



OCCUPATIONAL HEALTH & SAFETY IN STRATA COMMUNITIES

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1. Overview

What this Guide Covers

Occupational health and safety (OH&S) is an important consideration in the management of strata communities. While strata properties are primarily residential environments, occupational health and safety requirements may become relevant where common property is used as a workplace or where work is being carried out.

This guide provides practical information to help Owners Corporations, Committees and Strata Managers understand common safety risks on common property and support appropriate risk management.

It covers:

- common safety hazards within strata properties
- the role of common property safety inspections
- managing identified hazards and recommendations
- contractor safety considerations
- practical risk management and record keeping
- when specialist advice or further investigation may be appropriate

The focus is on practical common property safety management, rather than providing legal or technical advice.

Why Safety Management Matters

Owners Corporations manage and maintain common property, which may include walkways, stairs, car parks, plant rooms, recreational facilities, roofs, service areas and other spaces used by residents, visitors and contractors.

Safety risks can develop through ageing infrastructure, deterioration, changing building use, maintenance activities or new hazards arising over time.

Poorly managed risks can contribute to:

- injury to contractors, residents, visitors or building personnel
- damage to common property
- disruption to maintenance and other works
- increased insurance claims or costs
- hazards becoming more serious or costly to rectify

A proactive approach can help identify hazards earlier and allow the Owners Corporation to assess, prioritise and respond to them appropriately.

Where Safety Risks Commonly Arise

Safety considerations may arise throughout common property, including:

- entrance foyers, corridors and lobbies
- stairs, ramps, handrails and balustrades
- paths and external walkways
- car parks, driveways and loading areas
- plant rooms and service areas
- electrical and communications rooms
- roof spaces and access points
- waste and recycling areas
- swimming pools, spas, gyms and other recreational facilities
- gardens and landscaped areas
- storage and restricted-access areas

Safety considerations can also arise when contractors undertake maintenance, repairs, inspections, cleaning, gardening, construction or other work on common property.

Common Property Safety Assessments

A common property safety assessment can assist an Owners Corporation to understand the general safety condition of its property and identify visible hazards that may require attention.

Depending on its scope, an assessment may:

- inspect relevant common property areas
- identify visible safety hazards
- assess and prioritise identified risks
- provide photographs or other supporting information
- recommend practical measures to manage identified risks
- identify maintenance or rectification that should be considered
- recommend further specialist investigation where required

A common property safety assessment typically involves inspecting common property, identifying safety hazards, assessing their risk level and providing recommendations for managing or rectifying them.

A general safety assessment should not be assumed to replace specialist inspections, testing or compliance assessments required for particular building systems or hazards.

For example, a general assessment may identify a concern involving a structural element, asbestos, electrical equipment, fire safety, working-at-heights access or another technical matter that requires further investigation by an appropriately qualified specialist.

A Practical Risk Management Approach

Good safety management is an ongoing process rather than simply obtaining a report.

A practical approach is:



Identify →
Assess →
Prioritise →
Control →
Rectify →
Record →
Review

This means identifying hazards, considering the level of risk, determining what action is appropriate and following identified matters through until they have been appropriately managed.

Where permanent rectification cannot occur immediately, consideration should be given to whether interim measures are appropriate to reduce the risk while further investigation or works are arranged.

Where recommended safety action is deferred or not approved, the decision and any interim risk controls should be appropriately documented.

Different Roles in Safety Management

Effective safety management may involve several parties. Their roles should not be confused.

Owners Corporation

The Owners Corporation makes decisions about the management and maintenance of common property and determines what action will be taken in response to identified safety issues, subject to applicable requirements and its decision-making processes.

Strata Manager

The Strata Manager assists the Owners Corporation to implement its decisions within the manager's authority and agreed scope of services. This may include coordinating inspections, obtaining quotations, communicating with contractors and maintaining relevant records.

A Strata Manager is not necessarily an OH&S or building safety specialist and should not be expected to make technical assessments outside their expertise.

Building or Facilities Manager

Where appointed, a Building or Facilities Manager may assist with routine monitoring of the property, reporting hazards, coordinating access and contractors, and monitoring maintenance activities within their agreed responsibilities.

