



Safety Report

ORMISTON GARDEN

1-5 Dishys Road & 3-7 Newelm Lane

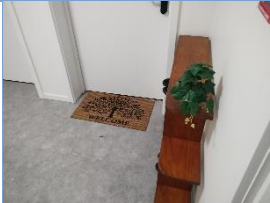
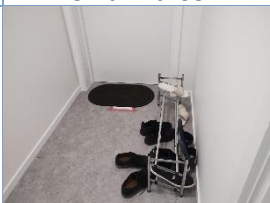
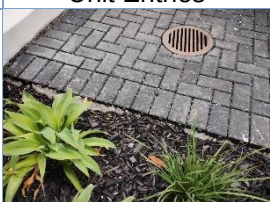
Flat Bush NZ 2016

Unit Title Plan 591714

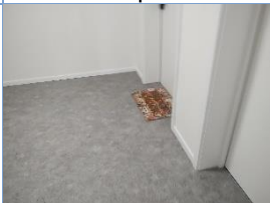
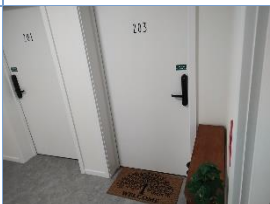
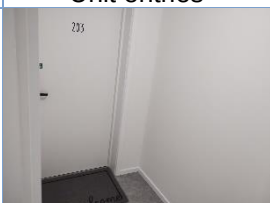


Report details	
Inspection date:	6 May 2024
Inspector:	Andrew Bayly
Weather conditions at time of Inspection:	Fine
Total items identified:	13
Major hazards:	0
Moderate hazards:	0
Minor hazards:	13
Additional comments:	3
Report Expiry Date:	6 May 2025



Action list			
Item	Details	Location	Date actioned
Minor hazards			
5	We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard .(Photo 1)	 Unit Entries	
6	We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard .	 Carpark area	
7	We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 2)	 Unit Entries	
8	We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 3)	 Unit Entries	
9	We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 4)	 Unit Entries	
10	We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard .	 Footpaths	



Action list			
Item	Details	Location	Date actioned
11	We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard .	 Bike racks	
12	We recommend that you highlight, with a paint colour that contrasts with the surface, the top edge of any raised concrete surface where unable to fill any adjacent lawn or garden to create a level surface as soon as possible . The variation in height is difficult to observe and currently represents a tripping hazard .	 Footpath	
13	We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 1)	 Unit entries	
14	We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 2)	 Unit entries	
15	We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 3)	 Unit entries	
16	We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 4)	 Unit entries	
17	We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 5)	 Unit entries	



7 May 2024

The Body Corporate for*Ormiston Garden*

Unit Title Plan 591714

1-5 Dishys Road & 3-7 Newelm Lane, Flat Bush NZ 2016

Dear Committee Members,

Solutions in Engineering have designed this Safety Report to guide the Body Corporate in the ongoing management and elimination of 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 prioritizing major and moderate risks over less important maintenance issues.

Details and Scope of Report	
Inspection Date:	6/05/2024
Conditions at time of Inspection:	Fine
Scope of Report:	Solutions in Engineering were engaged by the Body Corporate to produce a Safety Report identifying site-specific physical hazards to persons on the common property.
Building Profile:	Low Rise Residential

- Section 1 - A Detailed Inspection Report** 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 - Safety Report Update Schedule** provides advice about updating this report, including a schedule for future reports.
- 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 Body Corporate to identify safety 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 0800 136 036.

Thank you for your business and continue to be safe.

Yours sincerely,



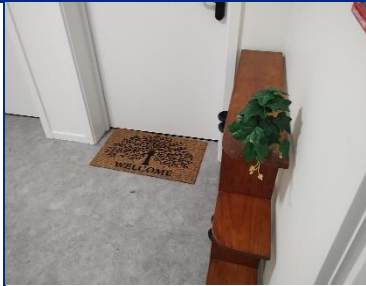
Solutions in Engineering

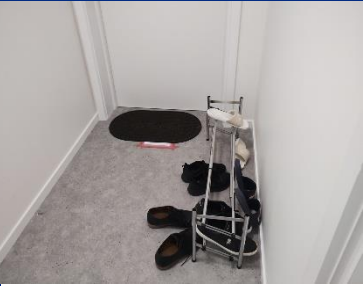
Section 1 Detailed Inspection Report

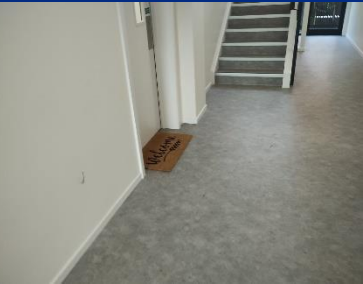
Several areas of the common property were not inspected and are not included in this report, including:

