



Body  
Corporate  
Report  
Specialists



# Work Health and Safety Report

The Body Corporate

## MOUNT VIEW APARTMENTS - CTS 32752



29-37 Rise Street  
MOUNT GRAVATT QLD 4122

28 October 2015

Job No.3831/2015/WHSA

# CONTENTS

Section A - General Information And Report Process .....3

Section B - Report Summary, Risk Indicator And Action.....4

Section C - Site Assessment.....6

Section D - Report Notes .....14

# SECTION A - GENERAL INFORMATION AND REPORT PROCESS

## General Information

<b>Physical Address:</b>	29-37 Rise Street MOUNT GRAVATT QLD 4122
<b>Client Name:</b>	Mount View Apartments
<b>CTS/SP Number:</b>	32752
<b>Purpose of the Report:</b>	To conduct a common property safety inspection and report for purpose of visually identifying risk and proposing control measures.
<b>Number of Lots:</b>	21
<b>Date of Report:</b>	28 October 2015
<b>Review Date:</b>	28 October 2016

## Report Process

This report has been compiled by a qualified Health and Safety Inspector for the purpose of identifying hazards and associated risk for the property. To effectively manage exposure to risk, the following risk management process must be applied:

1. **Identify** hazards
2. **Assess** and **prioritize** risks
3. **Decide** on control measures to minimize risks
4. **Implement** control measures
5. **Monitor** and review

## How The Risk Will Be Assessed

LIKELIHOOD ↑	VERY LIKELY	MEDIUM 2	HIGH 3	EXTREME 4
	LIKELY	LOW 1	MEDIUM 2	HIGH 3
	UNLIKELY	LOW 1	LOW 1	MEDIUM 2
	What is the chance it will happen?	MINOR	MODERATE	MAJOR
	IMPACT →			

RISK	DEFINITION
<b>EXTREME 4</b>	Risk almost sure to happen and/or to have serious consequences. Control measures to be implemented immediately.
<b>HIGH 3</b>	Risk likely to happen and/or to have serious consequences. Control measures to be implemented within a 1 month period.
<b>MEDIUM 2</b>	Possible for this to happen and/or have moderate consequences. Control measures to be implemented within a 3 month period.
<b>LOW 1</b>	Unlikely to happen and/or to have minor or negligible consequences. Control measures to be completed within a 6 month period.

## SECTION B - REPORT SUMMARY, RISK INDICATOR AND ACTION

### ITEM 1- VEHICLE ACCESS WAYS AND PARKING

**Observation:** Bounding walls north and south. No barrier on top of the walls, despite there being less than 1 metre between ground level and top of wall and drop to the other side of greater than 1 metre.

**Recommendation:** We recommend installing pool type fencing on top of the bounding walls. This may extend from the front edge back to the step up in the wall.

**Risk Indicator:** LOW

### ITEM 4 - VEHICLE ACCESS WAYS AND PARKING

**Observation:** There were stored household items that could be used as flammable material to start a fire.

**Recommendation:** We recommend a general tidy up and to minimise the amount of stored flammable and combustible material in the basement.

**Risk Indicator:** LOW

### ITEM 5 - EXTERNAL PATHWAYS AND GENERAL EXTERNAL ACCESS AREAS

**Observation:** End of concrete pathway south side. Substantial drop to the garden between the building and the west boundary fence. This represents a fall from one level to another hazard.

**Recommendation:** We recommend trimming back the nearby tree, installing pool type fencing along the western end of the concrete pathway.

**Risk Indicator:** LOW

### ITEM 7 - EXTERNAL PATHWAYS AND GENERAL EXTERNAL ACCESS AREAS

**Observation:** Some sections of external pathway west and south have a green tinge, indicating moss and possible slippery surface.

**Recommendation:** We recommend that the slippery areas are treated using a suitable chemical then pressure washing.

**Risk Indicator:** LOW

### ITEM 15 - INTERNAL PATHWAYS AND GENERAL INTERNAL ACCESS AREAS

**Observation:** Two internal stairwells have light fittings approx 4 metres from the stair landing. This may represent a fall from height hazard.

**Recommendation:** Other stairwells have dropped their lights down several metres. It may be prudent to do the same. Changing of light bulbs should be carried out using an appropriately sized platform ladder.

**Risk Indicator:** MEDIUM

### ITEM 31 - STORAGE ROOMS

**Observation:** LP Gas cylinder stored in storage lockup in the basement. LP Gas is heavier than air and will pool if not ventilated properly.

**Recommendation:** We recommend removing LP gas cylinders from basement, or installing cylinders in a purpose built Flammable gas cupboard.