OH&S or Safety Professional

An appropriately qualified or experienced safety professional may be engaged to inspect common property, assess hazards and risks and recommend appropriate controls or further investigation.

Contractors

Contractors are responsible for carrying out their work safely and complying with the requirements applicable to their work. Relevant site-specific hazards, access requirements and safety information should be communicated to contractors as part of the engagement or before work commences.

Who Should Read this Guide

This guide is intended for:

- Strata Managers
- Owners Corporation Committees
- Building Managers
- Facilities Managers
- Building Caretakers
- others involved in managing common property or coordinating contractors

Scope of this Guide

This guide focuses on practical occupational health and safety and common property risk management within Victorian strata communities.

It does not determine whether a particular property or area is legally a workplace, or what legal duties apply in individual circumstances. Under Victorian OH&S legislation, duties can depend on matters including whether a person manages or controls a workplace and the extent of that management or control. WorkSafe Victoria notes that these duties are limited to matters the person manages or controls.

The guide does not replace specialist OH&S, engineering, building compliance or legal advice. Where the applicable requirements or appropriate response are unclear, suitably qualified advice should be obtained.

2. Legislative Framework

Relevant Victorian Legislation and Guidance

Occupational health and safety requirements in Victoria are primarily governed by the:

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- relevant WorkSafe Victoria Compliance Codes and guidance

The *Owners Corporations Act 2006 (Vic)* is also relevant because it sets out the Owners Corporation's functions in relation to managing, repairing and maintaining common property.

Other legislation, regulations, codes and Australian Standards may apply to particular activities or hazards, such as asbestos, construction work, electrical work, working at heights, plant and equipment, pools and spas, or Essential Safety Measures.

When OH&S Requirements May Apply

The application of OH&S legislation depends on the circumstances.

Under the *Occupational Health and Safety Act 2004*, a person or body that manages or controls a workplace has duties in relation to the workplace and the means of entering and leaving it, so far as is reasonably practicable. Importantly, those duties are limited to matters that the person manages or controls.

In a strata setting, this means the circumstances of the property and the work being undertaken need to be considered. SCA (Vic) does not recommend assuming that all common property is a workplace at all times or that the same OH&S obligations apply to every Owners Corporation.

Where there is uncertainty about the application of OH&S legislation to a particular property, activity or incident, appropriate specialist or legal advice should be obtained.

Managing and Controlling Risks

Where an OH&S duty applies, Victorian legislation generally requires risks to health and safety to be eliminated so far as is reasonably practicable or, where elimination is not reasonably practicable, reduced so far as is reasonably practicable.

For an Owners Corporation, practical risk management may therefore include:

- identifying hazards within areas it manages or controls
- considering the level and nature of the risk
- obtaining specialist advice where the issue is outside the Owners Corporation's expertise
- implementing appropriate risk controls
- arranging maintenance or rectification where required
- monitoring identified risks until they have been appropriately addressed
- maintaining appropriate records

These steps are also consistent with good common property management even where a particular matter does not fall within OH&S legislation.

Common Property Safety Inspections

There is no general requirement identified in the OH&S legislation that every Owners Corporation must obtain a particular type of general OH&S report at a prescribed interval.

However, a periodic common property safety assessment can be a useful risk management tool. It can assist an Owners Corporation to identify visible hazards, assess their relative risk and determine what further action may be appropriate.

The appropriate frequency will depend on factors such as:

- the size and complexity of the property
- the age and condition of common property
- the type and frequency of contractor activity
- the presence of plant, equipment or recreational facilities
- previous incidents or identified hazards
- changes to the property or its use

A safety assessment should also be understood within its stated scope. A general safety assessment typically involves inspecting common property, identifying hazards, assessing their risk and recommending measures to manage or rectify them. It may not cover all areas or hazards in detail, and further specialist investigation may be required where particular concerns are identified.

Some matters may require separate statutory inspections, testing, certification or specialist assessment and should not be treated as covered simply because a general OH&S inspection has been undertaken.

Contractor Safety

Contractors are responsible for carrying out their work safely and complying with the requirements applicable to their work.

From the Owners Corporation's perspective, good contractor management includes providing relevant information about known site-specific hazards and access requirements before work commences.

