

## Occupational Health & Safety Report

27 Bay Sample St Port Melbourne VIC 3207

- ✓ 30+ Years' Experience In Reporting Services
- ✓ Our Quality Reports Make Roscon The Number #1 Choice
- ✓ We conduct onsite audits including photos, not desktop audits
- ✓ ISO 9001 Accredited Systems & Procedures
- ✓ Member - MBAV Platinum Master Builder (5630)
- ✓ Member - Strata Community Australia
- ✓ Member - Australian Institute of Project Management

## Roscon Property Services

Roscon Property Services is the first property services provider to introduce central streamlined systems integrating property maintenance and quality controlled reporting services accredited by International Certifications, dedicated to support Owners Corporation managers.

Since 1987 we have evolved from our history of developing and constructing prestigious residential and high profile commercial/ industrial landmark projects. We have extended our service capabilities through our extensive construction, strata management and professional property services experience gained over 25 years, and filled the void between three property industries.

Built on solid foundations our clients rest assured in the comfort of knowing they're supported by Registered Building Practitioners, qualified professionals, fully insured and committed in protecting their responsibility to valued clients.

## Mission Statement

"It is the policy of Roscon Property Services to deliver property Maintenance services to its clients in the most efficient and timely manner while respecting legal and statutory requirements. Roscon Property Services Pty Ltd operates under ISO 9001-2000 in the completion of its services. All staff & sub-contractors are expected to work according to our policies and procedures. The system employed by Roscon Property Services Pty Ltd is reviewed annually in order to ensure its consistency".

## Instructed By

|                |                               |
|----------------|-------------------------------|
| <b>Name</b>    | Ben George                    |
| <b>Company</b> | SampleCorp Pty Ltd            |
| <b>Title</b>   | Building Manager              |
| <b>Address</b> | 148 Sample Rd Coburg VIC 3058 |

## Inspected & Compiled by

|                     |           |
|---------------------|-----------|
| <b>Inspector ID</b> | PRA - 100 |
|---------------------|-----------|

July 14, 2014

Dear Ben,

Thank you for using Roscon Property Services Pty Ltd for your Occupation Health & Safety report. I have attached a copy of the report that has been compiled by an experienced auditor.

|                |   |
|----------------|---|
| <b>Part 1</b>  | External Areas                          |
| <b>Part 2</b>  | Car Park Entrance & All Car Park Levels |
| <b>Part 3</b>  | Ground Level & Plant Rooms              |
| <b>Part 4</b>  | Apartment Levels                        |
| <b>Part 5</b>  | Recreation Areas                        |
| <b>Part 6</b>  | Roof                                    |
| <b>Part 7</b>  | Contractors Working Agreement           |
| <b>Part 8</b>  | Sub-Contractors Application             |
| <b>Part 9</b>  | Safety Inspection Notation Sheet        |
| <b>Part 10</b> | Safety Inspection Booking Request       |
| <b>Part 11</b> | Risk Management Implementation Plan     |

The teams at Roscon Property Services are available to assist you with any OH&S concern that may eventuate and look forward to your call. Thank you for your continued business.

Yours Sincerely

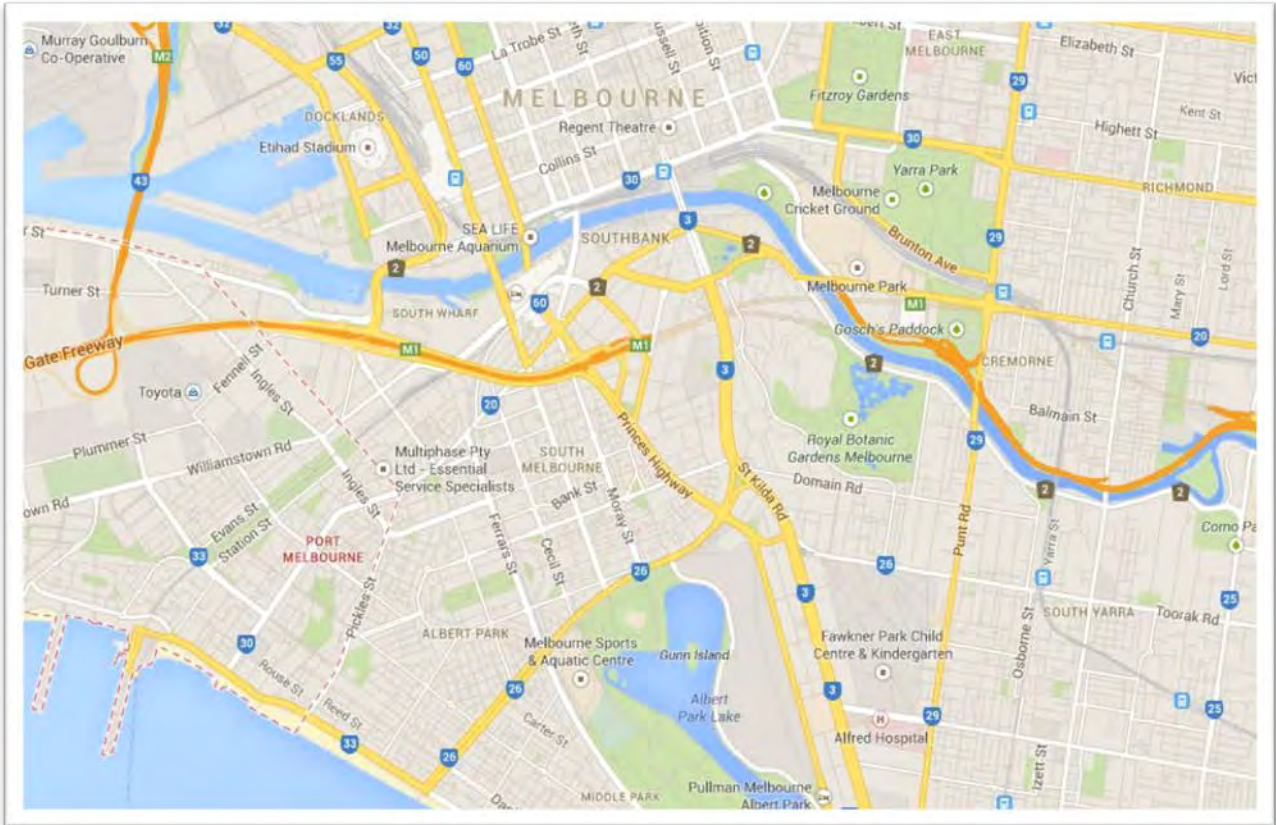
**Roscon Property Services Pty Ltd**



**Paul Cummaudo**  
**Managing Director**  
**AREI, RBP, CRE, Licensed Estate Agent**  
**Registered Building Practitioner DB-U 13329, CB-U 4272**  
**Member REIV, MBAV, SCA, NCTI**

## Location

27 Bay Sample St Port Melbourne VIC 3207



## Inspection Notes

The building has 4 levels of dedicated car parks with one common car park entrance. The ground level which has the property manager's office, mail boxes, storage cages, switchboards, fire control room and plant rooms. The ground level also has 2 commercial lots that are currently occupied as restaurants. The refrigeration units and water heating units of the restaurants are installed in the common areas of the ground level plant rooms of the building. Levels 5 to 33 are residential apartments, most of the levels have 4 apartments, some have 3 or 5 apartments and levels 23, 25, 27, 28 and 30 to 33 are single apartments.

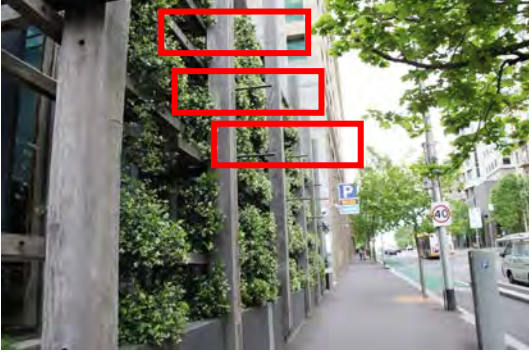

Level 34 and 35 are the recreational levels consisting of a gym and a pool. Level 36 is the roof which consists of plant and machinery that controls most of the services of the building.

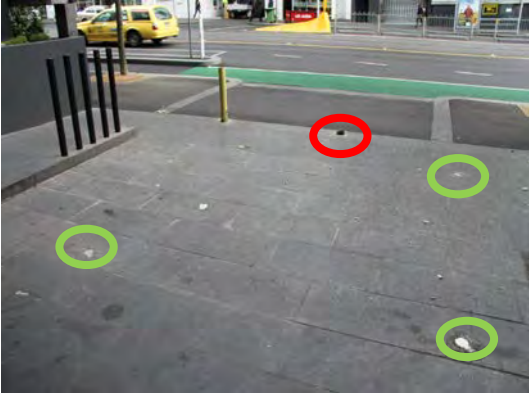

Generally there are no major hazards identified within the common areas of the building and the building in general has satisfied safety issues. Items listed within this report are maintenance items or recommendations to improve safety throughout the building.



