

Olympus Flats

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Health and Safety Policy Statement

The Olympus Flats will comply with the Health and Safety at Work Act 2015 as applicable to the common areas of the property.

The Olympus Flats has the day to day duty of care and must ensure, as far as reasonably practicable, the health and safety of workers, contractors and others 'at work' or those affected by the work being carried out on common property.

They also have a due diligence duty to:

- take reasonable steps to acquire and keep up to date knowledge of health and safety matters; and
- ensure appropriate systems and resources are in place to address the risks.

Individual apartment owners have the duty to:

- take reasonable care for their own health and safety;
- ensure that their actions or inactions do not adversely affect the health and safety of other persons at a workplace; and
- comply with reasonable instructions from Olympus Flats.

Purpose of the Policy

Olympus Flats is committed to providing and maintaining a safe and healthy building without risks to the health and safety of any person, and to ensure the information and supervision needed to achieve this is available and accessible.

This policy applies to work being undertaken in the common areas of the property, and not to work carried out by an apartment owner within their apartments.

Health and Safety Policy

The following items are for the attention of owners, residents and visitors to Olympus Flats:

1. Olympus Flats is an 8 apartment residential building which has common property through which all occupants (residents and visitors) must pass to reach the individual apartments in which they either reside or are visiting.
2. The common property at Olympus Flats consists of a car parks, entrance foyer, stairwells, landings, roof, lift and garden.
3. As the building does not have a full-time on-site manager in attendance and does not operate a visitor reception service, **owners and residents are responsible for ensuring their own and visitor access and safety while passing through the common areas.**
4. **Residents are each responsible for any Health and Safety matters in relation to work within their own apartments.**
5. Olympus Flats has conducted appropriate Health and Safety inspections of the common areas and has taken the following steps to comply with Health and Safety at Work Act 2015 (HSAW):
 - a. Rectified all known hazards and conducts regular inspections of common areas to identify any new or developing safety hazards;
 - b. A list of known current hazards is provided as part of this policy;
 - c. Contracts with service providers on a basis that ensures those working on common property do so in a safe working like manner (Safe Site Working Agreement – Appendix A).
 - d. Through the Property Manager, controls access of common area contractors to the building.

Potential Hazard Areas

Owners and residents must have a strong awareness of what is required of them to fulfil their health and safety obligations. In all cases where there is an incident, call emergency services immediately, if appropriate.

1. Vehicle entry to and exit from car park

Serious injury to pedestrians could be sustained should vehicles entering and exiting the car park hit them.

ACTION: Drivers are expected to exit and enter the car park area cautiously at a low speed to avoid accidents with pedestrians who may not be visible and who are unaware of vehicle movements across the car park.

REPORT: Take emergency action calling 111 for medical support, if appropriate. Report any incidents to the Property Manager.

2. Stairways

There are potential trip hazards for those using the stairs particularly for emergency egress. The stairs must be free of obstacles at all times and the floor surfaces free of any substances that could cause occupants and visitors to slip and fall.

ACTION: Do not leave anything in the stairwells.

REPORT: Clean up and/ or report all spills or obstacles to the Property Manager as soon as possible. Notify the Property Manager of any lights that are not working.

3. *Landings/Foyer*

Must be free of obstacles and trip hazards.

ACTION: Do not leave anything in the landings/foyer that could result in a hazard for building users.

REPORT: Any incidents or obstacles to the Property Manager. Notify the Property Manager of any lights that are not working.

4. *Gardens*

Gardens have uneven surfaces and a small raised lip which may be trip hazard.

ACTION: Take care when working about the garden area.

REPORT: Any incidents to the Property Manager.

5. *Roof area*

Must be free of obstacles and trip hazards. Leaning over the edge of the roof could result in falling.

ACTION: Do not leave anything in the roof that could result in a hazard for building users. Do not lean over the edge of the roof area.

REPORT: Any incidents to the Property Manager.

