



Work at Height Assessment

6 & 8 Parramatta Square

12 Darcy Street, Parramatta, New South Wales

Walker Corporation

August 2022

Client No: W0045

Job No: 101993S

Executive Summary

Prensa Pty Ltd (Prensa) was engaged by Walker Corporation to undertake a Work at Heights (WAH) Assessment (Assessment) of 6 & 8 Parramatta Square, located at 12 Darcy Street, Parramatta, New South Wales (The Property). The WAH assessment was undertaken by Prensa on Wednesday 29th June 2022 with the assistance of Nathan Balzan, Facilities Supervisor for Walker Corporation.

The WAH Assessment comprised a review of available documentation, interviews with site personnel and a visual inspection of reasonably accessible areas at the Property. Criteria used for completing the risk assessment is detailed in **Appendix A**. The completed risk assessment for the work at height activities conducted at the Property are presented in **Appendix B**. Photographs taken during the assessment are presented in **Appendix C** of this report.

Risk Level	Number
High	0
Medium	7
Low	20

Medium Risk recommendations arising from the risk assessment are detailed in **Section 7.2** and summarised below:

Exterior, Level 51, Plant Room, Cooling Tower Area, Upper Platforms:

Undertake the following:

- Extend the handrails provided to the upper-level platforms to 1,000 mm as per AS 1657;
- Extend the height of the ladder cage to 1,000 mm above the height of the platform as per AS 1657;
- Display "Caution, Low Headroom" signage in a prominent location at the base of the ladders to the upper platforms;
- Provide highlighting to items that obstruct the required 2 m headroom clearance, including sprinklers, metal beams and concrete beams; and
- Request the Principal Contractor Built to rectify the non-complying rung to-ground spacing to adhere to the requirements prescribed within AS 1657, including:
 - Rung spacing must not be less than 250 mm and not greater than 300 mm; and
 - The distance between the bottom rung and the bottom landing must not be less than 90% of, or greater than, the rung spacing

Exterior, Podium 3, Plant Room, Balcony

Undertake the following:

- Repair the damaged lock to prevent unauthorised access to the balcony; and
- Install a step to access the doors leading to the external balcony as per section 3.1.4 of AS 1657.

Trafficable Glass Areas

Display the SWL at the entry points to the trafficable glass at the following locations:

- Exterior, Podium 3, roof above Podium 1 connection to 4 Parramatta Square; and
- Exterior, Podium 1 Balcony, Glass Awning.

Fall Arrest Equipment

- Request the Principal Contractor, Built to review inspection records to confirm whether the following items of fall arrest equipment has received annual certification:
 - Exterior, Level 51, Rooftop – Horizontal lifeline system and several untagged anchor points;
 - Exterior, Level 17, Balcony – Two (2) internal anchor points and the horizontal lifeline system; and
 - Exterior, Podium 3, Plant Room, Balcony:
 - Two (2) horizontal lifeline systems installed on the balcony; and
 - Two (2) anchor points installed adjacent to the doors to the balcony.
- Engage a height safety equipment inspector to conduct an annual inspection of the horizontal lifeline systems and anchor points, if required; and
- Provide certification tags to the horizontal lifeline systems and anchor points.

Additional recommendations to address **Low Risk** items are included within **Appendix B**.Appendix B

Statement of Limitations

This document has been prepared in response to specific instructions from Walker Corporation to whom the report has been addressed. The work has been undertaken with the usual care and thoroughness of the consulting profession. The work is based on accepted standards, practices of the time the work was undertaken. No other warranty, expressed or implied, is made as to the professional advice included in this report.

The report has been prepared for the use by Walker Corporation and the use of this report by other parties may lead to misinterpretation of the issues contained in this report. To avoid misuse of this report, Prensa advise that the report should only be relied upon by Walker Corporation and those third parties where the purposes for which the third parties intend to use the report are the same as those of Walker Corporation. The report should not be separated or reproduced in part and Prensa should be retained to assist other professionals who may be affected by the issues addressed in this report to ensure the report is not misused in any way.

Prensa is not a professional quantity surveyor (QS) organisation. Any areas, volumes, tonnages or any other quantities noted in this report are indicative estimates only. The services of a professional QS organisation should be engaged if quantities are to be relied upon.

Reliance on Information Provided by Others

Prensa notes that where information has been provided by other parties in order for the works to be undertaken, Prensa cannot guarantee the accuracy or completeness of this information. Prensa does not warrant the accuracy or completeness of this information and does not accept liability arising from inaccuracies or omissions in information provided to Prensa by third parties. No indications were found during our investigations that information contained in this report, as provided to Prensa, is false.

Recommendation for Further Study

The industry recognised methods used in undertaking the works may dictate a staged approach to specific investigations. The findings therefore of this report may represent preliminary findings in accordance with these industry recognised methodologies. In accordance with these methodologies, recommendations contained in this report may include a need for further investigation or analytical analysis. The decision to accept these recommendations and incur additional costs in doing so will be at the sole discretion of Walker Corporation and Prensa recognises that Walker Corporation will consider their specific needs and the business risks involved. Prensa does not accept any liability for losses incurred as a result of Walker Corporation not accepting the recommendations made within this report.

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1 Introduction

Prensa Pty Ltd (Prensa) was engaged by Walker Corporation to undertake a Work at Heights (WAH) Assessment (Assessment) of 6 & 8 Parramatta Square, located at 12 Darcy Street, Parramatta, New South Wales (The Property). The WAH assessment was undertaken by Prensa on Wednesday 29th June 2022 with the assistance of Nathan Balzan, Facilities Supervisor for Walker Corporation.

2 Objectives

The objectives of this Assessment were to achieve the following:

- Establish the current level of risk and compliance relating to works at height conducted at the Property per the relevant Legislation, Regulations, Codes of Practice and Australian Standards;
- Assess the adequacy of implemented risk controls;
- Provide practical recommendations to rectify identified non-compliances (if any) and to reduce the risk of falls, where appropriate; and
- Present the findings and recommendations in a concise and usable form to assist Walker Corporation in effective and ongoing risk management at the Property.

