



**WINDWARD PASSAGE APARTMENTS – BODY CORPORATE
STANDARD OPERATING PROCEDURE**

SOP 5.3 CONTRACTOR SITE ACCESS RULES - OWNERS WORKS

PURPOSE

To ensure that modifications to Owners Units are undertaken to;

- a) maintain the aesthetics of Windward Passage when complete and into the future
- b) do not adversely affect or compromise the building structure
- c) are undertaken in a safe manner and do not present future safety issues
- d) minimise adverse impact on other Owners and Guests

RESPONSIBILITIES

The Committee shall be responsible for approving modifications to Units, even if not external facing. Wardens will be responsible will be responsible for implementation once approved.

Body Corporate Managers shall be responsible for administering Applications for Unit modifications.

Owners are responsible for;

- a) seeking approval Committee approval for work within their Unit
- b) providing relevant details including planned timing
- c) ensuring their Contractors are competent, qualified, work safely and have relevant insurances (Public Liability of at least \$5 million & Workers Compensation or equivalent)
- d) following approval, provide at least 1 month notice of intended work commencement
- e) costs incurred to make good any damage of common property, clean-up due to movement through common property or callout costs due to QFES or Lift contractor
- f) providing information and ensure contractors comply with:
 - Site Access Rules (same as for contractors undertaking Body Corporate works) refer to attachment and QR Code
 - safety standards,
 - daily sign-in & sign-out procedures,
 - only undertake work between 8am and 5pm (Mon – Fri) and 8am and 1pm (Sat) avoiding Sundays and public holidays,
 - no unattended heating or hot surfaces
 - do not leave vehicles unattended in Basement unless in Unit Owners garage so as not to restrict access to residents and guests.
 - not restricting the access of other people who wish to use the lift, common areas or parking bays
 - minimise dust, clean-up any dust in and removal of rubbish off-site daily
 - minimise noise due to modification work, radio and other communication.
 - ensure that Contractor and employees are aware that alcohol and drug are not consumed on-site or indication of intoxication or impairment.



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ACTION REQUIRED

- 1) The Owner lodges an “Lot Improvement Application” (from website) with relevant supporting detail (including photos & plans) and anticipated timing at least 3 months ahead of work start to BC Manager. Not required for minor plumbing, painting or electrical work internal to the Unit.
- 2) The Committee considers the Application and makes a decision
- 3) The BC Manager advises Owner of the Committee decision and any additional conditions
- 4) The Owner advises the BC Manager of proposed start date and confirmation that the Contractor understands BC requirements
- 5) The BC Manager confirms with the Committee
- 6) The Committee Nominee/Warden then arranges notification of Residents and Guests providing at least 1 month notice in order for them to
- 7) The Owner will ensure that their Contractor communicates detailed arrangements and a suitable time for a Site Induction by a Warden
- 8) Site Induction of the lead Contractor by a Warden. The Contractor must understand and comply with all BC requirements
- 9) The Warden may instruct the Contractor to cease work or modify activities if there is adverse impact

REFERENCES

- 1) “Lot Improvement Application” Form (from Website or using QR code)
- 2) SOP “Site Access Rules for Contractors”
- 3) SOP “Site Induction” PURPOSE



Ensure Contractors who work on common property on behalf of the Body Corporate are aware of the hazards at Windward Passage and respond in a manner which manages risks to themselves, Owners & Guests and the property.

RESPONSIBILITIES

Wardens will be responsible for managing the Induction process for Contractors engaged by the Body Corporate.

Owners are responsible for inducting Contractors working in their Unit or Garage, but may use this process. Nevertheless, Contractors working for Owners must comply with the Rules which may



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impact common property and other Owners and Guests.

ACTION REQUIRED

Refer to the attached Rules.

Note that Wardens must be contacted a week ahead of planned work commencing in order to confirm Induction arrangements.

REFERENCES

- 1) Site Induction Rules

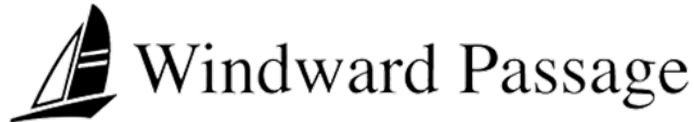
SITE ACCESS RULES - INDUCTION

The following must be read and agreed to by all contractors working at Windward Passage. Read the below information and complete the induction form. The induction form can be completed online, use the QR code for direct access.



