

Workplace Health & Safety Report



Property Name: Reef Terraces
CTS No.: 888
Address: 121 Port Douglas Road, Port Douglas, QLD, 4877

Date of Audit: 12 December 2022
Prepared By: Bruce Grimley

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Foreword

Under the QLD Work Health & Safety Act 2011, bodies corporates hold a duty to provide a safe working environment for workers, visitors and occupiers, as a Person Conducting a Business or Undertaking (PCBU).

This Report provides an unbiased snapshot in time of the Body Corporate's current work health & safety (WHS) position.

Executive Summary

To assist with meeting their duties under the WHS Act 2011, the Body Corporate engaged Strata Compliance Solutions Pty Ltd to undertake an inspection of the property's WHS key elements.

On 12 December 2022, a WHS Specialist from Strata Compliance Solutions Pty Ltd visited the property at the request of the Body Corporate.

Based on key elements within the QLD WHS Act 2011 and the QLD WHS Regulations 2011, as well as relevant QLD Codes of Practices and ISO & AS/NZS Standards, the visit involved a visual inspection of WHS documentation, followed by a walkaround of the property's common areas to identify WHS non-compliances and WHS hazards.

A risk management approach was applied to the observations made by the Specialist, who has offered recommendations to assist the Body Corporate in achieving compliance.

Recommendations are listed in the Recommendations section of this Report.

Risk Methodology

The methodology used to determine the WHS risks listed in this Report is based on ISO 31000:2009 Risk Management and complies with the How to Manage Work Health & Safety Risks QLD Code of Practice 2021.

The Management Process applied is explained in Appendix 1.

The likelihood versus consequence-based Risk Matrix used to determine the risk ratings is explained in Appendix 2.

To assist the Body Corporate with their decision-making process, the Hierarchy of Controls is explained in Appendix 3.

It is highly recommended that the Body Corporate transfer the recommendations listed in this Report into the Property's Risk Register & Action Plan. A template is attached as Appendix 4.

References

- QLD Work Health & Safety Act 2011
- Body Corporate & Community Management Act 1997
- QLD Work Health & Safety Regulation 2011
- QLD Electrical safety Regulation 2013
- QLD Building Fire Safety Regulation 2008
- Body Corporate & Community Regulation 2008
- How to Manage Health & Safety Risks Code of Practice 2021
- Labelling of Workplace Hazardous Chemicals Code of Practice 2021
- Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013
- Managing Risks of Plant in the Workplace Code of Practice 2013
- Managing the Work Environment & Facilities Code of Practice 2021
- Managing the Risk of Falls Code of Practice 2018
- How to Manage and control Asbestos in the Workplace Code of Practice 2021
- ISO 13000:2009 Risk Management
- AS/NZS 1680.2.2 Interior & Workplace Lighting
- AS/NZS 3012 Electrical Installations – Construction & Demolition Sites

Disclaimer

Strata Compliance Solutions Pty Ltd shall be indemnified for any loss, damage, expense, whether consequential or otherwise, arising from matters resulting from this inspection or raised in this report.

The inspection was primarily non-invasive with no attempt made to remove, modify, or repair any fixture or fitting, nor to assess or test every part of the building and associated plant.

This report may not list every conceivable, potential safety item at this premises but addresses issues identified as likely to have significant consequences.

The extent of this assessment assumes that the premises was designed, approved, constructed, and certified in accordance with the relevant authority requirements of the day, and every effort has been made to maintain the premises in accordance with those requirements.

This report is confined to WHS matters only and is not a structural engineering report.

The report was compiled without prejudice and, in the belief that no pertinent information has been withheld; Strata Compliance Solutions Pty Ltd has the right to review the report considering such information.

Strata Compliance Solutions Pty Ltd guarantees the customer that it will not release any information obtained because of the inspection to any unrelated parties, and requests that the customer reciprocate likewise.

