



Safety Report

CHICHESTER COTTAGE

HOBSONVILLE NZ 0618

UNIT PLAN



Report details

Inspection date:	14 March 2025
Inspector:	Andrew Bayly
Weather conditions at time of Inspection:	Fine
Report Expiry Date:	14 March 2026



Executive Summary

This report presents findings and recommendations for the Safety Report undertaken at 192B Buckley Road, Hobsonville. The principal aim was to assist the property owners in identifying hazards that could be significant risk issues within the common property areas inspected at the time of inspection.

The owner of the property has obligations and duties as 'Persons Conducting a Business or Undertaking' (PCBU). As well as statutory laws around 'Duty of Care' where the onus is on all persons to ensure that all areas where a person may enter or egress an area from, or commence working on, is safe to do so.

This review has been designed to indicate risk improvement and to identify priority issues that require immediate risk control solutions.

During the inspection we identified the following number of items that need addressing, the details of which can be found in this report:

RISK RATING	# HAZARDS	URGENCY
Minimal	2	Consider action possibly longer term at reasonable cost and after higher priority items
Minor	2	Consider Action Immediately – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
Moderate	0	Consider Action Immediately – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
Major	0	Consider Action Immediately - access to the area should be restricted if hazard cannot be immediately mitigated.
Serious	0	Immediate Action – Restrict ALL access to Building or Area.



Property Information

Building Name	Chichester Cottage
Address	192B Buckley Road, Hobsonville NZ 0618
Building Use	Residential

Inspection Details

Inspector	Andrew Bayly
Inspection Date	14 March 2025



Action List

Item	Observation & Recommendation	Photo	Date actioned
Minor hazards			
6.2	Repair the handrail	 Back Door	
3.3	We recommend storing the chairs in a different area of the cottage as soon as possible.	 Foyer	
Minimal hazards			
4.1	We recommend highlighting the top edge of the kerbing with yellow or contrasting, non-slip road marking paint as soon as possible.	 Top of stairs/corner of courtyard	
4.2	We recommend filling the earth level with the adjacent surface as soon as possible.	 Concrete Stairs	

Report Methodology

The following tables show the criteria our inspectors use to assess the risks in your building according to the ISO 31000 standard. First, they assess the potential probability and severity of an incident. These ratings are then multiplied against each other in the Risk Matrix to provide an overall hazard rating between 1 & 25. This produces a Risk Rating used to determine how urgently to consider action.

PROBABILITY

1 Rare	So unlikely, it can be assumed occurrence may not be experienced.
2 Unlikely	Unlikely but could occur during the building's lifespan.
3 Possible	Likely to occur sometime during the building's lifespan
4 Likely	Likely to occur several times during the building's lifespan.
5 Almost Certain	Likely to occur often in building's lifespan.

POTENTIAL SEVERITY

1 Very Low	Injury is non-existent or almost non-existent (Trivial) requiring no first aid treatment
2 Low	Small injury requiring first aid treatment or low-level medical treatment.
3 Medium	Injury requiring medical attention, possible ambulance transport, and possible hospitalisation
4 High	Significant injury requiring ambulance transport and hospitalisation.
5 Very High	One or multiple fatalities are likely.

RISK MATRIX

		Severity				
		1 Very Low	2 Low	3 Medium	4 High	5 Very High
Probability	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost Certain	5	10	15	20	25

RISK RATING

Score	Explanation	Suggested action period
1-2	Minimal	Consider action longer term at reasonable cost and after higher priority items.
3-4	Minor	Consider As Soon As Possible – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
5-9	Moderate	Consider Action As Soon As Possible – A temporary risk mitigation may be suitable whilst looking for permanent mitigation.
10-16	Major	Consider Action As Soon As Possible - access to the area should be restricted if hazard cannot be immediately mitigated.
20-25	Serious	Action As Soon As Possible – Restrict ALL access to Building or Area.

