Absolute
CIVIL CONTRACTING

INTEGRATED MANAGEMENT SYSTEM

WHS Management Plan

Work health and safety requirements for all Absolute Civil Contracting operations and construction projects

Document number	ACC-IMS-WHS-001
Revision	1 — Issued for use
Effective date	29/10/2026
Next scheduled review	29/10/2027
Document owner	Peter Nikolovski, Director
Aligned to	ISO 45001:2018 (including Amd 1:2024); Work Health and Safety Act 2011 (NSW); Work Health and Safety Regulation 2025 (NSW); Transport for NSW G22 Work Health and Safety (Construction Work); NSW Government WHS management system requirements

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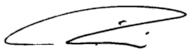
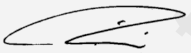
Document control

Approval

Role	Name	Position	Signature	Date
Prepared by	Peter Nikolovski	Director		29/10/2026
Reviewed by	Peter Nikolovski	Director (IMS Representative)		29/10/2026
Approved by	Peter Nikolovski	Director		29/10/2026

Revision history

Rev	Date	Description of change	Approved
0	01/04/2026	First issue for use across all Absolute Civil Contracting operations and projects.	Peter Nikolovski
1	29/10/2026	Full review. Added the NSW Work Health and Safety Amendment (Digital Work Systems) Act 2026 and digital work allocation risks. Forms F02 to F10 and F15 issued.	Peter Nikolovski

Distribution and control

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Master (controlled)	Peter Nikolovski, Director	Electronic — IMS document register
Project copies	Project Manager / Site Supervisor for each project	Electronic, or printed copy marked "Uncontrolled"
Client copies	Issued on request or where required by contract	PDF transmitted under document transmittal

Related documents

Document number	Title
ACC-IMS-MAN-001	Integrated Management System Manual
ACC-IMS-QMP-001	Quality Management Plan
ACC-IMS-EMP-001	Environmental Management Plan

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1. Purpose and scope

This Work Health and Safety Management Plan (WHSMP) sets out how Absolute Civil Contracting (ACC) eliminates or minimises risks to the health and safety of workers and other persons, so far as is reasonably practicable, across all of its operations. It implements the WHS requirements of the IMS Manual (ACC-IMS-MAN-001) and ISO 45001, and is structured to satisfy the WHS management plan requirements of the WHS Regulation for principal contractors and of TfNSW Specification G22.

This plan applies to every ACC workplace and project, every worker (including employees, labour-hire workers and subcontractor workers), and every visitor. Where ACC is the principal contractor for a construction project valued at $250,000 or more, a project-specific WHS management plan is prepared from this plan before work on the project starts.

1.1 WHS objectives

- Zero fatalities, zero serious injuries and zero notifiable incidents.
- Every worker inducted and competent before starting work.
- A SWMS in place, understood and followed for all high risk construction work.
- Every hazard and incident reported, and every corrective action closed by its due date.
- Psychosocial hazards identified and controlled on every project.
- Fortnightly leadership safety walks on every active site.

2. Legal framework and duties

2.1 Key legislation and codes

Instrument	Relevance
Work Health and Safety Act 2011 (NSW)	Primary duty of care (s 19); officer due diligence (s 27); worker and other person duties (ss 28–29); consultation (Part 5); notifiable incidents (Part 3); offences, including industrial manslaughter
Work Health and Safety Amendment (Digital Work Systems) Act 2026 (NSW)	Assented 18/02/2026; main provisions commence by proclamation. New duty (s 21A) to ensure, so far as is reasonably practicable, that work allocated through a digital work system (an algorithm, artificial intelligence, automation or online platform) does not put worker health and safety at risk
Work Health and Safety Regulation 2025 (NSW)	Hierarchy of control (including for psychosocial risks); construction work duties; HRCW and SWMS; principal contractor duties; high risk work licences; plant, hazardous chemicals, asbestos and silica requirements
SafeWork NSW Codes of Practice	How to manage WHS risks; Construction work; Excavation work; Managing the risk of falls at workplaces; Managing the risks of plant in the workplace; Managing noise and preventing hearing loss at work; Hazardous manual tasks; Managing risks of hazardous chemicals in the workplace; How to manage and control asbestos in the workplace; Confined spaces; Managing electrical risks in the workplace; First aid in the workplace; Managing psychosocial hazards at work; Work health and safety consultation, cooperation and coordination
Heavy Vehicle National Law (NSW)	Chain of responsibility duties for loading, mass, dimension, fatigue and speed
Workers compensation legislation (NSW)	Insurance, injury notification, return to work and injury management

