

# INTERNAL ONLY

## ISLHD POLICY COVER SHEET



**Health**  
Illawarra Shoalhaven  
Local Health District

<b>NAME OF DOCUMENT</b>	Building Plant & Equipment: Planned Preventative Maintenance
<b>TYPE OF DOCUMENT</b>	Policy
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<b>FORMER REFERENCE(S)</b>	Area Policy Directive PD 104
<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Executive Director Infrastructure Development
<b>AUTHOR</b>	Manager Engineering & Technical Services
<b>KEY TERMS</b>	Plant & Equipment, Preventative Maintenance
<b>FUNCTIONAL GROUP OR HUB</b>	Maintenance
<b>NSQHS STANDARD</b>	Standard 1
<b>SUMMARY</b>	This policy describes the systems used by ISLHD for the management of planned annual maintenance for building plant and equipment in accordance with legislation, Australian Standards and manufacturer specifications.

### COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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**1. POLICY STATEMENT**

This policy relates to the Illawarra Shoalhaven Local Health District’s (ISLHD) obligation to ensure the health and safety of all staff, patients, visitors and contractors under the Work Health & Safety Act 2011.

ISLHD will comply with all relevant Legislation, Australian Standards, NSW Health Policy Directives, manufacturer’s specifications, Local Council Areas requirements in relation to the maintenance of the health services plant, equipment, buildings and grounds.

This Policy is for use by and is the responsibility of the Assets, Infrastructure, Engineering & Maintenance Services (AIEMS) Department for operational maintenance purposes and is to be used in adherence to all other ISLHD policies where applicable.

The MoH WHS is also an audit to this document and as such, compliance to this policy will be audited as part of the MoH WHS Audit Tool during the auditing cycle.

**2. BACKGROUND**

The scope of this policy relates to the compliance and preventive maintenance of major plant and equipment, buildings, reticulated and essential services.

**Definitions**

Essential services	Includes but is not limited to: <ul style="list-style-type: none"><li>• Exit / Emergency Lighting</li><li>• Fire and Smoke Dampers</li><li>• Mechanical Services</li><li>• Legionella control</li><li>• Thermostatic Mixing Valves (TMVs)</li><li>• Warm water systems</li><li>• Back flow prevention</li><li>• Pressure vessels</li><li>• Emergency power</li><li>• Electrical test and tag</li></ul>
Security Systems	<ul style="list-style-type: none"><li>• Closed Circuit Television (CCTV)</li><li>• Network Video Recorders (NVRs)</li><li>• Digital Video Recorders (DVRs)</li></ul>
PPM	Planned Preventative Maintenance

**3. RESPONSIBILITIES**

**3.1 The District Operations Engineer will:**

- Adhere to the content of this document.
- Ensure that District Hub Maintenance Managers/Site Managers are aware of and adhere to the content of this document and are provided with the required training and development to perform to this procedure and its expectations.
- Develop and maintain a District-wide asset and life-cycle register to encompass and

- expand upon information itemised in District Hub asset registers.
- Complete an annual Compliance Maintenance Audit for each facility.
  - Develop and maintain preventive maintenance plan for buildings, plant and equipment across the ISLHD.
  - Provide advisory services and guidance to District Hub Maintenance Managers/Site Managers and ISLHD Staff in response to on-site breakdowns across the District.
  - Facilitate District Hub maintenance meetings for information sharing and training purposes.
  - Manage and monitor District-wide contracts and agreements for maintenance services for major plant and equipment, buildings, reticulated services and essential services.
  - Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
  - Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
  - Ensure that Safe Work Procedures (SWPs) are completed where required in consultation with staff and to be reviewed by Leading Hands, Site Supervisors, District Hub Maintenance Managers and Site Facility Managers and with records to be kept on site.

### 3.2 District Hub Maintenance Managers/Site Managers will:

- Adhere to the content of this document.
- Ensure that District Hub and site-based leading hands, site supervisors and maintenance staff are aware of and adhere to the content of this document and are provided with the required training and equipment to perform to this procedure and its expectations.
- Develop and maintain localised asset registers for each health facility within their respective District Hub.
- Conduct and manage an annual Compliance Maintenance Audit for each facility within their District Hub.
- Maintain a District Hub preventative maintenance plan and manage and respond to on-site breakdowns.
- Manage and monitor Hub and site-specific services for maintenance of major plant and equipment, buildings, reticulated and essential services.
- Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Use compliant and authorised contractors who are listed on the Contractor Database.
- Ensure that contractors are provided with site orientation and that work permits are issued to them that cover the activities to be performed. Also ensure that SWPs are completed where required in consultation with staff and to be reviewed by site-based Supervisors and Maintenance Staff and with records to be kept on site.

### 3.3 Leading Hands, Site Supervisors & Maintenance Staff will:

- Adhere to the content of this document.
- Provide asset information to the District Hub Maintenance Manager to assist in the development and maintenance of asset registers.
- Participate in Compliance Maintenance Audits for their respective facility/s.

- Adhere to the District Hub/site specific preventative maintenance to compliment the use of AFM Online (AFMO).
- Respond to and assist in on-site breakdowns and seek guidance and advice where required from their respective District Hub Maintenance Manager.
- Undertake site specific services for maintenance services for major plant and equipment, buildings and reticulated services and essential services.
- Comply to ISLHD OPS PROC 76 – WHS Contractor Management.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Support and guide maintenance contractors.
- Ensure that contractors are provided with site orientation and that work permits are issued to them that cover the activities to be performed. Also ensure that SWPs are completed where required in consultation with staff and to be reviewed by the District Hub Maintenance Manager or a site Facility Manager and with records to be kept on site.

### **3.4 District Security & Fire Safety Manager will:**

- Adhere to the content of this document.
- Ensure that Site Managers, Security Officers and Fire Safety Officers are aware of and adhere to the content of this document and are provided with the required training and development to perform to this procedure and its expectations.
- Develop and maintain a District-wide asset and life-cycle register for security/fire systems and associated equipment and software to encompass and expand upon information itemised in District Hub asset registers.
- Prepare the SIAT Schedule for the 2-year cycle of the MoH Security Improvement Assessment Tool (SIAT) as per MoH Policy PD2018\_38. Coordinate/complete the SIAT for high risk facilities and services across the District. Develop in response formal action plans for each facility /service to address non-compliances/conformances and recommendations identified in audits.
- Ensure that 4-Yearly external Fire Safety Audits have been undertaken for each facility across the District, with site-based Fire Safety Officers developing in response a formal 4-Year Fire Safety Action Plan to address non-compliances/conformances and recommendations identified in their applicable external audit report.
- Develop, maintain and review across the District maintenance management plans (MMPs) for security systems and for fire safety systems (according to AS 1851-2012 requirements). These will complement the use of AFMO.
- Provide advisory services and guidance to District Hub Maintenance Managers, Site Facility Managers, Security Staff and Fire Safety Managers/Officers, and ISLHD Staff in response to on-site breakdowns and compliance requirements across the District.
- Manage and monitor District-wide contracts and agreements for security and fire safety maintenance services for major plant and equipment, buildings, reticulated services and essential services.
- Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
- Use compliant and authorised contractors who are listed on the Contractor Database.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Ensure that contractors wear identification across the District.
- Ensure that SWPs are completed where required in consultation with staff and to be

reviewed by the Leading Hands, Site Supervisors, and District Hub Maintenance Managers/Site Facility Manager and with records to be kept on site.

### **3.5 Fire Safety Manager/Officers & Auxiliary Fire Safety Officer will:**

- Adhere to the content of this document.
- Develop and maintain localised fire safety asset registers for each health facility within their respective facility.
- Facilitate and assist in the 4-Yearly external Fire Safety Audits for their facility and develop in response a formal 4-Year Fire Safety Action Plan to address non-compliances/conformances and recommendations identified in their applicable external audit.
- Participate in the development of maintenance MMPs for fire safety systems according to AS 1851-2012 requirements for their facility/s and adhere to site-specific MMPs.
- Respond to and assist in on-site breakdowns and seek guidance and advice where required from the District Security & Fire Safety Manager.
- Record and address for rectification any site-specific services issues regarding fire safety for major plant and equipment, buildings, reticulated and essential services.
- Comply to ISLHD OPS PROC 76 – WHS Contractor Management.
- Use compliant and authorised fire safety contractors who are listed on the Contractor Database.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Ensure that the Contractor “sign-in” and “sign-out” system is used at their facility and that fire safety contractors wear identification always.
- Supervise and guide fire safety maintenance contractors.
- Ensure that fire safety contractors are provided with site orientation and that work permits are issued to them that cover the activities to be performed. Also ensure that SWPs are completed where required in consultation with staff and to be reviewed by the District Hub Maintenance Managers/Site Facility Manager and with records to be kept on site.

### **3.6 The Northern Hospital Group Security Technician will:**

- Adhere to and apply the content of this document.
- Develop and maintain localised security system asset registers for each health facility within their respective facility/s.
- Assist and prepare their facilities for the 2-year MoH SIAT.
- Assist capital works projects with security specific requirements and advice.
- Maintain a preventive maintenance plan for security systems for their facility/s.
- Respond to and assist in on-site breakdowns and seek guidance and advice where required from the District Security & Fire Safety Manager and Site Managers.
- Record and address for rectification any site-specific security system issues for major plant and equipment, buildings, reticulated and essential services.
- Comply to ISLHD OPS PROC 76 – WHS Contractor Management.
- Use compliant and authorised contractors who are listed on the Contractor Database.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Ensure that the Contractor “sign-in” and “sign-out” system is used at their facility and that contractors wear identification always.

- Supervise and guide maintenance contractors.
- Ensure that contractors are provided with site orientation and that work permits are issued to them that cover the activities to be performed. Also ensure that SWPs are completed where required in consultation with staff and to be reviewed by the District Security & Fire Safety Manager, District Hub Maintenance Manager or Site Facility Manager and with records to be kept on site.

### **3.7 Manager Engineering & Technical Services will:**

- Adhere to the content of this document.
- Ensure that the Security & Fire Safety Manager is aware of and adheres to the content of this document and are provided with the required training and development to perform to this procedure and its expectations.
- Assist the District Operations Engineer and the Security & Fire Safety Manager to develop and maintain a District-wide asset and life-cycle register to encompass and expand upon information itemised in District Hub asset, fire safety and security system registers.
- Assist, where required across the ISLHD, in annual Compliance Maintenance Audits, 2-year MoH SIAT audits and 4-Yearly external Fire Safety Audits for each facility, and the subsequent development of formal action plans to address non-compliances/conformances and recommendations identified in audit report.
- Assist in the development of MMPs for buildings, plant and equipment, security and fire safety systems across the ISLHD using a risk-based and cost-effective approach with track records of plant and equipment reliability and performance to determine maintenance priorities, frequencies and scopes of work.
- Provide District advisory services, assistance and guidance to direct reports and others within the Assets, Infrastructure, Engineering & Maintenance Services (AIEMS) Department to include (but not be limited to) the District Operations Engineer, District Hub Maintenance Managers/Site Managers, the District Security & Fire Safety Manager, the Asset Reporting & Standards Manager and ISLHD Staff in response to statutory and internal compliance requirements for assets, high-priority breakdowns, asset overhauls/upgrades and replacement and new installations.
- Develop specifications and scopes of works for asset overhauls/repairs and upgrades using a risk-based and cost-effective approach with track records of plant and equipment reliability and statutory and internal compliance requirements to determine orders of priorities, frequencies of required preventative maintenance, cost effectiveness, support requirements (service and parts) required life-cycles and training requirements.
- Create and manage life cycle registers for buildings, plant and equipment for asset management, budget forecasting, succession planning, service and maintenance requirements and adherence to compliance requirements.
- Assist in the development, management and monitoring of District-wide contracts and agreements for maintenance services for major plant and equipment, buildings, reticulated services and essential services.
- Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Ensure that contractors wear identification across the District.