During our inspection access was gained into all common areas and common rooms of the building except for private apartments on level 23, 25, 27, 28 and 30 to 33.

## Part 1: Detailed Safety Report



### External Area Sample Street



| Item   | Details  |   | Photographic Details   |   |
|--|--|---|--|---|
| <p>1.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area Sample street.</p> <p><b>Finding:</b><br/>Banner posts protruding from private lot to municipal land. Tradesmen or people in general carrying large/long objects may not see the posts.</p> <p><b>Auditor's Recommendation:</b><br/>Insert banners into posts for visibility or completely remove banner posts.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |    |   |
|  |  | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>2.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Restaurant waste bins in front of substation impeding access into the substation.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate bins to an area clear of any obstruction.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |    |   |
|  |  | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |


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| <p>3.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Bollard missing from location circled in red. Subsequently resulting in a tripping hazard.</p> <p><b>Auditor's Recommendation:</b><br/>Retain bollard at all times (remove when needed) alternatively cut the bollard inserts so it is flush with floor level (refer to circles in green).</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>4.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Four exposed bolts protruding could cause injury. Two at head height and two at ankle height.</p> <p><b>Auditor's Recommendation:</b><br/>Grind back bolts and make them flush with the wall. Patch and paint as necessary.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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| <p>5.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Infants or patrons could walk directly under the art work stand causing injuries.</p> <p><b>Auditor's Recommendation:</b><br/>To install black foam padding around the base of the frame as represented in red.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>6.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Pedestrians could walk directly into the glass without seeing it.</p> <p><b>Auditor's Recommendation:</b><br/>Install frosted window decal as per front glass door entrance.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>                                    | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |





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| <p>7.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Patrons requiring accessible areas (ramp) is present; however their access is not designated.</p> <p><b>Auditor's Recommendation:</b><br/>Install tac-tiles and directional signage indicating accessible ramp.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |  |
| <p>8.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Residence exiting the car park does not have visibility of oncoming pedestrians, bikes or other vehicles.</p> <p><b>Auditor's Recommendation:</b><br/>Install 2 convex mirrors facing each direction to enable residences exiting the car park to have clear visibility.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> |  |



| Item | Details   |  | Photographic Details  |
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| 9.   | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Cabinets to MFB sprinklers boosters are not locked as they are missing hardware (locks and cylinders). Patrons could tamper with the sprinklers boosters.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Install cylinders on a 003, so the MFB can easily access the sprinklers boosters.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| 10.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Cabinets to the sprinkler boosters do not have any signage which could cause confusion to MFB personal.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate and compliant signage which is easily visible.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |


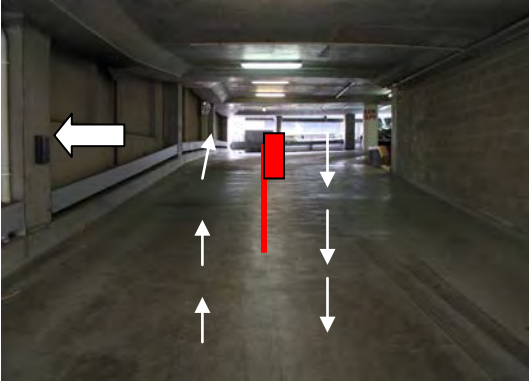
| Item  | Details  |  | Photographic Details   |   |
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| <p>11.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>External area.</p> <p><b>Finding:</b><br/>Cabinets to gas meter do not have any signage which could cause confusion.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate and compliant signage denoting the area as the gas meter room.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

## Part 2: Detailed Safety Report

### Car Park Entrance and Car Park All Levels


| Item  | Details   |  | Photographic Details   |
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| <p>12.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>Restaurant waste bins in front of booster mains impeding access.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate bins to a different location which is clear of any obstruction.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             | <div style="text-align: center;">  </div> <hr/> <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <div style="text-align: right;"> <input checked="" type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </div>   |
| <p>13.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>Door closer on the fire door is damaged resulting in the door not closing and compromising building security.</p> <p><b>Auditor's Recommendation:</b><br/>Install a new door closer or fix existing through a suitably qualified personal.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <div style="text-align: center;">  </div> <hr/> <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <div style="text-align: right;"> <input checked="" type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/><br/> <input type="checkbox"/> </div> |



| Item  | Details   |  | Photographic Details   |   |
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| <p>14.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>Yellow safety indicator line which alerts people to height differences is evident in all internal areas however not in the external areas.</p> <p><b>Auditor's Recommendation:</b><br/>Continue the yellow safety indicator line throughout all external areas to alert patrons of any height differences.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>15.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>Max 2M height signage is currently in white vinyl, which may not be visible during the night hours.</p> <p><b>Auditor's Recommendation:</b><br/>Replace the signage with reflective vinyl.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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| <p>16.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>Emergency exit door not labelled.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate label for emergency exit door.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>17.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>Currently residents are required their badge their access control fobs to open the front car park roller door on the opposite side of the drive way which could result in a head on collision.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate the access control on a pole and subsequently install line markings on the driveway. Please see the photo below of similar system installed in a car park.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |



## Example of a similar system






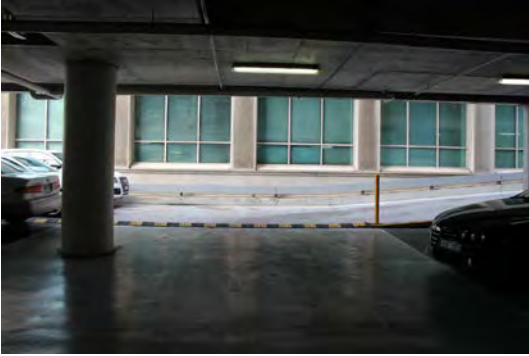

| Item | Details  | Photographic Details  |
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| 18.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Car bay 161 has a redundant housing which is a tripping hazard to other patrons.</p> <p><b>Auditor's Recommendation:</b><br/>Install the bollard permanently (remove when necessary) or completely remove the housing.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p>  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input type="checkbox"/><br/><input checked="" type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/><br/><input type="checkbox"/></p> |



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| <p>19.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Vehicles in bay 202 and 264 could collide with storm water pipes servicing the building resulting in a flood in the car park.</p> <p><b>Auditor's Recommendation:</b><br/>Install wheel barriers or a fence as visible on other floors.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>   |  |
| <p>20.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Fire extinguisher stamp indicates last service completed in February 2013. The extinguisher haven't been serviced in August 2013. This also appears to be case throughout the building.</p> <p><b>Auditor's Recommendation:</b><br/>Contact your essential service provider to organise a service.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |  |





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| <p>21.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Electrical wiring has been tampered to provide external electricity.</p> <p><b>Auditor's Recommendation:</b><br/>Terminate the connection and install an outdoor weather proof GPO.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>   |  |
| <p>22.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Unsealed penetration in car park compromising the fire integrity of the building.</p> <p><b>Auditor's Recommendation:</b><br/>Seal all unsealed penetration in the building.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>        | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |  |


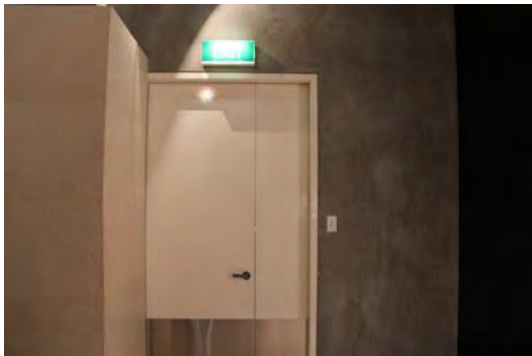
| Item  | Details  |  | Photographic Details   |  |
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| <p>23.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Car bay 114 is storing private items within the car park which includes combustible and highly flammable liquids (petrol).</p> <p><b>Auditor's Recommendation:</b><br/>Advise all residents to store private items in allocated storage cages.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>24.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Water pooling in open car park areas as appropriate screed has not been provided to the drain.</p> <p><b>Auditor's Recommendation:</b><br/>Provide appropriate screed so there is additional fall to eliminate the water pooling.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>              | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |



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| <p>25.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>All turning circles have appropriate convex mirrors except for level 4 outdoor areas.</p> <p><b>Auditor's Recommendation:</b><br/>Install convex mirrors to replicate other levels.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>26.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Cement over time has deteriorated and fallen away resulting in sharp edges which compromises structural integrity of the barrier.</p> <p><b>Auditor's Recommendation:</b><br/>Re-cement footings as required which will also eliminate the sharp edges.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |



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| <p>27.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Emergency exit lights installed behind storm water pipes, which is not clearly visible.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate emergency exit lights in front of the storm water pipe or lower the exit sign with a chain.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>28.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Emergency exit lights installed behind storm water pipes, which is not clearly visible.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate emergency exit lights in front of the storm water pipe or lower the exit sign with a chain.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

