



## Occupational Health & Safety Report

1 Sample Street, Melbourne VIC 3022 Sample Only (PS 123456 - OC1 only)

- ✓ 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

Name	XXX
Company	Owners Corporation
Address	XXX

## Inspected & Compiled by

Inspector ID	LIJ-466
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13 December 2016

Dear XXX,

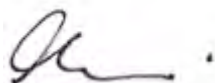
Thank you for using Roscon Property Services Pty Ltd for your Occupation Health & Safety report. I have attached a copy of the report that has been compiled by an experienced auditor.

Part 1	Detailed Safety Report
Part 2	Contractors Working Agreement
Part 3	Sub-Contractors Application
Part 4	Safety Inspection Notation Sheet
Part 5	Safety Inspection Booking Request
Part 6	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**

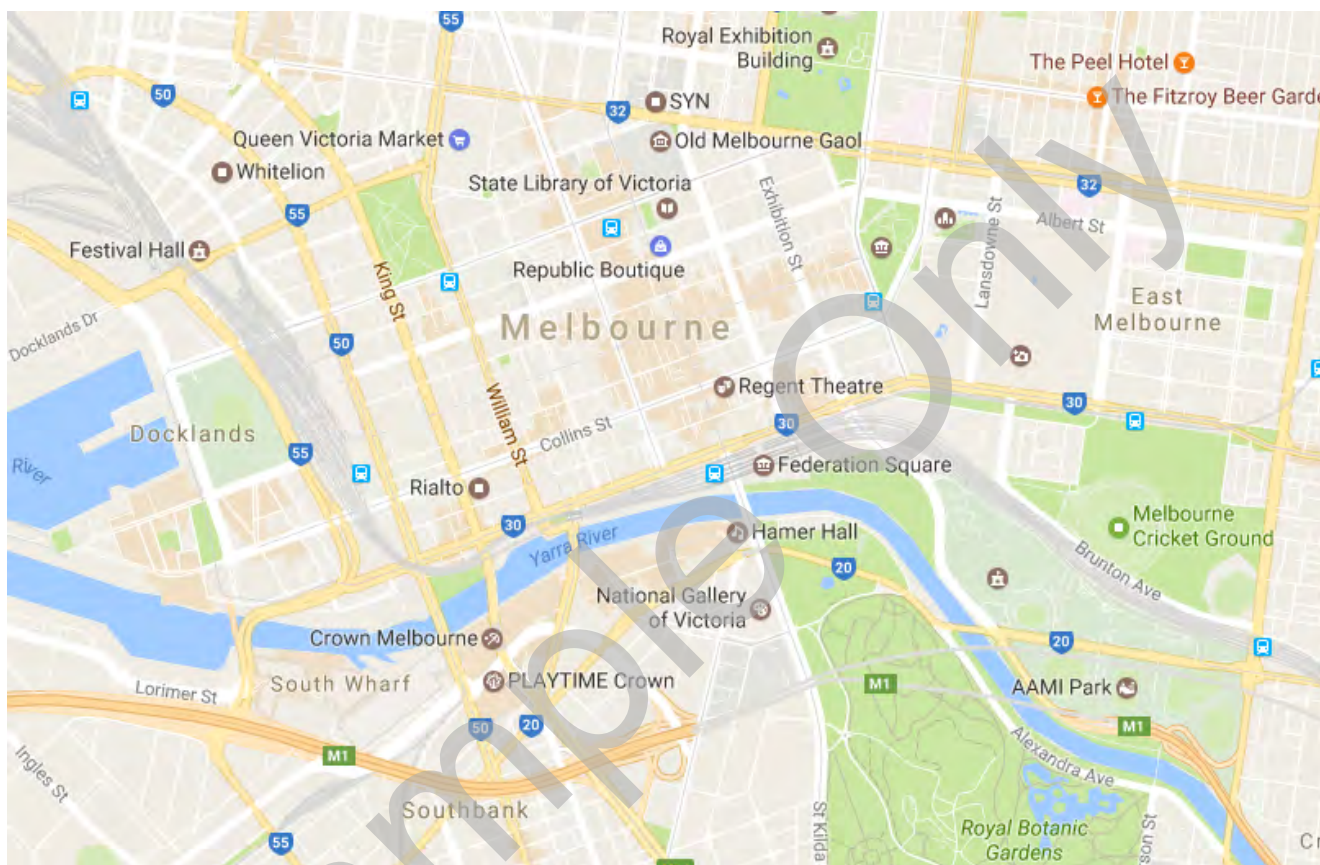


Paul Cummaudo  
Managing Director  
AREI, RBP, CRE, Licensed Estate Agent  
Registered Building Practitioner DB-U 13329, CB-U 4272  
Member REIV, MBAV, SCA, NCTI