6. *Doors including lift*

Entry and exit hazards may result in crushing or jamming injuries. This is particularly in relation to children and the elderly.

ACTION: Take all due care when using doors particularly when children, elderly persons or visitors are with you.

The Property Manager will ensure all doors and the lift are regularly serviced and/or checked to ensure they are operating correctly to minimise risks.

REPORT: Any problems with the doors and lift to the Property Manager so they can be rectified early.

7. *Emergency evacuation from the building particularly in relation to visitors*

ACTION: Ensure that visitors are made aware of emergency procedures and in the event of an emergency they are accompanied and guided safely to the assembly area.

Safe Site Working Agreements

The Olympus Flats has established management practices for the control of contractors by adopting a Safe Site Working Agreement (see Appendix A) with preferred contractors prior to their entry to the premises. These agreements are kept with the health and safety documents.

The Olympus Flats will require that entities with which it contracts will also have in place safety management policies and processes that reflect current health and safety regulation.

Recording of all incidents, accidents, near misses and hazards in the building

The Olympus Flats will consult, cooperate with and coordinate activities with other entities specifically third party contractors, to ensure that safety matters are handled appropriately.

All incidents, accidents, near misses and hazards should be reported immediately to the Property Manager.

The Property Manager will ensure corrective action is taken and assess the risk that any near misses pose in order to prevent an accident happening in the future. The Property Manager will report and maybe make recommendations to prevent a reoccurrence of any accident or near miss.

Appendix A

Olympus Flats Contractors Health and Safety Agreement

Company Name:

Postal Address:

Physical Address:

Telephone/Mobile:

Email Address:

Policy

It is the policy of Olympus Flats to engage only Contractors who shall meet stringent health and safety standards and checks. Olympus Flats expects and will ensure that, so far as is reasonably practical, all Contractors, Subcontractors and their employees, comply with all relevant safety legislation, approved codes of practice and industry standards.

Contractors will:

- Comply with and understand their obligations to themselves, their Subcontractors and their employees under the Health and Safety at Work Act 2015 and any other relevant legislation including rules and regulations of the local authority.
- Notify Olympus Flats (through the Property Manager) of any hazards they bring on to, create, or are aware of on site.
- Agree to our Health and Safety policies and procedures.
- Have an effective health and safety management system in place which includes methods for identifying any significant hazards. Any significant hazards are to be reported to Olympus Flats (through the Property Manager) as soon as practicable and advised in writing within seven days.
- Ensure all Contractor employees and any Subcontractors they engage, are suitably qualified, experienced, trained and supervised and all required certificates are current.
- Have procedures in place for dealing with emergencies that may arise while employees are at work. The Contractor is to ensure their employees and Subcontractors employees are familiar with these procedures.
- If requested, provide Olympus Flats (through the Property Manager) with any documents relating to health and safety in relation with this contract for inspection.
- Report, record and investigate all notifiable accidents or incidents and near misses.
- Provide and maintain adequate first aid facilities, treatment register, supplies and qualified first-aiders.
- Provide their employees/workers with Personal Protective Equipment (PPE) that may be required to complete the work safely.

Olympus Flats will:

- Monitor the contractor’s activities and carry out safety audits from time to time or as required.
- Suspend work at the contractor’s expense where Olympus Flats is not satisfied that all practicable steps are being taken to ensure Health and Safety of employees/workers and others in connection with the works being undertaken.

Declaration

By signing the below, the Contractor agrees:

1. That I have read and understood the “Contractors Health and Safety Agreement and Policy”.
2. That I have read and understood the controls for the identified hazards in the Olympus Flats Hazard Register and the applicable Hazard Register for my category of work.
3. To abide by all Health and Safety requirements detailed in these documents.

Signed for and on behalf of the Contractor	Signed for and on behalf of Olympus Flats
Full name:	Full name:
Signature	Signature
Position:	Position:
Date:	Date: