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Safe Work Method Statement

April 2020

The management of Fire System Services are committed to and responsible for providing and maintaining a safe and healthy working environment for their employees, visitors and all persons while at the place of work.

To ensure a safe and healthy work environment, Fire System Services management will maintain and continually develop a Health and Safety Management System to:

Set Health and Safety objectives for all work areas

- Review Health and Safety policy, objectives and performance annually
- Actively encourage the accurate and timely reporting and recording of all accidents, incidents and unsafe conditions
- Investigate all reported accidents, incidents and reported unsafe conditions, to ensure all factors contributing to the accident, incident or unsafe condition are identified and, where appropriate, plans are formulated to take corrective action.
- Actively encourage the early reporting of any pain and discomfort
- Identify and assess hazards and take all practicable steps to effectively control exposure to any hazards that are deemed to be significant
- Ensure that all employees are made aware of the hazards in their work area and adequately trained to enable them to perform their duties in a safe manner
- Promote a system of continuous improvement
- Meet our obligations under current Australian Health and Safety Legislation, Health and Safety Regulations, relevant Standards and Best Practice Guidelines

Every employee of Fire System Services is expected to share in the commitment to this policy

and each employee is expected to actively take part in maintaining a safe and healthy working environment by:

- Working a safe manner and not placing themselves or others at risk
- Observing all safe work procedures, rules and instructions, and asking if in doubt
- Ensuring that all accidents, incidents and unsafe conditions are reported to the appropriate person
- Reporting pain and discomfort as early as possible



Compliance

This is to certify that:

- 1) All work is carried out by Fire System Services personnel in accordance with Australian Standards as relevant.
- 2) Fire System Services is accredited and registered as FPAS Compliant.
- 3) All Service Technicians engaged by Fire System Services are competent in the performance of duties in relation to the installation and maintenance of the following fire protection equipment and hold relevant Cert II or Cert III qualifications or are engaged towards obtaining qualifications.
 - ~ Identify portable firefighting equipment (per AS1851; AS2444)
 - ~ Prepare for installation & maintenance operations (per AS1851; AS2444)
 - ~ Inspect & service portable fire extinguishers & fire blankets in the field (per AS1851)
 - ~ Inspect & test fire hose reels in the field (per AS1851)
 - ~ Install portable fire extinguishers and fire blankets (per AS2444)
 - ~ Inspect fire hydrants and hydrant boosters (per AS1851)
 - ~ Inspect and test exit & emergency lighting systems (per AS2293.2)
- 4) All employees or sub-contractors engaged by Fire System Services to carry out the inspection & testing of fire detection systems are competent in the performance of duties as per Australian Standard 1851.
- 5) All employees or sub-contractors engaged by Fire System Services to carry out the maintenance, repair & installation of fire alarm cabling and fire detection systems hold a valid Cabling Registration as required by the Australian Communications & Media Authority, a copy of which must be provided as required by any customer or governing authority.
- 6) All employees or sub-contractors engaged by Fire System Services to carry out inspection, maintenance, testing, repair & installation of electrical, plumbing and sprinkler systems hold a valid Trade License endorsed in the State of South Australia, a copy of which must be provided as required by any customer or governing authority.

Workshop / Test Station Activities

7) All workshop activities relating to pressure testing and refilling or pressurized cylinders are carried out in accordance with AS1851, AS2337, AS2030.

In accordance with the workshop / Test Station certificate of conformance any tooling or instrumentation that required certification are certified and calibrated on a yearly cycle. Such Instruments may include scales, master test gauges, torch wrenches.



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Nick Papamichael,
CEO.

(Updated March 2020)