**Health and Safety for access to owners’ units before settlement.**

For the period from the end of the build till settlement, we, the company, would be responsible for any health and safety issues at the site. If access is granted to future owners to work on their unit for painting, instalment of fixtures etc. what are the health and safety issues that we could be responsible for? It is a new build and it is presumed that all work would be inside the unit of the future owner.

**Hazards that could arise are the following:**

1 - Working at a height (ladder, stool, or scaffolding) with possibility of falls.

2 - Eye injury from dust or paint.

3 - Slips, trips, falls over debris or equipment.

4 – Equipment, tools and materials falling on you

5 - Exposure to paint products, cleaners etc.

6 – Fire risk from solvents, turps-based paints.

7 - Lifting materials, paints, ladders etc.

8 – Electrical hazards – nail or screw into wiring, Use of electric tools.

9 – Repetitive strain issue with painting and sanding

**Preventive measures to reduce risk.**

1 – Evaluate work area for existing and potential hazards.

2 – Use correct ladders in good condition for work, or when and where possible use extended handle paintbrush instead;

3 – Wear safety glasses when painting or using tools; for work that causes dust, use a vacuum cleaner rather than sweeping up dust to avoid it spreading. Earmuffs for working with loud noise tools in a closed space.

4 – Check safety sheet of paint and coating products and use appropriate PPE. Closed toed shoes are recommended, particularly made with non-absorbent fabrics that can absorb any solvents or paint you could be working with. Use less harmful products where possible.

5 – Maintain good ventilation during painting and have fire extinguisher readily available if using solvent based paints or products.

6 – Learn and use safe lifting techniques.

7 – Know the likely areas where electric wires may run. Turn off supply before drilling into walls; do not use power tools near suspected buried services.

8 – Use practices that reduce the risk of RSI (No prolonged period of constant repetitive actions.)

**Other considerations**

1. Owners would have to sign in and out of the office in the common house, collect the key from there and return it.

Work only be allowed at certain times of day when there is someone in the office.

2 - Health and Safety issues will be monitored and recorded over this time.

Book and RAM forms kept in the office?

3 – Have a fire extinguisher present if using turps based paints. (There is a $10,000 excess for fire damage.)

I have read and agree to follow these guidelines:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_( date)