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# Report On The Appearance of Each of the 15 Strata Blocks

## PHILLIP'S LANDING COMMUNITY ASSOCIATION

**247 Burwood Road**
**Concord NSW 2137**

**DP 270051**


## October 2013 to September 2014

| Report details | |
|---|---|
| **Inspection date:** | 25 October 2013 |
| **Inspector:** | Joseph Bechara |
| **Weather conditions at time of Inspection:** | Fine |

| Time Period | Maintenance Items |
|---|---|
| **Quarter 1** | 9 |
| **Quarter 2** | 0 |
| **Quarter 3** | 0 |
| **Quarter 4** | 6 |

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**The Owners Corporation for**
*Phillip's Landing*
DP 270051
247 Burwood Road , Concord NSW 2137

Dear Committee Members,

Solutions in Engineering have designed this Maintenance Report to guide the Owners Corporation in rectifying site-specific physical hazards in order to minimise risks to health and safety of persons on the common property. This report is distinct from others in the market, clearly prioritising these works over less important maintenance issues.

| | **Details and Scope of Report** |
|---|---|
| Inspection Date: | 25/10/2013 |
| Conditions at time of Inspection: | Fine |
| Scope of Report: | Solutions in Engineering were engaged by the Owners Corporation to produce a Report on the appearance of each of the 15 strata blocks for the common property. |
| Building Profile: | Masonry residential block of units with common pool, tennis court, Captains club, sauna and gym. |

Attached is the report it contains:

**Section 1 -** A **Maintenance Report Overview** listing all areas inspected and any items requiring attention and/or action.

**Section 2 -** A **Contractor's Safe Working Agreement** for all contractors to sign before commencing any work on the complex. Having the contractor(s) sign this document will ensure that they are aware of their basic obligations and will assist the Executive Committee in discharging its obligations.

**Section 3 - Maintenance Report Sign off Sheet** for keeping track of inspections.

**Section 4 - Implementation Plan** to assist with the scheduling of repair and maintenance issues.

**Section 5** - **A property profile** sheet to fax with work orders to identify workplace amenities, equipment and safety documentation available to workers visiting the site.

**Section 6** - **Trade Specific Job Safety Analysis (JSA)** for all contractors to complete before commencing any work on the complex.

**This report is provided only to assist the Owners Corporation to identify safety and maintenance issues which are relevant to people working on the common property and is provided by Solutions in Engineering on the basis of our 'Supply Terms and Conditions' which are available from our office and from our website www.solutionsinengineering.com**

The Safety Team at Solutions in Engineering are available to assist you with any queries you may have or any issues that require further clarification, please call us on 1300 136 036.

Thank you for your business and continue to be safe.

Yours sincerely,

Solutions in Engineering
Inspector Name: Joseph Bechara

# Section 1
# Detailed Inspection Report

| TO DO LIST |
| --- |
| **QUARTER 1 – ACTION REQUIRED WITHIN 3 MONTHS** |
| 1. Block M - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. |
| 2. Block N - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. There is evidence of stained rendered surface. |
| 3. Block P - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. The building needs attention. |
| 4. Block J - We recommend the garden bed planter box walls are attended to, and paint is needed to the external facade ceiling eaves lining. |
| 5. Block E - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. |
| 6. Block B - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. The rendered surfaces need repair. |
| 7. Block C - All rendered and painted surfaces are to be attended to. Paint is needed to the external facade ceiling eaves lining, especially the rendered walls over the entry to the basement and towards the centre garden courtyard. |
| 8. Block F - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. |
| 9. Please ensure an engineer monitors the movement and subsidence of the perimeter brick wall to ensure the safety and construction rigidity of the brick wall. Movement in the wall was evident at the time of the inspection. |

| TO DO LIST |
| --- |
| **QUARTER 4 – ACTION REQUIRED WITHIN 12 MONTHS** |
| 10. Block H - We recommend the external painting and general upkeep to be re-done in 5-8 years. |
| 11. Block D - The timber fascia needs painting. |
| 12. Block R - We recommend the external painting and general upkeep to be re-done in 5-8 years. |
| 13. Block L - We recommend the external painting and general upkeep to be re-done in 5-8 years. |
| 14. Block K - We - recommend the external painting and general upkeep to be re-done in 5-8 years. |
| 15. Block G - We recommend the external painting and general upkeep to be re-done in 5-8 years. |

| Item No. | Photo | Recommended Control Measure | Trade |
|---|---|---|---|
| **EXTERNAL FACADE PAINT CONDITION** | | | |
| 1 | Block M  | Block M - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust.<br><br>**Recommendation to action:** Quarter 1 – Action required within 3 months | Painter / Roof plumber |
| 2 | Block N  | Block N - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. There is evidence of stained rendered surface.<br><br>**Recommendation to action:** Quarter 1 – Action required within 3 months | Painter / Roof plumber |
| 3 | Block P  | Block P - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. The building needs attention.<br><br>**Recommendation to action:** Quarter 1 – Action required within 3 months | Painter |
| 4 | Block J  | Block J - We recommend the garden bed planter box walls are attended to, and paint is needed to the external facade ceiling eaves lining.<br><br>**Recommendation to action:** Quarter 1 – Action required within 3 months | Painter |

| Item No. | Photo | Recommended Control Measure | Trade |
|---|---|---|---|
| 5 | Block E  | Block E - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining.<br><br>**Recommendation to action:**<br>Quarter 1 – Action required within 3 months | Painter |
| 6 | Block B  | Block B - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. The rendered surfaces need repair.<br><br>**Recommendation to action:**<br>Quarter 1 – Action required within 3 months | Painter |
| 7 | Block H  | Block H - We recommend the external painting and general upkeep to be re-done in 5-8 years.<br><br>**Recommendation to action:**<br>Quarter 4 – Action required within 12 months | Painter |
| 8 | Block D  | Block D - The timber fascia needs painting.<br><br>**Recommendation to action:**<br>Quarter 4 – Action required within 12 months | Painter |
| 9 | Block R  | Block R - We recommend the external painting and general upkeep to be re-done in 5-8 years.<br><br>**Recommendation to action:**<br>Quarter 4 – Action required within 12 months | Painter |
| 10 | Block L  | Block L - We recommend the external painting and general upkeep to be re-done in 5-8 years.<br><br>**Recommendation to action:**<br>Quarter 4 – Action required within 12 months | Painter |

| Item No. | Photo | Recommended Control Measure | Trade |
|---|---|---|---|
| 11 | Block K  | Block K - We - recommend the external painting and general upkeep to be re-done in 5-8 years.<br><br>**Recommendation to action:**<br>Quarter 4 – Action required within 12 months | Painter |
| 12 | Block A  | Block A - Work was in progress during the site inspection, timber fascia, rendered facade and balcony ceilings are in good order. | |
| **EXTERNAL FASADE PAINT CONDITION** | | | |
| 13 | Block C  | Block C - All rendered and painted surfaces are to be attended to. Paint is needed to the external facade ceiling eaves lining, especially the rendered walls over the entry to the basement and towards the centre garden courtyard.<br><br>**Recommendation to action:**<br>Quarter 1 – Action required within 3 months | Painter |
| 14 | Block F  | Block F - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining.<br><br>**Recommendation to action:**<br>Quarter 1 – Action required within 3 months | Painter |
| 15 | Block G  | Block G - We recommend the external painting and general upkeep to be re-done in 5-8 years.<br><br>**Recommendation to action:**<br>Quarter 4 – Action required within 12 months | Painter |

| Item No. | Photo | Recommended Control Measure | Trade |
|---|---|---|---|
| **RIGHT SIDE MAIN ENTRY BRICK WALL AT EASTERN DRIVEWAY** | | | |
| 16 | Eastern brick wall driveway entry off Burwood Road  | Please ensure an engineer monitors the movement and subsidence of the perimeter brick wall to ensure the safety and construction rigidity of the brick wall. Movement in the wall was evident at the time of the inspection.<br><br>**Recommendation to action:** Quarter 1 – Action required within 3 months | Engineer / Bricklayer |

## Report Notes

**Electrical Safety**

**This report does not include a comprehensive inspection of electrical equipment. In order to maintain a safe environment, please ensure:**

- The main switch is clearly identifiable.
- The main switch is readily accessible in terms of obstructions
- The switchboard area is clean and clear of obstructions or stored items that would represent a chemical, fire or other hazard.
- The switchboard/s are securely mounted and free of broken plugs, sockets, switches and frayed or defective leads.
- All electrical circuits on the switchboard are clearly identifiable.
- All community power circuits with socket outlets are protected by a Safety Switch (RCD).
- **After installation**, the community power Safety Switches (RCDs) are tested every 2 years by a qualified electrician and records of these checks are kept onsite.
- All community light circuits are protected by a safety switch (RCD) **as soon as possible** after the suitability of this control measure has been assessed by a qualified electrician.
- **After installation**, the community lighting Safety Switches (RCDs) are tested every 2 years by a qualified electrician and records of these checks are kept onsite.
- The switchboards are inspected and tested at least every 2 years by a qualified electrician and suitable records of the test and inspection date are kept on site.

**Additional Documentation**

The following documents are available for download from the Solutions in engineering website www.solutionsinengineering.com :

- A template Contractor **Safe Working Agreement**. It is recommended that this agreement be customised and signed before any contractor begins work on the property.
- A detailed information sheet on particular hazards involved with **working at heights**.
- An Implementation Plan to assist in organising the rectification of hazards identified.

**Relationship with the Act**

The Act requires that persons conducting a business or undertaking and persons in control of workplace premises identify and assess hazards, and implement control measures to minimise or eliminate risks to the health and safety of workers, self employed persons and members of the public. Control measures must be monitored for effectiveness on a regular basis.

The purpose of our report is to assist you, as the person in control of a workplace or relevant workplace area, in identifying and assessing hazards at your property, and to provide advice about appropriate control measures. This report does not deal with the duties of a person conducting a business or undertaking (other than those that also accrue to a person in control of a workplace premises), and is not an \'audit\' insofar as it does not include a review of manual handling, job task analysis, training, air space and lighting measurements, asbestos analysis, chemical management, or a safety management system and policies and procedures for safe work.

Under Section 267 of the Act, a breach of the Act is not necessarily a valid basis for a civil cause of action. This report does not attempt to deal with all matters that might give rise to a civil cause of action, or any statutory cause of action other than those under the Act.

**Ongoing Compliance**

This report deals with hazards present and identified at the time of inspection. As such, it does not ensure ongoing compliance, and does not supplant your duty to ensure the safety of the workplace area.

We recommend that you remain on the lookout for new and altered hazards on the subject property on a day-to-day basis. To assist you with this, we recommend implementing a system or procedure for reporting incidents, near-misses and suspected hazards as they arise. We also recommend that a safety inspection and report be undertaken at least every 12 months, in order to review the effectiveness of control measures, to identify new hazards, and to assess hazards that have changed over time.

**Nature of Inspection**
Our inspector has conducted a visual inspection of the subject property to prepare this report. Except where otherwise noted, this inspection did not involve physical testing using prescribed methods (for example, we did not conduct slip-resistance testing to AS/NZS 4663). This report therefore deals with hazards that were reasonably identifiable from a visual inspection and should be read subject to the following limitations.

**Inspection Conducted Under Prevailing Conditions**
This inspection was conducted under the conditions prevailing at the time of the inspection, as described in the covering letter to this report. The safety of the property under conditions other than those prevailing at the time of inspection was not assessed. This report may not identify all risks to health and safety on the common property under all conditions. For example, this report may not identify **slipping hazard**s under wet conditions if the **slipping hazard** was not evident at the time of inspection.

