

2024

Work Health & Safety Compliance Management Plan



Prepared by Diverse FMX for the Body
Corporate for “MODA MELTON” located at
230 Melton Road, Nundah Q 4012

Updated & maintained by Michael Mitchell,
Building Manager for the Body Corporate
for “MODA MELTON” located at
230 Melton Road, Nundah Q 4012

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INTRODUCTION

The Body Corporate for “Moda Melton” CTS 38227, located at 230 Melton Road, Nundah in Queensland, recognizes that it is a *person conducting a business or undertaking* (a “PCBU”) as defined under the WHS Act 2011, and as such, has “duties” under Section 33 of the Act. In order to discharge these duties and to provide evidence of a “safe system of work” in accordance with Section 19 of the Act, the Body Corporate has developed this Work Health & Safety Plan. The Body Corporate has engaged a Building Manager under a Supervisory Caretaking Agreement to support the outcomes required of this Plan and the Body Corporate as elected a Committee to ensure the health and safety duties of the Body Corporate are complied with.

Work Health & Safety legislation and associated Codes of Practice require that the health and safety of all persons working on the common property of the scheme land must be preserved. The Body Corporate and its elected Committee convene safety meetings at least quarterly in accordance with Section 78 of the Act. At these Committee Meetings, health and safety issues relating to the common property are discussed and Minuted.

The Body Corporate believes that a safe job is essential for efficient building management, maintenance and compliant construction outcomes and as such has created policies and procedures to ensure that all measures are undertaken to protect the building manager, employees, non-employees, sub-contractors, contractors and site visitors from any risk or hazard. These policies and procedures will be implemented by the Building Manager under a Supervisory Caretaking Agreement as per this WHS Plan.

All Building Manager and Body Corporate employees, non-employees, sub-contractors and contractors are required to be properly inducted into WHS requirements and must remain fully licensed and indemnified as required under legislation. This includes the building manager under a Supervisory Caretaking Agreement with the Body Corporate.

In order to properly fulfil its obligations under the WHS Act 2011, the Building Manager is required to follow the processes developed herewith under consultation, in the following Work Health & Safety Plan:

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SCHEME IDENTIFICATION DETAILS

NAME	The Body Corporate for "Moda Melton"
CTS	38227
REGULATION MODULE	Accommodation
DATE OF CLASSIFICATION	25 th March 2008
SITE ADDRESS	230 Melton Road, Nundah Q 4012
LOCAL AUTHORITY	Brisbane City Council
NUMBER OF LOTS	78
COMMON PROPERTY (describe infrastructure)	Pool, car parks, BBQ, bathroom/shower, open green space, security gates, stair wells, intercom, visitor parking, 6 x 4-story buildings, bin areas, car wash bays, water tanks, storage areas, CCTV, NBN
MANAGEMENT SYSTEM	Building Manager under Agreement with the Body Corporate arranging and coordinating Trade Contract work on the common property of the scheme.
OTHER DETAILS (explain any WHS issues)	No

BUILDING DETAILS

NUMBER OF TOWERS	6	NUMBER OF STORIES	4
NUMBER OF LIFTS	0	NUMBER OF LOBBIES	0
FIRE INDICATOR PANEL	Yes	SPRINKLER SYSTEM	No
No/. FIRE SAFETY INSTALLATIONS	Yes	ANY ON-SITE BUSINESS OPERATIONS?	Yes
No/. SWIMMING POOLS	1	No/. SPAS	0
COMMERCIAL ELEMENTS	0	ANY HOME-BASED BUSINESS OPERATIONS?	Yes
NUMBER OF SHORT TERM RENTAL UNITS	0	ANY SLEEPING ACCOMODATION ABOVE GROUND LEVEL?	Yes
OVER 25M HIGH	No	COMPLIANT ROOF ACCESS SYSTEM INSTALLED?	No answer
OTHER DETAILS (elaborate on any known WHS breaches or hazards)	No		