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| <p>29.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park.</p> <p><b>Finding:</b><br/>Emergency exit lights installed behind storm water pipes, which is not clearly visible.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate emergency exit lights in front of the storm water pipe or lower the exit sign with a chain.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>          | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>30.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Car park entrance.</p> <p><b>Finding:</b><br/>It is very hard to know when vehicles are entering or exiting the Car park.</p> <p><b>Auditor's Recommendation:</b><br/>Install a strobe light in the area indicated, that is activated when the roller door is activated by a resident.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |



## Part 2: Detailed Safety Report Ground Level and Plant Rooms



| Item | Details  |   | Photographic Details   |
|------|--|---|--|
| 31.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Emergency exit door has door hardware enabling it to be in a locked position, compromising emergency exit. The hardware is not compliant. The door has no exit signage.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Remove the non compliant door hardware and install appropriate/recommended signage.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <br><br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| 32.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Emergency exit door has no appropriate signage.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <br><br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |



| Item  | Details   |   | Photographic Details   |  |
|---|---|---|--|--|
| <p>33.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level.</p> <p><b>Finding:</b><br/>Emergency exit door has non compliant door hardware, compromising emergency exit.</p> <p><b>Auditor's Recommendation:</b><br/>Remove the non compliant door hardware.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>34.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Fire control and pump room is currently on a master key system limiting access to emergency services.</p> <p><b>Auditor's Recommendation:</b><br/>Alter the barrel to a 003 key this is predominantly used in the industry by MFB and other emergency services.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |    |  |
|   |   |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |



| Item  | Details   |   | Photographic Details   |  |
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| <p>35.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Pump room signage visibility and location is poor.</p> <p><b>Auditor's Recommendation:</b><br/>Install a new signage that has high visibility.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>            |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>   |  |
| <p>36.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Fire booster mains can result in head collision when walking down the stairs.</p> <p><b>Auditor's Recommendation:</b><br/>To install padded high visibility foam to the underside of the pipes.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |  |







| Item  | Details   |  | Photographic Details   |  |
|---|---|--|--|--|
| <p>37.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Fire pump room is not labelled.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>38.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Fuel cans required for emergency fire pumps are missing Material Safety Data Sheet.</p> <p><b>Auditor's Recommendation:</b><br/>To affix appropriate Material Safety Data Sheet where the fuel is stored.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

| Item  | Details  |   | Photographic Details   |   |
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| <p>39.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Exposed bolt on floor which is tripping hazard outside the commercial tenant plant room.</p> <p><b>Auditor's Recommendation:</b><br/>Grind bolt back to the finished floor level.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>              | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>            |    |   |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>40.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Plant infrastructure at head height on ramp which could lead to injuries.</p> <p><b>Auditor's Recommendation:</b><br/>Install high visibility padding around the pipe and appropriate signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

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| <p>41.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Mandatory confined space signage is not present.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>          | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>            |    |   |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>42.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Unsealed penetration impacting the fire integrity of the building.</p> <p><b>Auditor's Recommendation:</b><br/>Seal all unsealed penetrations.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> |    |   |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |



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| <p>43.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level plant rooms.</p> <p><b>Finding:</b><br/>Emergency exit light installed behind storm water pipes, which is not clearly visible.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate emergency exit lights under the storm water pipes.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>44.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level switchboard.</p> <p><b>Finding:</b><br/>Main switchboard missing appropriate signage. 'Authorised personnel only'</p> <p><b>Auditor's Recommendation:</b><br/>Install 'Authorised personnel only' signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>                             | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>            |    |  |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |



| Item  | Details   |   | Photographic Details   |   |
|---|---|---|--|---|
| <p>45.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level switchboard.</p> <p><b>Finding:</b><br/>Main switchboard room missing signage.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>            |    |   |
|   |   |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>46.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level switchboard.</p> <p><b>Finding:</b><br/>Lights in the area are hard to access to a person who is not familiar in the building due to the low light presence in the area.</p> <p><b>Auditor's Recommendation:</b><br/>Install the switchboard room lights on a PIR sensor.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|   |   |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

| Item   | Details  |   | Photographic Details   |   |
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| 47.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level.</p> <p><b>Finding:</b><br/>Emergency exit door to car park is not labelled and has non compliant door hardware.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage and remove non compliant door hardware.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 48.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Ground level and throughout the building.</p> <p><b>Finding:</b><br/>The Evacuation Plans &amp; Procedures do not comply with current Australian Standards (AS 3745-2010).</p> <p><b>Auditor's Recommendation:</b><br/>To engage a qualified contractor to develop new Evacuation Plans &amp; Procedures.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |    |   |
|  |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |



## Part 4: Detailed Safety Report



### Apartment Levels

| Item  | Details  |  | Photographic Details   |  |
|---|--|--|--|--|
| <p>49.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels throughout the building.</p> <p><b>Finding:</b><br/>Hose reels in the entire building have not been serviced within the last 6 months.</p> <p><b>Auditor's Recommendation:</b><br/>Engage a suitably qualified contractor.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>50.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels throughout the building.</p> <p><b>Finding:</b><br/>Currently some emergency exit door allows residents/patrons to enter back into the building after they have existed into the emergency stairwell, which is not complaint.</p> <p><b>Auditor's Recommendation:</b><br/>Lock all emergency exit doors so if any residents/patrons enter the emergency stairwell; they cannot enter back into the buildings common areas.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

| Item  | Details   |  | Photographic Details  |  |
|---|---|--|---|--|
| <p>51.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels throughout the building.</p> <p><b>Finding:</b><br/>Fire hose reel cupboard signage does not indicate there is a portable fire extinguisher located behind the door in every level.</p> <p><b>Auditor's Recommendation:</b><br/>Install the appropriate/recommended signage as per Australian Standards so occupants and visitors are aware and can find one during an emergency.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/>   |  |
| <p>52.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels throughout the building.</p> <p><b>Finding:</b><br/>All apartment levels have an emergency exit door leading to the emergency stairwell. However they are not clearly labelled and is disguised as air grills that could potentially mislead occupants.</p> <p><b>Auditor's Recommendation:</b><br/>To update emergency light exit housing with directional arrows and install appropriate/recommended signs on the door.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |  |


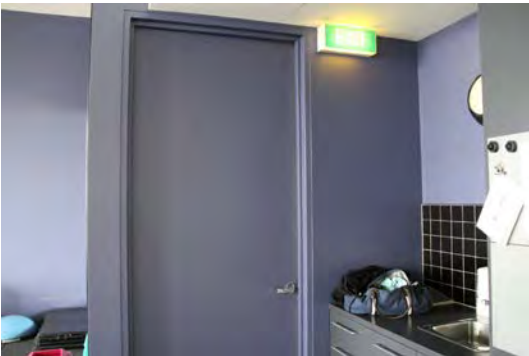




| Item  | Details  |  | Photographic Details   |   |
|---|--|--|--|---|
| <p>53.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels throughout the building.</p> <p><b>Finding:</b><br/>Electrical meter cupboards are not labelled. The cupboards are also missing door hardware making it hard to open unless fingers are jammed between the carpet and the door.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage and door hardware.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |    |   |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p>54.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels throughout the building.</p> <p><b>Finding:</b><br/>Telecommunication cupboard are not labelled. The cupboard is also missing door hardware making it hard to open unless fingers are jammed between the carpet and the door.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage and door hardware.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |



| Item  | Details   |  | Photographic Details   |  |
|---|---|--|--|--|
| <p>55.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Apartment levels 26.</p> <p><b>Finding:</b><br/>Materials stored in common area which is an emergency stairwell.</p> <p><b>Auditor's Recommendation:</b><br/>Notify the resident and clean the area from any obstructing materials.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
| <p>56.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Private apartment levels throughout the building.</p> <p><b>Finding:</b><br/>Auditors could access the private apartments (25, 26 and 28) when using a general access key to the elevators. This highly compromises the security of private lot owners.</p> <p><b>Auditor's Recommendation:</b><br/>Review access control system and program keys to access to specified floors and restrict access to everyone.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |



## Part 5: Detailed Safety Report



### Recreational Area



| Item | Details   |  | Photographic Details   |  |
|------|---|--|--|--|
| 57.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area gym.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Exposed electrical cabling to power treadmills causing a trip hazard.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Tape down the cables to the carpet to eliminate hazard.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 58.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area gym.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Emergency exit door is not labelled.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

| Item  | Details   |  | Photographic Details   |  |
|---|---|--|--|--|
| <p>59.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area gym.</p> <p><b>Finding:</b><br/>Emergency exit door is not labelled.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>60.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area gym.</p> <p><b>Finding:</b><br/>3 bar bells are not operating as designed; they are not rotating and unable to change weights.</p> <p><b>Auditor's Recommendation:</b><br/>Replace and remove the broken equipment so it doesn't impact any patrons.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |


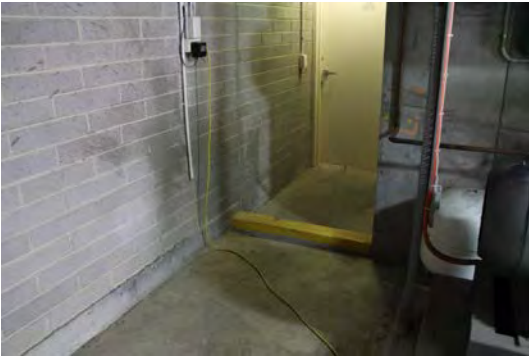
| Item   | Details   |  | Photographic Details   |   |
|--|---|--|--|---|
| 61.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>No pool depth marker and no diving signage on pool concourse as per guidelines for safe pool operation by Royal Life Saving Victoria.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>                | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 62.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>No decal on glass doors which could result in patrons walking directly into the glass.</p> <p><b>Auditor's Recommendation:</b><br/>Install decal or similar safety stickers as present on the front glass entry door on the ground level.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |

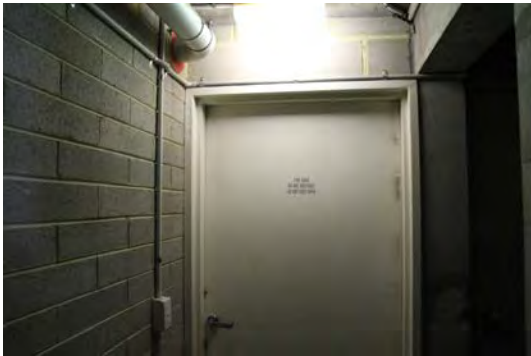
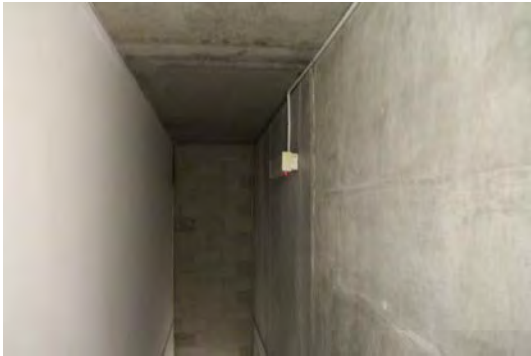
| Item  | Details   |  | Photographic Details   |  |
|---|---|--|--|--|
| <p>63.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>Appropriate signage to sauna and indicating the temperature and etiquette not present.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>64.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>Male and Female change room signage is not clear due to frosting, which could result in opposite sex walking into the wrong change room.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage that is clearly visible.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

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| <p>65.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>Fire hose reel not labelled which makes it very difficult to find in an emergency when looking side on from any end of the pool.</p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |  |
| <p>66.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>Patrons on the other side of the pool plant room will not be able to see the portable extinguisher signage as it is currently displayed only on one side.</p> <p><b>Auditor's Recommendation:</b><br/>Relocate signage as per diagram and install on the corner of the wall so that it can be clearly visible from the other side of the plant room.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  |

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| 67.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>Sharp raised edges to pit lids could cause a trip hazard.</p> <p><b>Auditor's Recommendation:</b><br/>Reset the height of each pit lid to make it flush with the finish floor levels.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>                                 | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
| 68.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>No decal on glass doors which could result in patrons walking directly into the glass.</p> <p><b>Auditor's Recommendation:</b><br/>Install decal or similar safety stickers as present on the front glass entry door.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |    |   |
|  |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
|  |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |






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| <p>69.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area pool.</p> <p><b>Finding:</b><br/>Male change room door stopper is broken resulting in sharp edges. Additionally if the door is push hard enough, the handle will crack the tiles.</p> <p><b>Auditor's Recommendation:</b><br/>Install a new door stopper.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>70.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area plant room.</p> <p><b>Finding:</b><br/>Exposed electrical lead causing a trip hazard. This lead is currently powering a fan.</p> <p><b>Auditor's Recommendation:</b><br/>Remove the lead and install a new GPO on the other side where required.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>          | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

| Item  | Details   |  | Photographic Details   |  |
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| <p>71.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area plant room.</p> <p><b>Finding:</b><br/>Emergency fire exit door is sticking on the door jams making it very hard to open.</p> <p><b>Auditor's Recommendation:</b><br/>Service the emergency fire exit door through the essential service provider.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>72.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Recreational area plant room.</p> <p><b>Finding:</b><br/>Emergency exit light number 208 not operating.</p> <p><b>Auditor's Recommendation:</b><br/>Replace the globe through the essential service provider.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>  | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

## Part 6: Detailed Safety Report



### Roof



| Item | Details  |  | Photographic Details   |
|------|--|--|--|
| 73.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Signage to roof and roof plant room missing.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>Install appropriate 'authorised personnel only' signage.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <br><br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| 74.  | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p>Quote: <input type="checkbox"/></p> <p><b>Finding:</b><br/>Catwalk ramp not installed over water pipes resulting in trade's men crushing the pipe due to walking over them.</p> <p>Proceed: <input type="checkbox"/></p> <p><b>Auditor's Recommendation:</b><br/>To install a similar catwalk ramp as currently installed over the condenser water pipes.</p> <p>No Action: <input type="checkbox"/></p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <br><br><p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |



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| 75.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Catwalk ramp not installed over water pipes resulting in trade's men crushing the pipe due to walking over them.</p> <p><b>Auditor's Recommendation:</b><br/>To install a similar catwalk ramp as currently installed over the condenser water pipes.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><br><br><br><br><br><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |  |



Condenser water pipes cat way example.




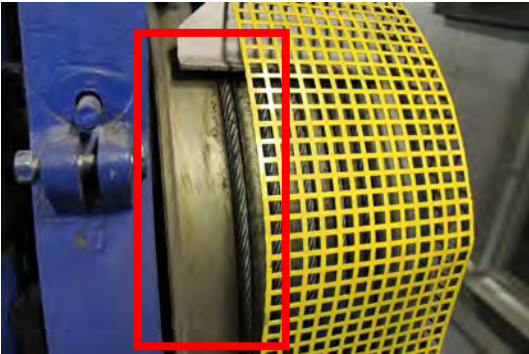
| Item  | Details   |  | Photographic Details   |  |
|---|---|--|--|--|
| <p>76.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Due to the age of the building, some of the pipe markings have deteriorated to the level where it is not possible to read.</p> <p><b>Auditor's Recommendation:</b><br/>Install new appropriate/recommended signage.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>                         | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>                                 |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>77.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>The guards on side of the water tanks are allowing fingers to get caught in the belt drive.</p> <p><b>Auditor's Recommendation:</b><br/>Install additional brackets and tighten existing brackets to ensure fingers cannot access the area.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |  | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |

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| <p>78.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof and pool plant area (behind pool).</p> <p><b>Finding:</b><br/>Material Safety Data Sheet missing for all pool chemicals.</p> <p><b>Auditor's Recommendation:</b><br/>Affix Material Safety Data Sheet where chemicals are stored.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |   |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>79.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Eye wash station missing signage. Further it is very hard to access the wash with one isolated button located under the sink.</p> <p><b>Auditor's Recommendation:</b><br/>Install a foot operated eye wash to allow easy use of eye wash when required.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>            |    |  |
|   |   |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>                                 |

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| <p>80.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Catwalk ramp not installed over water pipes resulting in trade's men crushing the pipe due to walking over it.</p> <p><b>Auditor's Recommendation:</b><br/>To install a similar catwalk ramp as currently installed over the condenser water pipe.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |    |  |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |
| <p>81.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Hand rail missing along both facade walls (north &amp; south) which could lead to anyone falling over the edge. Hand rails are required when the parapet is less than 1.2m in height.</p> <p><b>Auditor's Recommendation:</b><br/>Continue the current hand rails system all the way to the end to comply OH&amp;S requirements.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p><br><p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>            |    |  |
|   |  |   | <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |

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| <p>82.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Currently there are 2 anchor points on the north &amp; south side of the roof. The anchor system is archaic potentially allowing tradesmen to fall over the roof with 10 meters of slack rope.</p> <p><b>Auditor's Recommendation:</b><br/>To install a third anchor point in the middle of the roof as shown in the picture. This will act as a failsafe system which will not permit excess slack rope.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/>   |  |
| <p>83.</p> <p>Quote: <input type="checkbox"/></p> <p>Proceed: <input type="checkbox"/></p> <p>No Action: <input type="checkbox"/></p> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Electrical conduits overtime has become brittle and is breaking away leaving exposed live cables.</p> <p><b>Auditor's Recommendation:</b><br/>To engage a suitably qualified contractor to replace the conduit.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> |  <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |  |



