



**CORANGAMITE
SHIRE**

Essential Safety Measures

Corangamite Shire

May 2018



Council Policy

Essential Safety Measures Policy

Introduction

The Essential Safety Measures Policy is designed to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code.

The framework of Essential Safety Measure provision should assist Council to reduce its exposure to risk and provide guidance to Council officers on how the regulation is to be administered. The Essential Safety Measures Policy is consistent with the Council Plan 2017-2021:

Council will demonstrate high levels of ethical behaviour and governance standards

Deliver high quality, optimally used, sustainable community facilities.

Purpose

The purpose of this policy is to establish a framework to ensure that essential safety standards in Council owned and occupied buildings is maintained and complies with the appropriate regulation, legislation or Australian Standards.

Scope

This policy is applicable to all Council owned and occupied buildings, other than a house or outbuilding.

Definitions

‘Act’ - The *Building Act 1993* is the primary legislation relating to the construction of buildings and the enforcement of building standards in the State of Victoria.

‘Essential Safety Measure’ - An essential safety measure, for the purpose of the Regulation, is provided for the safety of people in a building or place of public entertainment. This definition of essential safety measure encompasses the industry practice of referring to all safety measures, essential services, safety fittings, and equipment under the one definition of essential safety measures.

‘Regulations’ - The Building Regulations are the statutory legislation relating to the administrative requirements for the construction of buildings in the State of Victoria. The Regulations require the building owner to maintain all safety fittings, equipment and safety features as well as those items listed as essential safety measures.

National Construction Code of Australia (NCC) – The NCC is an initiative of the Council of Australian Governments (COAG) developed to incorporate all on-site construction

requirements. The NCC comprises the Building Code of Australia (BCA), Volume One and Two; and the Plumbing Code of Australia (PCA), as Volume Three.

Building Code of Australia (BCA) - The BCA provides the technical provisions for the construction of buildings in Victoria and is adopted by law in the Building Regulations. Where referred the most current BCA is to be adopted.

‘Maintenance’ - This is a requirement that any Essential Safety Measure installed or built into a building be maintained in a state and to a level to fulfil the purpose of which they are provided.

References

Local Government Act 1989

The Building Act 1993

Essential Safety Measures Maintenance Manual (4th Edition) Building Commission

Victorian Building Authority, Practice Note 2016-23, February 2016

Policy Detail

Council has the overall responsibility for the maintenance of essential safety measures to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code as per Table 1 below. This table captures the essential safety measure requirements applicable to current Council owned and managed buildings. To view the full list reference should be made to the Victorian Building Authority.

Essential Safety Measure	BCA Provisions for Determining Standard of Performance	Nature and/ or Frequency of Test or Inspection
Means of Egress		
Paths of travel to exits	D1.6	Inspection every three months to ensure there are no obstructions and no alterations
Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	D1.7, D1.9 to D1.11, D2.12 G4.3, G4.6, G4.7	Inspection every three months to ensure there are no obstructions and no alterations
Signs		
Exit signs (including direction signs)	Specification D1.12	Every 6 months to AS2293.2-1995
Lighting		
Emergency lighting	E4.2, E4.4	Every 6 months to AS / NZS 2293.2-1995
Fire Fighting Services and Equipment		
Fire hose reel systems	E1.4	As per AS 1851-2012
Portable fire extinguishers	E1.6	As per AS 1851-2012
Fire hydrants system (including on-site pump set and fire service booster connection)	E1.3	As per AS 1851-2012

Table 1 Essential Safety Measure Requirements

By conducting the required inspections this will ensure:

- That systems and procedures are implemented to ensure the monitoring and recording of essential safety measures at intervals determined by the legislative requirements
- That all essential safety measures maintenance records, logs and inspection/remedial works documentation are regularly updated and filed for easy access and be available for review by the relevant authority, whether this be through an online system or hardcopy document
- That all reasonable and justifiable recommendations made by essential safety measures maintenance contractors are acted upon in a timely manner so as to ensure the essential services function as designed are not compromised
- That an annual essential safety measures report on the buildings essential safety measure is undertaken and a signed audit report is completed for each building owned or occupied by Council.

Council will engage suitably qualified persons to perform all required inspections and tests on the essential safety measures, strictly in accordance with the relevant Australian Standard or National Construction Code.

Review Date

This policy will be reviewed in 2022, or earlier as required by changed circumstances including changes to the legislation and policies of Corangamite Shire, the Victorian Government and its agencies or Federal Government and its agencies.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights Act (2006)*.