Depending on the work, relevant information might include:

- known asbestos or hazardous material information
- restricted-access areas
- roof or plant access arrangements
- known electrical or other service hazards
- temporary hazards or building works
- relevant emergency or site procedures
- other conditions that may affect safe access or performance of the work

Where the work involves specialist or higher-risk activities, the contractor should have the appropriate competency, licensing or other requirements applicable to that work.

Safe Work Method Statements

A Safe Work Method Statement (SWMS) is required under the *Occupational Health and Safety Regulations 2017* for high-risk construction work. It is not a document that is required for every contractor or every maintenance activity.

High-risk construction work includes specified activities such as certain work involving a risk of falling more than two metres, demolition, confined spaces, asbestos disturbance and work on or near energised electrical installations or services.

The responsibility for preparing a SWMS rests with the relevant employer or self-employed person undertaking the high-risk construction work. The Owners Corporation or Strata Manager should avoid preparing or modifying a contractor's SWMS unless appropriately qualified and responsible for doing so.

Specialist and Compliance Requirements

Some hazards or building activities have specific regulatory requirements that sit beyond a general common property safety assessment.

These may include:

- asbestos and hazardous materials
- high-risk construction work
- electrical work
- working at heights
- Essential Safety Measures
- swimming pool and spa barriers
- plant and machinery
- structural or building safety issues

Where an inspection identifies a concern in one of these areas, the appropriate response may be to obtain further assessment from a suitably qualified specialist rather than attempting to determine technical compliance through a general OH&S assessment.

Record Keeping

Good records support ongoing safety management and help ensure identified matters are not overlooked.

Depending on the circumstances, useful records may include:

- safety inspection reports
- hazard or risk registers
- specialist reports
- quotations and approved works
- contractor documentation
- incident records
- correspondence about identified hazards
- records of completed rectification
- Committee or Owners Corporation decisions

Where recommended safety action is deferred or not approved, the decision and any interim measures adopted to manage the risk should also be appropriately documented.

Glossary of Terms

Hazard

Something with the potential to cause injury or illness.

Risk

The likelihood that a hazard will cause harm and the potential consequences if it does.

Risk Assessment

A process used to identify hazards, assess risks and determine appropriate control measures.

Control Measure

An action used to eliminate a hazard or reduce the associated risk.

Common Property Safety Assessment

An assessment of common property undertaken to identify safety hazards, assess risks and recommend appropriate action. Its scope will depend on the service being provided.

Reasonably Practicable

A term used in Victorian OH&S legislation when determining what should reasonably be done to eliminate or reduce a health and safety risk. What is reasonably practicable depends on the particular circumstances.

SWMS – Safe Work Method Statement

A document that identifies high-risk construction work, the hazards and risks arising from that work and the measures to control those risks. A SWMS is required before high-risk construction work begins.

3. Common Issues

Safety risks in strata communities can arise from the condition of common property, the way shared areas are used and activities undertaken at the property. Some hazards develop gradually through wear and deterioration, while others arise following damage, changes to the property or maintenance and building works.

Slips, Trips and Falls

Slips, trips and falls are common risks in shared areas.

Potential hazards include:

- uneven or damaged paving
- loose or deteriorated floor surfaces
- damaged stairs or handrails
- wet or slippery surfaces
- poor lighting
- obstructions in walkways
- tree roots affecting paths
- inadequate drainage or pooling water

Frequently used access routes, entrances, stairs and other pedestrian areas may warrant particular attention.

Working at Heights

Common property work may involve access to roofs, façades, gutters, windows, trees or roof-mounted plant and equipment.

Potential issues include:

- difficult or unsafe access
- fragile, damaged or slippery roof surfaces
- unprotected edges
- condition of installed height-safety systems
- unauthorised access to roof areas

Work at height may require specialist contractors, equipment and safety procedures appropriate to the work being undertaken.

Plant Rooms and Restricted Areas

Plant rooms, electrical rooms and other service areas can contain hazards not generally encountered in residential areas.

These may include:

- electrical or mechanical equipment
- moving parts
- hot surfaces
- restricted or difficult access
- poor lighting or ventilation
- stored materials or chemicals
- trip hazards

Access to these areas should be appropriately controlled, particularly where specialised equipment or services are present.