3 Scope of Works

The scope of this Assessment included a review of WAH activities under the management of Walker Corporation and included identification of:

- The method of access to the nominated areas;
- The methods of access to plant and equipment present in the nominated areas;
- Hazards associated with work at height activities and tasks undertaken at the nominated areas; and
- Recommendations for elimination or control of these hazards.

The following was deemed to be outside the scope of this Assessment:

- Review of contractor management procedures implemented by Walker Corporation;
- Review of contractor systems of work or work procedures; and
- Assessment of contractor and tenant owned or managed WAH equipment.

The Assessment also does not constitute an evaluation of the adequacy of load ratings and engineering assessment of fall protection measures installed.

4 Background

Walker Corporation requires contractors to service and maintain plant and equipment situated at height within plant rooms and roof areas at the Property. As such, Prensa was engaged to assess the current risk controls implemented to reduce the risk of falls at the Property against the legislative requirements.

Prensa was also requested to identify fall hazards that were considered to pose an unacceptable level of risk to health and safety with consideration to the following:

- The likelihood and degree of harm associated with the fall hazard;
- The effectiveness of existing control measures; and
- The availability of risk mitigation solutions that are considered acceptable industry practice.

5 Technical Framework

To achieve the objectives, the requirements of the following Legislation, Codes and Australian Standards was reviewed:

- NSW Work Health and Safety Act, 2011;
- NSW Work Health and Safety Regulation, 2017 (WHS Regulation);
- Building Code of Australia;
- Australian Standard (AS) 1657: *Fixed Platforms, Walkways, Stairways and Ladders – Design Construction and Installation*; and
- NSW Code of Practice: *Managing the Risk of Falls at Workplaces*.

5.1 Key Definitions

Key definitions derived from the NSW WHS Regulation 2017 and referred to within this report are provided in **Table 1** below:

Table 1: Key Definitions	
Term	NSW WHS Regulation Definition
Solid Construction	<p>An area that has:</p> <ul style="list-style-type: none"> • A surface that is structurally capable of supporting people, material and any other loads intended to be applied to it; • Barriers around its perimeter and any open penetrations to prevent a fall from the area; • An even and readily negotiable surface and gradient; and • A safe means of access and egress.
Fall Prevention Device	<p>Includes:</p> <ul style="list-style-type: none"> • A secure fence; • Edge protection; • Working platforms; and • Covers.
Work Positioning System	<p>Any plant or structure, other than a temporary work platform, that enables a person to be positioned and safely supported at a location for the duration of the relevant work being carried out.</p>
Fall Arrest System	<p>Any plant or material designed to arrest a fall. For example, an industrial safety net, a catch platform, a safety harness system (other than a system that relies entirely on a restraint technique system).</p>

5.2 Definition of a Fall Hazard

In this report, the meaning of a fall hazard includes:

- Fall from one level to another that is reasonably likely to cause an injury; and
- Falling objects that can cause serious injuries.

The Regulation stipulates that the Person Conducting Business or Undertaking (PCBU) or an employer must, so far as is reasonably practicable, identify any task that is undertaken by a worker in a workplace that involves a fall hazard including:

- On any plant or structure being constructed, demolished, inspected, tested, maintained, repaired or cleaned;
- On a fragile, slippery or potentially unstable surface;
- Using equipment to gain access to an elevated level or to undertake the task at an elevated level;
- On a sloping surface on which it is difficult to maintain balance;
- In close proximity to an unprotected edge; and
- In close proximity to a hole, shaft or pit that is of sufficient dimensions to allow a person to fall into the hole, shaft or pit.

5.3 Legislative Requirements

A PCBU must, so far as reasonably practicable, ensure that any work that may present a risk of fall is undertaken on the ground or on a *solid construction*. If it is not reasonably practicable to conduct the work from the ground or on a *solid construction*, a safe system of work must be implemented to reduce the fall risk as far as reasonably practicable. The order in which control measures must be considered is outlined within **Figure 1** below. A lower order control can only be used when it is not reasonably practicable to use a higher level of control.

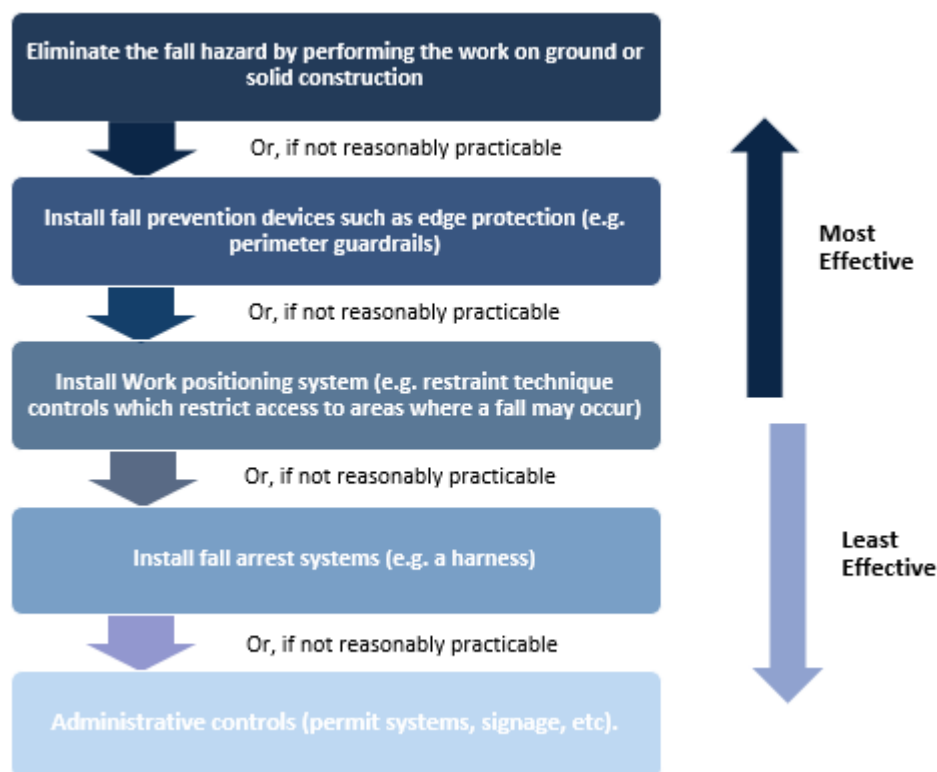


Figure 1: Hierarchy of Control for Work at Height

A PCBU or an employer must ensure that emergency procedures are established, in accordance with the WHS Regulation, prior to a task being undertaken, following the implementation of control measures associated with reducing fall risks. Emergency procedures must enable the rescue of an employee in the event of a fall and the provision of first aid to an employee who has fallen. A PCBU or an employer must also ensure that emergency procedures can be undertaken immediately after a fall has taken place and that any risks associated with carrying out the emergency procedure are eliminated or reduced.