1. Roof areas
2. Ceiling and roof cavities
3. Unit balconies
4. Internal areas of units
5. Locked switchboard
6. Underground plumbing and internal wiring
7. Dividing walls between units
8. Exclusive use areas
9. Locked areas

Item	Reference	Item Description	Photo	Trade
BARRIERS TO PREVENT FALLS				
1		Location: Balconies Action: The balcony barriers and associated anchorages inspected appear to be in good condition. No hazards were observed at the time of inspection. Risk level: NH - No Hazard		
ELECTRICAL				
2		Location: Switchboards Action: The main switchboard was clearly identified. No hazards were observed at the time of inspection. Risk level: NH - No Hazard		
FENCE				
3		Location: Fencing (general) Action: The fencing was free of significant deterioration or damage and all components were in place. No hazards were observed at the time of inspection. Risk level: NH - No Hazard		

Item	Reference	Item Description	Photo	Trade
GENERAL				
4		Location: Bins Action: All bins were in designated areas. No hazards were observed at the time of inspection. Risk level: NH - No Hazard		
PEDESTRIAN ACCESS				
5	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 1) Risk level: 3 - Minor		By whom: Body Corporate
6	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1993	Location: Carpark area Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . Risk level: 3 - Minor		By whom: Body Corporate
7	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1994	Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 2) Risk level: 3 - Minor		By whom: Body Corporate

Item	Reference	Item Description	Photo	Trade
8	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1995	Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 3) Risk level: 3 - Minor		By whom: Body Corporate
9	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1996	Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . (Photo 4) Risk level: 3 - Minor		By whom: Body Corporate
10	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Location: Footpaths Reference: Sunken Earth Action: We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard . Risk level: 3 - Minor		By whom: Handyperson
11	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1993	Location: Bike racks Reference: Sunken Earth Action: We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard . Risk level: 3 - Minor		By whom: Handyperson

Item	Reference	Item Description	Photo	Trade
12	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Location: Footpath Reference: Highlight - Unable to Fill Adjacent Surface Action: We recommend that you highlight, with a paint colour that contrasts with the surface, the top edge of any raised concrete surface where unable to fill any adjacent lawn or garden to create a level surface as soon as possible. The variation in height is difficult to observe and currently represents a tripping hazard. Risk level: 3 - Minor		By whom: Handyperson
13	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1992	Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 1) Risk level: 3 - Minor		By whom: Body Corporate
14	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1993	Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 2) Risk level: 3 - Minor		By whom: Body Corporate
15	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1994	Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 3) Risk level: 3 - Minor		By whom: Body Corporate

Item	Reference	Item Description	Photo	Trade
16	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1995	Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 4) Risk level: 3 - Minor		By whom: Body Corporate
17	AS/NZS ISO 31000:2009; NZBC cl F4; Building Regulations 1996	Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. (Photo 5) Risk level: 3 - Minor		By whom: Body Corporate
SAFE WORK METHOD STATEMENTS				
18	Safe Work Methods	Location: Working at Heights Reference: Statement / Permit Required Action: An approved Safe Work Method Statement / Permit is required prior to commencing work, demonstrating care around working at heights. Risk level: C - Comment		
19	Safe Work Methods	Location: Confined Spaces Reference: Statement / Permit Required Action: An approved Safe Work Method Statement / Confined Spaces Permit is required prior to work commencing in confined spaces, demonstrating care whilst successfully meeting AS2865. Risk level: C - Comment		

