

WORKPLACE HEALTH SAFETY AUDIT

for

SAMPLE REPORT

at

1 SMITH STREET
SYDNEY

SP 00000

Job No. 9999902

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1.0 General Information

1.1 Report Request

This report was prepared for the Owners Corporation of SP 00000.

1.2 Property Description

Location: 1 Smith Street, Sydney NSW 2000

Description: Residential complex consisting of sixty lots.

1.3 Inspection

Date: 13 January 2023

By: Ms Kaylene Arkcoll

Weather: On the day of the inspection, the weather conditions were fine.

1.4 Application of Workplace Health and Safety Act

The *Work Health and Safety Act 2011* requires persons conducting a business or undertaking to ensure the safety of the workplace for themselves, workers and other people accessing the workplace. They must eliminate risks to health and safety so far as is reasonably practical, and if it is not reasonably practical to eliminate a risk, minimise the risk so far as is reasonably practical.

A person or entity conducting a business or an undertaking (along with any officers that participate in the entity's decision-making process) must exercise due diligence to ensure the business or undertaking complies with this duty.

Section 34 of the *Work Health and Safety Regulations 2011* requires a duty holder to identify reasonably foreseeable hazards that could give rise to risks to health and safety. This must be followed by an assessment of the risks associated with the hazards, identification of appropriate action to remove or control the hazards and the implementation of the control actions. The Code of Practice titled "How to Manage Work Health and Safety Risks" provides practical guidance for this process. (The summary of the risk assessment / management process provided in this report is substantially based on the Code of Practice.)

Section 7 of the *Work Health and Safety Regulation 2011* excludes certain owners corporations from being classified as "a person conducting a business or undertaking". We recommend that the owners

corporation obtain independent legal advice in order to determine whether the section 7 exclusion applies to the common property of its scheme.

1.5 Audit Notes

This inspection has been limited to the common property building and ground areas and the plant and equipment servicing the common areas.

This report is based on a visual inspection of the scheme undertaken from the common property building and ground areas. We undertook no physically destructive or intrusive testing.

We are not engineers; this report does not assess the structural integrity of the building or the general suitability of the building materials used. We are not building certifiers; this report is not a formal assessment of the development's compliance with building codes, council approval conditions, etc.

This report does not contain a safety assessment of certain building and plant items as they require specialist skills and accreditation to investigate and/or a higher level of access to the building's structural components than was available. These building elements and plant items include (but are not limited to):

- the design and installation of the fire protection system,
- the basic service infrastructure (such as electrical, gas and water supply),
- window, door and other glazing,
- the mechanical ventilation system,
- the air conditioning system,
- the lift installation,
- the swimming pool filtration / heating system,
- the pumps,
- asbestos-containing materials (if present),
- flammable cladding (if present), and
- roof structure and ceiling spaces.

We did not observe all major plant and equipment in operation during our inspection.

The property was not inspected during a period of heavy rainfall. We observed nothing that leads us to believe that the building's design or usage would compound the normal risks associated with occupying or accessing buildings during inclement weather.

Our assessment of the suitability of pedestrian surface materials throughout the scheme was based on our general observations on the day of the inspection. This report is not a formal slip resistance review. We did not carry out scientific testing of the floor surfaces. We were not provided with the manufacturer's specifications for the flooring. Nor were we advised that the owners corporation was aware of previous incidents that might indicate a surface was inappropriately slippery. Please note, the slip resistance of a type of surface finish may vary throughout the scheme and at different points in time, depending on factors such as the presence of contaminants or loose material on the surface, the degree of surface wear and weather conditions. To confirm that all pedestrian surface materials are fully compliant with current code requirements, we recommend that the owners corporation commission specialist scientific testing to be carried out in accordance with AS 4586–2013.

As the inspection was carried out during daylight hours, we were unable to comprehensively assess the after-dark lighting levels for some areas of the common property. Further, when noting the existence of light fittings, we could not always check that they were operating correctly.

When inspecting car parking areas, we have inspected those areas of floor or driveway that were not covered by parked vehicles, stored items or other obstructions to general viewing.

Where access ladders have been sighted, we have inspected them for general safety hazards. This inspection is not a code compliance inspection for the purposes of Australian Standard 1657–2013 Fixed platforms and ladders – Design, construction and installation. If they have not already done so, we recommend that the body corporate obtains a ladder compliance audit.

An inspection of the pool and its surrounds was undertaken to identify any general safety hazards. This inspection is not a code compliance inspection nor a pool safety inspection for the purposes of the Building Act 1975. We have not reviewed the pool safety plan (if one is required for the pool).

