

Essential Safety Measures

A GUIDE FOR BUSINESS OWNERS



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Essential Safety Measures (ESM's) are the safety features required in a building to protect occupants in the event of fire. They can provide occupants with more time to exit the building and reduce the chance of fire spreading.

Building Owners/Owners Corporations are responsible for the maintenance of a building's ESMs, unless it is specified in the lease agreement with the occupant.

Maintenance Requirements:

ESMs require ongoing care and maintenance. The type of maintenance needed depends on the complexity of the safety measure, equipment or feature, and on the maintenance program expected at the time of installation.

The maintenance requirements for your building will be outlined in either a "Maintenance Determination" or an "Occupancy Permit," depending on the construction date of the building. This document provides details about the type, number, and location of equipment required in your building and the maintenance requirements for each.

Maintenance and servicing must be completed by a professional with a good understanding of the building's ESMs. CFA offers maintenance and servicing on portable equipment – extinguishers, hose reels and blankets.

If you have any questions or need support, please contact CFA's Fire Equipment Maintenance (FEM) Hotline on **1300 363 661**

Resources and Support:

- **Country Fire Authority** (CFA)
- **Fire Rescue Victoria** (FRV)
- **Fire Protection Association of Australia** (FPAA)
- **Victorian Building Authority** (VBA)
- Local Government (Council)
- Private Registered Building Surveyors
- Maintenance Providers

Evidence Requirements



Under Australian Standards 1851, serviced fire safety equipment must have documentation provided to the Building Owner. This documentation can be found in a red "Essential Safety Measures" box located in a front entry or a commonly accessible space. The box contains records of the most recent services performed, usually in the form of a logbook or individual documents.

Responsibility for these evidence requirements lies with the Building Owner, Building Owner's Agent, or Building Occupier, and it should be clearly documented in the lease agreement.

It is important to familiarise yourself with the specific requirements for your building and ensure proper maintenance and documentation of essential safety measures to meet legal obligations and ensure the safety of your site and occupants.

Essential Safety Measures

Listed are some of the common safety features and equipment types you can use.

Portable Fire Equipment

- Includes fire extinguishers and fire blankets
- Designed for use at early stage of fire
- No formal training required
- No specialist equipment required



Fire Hose Reels

- Designed for use at early stage of fire
- No formal training required
- No specialist equipment required
- These provide similar firefighting ability to a water-type fire extinguisher, with improved throw for safety and the benefit of a practically limitless water supply.



Fire Alarm Systems

Consists of a network of smoke, heat and potentially other types of specialist detectors, as well as speakers and lighting systems that are designed to detect signs of a fire and alert both the occupants of the building and the Fire Agencies. It may also activate parts of the Fixed Fire Suppression and Air Handling Systems.



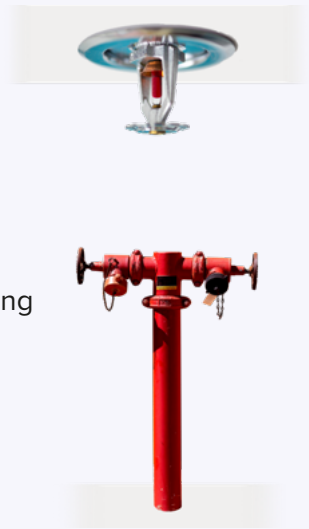
These systems are designed in support of and are for use by the Fire Agencies and should not be operated by anyone that isn't licensed to perform work on them.

Fixed Fire Suppression

Includes Fire Sprinklers, Fire Hydrants, Specialist Installations and Associated Equipment.

This equipment is designed to operate automatically and specifically for your building type and the hazard it presents. These systems often incorporate Fire Pump sets, valving and testing points to support the maintenance of these systems.

These systems are designed in support of and are for use by the Fire Agencies and should not be operated by anyone that isn't licensed to perform work on them.



Air Handling Systems

Operates in the Heating, Ventilation and Air conditioning system to reduce or remove smoke from a building when activated by the Fire Alarm System.



Other Fire and Emergency Evacuation Equipment

Can include items that work in support of the systems above, including Smoke Doors (which close automatically to contain smoke), Emergency Lighting, Emergency Exit Marking/Lighting, and security system isolations.

