



SECTION 33

PROJECT PRELIMINARIES

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Version	Date	Authors	Summary of Changes
1	19/8/14		Issue to web



**1 DESCRIPTION OF THE WORKS**

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The Works generally comprise of the....(



Building Inspections that are required shall be conducted by the Certifier who JCU has appointed as the Building Certifier. It will be the Contractor's responsibility to liaise with the nominated inspector.

Prior to requesting Practical Completion, prepare and submit all required documents to the officer nominated to perform required Building Act Inspections, subject to the provisions of the Building Regulation 2006.

### **3 DOCUMENTS**

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The Contract documents include:

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ESTATE OFFICE





Limit work under the Contract to designated work areas only, as indicated on the drawings. Access by the Contractor and work personnel to other areas within JCU will be restricted to access for which prior approval has been obtained from the Superintendent.

Should the Works undertaken impact on any Emergency Evacuation Plans for JCU facilities, an updated Emergency Evacuation Plan will be required to be prepared by the Contractor for agreement with the Faculty and to be drawn by JCU Estate Office.

## **10 ADJOINING SITE AREAS AND BUILDINGS AND EXISTING SERVICES**

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A joint inspection with the Superintendent and Contractor prior to and on completion of the Works will be required to agree the condition of all adjoining areas. The Contractor is to submit a photographic Dilapidation Survey Report within 1 week of the inspection which will be confirmed by the Superintendent as an accurate record. Areas damaged by the Contractor, including temporary set down and parking areas, will require remediation at the Contractor's expense.

The Contractor is responsible to identify and deal with existing services encountered, obstructed or damaged in the course of performing the work under the contract. JCU will provide existing survey and As-Constructed information available; however this may not be accurate or wholly inclusive of all services. If the service encounter is to be continued, repair, divert, relocate as required. If the service is to be abandoned cut and seal or disconnect and make safe. The contract sum shall be deemed to include the cost of dealings with existing services.

The Contractor is required to notify the Superintendent immediately upon the discovery of undocumented services or obstructions not shown on the drawings.

## **11 WORK HEALTH AND SAFETY**

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**(Refer to JCU Design Guidelines Section 4 – WH&S for full requirements)**

### **SAFETY PLAN**

In accordance with Work Health and Safety Regulation 2011 a Contractors Safety Plan must be submitted and approved prior to the Works commencing which states the Contractors responsibilities, work method and actions to be undertaken and when they will be undertaken in accordance with the Works Program.

### **JCU SAFETY INDUCTION**

The Contractor must attend JCU's Workplace Health and Safety Induction at no cost to JCU prior to commencing works on site. It is the Contractors responsibility to translate all JCU specific WHS requirements onto all Subcontractors and Suppliers under their control in the Contractors Project Site induction. The Superintendent will undertake site audits to ensure this has occurred.

### **WHS AUDITOR**

JCU's WHS Office may undertake irregular audits of the site to ensure all work being undertaken is in accordance with current WHS practices and may in liaison with the Superintendent recommend whether or not:

- work should be suspended for safety reasons;
- urgent action is needed to protect the work under the Contract, other property, or people.

JCU WHS Office shall verify that Corrective Action Notices are finalised, and notify the Superintendent when they have all been finalised. If, in the JCU WHS Office opinion, any

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are taking too long to finalise then notify the Superintendent of this opinion, and make recommendations as required by.

**TEMPORARY BARRICADES, HOARDINGS AND OTHER RISK CONTROL MEASURES**

In accordance with Work Health and Safety Regulation 2011, enclose all work and plant areas with temporary barricades, hoardings and other appropriate risk control measures. Incorporate lockable gates providing an equal level of risk control, where necessary. Remove on completion and make good all affected areas.

**ACCIDENT REPORTS**

Promptly notify the Superintendent of any occurrence, and furnish a written report, of the following:

- accidents involving death or personal injury;
- accidents involving loss of time;
- incidents with accident potential such as equipment failure, slides, cave-ins, and the like.

**PROGRESSIVE CLEANS**

The Contractor must undertake daily internal and external cleaning of the Works and ensure all loose or unwanted building debris and foreign matter is removed.

Daily cleaning of the Contractors compound and toilet facilities is recommended.

**SITE AMENITIES**

Provide statutory and necessary amenities and sanitary facilities for workers and other persons lawfully upon the site and remove them on completion of the Works.

**CCTV**

JCU reserve the rights to erect and operate a webcam directed at site during the Contract, to broadcast or disseminate the webcam content for its own purposes, to make still images from the webcam content, and to use the images for its own purposes. Protect the webcam and its components and make good damage caused to them.

**13 SETTING OUT THE WORKS**

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Use the Permanent Survey marks identified on the drawing to establish the necessary Project Reference Points for set out of the building.

Provide a certificate from an independent licenced surveyor showing that the Works have been correctly set out in accordance with the information provided before commencing the Works.

**14 ITEMS SUPPLIED BY JCU**

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Where materials and other items are specified to be supplied free of charge to the Contractor for use in the execution of the Works, take delivery of the materials and thereafter be responsible for them.

Give the Superintendent three weeks written notice of the date on which the items are required to be ready for collection together with verification of the quantities required to perform the work under the Contract.

**15 SALVAGED ITEMS**

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All Furniture Fittings and Equipment (FFE) shall remain the property of JCU except as otherwise stated in the contract.

Where the Contract includes the removal or demolition of Existing Improvements, or the removal or demolition of FFE from any Existing Improvements:

- a) the Contractor shall consult with the Superintendent as to which FFE are to be disposed of and which are to be retained by the Principal;
- b) the Contractor shall not dispose of any FFE identified in the Contract, or by the Superintendent, for retention by the Principal and shall place such FFE in the area on the site identified by the Superintendent for collection by the Principal;
- c) any FFE that is not identified in the Contract or by the Superintendent for retention by the Principal shall become the property of the Contractor on their removal from the site, and the Contractor shall at its own cost be responsible for the safe disposal of such FFE.

**16 PRACTICAL COMPLETION**

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On Practical Completion (PC), finalize all elements of the Works to the satisfaction of the Superintendent.

On completion, thoroughly clean all elements of the Works to the satisfaction of the Superintendent, using labour skilled in the particular cleaning operations.







The Superintendent may undertake auditing of the Contractor's environmental management of the Works from time to time to ensure compliance with statutory requirements and this specification.

**ENVIRONMENTAL HARM OR BREACHES**

If, during the course of work under the Contract, an incident or non-compliance occurs which constitutes an environmental harm or breach under provisions of the Environmental Protection Act, the Contractor shall be responsible for immediately attending to the incident to contain or prevent the likelihood of environmental harm and/or public 0 0 10.8 93.6 -1.64k be