## Location

1 Sample Street, Melbourne VIC 3022



## Priority Schedule - Risk Assessment


<b>HIGH PRIORITY</b>	Items listed under "High Priority" are items assessed as high risk of causing injury or death or are items located in high trafficable areas in which the probability of an injury is increased. It is strongly recommended that the items within this section to be rectified as soon as possible.
<b>MEDIUM PRIORITY</b>	Items listed under "Medium Priority" are items assessed as medium risk to the public, requiring maintenance or rectification as soon as practicably possible and prioritised after high priority issues have been rectified.
<b>LOW PRIORITY / MAINTENANCE</b>	Items listed under "Low Priority / Maintenance" are items assess as requiring maintenance as part of the buildings essential safety measures or general maintenance. These items include, lighting issues (including emergency & exit), paths of travel, missing fire suppression equipment, rubbish removal etc.
<b>RECOMMENDATIONS</b>	Items listed under "Recommendations" are items recommended to improve the current safety levels within the common areas. These items are not necessarily deemed hazardous, they are simply recommendations that will improve safety and benefit the occupants.

## Inspection Notes

Inspection of the common areas of OC 1 were carried out on 12/12/2016 at 9:00 am onsite. The property had various OH&S issues and structural concerns that were identified during time of inspection. The essential services items onsite were also in need of attention. Various water ingress related items were also located with in the carpark area of OC1 that needs addressing as they are causing deterioration of the concrete structure.



The following OH&S report provides a detailed summary, with photographic evidence, of all the safety hazards identified during the inspection at the property. All recommended rectification works are brief in nature and should be planned in much greater detail prior to being carried out. Additionally, all works completed should be done in accordance with the current NCC, Australian Standards, the Guide to Standards and Tolerances and all other relevant building codes and regulations.

## Part 1: Detailed Safety Report



HIGH PRIORITY		
Item	Details	Photo
<p>#1</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Central Walkway Southern Boundary adjacent Main switchboard assembly.</p> <p><b>Auditor's Finding:</b>            Penetrations of the electrical wiring are not sealed effectively and effects the fire integrity and is deemed as a fire hazard.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to seal the electrical wiring penetration into the masonry wall by implementing fire pillows and fire rated caulking.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#2</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Central Walkway Southern Boundary adjacent Main switchboard assembly.</p> <p><b>Auditor's Finding:</b>            Fire Hose reel cabinet had been found containing one single fire hydrant service and no fire hose. Therefore, the existing signage is incorrect.</p> <p><b>Auditor's Recommendation:</b>            Install the correct signage on the fire cabinet as per relevant Australian Standards. It is also recommended that a CO2 (carbon di-oxide) fire extinguisher be installed in the area adjacent to the Main switchboard to tackle the fire more appropriately during an emergency.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input checked="" type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>



HIGH PRIORITY

Item	Details	Photo
<p>#3</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Central Walkway Southern Boundary adjacent Main switchboard assembly.</p> <p><b>Auditor's Finding:</b>            Penetrations of the electrical wiring are not sealed effectively and effects the fire integrity and is deemed as a fire hazard.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to secure the connection of the electrical wiring penetration into the masonry wall is undertaken by implementing fire pillows and fire rated caulking.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input checked="" type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#4</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Central Walkway Fire Exit between Lot 18 and 16A.</p> <p><b>Auditor's Finding:</b>            Penetration of pipe gas lines and service pipes above the fire exit are not effectively seal in relation to fire integrity. In the case of a fire, this area would allow for smoke and toxic chemicals in/out of the area due to not being sealed appropriately.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to seal the area effectively to ensure fire exits and associated areas are secure during times of emergency.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>