6 Methodology

The methodology utilised during the completion of the WAH Assessment has been outlined within the sub-sections below:

6.1 Discussions with Site Contact

Discussions were held between Walker Corporation and Prensa to establish the roof access and work at height procedures implemented by Walker Corporation and the frequency of the work at height activities conducted at the Property.

6.2 Site Inspection

A walk through of the nominated areas of the Site was undertaken to identify fall protection systems installed at the Site. During the site inspection and through discussions with the site contact, Prensa reviewed routine maintenance tasks undertaken at this site which have potential risk of falls such as cleaning of gutters, maintenance of plant on roof etc.

For each of the specific hazards identified on site, adequacy of existing control measures implemented was documented e.g. ladders, guard rails, anchor points, walking platforms etc.

6.3 Work at Height Risk Assessment

Following the identification of potential areas where fall hazards were present, a risk assessment was conducted which considered the following:

- Tasks that maybe undertaken;
- The location and height of the area;
- Frequency at which the area is accessed;
- Qualification and skill level (competency) of the worker accessing the area; and
- The nature of hazards and risk control measures currently in place.

An overall risk rating of **Low**, **Medium** or **High** was assigned to each area where a potential risk of falls was noted, using the risk matrix provided in **Appendix A**. The completed risk assessments are provided in **Appendix B** of this report.

6.4 Limitations

The scope of the Assessment was limited to areas that could be safely accessed at height. As a result, only a limited inspection on the Podium 3 Balcony was conducted from within the plant room due to the proximity to a live edge. Substation areas were also excluded from the scope of the assessment.

Should any further fall protections systems or potential fall risks be identified onsite, a risk assessment should be conducted in accordance with the methodology outlined in this report and appropriate control measures implemented.

7 General Findings

Detailed findings of the areas inspected are provided in **Appendix B**. Photographs taken during the assessment are presented in **Appendix C**.

7.1 General Findings

The Facilities Supervisor explained the Property reached practical completion in June 2022 and was under the Defect Liability Period (DLP) at the time of the inspection. Consequently, the majority of maintenance works, including the inspection of fall protection equipment, were under the management and control of the Principal Contractor, Built. As such, it was reported that no work at heights activities had been undertaken at the Property under the management of Walker Corporation. Based on observations made during the site inspection, it is assumed that the following work at height activities were undertaken at the Property:

- Cleaning of windows and exterior facades;
- Roof repairs;
- Maintenance of cooling towers;
- Maintenance of above ground storage tanks; and
- Maintenance of plant and equipment.

7.1.1 Work at Height Areas

The above-mentioned tasks were undertaken throughout rooftop and balcony areas on Site as well as plant rooms where fixed ladders, walkways and platforms were provided, such areas included:

- Exterior, Level 52, Rooftop, Upper-level;
- Exterior, Level 52, Rooftop;
- Interior, Level 51, Plant Room, Upper-level;
- Interior, Level 51, Plant Room;
- Exterior, Level 51, Rooftop;
- Exterior, Level 17, Balcony;
- Interior, Level 27, Plant Room adjacent Stairway and Roof Access;
- Exterior, Level 27, Rooftop;
- Interior, Level 26, Plant Room;
- Exterior, Level 28, Rooftop;
- Exterior, Podium 3, Plant Room, Balcony; and
- Exterior, Upper Ground, Glass Awning.

In general, the infrastructure and controls within these areas were considered to be effective in reducing the risk of falls in relation to the aforementioned tasks, including:

- Fall protection systems, such as:
 - Fall prevention devices such as parapet walls and balustrades; and
 - Fall arrest systems such as davit systems, horizontal lifeline systems and anchor points.
- Grab rails provided to vertical ladders to access rooftop areas;
- Completion of working at height permits before contractors commencing work;
- Competent contractors engaged to undertake work at heights;
- Completion of task-specific SWMS prior to undertaking work; and
- Restricted access to authorised personnel via swipe card and key access.

Records of the above are retained where applicable. Detailed findings of the areas inspected are presented in **Appendix B**.

7.2 Summary of Key Findings

As a result of the fall protection systems and administrative controls outlined in **Section 7.1**, “High Risk” findings were not identified as an outcome of the Assessment.

7.2.1 Medium Risk Items

The following “Medium Risk” items were identified at the time of the Assessment:

7.2.1.1 Exterior, Level 51, Plant Room, Cooling Tower Area, Upper Platforms

Contractors were understood to access the upper platforms of the six (6) cooling towers, using the fixed vertical rung ladders, when conducting monthly maintenance. The rung ladders were observed to be provided with a slip-resistance surface, ladder cages and guardrails. However, the following deficiencies were noted:

- The guardrails provided to the upper-level landing platforms were measured to be 500 mm high, considerably less than the 1,000 mm prescribed within AS 1657. Further the low height of the guardrails were considered to present a trip hazard (**Photo 12**);
- Head clearance on upper-levels platforms was considerably less than the 2 m headroom requirement prescribed within AS 1657 due to obstructions caused by sprinklers, metal beams and concrete beams (**Photo 12**);
- Ladder cages were noted to extend less than the required 1,000 mm from the upper landing as prescribed by AS 1657 (**Photo 12**); and
-

7.2.1.2 Exterior, Podium 3, Plant Room, Balcony

The Facilities Supervisor explained that contractors access the balcony on Podium 3 to conduct monthly window and façade cleaning/maintenance. Parapet walls were provided to the section of balcony adjacent 4 Parramatta Square. The remaining balcony areas were noted to consist of narrow walkway adjacent a live edge with a horizontal lifeline system. Contractors utilise the installed anchor points and horizontal lifeline systems to complete the maintenance works. The balcony was accessed by doors situated within a secured plant room and provided with internal anchor points.

