

## Occupational Health & Safety Report

1 Sample Street, Melbourne VIC 3022 (PS123456)

- ✓ 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
- ✓ Domestic Unlimited Builders (DB-U 13329)
- ✓ Commercial Unlimited Builders (CB-U 4272)
- ✓ Asbestos Removalist License (H15/03193)
- ✓ Member - MBAV Platinum Master Builder (5630)
- ✓ Member - Strata Community Australia
- ✓ Member - Australian Institute of Project Management
- ✓ Member - The Real Estate Institute of Australia

## 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	LUK-266
--------------	---------

18 April 2017

Dear XXX,

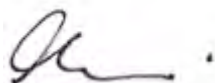
Thank you for using Roscon Property Services Pty Ltd for your Occupation Health & Safety report. I have attached a copy of the report that has been compiled by an experienced auditor.

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**

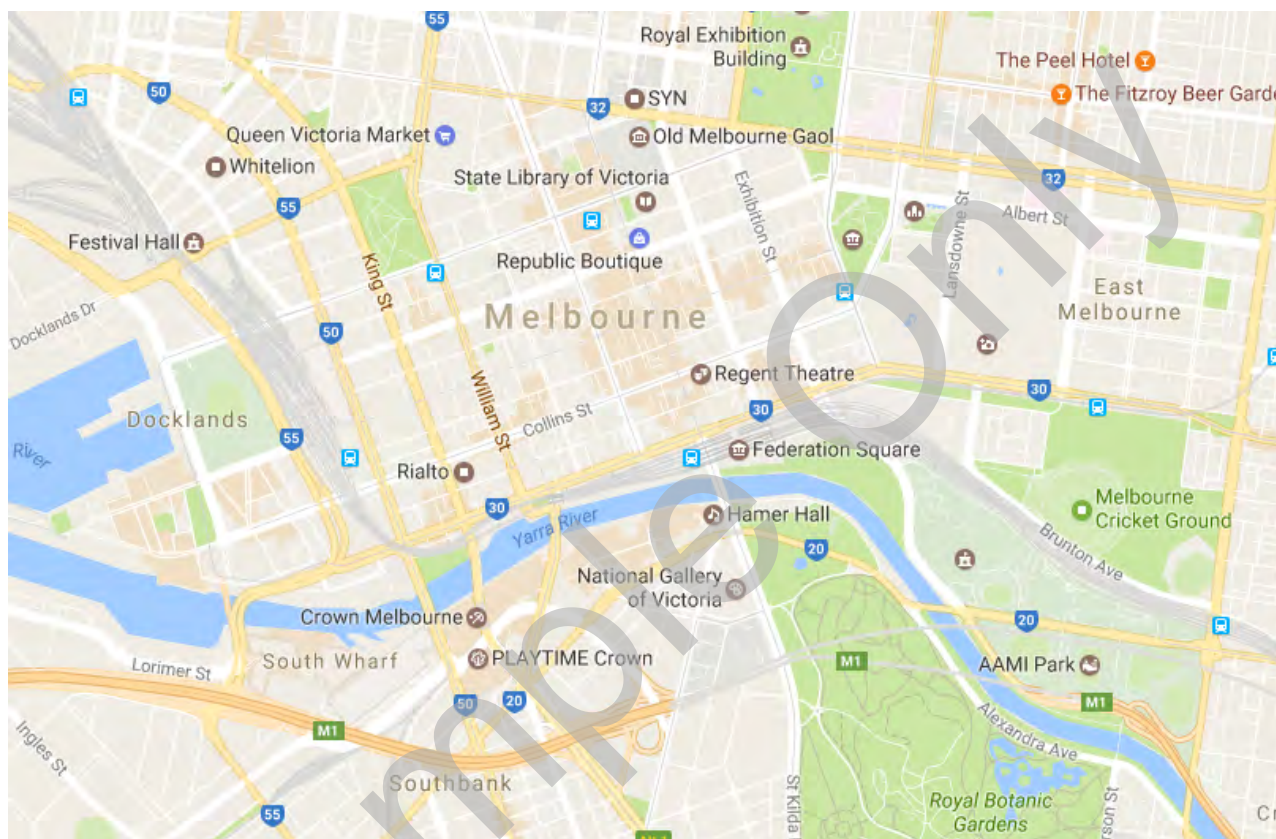


Paul Cummaudo  
Managing Director  
AREI, RBP, CRE, Licensed Estate Agent  
Registered Building Practitioner DB-U 13329, CB-U 4272  
Member REIV, MBAV, SCA, NCTI



## 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

Roscon Property Services had been engaged by XXX of Owners Corporation to conduct an Occupational Health & Safety Report for the property of 1 Sample Street, Melbourne VIC 3022. The site inspection occurred at approximately 2:30pm on Monday 3rd of April 2017.

