

Slips, Trips, & Falls – Occupant Safety

Guidance for Bay Building Commercial site construction teams, estimators, and contractors who have management control of a workplace about controlling the risk of slip, trip, & falls for occupants

Issue

Works at an insured premises often occurs with an occupant remaining at the property for the duration of the work. These works may also occur over a number of days resulting in the occupant accessing our work areas.

Requesting Temporary Accommodation

Works maybe so large or disruptive that having the occupant remain at property poses a safety risk. As a guide the following circumstances are when temporary accommodation should be requested:

- Works will prevent the occupant accessing parts of the property required for daily living of the occupant. This includes the bedrooms, kitchen, toilet facilities, and laundry.
- Works expose a hazardous material which cannot be isolated from the occupant. This includes asbestos, mould, and fire damage.
- Works are extensive, take up multiple rooms, and the occupant remaining in the property cannot be isolated from the construction activity

Isolating Occupant from Work Area

Where works can proceed with the occupant remaining in the property it is important that the occupant does not access this work area during works. This can be achieved via:

- Verbal instruction to the occupant to not access the work area during the duration of work (written acknowledgment of this advice and its acceptance is important).
- Defining your work area or zone – in particular when outdoor works are occurring and mobile plant maybe operating via traffic cones or other visible indicator.
- Physical preventing the occupant from gaining access to the work area via: closing doorways, installing temporary fencing, installing barrier tape, locking entrances to work areas, installation of hording, encapsulation the work area or entrances.
- Having a look-out to prevent access to work area. This is of use when mobile equipment maybe in use such as forklifts, cranes, bobcats, and excavators.

Occupant Exposure to Hazards – Slips, Trips, Falls, GPO's

On occasion works may extend over several days whilst an occupant remains in the premises. If this is the case we need to ensure our work area is made safe at the end of each day:

- Close, lock if possible, and place do not enter signage on entrances;
- Close doors to rooms where work is being undertaken
- Close and secure site fencing

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- Secure power chords to prevent tripping hazards – tape, secure, and remove from trafficable areas.
- Do not remove general purpose electrical outlets unless you are a qualified electrician. Engage an electrician to cap and make-safe GPO's and wiring.
- Engage an electrician to control any exposed wiring.
- Maintain housekeeping and remove items that maybe in an occupants trafficable pathways e.g. ramps, materials, equipment.
- Remove rubbish and tools at the end of the work day.



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Electrician is to be engaged for the removal of General Purpose Outlets (GPO's). All other trades are not to handle, remove, or relocate GPO's. Contact Supervisor if an electrician is required.