Item	Reference	Item Description	Photo	Trade
STAIRWAYS				
20		Location: Stairways Action: We have assumed that any stairways inspected are the original stairways that were passed by the authorities at the time of construction and therefore would have complied with the Building Codes of that time. For that reason, as we are unable to determine the structural safety of these stairs, we make no recommendations with regards to the structure of these stairs. Please note that the current building code requires stairs to have a non-slip finish or anti-slip strip on each tread for all new or renovated stairs. Risk level: C - Comment		
VEHICLE ACCESSWAYS				
21		Location: Driveways Action: The vehicle accessways were inspected for hazardous conditions that may contribute to slips, trips, falls, impacts or vehicle related accidents. No hazards were observed at the time of inspection. Please note: Slip-resistance testing to AS / NZS 4663 was not conducted as a part of this inspection. Our observations regarding slip hazards are based upon our inspector's experience under the conditions prevailing during the inspection. Risk level: NH - No Hazard		

Report Notes

Legal Duties

The *Health and Safety at Work Act 2015* requires that persons conducting a business or undertaking and persons in control of workplace premises to 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 in identifying and assessing hazards at your property, and to provide advice about suggested 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 a work health and safety audit insofar as it does not include a review of manual handling, job task analysis, training, air space and lighting measurements, or a safety management system and policies and procedures for safe work.

Furthermore, under common law negligence any person (including owners corporations, caretakers, managers, and management companies) have the duties to take precautions against the risk of harms which are foreseeable, not insignificant and that a reasonable person would have taken precautions against.

The Bodies Corporate duties to maintain a safe environment and identify risks on property are not supplanted or replaced by the existence of this report. This report aims to assist in the discharge of these obligations, not replace or take on the duty of them. If you are unsure of the extent of your obligations, we recommend that you obtain independent legal advice.

Solutions in Engineering carry out an inspection of the readily accessible (by foot) areas only that are seen, to assist in the identification of site-specific physical hazards and we deliver a report that provides recommends minimising the risks associated with those hazards.

Solutions in Engineering do not perform an audit of compliance with the relevant safety legislation as this includes the incorporation of manual handling, job task analysis, training, air space and lighting measurements, asbestos analysis, chemical management, a safety management system and policies and procedures for safe work. The recommendations above and this report in no way supplant, discharge, or minimise your common law or statutory duty of care to minimise harm, exposures, risks or other like events and Solutions in Engineering do not accept any responsibility for property damage and/or bodily injury whatsoever.

Additional Documentation

The following documents are available for download from the Solutions in Engineering website 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.

Ongoing Safety

This report deals with hazards present and identified at the time of inspection. As such, it does not ensure an ongoing assessment, and does not supplant your duty to ensure the safety of the common property.

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.

Notably, potential chemical or biological hazards which are not obvious during a visual inspection are outside the scope of this report.

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 hazards under wet conditions if the slipping hazards were 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 are able to provide Specific Issue Reports to address specific hazards arising under different conditions, at your request.

Building Condition

This report is based on the state of the subject property at the time of inspection, as was accessed. 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. Where an opinion is noted, it in no way implies that a holistic undertaking of structural issues was assessed. Instead, it is a helpful opinion not be read in conjunction with the rest of the report. 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

Safety inspections are conducted during usual daylight hours and do not comment on or assess the adequacy of lighting or the impact of lighting on the continued safety of any area of the common property either during usual daylight hours or at night. A light audit was not carried out as a part of this inspection.

If you wish to obtain a specialist lighting assessment, please contact our office on 0800 136 036 so that you can be referred to a suitably qualified specialist.

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.

Electric Gates

This report does not assess the safety risks involved in the operation and/or presence of automatic electric gates. We have presumed that the appropriate safety measures have been implemented to ensure that any electric gates which may be on the property, are operating safely and risk of harm is minimized. The relevant safety measures should include pressure sensors, edge sensors, warning signs, and a physical stop/emergency button.

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.

Balustrade Assessment

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. Further, this is simply a visual inspection. Comment may be made on general issues of safety, even if the balustrade is compliant. However, no ranking or recommendation will be given, as the balustrade will in most circumstances be assumed to have been compliant at time of construction.

If you require a further assessment of your balustrades, a balustrade safety report is available as a separate product.

Balustrade Height Requirements

A fall over a Balustrade represents one of the most severe risks which can occur on common property, often leading to brain damage or even death (see for example the case of *Toomey v Scolaro's Concrete Constructions Pty Ltd (in liq) & Ors (No 2)* [2001] VSC 279). Balustrades built under the Building Code of Australia since 1 July 1997 have a height requirement of 1000mm.