Summary of Recommendations

1. General – Housekeeping, Common Areas (Indoor and Outdoor)			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
1.5 - Pathways and Walkways – Are all observed walkways non-slip with no fall hazard? (visual inspection only)	Pavers at multiple locations in pool area have moved over time	Moderate	It is recommended relaying pavers that have moved due to subsidence and tree roots
1.6 - Is car park line marking clearly visible?	No line marking installed	Low	It is recommended that line marking be done or redone to ensure clear delineation between parking bays or ensure walkways are clearly defined.
1.7 - Are gardens free of falling or protruding objects that could cause injury?	A number of mango trees are located throughout the complex and this time of year fruit is present and can fall	Moderate	It is recommended signs be installed in the area under the trees to warn residents of the risk

2. Electrical Switchboards and Safety Installations			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
2.4 - Have common / community Safety Switches/RCD's been inspected and records available?	No records sighted	Moderate	It is recommended that the Body Corporate ensure that all common property safety switches (Residual Circuit Device) are tested by a person on-site every 6 months and also every two years by an authorised electrical contractor. Records of the testing should be kept. Refer Electrical Safety Regulations 2013

5. Contractor Control			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
5.1 - Is there a contractor sign in folder in place? (Applicable only to buildings with on site management/caretaker).	No records sighted	Low	It is recommended that the Body Corporate implement a contractor sign in/out register for their site. This will allow for them being accounted for if an emergency situation occurred whilst onsite.





6. Fire Control			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
6.3 - Are exit signs and diagrams displayed? (Sample) Not applicable to Class 1a buildings.	No records sighted	Moderate	It is recommended that due to the building class and total area being above 300m ² , evacuation diagrams be developed and installed in the building in conspicuous locations.
6.4 - Are emergency procedures in place and available on site and reviewed within the last 12 months? Not applicable to Class 1a buildings.	No records sighted	Moderate	It is recommended that due to the building class, a Fire and Evacuation Plan is developed for the complex.



8. Pool Area			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
8.7 - Is the pool pump shed in good condition Locked / Signed?	Door showing severe signs of weather damage	Moderate	It is recommended that the Body Corporate repair the pool pump shed door.


9. General Building Structure			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
9.1 - Are stairs and stair railings in good order? (No sharp edges, timber rotten, step edge not damaged etc)	Timber stairs and walkway over pool water fall are showing severe weather damage	High	It is recommended that all stairs and walkways be repaired to ensure safe travel for all persons that access these areas.
9.4 - Do Balustrades/Railings appear to be undamaged and safe to use? (Observation from ground level only).	Wire balustrade on walkway over pool waterfall damaged and loose	High	It is recommended that all balustrades be secured and compliant to ensure safe for all persons when using these areas.
9.9 – There are no fall risks where a significant injury may occur if a person's falls?	No barrier installed on deck in pool area	Moderate	It is recommended that all fall risk areas where there is a risk of injury be protected by a barrier to prevent or reduce the risk of a person falling.



10. Asbestos			
Area Inspected	Photo/Issue	Risk Ranking	Recommendation
10.1 - Has an Asbestos inspection been completed?	No records sighted	Moderate	It is recommended that the body corporate have a new Asbestos report completed on the building and the records kept on site for persons that request it. If Asbestos is found, stickers advising that the building has material containing asbestos must be installed – If not removed. Refer WHS Regulation 2013 National Code of Practice for the Management and Control of Asbestos in Workplaces



Inspection Checklist


1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
1.1 - Are common areas free from rubbish and obstructions?	Yes	   		

1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
1.2 - Are pathways, driveways and parking areas – unobstructed and clearly defined where possible? No observed trip hazards?	Yes			
1.3 - Pathways and Driveways are adequately light for safe travel? (Visual only)	Yes			




1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
1.4 - Pathways and Driveways – Is vision at Corners adequate to prevent incident?	Yes			
1.5 - Pathways and Walkways – Are all observed walkways non-slip with no fall hazard? (visual inspection only)	No	Pavers at multiple locations in pool area have moved over time	Moderate	It is recommended relaying pavers that have moved due to subsidence and tree roots

1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
				
1.6 - Is car park line marking clearly visible?	No	<p>No line marking installed</p> 	Low	It is recommended that line marking be done or redone to ensure clear delineation between parking bays or ensure walkways are clearly defined.
1.7 - Are gardens free of falling or protruding objects that could cause injury?	No	<p>A number of mango trees are located throughout the complex and this time of year fruit is present and can fall</p>	Moderate	It is recommended signs be installed in the area under the trees to warn residents of the risk