During the inspection, the following issues were noted:

- The lock provided to the door adjacent the Hydraulic Plant Room, which opened onto the narrow section of external balcony was faulty, leaving the door unsecured and increasing the risk of unauthorised access (**Photo 3**); and
- The thresholds/steps at the base of the door frames were measured to extend 390 mm above the ground, presenting trip hazards. AS 1657 states an intermediate step must be provided where the difference in height between adjacent walkways and landings exceeds 300 mm (**Photo 4**).

7.2.1.3 Trafficable Glass Areas

A glass roof was provided above the Podium 1 connection to the adjacent 4 Parramatta Square, accessed from Podium 3 (**Photo 5**). Footprints on the glass indicated that the glass was trafficable. Additionally, a glass awning was observed to run along the edge of the Podium 1 balcony (**Photo 6**). The glass awning was observed to be provided with a horizontal lifeline system indicating that the glass was trafficable. However, the Safe Working Loads (SWL) of the trafficable glass was not observed to be displayed.

7.2.1.4 Fall Arrest Equipment Throughout

The Facilities Supervisor explained contractors were engaged to clean the windows and external façade of the buildings monthly. The contractors were understood to utilise the fall protection devices installed at the Property while conducting these works. However, several fall arrest devices were not provided with certification tags, or the attached certification tags indicated they were overdue for inspection. The Facilities Manager explained the Property reached practical completion in June 2020 and was under the DLP at the time of inspection. As a result, the fall arrest devices at the Site were under the management and control of the Principal Contractor, Built.

Specifically, fall arrest devices were observed to be untagged or due for inspection within the following locations:

- Exterior, Level 51, Rooftop – The horizontal lifeline system and several anchor points were not provided with certification tags (**Photo 7**);
- Exterior, Level 17, Balcony – A review of the certification tags attached to the following fall arrest devices indicated they were now overdue for annual inspection:
 - The two (2) internal anchor points located adjacent to the doorways of the balcony (expiry date: June 2022) (**Photo 8**); and
 - The horizontal lifeline system was observed to be provided with a certification tag. However, the certification tag was not inspected due to its proximity to a live edge. As such, it was assumed the inspection was carried out concurrent with the inspection of the anchor points (inspected June 2022).
- Exterior, Podium 3, Plant Room, Balcony – The two (2) horizontal lifeline systems provided on the balcony and two (2) anchor points installed adjacent to the doorways to the balcony were not provided with certification tags (**Photo 9**).

In addition to the above, a number of **Low Risk** items were identified during the Assessment, and are outlined within the Risk Assessment provided as **Appendix B**. Photographs taken during the assessment are presented in **Appendix C**.

8 Recommendations

Recommendations have been raised to further reduce the risk associated with a total of six (6) **Medium Risk** and eight (8) **Low Risk** items requiring action were identified during the Assessment.

8.1 Recommendations for Medium Risk Items

The following recommendations have been raised to address the **Medium Risk** items identified as an outcome of the Assessment:

8.1.1 Exterior, Level 51, Plant Room, Cooling Tower Area, Upper Platforms:

Undertake the following:

- Extend the handrails provided to the upper-level platforms to 1,000 mm as per AS 1657;
- Extend the height of the ladder cage to 1,000 mm above the height of the platform as per AS 1657;
- Display "Caution, Low Headroom" signage in a prominent location at the base of the ladders to the upper platforms; and
- Provide highlighting to items that obstruct the required 2 m headroom clearance, including the sprinklers, metal beams and concrete beams; and
- Request the Principal Contractor Built to rectify the non-complying rung to-ground spacing to adhere to the requirements prescribed within AS 1657, including:
 - Rung spacing must not be less than 250 mm and not greater than 300 mm; and
 - The distance between the bottom rung and the bottom landing must not be less than 90% of, or greater than, the rung spacing

8.1.2 Exterior, Podium 3, Plant Room, Balcony

Undertake the following:

- Repair the damaged lock to prevent unauthorised access to the balcony; and
- Install a step to access the doors leading to the external balcony as per section 3.1.4 of AS 1657.

8.1.3 Trafficable Glass Areas

Display the SWL at the entry points to the trafficable glass at the following locations:

- Exterior, Podium 3, roof above Podium 1 connection to 4 Parramatta Square; and
- Exterior, Podium 1 Balcony, Glass Awning.

8.1.3.1 Annual Inspection of Fall Arrest Equipment

- Request the Principal Contractor Built to review inspection records to confirm whether the following items of fall arrest equipment has received annual certification:
 - Exterior, Level 51, Rooftop – Horizontal lifeline system and several untagged anchor points;
 - Exterior, Level 17, Balcony – Two (2) internal anchor points and the horizontal lifeline system; and
 - Exterior, Podium 3, Plant Room, Balcony:
 - Two (2) horizontal lifeline systems installed on the balcony; and
 - Two (2) anchor points installed adjacent to the doors to the balcony.
- Engage a height safety equipment inspector to conduct an annual inspection of the horizontal lifeline systems and anchor points, if required; and
- Provide certification tags to the horizontal lifeline systems and anchor points.

Additional recommendations to address **Low Risk** items are included within **Appendix B**.

Appendix A: Risk Matrix

Risk Matrix

Risk is the combination of the probability (likelihood) of a specific unwanted event and the potential consequences if it should occur.

Likelihood: The likelihood of a hazardous event occurring is detailed in **Table 2** below.

