Essential Safety Measures - Information

The maintenance of Essential Safety Measures will ensure that important safety systems within the building remain at the required operational level throughout the life of the building. The type of maintenance needed depends on the complexity of the Safety Measure, equipment or feature and the maintenance program required or expected at the time of installation.

What is an essential safety measure?

The term 'Essential Safety Measure' is defined in Part 15 of the Building Regulations 2018 (the Regulations) and includes items listed in Schedule 8 of the Regulations, such as:

- Exit doors
- Paths of travel to exits
- Discharge from exits
- Emergency lighting
- Exit signs
- Fire extinguishers
- Fire detection and alarm systems
- Fire hydrants
- Smoke alarms

What types of buildings are affected?

All buildings other than a house or outbuilding are affected. These include the following Classes which are defined in A3.2 of the National Construction Code Series Volume One, Building Code of Australia Class 2–9 Buildings (BCA):

- Class 9: Public buildings such as Scouts Halls, health care buildings or assembly buildings, nightclubs, bars etc.

What happens if an Owner/occupier doesn't comply?

Non-compliance may result in an infringement notice being issued by Council or the Fire Authority with a fine of over $290 and furthermore, non-compliance may result in prosecution in which a fine may be imposed of over $1,400 under the Regulations, or of over $17,000 for an individual or over $88,000 for companies for each breach. More importantly, non-compliance could place not only building occupants at risk but also those of passers-by and the occupants of adjoining buildings.

What are my responsibilities?

Building occupiers have an obligation to ensure all exits and paths of travel to exits are kept readily accessible, functional, and clear of obstructions.

Building owner/occupiers must ensure that an Essential Safety Measure is maintained so that it operates satisfactorily.

The owner/occupier must also keep records of maintenance checks, safety measures and repair work so a municipal building surveyor or chief officer of the fire brigade can inspect them. These documents must be made available to the municipal building surveyor or the chief officer on request after 24 hours' notice has been given.

ESSENTIAL SAFETY MEASURES - MAINTENANCE SPECIFICATIONS

ITEM	TASK
Exit Doors Forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms	INITIAL REQUIREMENT – ENSURE ALL DESIGNATED EXIT DOORS OR DOORS IN PATH OF TRAVEL ARE FITTED WITH COMPLIANT DOOR HARDWARE. **PURPOSE** To provide a means of egress from any part of a building. **REQUIREMENTS OF THE EQUIPMENT** To provide sufficient and safe egress from a building, with a minimum of effort and delay, and to present a minimum of obstruction in an exit path. **METHOD OF OPERATION** An exit door must be capable of simple operation to fulfil its designed purpose. An exit door may be a swinging door or could be a sliding door. Sliding doors may be manually operated or power operated. Swinging doors must be able to be opened readily without a key, from the side facing a person seeking their way out, by a single-handed downward or pushing action on a single device located between 900 mm and 1.2 m above the floor. • Must be able to be opened manually with minimal effort. **MAINTENANCE CHECKS** Maintenance checks should be carried out to ensure that exit doors comply as follows: – Swinging Doors: • Intact • Operational • Fitted with hardware that conforms to the requirements of the Building Code of Australia, Section D (the hardware necessary to enable operation as outlined above). Sliding doors: • Open doors manually and confirm doors can be opened under a force of not more than 110N.

Paths of Travel to Exits	**PURPOSE** To provide a means of egress from any part of a building. **REQUIREMENTS** To provide an optimum passage to an exit. **METHOD OF OPERATION** To ensure paths of travel to exits are operational and effective, they must not be obstructed or altered in any way. It is the responsibility of the owner/occupier to ensure that all paths of travel to exits are maintained in an efficient condition and always kept functional and clear of obstruction. **MAINTENANCE CHECKS** It is recommended that in carrying out the required inspections, the following points be covered: – a) Ensure no obstruction of any nature encroaches on or into the designated paths of travel; and b) Check that the integrity of the fire-isolation requirements on or in the relevant sections of the path of travel have not been breached or compromised; and c) Check that no unauthorised alteration has been carried out on these sections. **MAINTENANCE RECORDS** A logbook must be kept recording: – a) The date the inspection was carried out; and b) Any problems encountered during the inspection; and c) The name, designation and signature of the person carrying out the inspection.
Discharge from Exits	INITIAL REQUIREMENT – ENSURE ALL DESIGNATED DISCHARGE PATHS ARE CLEAR AND ENSURE EXTERNAL GATES ARE COMPLIANT WITH CORRECT DOOR HARDWARE OR SIGNAGE. **PURPOSE** Discharge from exits is to provide an unobstructed pathway for occupants travelling to open space. **REQUIREMENTS** Barriers, such as bollards, “no parking at any time” signage may be installed if they are necessary to prevent vehicles blocking access to, or discharge from, an exit. To provide a safe passage for occupants travelling to open space, the width of the path must be at least that of the exit, in no case less than one metre.