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Instrument	Relevance
TfNSW Specification G22	Contract WHS requirements on TfNSW projects
TfNSW Technical Standard TS 05492:1.0 Traffic Control at Work Sites (25/06/2026)	Traffic control at work sites in NSW; replaces the Traffic Control at Work Sites Technical Manual (Issue 6.1); road work speed limit signs from 01/07/2026
AS 1742.3 Manual of uniform traffic control devices — Traffic control for works on roads	Traffic control devices and layouts
AS/NZS ISO 45001:2018	Occupational health and safety management system framework

2.2 Principal contractor

Where ACC is engaged or appointed as principal contractor for a construction project, ACC will:

- prepare, keep up to date and make available a project WHS management plan before work starts;
- obtain SWMS for all HRCW before the work starts, and monitor compliance;
- install and maintain site security, signage showing the principal contractor's name and 24-hour contact number, and the location of the site office;
- ensure each worker has completed general construction induction training and a site-specific induction;
- manage risks associated with falls, excavations, traffic, plant, essential services and site facilities;
- consult, cooperate and coordinate with all other duty holders on the project.

Where ACC works under another principal contractor, ACC complies with that principal contractor's WHS management plan and site rules, and this WHSMP continues to apply to ACC's own work.

3. Responsibilities

Role	WHS responsibilities
Director (officer)	Exercises due diligence: keeps up to date with WHS matters; understands ACC operations and their hazards; ensures appropriate resources and processes are used to eliminate or minimise risk; ensures incidents and hazards are reported and responded to; verifies that processes are implemented. Approves this plan; leads by example; may stop any work.
Project Manager	Prepares the project WHS management plan, risk register and emergency plan; plans safe work methods; verifies subcontractor WHS documentation; ensures resources for safe work; investigates incidents; conducts fortnightly safety walks; may stop work.
Site Supervisor	Conducts daily pre-starts and inductions; ensures SWMS are prepared with and followed by workers; inspects plant, excavations and work areas; enforces site rules and PPE; manages permits; reports and responds to incidents; maintains first aid and emergency arrangements; may stop work.
Workers	Take reasonable care for their own health and safety and that of others; comply with reasonable instructions, SWMS and procedures; report hazards, incidents and near misses; wear PPE; must not attend work impaired by alcohol, drugs or fatigue; stop work if unsafe.
Subcontractors	Comply with this plan and the project WHS plan; provide SWMS, competencies, insurances and plant records before starting; supervise their workers; report incidents immediately to ACC.

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Role	WHS responsibilities
First aiders	Provide first aid; maintain first aid kits; record treatment.
Health and Safety Representatives (where elected)	Represent their work group; inspect the workplace; be consulted; exercise powers under the WHS Act.

4. Consultation, cooperation and coordination

- Daily pre-start meeting on every site covering the day's tasks, hazards, controls, SWMS, plant, interfaces with other crews, weather, and any changes. Attendance is recorded.
- Weekly toolbox talk on a WHS topic, including lessons from incidents.
- SWMS developed and reviewed with the workers who do the work, and signed by them.
- Workers may elect Health and Safety Representatives and request a Health and Safety Committee; ACC will facilitate both.
- Where several PCBUs share a site, ACC consults, cooperates and coordinates through shared pre-starts, interface meetings and agreed controls.
- Workers are consulted on changes to work methods, plant, facilities, procedures, and on hazard identification and risk assessment.