**Risk Indicator:** MEDIUM

## ITEM 33 - STORAGE OF CHEMICALS AND OTHER HAZARDOUS SUBSTANCES

**Observation:** There did not appear to be a Hazardous Substances Register (pool pump room, basement store room)

**Recommendation:** We recommend initiating a Hazardous Substances Register for this site, and keeping it with the fire plan, for use by first responders.

**Risk Indicator:** LOW

## ITEM 34 - STORAGE OF CHEMICALS AND OTHER HAZARDOUS SUBSTANCES

**Observation:** No evidence to suggest that Material Safety Data Sheets were present onsite.

**Recommendation:** Material Safety Data Sheets (MSDS) are important sources of information that may be used to inform occupants about potential hazards and establish appropriate practices and processes to control the risks during use. We recommend compiling a data register for all chemicals. Material Safety Data sheets may be obtained from your supplier or the Internet.

**Risk Indicator:** LOW

## ITEM 41 - FIRE SAFETY

**Observation:** Exit light number 27 was not working, on the day of inspection.

**Recommendation:** Engage the buildings Caretaker, Electrical or Fire Contractor to carry out the necessary repairs/replacement.

**Risk Indicator:** LOW




## ITEM 46 - WH&S COMPLIANCE MANUAL

**Observation:** There did not appear to be a Work Health and Safety Manual

**Recommendation:** Seymour Consultants can provide a generic electronic WH&S Manual for the Caretakers to use, if requested.

**Risk Indicator:** LOW

## SECTION C - SITE ASSESSMENT

<b>VEHICLE ACCESS WAYS AND PARKING</b>	
1) Bounding walls to basement free of hazards?	<b>NO</b>
<p><b>Observation:</b> Bounding walls north and south. No barrier on top of the walls, despite there being less than 1 metre between ground level and top of wall and drop to the other side of greater than 1 metre.</p> <p><b>Recommendation:</b> We recommend installing pool type fencing on top of the bounding walls. This may extend from the front edge back to the step up in the wall.</p>	
<b>Risk Indicator:</b> MEDIUM	
<p><b>Photos:</b></p> 	
2) Free of slip, trip and fall hazards?	<b>YES</b>
3) Maximum height signage installed?	<b>YES</b>
<p><b>Photos:</b></p> 	
4) Was the basement car park, free of excessive amounts of combustibile material (household items that could burn)?	<b>NO</b>
<p><b>Observation:</b> There were stored household items that could be used as flammable material to start a fire.</p> <p><b>Recommendation:</b> We recommend a general tidy up and to minimise the amount of stored flammable and combustibile material in the basement.</p>	
<b>Risk Indicator:</b> LOW	
<p><b>Photos:</b></p> 	

## EXTERNAL PATHWAYS AND GENERAL EXTERNAL ACCESS AREAS

5) Free of surface variations that may cause trips?

**NO**

**Observation:** End of concrete pathway south side. Substantial drop to the garden between the building and the west boundary fence. This represents a fall from one level to another hazard.

**Recommendation:** We recommend trimming back the nearby tree, installing pool type fencing along the western end of the concrete pathway.

**Risk Indicator:** LOW

**Photos:**



6) Access and Egress areas unobstructed?

**YES**

**Photos:**



7) Concrete pathways are free of slimy or slippery contaminants?

**NO**

**Observation:** Some sections of external pathway west and south have a green tinge, indicating moss and possible slippery surface.

**Recommendation:** We recommend that the slippery areas are treated using a suitable chemical then pressure washing.

**Risk Indicator:** LOW

**Photos:**



8) Steps constructed of non slip materials and were free of hazards?

**YES**

**Photos:**



9) Adequate and appropriate lighting?

**YES**

## INTERNAL PATHWAYS AND GENERAL INTERNAL ACCESS AREAS

10) Free of surface variations that may cause trips?

**YES**

**Photos:**



11) Access and Egress areas unobstructed?

**YES**

12) Handrails and anchor point sections stable and secure?

**YES**

13) Steps constructed of non slip materials and were free of hazards?

**YES**

14) Safety rails installed where drops of more than 1 metre exist?

**YES**

15) Are light fixtures free of hazards in terms of changing light globes?

**NO**

**Observation:** Two internal stairwells have light fittings approx 4 metres from the stair landing. This may represent a fall from height hazard.

**Recommendation:** Other stairwells have dropped their lights down several metres. It may be prudent to do the same. Changing of light bulbs should be carried out using an appropriately sized platform ladder.