HIGH PRIORITY


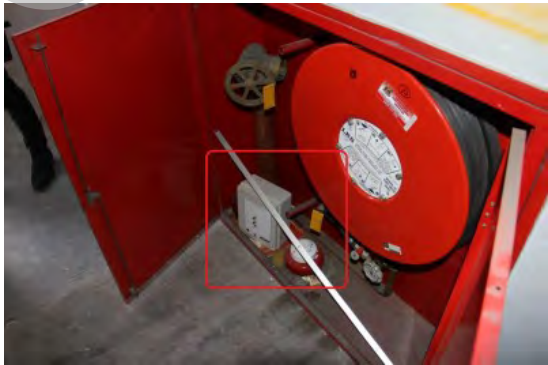
Item	Details	Photo
<p>#5</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input checked="" type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway Exit Sign</p> <p><b>Auditor's Finding:</b> The exit sign box does not house any form of existing exit light signage. In the case of emergency, those in the walkway will encounter trouble locating the fire exit and therefore may be prone to serious injury or death.</p> <p><b>Auditor's Recommendation:</b> Install the relevant exit sign signage into the exit sign box.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#6</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway Southern Boundary - Main switchboard</p> <p><b>Auditor's Finding:</b> The "Public Lighting &amp; Power" and "Electricity Meters Tenant 2" cabinets had been unlocked at the time of inspection.</p> <p><b>Auditor's Recommendation:</b> Install standard power industry pad locks locks on all unlocked cabinets to prevent unauthorised tampering with the services.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>




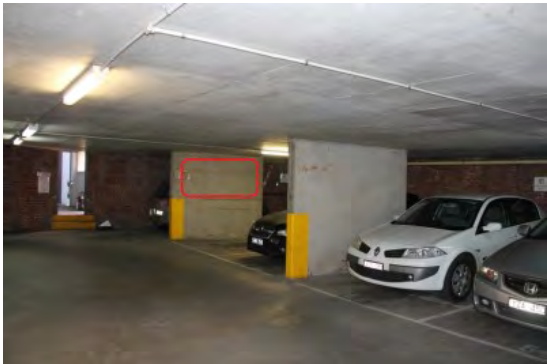
HIGH PRIORITY

Item	Details	Photo
<p>#7</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input checked="" type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> First Floor Common Area Walkway to Ground Level</p> <p><b>Auditor's Finding:</b> Staircases do not have appropriate slip restrictive nosing. The building code requires a minimum 30% luminance contrast. Additionally, the exit light had been found as not operating during the time of inspection. If the ESM contractor can establish that the exit signage is a Non-Maintained exit light then no action is required.</p> <p><b>Auditor's Recommendation:</b> Best practice is to set slip resistive strips with a luminance contrast greater than 30% to the very edge of the stairs. The width of the strips should be between 50-75mm on the landing and 25 to 35 mm on the rising. Engage a suitably qualified contractor to further assess the exit light and rectify any associated issues if found to be defective.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#8</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway Electrical Equipment Storage Area</p> <p><b>Auditor's Finding:</b> Redundant utilities/plant equipment component had been found within the common area space adjacent to electrical &amp; Essential services and can pose to be an obstruction and trip hazard.</p> <p><b>Auditor's Recommendation:</b> It is advised that these redundant parts be removed to allow for safer accessibility of the utilities.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>

HIGH PRIORITY



Item	Details	Photo
<p>#9</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            First Floor Common Area Walkway Stairwell adjacent Northern boundary</p> <p><b>Auditor's Finding:</b>            Entry opening on to staircase has a section of unfinished concrete which is deemed as a trip hazard.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to screed the section to create an even flush surface eliminating the trip hazard.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#10</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            First Floor Common Area Walkway Stairwell adjacent Northern boundary</p> <p><b>Auditor's Finding:</b>            Redundant ESM items and personal belongings found in hose reel cupboard causing obstruction to fire services is deemed as a hazard.</p> <p><b>Auditor's Recommendation:</b>            Please ensure there is no obstruction to fire services in the cabinet by disposing of redundant items appropriately.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>