PCBU IDENTIFICATION DETAILS

BODY CORPORATE

BODY CORPORATE AND COMMITTEE	
NAME OF SCHEME	The Body Corporate for "Moda Melton"
C.T.S.	38227
A.B.N.	90458354459
T.F.N	880056795
FINANCIAL YEAR	1 March to 28 February
SCHEME ADDRESS	230 Melton Road, Nundah Q 4012
SURVEY PLANS (attach)	
NOMINATED REPRESENTATIVE	Mark Doorly, Chairperson
NOM. REP. CONTACT PHONE	0430 069 466
NOM. REP. EMAIL ADDRESS	markdoorly@gmail.com
BODY CORPORATE MANAGER	Capital Body Corporate Administration
B.C.M CONTACT NAME	Fallon McHugh
B.C.M CONTACT PHONE	07 3622 3947
B.C.M EMAIL ADDRESS	fallon@capitolbca.com.au
PUBLIC LIABILITY INSURANCE (attach Certificate of Currency)	
POLICY NUMBER	HU0006080532
EXPIRY DATE	27 March 2025 4:00pm
LIMIT OF LIABILITY	\$30,000,000
INSURER	CHU

PCBU IDENTIFICATION DETAILS

BUILDING MANAGER

(When coordinating and arranging Trade Contractor works on the common property of a community titled scheme, the Building Manager becomes a PCBU)

BUILDING MANAGER UNDER AGREEMENT WITH THE BODY CORPORATE	
BUILDING MANAGER ENTITY LEGAL IDENTITY	REAL MGMT PTY LTD ATF THE MD MITCHELL FAMILY TRUST
A.B.N.	83257010822
A.C.N.	610020276
TRADING AS	REAL MGMT PTY LTD ATF THE MD MITCHELL FAMILY TRUST
REGISTERED ADDRESS	1/230 Melton Road, Nundah Q 4012
CONTACT PERSON	Michael Mitchell
CONTACT PHONE	0413504084
CONTACT EMAIL ADDRESS	md@realmgmt.com.au
DATE OF MANAGEMENT AGREEMENT WITH BODY CORP	12/12/2016
PUBLIC LIABILITY INSURANCE (attach Certificate of Currency)	
POLICY NUMBER	CLMRLIAB0000659
EXPIRY DATE	31 December 2024
LIMIT OF LIABILITY	\$10,000,000.00
INSURER	EBM
WORKCOVER – Required if BM has employees (attach Certificate of Currency)	
POLICY NUMBER	n/a
EXPIRY DATE	n/a
INSURER	n/a

COMPLIANCE ASSESSMENT

The Body Corporate is aware that evidence of vigilance in risk management and compliance is essential to maintain the health and safety of visitors working on Common Property. The following Compliance Assessment Checklist is a gauge for assessing the compliance “health” of the Body Corporate:

ITEM	DETAIL	COMPLIANCE REQUIREMENT	YES/NO or N/A
0	Is the BC a PCBU	Person conducting a business or undertaking	YES
1	Occupiers Statement	Lodged with the Fire Commissioner annually	YES
2	Certificate of Classification	Permanently displayed in building entry (attach)	YES
3	Plant Registration Certificate	Issued by local authority	N/A
4	Backflow Prevention Certificate	Issued by local authority annually	YES
5	Pool Safety Compliance Certificate	Issued by local authority	YES
6	Pool Water Test Records	Daily Records required and available	YES
7	RCD Compliance Certificate	Issued by licensed electrician annually	YES
8	Test & Tag of appliances	Issued by competent person periodically	YES
9	Thermoscan	Of common property meter board/s annually	YES
10	Material Safety Data Sheets (MSDS)	Permanently on site & in store area	YES
11	Current Asbestos Audit	For buildings older than 1 st Jan 1991	N/A
12	Current Asbestos Register	To be reviewed annually if required	N/A
13	Mandatory Asbestos Labeling	To be reviewed annually if required	N/A
14	Asbestos Management Plan	To be reviewed annually if required	N/A
15	Evacuation Practices Manual	Available at building entry	YES
16	Evacuation Diagrams	Displayed as required	YES
17	Records of Programmed Maintenance	To Australian Standards	YES
18	WHS Plan	Available at building entry	YES
19	Indemnity Proof for all Contractors	Available at building entry	YES
20	Termite Management Certificate	Undertaken annually by a competent person	YES
21	Incident Reports	Lodged with the WHS Department	YES
22	Notification of a Principal Contractor	Lodged with the WHS Department	N/A
23	Sign-In Register of BC Contractors	Available at building entry	YES
24	BC Insurance	Disclosure of known non-compliances at renewal	YES
25	Commercial Lot Occupiers - WHS	Current WHS Safe Work Plan	N/A
26	Commercial Lot Occupiers – FIRE	Compliant Fire Safety Installations within Lot	N/A
27	Commercial Lot Occupiers - ASBESTOS	Compliant Asbestos Audit within Lot (& associated Asbestos Mgmt. if asbestos is present)	N/A
28	Commercial Lot Occupiers – Uber Drivers	Any home base business operation	YES
29	Commercial Lot Occupiers – Air B-N-B	Any home base business operation	YES
30	Confined Space Hazard	Risk assessment to confirm Confined Space	N/A
31	Safe Height Access	Compliant height work access systems in place	N/A
33	Fire Safety Records of Maintenance	Held on site	YES
32	Fire Interface Matrices & Tests Records	Held on site	YES
34	Evacuation Coordinator	Is there a nominated EC volunteer on site?	YES
35	Fire Safety Advisor	Is there an appointed FSA (if required)?	N/A
36	Builders Warranty against defects	Is the building less than six (6) years old?	N/A

RED highlighted items require immediate rectification or attention.

CONTRACTOR MANAGEMENT

The Body Corporate expects that the Building Manager will coordinate and arrange trade contractor works in accordance with the relevant WHS legislation, including but not limited to:

- **Indemnity Proof** – Ensure all trade contractors are appropriately licensed and insured to do the works.
- **Access Control** – Ensure all trade contractors and workers have a relevant Work Order authorizing them to undertake the works and ensure that they all sign-in on arrival to site and sign-out on departure.
- **Contractor’s Control Parameters** – Ensure that the Work Order issued to the trade contractor or worker clearly states what the responsibilities of the worker are in terms of Risk Control.
- **Work Zone Control** – Ensure all trade contractors are responsible for managing safety within their work zone. Work zones to be barricaded if the works pose a hazard to passers-by.
- **Divergent Contractor Management** – When more than one contractor is working on the common property at once the Building Manager must ensure that the relevant representatives communicate effectively (preferably in writing) with each other to ensure job safety.
- **Safe Work Plan** – All contractors must provide their current and site-specific Safe Work Plan (or Safe Work Method Statements) to the Building Manager PRIOR to commencement of the works.
- **Site Rules** – Ensure the Body Corporate “Site Rules” are included in the Work Order instruction as well as displayed at the sign-in post to ensure the workers are fully aware of their obligations and responsibilities when working on site.
- **Incidents** – Ensure all incidents are reported properly – including “Near Miss” incidents.
- **Exit Survey** – Have the worker complete an “Exit Survey” to be submitted with their invoice claim to confirm the works were completed compliantly and containing the mandatory risk assessments required under the WHS legislation. Ensure the worker understands that payment of invoice claims will not be processed without the necessary risk assessments and other paperwork.
- **Site Contact Details** – Ensure the worker has your site contact details handy at all times so as to efficiently report hazards or incidents. For example:-

SITE CONTACT DETAILS:

BUILDING MANAGER	Michael Mitchell	MOBILE PHONE	0413504084
EMAIL	md@modamelton.com	EMERGENCY	000

SITE ACCESS RULES

You must ensure the Site Access Rules are adhered to by your workers at all times:

- All workers must be **Signed In** and **Site Inducted** and have an official **Work Order**
- All workers must adhere to the Site Rules
- All workers are responsible for their prescribed scope of works and must control their respective work environment to ensure no breaches of WHS legislation or other non-compliances occur
- All workers must seek permission via the relevant permit application form to undertake hot works, high risk activities or works in confined spaces or restricted access areas
- All workers must liaise with the Building Manager to ensure detector isolations are in place PRIOR to commencing works
- The Building Manager must be notified of your intention to attend the site for work purposes prior to arrival
- All workers must provide copies to the Building Manager of all **licenses and insurances** and **Safe Working Plan**
- All workers must read the site Evacuation Plans and the Body Corporate WHS Plan
- All divergent company representatives must coordinate respective activities safely with each other to ensure full compliance with WHS and associated legislation. Documentation of coordination must be presented to the Building Manager.
- All **incidents** (including “Near Miss”) and/or accidents to be reported immediately to the Building Manager
- The construction work will be maintained within the exclusion zone in a tidy condition with all gear safely secured at all times.
- The construction work zone will be fully swept and all rubbish removed from site and compliantly disposed of prior to leaving the site each day.
- All workers will wear full PPE as required under the relevant WHS Code of Practice, at all times.
- All power tools, equipment and leads will have a compliant Test & Tag attached and be maintained in a safe working condition to the Australian Standards.
- All workers will observe **Site Induction** rules at all times.
- Alcohol and drugs shall not be consumed on site under any circumstances.
- Electrical Equipment is to meet WHS and ESO regulations.
- Ladders when in use shall be set up in a stable way, being tied back to the structure and insuring base stability. The ladder equipment must be maintained in a safe working condition, commercial grade to Australian Standards. All work at height must comply with the relevant Code of Practice.
- All necessary guard rails, barricades and signage will be employed to manage fall, slip or trip hazards on site.
- All platforms to be erected stable and safe, with measures in place to prevent falling objects from the platform.
- No radios to be permitted on site for safety reasons and noise nuisance.
- All incidents, hazards and accidents MUST BE reported to The Building Manager within 24 hours - as soon as practical.
- The Body Corporate requires all workers working on the common property of the scheme to have the following **mandatory insurances**:

Specific Mandatory Insurance Requirements:

2.1 Mandatory insurances. Contractors shall provide in their application for registration and before commencing any works or services, certificates of currency as proof of holding the following insurance policies and shall maintain these policies for the duration of any contracts for works or services:

- a. **public liability** of a minimum of \$5 million (unless another amount is specifically stated in contracts, arrangements or agreements); *and*
- b. **worker's compensation** in keeping with statutory requirements or equivalent for self employed persons.

SITE CONTACT DETAILS:

BUILDING MANAGER	Michael Mitchell	MOBILE PHONE	0413504084
EMAIL	md@modamelton.com	EMERGENCY	000

“MODA MELTON” CTS 38227
230 MELTON ROAD, NUNDAH Q 4012

CONTRACTOR INFORMATION REQUEST FORM

Please supply details below & return this form, along with the requested information, to THE BUILDING MANAGER within 14 days. Failure to lodge the requirements of this Notice will result in a Stop Work order from the Body Corporate for “MODA MELTON”

COMPANY NAME			
CONTACT PERSON			
POSTAL ADDRESS			
Phone Number		Fax Number	
Email Address		Mobile Phone Number	

Please provide contact details for the three (3) main staff or contractors involved in your contract works:

Site Contact Person (A)		Mobile Phone Number:	
Site Contact Person (B)		Mobile Phone Number:	
Site Contact Person (C)		Mobile Phone Number:	

Attach the following INFORMATION:

Copy of all relevant Licenses	Safe Work Plan
Income Protection Insurance Certificate of Currency	Public Liability Insurance Certificate of Currency
Work Cover Insurance Certificate of Currency	Professional Indemnity Certificate of Currency
Copy of Safety Induction Card	Risk Assessment Report
Copy of Current Works Agreement, Maintenance Schedule or works proposal	
Copies of all related Safe Work Method Statements (SWMS) & training registers for all workers	