The retail common area was found to be in good condition with only one minor hazard present, the accommodation area was found to be in fair condition considering it's age, with some OH&S items requiring attention.

The following areas were inspected at the property:


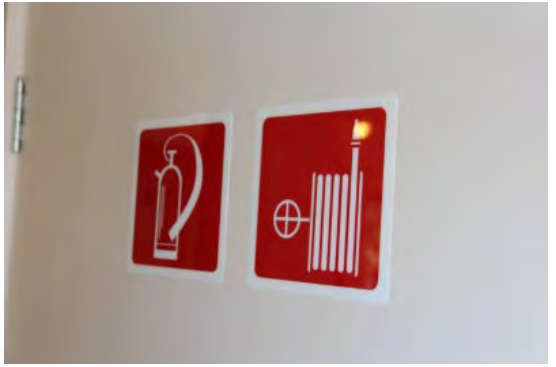
- Pool complex including gymnasium
- External common area of all accommodation buildings
- Retail common area along Sample Street
- Tennis courts
- Car park including all entries and exits
- Common area grounds including BBQ
- Internal common area nearby reception

The following high priority hazards were identified on the property, these should be addressed immediately:

- Raised concrete edge next to wet surface in pool area
- Issues with the retaining wall and fence adjacent the tennis courts
- Void in a car park entrance near the tennis courts
- Fire door propped open near rear car park entrance



A number of medium and low priority hazards were also identified and all are detailed, with photographic evidence, in the following OH&S report. All recommended rectification works are brief in nature and should be planned in 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> Pool</p> <p><b>Auditor's Finding:</b> The pool has a raised concrete edge which sits next to a concrete surface which is often wet and slippery, a slip at this location could cause serious injury.</p> <p><b>Auditor's Recommendation:</b> It is recommended that non-slip PVC matting be installed around the edges of the pool to reduce the slipping hazard. It is also recommended to consider the option of putting new floor wastes in the areas to drain excess water away so as to eliminate any slip hazards.</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>
<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 checked="" type="checkbox"/> Risk Of Injury  <input type="checkbox"/> Risk Of Serious Injury  <input type="checkbox"/> Risk Of Death</p> <p><b>Location:</b> Pool</p> <p><b>Auditor's Finding:</b> The fire hose reel and fire extinguisher both don't meet the relevant Australian Standard for ESM signage.</p> <p><b>Auditor's Recommendation:</b> Install new signs which satisfy AS 2441-2005 and AS 2444-2001 which require text designation on the signs of each ESM element.</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>#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> <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> Stairwells Throughout</p> <p><b>Auditor's Finding:</b> Staircases throughout the property are not appropriately marked. As they are external staircases they may become very slippery when wet. The most up to date building code requires a minimum 30% luminance contrast. The steps to at the entrance to reception, to the Casino building, and at the car park entry near the BBQ area were noted to have non-slip contrast nosing, at all other locations these were absent. Owing to the age of the building tactile ground surface indicators (TGSIs) were also absent from all stairwells. This represents a trip/slip hazard.</p> <p><b>Auditor's Recommendation:</b> Best practice would involve setting slip resistant 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. In addition TGSI should be installed at all staircases in accordance with AS 1428.1-2009 Design for access and mobility which stipulates they should be 600mm long and be set back 300 mm from the start or end of a stairway.</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>#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> <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> Tennis Court 1</p> <p><b>Auditor's Finding:</b> Retaining wall at the southern end of tennis court 1 is bent outward indicating it has partially failed, and is at risk of collapse.</p> <p><b>Auditor's Recommendation:</b> Rebuild the retaining wall at this location to eliminate the danger of the fence collapsing near a guest, or the failure of this smaller element presenting issues for the larger retaining wall structure behind.</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>