	METHOD OF OPERATION To ensure discharges from exits are operational and effective, they must not be obstructed or altered in any way. It is the responsibility of the owner/occupier to ensure that all discharges and paths of travel to open space are maintained in an efficient condition and kept functional and clear of obstruction. **MAINTENANCE CHECKS** It is recommended that in carrying out the required inspections, the following points be covered: – a) Ensure no obstruction of any nature has encroached on or into the designated paths of travel to open space; and b) Ensure that exits have not been blocked or locked c) Check that no unauthorised alteration has been carried out on these sections. **MAINTENANCE RECORDS** A logbook must be kept to record: – a) The date the inspection was carried out; and b) Any problems encountered during the inspection; and c) The name, designation and signature of the person carrying out the inspection.
Fire Detection and Alarm System (If Applicable)	**PURPOSE** A fire detection and alarm system is installed to sense and provide warning of a fire in its initial development stage. Proper operation of this system will afford the building occupants the maximum amount of time available to seek safe refuge. **REQUIREMENTS OF THE EQUIPMENT** A fire alarm system must automatically: - a) Sense the presence of a fire and advise its location; and b) Advise the fire brigade; and If installed: - a) Switch the air handling system into the smoke ventilating mode; and b) Activate the closure of smoke and fire-isolating doors; and c) Activate necessary fire pumps. In addition to these automatically activated functions, the alarm system may have a manual means to activate the system. **METHOD OF OPERATION** Detectors of differing types are installed throughout the building to comply with AS 1670. The standard designates the location and the suitable detector type to be installed. A signal from a detector is relayed to the control and indicating equipment in the system, which activates the various responses listed above.

	MAINTENANCE CHECKS It is recommended that the relevant building surveyor should require the facilities to be inspected weekly. It should be noted that this is the lowest level of maintenance routines required by AS 1851.8. More rigorous monthly and yearly routines are also required and are detailed in the Standard. The owner/occupier/occupier may delegate the maintenance function to another person or body where necessary or appropriate. Weekly tests are required when the alarm is connected to an unmanned fire station or when required by the building surveyor because of the nature of the premises. **MAINTENANCE RECORDS** A logbook is required to be maintained by a suitably qualified person.
Smoke Alarms	Check and clean hard wired smoke detectors every six months. **PLEASE ARRANGE FOR BATTERY UNITS TO BE REPLACED WITH HARD WIRED.**
Fire Extinguishers	**PURPOSE** Portable fire extinguishers provide occupants with an appliance with which to attack a fire in its initial stages. **REQUIREMENTS OF THE EQUIPMENT** Fire extinguishers complying with Australian Standards are marked with a fire classification and rating. Each extinguisher must be in the approved location, readily accessible position with the appropriate signage. **METHOD OF OPERATION** A fire extinguisher is put into operation by transporting the extinguisher close to the fire and following the operating instructions clearly displayed on the extinguisher. It is essential that all Adult Leaders are suitably trained in the correct use of fire extinguishers located on the premises. **MAINTENANCE CHECKS** The intervals of inspection and service are detailed in AS 1851-2005 Section 15:– • Six-monthly • Yearly • Five-yearly **MAINTENANCE RECORDS** a) Each extinguisher in the premises must have a unique site identification mark. b) A maintenance record tag must be attached to each extinguisher. c) A report on the correct provision and location of extinguishers must be provided by the service agency or personnel. It is recommended that log sheets to record the completion of the maintenance are maintained in addition to stamping

