

Implementation Plan

Plan of Subdivision 12345 1234 Park Lane, Mayfair VIC 3000

For your convenience, items that have been identified during inspection have been sequentially ordered by risk level, and within each risk level items have been ordered by the person that is to address the associated item.

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
Hazards required to be rectified as soon as possible			
Item 11: Please ensure that all community power circuits with socket outlets are protected by a safety switch (RCD) including outlets identified elsewhere in this report, as soon as possible .	Electrician		
Item 12: We recommend that all community light circuits are protected by a safety switch (RCD) as soon as possible after the suitability of this control measure has been assessed by a suitably qualified electrician.	Electrician		
Item 13: Please ensure that, after installation , the community power safety switches (RCDs) are tested every 2 years by a qualified electrician and that suitable records of each test are kept onsite.	Electrician		
Item 14: Please ensure that, after installation , the community lighting safety switches (RCDs) are tested every 2 years by a qualified electrician and that records of each test are kept onsite.	Electrician		
Item 15: Please ensure that the switchboards are inspected and tested at least every 2 years by a qualified electrician and suitable records of the test and inspection date are kept onsite.	Electrician		
Item 2: Please grind back, at approximately 45 degrees, the lip along the joints in the concrete driveway at the entrance to the Unit 2 parking bay as soon as possible . The variation in height currently represents a moderate tripping hazard .	Handyman		
Item 4: Please ensure that the main switch room is clearly marked with appropriate signage stating 'MAIN SWITCH ROOM' as soon as possible as this represents a minor electrical hazard .	Handyman		

Item	Person(s) to address Item	Proposed date to complete	Review date (if applicable)
<p>Item 1: The lowest point identified on a vehicle access way in the car park area was on the underside of the concrete beam just near the parking sign "10" measuring 1940mm in height.</p> <p>Please install a "Low Clearance" height sign over the entry to the basement car parking area as soon as possible. The absence of height signage currently represents a moderate impact hazard.</p>	Signwriter		

The above table is designed to assist in addressing the issues raised in the “**To Do List**” in **Section 1** of this report.