We have not been commissioned to inspect openable windows inside the private lots to determine whether they meet the fall protection requirements of the Building Code of Australia.

During the inspection, we visually inspected the exterior of unit balustrading on a sample group of lots. We did not have access to the interior of lot balconies to measure the balustrades directly. We have assumed that the unit balustrades inspected are indicative of the balustrades on all the lots.

Contractors should be made aware of their health and safety responsibilities before commencing work on the common property. We recommend that contractors provide a safe working/risk management agreement signed by their personnel before attending the site.

2.0 Management of Work Health and Safety Risks

There are five basic steps in the work health and safety risk management process:

- 1) identifying hazards,
- 2) assessing the risks that may result because of these hazards,
- 3) deciding on control measures to prevent, or minimise, the level of the risks,
- 4) implementing control measures, and
- 5) monitoring and reviewing the effectiveness of the measures.

This audit will assist the owners corporation with items 1) to 3). It will be necessary for the owners corporation to ensure items 4) and 5) are implemented.

This report focuses on the hazards we were able to observe during our inspection of the common areas. The owners corporation needs to be aware that other hazards may also exist. Examples of such hazards may include:

- hazards that exist on a short-term or occasional basis (e.g. while building or maintenance work is carried out),
- hazards that relate to building usage procedures or practices which were not physically occurring during the inspection (e.g. warning signs not being used when cleaning tiled pedestrian ways or passages and stairwells being used as temporary storage areas), or
- hazards relating to items or issues which Section 1.5 of this report notes are not addressed in the report.

Future changes to the building's design, components, plant or usage procedures may:

- create new hazards,
- increase the risk associated with existing hazards, or
- reduce the effectiveness of existing risk management procedures.

Management of the health and safety risks associated with the common property should be treated as an ongoing process.

3.0 Hazard Identification

A hazard is something associated with the workplace, its use, or the work process that has the potential to harm workers (including employees, contractors and volunteers) or the public.

In the common property context, most potential hazards are likely to be associated with:

- the general building layout / design (e.g. blind corners),
- a building feature or element in the workplace (e.g. uneven or slippery floors),
- an item of plant (e.g. motorised roller shutter),
- a hazardous substance (e.g. toxic cleaning materials),
- a work / building usage procedure (e.g. maintenance procedures), or
- the presence of asbestos.

When identifying the potential hazards to be managed, the owners corporation must take into account the unique features and usage patterns associated with its building complex.

There may be hazards associated with the workplace that are already being appropriately risk-managed at the time of the inspection. An example of such hazards might be a balcony with a Building Code of Australia compliant balustrade or moving equipment parts surrounded by a safety guard. Hazards we assess as appropriately risked managed have not been included in the Hazard Schedule in Section 5.2.

If a hazard has a Level 1 risk rating (a hazard assessed as either unlikely to result in harm or injury or, at most, resulting in a very minor injury) it may not require remedial action at the current time. Hazards for which the consequences have been assessed as “Insignificant” or which have a Level 1 risk rating for which no remedial action will be recommended at this time, have been excluded from the Hazard Schedule in Section 5.2.

We have excluded these two types of hazards from the Hazard Schedule to avoid confusion and ensure that the owners corporation focuses on the hazards for which we recommend remedial action.

The hazards we have identified during our inspection as requiring remedial action are detailed in Section 5.2.

It is important that the owners corporation carry out the hazard identification / assessment process on a regular basis as:

- Changes to the common property and / or how it is used may create new hazards or make old risk control measures inappropriate.
- Changes in the common property's condition or use may result in the risk rating associated with a hazard increasing. For example, a minor crack between two concrete driveway slabs may be an acceptable Level 1 risk when the driveway is first laid, but over time becomes a Level 3 risk if ground movement results in one slab subsiding.
- Codes of Practice and Standards may change over time, reflecting changes in community risk assessment of a hazard and / or of reasonably practicable risk control measures.