Fire Blankets	**MAINTENANCE CHECKS** Fire blankets to be serviced on a 6 monthly basis. After any servicing work, all maintenance tags are required to be updated to reflect the date of the service and type of service carried out. The Australian standard AS1851:2012 specifically calls for fire blanket servicing and testing and is the basis for all fire blanket servicing carried out by technicians.
Fire Hose Reels (If applicable)	**PURPOSE** Fire hose reels are provided to enable occupants to undertake initial fire extinguishment. **REQUIREMENTS OF THE EQUIPMENT** Fire hose reel systems must: – • Provide sufficient hose reel length to enable every part of the floor on which it is installed to be reached by laying the hose along normal lines of access throughout that floor. **METHOD OF OPERATION** The occupants of the premises should be able to operate the system: – • By locating any fire hose reel within the building. • By following the operating instructions displayed on the fire hose reel. It is essential that all Adult leaders are trained in the safe and efficient operation of fire hose reels **MAINTENANCE CHECKS** It is recommended that the relevant building surveyor should require that fire hose reels be maintained at six-monthly intervals to AS 1851-2005 Section 14. Note: Where a pump set is installed to supply the required water pressure to the fire hose reel system, the frequency of inspection and testing shall be carried out weekly as per the requirements of AS 1851- 2005 Section 3. Maintenance work involving inspections, testing and servicing, has been specified by AS 1851-2005 at the following frequencies: – • Six-monthly • Yearly • When defects are detected The maintenance and inspection may be carried out by the owner/occupier/occupier. The owner/occupier/occupier may delegate this function to another person or body where necessary or appropriate. It is essential that the hose is rewound in even layers, the nozzle re-engaged correctly in the interlock, the valve shut off, and the hose de-pressurised by opening the discharge nozzle. Close the nozzle when de-pressurised. Any defects found should be reported to management and the necessary repairs or replacement carried out as soon as possible, to ensure the equipment is ready for use if needed. In addition, a label showing the date of service and a description of the fault should be attached to the side plate of the faulty fire hose reel.

	Whenever the system is disabled for maintenance or modifications, special precautions should be implemented
Fire Hydrant (If applicable)	**PURPOSE** A fire hydrant system is installed to provide fire-fighting personnel a supply of water for fire-fighting purposes. **REQUIREMENTS OF THE EQUIPMENT** To fulfil its purpose, a hydrant system must:– a) Be installed to AS 2419.1; and b) Be located to provide coverage to every part of the building or site requiring coverage; and c) Provide a specified minimum flow of water at all times; and d) Be readily accessible to fire-fighting personnel. **METHOD OF OPERATION** The supply of water to the hydrant system must be provided automatically, once a hydrant valve is opened or, in some systems, once a fire alarm has been activated. Any pump incorporated into the system must be powered by a motor that will enable operation regardless of primary electrical mains failure. The water supply must be acquired from a source that will provide adequate water for a specified period of time. **MAINTENANCE CHECKS** It is recommended that the relevant building surveyor (RBS) should require that fire hydrants and fire main systems be maintained monthly to AS 1851-2005 Section 4. It should be noted that this is the lowest level of maintenance routines required by AS 1851-2005. More rigorous routines are also required and are outlined below. The owner/occupier/occupier may delegate this function to another person or body where necessary or appropriate. Maintenance work, involving inspections, testing and servicing, has been specified in AS 1851-2005 at the following frequencies:– • Monthly • Six-monthly • Yearly • Five-yearly Note: For fire hydrant pumpsets, the frequency of inspection and testing shall be carried out weekly as per the requirements of AS 1851- 2005 Section 4 clause 4.3.2 see Table 4.4.1 and Table 4.4.2 unless the provisions AS 1851- 2005 Section 3.2.1have been satisfied. Before maintenance work is carried out, the following precautions must be taken:– a) Whenever maintenance work will render the system inoperative, or will activate the fire alarm system, notify the monitoring service, the fire brigade and the owner/occupier/occupier of the building, or his agent, before any action is taken. b) If the fire brigade attends unnecessarily, you could be charged for their attendance; and c) Before turning off the water, a thorough check of the whole premises must be made, to ensure safety from a threat of fire as much as possible; and d) Ensure all other fire suppression equipment is fully operational.

