

<h2 style="margin: 0;">STANDARD OPERATING PROCEDURE</h2> <h3 style="margin: 0;">SP07</h3> <h3 style="margin: 0;">HERITAGE</h3>
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ENVIRONMENTAL RISK ACTION PLAN	
Heritage	
Objective	<ul style="list-style-type: none"> To comply with contractual and legislative requirements in relation to the community relations and complaints handling on the various project sites
Legal, Contractual & Other Requirements	<ul style="list-style-type: none"> Contract Specification Heritage Act 1977 Australian Heritage Council (Consequential & Transitional Provisions) Act 2003 Australian Heritage Council Act 2003 Aboriginal and Torres Strait Islander Heritage Protection Act 1984
Targets	<ul style="list-style-type: none"> Nil damage to an heritage item or structure Zero verifiable complaints relating to construction activities.
Responsibilities	<ul style="list-style-type: none"> Site Supervisor are required to ensure that the requirements of this standard operating procedure are implemented Subcontractors are required to ensure that the requirements of this standard operating procedure are implemented for their operations. The Project Manager is responsible for providing updates on the status of the project to the relevant stakeholders.
Controls (means & resources)	<ul style="list-style-type: none"> Provide specific heritage information to the subcontractor to identify protective requirements Clearly fence off or provide clear signage on items and buildings of heritage significance that must be protected from damage Include management of heritage items and heritage finds within the Site Induction Advise the Site Supervisor immediately, who will advise the Project and Systems Managers of archaeological or heritage finds <ul style="list-style-type: none"> Work must cease immediately in the area and the item must not be touched; Fencing, flagging and signage must be provided to prevent access Advise the Systems Manager immediately who will liaise with the appropriate agency to seek advice on the protection and management of the item / artifact. Advise the Site Supervisor immediately, who will advise the Project and Systems Managers of any inadvertent damage to a known heritage item Undertake weekly documented inspection to assess heritage controls and identify improvements to controls or work methods The Systems Manager to conduct inspections to assess the condition of protective measures, the potential impact of work activities and any maintenance / improvement requirements.

Proline Building Commercial Pty Ltd

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Timeframe	<ul style="list-style-type: none"> • Duration of site works.
Monitoring & Reporting	<ul style="list-style-type: none"> • Daily inspections to be recorded on the Daily Site Safety Checklist Doc No: OHS013.14 • Complaints to be recorded on form Environmental Incident and Complaint Report ENV026. • Systems Management Inspections to be documented on Management Site Safety Inspections Doc No: OHS113. • A register Incident / Accident Register Doc No: OHS052 will be maintained for all incidents or complaints. • Monthly project status briefs to be provided to the clients representative and stakeholders if required under the contract.
Review & Evaluation	<ul style="list-style-type: none"> • In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of a major environmental incident, changes in legislation or if raised by workers concern/s.

Version Control

Date	Version	Owner	Comments
29.03.11	1	Michelle Murphy	For Issue
23.12.13	2	Michelle Murphy	Management Review
18.05.15	3	Michelle Murphy	Management Review
20.08.18	5	Michelle Murphy	ISO Accreditation Review
09.09.19	6	Michelle Murphy	Management Review
03.02.22	7	Michelle Murphy	Management Review
13.12.24	8	Michelle Murphy	Management Review