Table 2 : Risk Likelihood Rating	
Likelihood	Description
Rare	The event may occur but only in exceptional circumstances
Unlikely	The event could occur at some circumstances
Possible	The event should occur sometime
Likely	The event will probably occur
Almost Certain	The event is expected to occur in normal circumstances

Consequence: Consequence refers to the severity of an outcome of an event or situation

Table 3: Risk Consequence Rating	
Consequence	Potential Consequence
Insignificant	No injuries, low financial loss
Minor	First aid treatment, medium financial loss
Moderate	Individual injury and/or significant damage to asset, high financial loss
Major	Single death and/or extensive injuries, major financial loss
Catastrophic	Multiple deaths, huge financial loss

Determination of Risk

The risk level is determined by combining the likelihood and consequences presented in the above two tables. The risk level is categorised in the following manner:

Table 4: Risk Level Matrix					
Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	Medium	Medium	High	High	High
Major	Low	Medium	Medium	High	High
Moderate	Low	Low	Medium	Medium	High
Minor	Low	Low	Low	Medium	Medium
Insignificant	Low	Low	Low	Low	Medium

Appendix B: Work at Height Risk Assessment

Location, Activity and Hazard Description				Factors Affecting Likelihood of Fall										Factors Affecting Consequence of Fall		Risk Assessment and Recommended Additional Risk Controls						
Item No.	Location	Work at Height Activities	Hazard Description	Carry Equipment	Three Points of Contact	Work Within 2m of Edge	Operator Facing The Edge	Pitch	Trip Hazard Present	Occupancy Below	Access By	Condition / Maintenance of Equipment	Frequency of Access	Height of Fall	Nature of Landing	Current Risk Controls	Deficiencies	Likelihood	Consequence	Risk	Recommended Additional Risk Controls	Photograph No.
1	Exterior, Level 52, Rooftop, Upper-level	Accessing the Roof via Vertical Rung Ladder	Person Falling from Ladder	Limited To Tool belt Equipment	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Fortnightly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Work at height permit system implemented; Submission of contractor SWMS prior to attending site; and Secured vertical rung ladder with cage and grab rails provided. 	<ul style="list-style-type: none"> The roof hatch edging was noted to present an uneven surface for the upper landing of the roof access ladder. AS 1657 states that level landings must be provided to the access points of fixed ladders and poses a length of no less than 900 mm and a width of no less than 600 mm. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> Install a landing platform at the upper landing, in accordance with the requirements of AS 1657, including: <ul style="list-style-type: none"> Length ≥ 900 mm from the face of the top rung; and Width ≥ 600 mm; and Must be level with the top rung of the ladder; and Must be level with the top rung of the ladder; and The gap between the top rung and landing must be ≥ 50 mm and ≤ 100 mm. 	10
2		Lightning Protection and Plant Maintenance using Horizontal Lifeline System and Anchor Points	Person Falling from Roof	Limited To Tool belt Equipment	No	Yes	Yes	Flat	No	Transient	Maintenance Personnel / Specialist	Good	Yearly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Submission of contractor SWMS prior to attending site; Work at height permit system implemented; Anchor Points were installed and provided with certification tags, indicating annual inspection had been undertaken, expiry date: 2/03/2022; and Horizontal lifeline system provided and was observed to be provided with a certification tag. The access point plaque indicated the system was inspected on 14/03/2022. 	-	Rare	Major	Low	No recommendation has been raised.	
3	Exterior, Level 52, Rooftop	Window and Facade Cleaning Using Anchor Points	Person Falling from Roof	Limited To Tool belt Equipment	No	Yes	Yes	> 35 Deg	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Submission of contractor SWMS prior to attending site; Anchor Points were installed and provided with certification tags, indicating annual inspection had been undertaken, expiry date: 30/06/2023; and Work at height permit system implemented. 	<ul style="list-style-type: none"> Dismantled and unsecured davit systems were observed to be stored on the Rooftop. However, discussions with the Facilities Manager indicated that contractors were utilising the davit systems on the day of the inspection, as such a recommendation has not been raised. 	Rare	Major	Low	No recommendation has been raised.	
4		Roof Maintenance within Guardrail Area	Person Falling from Roof	Equipment Requiring Double Hand Lift	Yes	No	No	Flat	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Submission of contractor SWMS prior to attending site; Work at height permit system implemented; and Guardrails and parapet walls provided to roof edges. 	-	Rare	Major	Low	No recommendation has been raised.	
5		Lightning Protection and Roof Maintenance using Horizontal Lifeline System	Person Falling from Roof	Single Hand Carried Tools	No	Yes	Yes	Flat	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Yearly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Submission of contractor SWMS prior to attending site; Horizontal lifeline system installed and provided with a certification tag indicating annual inspection had been undertaken, expiry date: 01/11/2022; Work at height permit system implemented. 	-	Rare	Major	Low	No recommendation has been raised.	
6	Interior, Level 51, Plant Room, Upper Level	Items Mistakenly Dropped or Kicked while Traversing Plant Room	Falling Object	Single Hand Carried Tools	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Provision of guardrails; and Submission of contractor SWMS prior to attending site. 	<ul style="list-style-type: none"> Unsecured toe board presenting a risk of falling objects. 	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Resecure the loose toe board to the base of the guardrail. 	11
7	Exterior, Level 51, Cooling Tower Area	Cooling Tower Maintenance, Upper Level Platform (Six (6) Cooling Towers)	Person Falling from Cooling Tower Upper Platform	Limited To Tool belt Equipment	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Monthly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Fixed rung ladder with ladder cage provided to lower and upper landing platforms; Self-closing closing gate provided to lower landing platforms; and Slip-resistant surface provided to ladder rungs. 	<ul style="list-style-type: none"> The handrails provided to the upper-level landing platforms was measured to be 500 mm high, considerably less than the 1 m prescribed within AS 1657. Further the low height of the guardrails were considered to present a trip hazard; Head clearance on upper-level platforms was considerably less than the 2 m headroom requirement prescribed within AS 1657 due to obstructions caused by sprinklers, metal beams and concrete beams; The base of the ladder was elevated above the ground. As such, rung-to-ground spacing was observed to be greater than rung-to-rung spacing; and Ladder cages were noted to terminate less than the required 2000 mm from the base of the ladder as prescribed by AS 1657. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> Undertake the following: <ul style="list-style-type: none"> Extend the handrails provided to the upper-level platforms to 1 m preferred as per AS 1657; Extend the height of the ladder cage to 1 m above the height of the platform as per AS 1657; Display "Caution, Low Headroom" signage in a prominent location at the base of the ladders to the upper platforms; Provide highlighting to items that obstruct the required 2 m headroom clearance, including sprinklers, metal beams and concrete beams; and Request the Principal Contractor Built to rectify the non-complying rung-to-ground spacing to adhere to the requirements prescribed within AS 1657, including: <ul style="list-style-type: none"> Rung spacing must not be less than 250 mm and not greater than 300 mm; and The distance between the bottom rung and the bottom landing must not be less than 90% of, or greater than, the rung spacing 	12, 13
