


Induction for working in apartments 54-66 Willis Street - levels 1-4

Instructions:

- Owner:**
1. Brief the contractor on the details contained in these 2 pages
 2. Take a picture of completed page 1 of this form and email to sixtywillisstreet@gmail.com
- Contractor:**
1. Hold onto sheet until you have left the building
 2. Brief all visitors to your work site

Your name	Cell	Company
Date	Apartment Number	

I have received a briefing on the topics listed below Contractor Signature: _____

Event	Action - Information
	Building Address (Apartments and office) 60 Willis Street, Central Wellington
	<ul style="list-style-type: none"> • Ground floor by entrance • On apartment floors: <ul style="list-style-type: none"> ○ Next to glass doors by lifts ○ Close to the north end of the corridor
	The fire alarm sound is a high-pitched screamer
	Fire stairs are on both sides of lifts
	Footpath on Willis Street, clear of the building entrance Note: There is no assembly point signage.
	Next to glass doors by lifts on each floor
	 Stay in the building after an earthquake unless the fire alarm sounds continuously
	In the apartment you are working in
	In the apartment you are working in
Building Emergency number	04 472 0922 Report damage to or spillage in the common areas

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Potential Hazard	You prevent this by:
<p>Fire exit:</p> <ul style="list-style-type: none">• Corridors• Stairwells <p>are blocked by contactors working, their tools and supplies</p>	<ol style="list-style-type: none">1. All tools and supplies must be stored inside the apartment, ie nothing in hallway2. Do not block access to stairwells3. Do not block access to other apartments4. Nothing to be left/stored in the ground floor entrance foyer
<p>Activation of fire alarm.</p>	<ol style="list-style-type: none">1. Owner to arrange with Nationwide to isolate sensors if necessary2. Ensure adequate ventilation when using power tools such as sanders and drills
<p>Corridor sensor lights turn off causing:</p> <ul style="list-style-type: none">• Loss of situational awareness in corridor• Trips• Falls	<p>Awareness</p>
<p>Noise from work causing annoyance to other residents</p>	<ol style="list-style-type: none">1. Power and battery-operated tools only to be used between 8am and 5pm, Monday to Friday2. Work schedule to be supplied to Body Corp so it can be shared with residents