

## Safety Report Update Schedule

### SAFETY REPORT UPDATE RECOMMENDATION

Current OH&S Legislation does not specify frequency of Occupational Health & Safety Inspections and Reports. However, we strongly recommend that Occupational Health & Safety Inspections and Reports (particularly for larger complexes and commercial) be undertaken on an annual basis. For smaller, residential strata schemes, we recommend that Safety Inspection Updates are carried out annually, but certainly no longer than every two (2) years.

Recommendation is based upon the potential possibility of Civil Action. If an incident were to occur the Owners Corporation's need to be able to produce evidence that action was undertaken to Identify and Remove/Reduce or Minimise any hazards in the "workplace" Common Property environment.

The purpose of updating this report is to assist the Owners Corporation in identifying both changes to the property which may create new risks or modify existing risks, and the regular amendments to the legislative and non-legislative requirements we have identified as being relevant, including sections of Occupational Health and Safety and Electrical Safety legislation and Codes of Practice, relevant Building Codes, Australian Standards, Industry Guidelines, and trends which are designed to provide a "Best Practice" approach to the Risk Management process.

### SCHEDULE FOR SAFETY REPORT UPDATES

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

Date of Inspection	Details of Safety Officer
May 2010	Inspector ID No: 133 Occupational Health & Safety Officer
May 2011	
May 2012	

### MOTION FOR SAFETY UPDATE

***That Solutions in Engineering Pty Ltd carry out an Occupational Health and Safety Report of the common property in compliance with the Occupational Health & Safety Act 2004, for an amount not to exceed \$ .00***

# FOLLOW UP ANNUAL SAFETY REPORT BOOKING SHEET

**PROPERTY ADDRESS** Plan of Subdivision 12345  
1234 Park Lane, Mayfair VIC 3000

**MANAGEMENT COMPANY** Monopoly Ltd

**INSTRUCTIONS** 1. Carry out an annual safety report review

**DATE OF FOLLOW-UP INSPECTION** May 2011

**AUTHORISATION PROCEED**

**TO** SIGNED.....

DATED.....

**AUTHORISED REPRESENTATIVE**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_