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| 84.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof.</p> <p><b>Finding:</b><br/>Due to the movement and vibration of the condensed water pipes over time, the block work wall has deteriorated and collapsed in the area.</p> <p><b>Auditor's Recommendation:</b><br/>To engage a suitably qualified contractor to repair and prevent a complete collapse.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul>                                   | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/> | <div style="border: 1px solid black; padding: 5px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> </div>   |  |
| 85.<br><br>Quote: <input type="checkbox"/><br><br>Proceed: <input type="checkbox"/><br><br>No Action: <input type="checkbox"/> | <p><b>Hazard:</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• NA</li> </ul> <p><b>Location:</b><br/>Roof elevator room.</p> <p><b>Finding:</b><br/>Unsafe hand guards to both lift motors.</p> <p><b>Auditor's Recommendation:</b><br/>Both lift motors have been retrofitted with hand guards to prevent from fingers being caught. However the hand guards needs to be extended to cover the entire drive shaft as fingers can still be caught.</p> <p><b>Auditor's Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Required</li> <li>• Risk of Injury</li> <li>• Risk of Serious Injury</li> <li>• Risk Of Death</li> </ul> | <input checked="" type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><br><input type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/> | <div style="border: 1px solid black; padding: 5px;">  </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Cost Estimate:</b></p> <ul style="list-style-type: none"> <li>• \$0 to \$500</li> <li>• \$501 to \$1000</li> <li>• \$1001 to \$1500</li> <li>• \$1501 to \$2000</li> <li>• &gt;\$2001</li> </ul> </div> |  |

## Part 7: Contractors Working Agreement

Read carefully and prior to signing

I/We .....of ..... will perform the works that we have been engaged to perform in a manner that is fully compliant with the Occupational Health & Safety Act 1985 (or as revised and / or amended). We will provide a works procedure & Safe Work Method Statement (SWMS) prior to the commencement of the works.

### 1. Introduction

Safety is everybody's business. It is the responsibility of everyone to be proactive with safety. If you see a Hazardous situation

- Fix it,
- Inform the persons(s) responsible,
- Report it to the Committee, Caretaker or Owners Corporation Manager
- Don't leave the hazard until you have taken preventative measures to isolate the hazard
- In the case of not being able to fix the situation leave the area in a manner that the hazard is clearly visible with indication of the hazard.

If you are unsure of the correct and safe way of doing a job, ask, don't take chances. The right commitment and attitude to safety is required.

### 2. Reporting Injuries and Accidents

Each occupational Injury or Illness, however small, must be reported immediately to the Body Corporate Manager. All accidents involving damage to property, equipment and materials, including motor vehicle accidents that occur on the property of the Body Corporate must be immediately reported to the Body Corporate Manager.

### 3. Conduct

No contractor shall present themselves for work under the influence of alcohol or drugs. These people are a hazard to themselves and others.

#### 3.1. Alcohol

No contractor shall be allowed to bring any alcoholic beverages or non-prescribed drug onto site at any time.

#### 3.2. Fighting

Fighting on site will not be allowed.

### 4. Personal Protection

All contractors that are employed to work on Body Corporate property are obligated to

Provide any and all personal protective equipment necessary to perform their works and to ensure the safety of their employees and the general public.

Use all necessary equipment to perform the works in the safest manner possible, including but not limited to:

- Ladders
- Scaffolding
- Scissor lift / Boom
- Safety harness, inertia reels, restraint lines
- Perimeter handrails / fall protection
- Isolation barriers and temporary fencing

- Hearing protection must be worn wherever high noise levels have been identified; ex. Jackhammer, grinding, explosive power tools, pile driving, impact tools.
- Eye protection is compulsory in designated eye protection areas, or when using power tools or machinery, mowers etc, or when in the vicinity of electric arc welding.
- Wear the appropriate gloves when handling any materials or substance which might cause harm to your hands.
- Use filter masks or the appropriate respirators in dusty or fume filled conditions.
- Sun protection cream with an appropriate UV level should be worn when working outside.

## 5. Housekeeping

Good housekeeping on Body Corporate property is mandatory, and every Contractor must do his part daily in this activity to keep the property clean for the reasons of safety and efficiency. Materials should be stored in designated areas and in a manner that does not impede the access to and from the property.

## 6. Tools & Equipment

Tools and equipment that is used on Body Corporate property will be in good order and condition with all of the necessary guards in place and in a fully operational condition. No tool or equipment will be used in a manner that does not comply to the requirements of the manufacturer.

## 7. Electricity

All portable and semi-portable, electrical equipment should be tested by a Certified Electrician and a label fixed to equipment showing date of inspection and equipment plant number. Details of the inspections should be recorded and be available upon request.

### 7.1.1. Electrical Contractors

Electrical installations are to be performed compliant to and in accordance with the Australian Standard 3000:2000 (SAA Wiring Rules) and are tested and connected in accordance with recognised procedures, using suitable testing equipment.

### 7.1.2. Isolation and danger tagging

Before working on any electrical equipment it must be isolated from power, and/ or the correct locking and / or danger tagging procedure following where applicable.

### 7.1.3. Power leads

Keep all power leads off the ground or floor where practical and place them so that they cannot be damaged. Electric leads must be properly earthed and must not exceed 30m in length. Double adaptors and piggy back plugs must not be used.

## 8. Manual Handling

Utilize good manual handling techniques to perform the works that you have been engaged to complete. Utilize mechanical equipment that is appropriate for the task that is at hand.

## 9. Working at Height

When a contractor is required to work at height, preventative steps will be taken to minimize the risk of fall. The requirements of the Occupational Health & Safety (prevention of Falls) Regulations 2004 and use the "hierarchy of control of risk's" as per Part 2 Regulation 205 to control the risk of falls.

## 10. Ladders

Only approved ladders shall be used. They shall comply with relevant Australian Standards or a code of practice approved under relevant legislation. No electrically conductive ladder shall be used around live power cables.

### 10.1.1. Before Use

Before using any ladder, check for faulty rungs or side rails. Do not use if damaged. Approved Australian Standard markings must be affixed to all approved ladders.

### 10.1.2. Positioning

A ladder should be placed with its foot approximately one quarter of its length away from the wall or construction to be accessed. Where possible, place the ladder clear of walkways and traffic ways.

### 10.1.3. Condition

Keep ladders in good condition, position them in a safe manner and extend them a minimum of one metre beyond the landing place. All ladders must be tied or other wise secured in position at the top and bottom. The ladder must be held at the base by an assistant while the ladder is being secured.

### 10.1.4. Planks

No ladders shall be used to support planks.

### 10.1.5. Scaffolds

All scaffolds shall be erected, altered or dismantled strictly in compliance with the relevant scaffolding regulations using authorised and fully trained persons only.

### 10.1.6. Access

Ladder access shall be provided to, and made secure at, every platform working level.

### 10.1.7. Wheels

Always check that wheels of a mobile scaffold are locked before using the scaffold. No person is to be on a mobile scaffold when it is being moved.

## 11. Hazardous Substances / Chemicals

When using chemicals or hazardous substances, Material Safety Data sheets will be acquired from the manufacturers and will be available for viewing, the requirements of the Material Safety Data sheets will be complied with in full. All hazardous substances will be used compliant to the Occupational Health & Safety (Hazardous substances) Regulation 1999.

## 12. Warning Signage

Warning signs should be used when there is a need to warn people of the hazardous events that are taking place. Events such as explosive power tools, risk of things falling from above, equipment or plant that is out of order, scaffold that is incomplete etc.

## 13. Excavations and Trenches, Pits and Shafts

Trenches over 1.5 metres deep in all materials shall be sloped/ battered or shored in an approved manner or in accordance with relevant legislation and codes of practice.

### 13.1.1. Ladders

In each trench one metre deep or more where employees are working, ladders shall be provided in accordance with relevant legislation and codes of practice to provide safe egress from trench.

### 13.1.2. Inspection

Excavations and trenches shall be inspected daily by a competent person. If there is evidence of slides or cave-ins, all work in the exposed area shall cease until necessary precautions have been taken for the protection of the employees.

### 13.1.3. Guards

Protect all openings into shafts, ducts, stairs or lift wells with substantial full height guards. Do not remove them, without authority.

#### **13.1.4. Covers**

Protect all pits, shafts or floor penetrations with secured covers.

#### **13.1.5. Below the work space**

When working in shafts or in lift or stairwells, ensure that there are no workmen below. Prior to the commencement of the works take all necessary steps required to isolate the area, install barriers and notices to stop access below the work space. Provide fully trained spotters to maintain the safety of the area below the work space.

#### **13.1.6. Jumping**

Do not jump down from platforms or into trenches. Use ladders or steps.

#### **13.1.7. Openings**

Excavations, floor openings or holes shall be protected by approved guard rails or covers. If covers are used they must be used in conjunction with steel mesh of an approved size built into the hole or opening. The covers shall be strong enough to support the loads imposed upon them, shall be secured to prevent accidental displacement and should be marked "DANGER HOLE BENEATH"

### **14. Protrusions**

Protruding nails, tie down bolts, reinforcing rods, mesh bars, tubing, conduit, flashing materials, cabling etc. are removed, bent over, flagged or guarded to eliminate / reduce the risk of injury.

### **15. Task Lighting**

Provide task lighting that is required to perform the works or to permit safe travel through the property.