Hazardous Materials

Older buildings may contain asbestos, lead-based paint or other hazardous materials.

These materials may not be apparent during a visual common property safety assessment. Where hazardous materials are known or suspected, specialist investigation may be required, particularly before maintenance, refurbishment or other work that could disturb them.

Existing information about identified hazardous materials should be retained and made available where relevant to future work.

Recreational Facilities and Amenities

Pools, spas, gyms, playgrounds, BBQ areas and other shared facilities may present additional risks because of their use, equipment and environment.

Potential issues include:

- wet or slippery surfaces
- damaged or deteriorated equipment
- poor lighting
- trip hazards
- damaged fencing or gates
- unsafe access
- deterioration caused by frequent use

Some facilities are also subject to specific inspection, maintenance or compliance requirements that sit outside a general common property safety assessment.

Vehicle and Pedestrian Areas

Car parks, driveways, loading areas and basement access points can present risks where vehicles, pedestrians and building infrastructure interact.

Potential issues include:

- poor visibility
- inadequate lighting
- damaged road or floor surfaces
- unclear or deteriorated line marking
- damaged speed-control measures
- garage door or gate hazards
- poorly defined pedestrian routes

Changes to traffic movements, access arrangements or use of the property may also create new risks over time.

Ageing and Deteriorating Common Property

Safety issues can develop as common property ages or deteriorates.

Examples include:

- loose handrails or balustrades
- deteriorated stairs and pathways
- damaged retaining walls
- deterioration of balconies or façades
- failing lighting
- corrosion
- water leaks affecting access areas
- damaged doors, gates or access systems

Early identification can allow an issue to be investigated and incorporated into maintenance planning before the condition becomes more serious.

Contractor and Maintenance Activities

Maintenance, repairs and building works can introduce temporary risks that are not normally present at the property.

Examples include:

- equipment or materials obstructing common areas
- temporary changes to access routes
- open or unsecured work areas
- interaction between contractors, residents and vehicles
- noise, dust or debris
- temporary disconnection or alteration of building services

The nature of the work and its impact on common property should be considered when planning contractor access and communicating with residents.

Recommendations That Are Not Immediately Actioned

A recurring practical issue is ensuring that identified safety matters remain visible after an inspection or report has been received.

A recommendation may be deferred because further investigation is required, funding needs to be arranged or the work is to be incorporated into a broader maintenance project.

Where this occurs, the decision should be appropriately documented and consideration given to:

- whether an interim control is required
- whether further specialist advice is needed
- how the issue will be monitored
- when it should be reviewed

This helps ensure that an unresolved safety issue is not inadvertently overlooked.

4. Best Practice Approach

Good safety management is an ongoing process. Identifying a hazard is only the first step. The important part is ensuring that appropriate action is taken and that unresolved matters remain visible until they are addressed.

Undertake Appropriate Safety Assessments

Periodic common property safety assessments can help identify visible hazards before they contribute to an incident or become more difficult to manage.

The nature and frequency of assessments should reflect the property, including its:

- size and complexity
- age and condition
- common facilities and amenities
- contractor activity
- previous incidents or known hazards
- maintenance history

Additional assessment may also be appropriate following a significant incident, major building works, substantial property damage or other material change affecting common property.

Understand the Scope of the Assessment

Before engaging a safety professional, the Owners Corporation should understand what the assessment will and will not cover.

A general common property safety assessment may identify visible hazards but may not include intrusive investigation, specialist testing, certification or detailed assessment of particular building systems.

Where an issue falls outside the scope of the assessment, further investigation by an appropriately qualified specialist may be required.

Maintain a Hazard or Risk Register

A hazard or risk register provides a practical way to monitor identified issues and their progress.

It may record:

- the hazard identified
- its location
- the assessed risk or priority
- recommended action
- any interim controls
- person responsible for follow-up
- target or review date
- current status
- date of rectification

The register should be updated as new hazards are identified and actions are completed.

Prioritise According to Risk

Not every identified issue requires the same response or timeframe.

Higher-risk matters should generally receive greater priority, particularly where there is potential for serious injury or the hazard affects frequently used areas.