- Ensure that SWPs are completed where required in consultation with staff and to be reviewed by the District Security & Fire Safety Manager, Northern Hospital Group Security Technician, Fire Safety Manager/Officers and Auxiliary Fire Safety Officers and with records to be kept on site.

### 3.8 Asset Reporting & Standards Manager will:

- Adhere to the content of this document.
- Assist in the development of preventive maintenance plans for buildings, plant and equipment, security and fire safety systems across the ISLHD using a risk-based and cost-effective approach by tracking records of plant and equipment reliability to determine maintenance priorities, frequencies and scopes of work.
- Provide District assets and standards reporting services to the Assets, Infrastructure, Engineering & Maintenance Services (AIEMS) Department and Finance Directorate with regards to performance pertaining to statutory and internal compliance adherence, project governance and maintenance activities. Additionally, provide appropriate handover documentation for Capital Works for planned preventative maintenance and MMPs.
- Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.
- Ensure that contractors wear identification across the District.

### 3.9 Manager Engineering Systems & Compliance will:

- Adhere to the content of this document.
- Manage all new and existing building and facility engineering systems including the transition to the new Computerised Maintenance Management System, Assets & Facility Management Online (AFMO) application within the ISLHD.
- Use of AFMO to itemise, plan, schedule, resource and track preventative, reactive, statutory and non-statutory maintenance activities, inspections, testing and registrations as well as managing life cycles for buildings, plant and equipment for asset management and budget forecasting, whilst aligning with Organisational goals, strategies policies and objectives.
- Collect, catalogue and electronically store all relevant and related statutory and non-statutory compliance documentation specific to ISLHD buildings, plant and equipment related to regulatory maintenance, inspection and testing regimes within SharePoint and Content Manager (TRIM).
- Implement maintenance compliance framework to include compliance monitoring and reporting to relevant Legislation, regulations and standards.
- Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
- Ensure compliance to AEIMS Maintenance Engaging Contractors Flowchart.

### 3.10 Capital Works will:

- Adhere to the process of Facilities Management.
- Provide operations and maintenance manuals to the Manager Engineering Systems & Compliance to include certificates, asset lists and maintenance schedules during Defects

and Liabilities (DLP) periods for input into the Assets & Facility Management Online (AFMO) application within the ISLHD.

- Collect, catalogue and forward on to the Manager Engineering Systems & Compliance (for electronic storage) all relevant and related statutory and non-statutory compliance documentation specific to ISLHD new/retrofitted buildings, plant and equipment related to regulatory maintenance, inspection and testing regimes within SharePoint and Content Manager (TRIM).
- Monitor maintenance and defect works undertaken by principal and sub-contractors during DLP.
- Ensure compliance with ISLHD OPS PROC 76 – WHS Contractor Management.
- Ensure that principal and sub-contractors wear identification across the District.

### **3.11 ISLHD Procurement Team:**

- All activities must follow the relevant procurement policy.
- Procure all relevant building facility services.
- Assist (guide and advise) all aforementioned job positions and departmental streams above in the procurement of required maintenance and repair services and parts to support existing statutory and non-statutory maintenance compliance and organisational requirements for clinical care; patient, staff and workplace safety, and operational continuity.
- Adhere to and guide others in the existing procurement frameworks regarding planned preventative maintenance.

### **3.12 ISLHD Finance Team will:**

- All activities must follow relevant finance policy.
- Provide assistance to all aforementioned job positions and departmental streams in the financing of all building facility services.
- Assist (guide and advise) all aforementioned job positions and departmental streams above in the financing of required maintenance and repair services and parts to support existing statutory and non-statutory maintenance compliance and organisational requirements for clinical care; patient, staff and workplace safety, and operational continuity.
- Adhere to and guide others in existing finance frameworks and budget control regarding planned preventative maintenance.