Findings Summary

Item	Observation & Recommendation	Photo	Risk Rating
1. ELECTRICAL			
1.1 Switchboards	Noted no signage on switchboard. We recommend that the switchboard is clearly marked with appropriate signage stating, "SWITCHBOARD". Trade: Handyperson (AS/NZS 3000:2018 Clause 2.10.2.4)	 Example: 	Comment Only
2. FENCING			
2.1 Rear fencing	We noted well-maintained fencing posing no apparent or sufficient hazard at the time of inspection. We recommend ensuring the fencing remains in good condition. (AS/NZS ISO 31000:2009; NZBC cl F4, cl D1 ; Building Regulations 1992; Fencing Act 1978)		Meets Best Practice

Item	Observation & Recommendation	Photo	Risk Rating
3. GENERAL			
3.1 Rear of house	We noted waste that represents a health / personal injury hazard. We recommend cleaning the area as soon as possible. Description: Old lighting bollards left behind the house. Trade: General Maintenance (AS/NZS ISO 31000:2009; NCBC c/ D1)		Comment Only
3.2 Rear of the cottage	We noted old leaves that have built up and represent a health / personal injury hazard. We recommend cleaning the area as soon as possible. Description: Fallen leaves have built up around the side and rear of the cottage. These will decompose and become slippery in the winter months. Trade: Gardener (AS/NZS ISO 31000:2009; NCBC c/ D1)	 	Comment Only

Item	Observation & Recommendation	Photo	Risk Rating
3.3 Foyer	We noted untidy surroundings that represent a tripping / personal injury hazard. We recommend storing the chairs in a different area of the cottage as soon as possible. Description: Chairs stored in the entrance of the cottage Trade: General Maintenance (AS/NZS ISO 31000:2009; NCBC cl D1)		Minor
4. PEDESTRIAN ACCESS			
4.1 Top of stairs/corner of courtyard	We noted unhighlighted kerbing that represents a tripping hazard. We recommend highlighting the top edge of the kerbing with yellow or contrasting, non-slip road marking paint as soon as possible. Length: 1500mm Trade: Handyperson (AS/NZS ISO 31000:2009; NZBC cl D1)	  	Minimal

Item	Observation & Recommendation	Photo	Risk Rating
4.2 Concrete Stairs	Noted that the earth is below the adjacent surface. This represents a tripping / personal injury hazard. People often twist their ankles or fall as a result of stepping across two uneven surfaces. We recommend filling the earth level with the adjacent surface as soon as possible. Average Depth: 10mm-20mm Description: surface leading to stairs slightly below the concrete stairs. Trade: Handyperson (AS/NZS ISO 31000:2009; NZBC cl D1)	 	Minimal

5. SAFE WORK METHOD STATEMENTS

5.1 Working at Heights	An Approved Safe Work Method Statement/Permit is required prior to commencing work, demonstrating care around working at heights Trade: Administration (Safe Work Methods)		Comment Only
5.2 Confined Spaces	An approved Safe Work Method Statement / Confined Spaces Permit is required prior to work commencing in confined spaces, demonstrating care whilst successfully meeting AS2865 Trade: Administration (Safe Work Methods)		Comment Only

Item	Observation & Recommendation	Photo	Risk Rating
6. STAIRWAYS			
6.1 Stairs	We noted that no anti-slip strips were present on the stairs. This represents a personal injury hazard. We recommend installing yellow or contrasting anti-slip strips as soon as possible. Number of steps: 4 Trade: Handyperson <i>(NZBC D1; Building Regulations 1992)</i>		Comment Only
6.2 Back Door	The handrail is loose and represents a personal injury hazard Repair the handrail Trade: Handyperson		Minor

Report Notes

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. Rooftop maintenance facilities - Not safely accessible at time of inspection
2. Ceiling and roof cavities - Not safely accessible at time of inspection
3. Internal areas of units - Private area, outside the scope of this report
4. Underground plumbing and internal wiring - Outside the scope of this report
5. Dividing walls between units - Outside the scope of this report

Additional Documentation

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

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

Asbestos

This report does not attempt to identify Asbestos hazards. All 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.

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

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 must only 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.

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.

Consideration of medical supplies and equipment

Solutions IE Pty Ltd does not include in the scope of our common property safety reports the assessment of medical supplies and equipment, whether or not on common property, at a strata scheme. Identifying these types of items falls outside the scope of our reports and we make no recommendation to items such as, but not limited to, defibrillators, first aid kits and pharmaceuticals.

