



# Building Fire Safety Inspection Guideline

## 1. Guiding Principles

The WA Country Health Service (WACHS) recognises that the safety and health of all persons using and visiting its facilities is of prime importance. WACHS acknowledges its legislative obligations under the [Occupational Safety and Health Act \(1984\)](#), the [Emergency Management Act 2005](#) and associated regulations.

## 2. Guideline

All new buildings, major works and/or an existing facility that are altered (however named) within WACHS shall be subject to an external approval from a building surveyor where a building permit is required for the works to ensure all compliance requirements throughout the facility are met, including:

- fire and alarm detection systems
- appropriate location of firefighting equipment
- emergency signage
- testing and maintenance of fire equipment
- Emergency Exit / egress paths.

Where significant new works are undertaken, an independent building surveyor will be appointed to coordinate a National Construction Code of Australia (NCC) Compliance Survey for Fire Safety and will issue a Certificate of Occupancy.

In accordance with requirements of the Australian Council on Healthcare Standards Clinical Governance Standard, Safe environment, WACHS promotes safe and high-quality health care for patients by maintaining buildings, plant, equipment, utilities, devices and other infrastructure that are fit for purpose.

All WACHS Health Facilities must ensure that a comprehensive building fire safety inspection by a WACHS-approved external provider takes place with each accreditation cycle. The review must include building fire safety requirements in accordance with legislation applicable at the time of construction; or alternatively at the time of any subsequent renovation, addition or upgrading works.

Building fire safety inspections will be conducted on WACHS Health Facilities and other buildings in which occupants stay or have potential to stay overnight. Building fire safety inspections shall have documented evidence of a risk-rated fire action plan. Progression of actions from this plan will be reported to the relevant site / service committee.

### 2.1 Frequency

All applicable WACHS Health Facilities must ensure that a comprehensive building fire inspection by a WACHS approved external provider takes place during each accreditation cycle of three years.

Within the WACHS Asset Management system a Planned Preventative Maintenance (PPM) will be scheduled to trigger a work order for the building fire safety inspection per site every three years by a certified building fire safety inspection contractor.

### 2.2 Inspection Audit Content

The inspection of a building's fire safety will consider building fire safety requirements in accordance with legislation applicable at the time of construction or alternatively at the time of any subsequent renovation, addition or upgrading works.

There must be documented evidence of a risk rated fire action plan resulting from recommendations from the fire inspection.

### 2.3 Governance

Progression of outstanding actions from risk rated fire action plans will be reported on at the following frequencies:

- the building fire safety report pre-treatment issues/recommendations and their associated risk ratings are to be reviewed by the Regional Manager, Infrastructure & Support Services (RMIS) yearly according to the preassigned review date
- the building fire safety report is to be reviewed quarterly by the RMIS and the Action Status Report to be presented to the Region's Emergency Management Committee and Regional Director (quarterly)
- the building fire safety report summary (includes all Regions) will be presented to the WACHS Executive Team by the Executive Director Infrastructure & Environment annually.

Each WACHS Health Facility will have an Emergency Management Sub Committee to provide strategic direction in response to risk rated fire action plans.

These committees will report to the Executive Committee in each region and also to the WACHS Emergency Management Committee.

The review of the building fire safety inspection cycle will be overseen by the WACHS Infrastructure Unit. This Unit has the responsibility to maintain central oversight of WACHS compliance to Australian Council on Healthcare Standards, regarding building fire safety inspections and provide assurance to the WACHS Executive.

### 2.4 Recordkeeping

The documented evidence of all risk rated fire action plans will be contained centrally to ensure visibility and assurance via a centralised system. Records will be categorised by Region, Site and Date.