5. Risk management

5.1 Process

ACC manages WHS risks using the process in the SafeWork NSW Code of Practice How to manage work health and safety risks and the risk matrix in the IMS Manual:

1. Identify hazards — through site inspections, design and drawing review, pre-start meetings, incident data, worker input and consultation with other duty holders.
2. Assess risks — using the IMS risk matrix to rate likelihood and consequence.
3. Control risks — using the hierarchy of control, starting with elimination.
4. Review controls — at each change in work, after an incident, when a worker or HSR requests it, and at regular intervals.

5.2 Project risk register

Each project has a WHS risk register prepared at mobilisation and reviewed monthly. Typical principal hazards for ACC civil work are:

Hazard	Key controls (detailed in SWMS)
Mobile plant and vehicle interaction with people	Exclusion zones; separated pedestrian routes; spotters; reversing cameras and alarms; proximity awareness where warranted; traffic management plan for site; seat belts; plant pre-start checks; competent operators
Traffic — working on or near live roads	Traffic guidance schemes prepared and implemented by appropriately qualified persons; speed reductions; barriers where warranted; high-visibility clothing; work zone inspections each shift

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Hazard	Key controls (detailed in SWMS)
Excavations and trenches	Underground services located (Before You Dig Australia, potholing); benching, battering or shoring for trenches 1.5 m or deeper; spoil set back at least 1 m from the edge; barriers; safe access and egress; daily and post-rain inspection by a competent person
Underground and overhead services	Service location and marking; non-destructive digging near services; overhead power line clearances and spotters per SafeWork NSW and network operator requirements; permits from asset owners
Falls from height and into excavations	Edge protection; barriers; covers on pits; elevating work platforms; harness systems only where higher controls are not reasonably practicable
Lifting operations	Lift plans; licensed operators and doggers; certified lifting gear; exclusion zones; ground bearing checks
Hazardous chemicals, asbestos and silica	Safety data sheets and register; asbestos survey before disturbing existing structures; silica dust controls (water suppression, on-tool extraction, RPE); air monitoring where required
Confined spaces (pits, manholes, tanks)	Entry permit; atmospheric testing; ventilation; standby person; rescue plan; trained workers
Noise and vibration	Quieter plant; maintenance; hearing protection in signed areas; audiometric testing where required
Manual tasks	Mechanical aids; team lifts; task rotation; training
Heat, UV, cold and severe weather	Heat stress plan; shade, water and rest breaks; UV protection; work rescheduling; lightning and storm stand-down
Fatigue	Maximum shift and weekly hour limits; rest breaks; driving time management; fatigue checks at pre-start
Psychosocial hazards	See section 13
Working near water and flood-affected areas	Flood monitoring; no entry to floodwater; life jackets near deep or flowing water; emergency rescue arrangements

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6. Safe Work Method Statements and high risk construction work

A SWMS must be prepared before any high risk construction work starts. HRCW commonly carried out by ACC includes work:

- involving a risk of a person falling more than 2 m;
- involving a trench or shaft with an excavated depth greater than 1.5 m;
- on or adjacent to a road, railway or other traffic corridor in use by traffic other than pedestrians;
- in an area at a workplace in which there is any movement of powered mobile plant;
- on or near energised electrical installations or services;
- on or near pressurised gas distribution mains or piping, or chemical, fuel or refrigerant lines;
- in or near a confined space;
- in or near water or other liquid that involves a risk of drowning;
- involving demolition of an element that is load-bearing or related to physical integrity;
- involving disturbing or removing asbestos;
- involving tilt-up or precast concrete elements;

- involving the use of explosives;
- involving structural alterations or repairs that require temporary support;
- in an area that may have a contaminated or flammable atmosphere.

Each SWMS identifies the HRCW, states the hazards and risks, describes the control measures and how they will be implemented, monitored and reviewed, and is written so that it can be readily understood by the workers. Work must be carried out in accordance with the SWMS. If the work is not being done in accordance with the SWMS, it must stop immediately or as soon as it is safe to do so, and must not resume until the SWMS is reviewed and followed. SWMS are reviewed whenever the work, crew or conditions change, and are kept for the duration of the work.