1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
				
1.8 - Is general vehicle signage in place and in good condition? (Speed limit etc)	Yes			



1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
1.9 - Is there a Car Park height warning sign in place?	NA			
1.10 - BBQ – Is signage in place to warn of hot surfaces?	NA			
1.11 - BBQ – Are Gas Bottles, Hoses and Fittings Safe?	NA			
1.12 – Where fitted, are non-potable water signs in place and legible?	NA			
1.13 - Are hazardous chemical in pipe works identified by a label, sign or another way on or near the pipe work?	NA			
1.14 – Is the gym clear of trip hazards due to power cords?	NA			
1.15 – Are Gym rules observed?	NA			
1.16 – Has cleaning spray (non-chemical type) & towels been made available to clean the equipment after use?	NA			
1.17 – Are all observed areas free from catch/caught hazards or signed to	NA			




1. General – Housekeeping, Common Areas Indoors and Outdoors				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
advise of the risk? (gates that slide sideways, etc)				

2. Electrical – Switchboards and Safety Installations				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
2.1 - Are all observed plugs, sockets, switches unbroken and working?	Yes			
2.2 - Are all observed leads free from damage or defects?	Yes			
2.3 - Are all observed portable electrical items tested and tagged?	NA			
2.4 - Have common / community Safety Switches/RCD's been inspected and records available?	No	No records sighted 	Moderate	It is recommended that the Body Corporate ensure that all common property safety switches (Residual Circuit Device) are tested by a person on-site every 6 months and also every two years by an authorised electrical contractor. Records of the testing should be kept. Refer Electrical Safety Regulations 2013
2.5 – All leads, power boards, extension cables free from being strained, hanging on the plug & not supported or presenting trip hazards?	NA			

2. Electrical – Switchboards and Safety Installations

Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
2.6 - Is the switchboard room free of clutter, flammable material and nothing leaning on the switchboards or stored within 1m?	NA			

3. Plant and Equipment				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
3.1 - Is all observed plant and equipment in good condition and safe to use?	Yes			
3.2 - Are relevant warnings and instructions displayed? (Where required)	NA			
3.3 - Are all lifts registered? (Registration certificate & maintenance records observed)	NA			
3.4 - Is all rotating plant guarded?	NA			
3.5 - Is plant secured from unauthorised access?	Yes			



4. Lighting				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
4.1 - Is lighting adequate for persons to move throughout the common areas safely? (Indoor and outdoor).	Yes			
4.2 - Is lighting clean and efficient?	Yes			
4.3 - Is all lighting operational with no obvious defects, including damage of loose fittings?	Yes			

5. Contractor Control				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
5.1 - Is there a contractor sign in folder in place? (Applicable only to buildings with on site management/caretaker).	No	No records sighted	Low	It is recommended that the Body Corporate implement a contractor sign in/out register for their site. This will allow for them being accounted for if an emergency situation occurred whilst onsite.
5.2 - Are contractors signed in?	NA			
5.3 - Are all contractors inducted into site? (Know hazards and emergency procedures while working on site)	NA			
5.4 – Is there a contractor management system in place to ensure all engaged contractors have correct insurances, are appropriately licensed and are able to provide Safe Work Method Statement (SWMS) for high risk works? or Engaged contractors certified by a 3rd party before commencing works?	NA			

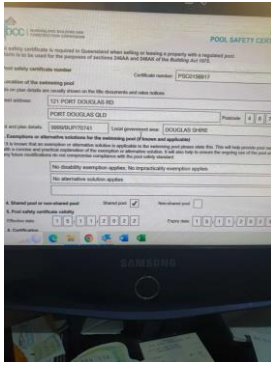


How can the body corporate ensure that contractors work safely?