Solutions IE Pty Ltd strongly encourages the recipient of this report to consult with a medical specialist if they are unsure of any required medical products or equipment, the storage of such products or equipment and their appropriate administration.

Contractor Safe Working Agreement

Solutions In Engineering recommends that the Body 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 Body Corporate provides 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 (in this report) and provides the Body 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.

Defence Costs in the Case of Frivolous Claim

Should Solutions In Engineering be joined in a proceeding originating from a frivolous claim, the opposing joining party will be responsible for reimbursing all legal, administrative and labour costs associated with Solutions In Engineering defending the claim. Once joined to a claim of this nature Solutions In Engineering will not agree to any settlement between parties without reimbursement of these costs being a part of it.

Due Diligence

Solutions In Engineering does not replace the need for building owners and residents to conduct their own due diligence and stay informed about changes in applicable laws and regulations. Solutions In Engineering advises building owners and residents to take an active role in the management and maintenance of subject properties to ensure their safety.

Electrical Safety, Installations, & Equipment

This report does not include a comprehensive inspection of electrical equipment. These are some general recommendations:

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

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.

Environmental Conditions

This report is based on the state of the environment surrounding the subject property at the time of inspection. Changes may occur to the environment and/or affect the structural integrity and overall safety of the property over time. Since the weather may be unpredictable it is important to be aware of the safety hazards brought by harsh weather conditions that Solutions In Engineering has no control over.

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.

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.

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.

Legal Duties

The *Work Health and Safety Act 2011* requires that persons conducting a business or undertaking and persons in control of workplace 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 and updated 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.

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

Furthermore, under common law negligence any person (including Bodies Corporate, 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 Body Corporate's 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.

Lithium-ion batteries

Lithium-ion batteries contain flammable components that can produce extreme heat if overcharged, damaged or mishandled, posing a serious fire hazard to occupants and visitors. To ensure safe charging procedures, only use quality chargers, avoid overcharging, turn off batteries after use, inspect cables and batteries regularly, and never leave charging devices unattended.

Solutions in Engineering is not permitted nor qualified to examine lithium-ion batteries or any form of chargers and assumes no liability for locating undetected issues or malfunctions regarding this equipment. We strongly advise the owners to have a suitably qualified professional to complete routine testing and inspections pursuant to guidelines, warranties and industry standards.

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 1300 136 036 so that you can be referred to a suitably qualified specialist.

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 4663-2013). 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.

No Assumption of Liability in Personal Injury

Solutions In Engineering does not assume liability for personal injury incidents occurring at the property/ies. Liability is limited to the extent permitted by law.

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.

It is the responsibility of the Body Corporate and any property managers to 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. Solutions in Engineering require that a safety inspection and report be undertaken 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.

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 the issuing of a Pool Safety Certificate or Non-Conformity Notice and **does not give recommendations** on how to be compliant with pool fence regulations. A Pool Safety report can only be carried out by specially qualified staff and is available for separate purchase. Please note a separate charging schedule applies.

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.

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.

Property Condition

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

We have not made any assessment as to the structural adequacy of any of the elements of the complex, or hazards arising from structural issues, unless otherwise noted. 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 to 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.

Property Usage

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.

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.

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 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 and provide hazard mitigation solutions that are appropriate for the relevant areas of the property.

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 1300 136 036 so that you can be referred to a suitably qualified specialist.

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, www.solutionsinengineering.com. These listed report notes do not limit the generality of those Terms and Conditions.

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

1. ELECTRICAL

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

Electrical contractors please note:

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

2. FIRE CONTROL

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

3. FIRST AID

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

4. GUARDING ON TOOLS AND EQUIPMENT

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

5. HAZARDOUS SUBSTANCE / CHEMICALS

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

6. HEALTH AND SAFETY INDUCTION

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

7. INSURANCE

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

8. LADDERS

- Ensuring ladders are of an industrial standard and comply with and are used in accordance with the requirements of the *Work Health and Safety Regulation 2011* and AS/NZS 1892.5:2000 – Portable ladders.
- Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the latter becoming unstable.
- Ensuring attention is given to base stability, particularly on soft or uneven soils.