### **16. Crane or Hoist Work**

Obey any instructions given by a Dogman, Crane Chaser or Rigger who is directing crane operations on Body Corporate property. Only certified or permitted persons are allowed to carry out slinging operations and direct crane movements.

### **17. First Aid**

A compliant and fully equipped first aid kit will be provided by the contractor and will be maintained within the workplace.

### **18. Fire Control**

Fire equipment will be available when there is a potential risk of fire; flammable paints and / or liquids are used or stored. No works will be performed that contravene a total fire ban.

### **19. Licences**

Ensure that appropriate licences and certificates of competency are held for the required performance of the works.

### **20. Vehicles, Plant and Equipment**

No person shall drive or operate any vehicle, plant mobile or other equipment, unless they possess the appropriate certificate or permit.

DO NOT USE any vehicle, plant or equipment for which you do not know the correct procedures for safe operation. You must not operate any vehicle, plant or equipment, which you are not confident that you can effectively control or have not been adequately trained to operate.

## 21. Insurances

Ensure that all of the applicable insurances are in force and are current at all times, workers compensation, public liability, professional indemnity etc. A certificate of currency is to be provided prior to the commencement of the works.

Company Name.....

Contractors Name.....

Licence Number (if applicable).....Type of licence.....

Contractors Signature.....Date...../...../.....

Witness Signature.....Date...../...../.....

## Part 8: Sub-Contractors Application

### 1. The Applicant:

|  |      |                    |
|--|------|--------------------|
| Trading name (Sole trader / Partnership / Company)                               |      |                    |
| Business Address   |      | Post Code          |
| ACN:   | ABN: | Established Since: |
| Type of business / Trade (eg: Plumber, Electrician, Handyman, Gardener, Painter) |      |                    |

### 2. Names of Partners & Directors

| Full Name | Address | Qualification or Experience |
|-----------|---------|-----------------------------|
|           |         |                             |
|           |         |                             |
|           |         |                             |

### 3. Telephone Numbers & Insurance Details

|  |   |                                |
|--|---|--------------------------------|
| Phone: Business  | Mobile:   | Facsimile:                     |
| License Number: (If Applicable)  | Do you belong to any Trade Organisations?<br>Yes / No (please circle)<br>Name Of Organisations: | Years of Experience in Trade:  |
| Do You Hold Public Liability Insurance?<br>Yes / No (please circle)  | Name of Insurer:  | Policy Number:<br>Expiry Date: |
| Do You Hold Workers Compensation Insurance?<br>Yes / No (please circle)  | Name of Insurer:  | Policy Number:<br>Expiry Date: |
| Do You Hold Professional Indemnity Insurance?<br>Yes / No (please circle)  | Name of Insurer:  | Policy Number:<br>Expiry Date: |
| Do have email facilities: Yes / No (please circle) If Yes do you prefer to be notified by email Yes / No (please circle)   |   |                                |
| Your email address:  |   |                                |
| <p><b>NOTE TO CONTRACTORS</b></p> <p>PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE, COPY OF ALL RELEVANT LICENSES AND A COPY OF A WORKSAFE VICTORIA TICKET-RED.</p> <p>* Note: It is advisable that a new agreement be signed by all contractors annually</p> |   |                                |

## 4. Insert Work Rates & Other Information Required

|  |   |
|--|---|
| Initial call out fee (If applicable)   | \$  |
| Hourly rate  | \$  |
| Do you charge for quotes?  | Yes / No (please circle)  |
| What is your response time?  |   |
| Do you work weekends?  | Yes / No (please circle)  |
| Do you work after these hours 7:00 AM to 6:00 PM?  | Yes / No (please circle)  |
| Are you prepared to attend emergency situations at any time Yes / No (please circle) if Yes  | Hourly Rate applicable \$   |
| Number of people employed in your business?  | Full Time Part Time   |
| Do you use Sub-Contractors?  | Yes / No (please circle)  |
| When you take holidays does your business still operate? Yes / No (please circle)  | If you take regular holidays state here times when you will not be able to attend to any work |
| If you use Sub-Contractors do you ensure they have Public Liability Insurance?   | Yes / No (please circle)  |
| What radius do you cover from your Business address?   | Km  |
| What Municipalities do you cover?  | Name municipalities   |
| Which vehicle/s will be used to attend to jobs?  | Year:<br>Make/Model:<br>Registration:   |
| Does your vehicle advertise your business name?  | Yes / No (please circle)  |
| What was your largest contract In the past 12months?   | \$<br>Nature of Contract:   |
| What was your business turnover (Last Financial Year)? (Only needs to be an estimate)  | \$  |
| Provide one business related reference (eg: Preferably some one you perform work on a regular basis)<br>Name or Company:<br><br>Address: | Contact name:<br><br>Buss Tel:<br><br>Mobile No:  |

## 5. Signature

|                          |   |
|--------------------------|---|
| Signed by applicant:     | Signature of witness:                             |
| Print name of applicant: | Print name of witness:<br><br>Address of witness: |



## Important Information:

*The information provided herein will be kept strictly confidential in accordance with the Roscon Group of Companies Privacy Policies, which are available on request.*

*The Applicant understands that RPM is not under any obligation to provide any work to the applicant. Any work the applicant performs on behalf of RPM the applicant undertakes to perform such work in a good workman like manner. The applicant agrees to guarantee all work performed on behalf of RPM. All work carried out by the applicant will comply with Australian Standards and any other Industry Standards which may be applicable to the applicants business. The Applicant will at all times comply with Work Safe procedures and other Occupational Health and Safety Regulations. The Applicant, when performing work on behalf of RPM will dress in appropriate work clothing appropriate for that particular trade or business. RPM is a quality assured company and holds ISO-9000:2001 International Certifications and therefore expects its sub-contractors to display the same professionalism when carrying out work on behalf of RPM. The applicant will indemnify RPM and hold RPM indemnified from and against all actions, claims, demands, losses, costs, damages, and other expenses (including without limitation reasonable legal costs on a solicitor and own client basis) ("the loss") in relation to or arising from: (a) death, bodily injury or damage to property suffered by any person or persons whatsoever including members and occupiers of any property or part thereof which the applicant is carrying out works (b) except to the extent that the loss is caused or contributed to by RPM wilful act or negligence.*

*The Applicant whilst performing work on behalf of RPM shall not:*

- *Solicit work from any entity RPM has provided to the applicant either directly or indirectly*
- *Solicit any person, Body Corporate or Company which RPM has provided a lead to the Applicant*
- *Promote their own individual business to clients of RPM*
- *Use machinery or tools which are not suitable or safe for a particular job*

## Part 9: Safety Inspections Notations Sheet

|                                |  |
|--------------------------------|--|
| BUILDING NAME: (if applicable) |  |
| STRATA PLAN NUMBER:            |  |
| SITE ADDRESS:                  |  |

| DATE OF INSPECTION: | INSPECTED | INSPECTORS ID                    |
|---------------------|-----------|----------------------------------|
| July 2014           | PRA – 100 | Roscon Property Services Pty Ltd |
| July 2015           |           |                                  |
| July 2016           |           |                                  |
| July 2017           |           |                                  |

### Safety Updates

It is a requirement of the Occupational Health & Safety Act 2004 that control measures be put in to force to minimize the risks to injury of workers, self employed persons and members of the public and further that these control measures be monitored for effectiveness on a regular basis.

## Part 10: Safety Inspections Booking Request

|                               |  |
|-------------------------------|--|
| PROPERTY ADDRESS:             |  |
| CONTACT(S):                   |  |
| INSTRUCTIONS:                 | Perform an initial safety inspection   |
| FOLLOW UP INSPECTION REQUIRED | <input type="checkbox"/> Yes <input type="checkbox"/> NO                           |
| FREQUENCY OF INSPECTION       | <input type="checkbox"/> 6 MONTHLY <input type="checkbox"/> YEARLY                 |
| REGULAR INSPECTIONS           | <input type="checkbox"/> REGULAR <input type="checkbox"/> WHEN NOTIFIED / APPROVED |

### Authorisation

|            |         |
|------------|---------|
| PROCEED TO | SIGNED: |
|            |         |
|            | DATED:  |
|            |         |

|                                |  |
|--------------------------------|--|
| AUTHORISED REPRESENTATIVE NAME |  |
| PHONE NUMBER                   |  |

## Part 11: Risk Management Implementation Plan

|                                |  |
|--------------------------------|--|
| BUILDING NAME: (if applicable) |  |
| STRATA PLAN NUMBER:            |  |
| SITE ADDRESS:                  |  |

| Item to be Addressed | Person(s) to address item | Proposed implementation date | Job Complete Date | Review Date if applicable |
|----------------------|---------------------------|------------------------------|-------------------|---------------------------|
|                      |                           |                              |                   |                           |
|                      |                           |                              |                   |                           |
|                      |                           |                              |                   |                           |
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|                      |                           |                              |                   |                           |
|                      |                           |                              |                   |                           |
|                      |                           |                              |                   |                           |

## Standard Procedures for Working at Heights

WHEN WORKERS OR CONTRACTORS ARE CLEANING GUTTERS, EXTERNAL WINDOWS, SKYLIGHTS, AND ROOFS OR PAINTING THE OUTSIDE OF A BUILDING THEY OFTEN ARE OPERATING AT HEIGHTS WHERE A FALL COULD CAUSE SERIOUS INJURY OR DEATH. HIGH WIND, RAIN, AND EQUIPMENT FAILURE MAY ALSO INCREASE THE RISK.