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 checked="" type="checkbox"/> Risk Of Serious Injury</li> <li><input type="checkbox"/> Risk Of Death</li> </ul> <p><b>Location:</b> Car Park Entrance - Tennis Courts</p> <p><b>Auditor's Finding:</b> There is a large void next to the pathway that falls away into the stairwell of the car park near the tennis courts. A child could fall through this gap.</p> <p><b>Auditor's Recommendation:</b> It is recommended that a guardrail or balustrade be erected at this location to eliminate the risk of someone falling through the void.</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>#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 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> Fence Adjacent Tennis Courts</p> <p><b>Auditor's Finding:</b> The fence at the top of the retaining wall has been affected by soil movement and is at risk of failure.</p> <p><b>Auditor's Recommendation:</b> It is recommended a suitable qualified contractor be engaged to repair or replace the fence.</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>

Sample



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> Car Park</p> <p><b>Auditor's Finding:</b> Access to the fire hose reel cabinet is obstructed by garbage bins, access is required to be clear of obstructions in accordance with AS 2441-2005 Installation of fire hose reels.</p> <p><b>Auditor's Recommendation:</b> Permanently move the location of the bin which is obstructing access to the fire hose reel.</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>#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 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> Rear Car Park Entrance</p> <p><b>Auditor's Finding:</b> The pictured door is a designated fire door, as per instructions on the door which read "keep closed at all times" these are required to be closed at all times. The door has been propped open with a wedge.</p> <p><b>Auditor's Recommendation:</b> Remove the wedge from the door and ensure that the person who placed the wedge there is educated on the need for the door to remain closed. Fire doors are essential design elements which ensure proper separation of building areas in the event of a fire.</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> Car Park</p> <p><b>Auditor's Finding:</b> Furniture stored at the rear of car parks reduces their functional length, meaning they may no longer satisfy the design envelope specified in AS 2890.1 of a minimum 5.4m length. The furniture stored in the car park represents a collision and also a fire hazard.</p> <p><b>Auditor's Recommendation:</b> It is recommended the furniture is moved to another location or disposed of 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>
<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> Throughout Property</p> <p><b>Auditor's Finding:</b> Evacuation diagrams are absent throughout the property, this presents a hazard in the event of a fire.</p> <p><b>Auditor's Recommendation:</b> Evacuation diagrams should be installed across the property in accordance with AS 3745-2010. This is a service which Roscon can provide if 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 checked="" type="checkbox"/> \$1501 to \$2000  <input type="checkbox"/> &gt; \$2001</p>

Sample



HIGH PRIORITY

Item	Details	Photo
#11	<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 Entrance</p> <p><b>Auditor's Finding:</b> The minimum height sign is not visible outside the car park and is only visible once a vehicle has entered. This represents a collision hazard for vehicles taller than the minimum height. Additionally a 5km/h speed limit sign should be installed at the car park entry.</p> <p><b>Auditor's Recommendation:</b> The minimum height sign should be relocated so that it is visible before a vehicle enters the car park and a 5km/h sign should be installed as indicated</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





## MEDIUM PRIORITY

Item	Details	Photo
<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</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> Shower</p> <p><b>Auditor's Finding:</b> The shower hobb in the men's bathroom represents a tripping hazard as it isn't a distinctive colour from the surrounding tiles. The layout is assumed to be the same in the women's bathroom.</p> <p><b>Auditor's Recommendation:</b> A waterproof contrast strip should be applied to the edge of the shower hobb to highlight the hazard and to ensure people step over the hobb when entering the shower.</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>#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</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> Path Adjacent Pool</p> <p><b>Auditor's Finding:</b> Path adjacent pool entry is raised on one side presenting a tripping hazard.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to grind down the concrete at the raised point until both sections sit flush.</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>#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 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 Entrance - Tennis Courts</p> <p><b>Auditor's Finding:</b> The drainage grate at the top of the stairs at the car park entrance near the tennis courts does not fit flush with the ground, presenting a tripping hazard.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor the refit the grate so that it sits flush with the surrounding surface.</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>#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> <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> Car Park Entrance</p> <p><b>Auditor's Finding:</b> Access to the substation is blocked, this area should be kept clear of obstructions.</p> <p><b>Auditor's Recommendation:</b> It is recommended the location of the linen storage is permanently moved to prevent access obstructions to the substation.</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>#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> <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</p> <p><b>Auditor's Finding:</b> The speed limit sign is not in the standard format and may not be immediately recognisable as a speed limit. Increasing the likelihood that people will not obey the speed limit and the chance of a collision.</p> <p><b>Auditor's Recommendation:</b> It is recommended this speed limit sign be replaced with a standard 5km/h speed limit sign.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500</p> <p><input checked="" 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>#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> <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> Tennis Courts</p> <p><b>Auditor's Finding:</b> Signs indicating "surface slippery when wet" are absent.</p> <p><b>Auditor's Recommendation:</b> Install appropriate signage to ensure players are aware that the surface will be dangerous to play on after a rainfall event.</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>#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 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 Park Entrance</p> <p><b>Auditor's Finding:</b> The yellow boundary lines for the car parking spaces have faded and are difficult to see, representing a collision hazard when cars park improperly.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor to re-paint the car park boundary lines.</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>#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> <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 Park Rear Entrance</p> <p><b>Auditor's Finding:</b> There is a raised step into the staff room that isn't immediately obvious when entering the area. This represents a tripping hazard.</p> <p><b>Auditor's Recommendation:</b> Install a contrasting strip to highlight the hazard and reduce the chance of a trip.</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

