

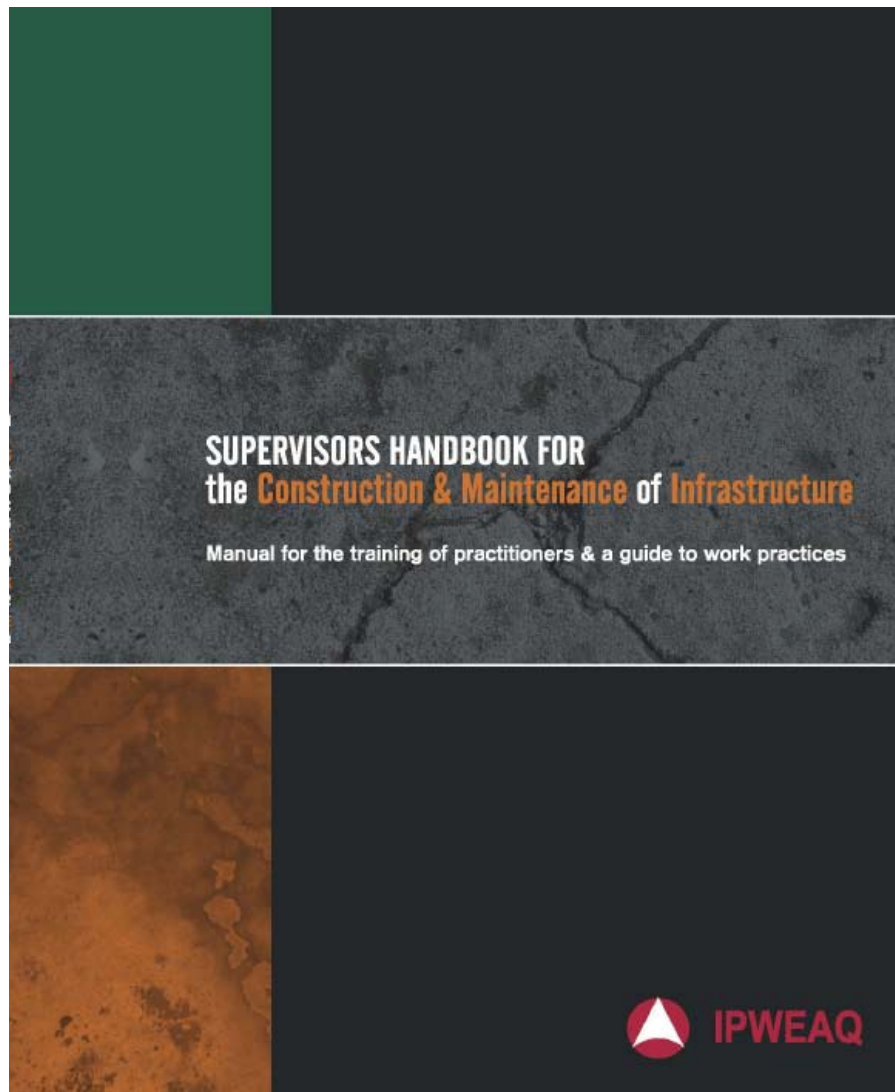


Institute of Public Works Engineering Australia
Queensland Division Inc.

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Supervisors Handbook

A handbook for works in Queensland



This handbook has been produced by the Institute of Public Works Engineering Australia - Queensland Division Inc (IPWEAQ), for use by Works Supervisors and works staff within the local government and public works industry.

First edition

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Introduction

This handbook has been produced by the Institute of Public Works Engineering Australia - Queensland Division Inc (IPWEAQ), for use by Works Supervisors and works staff within the local government and public works industry.

The Institute is a professional organisation providing member services and advocacy for those involved in and delivering public works and engineering services to the community. Its members represent practitioners in state and local government and in private industry. It promotes professionalism, education and technical knowledge and holds strategic alliances with other relevant organisations.

The first edition of the Handbook has been extensively edited from a New South Wales prototype to take into account the many changes in legislation, regulations, practices and procedures that have taken place over the past few years. The Handbook is Copyright and must not be duplicated in any form.

The Handbook is for use by field staff in city, urban and country environments, however it will also be of value to younger engineers as they gain their experience in the field. It should be used by members of the workforce to find out what "works staff" do and to open up opportunities for workers seeking advancement in their careers. IPWEAQ can provide assistance to workers who seek recognition for the experience they have gained and also develop their skills – in a non threatening environment, such as 'on the job'.

In covering such a broad range of activities in the Handbook it has been kept at a level that is not too technical, and assistance of a more qualified person should be sought where required.

IPWEAQ acknowledges the NSW Gangers Handbook, the Queensland Department of Main Roads 11AT document, documentation provided by Fitzroy and Sarina Shire Councils, and gratefully thanks Kevin Kerr AM and Steve Hughes (Fitzroy Shire), and others who have given of their valuable time, experience and knowledge to this edition.

Overview

The purpose of the Handbook is to provide some guidance for Supervisors, works staff and young engineers in preparing, organising, managing, undertaking and completing works. It covers methodology in all aspects of the work, with reference to legislation and regulations applicable to the task.

It is meant as a practical reference book and can be used at all levels of the organisation.

The Handbook will take you through the various stages of planning, preparing and then doing the work, and includes chapters on:

- Planning and organising
- Kerb and Channel and Concrete Footpath
- Environmental Factors
- Surface Courses and Re-Surfacing
- What is Soil?
- Maintenance of Unsurfaced Roads and Plant
- Workplace Health and Safety
- Clean up and Restoration
- Safety in Confined Spaces and Trenches
- Concrete
- Measurement of Areas and Volumes
- Timber Bridges and Culverts
- Stormwater Drainage
- Parks and Gardens Maintenance
- Road Construction
- Water Supply and Sewerage

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