**Risk Indicator:** MEDIUM

**Photos:**





## BALCONY BALUSTRADES

16) Typical balustrades inspected appeared free of hazards?	<b>YES</b>
17) Complied in terms of height and spacing?	<b>YES</b>

**Photos:**



## FENCING

18) In good condition, no deterioration and no protruding or sharp edges?	<b>YES</b>
---	------------

**Photos:**



## SWIMMING POOL

19) Pool access gates were self closing?	<b>YES</b>
20) Fencing complied in terms of height and spacing's?	<b>YES</b>
21) Pool fencing was free from damage?	<b>YES</b>

**Photos:**



22) Pool rules clearly displayed?	<b>YES</b>
-----------------------------------	------------

**Photos:**



23) Was CPR signage displayed?	<b>YES</b>
24) No climbable objects located near the fences?	<b>YES</b>
25) Depth signage installed to shallow and depends?	<b>YES</b>

**Photos:**



26) Surface areas clear of obstructions or excessive variations?

**YES**

**Photos:**



27) Current pool safety certificate?

**YES**

28) Electrical items and pumps secure and protected from hazards?

**YES**

**Photos:**



29) Pool and spa water quality tested regularly and maintained to recommended industry best practise?

**YES**

### TOILETS AND/OR CHANGE ROOMS

30) Surface area appeared to be a non slip surface?

**YES**

**Photos:**



### STORAGE ROOMS

31) Storage rooms free of hazards that may cause harm or injury to persons?

**NO**

**Observation:** LP Gas cylinder stored in storage lockup in the basement. LP Gas is heavier than air and will pool if not ventilated properly.

**Recommendation:** We recommend removing LP gas cylinders from basement, or installing cylinders in a purpose built Flammable gas cupboard.

**Risk Indicator:** MEDIUM

**Photos:**



## STORAGE OF CHEMICALS AND OTHER HAZARDOUS SUBSTANCES

32) Chemicals stored in a secure and restricted access environment?	<b>YES</b>
---	------------

33) Was there a Hazardous Substances register?	<b>NO</b>
--	-----------

**Observation:** There did not appear to be a Hazardous Substances Register (pool pump room, basement store room)

**Recommendation:** We recommend initiating a Hazardous Substances Register for this site, and keeping it with the fire plan, for use by first responders.

**Risk Indicator:** LOW

34) Evidence to suggest that Material Safety Data sheets are kept?	<b>NO</b>
--	-----------

**Observation:** No evidence to suggest that Material Safety Data Sheets were present onsite.

**Recommendation:** Material Safety Data Sheets (MSDS) are important sources of information that may be used to inform occupants about potential hazards and establish appropriate practices and processes to control the risks during use. We recommend compiling a data register for all chemicals. Material Safety Data sheets may be obtained from your supplier or the Internet.

**Risk Indicator:** LOW

35) Chemical signage installed?	<b>YES</b>
---------------------------------	------------

**Photos:**



## PLANT ROOMS

36) Body Corporate controlled plant and equipment is kept well serviced?	<b>YES</b>
--	------------

**Photos:**



## ELECTRICAL

37) Main Switchboard was clearly identified?

**YES**

38) Switchboard free of dust, insect infestation and combustibles?

**YES**

**Photos:**



39) Records confirming a thorough inspection of switchboard by an Electrician?

**YES**

## FIRE SAFETY

40) Evacuation routes free from obstruction?

**YES**

41) Fire exit lighting operating?

**NO**

**Observation:** Exit light number 27 was not working, on the day of inspection.

**Recommendation:** Engage the buildings Caretaker, Electrical or Fire Contractor to carry out the necessary repairs/replacement.

**Risk Indicator:** LOW

**Photos:**



42) Fire equipment regularly maintained in accordance to Australian Standards?

**YES**

**Photos:**



43) Fire Evacuation plans and procedures?

**YES**

**Photos:**



**building layout.**

**Note: Some diagrams do not appear to be orientated correctly to the**

## ROOFTOP

44) Access to roof top was restricted to authorised personnel?

**YES**

**Photos:**



## WASTE DISPOSAL AREAS

45) Designated waste disposal areas appeared free from hazards?

**YES**

**Photos:**



**Note:** The Body Corporate and Caretaker have made changes so that the waste truck can empty the bin perpendicular. Another option of extending the driveway apron so that the truck can enter straight in, is being investigated.

## WH&S COMPLIANCE MANUAL

46) Was there a Work Health and Safety Manual for the Caretakers to use when dealing with Contractors, etc?

**NO**

**Observation:** There did not appear to be a Work Health and Safety Manual, on site.

**Recommendation:** Seymour Consultants can provide a generic electronic WH&S Manual for the Caretakers to use, if requested.

