



Temporary Works – Design & Installation | Mirvac Minimum Requirements

1. Purpose & Scope

The purpose of this document is to eliminate or minimise the risk of injury arising from the design and installation of temporary works, so far as is reasonably practicable.

This document applies to all workplaces under the management or control of a Mirvac entity. Additionally, whenever temporary works are being designed and installed by a third party engaged by a Mirvac entity, and that third party has management or control of the workplace (but a Mirvac entity will ultimately assume management or control of the workplace), Mirvac must ensure the third party has in place controls and requirements consistent with this MMR.

Demolition work, mobile plant and decommissioning of temporary works are excluded from the scope of this MMR. This MMR also does not apply when a third-party builder is the appointed principal contractor for the duration of the Project.

2. Definitions

| Term | Definition |
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| Designer | The primary design engineer responsible for development of the design, irrespective of whether they are engaged by Mirvac or another party. |
| Design Verifier | An engineer who checks (and verifies) the design prepared by the Designer and who is employed by the same company as the Designer. The Verifier is required to have the minimum specified temporary works (TW) experience and may need to be a section head or director of the company. |
| 3 rd Party Engineer | An independent engineer engaged to undertake a review and/or independent certification of the temporary works. This engineer must be independent of, and employed by, a different company to the Designer. |
| Nominated Mirvac Representative (NMR) | Mirvac representative allocated by the project team to co-ordinate and oversee the temporary works activity. |

3. Minimum Requirements

Mirvac personnel must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 4);
- relevant Forms (refer Section 5)
- all relevant Legislation, Codes of Practice and Standards (refer Section 8); and
- product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

4. Critical Controls

- **TW Category Matrix:** The [Temporary Works Category Matrix](#) is used to determine the temporary works category and the minimum requirements for design, installation, inspection, verification, required documentation and third-party checks. The intent of ITPs / certification is to ensure compliance with the Original Equipment Manufacturer’s requirements, relevant Standards and with design drawings.
- **TW Category Matrix determination:** Category examples are provided in the [Temporary Works Category Matrix](#) for guidance only and all project teams must consider specific project risks when



categorising. If any doubt adopt the higher / more stringent category. Where there is a need to commission the design and installation of temporary works that is not referenced in the [Temporary Works Category Matrix](#), consultation must take place with the relevant Regional Operations Manager (ROM) and/or Regional HSE Manager (RHSEM) to consider the risk and identify the appropriate category classification.

- **Nominated Mirvac Representative:** each workplace must nominate Mirvac representatives to coordinate and oversee the design, installation and acceptance of temporary works, in order to ensure the safety and integrity of temporary works across the project, including ensuring compliance with the performance requirements of this MMR.
- **Tracking Temporary Works:** The [Temporary Works Register](#) (TWR) must be used to plan for and track the management of all Category 3 and 4 temporary works on all projects where Mirvac has management or control of the workplace. The TWR must be prepopulated and presented at the Pre-Construction Review with all known Category 3 and 4 temporary works requirements.
- **External Consultants:** The relevant *Temporary Works Scope of Services* must be included in the relevant Subcontractor Scope of Works or Consultants Scope of Works to instruct Designers and 3rd Party Engineers on the requirements for design, inspections and the required level of documentation required. The designing engineer must provide with the design a '*design statement*' for all Category 3 and 4 Temporary works clearly detailing the terms of use, loads, design assumptions and risks.
- **Design Brief:** At the time of consultant appointment all design considerations may not be fully known or they may change prior to installation. Prior to the temporary works design commencing the [Temporary Works Design Brief](#) must be provided for all Category 3 and 4 Temporary Works to the Designer.
- **Third Party Engineer:** Third party verification must be undertaken in accordance with the TW Category Matrix. Where any doubt exists regarding the acceptable level of verification, sign-off or close-out of comments and recommendations, consultation must take place with the relevant Regional Operations Manager (ROM) and/or Regional HSE Manager (RHSEM) to consider the appropriate closeout.
- **Inspection of Temporary Works:** All inspections of Temporary Works by Designing and 3rd party Engineers must be in line with the TW Category Matrix. Project teams must consider hold points and staged inspections during the installation of temporary works. This is also further defined in the Scope of Services documentation. If there is a change or has been a change from the original design, the engineer must re-inspect & sign off on the modified design or installation.
- **Temporary Works Permit:** Prior to the use or operation of Temporary Works, the [Temporary Works Permit](#) must be used as a hold point, ensuring compliance with all structures classified as Category 3 or 4 (as defined in the TW Category Matrix).



5. Mirvac Forms

| Forms accompanying the Design and Installation of Temporary Work MMR – refer to the Category Matrix to understand the level of documentation required according to the risk | |
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| Temporary Works Category Matrix – for use to determine the required level of design documentation and level of verification for design and installation of temporary works | Temporary Works Register – used by the Temporary Works responsible person (Nominated Mirvac Representative) at site to plan and track temporary works |
| Temporary Works Design Brief – for use to provide specification about detail of, and inclusions in the temporary works design | Temporary Works Permit used to create a hold point prior to work on Category 3 and 4 Temporary Works |

6. Training and Competency

| Minimum Training Requirements for Temporary Works | |
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| Type of Activity | Required Training |
| Co-ordination of Temporary Works on Mirvac projects (Nominated Mirvac Representative) | Degree qualified with 3 years’ experience in Construction. |
| Determining the risk category for temporary works | Site person in a management position onsite with relevant experience in Safety or Operations in the construction industry |

7. Roles and Responsibilities

The Mirvac Workplace Manager of each workplace over which Mirvac has control is responsible to ensure the Nominated Mirvac Representative at the site and all external Designing and 3rd Party Engineers are aware of and adhere to the performance requirements of this document.

8. Relevant Legislation, Codes of Practice and Standards

| Document Title |
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| SafeWork Australia - Model Code of Practice: Safe design of structures |
| SafeWork Australia - National Standard for construction work |
| Relevant Legislation, Codes of Practice and Standards |

9. Additional Information

Relevant MMRs relating to Temporary Works:

- [Work at Height MMR](#)
- [Work with Tilt-up and Precast Concrete MMR](#)
- [Site Establishment MMR](#)
- [Plant, Equipment & Tools MMR](#)
- [Working with Electricity MMR](#)
- [Working with Services MMR](#)
- [Isolation Lockout Tagout MMR](#)