You should regularly monitor the common property for risks under differing conditions and take appropriate action to eliminate or control any additional risks identified. To assist with this, we recommend that a procedure for reporting accidents, near-misses and hazards is established.

Solutions in Engineering is able to provide Specific Issue Safety Reports to address specific hazards arising under different conditions, at your request.

**Building Condition and Compliance**
This report is based on the state of the subject property at the time of inspection. Changes will occur to the state of the property over time, and we recommend regular updates to incorporate these changes. If a **major** change occurs on the subject property, we suggest that an updated report is ordered **immediately** to identify and assess any new risks arising from the change.

We have not made any assessment as to the structural adequacy of any of the elements of the complex, or hazards arising from structural issues, unless otherwise noted. A qualified structural engineer must carry out such an assessment.

This report is a safety report dealing with the identification and assessment of hazards, not a construction compliance report. Unless otherwise noted, we have not assessed the compliance of the subject property at the time of construction. We have relied upon the fact that the relevant local authority has determined that the complex as constructed has met with all local and statutory building regulations and relevant building standards, by declaring the complex to be fit for habitation. A building certifier must carry out any assessment of compliance at the time of construction.

**Usage of Property**
The risk assessments conducted as a part of this report are based on the apparent usage of the property at the time of inspection. This report assumes that the existing use of the property will continue. If the usage of the property changes in a material way, we recommend that the report is updated to reflect the change.

**Subject Property Boundaries**
Our inspector has used their best efforts to determine which areas and elements lie on the subject property based on all the information available at the time of inspection. It is possible that this report may inadvertently include some items/issues relating to private or neighbouring property, or have excluded some areas of the common property. Please contact our office if you have any concerns about areas included in this report.

**Access Limitations**
The inspector has inspected the areas of the subject property detailed in the \'scope of report\' that were safely accessible. Our inspector has determined which areas could be safely accessed based on a risk assessment at the time of inspection. The following areas were not inspected and are not included in this report:

1. Ceiling spaces;
2. Electrical Switchboards.

**Lighting**
This inspection was conducted during daylight hours and therefore the adequacy of lighting in darkness was not assessed. A light audit was not carried out as a part of this inspection.

**Fire Safety**
This report does not deal with issues relating to Fire Safety, including the installation or maintenance of fire-fighting equipment, the provision and adequacy of any fire and evacuation plan or emergency response procedures, or the installation and adequacy of evacuation signage. Solutions in Fire can be engaged to conduct a Fire Safety Report that addresses these issues.

**Electrical Installations and Equipment**
Our inspectors are not licensed electricians or electrical engineers. We have not carried out a thorough inspection of any electrical installations or equipment, including the main switchboard, as we are not qualified to do so. Please ensure that a suitably qualified electrical contractor carries out a thorough inspection of electrical installations at least every 2 years or as otherwise required. This inspection can be incorporated with the testing of Residual Current Devices, if installed.

**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 subject property.

**Balustrades**
Wherever balustrades are installed on the subject property, our inspector will have conducted a visual inspection of two (2) typical balustrades only, subject to access restrictions (as outlined above). We have not inspected every balustrade on the property. This inspection will be carried out against current safety standards for balustrades. Solutions ie provides a comprehensive Balustrade Testing Service, which involves the visual inspection, strength testing and design analysis of all balustrades. Please contact our office to discuss this service.

**Slip-Resistance of Surfaces**
No assessment of the slip-resistance or slipperiness of floor surfaces has been made in this report. Slip-resistance is affected by a wide range of factors, including the condition of the surface, the type of sole on footwear worn by a person, and the presence of any substances on the surface. As such, it is not possible to provide an assessment of the slip-resistance or slipperiness of surfaces without conducting tests in accordance with AS/NZS 4663:2004.

Our inspector may identify slip hazards based on their experience of the slipperiness of surfaces during the inspection, however we do not warrant that all surfaces are free from **slipping hazard**s. You should monitor the floor surfaces under the full range of conditions and users.