MEDIUM PRIORITY

Item	Details	Photo
<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 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> Main Entrance</p> <p><b>Auditor's Finding:</b> The fence adjacent the main entrance running parallel to Bay Street is loosely fixed to the ground and may no longer be able to handle its designed point/distributed load. AS 1170.1 requires that a balustrade or barrier should be structurally adequate to withstand a point load of 0.6kN and an evenly distributed load of 0.4kN applied inward, outward, or downward on the handrail.</p> <p><b>Auditor's Recommendation:</b> It is recommended that the fence be repaired so that it is properly secured and doesn't give way under load.</p>	 <p><b>Rectification Estimate:</b></p> <p><input type="checkbox"/> \$0 to \$500</p> <p><input checked="" 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>#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> <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</p> <p><b>Auditor's Finding:</b> The services cabinet adjacent car park 16 has access blocked by any car parked in that space.</p> <p><b>Auditor's Recommendation:</b> It is unclear what the services cabinet is for, if it is an essential service it is recommended that car park 16 is removed to allow for access at all times.</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>#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> External Hallways Throughout</p> <p><b>Auditor's Finding:</b> The corners of all external accommodation hallways are illuminated only by sunlight during the day, this makes them very dim on overcast days (defect not captured with camera flash).</p> <p><b>Auditor's Recommendation:</b> It is recommended that motion sensors are installed to activate the lights when guests approach. Otherwise certain lights should be left on at all times.</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>#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> BBQ Area</p> <p><b>Auditor's Finding:</b> The fluorescent tube lights do not have plastic diffusers fitted. While not a requirement, if the bulbs are impacted or fall out due to adverse weather or improper installation the resulting shard of glass over a food preparation area represent a hazard.</p> <p><b>Auditor's Recommendation:</b> It is recommended that plastic diffusers be fitted to the two fixtures to eliminate the risk of small glass shards in a food preparation area.</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 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> External Stairs - Reception</p> <p><b>Auditor's Finding:</b> Uneven timber surface at the top of the stairs adjacent the entry to reception.</p> <p><b>Auditor's Recommendation:</b> It is recommended a suitably qualified contractor be engaged to repair the timber surface.</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>#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 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 Entrance Tennis Courts</p> <p><b>Auditor's Finding:</b> Exposed wiring noted in the corner of the stairwell near the tennis courts, although unlikely the tampering of these wires is possible.</p> <p><b>Auditor's Recommendation:</b> It is recommended that a cover be installed at this location.</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> Tennis Court 1</p> <p><b>Auditor's Finding:</b> The garden bed adjacent the entry to tennis court 1 does not finish level with the pavement height. This poses a trip hazard to people walking along this designated pathway.</p> <p><b>Auditor's Recommendation:</b> Fill the garden beds up with garden mulch or topsoil to ensure a level finish between the garden beds and the paved pathway.</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>