Assess the risk in your workplaces. To manage it, apply the hierarchy of controls.

### A. ELIMINATION

If workers or contractors can avoid at heights, they should do so.

### B. SUBSTITUTION

Wherever possible use extensions on cleaning equipment to reach high areas.

### C. SEPARATION

Not a viable option

### D. REDESIGN

Consider using specialised equipment such as :

- Scaffolding;
- Suspended Scaffolding;
- Elevating Work Platforms;
- Ladders;
- Implement and document safe work practices in set –up, operating, and safe use of plant.
- For Example:
- Get on or off at a safe place;
- Follow Manufacturer’s instructions;
- Know the emergency procedures, e.g. how to lower suspended scaffolding in the event of a power failure;
- Ensure that fixed anchoring points are capable of supporting the load.

### E. Other Controls

These controls should only be adopted where it is not possible to adopt the control measures at A), B), C) and D) above. Administrative controls and personal protective equipment are less effective and require more frequent reviews or hazards, systems of work, equipment and training. The condition of the roof and surrounds will require inspection prior to commencement to ensure it is safe and structurally sufficient. That intermediate supports for static lines do not exceed 6.0 –metre spacing unless specifically designed to do so.

### F. ADMINISTRATION

Make sure equipment conforms to Australian Standards. Look for the AS compliance plate. Ensure only trained and certified people operate equipment. Have equipment checked and maintained regularly.

### G. PERSONAL PROTECTION EQUIPMENT (PPE)

Consider all other control options first.

Provide safety devices (harness or belt) and train workers in their proper use ensure anchoring points are installed by an Engineer or other qualified person and ensure anchoring points are tested at least on once every 12 months by an Engineer who has experience and competence to assess the integrity of a building or structure an Anchorage point (AS 1891.4:2000).

Working from roofs is a complex issue; the above should be read by the Contractor in conjunction with the Contractors SWMS

## TERMS AND CONDITIONS

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**The following information is very important and forms an integral part of this report.**

Before you decide to purchase / occupy this property you should read and understand the following important information. It will help explain what is involved in a Standard Property Inspection, the difficulties faced by an inspector and why it is not possible to guarantee that a property is free of defects, latent or otherwise. This information forms an integral part of the report. The general adequacy of site drainage is not included in the Standard Property Inspection Report. Comments on surface water drainage are limited as where there has been either little or no rainfall for a period of time, surface water drainage may appear to be adequate but then during periods of heavy rain, may be found to be inadequate. Any comments made in this section are relevant only in light of the conditions present at the time of inspection. It is recommended that a Smoke Test be obtained to determine any illegal connections, blocked or broken drains

## THIS IS A VISUAL INSPECTION ONLY AND IN ACCORDANCE WITH AS4349.1

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This visual inspection is limited to those areas and sections of the property fully accessible and visible to the Inspector at the time and on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving objects including, but not limited to, foliage, mouldings, roof insulation/sarking membrane, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The Inspector CANNOT see inside walls, between floors, inside skillion roofing, inside the eaves, behind stored goods in cupboards, or other areas that are concealed or obstructed. The inspector DID NOT dig, gouge, force or perform any invasive procedures. In an occupied property it must be understood that furnishings or household items may conceal defects which may only be revealed when the items are removed. No detailed inspection is inferred to external areas over 3.6 metres above the natural ground level.

## SCOPE OF REPORT

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The Standard Property Report is not intended as a certificate of compliance of the property within the requirements of any Act, regulation, ordinance or by-law, or, as a warranty or an insurance policy against problems developing with the building in the future.

## LIMITATIONS

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Nothing contained in the Report implies that any inaccessible or partly inaccessible area(s) or section(s) of the property being inspected by the Inspector on the date of the inspection were free from defects latent or otherwise.

No responsibility can be accepted for defects, which are latent or otherwise not reasonably detected on a visual inspection without interference with or removal of any of the structure including fixtures or fittings within the building.

This Standard Property Report does not contain any assessment or opinion in relation to any item, which is the subject of a Special Purpose Property Report (as defined in AS4349.1), or any matter where the inspection or assessment of which is solely regulated by Statute. Special Purpose Property Reports include comment on the following: Common property areas, environmental concerns such as sunlight, privacy, streetscape and views. Proximity of property to flight paths, railways and busy traffic or other neighbourhood issues. Noise levels, health and safety issues including the presence of asbestos or lead. Heritage concerns. Security or fire protection. Analysis of site drainage apart from surface water drainage. Swimming pools and spas. Detection and identification of illegal and unauthorised building and plumbing work. Durability of exposed finishes.

## IMPORTANT INFORMATION

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Any person who relies upon the contents of this Report does so acknowledging that the above clauses, definitions and disclaimers that follow define the Scope and Limitations of the inspection and form an integral part of the report.

## DISCLAIMER OF LIABILITY

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No liability shall be accepted on account of failure of the Report to notify any problems in any area(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Inspector (including but not limited to any area(s) or section(s) so specified by the Report.

## DISCLAIMER OF LIABILITY TO THIRD PARTIES

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This report is made solely for the use and benefit of the Client named on the front of this report. No liability or responsibility whatsoever, in contract or tort, is accepted to any third party who may rely on the Report wholly or in part. Any third party acting or relying on this Report, in whole or in part, does so at their own risk.

## REPORT DEFINITION

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This report is limited to a visual inspection of areas where reasonable access is available at the time of inspection. It does not purport to be geological as to foundation integrity or soil conditions, engineering as to structural, nor does it cover the condition of electrical, plumbing, gas or motorised appliances. It is strongly recommended that an appropriately qualified contractor check these services prior to purchase.

As the date of this report we have identified the items as listed herein, we do not accept any responsibility for items which may be damaged after the inspection has been completed.

As a matter of course, and in the interests of safety, all prospective purchasers should have an electrical report carried out by a suitably qualified contractor.

This report is limited to (unless otherwise noted) the main structure on the site and any other building, structure or outbuilding specifically named within the report.

This Report attempts to assist in judging a building according to its age and level of maintenance and in providing relative comparisons. This inspection and report is not to be considered all encompassing dealing with a building from every aspect. Rather it should be seen as a reasonable attempt to identify any significant defects visible at the time of the inspection. It is unrealistic to expect comment on minor defects or imperfections in the Standard Property Report. If this is required, a Special Purpose Property Report is recommended.

Whilst buildings may have many pleasing features there are few without defects and many are due naturally to age deterioration. Subject to the level of maintenance on the building it is common for the number of faults to have increased with age.

All items that are considered to be concealed or latent defects are excluded.

**Shower Recesses:** Tests may be made on shower recesses to detect leaks (if water is connected). The tests may not reveal leaks or show incorrect waterproofing if silicone liquid or masonry sealant has been applied prior to the inspection. Such application is a temporary waterproofing measure and may last for some months before breaking down. The tests on shower recesses are limited to running water within the recesses and visually checking for leaks. As showers are only checked for a short period of time, prolonged use may reveal leaks that were not detected at the time of inspection. No evidence of a current leak during inspection does not necessarily mean that the shower does not leak.

**Glass Caution:** Glazing in older houses (built before 1978) may not necessarily comply with current glass safety standards AS1288. In the interests of safety, glass panes in doors and windows especially in trafficable areas should be replaced with safety glass or have shatterproof film installed unless they already comply with the current standard.

**Stairs & Balustrades:** Specifications have been laid down by the Australian Building Code - Section 3.9 covering stairs, landings and balustrades to ensure the safety of all occupants and visitors in a building. Many balustrades and stairs built before 1996 may not comply with the current standard. You must upgrade all such items to the current standard to improve safety.

**Swimming Pools:** If a swimming pool is present it should be the subject of a Special Purpose Property Report. A detailed inspection on the status or serviceability of any swimming pool or associated pool equipment has not been carried out and is not within the scope of this report. Additionally, to adequately inspect a swimming pool, the water must be completely drained and all internal surfaces must be fully accessible.

This report may contain notable observations, together with what is considered to be helpful information and advice.

This report does not identify timber-destroying pests. A timber pest inspection report should be obtained from a qualified timber pest inspector.

If any cost of work estimates are given, these are merely opinions and should be taken as a general guide only. In the building industry, experience has shown that prices vary considerably and you must obtain independent quotations on any significant notable item from several contractors prior to purchase.