Although older buildings only have to comply with the requirements which existed at the time of construction, we will strongly recommend you consider replacing them with balustrades which meet modern standards. Particularly if your balustrades are below 865mm at any point, there is a good chance that your balustrades are not compliant with the requirements at the time of construction and need to be replaced.

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 hazards. 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.

If you wish to obtain a slip test or slip resistance report, please contact our office on 0800 136 036 so that you can be referred to a suitably qualified specialist.

Pool Safety

This report may include references to a pool area. However, this report is an advisory report only, and considers only the general safety issues within this area.

This report in **no way satisfies** the criteria for pool safety under the *Fencing of Swimming Pools Act 1987*.

This report makes no reference to safety considerations of the pool itself, such as condition and maintenance of the pool, water quality, or suction and drainage hazards. Such issues should be assessed by a qualified pool contractor only.

Anchor Points

Often our inspectors cannot safely access areas that have anchor points installed. If you have any anchor points, they must be inspected annually to test their strength and safety against the applicable Australian Standard AS/NZS 1891 and AS/NZS 5532. They should be tagged as compliant and sign installed to advise workers of their presence. If not being used and therefore not under a current testing tagged as 'NOT FOR USE' and/or a sign installed at all entries to the area.

Asbestos

This report does not attempt to identify Asbestos hazards. Many buildings built prior to 1 January 2004 have the risk of containing Asbestos. Buildings which contain Asbestos are required to manage their Asbestos risk by implementing control measures identifying, monitoring, and controlling the Asbestos risk on their property in accordance with the *Health and Safety at Work (Asbestos) Regulations 2016*.

An Asbestos Report is available as a separate product, contact Solutions in Engineering for assistance with managing your Asbestos hazards.

Commercial Buildings

You should advise all occupiers to ensure all delivery drivers and workers attending the property complete a Job Safety Analysis for the task/s to be undertaken by them. A sample is attached to this report that should be forwarded to all owners and occupiers.

Safety Report Expiry

This report is only valid for 12 months. We research the changing landscape of safety, injury and litigation by tracking court cases and review the way we look at risk and hazards in light of the cases. Further we consider any changes in legislation and their impact on inspection processes, therefore after 12 months this report is not current. You need to update this report every 12 months.

Contractor Safe Working Agreement

Solutions in Engineering recommends that the Bodies Corporate liaise with any owner, occupier or tenant about the risks discussed in this report and the importance of Safe Work Practices. If the owner occupier or tenant is engaging any worker or contractor, we recommend that the Owners Corporations provide them a copy of the Safe Method Agreement attached (refer Section 2 of this report). This is so that the owner, tenant, or occupier are made aware of Safe Work Practices, so that they can ensure that any contractor is properly qualified and engages in Safe Work Practices.

We also recommend that Delivery drivers sign the Contractor Safe Method Agreement (refer Section 2 of this report) and provides the Bodies Corporate with proof of competence (e.g., Contractor's license card) and insurance etc. As plans are not always available, assumptions are made as to what is common property, therefore this Report may exclude some items/issues relating to these parts of the common property.

Your FREE amendment (conditions)

In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply Terms and Conditions

All services provided by Solutions in Engineering are supplied on the basis of our Supply Terms and Conditions and Product Descriptions which are available from our Office and from our website, 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 *Health and Safety at Work Act 2015* and associated regulations and Australian/ New Zealand 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 the *Hazardous Substances and New Organisms Act 1996*.
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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 3000:2018 (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.
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7. MANUAL HANDLING

- Encouraging and using safe manual handling techniques. For example:
 - When bending or lifting repetitively 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
 - When using 2 wheeled trolleys load so that the weight is being supported by the wheels not the operator. Do not overload the trolley and use load restraints for high, wide, or bulky loads.
 - 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 the *Code of Practice for Manual Handling*.
-

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 should comply with the *Best Practice Guidelines for Working at Height in New Zealand*, in relation to controlling the risk of falls.
-

9. WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

- Platforms (e.g., scaffolding planks) on trestles provide a bigger, more stable surface to work from than a ladder rung.
 - Ensuring trestles are erected in accordance with suppliers' instructions, and good practice, as outlined in AS/NZS 1892.1-2018 and AS/NZS 1892.2-1992 for trestle ladders, and AS/NZS 1576.5-2021 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 AS/NZS 1576-2019, the *Best Practice Guidelines for Scaffolding in New Zealand*, and the requirements in the *Health and Safety at Work Act 2015*
- 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 AS/NZS 1892.5-2020 – Portable ladders, and the *Health and Safety at Work Act 2015*,
 - 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..
-