If complaints have been received about the slipperiness of flooring or near misses have been reported, we recommend that an anti-slip treatment be applied to the flooring **as soon as possible**. You may also wish to examine a sample of the flooring and request the manufacturer to provide evidence as to meeting the above standard or engage a contractor to provide slip-resistance testing services.

**Pool Safety**
This report does not constitute a Pool Safety Certificate or Non-Conformity Notice in accordance with the *Building Act 1975*. This report is an advisory report only. Solutions in Engineering can provide Pool Safety Certification services under the Act. Please contact our office for further details.

This report does not cover safety issues within the pool container itself, such as the condition of the pool surface and fittings, suction and drainage hazards, or water quality issues. Such issues must be assessed by a qualified pool contractor.

**Supply Terms and Conditions**
All services provided by Solutions in Engineering are supplied on the basis of our Supply Terms and Conditions which are available from our Office and from our website, www.solutionsinengineering.com. The following report notes do not limit the generality of those Terms and Conditions.

# Section 2
# Contractor's Safe Working Agreement

This statement provides details on how I/we, the Trade Contractor will manage the health and safety hazards associated with my/our work.

**ASSESSING WORKPLACE HEALTH AND SAFETY RISK**
The contractor agrees not to undertake any task without first assessing all Work Health and Safety Risks associated with the task. A full JSA (Job Safety Analysis) must be completed by the contractor before commencing any task. All work must be conducted in accordance with the *Work Health and Safety Act 2011* and associated regulations and Australian Standards.

## 1. TIDINESS

- Ensuring work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition.
- Ensure that rubbish is disposed in an appropriate manner.

## 2. MATERIAL HANDLING AND STORAGE

- Ensuring materials and equipment are stored on site in a manner that does not cause injury or illness.
- Indicating where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials are used and the order in which they are used.
- Not permitting smoking where flammable materials are stored.
- Ensure the manufacturer's requirements regarding handling and storage of materials are followed.

## 3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Ensuring PPE is used in accordance with the relevant codes of practice for the type or kind of work being engaged in, or in accordance with best-practice standards where no relevant code of practice exists.
- Providing and ensuring the use of items of personal protective equipment where it is not practicable (reasonable) to control risk of injury by other means.
- Ensuring helmets are worn when there is a risk of injury to the head, for example when working underneath other trades.
- Ensuring appropriate protective footwear is used.
- Ensuring that where hazards are created by particular activities, risks are controlled by ensuring the use of PPE, or by some other means.

## 4. HAZARDOUS SUBSTANCES/CHEMICALS

- Ensuring when using chemicals, the manufacturer's requirements are followed.
- Ensure all hazardous substances on site are correctly stored, labelled and have material safety data sheets (MSDS's). MSDS's should be provided by the supplier or manufacturer at purchase as well as on the purchaser's request.
- All hazardous substances are to be handled in compliance with Chapter 7 of the *Work Health and Safety Regulation 2011* and any other relevant document.

## 5. GUARDING ON TOOLS AND EQUIPMENT

- Ensuring guards are fitted and working effectively before tools and equipment are used.

## 6. ELECTRICAL

- Ensuring portable electrical equipment is of an industrial standard.
- Ensuring residual current devices are used with all electrical equipment.
- Ensuring power leads are located to minimise the risk of damage and are kept out of puddles, and plugs are kept dry.
- Ensuring extra protection for, or relocation of power leads occurs in areas of high traffic.
- Ensuring portable electrical equipment and power leads are maintained in a safe working condition.
- Ensuring double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for work purposes.

***Electrical contractors please note:***

- Ensuring electrical installation is completed in accordance with AS/NZS 3000:2007 (SAA Wiring Rules), and are tested and connected in accordance with recognised procedures, using suitable testing equipment.
- Ensuring all incomplete circuits are suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they are tagged.

