

GEORGE COURT BODY CORPORATE 18621

Health and Safety Procedures Notice for Owners and Tenants

OWNERS CAN YOU PLEASE ENSURE THAT ALL NEW TENANTS RECEIVE A COPY OF THIS NOTICE WHEN THEY TAKE ON A NEW LEASE OR RENTAL AGREEMENT

Health & Safety Legislation places shared obligations on the Body Corporate, and owners and occupiers of apartments and premises within the George Court building. These obligations also extend to visitors such as Contractors carrying out work in the building.

The building has a system of hazard identification and control in place for the common areas. Health & Safety NZ Ltd ('HSNZ') carries out regular hazard identification inspections and the Body Corporate Committee implements the necessary hazard control recommendations. Our intention is to make the building as safe as possible for our Resident, Tenants and Contractors.

Where hazards cannot be eliminated or isolated, the law requires that we implement procedures to keep people safe. Wherever practicable, the Body Corporate will install signage as a guide for all concerned.

While mindful that you have control of your own area within your apartment or tenancy, there are, however, some areas of mutual responsibility with the Body Corporate. To assist with some clear direction around these, we have enacted the following set of standard procedures to be followed by owners, occupiers and contractors in all apartments and tenancies within the building.

Contractor Control

Contractor activity within the building needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage contractors to undertake work, can you please ensure that they have planned their work safely. We recommend that they provide you with a Safe Work Method Statement before commencement.

Where your contractors have to undertake work in the common areas they must contact the building manager and acknowledge in writing that they have read our building procedures notice for contractors, before starting work.

Electrical Rooms / Cupboards

The local Electrical Wiring Regulations prohibit storage in these locations. Please ensure that any electrical cupboards that you have access to are kept clear of all material.

Gas Safety

All local Regulations must be followed for the correct storage and handling of gas products.

Where flammable gas (e.g. LPG) is located within your apartment, tenancy or parking area, strict adherence to the local Regulations is required. Cylinders are to be correctly stored and isolated from the risk of vehicle impact.

Hazardous Chemicals

Chemicals stored and used within apartments or tenancies vary widely. Where volumes exceed the mandated thresholds (i.e. bulk storage), local Regulations must be followed with regard to storage, signage, handling and emergency procedures, etc.

Where volumes are below thresholds, can you please ensure that the appropriate storage and handling procedures, as set out in the relevant Material Safety Data Sheets, are followed. Spill kits to be made available, where required, in accordance with local Regulations.

Chemicals must not be left unattended in public areas.

Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your apartment or tenancy needs to be controlled so that it doesn't impact on persons elsewhere in the building.

Public Safety

We all have a shared responsibility for Public Safety. Where people are visiting your apartment or tenancy, or even walking past along the boundary, they are required to be protected from harm.

Any apartment or tenancy-related activity, including work by contractors, needs to take Public Safety into consideration. The most common Public Safety issues are where items can fall onto people (off decks, balconies, etc.) or where visitors could themselves fall.

Parapets around the central atrium area

The parapets on each floor must not be used for lying on, sitting on, leaning over, standing or walking on at any time. Please ensure that your visitors are made aware of this rule. Please take special care of children playing in the common areas.

Car Park Areas and Common areas

The car park areas and Common areas should not be used for storage unless prearranged with the building manager. Where upright storage cabinets are used they must be secured against a wall or pillar.