**Ensure that contractors wear identification across the District.**

## **4. POLICY**

### **4.1 Management and Operation of Plant and Equipment**

#### **4.1.1 Plant and Equipment**

All plant and equipment within ISLHD Facilities are to be maintained in accordance with the requirements of Legislation, Australian Standards, the Building Code of Australia, Manufacturer specifications and NSW Health Policies.



All ISLHD sites and their maintenance departments are required to maintain a localised asset register under the management of their respective Hub Maintenance Manager/Site Manager for all plant and equipment. The following information should be traceable to:

- The schedule of planned (preventative and reactive) / compliance (regulatory and statutory) inspections, maintenance, testing and repairs.
- Work dockets applicable to in-house or contractor inspections, services and maintenance, testing and repairs, overhauls, replacements and new installations.
- Certifications and registrations for buildings, plant and equipment.
- History of work.

Plant and Equipment includes:

- Pumps.
- Boilers.
- Chillers.
- Cooling Towers.
- Air Handling equipment.
- Hot and Warm water plant.
- Pressure Vessels.
- Medical Air Plant.
- Vacuum Plant.
- Emergency Generators.
- Lifts.
- Electrical Distribution and Mechanical Services Boards.
- Security Systems.
- Fire Systems and associated components.
- Uninterrupted Power Supplies (UPS).
- Mobile apparatus.
- Automatic doors.
- Patient Lifters.
- Medical Gas Outlets and Manifolds.

Registrable items are recorded and maintained by District Hub Maintenance Managers and Fire Safety Officers, with applicable records of registrations and certifications to be uploaded and recorded within dedicated AIEMS Databases (SharePoint, Content Manager, AFM Online) for the overview of and dissemination of information by the District Engineer, District Security & Fire Safety Manager, the Manager Engineering & Technical Services and the Assets Reporting and Standards Manager.

#### 4.1.2 Building Structure and Fabric

The structural elements of buildings apply to the following:

- Structural steel with related bolts.
- Concrete beams and walls.
- Roof and Roof top concrete slabs.
- Floor slabs in multi-story car parking.
- Load bearing brick walls and footings.
- Building Cladding.
- Brickwork and Render.

- External painting.
- Gutters and Storm Water Pipes.
- Automatic Doors.
- Glazing.
- Waterproofing Membranes.

The elements above should be visually inspected as required for signs of stress cracks, rust, water ingress and such. Prompt maintenance at an early stage provides a more cost-effective approach to maintenance.

The interior and exterior of buildings and exposed structural elements must also be inspected and audited as part of a regular and ongoing planned preventive maintenance program.

A Hazardous Materials Register, which includes asbestos, is managed by an accredited and ISLHD appointed contractor and this register is overseen by District Hub Maintenance Managers. This also includes a Restricted Areas Register that shows the name of person who entered an asbestos area, the date and activity performed. All information on hazardous materials for each facility are maintained through an online register.

Condition assessments should be conducted every 6 – 10 years by qualified building inspectors and assessors with extensive experience in all aspects of building fabrics and structures. Where there is any doubt about the structural integrity of a building expert advice (including assessment of risk) should be obtained without delay.

A Heritage Conservation Management Plan is required before any changes can be made to any buildings and sites within ISLHD if a building or site is listed under Section 170 Heritage Conservation Register.

Any changes to buildings must be in accordance with the styles and structure of the building, and Local Environment plans.

#### **4.1.3 Reticulated Services**

All reticulated services within ISLHD Facilities are also maintained in accordance with the requirements of Legislation, Australian Standards, Building Code of Australia (BCA) and Manufacturer specifications to ensure compliance.