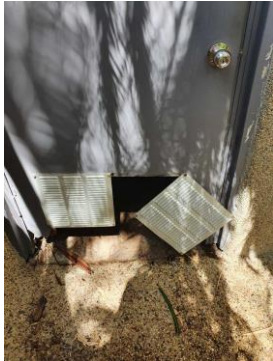
Body corporate should:



- Do a reference check to ensure contractors have a good safety record, and the necessary licences and insurance policies;
- Consult, co-operate and co-ordinate activities with contractors including:
- Advise the contractor of any known risks at the workplace;
- Ensure the work is satisfactory and there are no safety concerns; and
- Discuss and resolve safety issues that may arise;
- Ensure the contractor prepares a safe work method statement if high-risk construction work is undertaken.


6. Fire Control				
Not applicable to Class 1a buildings.				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
6.1 - Are prescribed fire safety installations in place and in date and clear of obstruction? (Sample, including tag or log books, including in-ground hydrants)	Yes			
6.2 - Are exit pathways clear of obstructions? (Sample)	Yes			
6.3 - Are exit signs and diagrams displayed? (Sample) Not applicable to Class 1a buildings.	No	No records sighted	Moderate	It is recommended that due to the building class and total area being above 300m ² , evacuation diagrams be developed and installed in the building in conspicuous locations.
6.4 - Are emergency procedures in place and available on site and reviewed within the last 12 months? Not applicable to Class 1a buildings.	No	No records sighted	Moderate	It is recommended that due to the building class, a Fire and Evacuation Plan is developed for the complex.


7. Hazardous Materials Control				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
7.1 - Are all substances stored correctly (bunded where there is risk of entering storm or water ways) and all have lids/ caps fitted?	NA			
7.2 - Is substance warning signage in place and readable?	NA			
7.3 - Have Safety Data Sheets (SDS) been observed and are dated within 5 years?	NA			
7.4 - Are all substances labelled?	NA			
7.5 - Is there a register of hazardous chemicals?	NA			
7.6 – Are all observed Liquid Petroleum Gas (LPG) cylinders are secured and applicable hazard warning sign installed?	NA			


8. Pool Area				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
8.1 - Has a Pool Safety Certificate been sighted?	Yes			
8.2 - Does the pool fence and gate conform to: Height < 1200mm, or 1800mm if boundary fence Gap < 100mm And gate self closes – check hinges for climbing point	Yes			
8.3 - Are Cardiopulmonary Resuscitation (CPR) signs in place – (current as from December 2010 and, for pools over 50m, 1 either end).	Yes			




8. Pool Area				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
8.4 - Are depth markers in place and visible from 20m? (Must be there visible to swimmers).	Yes			
8.5 - Are No Diving signs in place? (0.1m to 1.7m must have signage in place)	Yes			
8.6 - Are Deep Water signs in place? (Must have for depths of 1.8m or more)	NA			
8.7 - Is the pool pump shed in good condition Locked / Signed?	No	<p>Door showing severe signs of weather damage</p> 	Moderate	It is recommended that the Body Corporate repair the pool pump shed door.




8. Pool Area				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
8.8 - Is water quality tested and a register of testing kept? (See below for Categories and intervals)	Yes			
8.9 - Is the sauna in good condition with rules clearly displayed?	NA			
8.10 - Is there a Spa E-Stop button in place? (Within 3 metres – signed and easily visible from spa) AS 2610.1-2007 (R2016) Spa pools - Public spas - Section 1.3.23 Definition of a Spa - A water-retaining structure fitted with filtration and sanitizing equipment, a heater, equipment for creating turbulent water and a skimmer system, normally filled with water except for maintenance purposes, and not intended to be used for swimming	NA			
8.11 - Are Spa Rules clearly displayed and visible from spa?	NA			
8.12 - Is there a hand rail in place to assist persons from pool?	Yes			


8. Pool Area				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
8.13 - Is the fence line free from any climbing points? (Must be clear for 900mm from fence)	Yes			

9. General Building Structure				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
9.1 - Are stairs and stair railings in good order? (No sharp edges, timber rotten, step edge not damaged etc)	No	<p>Timber stairs and walkway over pool water fall are showing severe weather damage</p> 	High	It is recommended that all stairs and walkways be repaired to ensure safe travel for all persons that access these areas.
9.2 – Roof top working at heights. Free from any issues, (have anchor points fitted, restricted access or	Yes			

9. General Building Structure				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
balustrades fitted around edge?)				
9.3 - If roof top anchor points are installed, have they been inspected, and a record observed?	NA			
9.4 - Do Balustrades/Railings appear to be undamaged and safe to use? (Observation from ground level only).	No	<p>Wire balustrade on walkway over pool waterfall damaged and loose</p> 	High	It is recommended that all balustrades be secured and compliant to ensure safe for all persons when using these areas.