7. Inductions, training and competence

Requirement	Detail
General construction induction (White Card)	Required for all persons carrying out construction work. Card sighted and recorded before starting.
ACC company induction	IMS Policy; site rules; incident and hazard reporting; consultation arrangements; drug and alcohol; fatigue; psychosocial wellbeing and respectful behaviour; stop-work authority.
Site-specific induction	Site hazards; traffic and plant movement; emergency procedures and assembly point; first aid; amenities; environmental controls; exclusion zones. Delivered before first entry to site.
Visitor induction	Short-form induction; visitors are escorted at all times in construction areas.
High risk work licences	Verified and recorded for cranes, forklifts, dogging, rigging, scaffolding, pressure equipment and other licensed work.
Plant verification of competency	Operators of excavators, loaders, graders, rollers, dozers, tippers and similar plant are assessed by a competent assessor before operating on ACC sites.
Traffic management	Persons preparing TGS, implementing them, or controlling traffic hold the qualifications required in NSW for that work.
Task-specific training	Confined space entry, working at heights, asbestos awareness, silica awareness, first aid, fire extinguisher use, as required.

Training and competencies are recorded in the competency register and are checked for currency before each project.

8. Site rules and safe work practices

8.1 Minimum PPE

The following PPE is mandatory on all ACC construction sites unless a risk assessment documents otherwise: safety helmet (AS/NZS 1801); safety footwear (AS 2210.3); high-visibility clothing (AS/NZS 4602.1) day/night class as required; safety glasses (AS/NZS 1337.1); long sleeves and long trousers; gloves suited to the task; hearing protection in signed areas; sun protection. Additional PPE (RPE, harnesses, face shields, chemical gloves) is specified in the relevant SWMS.

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8.2 Drugs, alcohol and fitness for work

Workers must attend work fit for duty and must not be impaired by alcohol, drugs, medication or fatigue. ACC applies a zero blood alcohol limit for persons operating plant or vehicles or performing HRCW. ACC may conduct for-cause, post-incident and random testing in accordance with its Fitness for Work (Drugs and Alcohol) Policy and Procedure (ACC-IMS-POL-002), after consultation with workers. A worker who returns a non-negative result is stood down from safety-critical work and managed fairly and confidentially.

8.3 Fatigue management

- Standard shifts do not exceed 12 hours including breaks.
- A minimum 10-hour break between shifts.
- No more than 6 consecutive shifts without a day off, and no more than 60 hours worked in a 7-day period without Project Manager approval and a fatigue risk assessment.
- Workers who drive to remote sites include travel time in fatigue planning.

8.4 Plant and equipment

- Plant is registered where required, maintained in accordance with the manufacturer's instructions, and fitted with required guarding, ROPS/FOPS, seat belts, reversing alarms and fire extinguishers.
- Daily pre-start checks are completed and recorded by the operator; defects are tagged out and repaired before use.
- Plant entering an ACC site is inspected and its documents verified (registration, service history, risk assessment) before use.
- Persons must not approach operating plant without establishing eye contact and receiving a signal from the operator.
- Quick hitches comply with current requirements and are fitted with a positive locking mechanism; the attachment is checked each time it is changed.

8.5 Permits to work

Written permits are required for: excavation near underground services; confined space entry; hot work outside designated areas; work near overhead power lines within approach distances; isolation of energy sources; and any other activity the Project Manager designates. Permits are issued by a competent person, specify the controls, are displayed at the workfront, and are closed out on completion.

8.6 Site facilities and security

Each site has amenities that meet the Code of Practice Managing the work environment and facilities, including toilets, drinking water, hand washing, a shelter and eating area, and secure storage. Sites are fenced or otherwise secured to prevent unauthorised access, and signage displays ACC's name, the 24-hour contact number and the site office location.

9. Traffic management

All work on or near roads is managed in accordance with TfNSW Technical Standard TS 05492:1.0 Traffic Control at Work Sites, AS 1742.3 and the contract. A Traffic Management Plan (TMP), prepared using the project template (ACC-IMS-T05), and Traffic Guidance Schemes (TGS) are prepared by

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appropriately qualified persons, approved by the road authority where required, and implemented and inspected each shift. A Road Occupancy Licence (ROL) or council approval is obtained where required. Inside the site, a site traffic management plan separates pedestrians from plant, defines haul routes, parking and exclusion zones, and sets speed limits.

