unless otherwise specified lead removal work shall be undertaken by using procedures as set out in the relevant Codes of Practice, Australian Standards, guidelines and this Scope of Works.

Any deviation from this method of removal shall be approved by the Consultant prior to removal. The sequence of operations may change following consultation with contractors during site visits for tendering purposes.

During removal the Contractor is to ensure the following:

- Dust contaminated/potentially contaminated with lead is to be removed by vacuuming with a HEPA filter fitted vacuum cleaner and by wet wiping surfaces. The wet wiping should preferably be with a sugar soap solution/detergent as this improves cleaning efficiency. Rags used in the wet wiping process should only be used once, although they may be folded to expose a clean surface, to prevent spreading contamination.
- All lead material within the removal area must be removed and placed directly into approved containers with the correct labelling, and disposed of appropriately.
- The floor area must be regularly cleaned of spilled lead containing materials and water.

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- Ensure that all vacuum cleaners are emptied, cleaned and have their maintenance checks under appropriately controlled conditions and that the contents so the vacuum cleaners is contained and disposed of in the correct manner.
- Ensure that all bags are sealed and cleaned according to the procedures described in this document and relevant legislation and guidance before they are transferred from the removal area and placed into approved storage containers or bins, and disposed of appropriately.
- On completion of dust removal by vacuuming and wet wiping, surfaces are to be lightly sprayed at low pressure with a dilute PVA solution.

6.14 Work Practice

If at any stage during the works, the work practice is considered to be of a lesser standard than that required by the Scope of Works, the Code or where airborne lead fibre levels are equal to or above 0.02 fibres/mL, or airborne lead levels exceed 0.15 mg/m³, the Contractor shall immediately return to the site and carry out a clean-up. The Contractor shall be required to undertake the following procedures:

- All work shall cease;
- A complete review of work practice shall take place;
- Appropriate measures shall be taken to rectify the problem(s);
- If applicable, a complete clean-up of the area by the Contractor (at the Contractor's expense) shall be undertaken immediately, all to the satisfaction of the Consultant; and
- On completion of the above items work shall commence with new work practices being applied.

The specified procedure shall be undertaken and repeated until satisfactory work practices and/or air purity levels are achieved.

6.15 Waste Removal

The Contractor must ensure that all contaminated materials removed and all material suspected of being contaminated with lead is disposed of as follows:

- All such material must be placed immediately into new approved polyethylene bags in an appropriate manner to render it safe for handling and disposal;
- Bags must be filled to no more than 20 kg and should be no more than half full;
- Bags must be twisted tightly and have the neck folded over and secured with tape. When tying the bag, surplus air should be gently excluded from the bag without discharging contaminated dust;
- The surface of each bag should be cleaned to remove any adhering dust before being removed from the removal area and then double bagged outside the removal area immediately following the decontamination process;
- Loaded bags must be carried carefully and not thrown, dropped, or roughly handled;
- The bagged waste shall not be allowed to accumulate. It shall be removed from the site at regular intervals at the completion of decontamination in each removal area;
- The bags are to be placed into approved storage containers/bins. The containers are to be lined with plastic. When the bins/containers are full they are to be sealed and removed from site;
- Any contamination of the work area must be cleaned up immediately; and
- All waste must be disposed of in the correct manner and all disposal documentation must be available for inspection, if required, on site.

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6.16 Clean Up and Area Restoration

On completion of lead removal and disposal of all waste, the Contractor must ensure the clean-up of the removal area as follows:

- After removal is completed, vacuum clean and wet wipe all surfaces including all floors and walls adjacent to and under the removal area;
- All surfaces are to be thoroughly cleaned and prepared for final inspection;
- When the above clean-up is completed to the satisfaction of the Contractor, notify the Principal/Consultant that the area is ready for visual inspection;
- The Principal may engage the Consultant to inspect the Work Area (this may be mandatory, depending upon the type of work undertaken);
- If the Work Area is not cleaned satisfactorily, repeat the clean up as directed by the Consultant;
- Following satisfactory clearance by the Consultant, Work Areas are to be thoroughly sprayed with PVA sealant, paying particular attention to the surfaces from which contaminated materials were removed;
- Final clearance air monitoring will then be conducted as required (this may be mandatory, depending upon the type of work undertaken); and
- The area will not be fit for reoccupation prior to the issue of the clearance certification.

6.17 Decontamination

Appropriate decontamination facilities must be provided and maintained by the Contractor for the duration of the works. The nature of which will be dependent upon the type of work being undertaken and the results of a suitable and sufficient Risk Assessment.

All persons engaged in the removal of lead contaminated material shall use the decontamination facilities provided.

6.18 Other Equipment and Materials

All other equipment must conform to the requirements set out in relevant legislation and guidance. Other equipment includes:

- RPE & PPE;
- Vacuum cleaners;
- Polyethylene screening materials of minimum 0.2 mm thickness; and
- Heavy duty weatherproof tape and waste disposal bags.

RPE and disposable coveralls are to be worn at all times during operations.

6.19 Waste Dockets

The Contractor is to provide documentation supporting the volume or number of bags of lead waste having been disposed of and ensuring this material has been disposed of in accordance with the requirements of NSW Department of Environment, Climate Change and Water (DECCW, formerly NSW DECC) and Waste Service NSW.

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7 CLOSURE

This report has been prepared by SLR Consulting Australia Pty Ltd with all reasonable skill, care and diligence, and taking account of the manpower and resources devoted to it by agreement with the client. Information reported herein is based on the interpretation of data collected and has been accepted in good faith as being accurate and valid.

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