“MODA MELTON” CTS 38227
230 MELTON ROAD, NUNDAH Q 4012

SITE INDUCTION CHECK LIST

VISITOR NAME:			
COMPANY:			
MOBILE PHONE:			
DATE OF INDUCTION:			
REASON FOR SITE VISIT:			
YES	NO	DETAIL:	
		Introduction – Contractor acknowledges Building Manager introduction to the common property of the scheme	
		BC WHS Plan has been shown to the Contractor for viewing	
		Contractor Work Order or authorisation has been sighted by the BM	
		Contractors indemnity information has been requested by the BM and Contractor acknowledges that he/she is fully licensed and insured	
		Contractors Safe Work Plan has been requested by the BM and Contractor acknowledges that he/she has a compliant WHS Plan	
		Incident reporting policy and procedures have been disclosed to the Contractor	
		Emergency procedures have been disclosed to the Contractor	
		Location of amenities, firefighting equipment and first aid facilities have been disclosed to the Contractor	
		Use of onsite utilities have been instructed to the Contractor	
		Parking requirements outlined to the Contractor	
		Confined Space work permit must be supplied by the Contractor PRIOR to accessing Confined Space	
		Asbestos Register has been disclosed to the Contractor	
		Controlled Systems registers have been disclosed to the Contractor	
PRINT NAME:		SIGNATURE:	DATE:
Building Manager: Michael Mitchell			
Contractor/Visitor 1:			
Contractor/Visitor 2:			

MODA MELTON
230 MELTON ROAD, NUNDAH Q 4012

EXIT SURVEY

PLEASE RETURN UPON COMPLETION OF THE WORKS TO ENSURE PROMPT PAYMENT OF CLAIM

I/We _____ (enter worker/company name) confirm that all works undertaken on site in accordance with the Site Rules and were started on:-

_____ (enter works start date) then completed on:-

_____ (enter works completion date) in a fully compliant and safe manner. All "Near Miss" and/or notifiable incidents occurring during the works were duly reported to the Building Manager.

We **attach** the following mandatory documents (tick appropriate boxes):

<input type="checkbox"/>	Risk Assessment completed prior to commencement on site	<input type="checkbox"/>	Register of workers engaged on the works
<input type="checkbox"/>	Certificate of Compliance (Form 16 or other) if appropriate	<input type="checkbox"/>	Certificate of Practical Completion (if required under the works contract)
<input type="checkbox"/>	All Incident Reports for "Near Miss" &/or notifiable incidents occurring during the works	<input type="checkbox"/>	Any changes to company or contact details for the file

Signed: _____ Date: _____

Print Name: _____ Title: _____

CODE OF CONDUCT

- Government Regulations – All “MODA MELTON” contractors and employees are required to be compliant under WHS Act.
- Contractor’s Employees – All employees of contractors are required to be **Site Inducted**.
- **Incident Reporting** – All accidents, hazards and incidents must be reported immediately to the Caretaker.
- Housekeeping – All work areas must be kept tidy at all times. All rubbish must be safely removed and disposed of at the conclusion of each day’s effort. Use of site amenities must be in a respectful and safe manner.
- Manual Handling – Handling of hazardous or flammable materials and lifting must be undertaken to the required standard. MSDS reporting must be compliant at all times.
- Practical Jokes – Skylarking and practical jokes are NOT PERMITTED on site at any time.
- PPE – Personal Protective Equipment must be worn at all times.
- Hazard Management – all site hazards must be managed to WHS regulations at all times.
- Equipment – all tools, equipment, PPE, leads, etc must be maintained in safe working condition with compliant Test & Tag at all times.
- Plant and Machinery – Must comply with the Act and the Plant Advisory Standard, at all times.
- Scaffolding and Platforms – Must comply with Australian Standards and be erected to the requirement of the Act by qualified persons.
- Controlled Substances – Working with controlled substances (e.g.: asbestos) must be undertaken under controlled circumstances by a qualified or competent person under the Act.
- Permit Work – All associated permits must be obtained PRIOR to commencing works on site (e.g.: hot work permit).
- Electrical Leads – Must not be over-extended and must be removed from the power source when not in use. Compliant Test & Tag must be visible at all times.
- Safe Access – Speed limits must be observed and safe driving practices undertaken at all times. Site Induction procedures and policies must be observed at all times.
- Alcohol and Drugs – Not to be consumed during working hours.
- Radios – Noise nuisance is NOT PERMITTED on site.
- Dogs – Dogs and other animals are not permitted on site.
- Waste Disposal – Safe disposal of waste is required at all times, including the immediate removal of food waste after smoko. No glass on site.