9. General Building Structure				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
				
9.5 - Is the building free of any obvious visible building damage?	Yes			
9.6 - Are all ladders in good condition? (Industrial rated preferred -150kg)	NA			
9.7 - Does the current balustrade comply with the following:- <ul style="list-style-type: none"> • Height > 1000mm • Spacing between the elements < 125mm • Bottom base < 125mm Note:- Current Building Code Australia requirements	Yes			

9. General Building Structure				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
9.8 - Window openings above 2 meters from ground level are less than 125mm or are screened?	Yes			
9.9 – There are no fall risks where a significant injury may occur if a person’s falls?	No	<p>No barrier installed on deck in pool area</p>  	Moderate	It is recommended that all fall risk areas where there is a risk of injury be protected by a barrier to prevent or reduce the risk of a person falling.

9. General Building Structure				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
				

10. Asbestos

Applicable only to buildings built prior to Dec 1989, or had plant installed prior to 31 December 2003?

Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation
Building built date:	August 1988			
10.1 - Has an Asbestos inspection been completed?	No	No records sighted	Moderate	It is recommended that the body corporate have a new Asbestos report completed on the building and the records kept on site for persons that request it. If Asbestos is found, stickers advising that the building has material containing asbestos must be installed – If not removed. Refer WHS Regulation 2013 National Code of Practice for the Management and Control of Asbestos in Workplaces
10.2 - If asbestos has been identified, has it been labelled?	NA			
10.3 - Is there a register in place and made available to interested parties?	NA			
10.4 - If asbestos has been identified, is there a Management Plan in place?	NA			
10.5 – has the plan and / or asbestos register been reviewed within last 5 years?	NA			

Any Other Issues Identified				
Area Inspected	Yes/No/NA	Photo/Issue	Risk Ranking	Recommendation

Appendix 1: Risk Management Process

The Risk Management Process is a four-step process, as explained below:

IDENTIFY HAZARDS – Find out what could cause harm.

ASSESS RISKS – Understand the nature of the harm that could be caused by the hazard, how serious the harm could be, and the likelihood of it happening.

CONTROL RISKS – Implement the most effective control measure that is reasonably practicable in the circumstances.

REVIEW CONTROL MEASURES – to ensure they are working as planned.



Reference: How to Manage Health & safety Risks QLD Code of Practice 2021

Appendix 2: Risk Matrix

The Risk Ratings determined in this Report were calculated using the below formula:

RISK MATRIX			Consequences				
			Insignificant	Minor	Moderate	Major	Catastrophic
			1	2	3	4	5
Likelihood	Almost Certain	5	Moderate	High	High	Extreme	Extreme
	Likely	4	Moderate	Moderate	High	High	Extreme
	Possible	3	Low	Moderate	Moderate	High	High
	Unlikely	2	Low	Low	Moderate	Moderate	High
	rare	1	Low	Low	Low	Moderate	Moderate

Rating	Definition
Extreme	Unacceptable level of risk exposure requiring immediate and urgent intervention.
High	Immediate action needed to either eliminate risk exposure or reduce the risk exposure to an acceptable level.
Moderate	Closely monitor new and existing controls until the risk exposure can be either eliminated or reduced to a level that is as low as reasonably practicable.
Low	Acceptable level of risk exposure with routine monitoring of controls.