HIGH PRIORITY



Item	Details	Photo
<p>#11</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            First Floor Common Area Walkway to first level Car Park adjacent northern boundary.</p> <p><b>Auditor's Finding:</b>            The existing fire door (identified by manufacturers tags) had been propped and unable to close. As the purpose of a fire door is to remain closed to prevent the spreading of fire, this is therefore in need to be rectified. The door also has non-compliant hardware (latches/dead bolts) fixed to it. No signage had been identified on the fire door. As this is a requirement, this is therefore non compliant and in need of installation Furthermore, a locking bolt mechanism had been found on the door. As the purpose of a fire door is to provide an escape for all of those accessing the area; if the bolt were employed during an emergency there may be no further path for those to escape.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to remove any non-compliant hardware and repair the self closer so as to make the fire door compliant.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#12</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Level 1 Car Park</p> <p><b>Auditor's Finding:</b>            The location of the Fire Hose Reel is out of view from those accessing the area. In the case of emergency, the knowledge of this area is key and may create a serious risk if not in view. It was also noted that there were no Evacuation diagrams in place in the common areas.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to install the required pop up signage on an open area to allow for further recognition of the location of the Fire Hose Reel. It is also essential to install Evacuation diagrams with Fire evacuation procedures in common areas to increase overall safety of occupants.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input checked="" type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>



HIGH PRIORITY



Item	Details	Photo
<p>#13</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> 1st level carpark adjacent car space 72.</p> <p><b>Auditor's Finding:</b> A live electrical lead was found to be running through common area causing trip and electrocution hazard. The lead was connected to a pick up truck adjacent carspot 72 and runs all way across the carpark to a GPO.</p> <p><b>Auditor's Recommendation:</b> Ensure the lead is removed from common area to eliminate the hazard.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#14</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Car space 82</p> <p><b>Auditor's Finding:</b> LPG containers for forklift stored in common area carpark is deemed as a fire hazard.</p> <p><b>Auditor's Recommendation:</b> OC to remind owner to remove the gas canisters from the carpark area to eliminate the hazard.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>

HIGH PRIORITY

Item	Details	Photo
<p>#15</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input checked="" type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Car Park - topmost level.</p> <p><b>Auditor's Finding:</b> Redundant HVAC equipment was found to be obstructing the fire services adjacent exit stairwell door. also the fire hose reel is causing leaks into the carpark level below.</p> <p><b>Auditor's Recommendation:</b> Engage contractor to remove the equipment so as to eliminate the obstruction and hazard.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#16</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input checked="" type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Carpark Entrance</p> <p><b>Auditor's Finding:</b> 'Speed limit 5km/hr' signage and height limit signage missing at entry of driveway.</p> <p><b>Auditor's Recommendation:</b> Install both signage to all entry carpark areas appropriately to eliminate collision hazards.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>



Sample

HIGH PRIORITY



Item	Details	Photo
<p>#17</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Main Switchboard - northern boundary.</p> <p><b>Auditor's Finding:</b> 'MAIN SWITCHBOARD' is prone for tampering</p> <p><b>Auditor's Recommendation:</b> It is recommended that a standard power industry lock be installed for the cabinet to prevent unauthorised access.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#18</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input checked="" type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Main Switchboard - northern boundary.</p> <p><b>Auditor's Finding:</b> No 003 keys provided for occupants to access the fire extinguisher in times of emergency.</p> <p><b>Auditor's Recommendation:</b> It is recommended that a 003 key be kept on site in a safe break glass case to be used to access the fire extinguisher in times of emergency.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>





## MEDIUM PRIORITY

Item	Details	Photo
<p>#19</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required</p> <p><input type="checkbox"/> Risk Of Injury</p> <p><input type="checkbox"/> Risk Of Serious Injury</p> <p><input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Central Walkway</p> <p><b>Auditor's Finding:</b> Brick vent grills with excessive damage had been identified and may allow accessibility for pests into the adjacent private lot areas.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to install a similar brick vent grill to eliminate the possibility of pest infestation.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500</p> <p><input type="checkbox"/> \$501 to \$1000</p> <p><input type="checkbox"/> \$1001 to \$1500</p> <p><input type="checkbox"/> \$1501 to \$2000</p> <p><input type="checkbox"/> &gt; \$2001</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>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required</p> <p><input checked="" type="checkbox"/> Risk Of Injury</p> <p><input type="checkbox"/> Risk Of Serious Injury</p> <p><input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Central Walkway</p> <p><b>Auditor's Finding:</b> A hose extending from the roof to the ground of the central walkway had been identified. This may pose as a tripping and slipping hazard to those within the walkway.</p> <p><b>Auditor's Recommendation:</b> Remove the hose from the common walkway and if found to be OC property, secure it onto a hose mount or store appropriately.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500</p> <p><input type="checkbox"/> \$501 to \$1000</p> <p><input type="checkbox"/> \$1001 to \$1500</p> <p><input type="checkbox"/> \$1501 to \$2000</p> <p><input type="checkbox"/> &gt; \$2001</p>

