

## FIRE SAFETY POLICY AND PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy and procedure has been developed to comply with the Occupational Health and Safety Act and the Minimum standards of registration to ensure that Ozford College has appropriate fire safety measures.
<b>Responsible Officer</b>	Executive Management team
<b>Associated documents</b>	Emergency Management Plan College Infrastructure Policy and Procedure College Risk Management Policy and Procedure Critical Incident Policy and Procedure First Aid and Medical Condition Policy and Procedure

### 1. RATIONALE

This policy has been developed in order to provide clear principles and guidelines to assist all stakeholders to act effectively and consistently in relation to building fire safety matters.

### 2. SCOPE

This policy and procedure applies to all College staff.

### 3. POLICY

Ozford College is committed to ensuring the school premise is compliant with relevant fire safety requirements so that all premise users are protected from the risks of fire. Ozford College has systems and procedures in place to safeguard the working environment and to ensure that fire systems and associated requirements are properly maintained in accordance with relevant legislation. These systems and procedures are codified in the Fire Safety Management Plan and Fire and Emergency Evacuation Procedures

### 4. GENERAL GUIDELINES/PROCEDURES:

#### Essential Safety Measures

Ozford College at 333 Queen St building is managed by EJ commercial Pty Ltd.

Below list the contractors currently used for the building:

Fire Services	Airmaster Aus - Fire & Essential Safety
Fire Door Inspection	Airmaster Aus - Fire & Essential Safety
E&E Lighting Testing	MPE Group
Mechanical Services	Hiflow Mechanical Integrated Services
Mechanical Controls	Premier HVAC
Electrical Services	MPE Group
Plumbing	TD Wright Plumbing
Lift Maintenance	Schindler Lifts
Essential Safety Measures Audits	Airmaster Aus - Fire & Essential Safety

Emergency Management	Emergency Planning Australia
Anchor Point Inspection	Phoneix Windows Solution
Window Cleaning	Phoneix Windows Solution
Security Patrols	EG Group Security

A contractor site information pack is available for contractor from Building Manager/Site Contact.

Main Site Contact: Johnson Jiang Ph: 0488 696 889.

### **Automatic Alarm System**

The building is equipped with a fully monitored automatic alarm system that automatically sends a signal to the fire services (MFB) via ADT monitoring provider.

The primary function of an automatic alarm is to immediately notify the fire services enabling them to undertake firefighting operations including:

- protecting life: and
- protecting property and the environment, minimising damage caused by fire and other hazardous materials, thus saving costs – time and money.

### **Flammable Material**

No flammable materials are stored in the building. Cleaners are advised that no flammable cleaning materials are allowed and all other cleaning products used must be stored securely in basement.

### **Routine Inspection, Maintenance and Emergency Management**

Routine inspection and maintenance is conducted on fire services, building fire integrity, fire door, electrical services, lighting testing, lift, mechanical services and control.

Essential Safety Measure audits are conducted by AESC (1300 237 200 [www.aesc.com.au](http://www.aesc.com.au))

Regular fire safety training and fire drills are conducted by Profire Safety Services Pty Ltd.

All relevant contractors log books can be found in a locked cabinet.

### **Emergency Management plan**

Please refer to the Emergency Management plan for processes to deal with emergency situations.

## **5. FEEDBACK**

Feedback or comments on this policy and procedure is welcomed by the listed responsible officers.