## 7. MANUAL HANDLING

- Encouraging and using good manual handling techniques. For example:-
    - When bending or fitting try to vary duties or change posture;
    - When bending to lift objects try to maintain an inclined back and bent knees to a semi-squat where your feet are stable on the ground and you assume a power lifter stance;
    - When lifting awkward and heavy items, use mechanical aids
- Where this is not possible consider team lifting where people are trained.
- Ensuring the principles detailed in the National Standard for Manual Tasks are followed as well as those set out in *Hazardous Manual Tasks Code of Practice 2011*.

## 8. WORKING ABOVE 2 METRES

- Where work is being conducted at a height greater than 2 metres from the surrounding ground level, then a contractor must comply with *Managing the Risk of Falls at Workplaces Code of Practice 2011*, in relation to controlling the risk of falls.

## 9. WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

- Platforms (eg. scaffolding planks) on trestles provide a bigger, more stable surface to work from then a ladder rung.
- Ensuring trestles are erected in accordance with suppliers' instructions, and good practice, as outlined in AS/NZS 1892.1-1996 and AS/NZS 1892.2-1996 for trestle ladders, and AS/NZS 1576.5-1995 for adjustable trestles.
- Ensuring platforms are erected as near as reasonable to level, and are stepped rather than sloped, for example when working on gables.
- Ensuring platforms are in good and sound condition.
- Ensuring attention is given to placing trestles on a firm surface.

## 10. WORKING PLATFORMS ON SCAFFOLDS

- Ensuring scaffolds are satisfactorily erected and used. In particular, ensuring the scaffolds comply with relevant parts of the *Work Health and Safety Regulation 2011*, AS/NZS 1576-2010, and the *Formwork Code of Practice 2006*.
- Ensuring the scaffold is erected in accordance with supplier's instructions, is as near as reasonable to level, and is fully decked when being used.

## 11. LADDERS

- Ensuring ladders are of an industrial standard and comply with and are used in accordance with the requirements of the *Work Health and Safety Regulation 2011* and AS/NZS 1892.5-2000 – Portable ladders.
- Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the latter becoming unstable.
- Ensuring attention is given to base stability, particularly on soft or uneven soils.
- Ensuring domestic type ladders are not used and ladders are in a sound working condition. For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition.

## 12. MAINTENANCE AND USE OF EQUIPMENT

- Ensuring equipment is adequately maintained and used in accordance with the manufacturer's instructions (for example, power tools).

## 13. LIGHTING

- Providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.

## 14. ULTRA VIOLET LIGHT

- Encouraging employees to wear adequate clothing, or other protection to protect them from the effects of working in the sun.

## 15. WARNING SIGNS

- Warning signs may be required for some hazardous situations. Hazardous situations may include the use of power tools and where there is a risk of being struck by falling objects.
- Ensuring warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists.

## 16. LICENCES

- Ensuring appropriate licences and certificates of competency are held where required in the performance of any work (for example an explosive powered tool certificate).

## 17. FIRST AID

- Ensuring the provision of first aid, which is adequate for the types of injuries which may occur while performing work, in accordance with Section 42 of the *Work Health and Safety Regulation 2011*.

## 18. PROTRUSIONS

- Protrusions include protruding nails; tie-down bolts; reinforcing rods and mesh; bars; steel, copper and plastic tubing; metal flashings; post tensioning cables etc.
- Ensuring any protrusions created, are removed, bent over or guarded to eliminate or reduce risk of injury, where they are a hazard.

## 19. HEALTH AND SAFETY INDUCTION

- Ensuring that employees who are unfamiliar with health and safety issues receive instructions on safe work procedures (JSAs) and practices.

## 20. OTHER PERSONS

- Ensuring that my/our work does not create health & safety risks for the other workers and the public.

## 21. TRAINING AND SKILL

- Ensuring that my/our employees are sufficiently trained and skilled to perform the work in a healthy and safe manner.

## 22. FIRE CONTROL

- Ensuring a fire extinguisher is supplied where flammable paints and/or liquids are used or stored.

