ACTIVITY DEFINITION

Council’s Demolition and Building Work Policy requires that all demolition and building work is carried out in the safest way possible and that all legislative requirements are followed. This procedure will assist personnel who are required to perform or manage work under that policy.

Note: Nothing in this procedure is intended to override any requirements of legislation or regulations or any other ruling that relates the actions of councils.

OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS

To be undertaken in accord with OHS&W Regulations, 1995.

PROCEDURE OWNER

Group Manager Infrastructure

ENVIRONMENTAL CONSIDERATIONS

<table>
<thead>
<tr>
<th>Potential Issue</th>
<th>Consequences</th>
<th>Preventative Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presence of asbestos in buildings owned by or under the care and control of council.</td>
<td>Incorrect management of asbestos can lead to personal injury to individuals who are exposed to asbestos. Exposure can occur in a number of ways. The most common ways are when work is being conducted in places where asbestos is present or by occupying places where unsecured asbestos is present. In addition to the suffering experienced by individuals Council can attract legal liability.</td>
<td>Strict adherence to the Policies and procedures that are in place to govern management, removal and securing of asbestos.</td>
</tr>
</tbody>
</table>

TRAINING / COMPETENCIES REQUIRED

To be knowledgeable of OHS&W Regulations and Building, AS2601-2001 and competent to undertake work.
WORK PERMIT REQUIRED?

Is a work permit required for this procedure? Yes ✗ No

For demolition of a building over 6 metres in height – permission is to be sought via the relevant form from SafeWork SA (refer Demolition / Building Work Policy).

EQUIPMENT AND MATERIALS THAT MAY BE USED

- Explosives – notification to SafeWork SA as per above required.
- Mechanical devices attached to any part of the building or adjoining building – notification to SafeWork SA required.

PERFORMANCE CRITERIA

The following Demolition Checklist (derived from AS2601-2001) is to be followed and completed and retained as an official record of Council plus a copy of any workplan that may be required by SafeWork SA.

WORK METHOD REQUIREMENTS

Development Consent

Prior to undertaking the construction or demolition of any structures consultation with the Development Services Department of Council is required. If Development Consent is required the consent is to be issued prior to commencing work.

Development Act

The Development Act defines "development" (where Provisional Planning Consent is required) as:

- a change in the use of land
- building work (construction, demolition and associated excavation/fill)
- land division (Torrens, Strata and Community Titles)
- specific work in regard to State and Local Heritage Places
- prescribed mining operations
- cutting or knocking down significant trees (which does not apply in regional South Australia)
- other acts or activities in relation to land as declared by the Development Regulations (the operational framework for the Development Act)

Schedule 3 of the Development Regulations outlines act or activities which are not development and includes a section on Council Works.
“Building work” according to Part I, Section 4(1) of the Development Act definitions of building and development is work or activity in the nature of:

(a) The construction, demolition or removal of a building.

All such work by or on Council’s behalf is to be in accordance with relevant legislation and with required written approvals in place as determined by a Council’s Development Department.

Notification to Safework SA

With the need to demolish structures or commence building work from time to time, due to damage, no longer required for use, change in circumstances etc, the Occupational Health, Safety and Welfare Regulations 1995 requires that notification be made to SafeWork SA of demolition work that involves:

- A building or structure that is over 6 metres in height.
- Explosives.
- Mechanical equipment that needs to be supported by any part of the building or structure being demolished.

When undertaking work involving demolition or partial demolition of a structure that is more than six (6) metres in height, notification is required to the Manager, Construction Team, SafeWork SA at least twenty-four (24) hours before the work is commenced.

The “Notification of Commencement of Certain Work” form can be downloaded or completed online at www.safework.sa.gov.au/show-page.jsp?id=2711

For a hard copy of the form, contact SafeWork SA, Whyalla Regional Office on 876488743 or fax 86488722.

Demolition work involving explosives or mechanical equipment supported by a building or structure must not be commenced until:

1. An assessment of the risks associated with the demolition of the building or structure is completed by a person competent in all phases of demolition work.

2. A demolition plan consisting of:

- a detailed site plan;
- original design specification of the structure;
- engineer’s calculations for the structure’s ability to support machinery; and
- specific details about the procedure that will be used to demolish the building has been submitted to;

The Manager
Construction Team
SafeWork SA
GPO Box 465
ADELAIDE SA  5001
3. The plan has received written approval from SafeWork SA. Once approved, the demolition work plan is to be kept by Council’s Records Management department as an official Council record.

**Australian Standards**

Further, more detailed information which will assist with plan formulation is also to be found in Australian Standard 2601-2001 “the Demolition of Structures” which sets out the requirements and provides guidance on the planning and procedures for the demolition of a structure.

The standard, is not a legislative requirement, but provides best practice guidance and advice on a range of controlled demolition methods so that the risk:

(a) to the health and safety of the public and site personnel and occupiers of adjoining property,
(b) of damage to the immediate environment; and
(c) of damage to adjoining premises is minimised.

Standard, AS2601-2001 “The demolition of structures” is to be referred to by Council personnel prior to planning or undertaking any demolition work for structures in excess of six (6) metres within Council’s care and control. Whyalla Council has a membership to Australian Standards and can purchase a Standard and download it online. Please refer to a Building Assessments Officer in regard to this facility.