8		Cooling Tower Maintenance, Lower Level Platform (Six (6) Cooling Towers)	Person Falling from Cooling Tower Lower Platform	Limited To Tool belt Equipment	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Monthly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Fixed rung ladder with ladder cage provided to lower and upper landing platforms; Self-closing closing gate provided to lower landing platforms; and Slip-resistant surface provided to ladder rungs. 	-	Rare	Major	Low	No recommendation has been raised.	
9		Rain Water Tank Maintenance	Person Falling off Tank	Limited To Tool belt Equipment	Yes	Yes	No	Flat	No	Unlikely	Maintenance Personnel / Specialist	Good	Less Frequently than Yearly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Slip-resistant surface provided to rungs; and Highlighting provided to edge of concrete platform. 	<ul style="list-style-type: none"> Rung-to-ground spacing was observed to be significantly smaller than rung-to-rung spacing. AS 1657 states rung-to-ground spacing must not be less than 90% of rung-to-rung spacing. 	Rare	Minor	Low	<ul style="list-style-type: none"> Request the Principal Contractor Built to rectify the non-complying rung-to-ground spacing to adhere to the requirements prescribed within AS 1657, including: <ul style="list-style-type: none"> Rung spacing must not be less than 250 mm and not greater than 300 mm; and The distance between the bottom rung and the bottom landing must not be less than 90% of, or greater than, the rung spacing 	16
10		Potable Water Tank Maintenance	Person Falling from Ladder	Limited To Tool belt Equipment	Yes	Yes	No	Flat	No	Unlikely	Maintenance Personnel / Specialist	Good	Less Frequently than Yearly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Slip-resistant surface provided to rungs; and Grab rails provided. 	<ul style="list-style-type: none"> Rung-to-ground spacing was observed to be significantly smaller than rung-to-rung spacing. AS 1657 states rung-to-ground spacing must not be less than 90% of rung-to-rung spacing. 	Rare	Minor	Low	<ul style="list-style-type: none"> Request the Principal Contractor Built to rectify the non-complying rung-to-ground spacing to adhere to the requirements prescribed within AS 1657, including: <ul style="list-style-type: none"> Rung spacing must not be less than 250 mm and not greater than 300 mm; and The distance between the bottom rung and the bottom landing must not be less than 90% of, or greater than, the rung spacing 	17
11		Combined Hydrant / Sprinkler Tank Maintenance	Person Falling from Ladder	Limited To Tool belt Equipment	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Less Frequently than Yearly	2m to 6 m	Uneven Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; and Fixed rung ladder with ladder cage provided. 	<ul style="list-style-type: none"> The front clearance of the rung ladder was observed to be obstructed by pipework, which contractors were required to climb over to access the water tanks, presenting a fall risk; and Headroom clearance at the top of the rung ladder/tank was noted to be 1.6 m. Less than the minimum requirement of 2 m, specified in AS 1657. 	Rare	Major	Low	<ul style="list-style-type: none"> Undertake the following: <ul style="list-style-type: none"> Request the Principal Contractor Built to review inspection records to confirm whether annual certification of anchor points was undertaken; Engage a height safety equipment inspector to conduct annual inspections of fall arrest systems if required; and Provide certification tags to anchor points. 	1, 2
12	Exterior, Level 51, Rooftop	Window and Facade Cleaning using Davit System and Anchor Points	Person Falling from Roof	Limited To Tool belt Equipment	No	Yes	Yes	> 35 Deg	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Submission of contractor SWMS prior to attending site; Anchor Points installed and were generally provided with certification tags, indicating annual inspection had been undertaken, expiry date: 2/05/2023; and Work at height permit system implemented. 	<ul style="list-style-type: none"> The horizontal lifeline system and several anchor points were not provided with evidence of annual inspection (e.g. certification tags or access point plaques). 	Unlikely	Major	Medium	<ul style="list-style-type: none"> Undertake the following: <ul style="list-style-type: none"> Request the Principal Contractor Built to review inspection records to confirm whether annual certification of anchor points was undertaken; Engage a height safety equipment inspector to conduct annual inspections of fall arrest systems if required; and Provide certification tags to anchor points. 	7
13		Window and Facade Cleaning using BMU	Person Falling from BMU	Limited To Tool belt Equipment	Yes	Yes	No	Flat	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> BMU provided; Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Work at height permit system implemented. 	-	Rare	Major	Low	No recommendation has been raised.	
14	Exterior, Level 51, Rooftop	Accessing the Roof	Person Falling from Roof	Single Hand Carried Tools	Yes	Yes	No	Flat	No	Unlikely	Maintenance Personnel / Specialist	Good	Daily	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Parapet wall provided to exposed edges; Work at height permit system implemented; Submission of contractor SWMS prior to attending site; Secured vertical rung ladder with cage and grab rails provided. 	-	Rare	Major	Low	No recommendation has been raised.	
15		Window and Facade Cleaning using Davit System and Anchor Points	Person Falling from Roof	Limited To Tool belt Equipment	No	Yes	Yes	> 35 Deg	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located behind locked door; Signage displayed stating "No access to balcony without harness. Door must remain closed and locked at all times"; Submission of contractor SWMS prior to attending site; Anchor Points installed adjacent the doors leading to the balcony; A horizontal lifeline system was provided along the Level 17 balcony; and Work at height permit system implemented. 	<ul style="list-style-type: none"> A review of the certification tags provided to fall arrest systems identified the following: <ul style="list-style-type: none"> The two (2) internal anchor points located adjacent to the doorways of the balcony were overdue for annual inspection (expiry date: June 2022); and A horizontal lifeline system was observed to be provided on the Level 17 balcony. A certification tag was observed to the system, however, the certification tag was not inspected due to its proximity to a live edge. As such, it was assumed the inspection was carried out concurrent with the inspection of the anchor points. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> Undertake the following: <ul style="list-style-type: none"> Request the Principal Contractor Built to review inspection records to confirm whether annual certification of the horizontal lifeline system was undertaken; and Engage a height safety equipment inspector to conduct annual inspections of fall arrest systems if required; and Provide certification tags to fall arrest systems. 	8
16	Interior, Level 27, Plant Room adjacent Stairway and Roof Access	Items Mistakenly Dropped or Kicked while Traversing Plant Room	Falling Object	Single Hand Carried Tools	Yes	Yes	No	Flat	Yes	Transient	Maintenance Personnel / Specialist	Good	Daily	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; and Submission of contractor SWMS prior to attending site. 	<ul style="list-style-type: none"> Unsecured toe board presenting a risk of falling objects. 	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Resecure the loose toe board to the base of the guardrail. 	16