- Ensuring domestic type ladders are not used and ladders are in a sound working condition. For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition.

9. 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).

10. LIGHTING

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

11. MAINTENANCE AND USE OF EQUIPMENT

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

12. 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 *Hazardous Manual Tasks Code of Practice 2011*.

13. 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.

14. OTHER PERSONS

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

15. 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.

16. PLANT, CRANES AND MACHINES

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

17. 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.

18. 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.

19. 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.

20. TRAINING AND SKILL

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

21. TRENCHING AND EXCAVATION

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

22. ULTRAVIOLET LIGHT

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

23. 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.

24. WORKING ABOVE 2 METRES

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

25. WORKING PLATFORMS ON SCAFFOLDS

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

26. 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 1892.1-1996 and AS/NZS 1892.2-1996 for trestle ladders, and AS/NZS 1576.5-1995 for adjustable trestles.
- Ensuring platforms are erected as near as reasonable to level, and are stepped rather than sloped, for example when working on gables.
- Ensuring platforms are in good and sound condition.
- Ensuring attention is given to placing trestles on a firm surface.

CONTRACTOR INSURANCE DETAILS				
	Policy No	Insurance Company	Commencement Date	Expiry Date
Public Liability				
Professional Indemnity				
Workers" Compensation Personal Accident				
Other				

FOR CONTRACTOR USE:

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 applicable)

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.

Property Profile

SITE INFORMATION FOR WORKERS

Photo of building	Plan #	Address
		192B BUCKLEY ROAD, HOBSONVILLE NZ 0618
Work Environment and Facilities Checklist	✓/ ✗	Comments
Are there management employees or a representative on site?		
Is parking readily available to visiting workers?	✓	Free Street Parking
Are toilet facilities available?	✓	
Is there access to water for general maintenance purposes?	✓	
Is there access to electricity for general maintenance purposes?	✓	
Are workers able to access the roof unaided?		

Job Safety Analysis Worksheets

A Job Safety Analysis (JSA) is a written procedure which helps review work steps and their associated hazards to put in place correct solutions to eliminate or minimise the risk of those hazards.

Trade Specific Job Safety Analysis (JSA) are recommended to be provided to all contractors for completion prior to commencing any work on the complex.

The trade specific JSA work sheets are available for download from our website at www.solutionsinengineering.com/job-safety-analysis-worksheets/

An example for a General Handyperson is included on the following page.

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
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:.....

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information

Trade Required	Handyperson
Building Address	192B Buckley Road Hobsonville NZ 0618
Inspection Date	14 Mar 2025
SIE Reference	2468668-5

Quote Summary

Location	Top of stairs/corner of courtyard
Observation	We noted unhighlighted kerbing that represents a tripping hazard.



Work to be done	We recommend highlighting the top edge of the kerbing with yellow or contrasting, non-slip road marking paint as soon as possible.
Length	1500mm

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information

Trade Required	Handyperson
Building Address	192B Buckley Road Hobsonville NZ 0618
Inspection Date	14 Mar 2025
SIE Reference	2468668-8

Quote Summary

Location	Back Door
Observation	The handrail is loose and represents a personal injury hazard



Work to be done	Repair the handrail
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Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.

Quote Request

Solutions In Engineering, Pty. Ltd., has conducted a safety inspection and observed below details in relation to a potential hazard at this location. Please provide a quote for this work

Basic Information

Trade Required	Handyperson
Building Address	192B Buckley Road Hobsonville NZ 0618
Inspection Date	14 Mar 2025
SIE Reference	2468668-6

Quote Summary

Location	Concrete Stairs
Observation	Noted that the earth is below the adjacent surface. This represents a tripping / personal injury hazard. People often twist their ankles or fall as a result of stepping across two uneven surfaces.



Work to be done	We recommend filling the earth level with the adjacent surface as soon as possible.
Average Depth	10mm-20mm
Description	surface leading to stairs slightly below the concrete stairs.

Solutions IE has provided this information in an attempt to assist trades in providing prompt quotes to remediate identified hazards without always needing to attend site. If you cannot accurately quote this work based on the above information, we recommend you attend site to provide your proposal.