Where permanent rectification cannot occur immediately, appropriate interim controls may be required until a longer-term solution can be implemented.

Use Appropriately Qualified Contractors and Specialists

The person engaged should have the appropriate skills, experience and, where required, licence or registration for the work or assessment being undertaken.

Depending on the issue, this may involve an:

- OH&S or safety professional
- building consultant
- engineer
- licensed trade contractor
- asbestos or hazardous materials specialist
- height-safety specialist
- other appropriately qualified professional

A general safety assessment should not be relied upon to resolve technical matters outside the assessor's expertise or agreed scope.

Provide Relevant Site Information

Relevant information about known site conditions and hazards should be provided to contractors where it may affect their work.

Depending on the work, this may include:

- asbestos or hazardous materials information
- restricted-access areas
- known building or service hazards
- access arrangements
- temporary hazards
- other works occurring at the property
- relevant emergency or building procedures

For high-risk construction work, specific requirements apply to Safe Work Method Statements (SWMS). WorkSafe Victoria confirms that a SWMS must be prepared before high-risk construction work begins and identifies 19 categories of this work.

Follow Identified Issues Through

Safety reports and inspections are most useful when recommendations are actively managed.

Once an issue has been identified, the Owners Corporation should ensure that appropriate next steps are determined, responsibility for follow-up is clear and the outcome is recorded.

This may involve obtaining further advice, quotations or approvals, arranging rectification, introducing interim controls or continuing to monitor the issue.

Where recommended action is deferred or not approved, the decision and any interim measures should be appropriately documented.

Review Safety Following Significant Events

An incident, significant building work, property damage or material change to common property may indicate that existing safety arrangements should be reconsidered.

Following a significant event, consider whether:

- the affected area has been made safe
- specialist inspection or advice is required
- similar hazards may exist elsewhere
- existing controls remain appropriate
- maintenance or inspection arrangements should change
- relevant records need to be updated

5. Manager / Committee Guidance

The Strata Manager and Committee play an important role in ensuring that identified safety matters are considered and progressed through the Owners Corporation's usual decision-making and maintenance processes.

When reviewing a safety issue or recommendation, consider:

- What is the nature and priority of the issue?
- Is any immediate or interim action required?
- Is further specialist advice needed?
- Who is appropriately qualified to assess or rectify the issue?
- What approval or authority is required?
- Are funds available or does the work need to be planned?
- Who will coordinate the next step?
- When should the matter be reviewed?
- Has the decision and action taken been appropriately recorded?

When Specialist Advice May Be Required

Further specialist advice may be appropriate where an issue involves matters such as:

- structural integrity
- asbestos or hazardous materials
- electrical systems
- Essential Safety Measures
- working-at-heights systems
- pool or spa barriers
- significant building deterioration
- plant or mechanical equipment

The role of a general safety assessment is often to identify visible risks and indicate where further investigation may be appropriate. It should not be treated as specialist certification or technical advice outside its stated scope.

Contractor Engagement

When engaging contractors, the Owners Corporation or its authorised representative should consider whether the contractor is appropriately qualified for the work and whether relevant information about the property needs to be provided.

Contractors remain responsible for carrying out their work safely and complying with requirements applying to their work. Health and safety duties may also overlap between parties depending on the circumstances and matters within each party's control.

A SWMS is required for high-risk construction work, rather than for every maintenance or contractor activity.

6. Frequently Asked Questions

Q. Does every Owners Corporation need an OH&S inspection?

There is no general prescribed requirement for every Owners Corporation to obtain a particular general OH&S report at a set interval.

However, periodic common property safety assessments can be a useful part of proactive risk and maintenance management.

Q. How often should a common property safety assessment be undertaken?

There is no single frequency suitable for every property.

The appropriate frequency will depend on factors such as the property's size, complexity, age and condition, its facilities, previous hazards or incidents and the findings of earlier assessments.

Q. Does a general safety assessment confirm that the building complies with all safety requirements?

No. A general safety assessment should be understood within its stated scope.

Specialist inspection, testing or certification may still be required for particular building systems, hazards or regulatory requirements.

Q. What should happen if a serious safety hazard is identified?

The response should reflect the nature and level of risk.