MEDIUM PRIORITY

Item	Details	Photo
<p>#21</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway - Building facade</p> <p><b>Auditor's Finding:</b> Lintels with excessive cracks and concrete cancer had been identified throughout. These areas are prone to spalling concrete breaking off and falling where they may impact with occupants accessing the central walkway area.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified structural engineer to further assess the concrete cancer affected area and take remedial action as recommended.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input checked="" type="checkbox"/> &gt; \$2001</li> </ul>
<p>#22</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway</p> <p><b>Auditor's Finding:</b> Gas meters have no existing lock and are prone to tampering by unauthorised personnel.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to secure the area by installing a cage and standard industry pad locks as a measure to prevent unauthorised tampering.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>

MEDIUM PRIORITY



Item	Details	Photo
<p>#23</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway - storm water grate adjacent Lot PT16A.</p> <p><b>Auditor's Finding:</b> Storm water grate is not flush with the finished floor level and is a trip hazard.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified concreter to reinstall the grate to finish flush with floor level to minimise risk of injury.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#24</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway - multiple areas</p> <p><b>Auditor's Finding:</b> Evidence of moss growing in sections of walkway, this is a potential slip hazard.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to pressure clean the area and treat it with moss repellent so that the slip hazard is effectively eradicated.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input checked="" type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>



MEDIUM PRIORITY



Item	Details	Photo
<p>#25</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            First Floor Common Area Walkway</p> <p><b>Auditor's Finding:</b>            Due to the orientation of the hydrant and hose reel cabinet it is difficult to identify their location. Additionally, the existing hydrant and hose reel are not tagged within the year of 2016. Therefore, a test is due as these items are non compliant.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to install relevant pop up signage in view from the entrance door into the First Floor Common Area Walkway. These ESM items also have to be serviced on a 6 monthly basis to make it compliant.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</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>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input checked="" type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Central Walkway Adjacent to 126 Oxford Street entry</p> <p><b>Auditor's Finding:</b>            A 30mm rise was identified between the concrete walkway &amp; brick paved area outside Australian Calibrating Service Pty Ltd. This is a tripping hazard to those accessing the central walkway.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified contractor to grind the raised concrete edge area back to allow for a more level finish so that the trip hazard is eliminated.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>

MEDIUM PRIORITY

Item	Details	Photo
<p>#27</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> 1st level carpark adjacent car space 72.</p> <p><b>Auditor's Finding:</b> Current water ingress through slab causing water pooling and slip hazards in the carpark levels not to mention concrete cancer issues in the future.</p> <p><b>Auditor's Recommendation:</b> Address water ingress issues by a suitably qualified contractor.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#28</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> 1st level carpark adjacent fire exit stairwell.</p> <p><b>Auditor's Finding:</b> Current water ingress through slab causing water pooling and slip hazards in the carpark levels not to mention concrete cancer issues in the future.</p> <p><b>Auditor's Recommendation:</b> Leak was identified to be coming from a leaking fire hose reel on topmost level.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>

Sample


MEDIUM PRIORITY

Item	Details	Photo
<p>#29</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> All ramps in car park level</p> <p><b>Auditor's Finding:</b> No convex mirrors were found in the car park ramp areas. The visibility of oncoming traffic up or down the ramp can be a possible hazard.</p> <p><b>Auditor's Recommendation:</b> Install convex mirrors in locations that enable safe ingress and egress of vehicles from carpark area.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input checked="" type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#30</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> car space 17 near entry roller door.</p> <p><b>Auditor's Finding:</b> Fire services pipe is in risk of collision with vehicles.</p> <p><b>Auditor's Recommendation:</b> Engage contractor to install bollards to protect the service pipe.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>