Reference: ISO 31000:2009 Risk Management

Appendix 3: Hierarchy of Controls

The way to control risks is ranked from the highest level of protection and reliability to the lowest, as prioritised below:

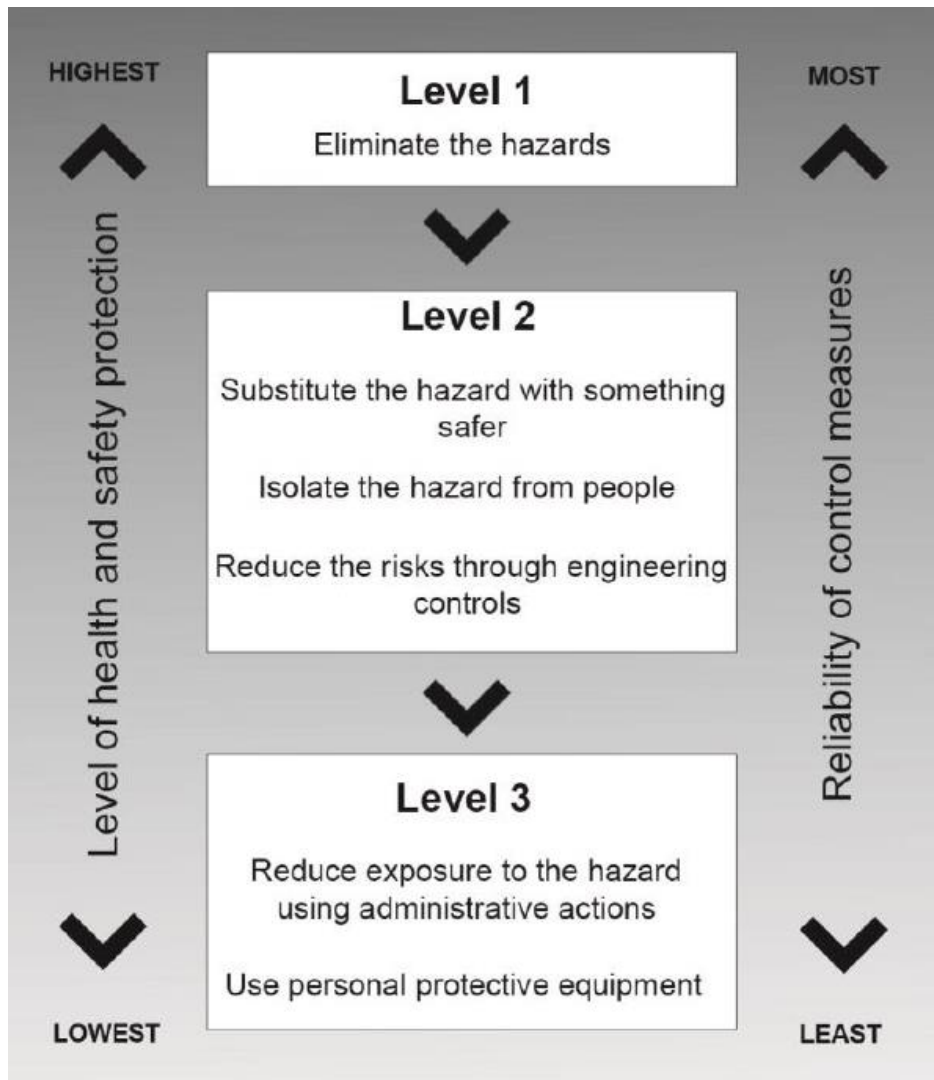
ELIMINATE the risk altogether by removing it.

SUBSTITUTE the risk by replacing the risk with a less harmful risk.

ISOLATE / ENGINEER the risk by redesign, including physically separating exposure from the energy source.

ADMINISTRATION involves 'soft controls', such as policies & procedures, inspections, signs, and training, etc.

PERSONAL PROTECTIVE EQUIPMENT, such as gloves, eye and hearing protection, long sleeves, hard hats, etc.



Reference: How to Manage Health & safety Risks QLD Code of Practice 2021

Appendix 4: Example WHS Risk Register & Action Plan

[illegible]

Reference: How to Manage Health & safety Risks QLD Code of Practice 2021

Appendix 5: Intervals for Testing Specified Electrical Equipment

The type of work being performed determines how often specified electrical equipment is tested. Specified electrical equipment is defined by section 97 of the Electrical Safety Regulation 2013, as electrical equipment with a current rating of not more than 20 amps.

Note: There are specific requirements on a hire company for the inspection, tagging and testing of hire equipment.

