



# **BUILDING AND COMPLEX SAFETY AUDIT REPORT**



# TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. SCOPE OF THE AUDIT .....</b>	<b>3</b>
<b>3. METHODOLOGY .....</b>	<b>3</b>
3.1. Inspection Process .....	3
3.2. Risk Management Approach .....	3
<b>4. SUMMARY .....</b>	<b>3</b>
4.1. Additional Recommendation .....	3
<b>5. SAFETY AUDIT CHECKLIST .....</b>	<b>4</b>
5.1. Driveways and Parking .....	4
5.2. External Pathways .....	4
5.3. Internal Pathways and Stairways .....	4
5.4. Electrical Switchboards and Installations .....	5
5.5. Emergency Escape Lighting and Exit Signs.....	6
5.6. General Building.....	6
5.7. Perimeter Fence .....	7
5.8. Storerooms and Hazardous Chemicals.....	7
5.9. Pool Areas.....	8
5.10. Rooftop and Safety System.....	10
5.11. Plant Rooms.....	10
5.12. BBQ Areas .....	11
5.13. Lifts.....	12
5.14. Balustrades .....	12
5.15. Safety Observations .....	14
<b>6. REFERENCES .....</b>	<b>15</b>
<b>7. DISCLAIMER .....</b>	<b>16</b>

# 1. INTRODUCTION

Thank you for engaging **Insert Your Company** to undertake your audit on the **insert date**. Appreciation is extended for the assistance given and the willingness to improve safety at **insert address**.

Please note that risk management is an ongoing process; it is never complete, as such this safety audit report is a platform to enable a continual improvement process.

Where reference is made to the Work Health and Safety Act and the Work Health and Safety Regulations, it is strongly suggested the recommendations are followed.

# 2. SCOPE OF THE AUDIT

The scope of the audit is to assist **Insert Client** in meeting obligations under the Health and Safety Act, Work Health and Safety Regulations and assist the Corporate's duty of care, and to maintain the condition property in a safe condition.

# 3. METHODOLOGY

## 3.1. Inspection Process

The inspection was conducted through visual observation, assessments and measurement where necessary, with a checklist as a guide. This process draws reference from applicable legislation such as the Work Health and Safety, Electrical Safety, Fire Safety, Building and Government.

Other references used are Australian Standard, Building Code of Australia, and general common law principles. Items on the checklist were not commented on in the report, then they were either not applicable or did not present a risk at the time of inspection.

## 3.2. Risk Management Approach

The risk and control measures identified through this report were based upon the overarching objective of Work Health and Safety laws (WHS laws) which is to protect the health and well-being of employees, volunteers and other persons who are at or come into contact with the workplace.

# 4. FINDINGS

## 4.1. Recommendation

e.g. It was recommended that insert building or complex name obtain documentation that would enable contractors to be inducted to insert building or complex name; such documentation would assist contractors with safety compliance whilst conducting work on behalf of insert building or complex name.

Such a document would encompass a pre-qualification and a disclaimer which would also assist insert building or complex name in meeting legal obligations and protect against litigation.



## 5. SAFETY AUDIT CHECKLIST

5.1. Driveways and Parking	Yes	No	N/A	Observations	Recommendations
<p>Were the driveways and parking areas free from slip/trip and impact hazards that could cause motor vehicle accidents or personal injury?</p> <p><b>References</b> <b>AS/NZS ISO 31000</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The driveways were free of hazardous conditions that may contribute to slips, trips, falls or impacts or the risk of an accident.</p> <p>No hazards were identified at the time of inspection.</p>	
5.2. External Pathways	Yes	No	N/A	Observations	Recommendations
<p>Were the external pathways, walkways and stairways free from slip/trip and impact hazards that could cause personal injury?</p> <p><b>References</b> <b>AS/NZS ISO 31000</b> <b>BCA VOL 1 DPI</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The external pathways leading to the entrance were free of a uniform level and no hazards were identified that could contribute to trip, fall or impact injuries.</p> <p>The area was previously used as a storage area and a trip hazard at the base of the stairway.</p>	
5.3. Internal Pathways and Stairways	Yes	No	N/A	Observations	Recommendations
<p>Were the internal pathways, walkways and stairways free from slip/trip and impact hazards that could cause personal injury?</p> <p>Ref: AS/NZS ISO 31000 BCA VOL 1 D2.17</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The internal stairways and the walkways were free of any hazardous conditions that may contribute to slips, trips, falls or impacts.</p> <p>No hazards were identified at the time of inspection.</p>	

5.4. Electrical Switchboards and Installations	Yes	No	N/A	Observations	Recommendations
Was the main switchboard clearly labelled and free from obstructions? Ref: Electrical Safety Act Sec 38 AS/NZS 3000 Clause 2.9.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The main switchboard was clearly labelled and were free of obstructions.	
Were all of the electrical circuits on the switchboard/s clearly identified? Ref: AS/NZS 3000, Clause 2.3.3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The electrical circuits on the switchboard were clearly identified.	
Were the community lights protected by safety switches? Ref: Electrical Safety Act Section 38 AS/NZS 3000, Clause 1.5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It could not be confirmed if the community lights were protected by safety switches.	
Were the community lights protected by Safety Switches that have been tested by a competent and ticketed electrician every two years? Ref: Electrical Safety Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence was available at the time that the safety switches have been tested by a competent and ticketed electrician within a two year period.	
Was the community power protected by a safety switch? Ref: Electrical Safety Act Section 38 AS/NZS 3000 Clause 1.5.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community power was protected by a safety switch.	
Was the community power protected by a safety switch that has been tested by a competent and ticketed electrician every two years? Ref: Electrical Safety Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence was available that safety switches have been tested by a competent and ticketed electrician within a two year period.	