Reticulated services include:

- Electricity supply systems (including emergency generator systems).
- Water (laboratory, potable, warm and hot) and Steam.
- Medical air and gases to include tool air (supply and ongoing inspection of medical gas outlets).
- Commercial gases and compressed air.
- Refrigeration and air-conditioning.
- Sanitation.
- Lifts.
- Fire lines.

#### 4.1.4 Essential Services

The planned preventive maintenance (PPM) of essential services is defined by the Building Code of Australia, relevant Australian Standards and the NSW Health Maintenance Manual – Asset Verification and Maintenance Planning (AVAMP).

Services are either maintained by in-house trades or by approved external contractors as recorded within the ISLHD's Contractor Database. District Hub Maintenance Managers are responsible for the contractor's performance onsite.

##### Electrical Services

- Emergency Lighting
- Exit signs
- Emergency Power
- Body Protected Electrical Areas.
- Cardiac Protected Electrical Areas.
- Electrical test / tag according to Australian Standard AS/NZS 3760:2010.

**NOTE:**

1. The management of medical electrical equipment is detailed in AS/NZS 3551:2012 – *Management Programs for Medical Equipment* and ISLHD CORP PD – 26 *Biomedical Equipment – Testing Tagging and Labelling*.
2. Departmental managers are responsible for ensuring and enforcing compliance.

##### Hydraulic Services

- Legionella Control – NATA test reports are provided as a minimum each six-months.
- Cooling Towers.
- Hot Water and Warm Water Systems.
- Thermostatic mixing valves.
- Back flow prevention.

##### Mechanical Services

- Mechanical Services.
- Pressure vessels.
- Fire & Smoke dampers.
- Air Handling Units.

##### Fire Services

- Fire Indication.
- Emergency Sound & Intercom Systems.
- Smoke, Heat and Gas Detection Systems.
- Hydrant and Sprinkler Systems.
- Portable Extinguishers.

##### Security Services

- Access Control.

- Duress Alarms.
- CCTV (cameras, servers, NVRs & DVRs).
- Computers

### 4.2 Planned Preventative Maintenance

AFM Online, SharePoint and Content Manager (or Site-specific systems) manages the on-going planned preventive maintenance (PPM) program within ISLHD.

These online systems manage the PPM schedule for building, plant and equipment with an emphasis on the prevention of reactionary and emergency repair work, maintaining high levels of operating reliability, functionality and uptime of use, which then translates into efficiency improvements to operating costs. Information entered into these systems and its management is the responsibility of the following job positions:

- District Operations Engineer
- District Hub Maintenance Managers/Site Managers
- Leading Hands and Site Supervisors
- District Security & Fire Safety Manager
- Fire Safety Officers
- Security Technician
- Manager Engineering & Technical Services
- Asset Reporting & Standards Manager
- Manager Engineering Systems & Compliance

Routine maintenance is scheduled and allocated according to the priority of use of the building, plant and equipment; the importance of its use for clinical care and operational and organisational continuity; the safety of patients, visitors, staff, tenants and contract/service partners; as well as for statutory and internal compliance requirements. Priorities are set on a P1 – P4 scale with the following interpretations applied for response times for rectification:

#### For AFM Online

- P1 = Priority is immediate (within 24 hours)
- P2 = Priority is within a week
- P3 = Priority is within a month
- P4 = Priority is within 12 months

#### For condition assessments

- P1 = Priority is Immediate.
- P2 = Priority is within the 12 Months
- P3 = Priority s within the next 2 Years.
- P4 = Priority is within the next 5 years.

The on-going inspection, maintenance and testing of fire safety equipment within ISLHD is predominantly managed by external contractors/service providers to comply with the

requirements of AS 1851:2012. This includes management of:

- Automatic Fire Detection and Alarm Systems.
- Fire Alarm Communications Link.
- Automatic Fail-Safe Devices.
- Automatic Fire Suppression Systems.
- Sound and Intercom Systems for Emergency Purpose.
- Emergency Lighting Systems.
- Illuminated Exit Signs.
- Fire and Smoke Dampers.
- Fire and Smoke Doors.
- Fire Hydrant Systems and Fire Hose Reels.
- Portable Fire Extinguishers.
- Pressurising Systems.
- Warning and Operational Signs.

