



- early warning systems
- emergency lifts
- emergency lighting
- emergency power supply
- emergency warning systems
- exit signs
- fire control centres
- fire curtains and doors
- fire extinguishers
- fire detection and alarm systems
- fire hydrants
- fire isolated stairs
- fire rated materials
- fire windows
- mechanical ventilation (incorporating a cooling tower, or hot or warm water system)
- fire isolated passageways and ramps
- paths of travel to exits
- smoke alarms
- smoke control systems
- sprinkler systems.

## Policy

- 1.1 As the building owner, MACS requires that the principal or delegate prepares an annual essential safety measures report on the building's essential safety measures. The principal or delegate may authorise an agent, such as a specialist maintenance contractor, to complete the report. The annual essential safety measures report needs to be in accordance with the approved form.
- 1.2 Records of maintenance checks, safety measures and repair work must be retained so they can be inspected by a municipal building surveyor or chief officer of the fire brigade.
- 1.3 These documents must be available on request after 24 hours notice has been given.
- 1.4 If work is planned that will alter existing buildings, the impact on essential safety measures must be considered. Check with a municipal or private building surveyor to ensure that compliance with the Act and Regulations is maintained.
- 1.5 A current copy of the building's occupancy permit will be displayed at St Peter's Bentleigh East in a prominent position approved by the building surveyor.

## Role of the principal or delegate

The principal or delegate at St Peter's Bentleigh East acts as the school's site manager and is responsible for:

- occupational health and safety (OHS) affecting buildings, plant, classroom furniture and equipment
- general safety and environmental management
- soil and environmental contamination
- building ventilation
- noise
- rainwater tanks
- sanitation and waste collection

- swimming pools
- tree maintenance
- fire protection prevention
- bushfire preparedness
- general safety practices on site during a construction project.

The procedures at St Peter's Bentleigh East are consistent with the relevant Australian Standard and only incorporate approved playground equipment (and do not include seesaws, swings, maypoles, merry-go-rounds, roundabouts and flying foxes).

### **Consequences of failing to comply**

Non-compliance could place students, staff and members of our community, as well as passers-by and the occupants of adjoining buildings at risk. Non-compliance may result in an infringement notice being issued by council or the Fire Authority, along with a fine. It may also result in prosecution and more substantial fines.

### **Related school policies**

OHS Policy