4.0 Risk Assessment

Risk is the likelihood of death, injury or illness resulting from a hazard. Risk assessment involves estimating the probability that a hazard-related event will cause harm and the level of harm that is likely to be caused. The objective of the risk assessment is to create a prioritised list of the risks that require further action.

$$\text{Risk} = \begin{array}{|c|} \hline \textbf{Probability} \\ \hline \text{Likelihood that injury or illness will occur} \\ \text{Frequency and duration of exposure to the hazard} \\ \text{Effectiveness of any current control measures} \\ \hline \end{array} \times \begin{array}{|c|} \hline \textbf{Consequence} \\ \hline \text{Severity of possible injury or illness} \\ \text{Number of persons who are exposed to the hazard at any one time} \\ \text{Potential for the first event to lead to another event with more serious consequences} \\ \hline \end{array}$$

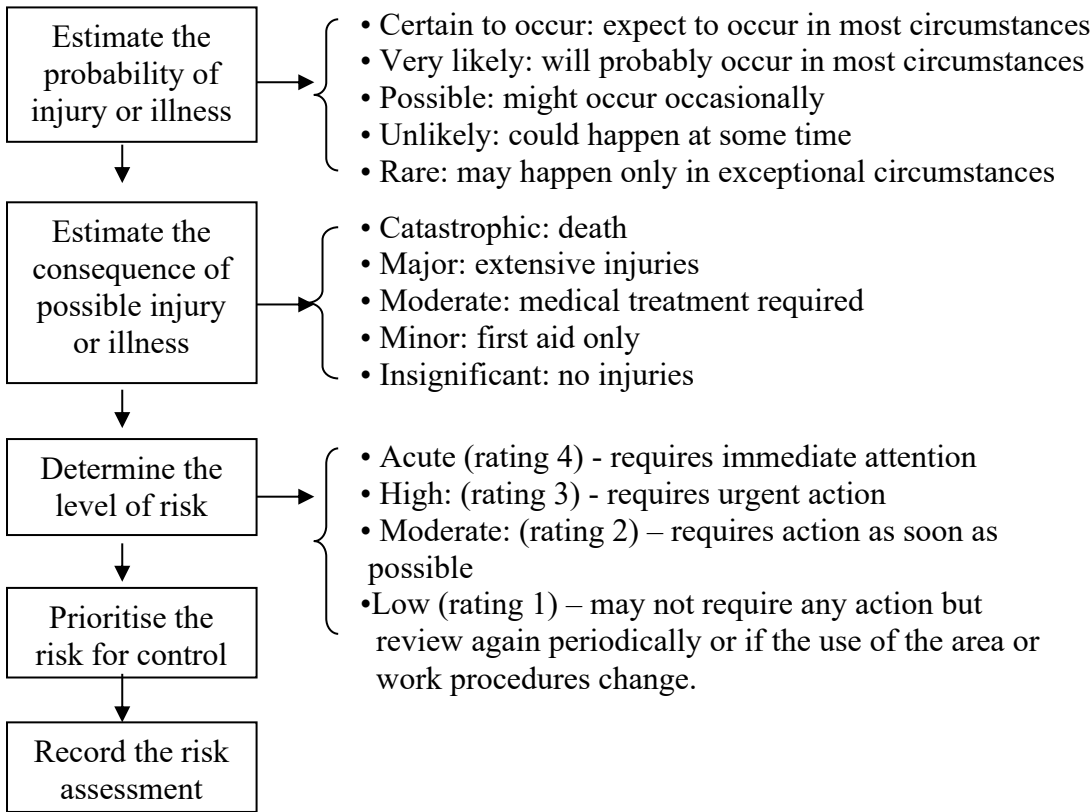
In this report, the risk rating for each hazard is calculated by combining the risk likelihood and risk consequence estimates for each hazard.

Risk Priority Chart

Consequences (how severely it hurts someone - if it happens)	Probability (how likely is it to happen)				
	Certain	Very Likely	Possible	Unlikely	Rare
Catastrophic	4	4	4	4	3
Major	4	4	4	3	3
Moderate	4	3	3	2	2
Minor	3	3	2	1	1
Insignificant	3	2	1	1	1

If hazards can be easily addressed, action should be taken straight away. For other hazards that require effort and planning to resolve, you should prioritise your response and focus first on the hazards with the highest risk priority rating.

In preparing this report, we have followed the five basic risk assessment steps diagrammed below.



The risk assessment schedule for your scheme’s common property is located in Section 7 of the report.

5.0 Risk Control

5.1 The Principle of Risk Control

When a hazard that is likely to cause harm or injury has been identified, controls must be introduced to eliminate the risk so far as is reasonably practicable, or if that is not possible, to minimise the risk so far as is reasonably practicable.

- Firstly, try to eliminate the hazard (Level 1 risk control)
- Then, if the hazard has not been completely eliminated, try minimising the hazard (Level 2 risk control)
- Then, if the risk caused by the hazard cannot be eliminated or sufficiently minimised by any other reasonably practicable method, implement hazard management (Level 3 risk control)

In relation to owners corporation common property: Level 1 and Level 2 risk control may involve measures such as:

- Removing the building element, plant item or building usage procedure that creates the hazard if the presence of that item or process is not necessary for the function of the workplace (e.g. removing rubbish obstructing passageways or filling the pothole).
- Substituting the hazardous item with one that is less hazardous (e.g. replacing standard floor tiles with nonslip tiles or using less toxic cleaning materials).
- Redesigning the building element, plant item or building usage procedure (e.g. replacing steps with a ramp, adding additional lighting or relocating passenger drop-off points).
- Isolating the hazard from people or people from the hazard (e.g. providing secure storage for hazardous chemicals or providing safe balustrading).

Level 3 hazard management procedures may involve measures such as:

- Administrative controls which rely on procedures or instructions (e.g. requiring work safety management plans from contractors or maintaining an asbestos materials register).
- Personal protective equipment to be provided to people carrying out work (e.g. hearing protection devices for employees using loud equipment such as lawnmowers).

You must check that the control measures you introduce do not create other new hazards.

5.2 Control of Risk Specific to SP00000

The following schedule lists the hazards specific to SP00000 identified during our inspection. We have recommended remedial action for each hazard to eliminate or control the risk. If the owners corporation elects to use an alternative remedial action, it should ensure that it is at least as effective in eliminating or controlling the hazard as the method recommended in this report.

An assessment of the level of risk associated with each of the identified hazards is provided in the schedule contained in Section 7.

Hazard Schedule: Items affecting the general public and contractors / employees

Item 1: Gap between driveway slabs – Main entrance

Hazard: There is a gap of up to 40 mm between the driveway and crossover slab. There is a risk that a person will trip and fall if they step on the gap (particularly if the heel of a woman's shoe becomes wedged in the gap). The gap runs along the alignment of the public path and could affect people associated with the scheme as well as general pedestrians.

Recommended action: Fill the gap with an appropriate filler.



Item 2: Broken service cover – Main driveway

Hazard: The service cover has broken, leaving most of the service pipe uncovered. There is a risk that a person will trip on the hole and fall.

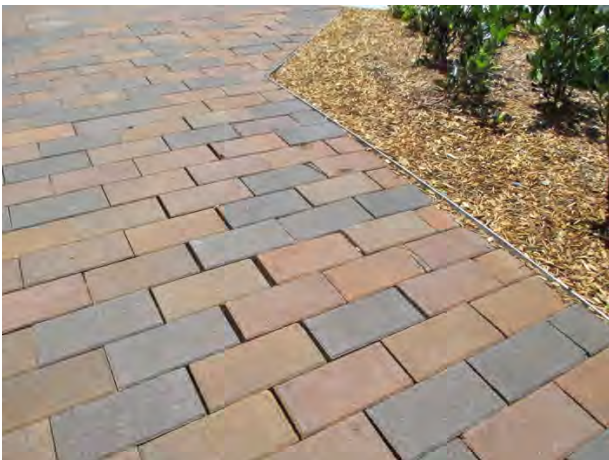
Recommended action: Replace the service cover



Item 3: Uneven paving – Footpath to pool

Hazard: The surface of the brick paving is uneven, and gaps are starting to develop between some of the pavers. There is a risk a person will trip on the uneven surface and fall.

Recommended action: Relay the pavers to create an even surface.



Item 4: Missing handrails & landing without edge protection – Entries from street level

Hazard: There are two sets of stairs that do not have a handrail. One entry also has an approximately 600 mm high landing with no edge protection. There is an increased risk that a person will lose their balance on the stairs and fall because they do not have a handrail onto which they can hold. There is also a risk that a person standing on the landing will step back while opening the door (particularly while moving a bulky item in or out), trip on the brick upstand, and then fall over the edge.

Recommended action: Install Building Code of Australia compliant handrails. Install a balustrade/barrier along the top of the brick wall at the edge of the landing.



Item 5: Missing handrail – Basement entry steps

Hazard: There are two steps at the entry to the basement that do not have a handrail or edge balustrade. There is an increased risk that a person will lose their balance on the steps and fall because they do not have a handrail onto which they can hold. There is also a risk that people will lose their balance and fall if they attempt to step up or down directly over the landing edge.

Recommended action: Install a Building Code of Australia compliant handrail and extend it along the full length of the landing to the wall.



Item 6: Step to garbage holding room – Ground level

Hazard: There is a 50 mm high change in floor level at the garbage room door threshold. The change in level has a ramped edge, but the ramp has a steep

slope. There is a risk that a person will overlook the change in level, causing them to trip and fall.

Recommended action: At minimum, highlight the ramped edge with safety paint. Preferably, also grind the ramped edge down to create a gentler slope.