10. Health hazards

10.1 Hazardous chemicals

A hazardous chemicals register with current safety data sheets is kept on each site. Chemicals are stored, labelled and handled in accordance with the SDS. Fuel and chemicals are stored in bunded areas at least 40 m from waterways and drainage lines where practicable (see the Environmental Management Plan).

10.2 Asbestos

Before disturbing existing structures, pipes (including asbestos cement water mains), pits or fill material, the presence of asbestos is assessed using available registers and, where required, a survey by a competent person. Asbestos removal is carried out only by a licensed removalist. Unexpected finds of suspected asbestos are managed by stopping work, isolating the area, notifying the Site Supervisor and arranging testing.

10.3 Respirable crystalline silica

Cutting, grinding, drilling or crushing concrete, stone, pavement or rock generates respirable crystalline silica dust. Controls include wet cutting, on-tool extraction, minimising dry sweeping, respiratory protective equipment with fit testing, exclusion of other workers from the area, and air monitoring and health monitoring where the risk assessment requires it.

10.4 Noise

Workers are not exposed to noise above the workplace exposure standard (85 dB(A) LAeq,8h or 140 dB(C) peak). Quieter equipment, maintenance and distance are used first; hearing protection is provided and worn in signed areas; audiometric testing is provided where workers need hearing protection to stay below the standard.

10.5 Heat and sun

Work is planned to avoid the hottest part of the day during heatwaves. Shade, cool drinking water and rest breaks are provided, and workers are trained to recognise heat illness. Work is reviewed when the forecast temperature is 35 °C or higher, and stopped or rescheduled when the risk cannot be controlled.

11. Health monitoring, first aid and injury management

- At least one trained first aider is present on each active site, with first aid kits suited to the hazards, including an eye wash kit and a snake bite kit in bushland areas.
- Health monitoring is provided where required by the WHS Regulation (for example, for licensed asbestos work or where hazardous chemical exposure or silica risks require it).
- Injured workers are given first aid and medical treatment promptly. ACC notifies its workers compensation insurer within 48 hours of becoming aware of a workplace injury, and supports injured workers to recover at work in accordance with the ACC Return to Work Program (ACC-IMS-PRO-001), in consultation with the worker, the insurer and the treating doctor.

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12. Emergency preparedness and response

A site emergency response plan is prepared for each project using the Site Emergency Response Plan template (ACC-IMS-F20) and covers:

- emergency contacts — Emergency services 000; SafeWork NSW 13 10 50; NSW EPA Environment Line 131 555; Poisons Information Centre 13 11 26; NSW State Emergency Service 132 500; the relevant electricity, water and gas network operators; the nearest hospital and medical centre;
- emergency scenarios — medical emergency; trench collapse; service strike; plant rollover; vehicle collision in the work zone; fire and bushfire; flooding and severe storm; chemical spill; confined space rescue; fall rescue;
- evacuation routes, assembly points and accounting for personnel;
- emergency equipment — first aid, fire extinguishers, spill kits, rescue equipment;
- site address and directions for emergency services;
- drills at least every six months on projects longer than six months, with lessons recorded.

13. Psychosocial hazards

ACC manages psychosocial risks in the same way as physical risks, applying the hierarchy of control as the WHS Regulation 2025 (NSW) requires. Psychosocial hazards relevant to civil construction include high job demands and long hours, low job control, poor support, poor organisational change management, remote or isolated work, exposure to traumatic events, conflict and poor workplace relationships, bullying, harassment (including sexual harassment) and discrimination, and occupational violence from members of the public in work zones.