Australian Standard 2601 contains 4 sections:

Section 1 - Scope and General, which incorporates;

1.5 Health and Safety
1.6 Hazardous Substances
1.7 Protection
1.8 Plant and Equipment

Section 2 - Planning and Execution:

2.1 General Requirements
2.2 Investigation
2.3 Work Plan
2.4 Explosives
2.5 Execution

Section 3 - Methods of Demolition; and

Appendices I – A Demolition Checklist

When undertaking demolition work of property under the ownership or care and control of Council, the demolition checklist, Attachment A to this procedure, is to be followed prior to work commencing. The checklist is based on AS2601-2001.
PERFORMANCE INDICATORS

No building work or demolition will be carried out on any building owned by or under the care and control of council without the requirements of this procedure being followed.

AUTHORITY

Authority: Chief Executive Officer
Considered by Assets / Risk Management Committee: September 2006
Authorised by Senior Management Team: September 2006
Adopted by Council: 16 October 2006

DOCUMENTATION

Nil
DEMOLITION CHECK LIST

(Informative)

A1 PRELIMINARY INVESTIGATIONS

A1.1 Legal

(a) Has Development Consent being obtained?

(b) Are there any statutory, regulatory, or other legal impediments to the demolition of the building?

(c) Is the owner/principal legally empowered to have the building demolished?

(d) Has the owner/principal identified all hazardous substances located on site including asbestos, PCBs, lead paint, underground storage tanks, chemicals, etc. as per Clause 1.6.12 of AS2601-2001?

(e) Has the owner/principal obtained permission to occupy adjoining neighbours’ property, including airspace, for the purpose of erecting protective scaffold/screens for the demolition works?

(f) Has the owner/principal provided all existing architectural, services and engineering drawings available for the demolition project?

(g) Are the tender/contract documents sufficient and complete? (See Appendix B of AS2601-2001 for further information).

A1.2 Structural

(a) Identify principal structural materials (timber, masonry, steel, concrete) in roof, floors, columns, walls (external and internal).

(b) Identify secondary materials in ceilings, wall-panelling, partitions, floor finishes.

(c) Identify the structural system and check its elements for deterioration, viz.-

(i) elements resisting vertical loads (floors, beams, columns, walls); and

(ii) elements resisting horizontal loads (service cores, shear walls, braced frames, rigid frames).

NOTE: If no structural plans or specifications are available, the assistance of a structural engineer may be necessary for the last item.

A1.3 Services

From the drawings provided –

(a) identify and locate service supply mains (water, electricity, gas) and extent of reticulations;

   NOTE: If no services drawings are available, a services search company may need to be employed to locate all above- and in-ground services.

(b) identify and locate emergency services (fire detection and fire fighting); and

(c) establish nature, location and extent of other services (sewerage, drainage, air-conditioning, lifts).
A1.4 Site

(a) Identify and locate underground services and their points of entry to and exit from the site.

(b) Determine levels of basements, cellars and other underground areas relative to -
   (i) site personnel; and
   (ii) demolition

(c) Identify retaining structures providing support to adjoining properties.

(d) Determine the location, nature and condition of all hazardous substances identified in the Hazardous Substances Audit (see Clause 1.6.1 of AS2601-2001).

(e) Determine most suitable points of egress from the site for -
   (i) site personnel; and
   (ii) demolition equipment
   and routes for removal of demolished materials.

(f) Examine and record the condition of buildings on the adjoining sites, particularly where these abut a common boundary.

(g) Determine the need for, and the extent of, any required security fencing, hoardings, or overhead protection for footpaths.

A2 WORK PLAN

(a) Develop overall procedure based on investigations.

(b) Develop a level-by-level procedure for stripping, breaking-up and removal of stripped and demolished materials.

(c) From the level-by-level procedure, determine nature, number and sizes of mechanical equipment, and number and skills of personnel to be deployed on the working level.

(d) Obtain advice from a structural engineer on whether structure of working level can safely sustain proposed loads, and if not, modify proposed procedures accordingly.

(e) Ascertain what restrictions are imposed on working hours, use of public thoroughfares, noise level, and the like.

(f) Prepare detailed work plan, including a time chart, in accordance with Clause 2.3 of AS2601-2001.

(g) Obtain a written statement in accordance with Clause 2.3.

(h) Obtain approval for the work plan, if structure is greater than six (6) metres in height from SafeWork SA.

A3 EXECUTION

A3.1 Preliminaries

(a) Obtain all necessary permits and approvals and give all required notices.

(b) Secure site boundaries with fences or hoardings as appropriate.

(c) Establish permanent and emergency entrances and exits.

(d) Establish amenities.
(e) Fully inform all site personnel of the work plan, and safety procedures, and establish procedures for dealing with emergencies (accidents, fires).

(f) Ensure that all necessary plant, equipment and tolls are available and in good working order.

A3.2 Daily checks

A3.2.1 Before commencing

Before commencing work, check the following:

(a) All openings and elevated free edges are properly guarded.

(b) Any temporary bracing, shoring, or propping is tight, stable and secure.

(c) All fire and safety services are operational and all other services to the working level have been properly disconnected.

(d) All hazardous substances have been removed from the working level.

(e) Lines of communication to the supervisor are clear and operational.

(f) All emergency access routes are clear of debris and clearly marked.

A3.2.2 Before leaving

(a) All partly demolished elements are stabilised.

(b) All demolished materials have been removed or secured against inclement weather.

(c) All fires or embers have been properly extinguished.

(d) All emergency access routes are clear of debris and clearly marked.

(e) All boundaries have been secured against unlawful entry.

(f) All public thoroughfares are clear of demolished materials and any hazard is properly lit, guarded and clearly marked.