	After this work is completed, the hydrant system must be tested to ensure it operates at its designed performance level, and the monitoring service and the fire brigade must be notified that the system is again operational. Whenever the system is disabled for maintenance or modifications, special precautions should be implemented as detailed in AS 1851-2005 Section 1 Clause 1.14.
Exit Lighting	INITIAL REQUIREMENT – ORGANISATION TO DECIDE WHETHER INSTALLATION OF EXIT LIGHTING WILL BE A REQUIREMENT ACROSS THE ORGANSIATION IRRELEVANT OF SIZE OF BUILDING, DATE IT WAS BUILT, SLEEPOVERS ETC.
	PURPOSE Exit signs are provided to aid occupant identification of exits and paths of travel to exits. **REQUIREMENTS OF THE EQUIPMENT** Exit signs must be:– a) Installed to AS/NZS 2293.1; and b) Clearly visible at all times to persons having legal right of entry to the building, approaching an exit; and c) Located in positions where exits are not readily apparent, i.e. corridors, hallways and lobbies, with directional arrows indicating the direction to an exit; and d) Located on, above, or adjacent to each door providing egress (as detailed in BCA E4.5); and e) Clear and legible pictograms as required by AS 2293.3; and f) Provided with emergency illumination in the event of normal power supply failure. **METHOD OF OPERATION** Exit signs must be set up to operate as follows:– • Be illuminated at all times by mains power supply or by being a self-contained unit; and • Be either internally or externally illuminated; and • Have a provision for emergency power supply in the event of failure of the normal power source. **MAINTENANCE CHECKS** It is recommended that the relevant building surveyor should require maintenance to be carried out at least every six months to AS 2293.2. It should be noted that this is the lowest level of maintenance required by the Standard and other routines are also required on a yearly basis. The owner/occupier/occupier may delegate this function to another person or body where necessary or appropriate. The testing procedures of exit signs are detailed in AS 2293.2. These procedures must be available to your designated tester in a hard bound A4-size maintenance folder. This folder must be provided by the installer of your system. **MAINTENANCE RECORDS** A manufacturer's log book, or an alternative system (this would include this manual) is recommended for the recording of maintenance information.
Emergency Lighting	INITIAL REQUIREMENT – ORGANISATION TO DECIDE WETHER INSTALLATION OF EMERGENCY LIGHTING WILL BE A REQUIREMENT ACROSS THE ORGANSIATION IRRELEVANT OF SIZE OF BUILDING, DATE IT WAS BUILT, SLEEPOVERS ETC.

	PURPOSE To safeguard occupants from injury by providing sufficient lighting to allow safe occupant evacuation in an emergency. **REQUIREMENTS OF THE EQUIPMENT** An emergency lighting system must:– a) Be installed to AS 2293.1; and b) Be automatic in operation in the event of failure of power supply to the main lighting system; and c) Provide a level of luminance appropriate to: - i. The use and size in floor area of the building; and ii. The distance required to reach exits. **METHOD OF OPERATION** Central lighting system This type of system will be set up to operate in one of two modes:– • Where the emergency lighting is energised at all times when the building is occupied; or • Where the emergency lighting is energised only when power to the normal lighting system fails. Single point light system Each unit 'stands alone' and illuminates when normal lighting fails. Power is supplied from a built-in battery which is continuously under charge while normal lighting operates. **MAINTENANCE CHECKS** It is recommended that the relevant building surveyor should require maintenance at least every six months. It should be noted that this is the lowest level of maintenance required by the Standard and more rigorous routines are also required as noted below. The owner/occupier/occupier may delegate this function to another person or body where necessary or appropriate. Central lighting system Checks should be undertaken on the following elements of the system:– • Batteries. • Battery chargers. • Inverters. • Distribution and control equipment. • Lights and exit signs. • The complete system. **MAINTENANCE RECORDS** A manufacturer's log book, or an alternative system (this would include this manual) is recommended for the recording of maintenance information.
Fire Orders (Evacuation plan)	INITIAL REQUIREMENT – ENSURE ALL HALLS HAVE AN EVACUATION PLAN IN PLACE