Location, Activity and Hazard Description				Factors Affecting Likelihood of Fall										Factors Affecting Consequence of Fall		Risk Assessment and Recommended Additional Risk Controls						
Item No.	Location	Work at Height Activities	Hazard Description	Carry Equipment	Three Points of Contact	Work Within 2m of Edge	Operator Facing The Edge	Pitch	Trip Hazard Present	Occupancy Below	Access By	Condition / Maintenance of Equipment	Frequency of Access	Height of Fall	Nature of Landing	Current Risk Controls	Deficiencies	Likelihood	Consequence	Risk	Recommended Additional Risk Controls	Photograph No.
17		Window and Facade Cleaning using BMU	Person falling from BMU	Limited To Tool belt Equipment	Yes	Yes	No	Flat	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> BMU provided; Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Work at height permit system implemented. 	-	Rare	Major	Low	No recommendation has been raised.	
18	Exterior, Level 27, Rooftop	Accessing Upper Rooftop Level via Portable Ladder	Person falling from Roof	Single Hand Carried Tools	Yes	Yes	No	Not Applicable	No	Unlikely	Maintenance Personnel / Specialist	Good	Daily	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Ladder bracket provided; First man up stop provided; Work at height permit system implemented; and Submission of contractor SWMS prior to attending site. 	-	Rare	Major	Low	No recommendation has been raised.	
19		Window and Facade Cleaning Using Anchor Points	Person falling from Roof	Limited To Tool belt Equipment	No	Yes	Yes	> 35 Deg	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card and key to access; Submission of contractor SWMS prior to attending site; Anchor points were installed and provided with certification tags, indicating annual inspection had been undertaken, expiry date: 3/02/2023; Work at height permit system implemented. 	-	Rare	Major	Low	No recommendation has been raised.	
20	Interior, Level 26, Plant Room	Rain Water Tank Maintenance	Person falling off Tank	Limited To Tool belt Equipment	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Yearly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Slip-resistant surface provided to rungs; Grab rails provided; and Highlighting provided to edge of concrete platform. 	<ul style="list-style-type: none"> Rung-to-ground spacing was observed to be less than rung-to-rung spacing; and The concrete platform, located beneath the tank, was observed to impede the required 200 mm clearance from the back edge of the rungs of the rung ladder, as prescribed within AS 1657. 	Unlikely	Minor	Low	Request the Principal Contractor Built to rectify the non-complying rung-to-ground spacing to adhere to the requirements prescribed within AS 1657, including: <ul style="list-style-type: none"> Rung spacing must not be less than 250 mm and not greater than 300 mm; and The distance between the bottom rung and the bottom landing must not be less than 90% of, or greater than, the rung spacing 	14
21		Potable Water Tank Maintenance	Person falling from Ladder	Limited To Tool belt Equipment	Yes	Yes	No	Flat	Yes	Unlikely	Maintenance Personnel / Specialist	Good	Yearly	2m to 6 m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Slip-resistant surface provided to rungs; and Grab rails provided. 	<ul style="list-style-type: none"> PVC pipe obstructing the required 200 mm clearance from the back edge of the rungs of the rung ladder, as prescribed within AS 1657. 	Unlikely	Moderate	Low	Provide highlighting to the polyethylene pipe.	15
22		Window and Facade Cleaning Using Anchor Points	Person falling from Roof	Limited To Tool belt Equipment	No	Yes	Yes	> 35 Deg	No	Transient	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located behind locked gate; Submission of contractor SWMS prior to attending site; Anchor Points were installed and provided with certification tags, indicating annual inspection had been undertaken, expiry date: 3/02/2023; and Work at height permit system implemented. 	-	Rare	Major	Low	-	
23	Exterior, Level 28, Rooftop	Accessing Upper Rooftop Level via Portable Ladder	Person falling from Roof	Single Hand Carried Tools	Yes	Yes	No	Not Applicable	No	Unlikely	Maintenance Personnel / Specialist	Good	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Ladder bracket provided; Work positioning lifeline system and anchor points installed, with the access point plaque indicating an annual inspection had been conducted, expiry date: 1/09/2022; Work at height permit system implemented; and Submission of contractor SWMS prior to attending site. 	-	Rare	Major	Low	-	
24		Traversing Rooftop Area (e.g. Dining Area, General Maintenance Works)	Person falling from Roof	Equipment Requiring Double-Hand Lift	Yes	No	No	Flat	No	Thoroughfare	Maintenance Personnel or Tenant	Good	Daily	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Balustrades greater than 2m high provided to perimeter locations; and Access to live edges secured behind locked gate. 	-	Rare	Major	Low	-	
25	Exterior, Podium 3, Plant Room, Balcony	Window and Facade Cleaning using Davit System and Anchor Points	Person falling from Balcony	Limited To Tool belt Equipment	Yes	Yes	Yes	Flat	Yes	Transient	Maintenance Personnel / Specialist	Fair (Faulty Lock)	Monthly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured plant room area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Work at height permit system implemented; Internal anchor points installed adjacent access doors; and Horizontal lifeline system installed. 	<ul style="list-style-type: none"> During the inspection, the lock provided to one of the doors to access the balcony was faulty, leaving the door unsecured and increasing the risk of unauthorised access; The thresholds/steps at the base of the door frames were measured to extend 390 mm above the ground, presenting trip hazards. AS 1657 states an intermediate step must be provided where the difference in height between adjacent walkways and landings exceeds 300 mm; and Certification tags were not observed for the horizontal lifeline systems provided on the balcony and the anchor points installed adjacent to the doorways to the balcony. 	Unlikely	Major	Medium	Undertake the following: <ul style="list-style-type: none"> Repair the damaged lock to prevent unauthorised access to the balcony area; Install an intermediate step at the base of the doors per section 3.1.4 of AS 1657; Request the Principal Contractor Built to review inspection records to confirm whether annual inspection of the horizontal lifeline system and anchor points has been undertaken; Engage a height safety equipment inspector to conduct an annual inspection of the horizontal lifeline systems and anchor points, if required; and Provide certification tags to the horizontal lifeline systems and anchor points. 	3, 4, 9
26		Traversing and Maintaining Glass Panels using Anchor Points and Horizontal Lifeline System	Person falling from Roof	Limited To Tool belt Equipment	Yes	Yes	Yes	Flat	No	Transient	Maintenance Personnel / Specialist	Good	Yearly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Located within a secured area requiring a swipe card to access; Submission of contractor SWMS prior to attending site; Work at height permit system implemented; Anchor points installed and provided with a certification tag, reinspection due 2023. 	<ul style="list-style-type: none"> Footprints on the glass roof were observed indicating that the glass was trafficable. However, the Safe Working Load (SWL) of the glass was not observed to be displayed. 	Unlikely	Major	Medium	Display the SWL at the entry point to the trafficable glass roof.	5
27	Exterior, Upper Ground, Glass Awning	Traversing and Maintaining Glass Panels using Horizontal Lifeline System	Person falling from Awning	Limited To Tool belt Equipment	Yes	Yes	Yes	Flat	No	Thoroughfare	Maintenance Personnel / Specialist	Good	Yearly	> 6m	Flat Hard Stand	<ul style="list-style-type: none"> Submission of contractor SWMS prior to attending site; Ladder bracket provided; First man up stop provided; Work at height permit system implemented; and Horizontal lifeline system installed. 	<ul style="list-style-type: none"> The Safe Working Load (SWL) of the trafficable glass awning was not observed to be displayed. 	Unlikely	Major	Medium	Display the SWL at the entry point to the trafficable glass awning.	6