Sample



## LOW PRIORITY



Item	Details	Photo
<p>#31</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway - Water Meters adjacent 7A.</p> <p><b>Auditor's Finding:</b> Water meter valves are exposed within a common area and therefore unauthorised personnel are able to tamper with the unit.</p> <p><b>Auditor's Recommendation:</b> We recommend that a suitably qualified contractor is engaged to install a metal cage around the unit, including a standard service industry padlock, so that only authorised access is enabled when it is required.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#32</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Maintenance Required</li> <li><input type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Central Walkway plumbing service stack/riser</p> <p><b>Auditor's Finding:</b> Securing of the downpipe had been unhinged and loose. Additionally, no existing cap at the end of the air vent/stack had been identified.</p> <p><b>Auditor's Recommendation:</b> Engage a plumbing contractor to align and tighten the bracket mount and it is also advised to install vent capping at the end of the stack.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>

LOW PRIORITY

Item	Details	Photo
<p>#33</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required</p> <p><input type="checkbox"/> Risk Of Injury</p> <p><input type="checkbox"/> Risk Of Serious Injury</p> <p><input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Central Walkway - several rainheads</p> <p><b>Auditor's Finding:</b> The existing rainhead assembly has rusted severely and will cause unwanted spillage of storm water into common area walkway below and requires replacement.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to rectify the rainhead assembly as required.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500</p> <p><input type="checkbox"/> \$501 to \$1000</p> <p><input type="checkbox"/> \$1001 to \$1500</p> <p><input type="checkbox"/> \$1501 to \$2000</p> <p><input type="checkbox"/> &gt; \$2001</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>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required</p> <p><input type="checkbox"/> Risk Of Injury</p> <p><input type="checkbox"/> Risk Of Serious Injury</p> <p><input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Central Walkway Hydrant #84</p> <p><b>Auditor's Finding:</b> Hydrant #84 had no existing cabinet door.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to install/replace the cabinet door with appropriate signage.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500</p> <p><input type="checkbox"/> \$501 to \$1000</p> <p><input type="checkbox"/> \$1001 to \$1500</p> <p><input type="checkbox"/> \$1501 to \$2000</p> <p><input type="checkbox"/> &gt; \$2001</p>

Sample



LOW PRIORITY

Item	Details	Photo
<p>#35</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required</p> <p><input checked="" type="checkbox"/> Risk Of Injury</p> <p><input type="checkbox"/> Risk Of Serious Injury</p> <p><input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Central Walkway</p> <p><b>Auditor's Finding:</b> Personal belongings/redundant building waste found in common area. These may be considered as a minor tripping hazard under circumstances.</p> <p><b>Auditor's Recommendation:</b> OC to remind residents/occupants of correct storage &amp; waste disposal procedures as outlined within agreement. If residents do not remove the belongings, we recommend that the OC engages a contractor to remove the items.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500</p> <p><input type="checkbox"/> \$501 to \$1000</p> <p><input type="checkbox"/> \$1001 to \$1500</p> <p><input type="checkbox"/> \$1501 to \$2000</p> <p><input type="checkbox"/> &gt; \$2001</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>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required</p> <p><input type="checkbox"/> Risk Of Injury</p> <p><input type="checkbox"/> Risk Of Serious Injury</p> <p><input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Car Park - topmost level</p> <p><b>Auditor's Finding:</b> All common area lights were on during time of inspection.</p> <p><b>Auditor's Recommendation:</b> Ensure all lights are switched off during h day to minimise energy wastage.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500</p> <p><input type="checkbox"/> \$501 to \$1000</p> <p><input type="checkbox"/> \$1001 to \$1500</p> <p><input type="checkbox"/> \$1501 to \$2000</p> <p><input type="checkbox"/> &gt; \$2001</p>


Sample



LOW PRIORITY



Item	Details	Photo
<p>#37</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Car space 23 on ground level.</p> <p><b>Auditor's Finding:</b> Fire services pipe is in risk of collision with vehicles.</p> <p><b>Auditor's Recommendation:</b> Engage contractor to install bollards to protect the service pipe.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>
<p>#38</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> First Floor Common Area Walkway to first level Car Park adjacent northern boundary.</p> <p><b>Auditor's Finding:</b> Personal belongings/rubbish found in common area walkway on 1st floor. These may be considered as a minor tripping hazard as paths of travel need to be clear of obstructions.</p> <p><b>Auditor's Recommendation:</b> OC to remind occupants of correct storage procedures as outlined within OC agreement. If occupants do not remove the belongings, we recommend that the OC engages a contractor to remove the items.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> \$0 to \$500</li> <li><input type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>