Please refer to the **attached** copy of Body Corporate By Laws relating to site access and conduct

SAFE WORK METHOD STATEMENTS

The Body Corporate requires the Trade Contractor to undertake Safe Work Method training for any higher risk activities required under the terms of the Works Agreement and provide the Body Corporate for “MODA MELTON” with Safe Work Method Statements for these higher risk activities, if undertaken:

- Lawn Mowing
- Whipper Snipping
- Hedge Trimming
- Hazardous Substance Handling – Swimming Pool
- Hazardous Substance Handling – Cleaning Chemicals
- Hazardous Substance Handling – Fuel
- Work at Height – Changing light globes
- Motorised Transfer of Rubbish Bins

Safe Work Method Statements (SWMS) for these activities are available for viewing by the Body Corporate by the Building Manager, complete with annual records of training, during normal business hours. Please make an appointment with the Building Manager to review.

**MODA MELTON
230 MELTON ROAD, NUNDAH Q 4012**

SAFE WORK METHOD STATEMENTS

TRAINING REGISTER

WORKER NAME:		
Safe Work Method	Date of Training	Training Review Required
Lawn Mowing		
Whipper Snipping		
Confined Space		
Pool Chemical Handling		
Chemical Spraying		
Fuel Handling		
Work at Height – Light globe changing		

SWMS training has been undertaken by a competent person & the trainee has been assessed as competent	PRINT NAME: SIGNED:	DATED:
Competent Person	PRINT NAME: SIGNED:	DATED:

RISK ASSESSMENT

The WHS legislation requires proof of vigilance in risk management. Accordingly, the Building Manager will require the Trade Contractor to undertake the following Job Safety Analysis when conducting site risk analysis activities on site, as required for “MODA MELTON”:

The Building Manager will ensure that the Trade Contractor will supply the Body Corporate with **Job Safety Analysis** (JSA) sheets.

Job Safety Analysis or risk assessment sheets come in two categories:

Category 1 - Reactive risk assessment performed for a particular job or situation as required;

Category 2 - Recurrent risk assessment to cover works performed on a recurrent basis.

Category 1 risk assessments would include those undertaken by Contractors coming to site to perform repair works (E.g.: to remove dead palm fronds from inaccessible palm trees). Category 2 risk assessments would include those undertaken by Contractors coming to site to perform recurrent maintenance works where the practicalities of undertaking repeated risk assessments is not effective (E.g.: mopping the lobby floor where a slip hazard may exist while floor is still wet). Category 2 risk assessments need to be done annually or as circumstances change.

MODA MELTON
230 MELTON ROAD, NUNDAH Q 4012

RISK ASSESSMENT TRAINING REGISTER

Category 2 – Recurrent Maintenance Tasks

WORKER NAME:		
Recurrent Maintenance Task	Date of Risk Assessment	Risk Assessment Review Required
Floor Mopping		
Pool Cleaning		
Lawn Mowing & Whipper Snipping		
Tree Pruning		
Chemical Handling		
Chemical Spraying		
Fuel Handling		
Work at Height		

Employee has been inducted into the Risk Management Practices by a competent person	PRINT NAME: SIGNED:	DATED:
Competent Person	PRINT NAME: SIGNED:	DATED:

INCIDENT REPORTING

The WHS legislation requires that certain events are reported to the Building Owner (the Body Corporate) and/or the WHS Department. The Body Corporate requires the Building Manager under a Supervisory Caretaking Agreement to provide documented Incident Reporting to the Body Corporate for “MODA MELTON” and supply these reports to the Body Corporate within 24 hours:

The following incidents are to be reported on an INCIDENT REPORT form and supplied to the Body Corporate by the Building Manager under a Supervisory Caretaking Agreement:

- Near miss incidents
- Incidents involving injury
- Incidents involving property damage or loss
- Incidents not involving injury, property damage or loss
- Psychological injury
- Security breaches
- Suspicious behaviour or circumstances
- WHS breaches or site hazards
- Unlawful activity
- Activities that breach Contractor Codes of Conduct

The WHS Act 2011 requires the Trade Contractor to complete an appropriate incident report form and forward a copy of this report to the Body Corporate within 24 hours.

The Body Corporate is required to manage the information contained within these Incident Reports, including notification to the WHS Department in the event of:

- Death or Injury on common property;
- Electrocutation on common property;
- WHS Breach on common property.

CONTACT: (p) 1300 369 915
(w) <http://www.justice.qld.gov.au/corporate/contact-us>

HAZARDOUS MATERIALS REGISTER

The Body Corporate must record all chemicals and hazardous materials held on common property on a Material Safety Data Sheet (“MSDS”) Register and have this register available at the sign in facility at all times.

Each chemical or hazardous material must have a current MSDS held inside the storage facility and a second copy on file at Reception with the register at all times.

MATERIAL	STORAGE AREA	SECOND COPY AT RECEPTION
Unleaded Fuel	Locked equipment room near pool	Yes
Bleach	Locked equipment room near pool	Yes
Disinfectant	Locked equipment room near pool	Yes
Glass Cleaner	Locked equipment room near pool	Yes
Outdoor Cleaner	Locked equipment room near pool	Yes
Vinegar	Locked equipment room near pool	Yes
LPG	Locked equipment room near pool	Yes
Weed Killer	Locked equipment room near pool	Yes
Wasp Killer	Locked equipment room near pool	Yes
2-Stroke Oil	Locked equipment room near pool	Yes
Spray and Wipe	Locked equipment room near pool	Yes

SAFETY MANAGEMENT CHECKLIST

BUILDING MANAGER

ITEM	DETAIL	TASK	MANDATORY RECORD
Sign In Register	Record of all Visitors on Common Property, an Indemnity proof strategy, an Evacuation Register & a Key Register for security	Ensure every visitor to Common Property signs the Sign In Register upon arrival & prior to leaving	Maintain all Sign In Register records for 6 years
Contractor Management	Request for proof of competency & indemnity & coordinate divergent contractor's works. Provide details of workers control parameters.	Seek records every 12 months & evidence of collaboration between divergent workers. Issue Work Order detailing contractors control parameters.	Keep current records of Insurance, License, diary notes etc on file at all times
Site Induction Form	Record of site induction & risk management prudence	Induct all Contractors to the Common Property every 12 months	Keep current records of site induction on file at all times
Risk Assessment Form	Record details of hazards identified on Common Property	Complete form to communicate hazards to Contractors & give to the Body Corporate	Keep records of risk assessments on file for 6 years
Incident / Injury Report	Report the details of incidents	Send report to the Body Corporate within 24 hours	Keep records on file for 6 years
Safe Work Method Statement (SWMS)	Detail safe work procedures for caretaking duties on Common Property	Train all employees annually in SWMS & keep a register of this training	Keep SWMS Training Register records for 6 years
Material Safety Data Sheets (MSDS)	Risk management documents for hazardous materials stored on site	Identify first aid requirements & safe handling procedures	Keep MSDS adjacent all hazardous materials wherever stored & 2 nd copy on file in office
Exit Survey Form	Capture confirmation information from the Contractor to ensure works were completed compliantly on site	Provide Exit Survey Form with the Work Order & harvest upon completion & issuance of invoice claim	Invoice claim for payment