Appendix C: Photographs



1. Interior, Level 51, Plant Room, Combined Hydrant and Sprinkler Tanks – The front clearance of the rung ladder was obstructed.



2. Interior, Level 51, Plant Room, Combined Hydrant and Sprinkler Tanks – Restricted headroom at the landing platform / top of tank.



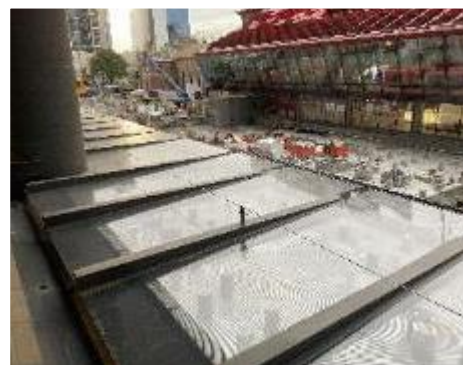
3. Exterior, Podium 3, Plant Room, Balcony – The lock provided to the door to the balcony was faulty, leaving the door unsecured.



4. Exterior, Podium 3, Plant Room, Balcony – The thresholds/steps at the base of the door frames were measured to extend 390 mm above the ground, presenting trip hazards.



5. Exterior, Podium 3, Roof above Podium 1 connection to 4 Parramatta Square – SWL of glass panels was not displayed.



6. Exterior, Podium 1 Balcony, Glass Awning – SWL of glass panels was not displayed



7. Exterior, Level 51, Rooftop – Several anchor points not provided with certification tags.



8. Level 17, Balcony – Certification tag of internal anchor point indicates annual inspection was due June 2022.



9. Exterior, Podium 3, Plant Room, Balcony – Two (2) horizontal lifeline systems were not provided with certification tags



10. Exterior, Level 52, Rooftop, Upper Level - No upper landing platform provided. Uneven surface surrounding the access hatch presenting a trip hazard.



11. Interior, Level 51, Plant Room, Upper Level – Unsecured toe board presenting a risk of falling objects.



12. Interior, Level 51, Plant Room, Cooling Towers, Upper Level – Guardrail and ladder cage height less than the 1 m prescribed within AS 1657.



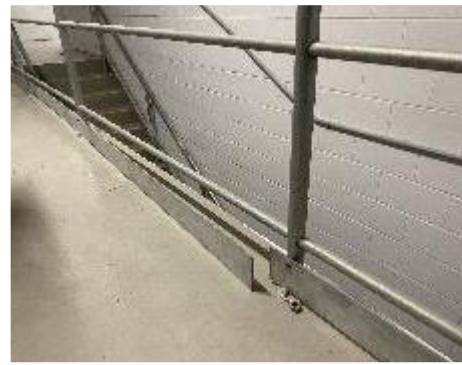
13. Interior, Level 51, Plant Room, Cooling Towers, Upper Level – Rung to-ground spacing was observed to be greater than the rung-rung spacing.



14. Interior, Level 26, Plant Room, Rain Water Tank – The concrete platform, located beneath the tank, was observed to impede the required 200 mm clearance from the back edge of the rungs of the rung ladder.



15. Interior, Level 26, Plant Room, Potable Water Tank – PVC pipe obstructing the required 200 mm clearance from the back edge of the rungs of the rung ladder.



16. Interior, Level 27, Plant Room adjacent Stairway and Roof Access – Unsecured toeboard presenting a risk of falling objects.



17. Interior, Level 51, Plant Room, Rain Water Tank – Rung to-ground spacing was observed to be less than 90% of the rung-to-rung spacing.



18. Interior, Level 51, Plant Room, Potable Water Tank – Rung to-ground spacing was observed to be less than 90% of the rung-to-rung spacing.