LOW PRIORITY

Item	Details	Photo
<p>#39</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance Required</li> <li><input checked="" type="checkbox"/> Risk Of Injury</li> <li><input type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Level 1 Car Park</p> <p><b>Auditor's Finding:</b> Redundant nails protruding from the concrete slab ceiling can cause injury to occupants accessing these areas.</p> <p><b>Auditor's Recommendation:</b> Remove or grind back the redundant nails to the face of the slab so as to eradicate the hazard.</p>	 <p><b>Rectification Estimate:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$0 to \$500</li> <li><input checked="" type="checkbox"/> \$501 to \$1000</li> <li><input type="checkbox"/> \$1001 to \$1500</li> <li><input type="checkbox"/> \$1501 to \$2000</li> <li><input type="checkbox"/> &gt; \$2001</li> </ul>


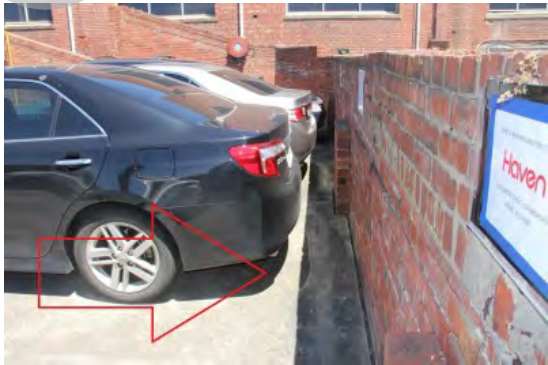
Sample

## RECOMMENDATION



Item	Details	Photo
<p>#40</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            South-Western Boundary adjacent 22 Peel St Collingwood development.</p> <p><b>Auditor's Finding:</b>            In our opinion the structural integrity of the masonry is questionable with separation between masonry bricks and metal lintel over the doorway has occurred.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified Structural Engineer to address the issue and take remedial action as required.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input checked="" type="checkbox"/> &gt; \$2001</p>
<p>#41</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            South-Western Boundary adjacent 22 Peel St Collingwood development.</p> <p><b>Auditor's Finding:</b>            Rising damp area between the masonry brickwork had been identified with an approximate 65% moisture reading on moisture meter confirming our finding. Such exposure to moisture ingress may compromise the integrity of the masonry wall itself.</p> <p><b>Auditor's Recommendation:</b>            Engage a structural engineer to further assess the rising damp area and re-point the brick work once moisture issue has been addressed.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input checked="" type="checkbox"/> &gt; \$2001</p>



## RECOMMENDATION

Item	Details	Photo
<p>#42</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input checked="" type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            First Floor Common Area Walkway adjacent Northern boundary.</p> <p><b>Auditor's Finding:</b>            Sprinkler head servicing the area has been found to be made redundant.</p> <p><b>Auditor's Recommendation:</b>            Engage a suitably qualified fire sprinkler contractor to re-install the fire sprinkler servicing the area.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#43</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input checked="" type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b>            Car Park - topmost level</p> <p><b>Auditor's Finding:</b>            No wheel stops or bollards provided to prevent cars from impacting with masonry wall.</p> <p><b>Auditor's Recommendation:</b>            It is recommended that rubber wheel stops be installed to improve overall safety.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input checked="" type="checkbox"/> &gt; \$2001</p>

## RECOMMENDATION

Item	Details	Photo
<p>#44</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input type="checkbox"/> Maintenance Required  <input checked="" type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Fire exit stairwell</p> <p><b>Auditor's Finding:</b> Once occupants enter the stairwell there are no more exit direction signage provided.</p> <p><b>Auditor's Recommendation:</b> It is recommended to install a few exit signage in the stairwell to facilitate ease of egress during emergencies.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500  <input checked="" type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>
<p>#45</p> <p>Quote <input type="checkbox"/></p> <p>Proceed <input type="checkbox"/></p> <p>No Action <input type="checkbox"/></p>	<p><b>Risk Assessment:</b></p> <p><input checked="" type="checkbox"/> Maintenance Required  <input type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Planter box area on top most carpark level.</p> <p><b>Auditor's Finding:</b> make shift planter box did not appear to be a solid structure and was not water proofed appropriately. This can cause water ingress issues and lead to deterioration of the slab.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to remove the planter box from the area.</p>	 <p><b>Rectification Estimate:</b></p> <p><input checked="" type="checkbox"/> \$0 to \$500  <input type="checkbox"/> \$501 to \$1000  <input type="checkbox"/> \$1001 to \$1500  <input type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>