## 23. STABILITY OF STRUCTURE DURING CONSTRUCTION

- De-stabilisation may be caused by: weather, wind, subsidence, construction loads, live loads, and the premature removal of temporary bracing or temporary propping.
- Ensuring any structure being built remains stable during the construction process.

## 24. TRENCHING AND EXCAVATION

- Ensuring that our work is supervised by a person who is competent and capable of assessing the risks associated with trenching work. This person should be knowledgeable on trenching, soil stability, appropriate shoring systems, and where possible should have experience of local soil conditions.
- Ensuring that trenches, which people have to enter, are shored where the soil is unstable or prone to collapse.
- Ensuring that trenches deeper than 1.5 metres, which people have to enter, are shored, unless a soil engineer confirms that the trench walls are stable without shoring.
- Ensuring that unattended excavations I/We have created are barricaded or covered where they present a hazard, and are filled as soon as practicable.
- Ensuring that where they present a hazard, unattended excavations are barricaded.
- Ensuring that the *Work Health and Safety Regulation 2011* and the Advisory Standard for Excavation are adhered to.

## 25. PLANT, CRANES AND MACHINES

- Ensuring the safety instructions of drivers or licensed operators of plant are followed.

**26. INSURANCE**

- Ensure that all necessary insurances are in place as required by legislation including workers compensation or personal accident insurance, public liability and professional indemnity. Please provide copy of certificate of currency for all insurances.

| CONTRACTOR INSURANCE DETAILS | | | | |
|---|---|---|---|---|
| | Policy No | Insurance Company | Commencement Date | Expiry Date |
| Public Liability | | | | |
| Professional Indemnity | | | | |
| Workers compensation/ Personal Accident | | | | |
| Other | | | | |

**FOR USE BY THE CONTRACTOR:-**

| DETAILS OF WORK TO BE UNDERTAKEN | | |
|---|---|---|
| DATE | LOCATION | BRIEF DESCRIPTION OF WORK |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**Trade Contractor's Name Company**

**Name of Trade Contractor's**

**Signature**

**Date: ___/___/___**

**Contractor's License Number (if applic.)**

**NOTE TO CONTRACTORS**

**PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE AND COPY OF ALL RELEVANT LICENSES.**

**Please note: It is advisable that a new agreement be signed by all contractors annually.**

# Section 3
# Maintenance Report Sign Off Sheet

| Date of Inspection | Details of Safety Officer |
|---|---|
| October 2013 to September 2014 | Inspector: Joseph Bechara |
| October 2014 to September 2015 | |
| October 2015 to September 2016 | |
| October 2016 to September 2017 | |

**Maintenance Report**

This report only covers items listed in Section 1 of this report, limited to the scope qualified in the Report Notes. This sheet is designed to assist the Owners Corporation Manager to keep a record of these inspections so it can be produced when requested.

# FOLLOW UP MAINTENANCE REPORT BOOKING SHEET

| | |
|---|---|
| **PROPERTY ADDRESS** | Phillip's Landing Strata Plan 270051<br>247 Burwood Road , Concord NSW 2137 |
| **MANAGEMENT COMPANY** | Premier Strata Management Pty Ltd |
| **INSTRUCTIONS** | 1. Carry out a maintenance report review. |
| **DATE OF FOLLOW-UP INSPECTION** | October 2014 |
| **AUTHORISATION TO PROCEED** | SIGNED……..<br>DATED…… |
| **AUTHORISED REPRESENTATIVE** | Name: _____<br>Phone number: _____ |