SAFETY MANAGEMENT CHECKLIST

BODY CORPORATE COMMITTEE

ITEM	DETAIL	BUILDING MANAGER TASK	BC RECORDS & Responsibilities
Sign In Register	Record of all Visitors on Common Property, an Indemnity proof strategy, an Evacuation Register & a Key Register for security	Ensure every visitor to Common Property signs the Sign In Register upon arrival & prior to leaving	Harvest copies of Sign In Register records each month & keep on file for 6 years, get a copy of the common property key register updated annually
Contractor Information Request Form	Request for proof of competency & indemnity	Seek records every 12 months	Seek updated data base of BC Trade Contractors monthly
Site Induction Form	Record of site induction & risk management prudence	Induct all Contractors to the Common Property every 12 months	Harvest copies of all records of induction monthly & ensure they are updated annually
Risk Assessment Form	Record details of hazards identified on Common Property	Complete form to communicate hazards to Contractors & give to the Body Corporate	Ensure the Body Corporate Manager emails hazard reports daily (as they arise)
Incident / Injury Report	Report the details of incidents	Send report to the Body Corporate within 24 hours	Ensure the Body Corporate Manager emails incident reports daily (as they arise)
Safe Work Method Statement (SWMS)	Detail safe work procedures for caretaking duties on Common Property	Train all employees annually in SWMS & keep a register of this training	Harvest the SWMS Training Register from the Body Corporate manager annually & keep records for 6 years
Material Safety Data Sheets (MSDS)	Risk management documents for hazardous materials stored on site	Identify first aid requirements & safe handling procedures	Harvest a register of all chemicals/hazardous materials stored on site & associated MSDS. Update register annually
Maintenance Schedule	Schedule of programmed & advisory maintenance for the common infrastructure in the scheme	Update program & ensure all tasks are completed compliantly	Harvest an updated schedule monthly & ensure all records of inspections/compliance are on file monthly

Work Health & Safety PLAN | 2024

Work In Progress Report	A report of status of all repairs, maintenance & works projects from Quote request through to Practical Completion & commissioning	Update Work In Progress report & ensure all works are recorded accurately	Harvest an updated work in progress report monthly & cross-reference WHS compliance paperwork accordingly
Records of Compliance	Mandatory records as required under Fire Regs, Aus. Stds, BCA & WHS Act, local authority (council)	Collect certificates of maintenance, cert's of compliance, check tags, file tech reports	Harvest certificates & defects notices & keep on file/action. Retain records for 6 years (pool readings 1 year)
Controlled Systems Reports	Evacuation Procedures Manual & location diagrams, Asbestos Register, Confined Space Register, etc	Ensure registers & manuals/plans are updated annually	Harvest copies of docs, & annual reviews. Retain records for six years
WHS Capital Works Management (major refurbishment or repaint projects)	Mandatory notification to WHS Dept regarding engaging contractors to do construction work on common property	Projects over \$15,000 recommended to be coordinated by a specialist Project Manager	Notify Dept of projects as req'd & liaise with Dept re: site management. Retain records for 6 years
WHS Notifiable Incidents	Mandatory notification to WHS Dept re: incidents on common property	As per the Notifiable Incidents list – injury, death, electrocution or WHS Breach	Notify Dept within 24hours & retain records for 6 years
Exit Survey Form	Capture confirmation information from the Contractor to ensure works were completed compliantly on site	Provide Exit Survey Form with the Work Order & harvest upon completion & issuance of invoice claim	Invoice claim for payment

CONTACT US

Please contact the Building Manager for “MODA MELTON” CTS 38227 if any further queries arise:

CONTACT PERSON	Michael Mitchell
CONTACT PHONE	0413504084
CONTACT EMAIL ADDRESS	md@modamelton.com

SCHEDULE OF ATTACHMENTS

- Certificate of Currency for Body Corporate Public Liability insurance
- Certificate of Currency for Building Manager Public Liability insurance
- Sign-in Register blank template sample
- SWMS – blank template sample
- JSA – blank template sample
- Incident report form – blank template sample
- Hazardous Materials summary sheet – blank template sample