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 *Health and Safety at Work Act 2015* and the *Approved Code of Practice for Safety in Excavation and Shafts for Foundations* 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

Name of Trade Contractor's Company

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

Safety Report Update Schedule

SAFETY REPORT UPDATE RECOMMENDATION

It is a requirement under the *Health and Safety at Work Act 2015* and its associated regulations that control measures be put in place to minimise the risks of injury to workers, self-employed persons, and members of the public and further that these control measures be monitored for effectiveness on a regular basis. We strongly recommend that this Report be updated on an annual basis. Our recommendation is based upon recognising the need of each Owner, as a person who has control of a workplace, including the means of access to, or egress from that workplace, or plant or a substance at a workplace, to minimise the risk of injury to persons coming onto that workplace.

The purpose of updating this report is to assist the Body Corporate in identifying:

- Changes to the property which may create new risks;
- Changes to the property which may modify existing risks;
- The effectiveness of control measures implemented to control previously identified risks; and
- The regular amendments to the legislative and non-legislative requirements we have identified as being relevant, including sections of health and safety and electrical safety legislation and Codes of Practice, relevant Building Codes, Australian and New Zealand Standards, Industry Guidelines, and trends which are designed to provide a "Best Practice" approach to the Risk Management process.

SCHEDULE FOR SAFETY REPORT UPDATES

The table below sets out a schedule for updating this Safety Report. It is important that the Body Corporate receive updated reports every 12 months, and as such reports should be ordered sufficiently far in advance to allow delivery within this timeframe. We recommend allowing at least five weeks for the delivery of reports under ordinary circumstances.

Date of Inspection	Details of Safety Officer
May 2024	Inspector: Andrew Bayly
May 2025	
May 2026	

FOLLOW UP ANNUAL SAFETY REPORT BOOKING SHEET**PROPERTY ADDRESS**

Ormiston Garden
Unit Title Plan 591714
1-5 Dishys Road & 3-7 Newelm Lane, Flat Bush NZ 2016

MANAGEMENT COMPANY

Crockers Body Corporate Management Ltd

INSTRUCTIONS

1. Carry out an Annual Safety Report.

**DATE OF FOLLOW-UP
INSPECTION**

May 2025

**AUTHORISATION
PROCEED**

TO SIGNED.....

DATED.....

**AUTHORISED
REPRESENTATIVE**

Name: _____

Phone number: _____

Section 4 Implementation Plan

Unit Title Plan 591714 1-5 Dishys Road & 3-7 Newelm Lane, Flat Bush NZ 2016

For your convenience, items that have been identified during inspection have been sequentially ordered by risk level, and within each risk level items have been ordered by the person that is to address the associated item.

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
Hazards required to be rectified as soon as possible			
Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . Risk level: 3 - Minor	Body Corporate		
Location: Carpark area Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . Risk level: 3 - Minor	Body Corporate		
Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . Risk level: 3 - Minor	Body Corporate		

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . Risk level: 3 - Minor	Body Corporate		
Location: Unit Entries Reference: Obstructions - Stored Items Action: We recommend that the items stored on the common property are removed as soon as possible as this represents a tripping / personal injury hazard . Risk level: 3 - Minor	Body Corporate		
Location: Footpaths Reference: Sunken Earth Action: We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard . Risk level: 3 - Minor	Handyperson		
Location: Bike racks Reference: Sunken Earth Action: We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard . Risk level: 3 - Minor	Handyperson		

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
Location: Footpath Reference: Highlight - Unable to Fill Adjacent Surface Action: We recommend that you highlight, with a paint colour that contrasts with the surface, the top edge of any raised concrete surface where unable to fill any adjacent lawn or garden to create a level surface as soon as possible . The variation in height is difficult to observe and currently represents a tripping hazard . Risk level: 3 - Minor	Handyperson		
Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. Risk level: 3 - Minor	Body Corporate		
Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. Risk level: 3 - Minor	Body Corporate		
Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. Risk level: 3 - Minor	Body Corporate		

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. Risk level: 3 - Minor	Body Corporate		
Location: Unit entries Reference: Mats - Unsuitable Door Mats Action: We recommend that the unsuitable door mats are removed and / or replaced with low profile, non-curl, non-slip floor mats throughout the complex. Risk level: 3 - Minor	Body Corporate		

The above table is designed to assist in addressing the issues raised in the “**Detailed Inspection Report**” 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 1891.4-2009.