## Part 2: 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...../...../.....

Sample Only

## Part 3: Sub-Contractors Application

### 1. The Applicant:

Trading name (Sale trader / Partnership / Company)		
Business Address		Postcode
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? Yes / No (please circle) Name of Organisations	Years of Experience in Trade:
Do you hold Public Liability Insurance? Yes / No (please circle)	Name of Insurer:	Policy Number: Expiry Date:
Do you hold Workers Compensation Insurance? Yes / No (please circle)	Name of Insurer:	Policy Number: Expiry Date:
Do you hold Professional Indemnity Insurance? Yes / No (please circle)	Name of Insurer:	Policy Number: Expiry Date:
Do you 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 7:00AM to 6:00PM?	Yes / No (please circle)
Are you prepared to attend emergency situations at any time?	Yes / No (please circle) 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 (km) do you cover from your Business address?	
What Municipalities do you cover?	
What vehicle/s will be used to attend jobs?	Year: Make/Model: Registration:
Does your vehicle advertise your business name?	Yes / No (please circle)
What was your largest contract in the past 12 months?	\$ Nature of Contract:
What was your turnover (Last Financial Year)? (Only needs to be an estimate)	\$
Provide one business related reference (eg: Preferably someone you perform work for on a regular basis)	Name or Company:  Address:  Contact name:  Business Tel:  Mobile No:

## 5. Signature

Signed by applicant:	Signature of witness:
Print name of applicant:	Print name of witness:
	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 extend 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 4: Safety Inspections Notations Sheet

Building Name: (if applicable)	
Strata Plan Number:	PS 123456- OC1 only
Site Address:	1 Sample Street, Melbourne VIC 3022

Date of Inspection	Inspected	Inspectors ID
December 2016	LIJ-466	Roscon Property Services Pty Ltd
December 2017		
December 2018		
December 2019		

### 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 5: Safety Inspections Booking Request

Property Address:	
Contact(s):	
Instructions:	Perform an initial safety inspection
Follow Up Inspection Required	Yes / No
Frequency of Inspection	6 Monthly / Yearly
Regular Inspections	Regular / When Notified / Approved

### Authorisation

Proceed To	Signed:
	Dated:

Authorised Representative Name	
Phone Number	

Sample Only

## Part 6: Risk Management Implementation Plan

<i>Building Name: (if applicable)</i>
<i>Strata Plan Number:</i>
<i>Site Address:</i>

Item to be Addressed	Person(s) to address item	Proposed Implementation Date	Job Complete Date	Review Date if applicable

Sample Only

## 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 works 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

Sample Only

## 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.

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**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.

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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.

Sample Only



## 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

Likelihood	Consequence			
	Death Catastrophic Illness/Injury	Major Extensive Injuries	Moderate Medical treatment required	Minor No injuries
<b>Almost certain</b> Occured before/expected	H	H	S	S
<b>Likely</b> Probably will occur	H	S	S	S
<b>Moderate</b> May occur at some time	H	S	L	L
<b>Unlikely</b> 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.			

Sample Only

## Specific Task Requirement

<i>Qualifications or experience</i>
<i>Training</i>
<i>Engineering details, certificates, WorkCover approvals</i>
<i>Relevant codes of practice, legislation or standards</i>
<i>Plant / equipment</i>
<i>Maintenance checks, site/workplace inspections</i>

### Suggested improvements (in order or priority)

### Additional comments

Sample Only



### Assessment dates

Initial Assessment Date	Current Assessment Date	Reassessment Due Date
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### Assessors

Name	Signature
Name	Signature
Name	Signature

### Recommendation Follow up required

Name	Signature
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### Approval

Name	Signature
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I have read and understand this Safe Work Method Statement

Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date
Name / Role	Signature	Date

Sample Only

Sample Only

Service | Quality | Value