MUST DO:

- All contractors working on the Common Property at Windward Passage must have a **current work order** and should have been in contact with AAA or the Body Corporate prior to the commencement of any work or visit.
- Each contractor must **Sign In** and **Sign Out** and out each day on the **Sign In Register** in the building foyer.
- All workers are responsible for their prescribed scope of works and must control their respective work environment to ensure no breaches of WHS legislation or other non-compliances occur.
- All workers must provide copies to the Body Corporate Manager of all **licenses and insurances** and **Safe Work Plan**
- All **incidents** (including “Near Miss”) and/or accidents to be reported immediately to the Body Corporate
- **Pre-Start risk assessments** must be performed prior to commencing works. **Hazards must be reported** to the Body Corporate immediately.



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SITE SPECIFIC RULES:

- Works cannot commence before 8am and must be completed by 4pm (Mon to Fri). Weekend work is not permitted without prior approval.
- If access to a restricted area is required, access must be organised with a building warden prior to arrival on site.
- No undercover parking is available for contractors, please use street parking as available. The loading zone can be used for loading and unloading only (maximum 30 mins) providing you are not blocking the bins.
- No building materials are to be stored in the front foyer or on common property without express permission from the Body Corporate.
- Please ensure work processes do not increase fire risk (including unattended heaters) or inadvertent callouts (QFS callouts will be the responsibility of the Contractor).
- The lift must be available to residents at all times.
- All materials/tools must go up via the lift.
- No cutting or sawing of any building materials is allowed on common property unless approved by the Body Corporate and safety barriers are installed.
- Protection must be provided to avoid damage to common property such as doors, floors, glass, sandstone tiles and lift interior.
- Dust, noise and inconvenience to Residents and Guests is to be minimised.
- Accumulated rubbish must be removed off-site each day by the Contractor.
- Contractors and visitors are responsible for cleaning up before leaving Windward Passage.
- Behaviour must be appropriate for a residential premise i.e. no shouting, swearing, smoking, alcohol or drugs and the like.
- Bathroom facilities are available at the front of the building, through the door near the BBQ area.
- Any damage to common property must be reported to a Building Warden immediately.

ENSURE COMPLIANCE WITH WORKPLACE HEALTH AND SAFETY:

- All workers must seek permission via the relevant permit application form to undertake hot works, high risk activities or works in confined spaces or restricted access areas.
- All workers must liaise with the Body Corporate Manager to ensure detector isolations are in place PRIOR to commencing works, if required
- All workers must read the site Evacuation Plan, any Asbestos/HAZ-MAT Register and the Body Corporate WHS Plan
- All divergent company representatives must coordinate respective activities safely with each other to ensure full compliance with WHS and associated legislation. Documentation of coordination must be presented to the Body Corporate Manager.



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- The construction work will be maintained within the exclusion zone in a tidy condition with all gear safely secured at all times. No unauthorized access is permitted to your work zone.
- The construction work zone will be made secure, fully swept and all rubbish removed from site and compliantly disposed of prior to leaving the site each day.
- All workers will wear full PPE as required under the relevant WHS Code of Practice, at all times.
- All power tools, equipment and leads will have a compliant Test & Tag attached and be maintained in a safe working condition to the Australian Standards.
- Alcohol and drugs shall not be consumed on site under any circumstances.
- Electrical Equipment is to meet WHS and ESO regulations.
- Ladders when in use shall be set up in a stable way, being tied back to the structure and insuring base stability. The ladder equipment must be maintained in a safe working condition, commercial grade to Australian Standards. All work at height must comply with the relevant Code of Practice.
- All necessary guard rails, barricades and signage will be employed to manage fall, slip or trip hazards on site.
- All platforms to be erected stable and safe, with measures in place to prevent falling objects from the platform.
- No radios to be permitted on site for safety reasons and noise nuisance.
- All incidents, hazards and accidents MUST BE reported to the Body Corporate Manager within 24 hours - as soon as practical.
- Workers must NOT PROCEED with works if any safety issues prevent the works from being completed safely.
- The Body Corporate requires all workers working on the common property of the scheme to have the following **mandatory insurances**:

Specific Mandatory Insurance Requirements:

Mandatory insurances. Contractors shall provide in their application for registration and before commencing any works or services, certificates of currency as proof of holding the following insurance policies and shall maintain these policies for the duration of any contracts for works or services:

- a. public liability** of a minimum of \$5 million (unless another amount is specifically stated in contracts, arrangements or agreements); *and*
- b. worker's compensation** in keeping with statutory requirements or equivalent for self-employed persons.



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SITE CONTACT DETAILS

BODY CORPORATE MANAGER	AAA Body Corporate Managers
EMAIL	enquiries@aaabodycorporate.com.au
PHONE	07 5437 7751
EMERGENCY	Call 000

BUILDING WARDENS	Ken Lister Ph: 0409 042 932 Kim Davis Ph: 0422 418 709 Dennis Tweedie Ph: 0415 126 673
WEBSITE	www.windwardpassagecaloundra.com.au