

# Guideline for Safety assessing Developer Sites

## 1. Introduction

The City of Kalamunda must undertake site visits and inspections of development sites under the Planning and Development Act 2005 and the Building Act 2011, and in accordance with relevant development and building approvals. To make the workplace safe for inspection by its staff, the City requires management of sites in accordance with the Occupational Safety and Health Act 1984.

To achieve a safe worksite, the City requires the entity that is control of the site, being the developer, builder, consultant, or lot owner, to manage the site in accordance with the OS&H Act. Management of the site may involve the preparation of a Construction Management Plan (CMP), Safety Management Plan (SMP), advice of the entity's OS&H Policy and Procedures, site induction processes, and more. These controls aim to ensure the entity has adopted appropriate safety measures for workers, visitors, and the public so that the development activity does not cause harm to individuals.

The requirement to prepare a CMP or SMP may be specifically stated in the planning approval for a development site, or otherwise advised by the City depending on the scale and nature of the development.

A Traffic Management Plan (TMP) may also be required where any work, including deliveries, impact or occur on the road reserve.

## 2. STATUTE AND COMMON LAW OBLIGATION

The Occupational Safety and Health Act 1984 applies a duty of care to any entity in control of a workplace, including staff, contractors, suppliers, and visitors.

## 3. SCALE OF DEVELOPMENT ACTIVITY

As a guide please see below a table the expectations for different scales of activities.

**Table 1:** Minimum OH&S controls for development activities.

Scale of Development	Minimum OH&S Controls
Any scale of development, where there is work in the road reserve or delivery activity that will impact the road reserve	Approved traffic management plan in accordance with AS 1742.3
Subdivision of 5 or more lots involving earthworks and/or the construction of infrastructure.	Safety Management Plan, Site access controls, site induction procedure.
Subdivision of 20 or more lots involving earthworks and/or the construction of infrastructure.	Safety Management Plan including Policy and Procedures, hazard identification procedure, site access controls, site induction procedure.  This can be submitted as part of a Construction Management Plan.
Development or building activity, where the area (building footprint and hardstand and vehicle areas) exceeds 1,000 m <sup>2</sup> or \$1 million construction cost.	Safety Management Plan, Site access controls, site induction procedure.
Development or building activity, where the area (building footprint and hardstand and vehicle areas) exceeds 4,000 m <sup>2</sup> or \$3 million construction cost.	Safety Management Plan including Policy and Procedures, hazard identification procedure, site access controls, site induction procedure.  This can be submitted as part of a Construction Management Plan.
Subdivision or development scale less than those listed above	Site access controls, site induction procedure.
Any scale of development involving the handling of asbestos, hazardous materials, contaminated sites, and similar hazardous activities.	Subject to relevant standards and approvals.

The City of Kalamunda usually impose condition (s) to submit minimum OH&S controls on development approvals for all commercial, industrial, or large residential projects or any other developments for which the City considers imposing such condition(s).

## **4. SITE ACCESS CONTROLS AND SITE INDUCTIONS**

Consideration should be taken to locate the access of the site whether from primary or secondary roads. Superintendent to have discussions with appointed contractor to address the best access locations and preferably with the City of Kalamunda. Care should be taken to check sight distance for pedestrian and vehicles as per AS2890.1. Contractor to ensure access is kept clear with adequate warning signs and safe sight is not obstructed. Make observance of for everyone. All personnel before entering the construction site must have gone through a safety instruction and site induction and must wear adequate safety equipment or personal protective equipment (PPE).

## **5. CONSTRUCTION MANAGEMENT PLAN**

Prior to the commencement of development work, a Construction Management Plan where relevant as per Table 1 must be submitted to the City. The Construction Management Plan must address the following issues, where applicable: -

- a) Safety Management for public and amenity
- b) site plan and security
- c) contact details of essential site personnel, construction period and operating hours
- d) noise and dust management
- e) dilapidation reports
- f) Traffic Management Plan
- g) waste management
- h) earthworks, grading and stabilization
- i) dewatering, stormwater and sediment control
- j) street tree management and protection; and
- k) any other matters deemed appropriate by the City.

## 6. SAFETY MANAGEMENT PLAN

Prior to the commencement of development work, a Safety Management Plan must be submitted to the City. The Construction Management Plan must address the following issues, where applicable: -

- a) Safety Management for public and amenity
- b) Hazard identification process
- c) Daily safety journals
- d) Security Measures
- e) Signage
- f) earthworks, grading and stabilization.
- g) Parking
- h) Vehicle Access
- i) Traffic Management Plan

## 7. TRAFFIC MANAGEMENT PLAN

A traffic management plan will be required for work within the road reserve to ensure disruption to traffic caused by construction activities is minimised and to ensure the safety of all road users. A suitably endorsed Traffic Management Plan is to be prepared that addresses site and traffic issues arising from the development works and to identify the traffic management procedures to be implemented by contractors and subcontractors during the project.

## 8. ENQUIRIES

Enquiries regarding safety controls of building sites may be directed to the Building Services team.

Enquiries regarding safety controls of development sites may be directed to the Asset Services team.

In both cases please call the City of Kalamunda on 9257 9999 or email [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au).