Where necessary, immediate or interim measures may be appropriate to reduce exposure to the hazard while specialist assessment or permanent rectification is arranged.

Q. Does every identified hazard need to be fixed immediately?

Not necessarily. The appropriate response depends on the level and nature of the risk.

Lower-priority matters may be managed through planned maintenance or monitoring, while higher-risk matters may require more urgent action.

Q. Who should follow up recommendations in a safety report?

Responsibility for follow-up should be clearly established when the report is reviewed.

The Owners Corporation determines the action to be taken, while the Strata Manager, Building Manager or another authorised person may coordinate the next steps within their agreed role and authority.

7. Emerging Issues and Future Considerations

Ageing Buildings and Infrastructure

As strata buildings age, deterioration of common property can create new or increasing safety risks.

Balustrades, pathways, façades, roofs, plant, services and other building elements may require greater monitoring, maintenance or specialist assessment over time.

Long-term maintenance planning and safety management should therefore be considered together.

Increasing Building Complexity

Modern strata developments can include complex plant, shared recreational facilities, rooftop equipment, renewable energy infrastructure, automated systems and mixed-use areas.

As building systems become more complex, Owners Corporations may increasingly need specialist expertise to assess and manage particular risks.

Technology-Assisted Inspections and Records

Technology can assist with inspecting, documenting and monitoring common property.

Examples include:

- drones for difficult-to-access areas
- digital inspection and reporting tools
- photographic records
- electronic hazard registers
- building and maintenance management systems

These tools can help maintain a clearer history of identified issues and actions taken, but they do not replace appropriate professional assessment where specialist expertise is required.

Climate and Extreme Weather Risks

Storms, flooding, extreme heat and other weather events can create new hazards or worsen existing conditions.

Following a significant weather event, affected common property may need to be inspected and existing safety arrangements reconsidered.

8. Key Takeaways

- Common property safety is an ongoing management responsibility, not simply a periodic reporting exercise
- Safety assessments can assist in identifying visible hazards and determining where further action may be required
- The scope and limitations of any assessment should be clearly understood
- Higher-risk issues should be prioritised and unresolved matters appropriately monitored
- Specialist advice should be obtained where an issue falls outside the expertise or scope of a general safety assessment
- Relevant information about known site hazards should be provided to contractors where it may affect their work
- Clear records help ensure identified safety matters are followed through

9. Further Resources

- [WorkSafe Victoria](#) – occupational health and safety information and guidance
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- [Consumer Affairs Victoria – Owners Corporations](#)
- relevant Australian Standards and technical guidance applicable to the particular hazard or activity
- related SCA (Vic) Governance and Industry Guides

Appendix A – Common Property Safety Review Checklist

This checklist provides general prompts for reviewing common property. It is not a technical inspection or compliance checklist.

Access and Common Areas

- ☐ Paths, walkways and floor surfaces
- ☐ Stairs, ramps and handrails
- ☐ Balustrades
- ☐ Foyers, corridors and lift lobbies
- ☐ Lighting
- ☐ Doors, gates and access points
- ☐ Drainage and pooling water

External Areas

- ☐ Driveways and car parks
- ☐ Pedestrian and vehicle interaction areas
- ☐ Retaining walls
- ☐ Trees and landscaping
- ☐ Roof access points
- ☐ External stairs and pathways

Plant and Service Areas

- ☐ Plant rooms
- ☐ Electrical and communications rooms
- ☐ Waste and recycling areas
- ☐ Pumps and mechanical equipment
- ☐ Restricted-access areas

Shared Facilities

- ☐ Swimming pools and spas
- ☐ Gyms
- ☐ Playgrounds
- ☐ BBQ and recreational areas
- ☐ Shared storage areas

Safety Management

- ☐ Previous safety recommendations reviewed
- ☐ Outstanding hazards recorded
- ☐ Higher-risk matters prioritised
- ☐ Interim controls recorded where required
- ☐ Specialist investigation arranged where appropriate
- ☐ Relevant site information provided to contractors
- ☐ Completed actions recorded
- ☐ Deferred matters assigned for review

Note: This checklist is intended as a practical prompt only. It is not an OH&S inspection, risk assessment or compliance checklist and does not replace assessment by an appropriately qualified professional where required.