	PURPOSE A fire order notice is provided to alert occupants to the method of operation of the alarm system, location of fire-fighting equipment, location of exits, and the procedures for evacuation of the building. **REQUIREMENTS** Every Class 2, 3 or 9 building must display a notice that is clearly marked FIRE ORDERS in a suitable location near main entrances and on every storey. A fire order must include information on:– • Operation of fire alarm system • Location of fire-fighting equipment • Location of exits • Procedures for evacuation of the building. **METHOD OF OPERATION** To ensure notices are operational and effective, they must not be obstructed or altered in any way. It is the responsibility of the owner/occupier to ensure that all signage is maintained in an efficient condition and kept functional and clear of obstruction. **MAINTENANCE CHECKS** It is recommended that the relevant building surveyor should require an annual inspection of signage. The owner/occupier may delegate this function to another person or body where necessary or appropriate. It is recommended that in carrying out the required inspections, the following point should be covered:– • Ensure no obstruction or removal of the signage has occurred. **MAINTENANCE RECORDS** A log book must be kept to record:– a) The date the inspection was carried out; and b) Any problems encountered during the inspection; and c) The name, designation and signature of the person carrying out the inspection.
Annual Essential Safety Measures Report (AESMR)	INITIAL REQUIREMENT – ENSURE ALL HALLS HAVE A CLEARLY DEFINED LIST OF THE ESM ITEMS CONTAINED IN THE HALL ENSURE APPROPRIATE PERSONNEL ARE ELIVIATED OF ANY LEGAL RESPONSIBILITY.
	It is the purpose of this manual to aid in the understanding, preparation and completion of an essential safety measures report. **Who is a competent person?** Owner/occupiers may appoint a person in certain situations to undertake maintenance, testing, or preparation of the annual report. An owner/occupier must ensure that the person they appoint is suitably qualified and competent in the task that they are performing. A competent person is a person who has acquired – through training, qualification or experience (or a combination of them)

– the knowledge and skills enabling the person to perform the task correctly. In the context of this manual, that person would need to be competent in inspecting, testing and maintaining essential safety measures. Whoever is responsible for ensuring a particular task is carried out must determine that the person engaged to carry out that task is competent to do so.
In determining a person's competency, due consideration must be given to their qualifications, the training they have received relevant to the task at hand, and their previous experience in doing similar tasks. Some tasks, for example electrical or plumbing installation, inspection and testing, will require a particular competence, such as a formal qualification and/or licence.
Therefore, a qualified and licensed person can only undertake such work. Where other tasks can be carried out by a 'competent person' who does not have formal qualifications, such a person must still be able to demonstrate they have the necessary training, qualification or experience, (or a combination of them), to carry out the inspecting and testing task in a competent manner.

Maintenance of exits

Occupiers are also responsible for the maintenance of exits and paths of travel to exits. The exit paths must be "…maintained in an efficient condition and kept readily accessible, functional and clear of obstruction so that egress from the building or place is maintained"; that is, to ensure proper housekeeping of the paths of travel to exits and keep exit doors and door hardware functioning.

Maintenance and inspection records

The Regulations do not specify a level of documentation to be kept by the owner/occupier. It is recommended that records of maintenance should be completed and made available to the building owner/occupier or agent at the time of conducting the system and equipment maintenance.
It is recommended that records should contain the following information:

a) Record reference.
b) Name of building or site.
c) Address of building or site.
d) Date of maintenance/inspection.
e) System or equipment identification and location (Possibly a location plan).
f) Frequency of maintenance activity undertaken.
g) Defects identified.
h) Name of property owner/occupier or the agent.
i) Name and signature of the service person.
j) Date the record was completed.

Form of records

If a person, such as a building surveyor, has been used to inspect and nominate essential safety measures, that person should provide advice as to the level of record-keeping required to satisfy the level and frequency of maintenance, but as a minimum should include the information provided above.
Maintenance records may be electronically based. Hard copy records should be kept on site and be available at all times.
Technology in regard to the preparation of maintenance records has advanced considerably in recent years with the advent of

	purpose-designed software. As a minimum, hard copy of records of maintenance are to be made available to organisations such as regulators, fire authorities, insurance surveyors, fire auditors, etc. at all times. However, the hard copy records required may be prepared utilising electronic recording systems and this manual acknowledges such technology is designed to deliver an accurate, accountable, consistent and timely level of service. Maintenance records can be in the form of maintenance record tags (in the case of hydrant landing valves, hose reels, portable and wheeled fire extinguishers and fire blankets), or log books (in the case of sprinkler, pumpset, fire hydrant, detection, smoke and heat alarm, fire alarm monitoring, sound, intercom, gaseous, aerosol, water mist, passive fire and smoke and HVAC and evacuation systems). The use of maintenance record tags or labels shall not preclude the need for a separate maintenance record system.