The operation of fireplaces, chimneys, alarm systems, intercom systems, electrical and mechanical appliances, air conditioning systems, smoke detectors and residual current devices have not been tested and are the subject of a Special Purpose Property Report. Should you require an inspection to be carried out on any item not specifically covered by this report, please request a Special Purpose Property Report on the specific item required.

No report is made on the presence, operation, installation or cabling of any free to air or pay television system.

## LIGHTING INSTALLATIONS

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It should be noted that this inspection was done during daylight hours and therefore the adequacy of lighting in darkness could not be directly assessed.

## ELECTRICAL INSTALLATIONS

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We have carried out a thorough visual inspection of the common property and assets visible from the common property areas. If there were any visible electrical installation issues they have been included in this section of the report. We have not carried out a thorough inspection of electrical installation and the main switchboard, as we are not qualified to do so, please ensure that a suitably qualified electrical contractor carries out a thorough visual inspection at least every 2 years, this inspection can be incorporated with the testing of the Residual Current Device if Community Circuits are present.

## PLUMBING, GUTTERS & DOWNPIPES AND ROOFS

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We have carried out a thorough visual inspection of the common property and assets visible from the common property areas. If there were any visible plumbing, gutters and downpipes or roof issues they have been included in this section of the report. We have not carried out a thorough inspection of the plumbing, gutters and downpipes and roof, as we are not qualified to do so, please ensure that a suitably qualified plumbing contractor (who is qualified to undertake roof inspections) carries out a thorough regular inspection. We will recommend a qualified plumber to inspect if an issue is found.

## LIFTS

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Please ensure that if lifts are in the building(s) that regular maintenance programs are in place. This report does not cover lifts.



## **PAINTING**

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Painting surfaces not exposed to the elements/corrosion should be included in the next painting cycle. Painting for astatic purposes is not included in this report.

## **AIR CONDITIONING**

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Only a general external inspection of air conditioning units is carried out where installed, therefore please ensure that if the Body Corporate has air conditioner(s) in the building(s) they have regular maintenance programs in place. This report does not cover air conditioning units and air condition cooling towers.

## **GLASS**

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This report only addresses glass requiring obvious replacement; It does not cover the Building Code, Australian Standard and safety requirements of glass installed in the common property.

## **PLANT AND EQUIPMENT**

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Please ensure that if the Body Corporate has plant and equipment in the building(s) that regular maintenance programs are in place for each piece of plant and equipment. This report does not cover plant and equipment.

## **BALCONY BALUSTRADES**

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Wherever balcony balustrades are installed, please be advised that a comprehensive inspection of balcony railings was not carried out as part of this report. Also this report is only a visual inspection of areas accessible from the common property, therefore all balcony balustrades are not viewed. If there are any visible signs of corrosion on the balustrade including fixings and/or if the balustrades are over 10 years old a detailed inspection and testing of balustrades should be undertaken.

## **PEST REPORTS**

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If there are any visible signs of termite damage it is included in this report. We have not carried out a pest inspection of the site; as we are not qualified to do so, please ensure that a suitably qualified pest inspection contractor carries out thorough regular inspections.

## **FIRE FIGHTING EQUIPMENT AND STATUTORY REQUIREMENTS**

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It has been assumed that any building needing fire fighting equipment to meet legislative requirements such as the Building Code of Australia 1996 did meet those requirements at the time of construction. We have not examined the fire safety requirements for the building and make no comment as to the adequacy of the measures found in the complex. We have not and do not assess the condition of any fire fighting equipment within the complex. If the Bodies Corporate wishes to ascertain its position with respect to fire safety compliance it may carry out its own assessment. We have provided you with a proposed set of Guidelines For Fire Evacuation in Section 4 of this report. These guidelines should be placed on the Body Corporate notice board. We have visually inspected the fire fighting equipment but have not carried out any testing and therefore cannot determine if the equipment has been tampered with or will be effective in case of fire.

**Rooms below ground level:** If there are any rooms under the house or below ground level (whether they be habitable or non-habitable rooms), these may be subject to dampness and water penetration. Drains are not always installed correctly or could be blocked. It is common to have damp problems and water entry into these types of rooms, especially during periods of heavy rainfall and this may not be evident upon initial inspection. These rooms may not have council approval.

The purchaser should make their own enquiries with the Council to ascertain if approval was given. Where the property is covered by an Owners Corporation (Strata Title), we strongly recommend that an Owners Corporation search be conducted to ascertain the financial position, the level of maintenance and any other relevant information available through the conduct of such an inspection.

## SERVICES

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**Important Notes:** In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.

## COST ESTIMATE

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The cost estimates that are provided within this report are the opinion of the inspector who performed the inspection. The cost estimate that is indicated, relates to the item that has been detailed within the report, allowance has been made for multiple item(s) that were observed at the time of the inspection and have not necessarily been detailed within the report. It is advised that applicable requests for quotation be called to provide an accurate costing of the works required, to make good the areas that were apparent at the time of the inspection. Although every effort has been taken to provide an accurate cost estimate, Roscon Group cannot guarantee that the written quotation will reflect the value indicated within the cost estimate.

### Roscon Property Services

**Offices** 150 Sydney Road Coburg VIC 3058 | Level 50, 120 Collins Street Melbourne VIC 3000

**Tel** 1800 767 266 | **Email** [info@roscon.com](mailto:info@roscon.com) | **Web** [roscon.com.au](http://roscon.com.au)

## Safe Work Method Statement

|           |                    |
|-----------|--------------------|
| Job Task: | Building Name      |
|           | Strata Plan Number |
|           | Site Address       |

### RISK IDENTIFICATION AND CONTROLS

Please include all discrete steps involved in the performance of the task **NOTE: The PPE required must be listed and the minimum PPE for each chemical must be listed as per the relevant MSDS.**

| R1 Risk without controls |                    | R2 Risk with controls |                     |    |
|--------------------------|--------------------|-----------------------|---------------------|----|
| Procedural step(s)       | Possible hazard(s) | R1                    | Safety control(s)   | R2 |
|                          |                    |                       |                     |    |
|                          |                    |                       |                     |    |
|                          |                    |                       |                     |    |
|                          |                    |                       |                     |    |
| Overall risk rating      |                    |                       | Overall risk rating |    |

## RISK RATING GUIDE

|            |   | Consequence  |                             |  |                      |
|------------|---|--|-----------------------------|--|----------------------|
|            |   | Death<br>Catastrophic Illness/Injury   | Major<br>Extensive Injuries | Moderate<br>Medical treatment required | Minor<br>No injuries |
| Likelihood | <b>Almost certain</b><br>Occurred before/expected | H  | H                           | S                                      | S                    |
|            | <b>Likely</b><br>Probably will occur              | H  | S                           | S                                      | S                    |
|            | <b>Moderate</b><br>May occur at some time         | H  | S                           | L                                      | L                    |
|            | <b>Unlikely</b><br>Unusual or rare situation      | S  | L                           | L                                      | L                    |
|            |   | <b>High (H)</b> – cease exposure immediately until protection, approved at senior management level, implemented. |                             |  |                      |
|            |   | <b>Significant (S)</b> – procedures alone may not be enough, senior management attention required.               |                             |  |                      |
|            |   | <b>Low (L)</b> – may be managed by routine procedures, some risks in this category may be acceptable.            |                             |  |                      |

## SPECIFIC TASK REQUIREMENTS

|  |
|--|
| <b>Qualifications or experience</b> <ul style="list-style-type: none"><li>•</li></ul>  |
| <b>Training</b> <ul style="list-style-type: none"><li>•</li></ul>  |
| <b>Engineering details, certificates, WorkCover approvals</b> <ul style="list-style-type: none"><li>•</li></ul>  |
| <b>Relevant codes of practice, legislation or standards</b> <ul style="list-style-type: none"><li>• Occupational Health &amp; Safety Act 2000</li><li>• Occupational Health &amp; Safety Regulation 2001</li></ul> |
| <b>Plant/equipment</b> <ul style="list-style-type: none"><li>•</li></ul>   |
| <b>Maintenance checks, site/workplace inspections</b> <ul style="list-style-type: none"><li>•</li></ul>  |

Suggested improvements (in order or priority)

Additional comments

**Assessment dates**

|                         |                         |                       |
|-------------------------|-------------------------|-----------------------|
| Initial assessment date | Current assessment date | Reassessment due date |
|-------------------------|-------------------------|-----------------------|

**Assessors**

| Name | Signature | Date |
|------|-----------|------|
| ▪    | ▪         |      |
| ▪    | ▪         |      |
| ▪    | ▪         |      |

**Recommendation**

Follow up required

| Name | Signature | Date |
|------|-----------|------|
| ▪    | ▪         |      |

**Approval**

| Name | Signature | Date |
|------|-----------|------|
| ▪    | ▪         |      |

*I have read and understand this Safe Work Method Statement*

| Name / Role | Signature | Date |
|-------------|-----------|------|
|             |           |      |
|             |           |      |
|             |           |      |
|             |           |      |

| Name / Role | Signature | Date |
|-------------|-----------|------|
|             |           |      |
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|             |           |      |