Type of work and/or equipment	Test and tag interval (maximum)
Amusement devices and rides (not specified) (A device or ride supplied by a plug with a current rating of not more than 20 amps must also be connected to a type 1 safety switch or type 2 safety switch)	After each onsite assembly, and every 6 months
Amusement work - double insulated specified equipment	12 months
Amusement work – specified equipment not double insulated	6 months
Construction work – transportable structures, fixed and transportable equipment and construction wiring	6 months
Construction work – other equipment	3 months
Manufacturing work – double insulated equipment	12 months
Manufacturing work – equipment not double insulated	6 months
Office work (If no safety switch)	5 years
Rural work – equipment used under stated risk factors* and no safety switch	12 months
Service work (If no safety switch)	12 months

Appendix 6: Intervals for Testing Type 1 and Type Safety Switches

The type of work being performed determines how often safety switches are tested. The table below outlines the maximum interval between tests.

Type of work	Fixed safety switch		Portable safety switch	
	Push-button user Test	Operating time / current test	Push-button user Test	Operating time / current test
Construction work	1 month	12 months	Daily, or before each use, whichever is the longer	3 months
Manufacturing work	6 months*	12 months*	Daily, or before each use, whichever is the longer*#	12 months*#
Office work	6 months*	2 years*	3 months*	2 years*
Amusement work	6 months*	12 months*	3 months*	12 months*
Service work - commercial cleaning equipment	N/A	N/A	Daily, or before each use, whichever is the longer*	6 months*
Service work - other	6 months*	2 years*	6 months*	2 years*

Equipment that fails testing should be immediately taken out of use and a durable tag must be attached warning people not to use the equipment.

If the equipment is safe you must attach a durable tag which shows when the next test is due.

Note: The requirements of the Electrical Safety Regulation 2013 referenced in this guidance material takes precedence over the AS/NZS 3760.

Appendix 7: Recommended Lux Levels for Various Tasks and Activity

The following information is a summary of Table 3.1 in AS/NZS 1680.2.2 – Interior & Workplace Lighting.

Characteristics of areas and activities	Examples	Recommended illumination (lux)
Interiors rarely visited where lighting is only required to aid movement and orientation	Passing through corridors and walkways	40
Areas of intermittent use for tasks of coarse detail	Movement, orientation and tasks of coarse detail in areas such as change rooms, storage rooms, loading bays etc.	80
Areas that are continually used for tasks of coarse detail	Simple tasks such as occasional reading of clearly printed documents for short periods or rough bench or machine work in areas such as waiting rooms and entrance halls etc.	160
Continuously occupied interiors used for ordinary tasks with high contrasts or large detail	Food preparation areas; counters for transactions; school boards; medium woodworking	240
Areas where visual tasks are moderately difficult and include moderate detail or have lower contrasts	Routine office tasks such as reading, typing and writing in office spaces or enquiry desks	320

Appendix 8: Pool Water Quality Testing Frequency

Table A2.5 Recommended minimum operational monitoring frequency

	Low-risk facilities	Medium-risk facilities	High-risk facilities
Free chlorine and combined chlorine; or bromine	For facilities with automated monitoring ¹		
	1 daily sample	1 daily sample	1 daily sample
	For facilities without automated monitoring		
	1 daily sample	3 daily samples	5 daily samples
pH	Tested at the same time as for disinfectant residual (all facilities)		
Water balance (includes calcium hardness, total alkalinity TDS and temperature)	Weekly (all facilities)		
Turbidity	Daily (all facilities)		
Cyanuric acid (if used)	Weekly (all facilities)		

¹ When automated monitoring is in place, the daily sample refers to a sample that is taken by hand and is analysed manually.

Table A2.4 Risk categories to inform monitoring frequencies

Low risk facilities	Medium risk facilities	High risk facilities
<ul style="list-style-type: none"> Retirement village pools (not used for organised exercise activities e.g. private learn to swim classes) Residential apartment pools Diving pools 	<ul style="list-style-type: none"> 25 m and 50 m pools Hydrotherapy pools School pools Gym pools Resort pools Holiday park pools Motel pools Theme park wave pools 	<ul style="list-style-type: none"> Spas Interactive water features Wading pools Learn-to-swim pools Program pools Water slides Shallow-depth interactive play pools Pools used by incontinent people Artificial lagoons with unrestricted access