PREVENTATIVE - MAINTENANCE SPECIFICATIONS

Preventative Maintenance	
Air conditioners - Filter maintenance	An air conditioner's filters, coils, and fins require regular maintenance for the unit to function effectively and efficiently throughout its years of service. Neglecting necessary maintenance ensures a steady decline in air conditioning performance while energy use steadily increases. **Air Conditioner Filters** The most important maintenance task that will ensure the efficiency of your air conditioner is to routinely replace or clean its filters. Clogged, dirty filters block normal airflow and reduce a system's efficiency significantly. With normal airflow obstructed, air that bypasses the filter may carry dirt directly into the evaporator coil and impair the coil's heat-absorbing capacity. Replacing a dirty, clogged filter with a clean one can lower your air conditioner's energy consumption by 5% to 15%. For central air conditioners, filters are generally located somewhere along the return duct's length. Common filter locations are in walls, ceilings, furnaces, or in the air conditioner itself. Room air conditioners have a filter mounted in the grill that faces into the room. Some types of filters are reusable; others must be replaced. They are available in a variety of types and efficiencies. Clean or replace your air conditioning system's filter or filters every month or two during the cooling season. Filters may need more frequent attention if the air conditioner is in constant use, is subjected to dusty conditions, or you have fur-bearing pets in the house. **Air Conditioner Coils** The air conditioner's evaporator coil and condenser coil collect dirt over their months and years of service. A clean filter prevents the evaporator coil from soiling quickly. In time, however, the evaporator coil will still collect dirt. This dirt reduces airflow and insulates the coil, reducing its ability to absorb heat. To avoid this problem, check your evaporator coil every year and clean it as necessary. Outdoor condenser coils can also become very dirty if the outdoor environment is dusty or if there is foliage nearby. You can easily see the condenser coil and notice if dirt is collecting on its fins. You should minimize dirt and debris near the condenser unit. Your dryer vents, falling leaves, and lawn mower are all potential sources of dirt and debris. Cleaning the area around the coil, removing any debris, and trimming foliage back at least 2 feet (0.6 meters) allow for adequate airflow around the condenser. **Coil Fins**

	The aluminium fins on evaporator and condenser coils are easily bent and can block airflow through the coil. Air conditioning wholesalers sell a tool called a "fin comb" that will comb these fins back into nearly original condition. **Condensate Drains** Occasionally pass a stiff wire through the unit's drain channels. Clogged drain channels prevent a unit from reducing humidity, and the resulting excess moisture may discolour walls or carpet. **Window Seals for Room Air Conditioners** At the start of each cooling season, inspect the seal between the air conditioner and the window frame to ensure it makes contact with the unit's metal case. Moisture can damage this seal, allowing cool air to escape from your house.
Exhaust Fan - maintenance	Using the brush attachment, gently remove the years of accumulated cobwebs and dust. If you don't have much time or are just doing an 'in between clean' of your fan cover once every couple of months, you can stop here and not worry about doing a detailed clean of the cover and fan. Once you have vacuumed up as many dust bunnies as you could manage, make sure someone who knows what they are doing has turned the bathroom power off at the mains, then put on some gloves, climb carefully up your ladder and pull off the fan cover. Most will come off fairly easily, but some may need screws removed with a screwdriver. Take a good quality cloth to ensure you don't just spread the grime, use All-Purpose Cloth with pick up pockets, and wipe off as much surface dust as you can, taking care not to damage or pull on the fan. You may want to also spray some all-purpose cleaner on the cloth, as you are dealing with years and years of dust here. Next, take the fan cover, spray with an all-purpose cleaner and give it a once over with a small scrubbing brush. If the ingrained dirt doesn't seem to be releasing after this, give the cover a soak for a few minutes in some warm water to loosen the dirt and try again. It only took a short soak and a few minutes of scrubbing to get our cover back to its former glory. Once everything is clean and dry, put it all back together and enjoy your spotless bathroom exhaust – no longer a dusty eyesore for all to see!
Gas Heaters - maintenance	INITIAL REQUIREMENT – ORGANISATION TO DECIDE WHETHER SERVICING OF GAS HEATERS SHOULD BE MANDATORY.
	If your gas heater has any of the following signs it may indicate that you are in urgent need of Carbon Monoxide Testing as a leak may exist in your heating unit: • Discolouration or soot on or around the heating unit • A yellow flame from the burners • Heating unit extinguishes a short time after running for no known reason • Signs of debris around the flue pipe • Damaged or missing cowl at the top of the flue pipe Carbon monoxide (CO) is an odourless, colourless gas that can be fatal, but it's easy to protect your family from this silent killer. Have us conduct a thorough carbon monoxide leak test on your heating system today. Signs you or your family may be at risk of carbon monoxide poisoning: • Tiredness • Shortness of breath