**Risk Indicator:** LOW

**Photos:**



## **SECTION D - REPORT NOTES**

### **Structural Adequacy**

This report was compiled based on the condition of the buildings common areas. It should be noted that each time there is a significant change or addition in the conditions of the buildings; it is recommended that these changes be updated and reflected in this report. Please note Seymour Consultants does not inspect the structural adequacy of buildings or structures, as such, this should be carried out by a structural engineer or specialist person. It is assumed that the construction of the building meets its obligations with reference to the relevant building codes of Australia and regulations.

### **Electrical Installations**

We carried out an inspection to determine if there were any hazards that could be visually identified. Our inspectors are not qualified Electricians and therefore our assessment is based on visual indicators that may or may not be hazardous.

### **Fire Fighting Equipment and Evacuation Procedures**

In this report we carried out basic reporting processes to assist the committee with general obligations under the Workplace Health and Safety Act. This inspection is not a fire audit and does not satisfy annual fire safety requirements. We have not assessed the function and condition of fire equipment and can only comment on readily accessible fire equipment.

### **Lighting**

The inspection was conducted during daytime hours and it is therefore assumed that the building had adequate and appropriate lighting and had therefore met its requirements at the time of construction.

### **Disclaimer**

This is a safety report compiled by Seymour Consultants for the purpose of assisting obligations with respect to the Work Health and Safety Act 2011. We carry out inspections of the accessible common property areas and identify hazards, determine the level of risk and deliver a report that provides methods for eliminating and minimizing associated risk. While every effort has been made to ensure the accuracy of this report, Seymour Consultants will not be held responsible, and extends no guarantees or warranties as to the suitability of the information provided and the consequences that may result of its use. Likewise, Seymour Consultants will not be held responsible for actions taken by the client and/or third parties and accept no responsibility for property damage and/or bodily injury.

### **Balcony Balustrades and Railings**

Where properties contain balcony balustrades, the Inspector does not conduct a detailed inspection of the balcony balustrades to assess structural adequacy. The Inspector will assess for visual signs that may be deemed hazardous such as excessive corrosion, deterioration or damaged components. At the request of the committee, Seymour Consultants can provide the services of Structural Engineer to conduct a detailed inspection and assessment of balcony balustrades and railings. Balcony balustrades and railings will be visually inspected for obvious non-conformance to building regulations at the time of construction.

### **Slip-Resistance of Surfaces**

As slip resistance of in-situ floor surfaces are affected by a variety of factors including the actual condition of the floor surface, the presence of any liquid and the type of footwear being worn, it would not be accurate to objectively define the slipperiness of a surface unless a slip resistance test was carried out under the auspices of AS 4663:2004 Slip Resistance measurement of existing pedestrian surfaces. Our Inspector was not engaged to carry out tests in accordance to AS4663:2004 and therefore the inspection

is a visual inspection based on the experience of the Inspector at the time of the inspection. Seymour Consultants does not warrant that all surfaces are free of hazards. We recommend that surfaces are regularly monitored and where necessary an anti-slip treatment is applied. The report is based on the condition of the building at the time of inspection and may not identify hazards during different weather conditions.

## **Pool Safety**

The report was not compiled for the purpose of determining whether the pool complied as per the Building Act of 1975 and therefore no pool certificate or non-conformity notice was issued. This is considered a separate engagement in the capacity of a Licensed Pool Inspector. Please contact our offices should require this service. Please note, the assessment of the pool area was based on hazards visually identified at the time of inspection and does not include testing of water quality and functioning of pool equipment. The Safety Inspector is not a licensed electrician and therefore cannot comment on the safety of pool electrical equipment.

## **Readily Accessible Areas**

The report is limited to areas that were deemed safe at the time of inspection and may not necessarily include all areas. For example, the Inspector may determine that access to the property roof on the day of the inspection was not safe due to weather conditions or due to a lack of safety procedures. Other examples may include surfaces deemed slippery on the day of inspection, accessing retaining wall structures or mechanical plant and confined spaces not within the expertise of the Inspector.

## **General**

Please note, this report does not cover compliance in relation to manual handling, training personnel, safety management systems, first aid, noise management, policies and procedures, ergonomics and records management. We understand as a body corporate you have a duty of care and this report has been compiled to assist you to minimise the exposure to the associated risks with reference to your obligations under the Work Health and Safety Act 2011. Additional generic documentation is available from our offices to assist with development of ongoing safety procedures and processes. We recommend that a safety inspection is conducted at least every 12 months to ensure that the property is kept free of risk at all times.

## **Terms and Conditions**

All services are provided by Seymour Consultants Pty Ltd on the basis of general terms and conditions. Please contact our offices should require a copy of the terms and conditions.