- Psychosocial hazards are identified at project start-up, through consultation and worker feedback, and after incidents.
- Controls include realistic programming and resourcing; fatigue limits; clear roles; supervision and support; consultation on change; respectful behaviour standards; procedures for responding to aggressive members of the public; and access to confidential support services.
- Bullying, harassment, discrimination, victimisation and sexual harassment are not tolerated. Reports are taken seriously, handled confidentially and fairly, and investigated promptly, with no reprisal against the person reporting, in accordance with the Respectful Workplace and Sexual Harassment Prevention Policy (ACC-IMS-POL-003).
- Where ACC uses digital systems (scheduling apps, job allocation platforms, telematics or automated rostering) to allocate or monitor work, it assesses the risks they create — excessive workload, unreasonable targets, fatigue and excessive monitoring — and keeps a person responsible for decisions about workers.
- Concerns may be raised with the Site Supervisor, Project Manager or directly with the Director. ACC responds to every psychosocial concern within 5 working days.

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14. Incident reporting and investigation

14.1 Immediate response

1. Make the area safe and provide first aid. Call 000 if required.
2. Notify the Site Supervisor immediately, who notifies the Project Manager and Director.
3. For a notifiable incident, preserve the site and do not disturb it except to assist an injured person, remove a deceased person, make the site safe or minimise the risk of a further notifiable incident, or as permitted by an inspector.
4. Notify the client as required by the contract.

14.2 Notifiable incidents

A notifiable incident is the death of a person, a serious injury or illness, or a dangerous incident, as defined in the WHS Act. The Director (or Project Manager in the Director's absence) notifies SafeWork NSW immediately after becoming aware of the incident by telephone on 13 10 50, and provides written notification within 48 hours if requested by SafeWork NSW. Records of each notifiable incident are kept for at least 5 years from the date of notification.

14.3 Investigation

Every incident and near miss is recorded in the incident register within 24 hours. Investigations are proportionate to the actual or potential consequence: a Site Supervisor review for minor events, and a formal root-cause investigation led by the Project Manager or Director, with workers involved, for any serious or potentially serious event. Corrective actions are assigned owners and dates, tracked to closure, and shared at toolbox talks.

15. Subcontractor WHS management

Before a subcontractor starts work, ACC verifies:

- workers compensation and public liability insurance certificates are current;
- SWMS for the scope have been reviewed and accepted by ACC;
- workers hold White Cards, licences and verification of competency for their tasks;
- plant documentation, registration and pre-start inspection records are in order;
- the subcontractor understands ACC site rules, emergency arrangements and reporting requirements.

Subcontractor compliance is monitored through site inspections and safety walks. Non-compliance is managed through a corrective action, and repeated or serious non-compliance results in removal from site and from the approved supplier register.

16. Inspections, monitoring and audit

Activity	Frequency	Responsible	Record
Plant pre-start check	Daily before use	Operator	Plant pre-start checklist

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Activity	Frequency	Responsible	Record
Excavation inspection	Daily, and after rain or any event that may affect stability	Site Supervisor / competent person	Excavation inspection record
Traffic control inspection	Each shift, and when changed	Traffic implementation supervisor	TGS inspection record
Site WHS inspection	Weekly	Site Supervisor	Site inspection checklist
Leadership safety walk	Fortnightly per site	Director / Project Manager	Safety walk record
SWMS compliance check	Weekly for each active SWMS	Site Supervisor	SWMS monitoring record
First aid kit and emergency equipment check	Monthly	First aider	Equipment checklist
WHS internal audit	At least once per project longer than three months, and annually for the system	Competent auditor	Audit report

WHS performance (lead and lag indicators) is reported monthly to the Director and reviewed at management review.

17. Cross-reference to ISO 45001

ISO 45001:2018 clause	Requirement	WHSMP section
5.1, 5.3	Leadership, roles and responsibilities	3
5.4	Consultation and participation of workers	4
6.1.2	Hazard identification and risk assessment	5
6.1.3	Legal and other requirements	2
7.2, 7.3	Competence and awareness	7
8.1.2	Eliminating hazards and reducing risks	5, 6, 8, 9, 10
8.1.4	Procurement and contractors	15
8.2	Emergency preparedness and response	12
9.1, 9.2	Monitoring, measurement and internal audit	16
10.2	Incident, nonconformity and corrective action	14

Authorisation

This WHS Management Plan is authorised for use by Absolute Civil Contracting Pty Ltd and applies to all ACC operations, projects, workers and subcontractors.

Signed: _____ Peter Nikolovski, Director Date: 29/10/2026

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