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	Plan #	Address
	591714	1-5 Dishys Road & 3-7 Newelm Lane, Flat Bush NZ 2016
Work Environment and Facilities Checklist	✓/ ✗	Comments
Are there management employees or a representative on site?	N/A	
Contact details/comment	N/A	
Is parking readily available to visiting workers?	✓	Yes. Free street parking is available.
Do all workers on all shifts have access to the facilities? Eg night cleaners or security personnel	N/A	
Are the drinking water outlets accessible to workers?	N/A	
Are the drinking water outlets separate from toilet and washing facilities?	N/A	
Are toilets clearly marked, and do they have lockable doors, adequate consumables, lighting and ventilation?	N/A	
Are there appropriate procedures to ensure outdoor workers have access to clean drinking water, toilets, and emergency and first aid assistance?	N/A	
Is there access to shelter for eating meals and taking breaks and for protection when weather conditions become unsafe for outdoor workers?	N/A	
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures on site and accessible to all workers?	N/A	
Is there an Asbestos Register and Asbestos Management Plan on Site that is accessible to all workers?	N/A	
Are workers able to access the roof unaided?	N/A	
Are there fittings installed on the property to meet working at heights safety requirements?	N/A	
Is there access to water for general maintenance purposes?	✓	
Is there access to electricity for general maintenance purposes?	✓	

JOB SAFETY ANALYSIS WORK SHEET ELECTRICIAN

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Wiring repairs	Electrocution	Ensure complete lock out tag out isolation before commencing job. Provide sign at isolation point to advice of lock out.	Contractor
Trenching	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate Personal Protective Equipment.	Contractor
Trenching	Cave in	Ensure trench is constructed in accordance with Regulations and that appropriate shoring is in place where required. Have at least one person on standby when working in trench.	Contractor
General/Clean up	Cuts / scratches	Wear appropriate personal protective clothing	Contractor
General Labour	Working at height. Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Establish perimeter around area that is no-go area. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections. Ensure there are no electrical cables in the vicinity of area.	Contractor
Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise /Vibration /Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Using hand tools	Cuts / tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET ENVIRONMENTAL WEEDING

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Weed spraying	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor
Weed spraying	Chemical Hazards	Ensure personnel using chemicals understand the hazards and those chemicals are stored appropriately. Ensure MSDS's are available for all chemicals.	Contractor
Weed spraying	Chemical Hazards	Ensure personnel using chemicals understand the hazards and wear appropriate PPE.	Contractor
Weed spraying	Chemical Hazards to other persons	Ensure personnel using chemicals understand the hazards and establish a no-go area for other persons in the area. If other persons approach the area, immediately discontinue spraying until persons have vacated.	Contractor
Weed Spraying	Chemical Hazards / Poisoning	Ensure that after handling chemical, hands are washed thoroughly. Ensure MSDS's are available for all chemicals used on site.	Contractor

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I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET FIRE SERVICES

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Using hand tools	Cuts / tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor
Testing Equipment	False alarms	Ensure system is isolated before testing.	Contractor
Repairing / Recharging Equipment	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate PPE.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure personnel using chemicals understand the hazards and those chemicals are stored appropriately. Ensure MSDS's are available for all chemicals.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure personnel using chemicals understand the hazards and wear appropriate PPE.	Contractor
Repairing / Recharging Equipment	Chemical Hazards to other persons	Ensure personnel using chemicals understand the hazards and establish a no-go area for other persons in the area. If other persons approach the area, immediately discontinue until persons have vacated.	Contractor
Repairing / Recharging Equipment	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET GENERAL HANDYPERSON

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Gardening / Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Gardening/Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening / Clean up	Cuts / scratches	Wear appropriate Personal Protective Clothing.	Contractor
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Painting	Fumes / Dust	Ensure area is well ventilated and wear appropriate Personal Protective Equipment. Clean up after work.	Contractor
Painting	Pollution	Ensure paint is contained in area and that drop sheets are used whenever paint is opened or used.	Contractor
Painting	Hazardous / flammable materials	Ensure hazardous / flammable materials are stored in appropriate containers that are labelled, and that Safety Data Sheets are available for each material stored.	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Painting	Hazardous / Flammable Materials	Ensure hazardous / flammable materials are stored in appropriate locations and volumes do not exceed allowable amounts.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:.....Date:.....