Item 7: Slippery floor surface – Basement car wash bay

Hazard: At the time of the inspection, there was a large quantity of water on the floor next to the car wash bay. We are advised that an overflow from the bay occurs regularly. There is a risk that a person will slip on the wet surface and fall. This risk is increased because of the potential for oil to have been deposited on the driveway.

Recommended action: Investigate options to reduce the water overflow at the car wash bay (possibly by installing plastic curtains, additional drains or increasing the hump height). In the interim, ensure the driveway is cleaned regularly to prevent the build-up of surface contaminants and place out “caution wet floor” signs while the pooled water is present.



Item 8: Unmarked plinth edges – Basement ventilation room

Hazard: There is a 60 mm high concrete plinth that is the same colour as the surrounding floor. To access the fan controls, people must walk through the narrow floor area between the plinth and the wall. There is a risk that a person will overlook a protruding plinth corner, resulting in them tripping and falling.

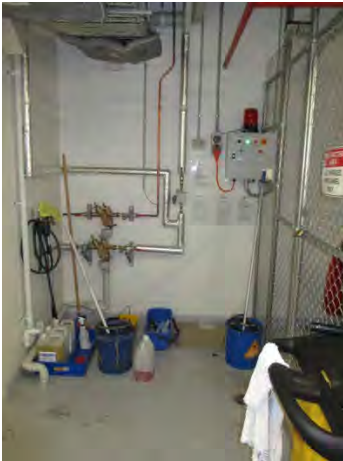
Recommended action: Highlight the edge of the plinth with safety paint.



Item 9: Inappropriately stored chemicals – Basement garbage room

Hazard: At the time of the inspection, there were chemicals stored at ground level in the unlocked garbage rooms. There is a risk that an unsupervised child will be poisoned if they ingest these potentially hazardous chemicals.

Recommended action: Remove the chemicals and store them in a locked cupboard/room.



Item 10: Raised pipe running across access way – Roof plant area

Hazard: An air-conditioning pipe runs across a designated accessway at 160 mm above the roof surface. The pipe is a similar colour to the surrounding floor. There is a risk that a person will overlook the pipe, resulting in them tripping and falling.

Recommended action: Highlight the pipe with safety paint.



6. Monitoring

Following implementation of the risk control measures, a review and monitoring regime should be implemented to ensure that an acceptable level of risk reduction has been achieved and that no new hazards are introduced.

7.0 RISK ASSESSMENT SCHEDULE

Hazard Description			Risk Assessment										Risk Rating	Risk Control	Implementation	Monitoring
			Probability					Consequence								
Item	Description	Location	Certain	Very Likely	Possible	Unlikely	Rare	Catastrophic	Major	Moderate	Minor	Insignificant	Risk rises from 1 to 4 (highest)			
1	Gap between driveway slabs	Main entrance				*				*			2	Fill the gap with an appropriate filler.		
2	Broken Service cover	Main driveway			*					*			3	Replace the service cover		
3	Uneven paving	Footpath to pool				*				*			2	Relay the pavers to create an even surface.		
4	Missing handrails & landing without edge protection	Entries from street level				*			*				3	Install Building Code of Australia compliant handrails. Install a balustrade/barrier along the top of the brick wall at the edge of the landing.		
5	Missing handrail	Basement entry steps				*				*			2	Install a Building Code of Australia compliant handrail and extend it along the full length of the landing to the wall.		
6	Step to garbage holding room	Ground level				*				*			2	At minimum, highlight the ramped edge with safety paint. Preferably, also grind the ramped edge down to create a gentler slope.		

Hazard Description			Risk Assessment										Risk Rating	Risk Control	Implementation	Monitoring
			Probability					Consequence								
Item	Description	Location	Certain	Very Likely	Possible	Unlikely	Rare	Catastrophic	Major	Moderate	Minor	Insignificant	Risk rises from 1 to 4 (highest)			
7	Slippery floor surface	Basement car wash bay			*					*			3	Investigate options to reduce the water overflow at the car wash bay (possibly by installing plastic curtains, additional drains or increasing the hump height). In the interim, ensure the driveway is cleaned regularly to prevent the build-up of surface contaminants and place out “caution wet floor” signs while the pooled water is present.		
8	Unmarked plinth edges	Basement ventilation room				*				*			2	Highlight the edge of the plinth with safety paint.		
9	Inappropriately stored chemicals	Basement garbage room					*	*					3	Remove the chemicals and store them in a locked cupboard/room.		
10	Raised pipe running across accessway	Roof plant area			*					*			3	Highlight the pipe with safety paint.		