# Section 4
# Maintenance Report Management Implementation Plan

**Strata Plan 270051**
**247 Burwood Road , Concord NSW 2137**

**October 2013 to September 2014**

Listed in this section are common property and Owners Corporation asset items that we recommend require repairs and maintenance in the next twelve months:

| Item | Person(s) to address Item | Proposed date to complete | Review date (if applicable) |
|---|---|---|---|
| **QUARTER 1 – ACTION REQUIRED WITHIN 3 MONTHS** | | | |
| 1. Block M - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. | | | |
| 2. Block N - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. There is evidence of stained rendered surface. | | | |
| 3. Block P - The rendered facade and bayside columns need painting **as soon as possible**. The downpipe rainwater heads are showing signs of rust on the southern side of the building. The gutter brackets are showing signs of rust. The building needs attention. | | | |
| 4. Block J - We recommend the garden bed planter box walls are attended to, and paint is needed to the external facade ceiling eaves lining. | | | |
| 5. Block E - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. | | | |
| 6. Block B - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. The rendered surfaces need repair. | | | |

| | | | |
|---|---|---|---|
| 7. Block C - All rendered and painted surfaces are to be attended to. Paint is needed to the external facade ceiling eaves lining, especially the rendered walls over the entry to the basement and towards the centre garden courtyard. | | | |
| 8. Block F - All rendered and painted surfaces are to be attended to, and paint is needed to the external facade ceiling eaves lining. | | | |
| 9. Please ensure an engineer monitors the movement and subsidence of the perimeter brick wall to ensure the safety and construction rigidity of the brick wall. Movement in the wall was evident at the time of the inspection. | | | |
| **QUARTER 4 – ACTION REQUIRED WITHIN 12 MONTHS** | | | |
| 10. Block H - We recommend the external painting and general upkeep to be re-done in 5-8 years. | | | |
| 11. Block D - The timber fascia needs painting. | | | |
| 12. Block R - We recommend the external painting and general upkeep to be re-done in 5-8 years. | | | |
| 13. Block L - We recommend the external painting and general upkeep to be re-done in 5-8 years. | | | |
| 14. Block K - We - recommend the external painting and general upkeep to be re-done in 5-8 years. | | | |
| 15. Block G - We recommend the external painting and general upkeep to be re-done in 5-8 years. | | | |

The above table is designed to assist in addressing the issues raised in Section 1 of this report.

# Standard Procedures for Working at Heights

When workers or contractors are cleaning gutters, external windows, skylights or roofs, or painting the outside of a building they are often operating at heights where a fall could cause serious injury or death. High winds, 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 working 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.

**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 of 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 spacings unless specifically designed to do so.

E) 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.

F) 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 the experience and competence to assess the integrity of a building or structure and anchorage point AS/NZS 1891.4-2000.

Working from roofs is a complex issue; the above should be read in conjunction with the Code of Practice: Safe Work on Roofs.

# Section 5
# Property Profile

## SITE INFORMATION FOR WORKERS

| Photo of building | CTS | Address |
|---|---|---|
|  | 270051 | 247 Burwood Road , Concord NSW 2137 |
| **Work Environment and Facilities Checklist** | **✓/ ✖** | **Comments** |
| Are there management employees or a representative on site? | | |
| Contact details/comment | ✓ | Jim Walsh 97442145 |
| Is parking readily available to visiting workers? | ✓ | |
| Do all workers on all shifts have access to the facilities? Eg night cleaners or security personnel | | |
| Are the drinking water outlets accessible to workers? | ✓ | |
| Are the drinking water outlets separate from toilet and washing facilities? | | |
| Are toilets clearly marked, and do they have lockable doors, adequate consumables, lighting and ventilation? | | |
| Are there appropriate procedures to ensure outdoor workers have access to clean drinking water, toilets, and emergency and first aid assistance? | | |
| Is there access to shelter for eating meals and taking breaks and for protection when weather conditions become unsafe for outdoor workers? | | |
| Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures on site and accessible to all workers? | | |
| Is there an Asbestos Register and Asbestos Management Plan on Site that is accessible to all workers? | | |
| Are workers able to access the roof unaided? | | |
| Are there fittings installed on the property to meet working at heights safety requirements? | | |
| Is there access to water for general maintenance purposes? | ✓ | |
| Is there access to electricity for general maintenance purposes? | ✓ | Power box |