JOB SAFETY ANALYSIS WORK SHEET INSURANCE INSPECTOR

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Inspecting premises	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Inspecting premises	Cuts / scratches	Wear appropriate Personal Protective Clothing	Contractor
Inspecting premises	Working at height.	Do not use ladder over 2m high. Use cherry picker or scaffold if higher.	Contractor
Working outside	Sunburn	Sunhat/glasses/sunscreen/protective clothing.	Contractor
Inspecting premises	Slips / Trips / Falls	Wear appropriate non-slip footwear and inspect pool area for trip hazards before commencing.	Contractor
Inspecting premises	Slips / Trips / Falls	If night time ensure adequate lighting is provided or carried.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET PLUMBER

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Trenching	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate Personal Protective Equipment.	Contractor
Trenching	Cave in	Ensure trench is constructed in accordance with Regulations and that appropriate shoring is in place where required. Have at least one person on standby when working in trench.	Contractor
General / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Contractor
General Labour	Working at height. Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Establish perimeter around area that is no-go area.. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections. Ensure there are no electrical cables in the vicinity of area.	Contractor
Clean up	Insect bites / Broken glass / syringes / spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Joining pipes (PVC)	Fumes,	Work in a well-ventilated area or wear appropriate fume mask.	Contractor
Using hand tools	Cuts/tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET VOLUNTEER GARDENER

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Mowing	Cuts / lacerations	Do not attempt to remove grass or other objects while mower is running.	Volunteer
Mowing	Eye / foot / hand injuries	Wear appropriate Personal Protective Clothing.	Volunteer
Mowing	Noise	Wear appropriate ear muffs.	Volunteer
Mowing	Flying objects	Ensure area is clear of possible obstructions before commencing and ensure there are no other persons nearby when mowing.	Volunteer
Gardening / Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Volunteer
Gardening / Clean up	Cuts / scratches	Wear appropriate personal protective clothing.	Volunteer
Gardening / Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Do not work over 2M in height, use Contractor. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Volunteer
Mowing	Cuts / lacerations	Do not attempt to remove grass or other objects while mower is running.	Volunteer
Mowing	Eye / foot / hand injuries	Wear appropriate personal protective clothing.	Volunteer
Mowing	Noise	Wear appropriate ear muffs.	Volunteer

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET WORKING AT HEIGHTS, ROOF, OR GUTTER WORK

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Repair roof / Gutters	Access difficulties, falling objects.	Use elevated work platform or cherry picker Establish no-go area around area of work. Tie tools to person or platform.	Contractor
Repair roof / Gutters	Cuts scratches abrasions	Wear appropriate personal protective equipment.	Contractor
Repair roof / Gutters	Sunburn	Wear sunhat, glasses, sunscreen, and protective clothing.	Contractor
Repair roof / Gutters	Falling from platform	Ensure personnel using platform have been trained and are in possession of appropriate licences and insurance. Wear safety harness attached to platform. Provide scaffold around perimeter if required by Standards.	Contractor
Repair roof / Gutters	Falling objects and persons.	Use only licensed contractors who are appropriately trained and have all insurances and certificates.	Contractor.

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:.....Date:.....

JOB SAFETY ANALYSIS WORK SHEET LOCKSMITH MAINTENANCE

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
General repairs	Slips / Trips / Falls	Wear appropriate non-slip footwear and inspect area for trip hazards before commencing cleaning.	Contractor
Working outdoors	Sunburn	Sunhat / glasses / sunscreen / protective clothing.	Contractor
Repairing Equipment	Electrocution	Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections properly wired.	Contractor
Working at height	Working at height. Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Using power tools	Noise / Vibration / Dust / Electrical hazards.	Wear appropriate personal protective equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Lifting / Moving objects	Back strain	Avoid sharp twisting movements and do not over reach when using tools.	Contractor

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above-mentioned documentation.

Contractor:.....

Signature:..... Date:.....