LOW 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> <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> Adjacent Dundee</p> <p><b>Auditor's Finding:</b> The gutter on the structure between the Casino and Dundee buildings has broken.</p> <p><b>Auditor's Recommendation:</b> Engage a contractor to repair the gutter.</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>#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> <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> Retail Common Area</p> <p><b>Auditor's Finding:</b> The tactile ground indicators outside bay city aromatherapy are damaged in one corner.</p> <p><b>Auditor's Recommendation:</b> It is recommended that the unit be repaired.</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>



LOW PRIORITY

Item	Details	Photo
#29 Quote <input type="checkbox"/> Proceed <input type="checkbox"/> No Action <input type="checkbox"/>	<p><b>Risk Assessment:</b></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><b>Location:</b> Retail Common Area</p> <p><b>Auditor's Finding:</b> The grate outside edge gallery does not sit flush with the surrounding surface.</p> <p><b>Auditor's Recommendation:</b> engage a suitably qualified contractor to reinstall the grate so that it sits flush with the surrounding concrete surface.</p>	
#30 Quote <input type="checkbox"/> Proceed <input type="checkbox"/> No Action <input type="checkbox"/>	<p><b>Risk Assessment:</b></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><b>Location:</b> Beringara</p> <p><b>Auditor's Finding:</b> It was noted that the light fitting opposite 209 has been damaged.</p> <p><b>Auditor's Recommendation:</b> Repair the damaged fitting.</p>	


**Rectification Estimate:**

- \$0 to \$500
- \$501 to \$1000
- \$1001 to \$1500
- \$1501 to \$2000
- > \$2001

**Rectification Estimate:**



- \$0 to \$500
- \$501 to \$1000
- \$1001 to \$1500
- \$1501 to \$2000
- > \$2001

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 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> Foam Building</p> <p><b>Auditor's Finding:</b> The drainage grate at the entrance to the foam building does not fit flush with the ground, presenting a tripping hazard.</p> <p><b>Auditor's Recommendation:</b> Engage a suitably qualified contractor the refit the grate so that it sits flush with the surrounding surface.</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

## RECOMMENDATION

Item	Details	Photo
<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> Pool</p> <p><b>Auditor's Finding:</b> No tactile ground surface indicators (TGSIs) at base of ramp to the gymnasium</p> <p><b>Auditor's Recommendation:</b> It is recommended tactile ground surface indicators are installed at the base of both ramps towards the gymnasium in accordance with AS 1428.1-2009 Design for access and mobility, which stipulates they should be 600mm long and be set back 300 mm from the leading edge at a change of gradient of a ramp.</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>#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> <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> External Staircases Throughout Property</p> <p><b>Auditor's Finding:</b> Given the age of the building handrails throughout have not been built to AS-1428 Access and mobility which states "the handrail must extend at least 300mm from the point at which the nosing line intersects with the bottom floor level"</p> <p><b>Auditor's Recommendation:</b> Best Practice would involve replacing external handrails throughout the property with units which satisfy AS 1428 requirements for handrails.</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>



## 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:	PS123456
Site Address:	1 Sample Street, Melbourne VIC 3022

Date of Inspection	Inspected	Inspectors ID
April 2017	LUK-266	Roscon Property Services Pty Ltd
April 2018		
April 2019		
April 2020		

### 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

Building Name: (if applicable)
Strata Plan Number:
Site Address:

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

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

### B. SUBSTITUTION

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

### C. SEPARATION

Not a viable option

### D. REDESIGN

Consider using specialised equipment such as:

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

### E. OTHER CONTROLS

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

### F. ADMINISTRATION

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

### G. PERSONAL PROTECTION EQUIPMENT (PPE)

Consider all other control options first.

Provide safety devices (harness or belt) and train workers in their proper use ensure anchoring points are installed by an Engineer or

other qualified person and ensure anchoring points are tested at least on once every 12 months by an Engineer who has experience and competence to assess the integrity of a building or structure an Anchorage point (AS 1891.4:2000).

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

Sample Only

## TERMS AND CONDITIONS

---

**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

---

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

---

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

---

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

---

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

---

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**

---

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**

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## LIGHTING INSTALLATIONS

---

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

---

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

---

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

---

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

## PAINTING

---

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

---

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

---

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

---

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

---

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

---

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

---

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

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

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

## SERVICES

---

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

---

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
-------------------------	-------------------------	-----------------------

### Assessors

Name	Signature
Name	Signature
Name	Signature

### Recommendation Follow up required

Name	Signature
------	-----------

### Approval

Name	Signature
------	-----------

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