	• Mild or severe headaches • Nausea and vomiting • Weakness and sleepiness
Gutter Cleaning/Drainage	Clean gutters to extend gutter life and reduce risk of flooding.
Sewer Pump Servicing/Septic Tank Emptying (If applicable)	Undertake regular servicing of pumps to prevent breakdowns.
Internal lighting	Undertake regular inspections of lighting to ensure correct operation and breakages.
Floor Safety	Undertake regular inspections of flooring to ensure there are no safety issues.
Security/External lighting	Undertake regular inspections of lighting.
Window & Glazing condition	Undertake regular inspections of glazing to ensure there are no cracking.
Plumbing Fixtures & Fittings	Undertake regular inspections of all plumbing fixtures for leaks etc.
External building condition	Undertake regular inspections of building structure, painting, roof etc.
Internal building condition	Undertake regular inspections of building structure, painting, ceilings, doors etc.
Termite	Undertake regular inspections of building structure to ensure it is not affected by termite activity.

OH&S - MAINTENANCE SPECIFICATIONS

OH&S Maintenance	
Safe storage of gas cylinders	**Storage guidelines** The storage of gas cylinders is an important consideration for resource recovery centres/transfer stations, particularly concerning OH&S. Best practice is to store gas cylinders in caged compounds and on sealed surfaces, in addition to minimum requirements. The minimum requirements for storing gas cylinders include them being: • Stored in a secure area • Stored outside with roof covering. Indoor storage of gas cylinders should be avoided wherever possible (Refer AS 4332-2004 and AS 1596-2014) • Stored in outdoor well ventilated areas, away from other hazardous materials and materials and equipment that may pose a risk of explosion or fire • Stored in an adequately ventilated space (e.g. in a cage or basket arrangement) • Stored in a suitably signed area (refer to Code of Practice for the Storage and Handling of Dangerous Goods (Work Safe Victoria), AS 1596-2014 and Sustainability Victoria's signage library) accompanied by safety signs (e.g. no smoking, flammable gas)

	• Collected regularly to ensure no more than 30 gas cylinders are stored at any one time.
Testing and Tagging of electrical equipment	Test and Tag is the name given to the process of checking the safety of portable electrical appliances. The primary reason behind doing testing and tagging is to ensure the safety of the people in the workplace coming into contact with the appliance, while also minimising the risk of an electrical hazard. A durable tag must be attached after inspecting and testing to clearly show the test date and the next scheduled test and inspection date.
Switchboard – Is your switchboard lockable? If so, is it locked	There is no legislation that states that electrical cabinets need to be restricted from non-qualified workers/employees, i.e. locked to restrict access. However, as an organisation with OHS responsibilities, a risk assessment needs to be completed to determine the risks that may be associated with having the electrical cabinets locked or unlocked. The results of that risk assessment would determine the appropriate line of action.
Switchboard - Are RCD's / Safety switch installed? Are RCD's / Safety tested?	A residual current device (RCD), or safety switch, protects you from the most frequent cause of electrocution - a shock from electricity passing through the body to the earth. It can also provide some protection against electrical fires. RCDs are electrical safety devices designed to immediately switch off the supply of electricity when electricity leaking to earth is detected at harmful levels. They offer high levels of personal protection from electric shock.
Switchboard – Do you have light switches inside switchboard?	Consider relocating switches to outside of switchboard
Roof Access system (If applicable)	Arrange annual inspection of roof access systems
Asbestos - Is there an audit?	Update asbestos audit every 5 years as per OH&S requirements
Asbestos - Is there a Management Plan? Do you regularly check its condition?	Undertake regular internal and external of any identified asbestos materials to ensure its intact and not posing a risk