### 3. Definitions

<p><b>Building Fire Safety Inspection</b></p>	<p>All new buildings, major works and / or significant alterations (however named) within WACHS shall be subject to an external approval from a building surveyor where a building permit is required for the works ensuring all compliance requirements throughout the facility are met, including:</p> <ul style="list-style-type: none"> <li>• fire and alarm detection systems;</li> <li>• appropriate location of firefighting equipment; and</li> <li>• testing and maintenance of equipment.</li> </ul> <p>Where significant new works are undertaken, an independent building surveyor will be appointed to coordinate a NCC Compliance Survey for Fire Safety and will issue a Certificate of Occupancy.</p>
<p><b>Certificate of Occupancy</b></p>	<p>To gain an occupancy permit, a certificate of compliance needs to be completed to show the building is safe to occupy. The certificate needs to be signed by a suitably qualified registered building surveyor, and issued by a registered building surveying contractor (or local government).</p>
<p><b>National Construction Code of Australia (NCC)</b></p>	<p>The National Construction Code (NCC) provides the minimum necessary requirements for safety and health; amenity and accessibility, and sustainability in the design, construction, performance and liveability of new buildings (and new building work in existing buildings) throughout Australia.</p>
<p><b>WACHS Health Facility</b></p>	<p>Health Facility refers to a health campus, health service, hospital, health centre or any facility that provides health services.</p>

### 4. Roles and Responsibilities

The Chief Executive has ultimate responsibility for the implementation and delegation of responsibilities relating to fire safety.

The WACHS Executive is committed to regular consultation with staff through the Region’s Emergency Management Committee to ensure that the guideline operates effectively and that building fire safety issues are regularly reviewed and rectified.

Operational responsibility is delegated to each region to implement all aspects of Building Fire Safety Inspections and have documented evidence of a risk rated fire action plan resulting from recommendations from the fire inspections. The Regional Director to assume responsibility relating to all identified actions within a risk rated fire action plan.

All Staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

### 5. Compliance

This guideline is a mandatory requirement under the [Occupational Safety and Health Act \(1984\)](#) and the [Emergency Management Act 2005](#).

Failure to comply with this policy document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff is reminded that compliance with all policies is mandatory.

### 6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

### 7. Evaluation

Monitoring of compliance with this guideline is to be carried out by the Program Manager Reporting and Systems, Central Office Infrastructure unit by undertaking annual audits of the building fire safety reporting.

### 8. Standards

[National Safety and Quality Health Service Standards – 1.10, 1.29,](#)

[ACHS Evaluation and Quality Improvement Program \(EQuIP\)](#)

[AS/NZS 3760:2010 In-Service Safety Inspection and Testing of Electrical Equipment](#)

[AS 1851-2012 - Routine Service of Fire Protection Systems and Equipment](#)

[AS 4072.1-2005 \(R2016\) - Components for the Protection of Openings in Fire-Resistant Separating Elements Service Penetrations and Control Joints](#)

[AS 2419.1:2017 - Fire hydrant installations System design, installation and commissioning](#)

[AS 3745-2010/Amdt 2-2018 - Planning for emergencies in facilities](#)

[AS 4083-2010 - Planning for emergencies - Health care facilities](#)

[AS 2118.1:2017 - Automatic fire sprinkler systems General systems](#)

[AS 2419.1:2017 - Fire hydrant installations System design, installation and commissioning](#)

[AS 1668.1:2015 - The use of ventilation and air conditioning in buildings Fire and smoke control in buildings](#)

[AS 1670.3:2018 - Fire detection, warning, control and intercom systems - System design, installation and commissioning Fire alarm monitoring](#)

## 9. Legislation

[WA Occupational Safety and Health Act 1984 \(WA\)](#)  
[Occupational Safety and Health Regulations 1996 \(WA\)](#)  
[Emergency Management Act 2005](#)

## 10. References

[National Construction Code of Australia \(NCC\)](#)  
[Australasian Health Facility Guidelines for Public Hospitals](#)  
[Department of Health WA, Western Australia Health Facility Guidelines for Engineering Services Revised October 2017](#)

## 11. Related Forms

Nil

## 12. Related Policy Documents

Nil

## 13. Related WA Health System Policies

[Department of Health WA, Emergency Management Policy](#)  
[MP 0109/19 Asset Management Strategic Asset Plan Policy](#)

## 14. Policy Framework

[Risk, Compliance and Audit](#)  
[Infrastructure \(Asset Management\)](#)

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<b>Contact:</b>	Program Manager Reporting & Systems		
<b>Directorate:</b>	Infrastructure and Environment	<b>EDRMS Record #</b>	ED-CO-21-87191
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