Fire Safety Officers and Fire Safety Managers are responsible for the coordination and oversight of external parties undertaking works on fire safety equipment and systems. Inspections are also conducted by Fire Safety Officers and Fire Safety Managers in accordance with ISLHD CORP PROC 62 – *Fire Safety Compliance*.

In addition to the maintenance of fire safety equipment and systems according to AS 1851:2012, there is the requirement for an independent Certified Fire Safety Practitioner (CFSP) to review and certify annually for any NSW Health building:

- the adequacy and effectiveness of all maintenance undertaken;
- the accuracy of the Fire Safety Schedule (FSS) and Essential Fire Safety Measures (EFSM), and,
- The coordination of successful simulated smoke and fire Systems Interface Testing according to their building design designation as outlined in the BCA.

The CFSP, who will be engaged by the ISLHD as their competent representative, will prepare an Annual Fire Safety Statement (AFSS) for each building and submit it to the applicable Council LGA.

#### **4.3 Continuous Improvement and Performance Indicators**

The District Engineer, District Hub Maintenance Managers, The District Fire Safety Manager and Hospital/Community Fire Safety Officers, the Manager Engineering & Technical Services, the Asset Reporting & Standards Manager and the Manager Engineering Systems & Compliance are required to review monthly statistics and data relating to the following:

- Monthly breakdowns of equipment.
- Analysis and monitoring of work requests and completion.
- Completion rates for statutory and internal compliance requirements.

- Certification of buildings, plant and equipment.
- Defined Key Performance indicators.
- Evaluation and outcomes of any reported incidents WHS issues.
- Staff training completion and competencies.

**Performance indicators:** the manager of each facility will set the performance indicators relevant to their site.

The District Engineer, District Hub Maintenance Managers, District Fire Safety Manager, Fire Safety Officers and the Manager Engineering & Technical Services are responsible for planning, conducting and reporting results of hazard and environmental inspections.

### 5. DOCUMENTATION

Draft Facility Maintenance Statutory Compliance Checklist (DT19/64975).

### 6. AUDIT

The District Engineer is responsible for organising and completing an annual Compliance Maintenance Audit between April and May, using the Area Audit Tool 004 form.

The purpose of the Audit tool is to assess compliance to relevant Legislation, Standards, Codes of Practice and Internal Policies using an index rating from 1 to 4 (one showing major departure from the acceptable Codes and Standards to four showing good compliance with minor departures only).

Audits are to be conducted by appropriately trained staff that are independent of the area they are auditing.

Wherever it is identified during an audit that a facility has a building, plant or piece of equipment is not being maintained, a formal risk assessment must be undertaken to determine the applicable hazards, levels of risk exposure and any and all mitigating actions required to reduce the potential severity and consequences or an identified risk from being realised.

### 7. REFERENCES

#### External References:

- Work Health & Safety (WHS) Act 2011
- Work Health & Safety (WHS) Legislation 2017
- Building Code of Australia (BCA) 2019
- Disability Discrimination Act (DDA) 1992.
- ACHS Equip 4, Standard 3.2.2
- Aged Care Accreditation Standards – Regulatory Compliance 4.2
- Aged Care Accreditation Standards – Fire Security and Emergencies 4.6
- ISO 14000 Series – Environmental Standards
- Australian Standards AS/NZS 3000:2007 “Electrical Installations”
- Australian Standard AS/NZS 3760:2010 “Electrical Safety Standard”

- Australian Standard AS/NZS 3009:1998 “Electrical Installations - Emergency power supplies in hospitals”
- Australian Standard AS/NZS 3666 Set: 2011 “Air Handling and water systems of buildings”
- Australian Standard 1851:2012 “Routine service of fire protection systems and equipment”
- AS 4032: “Thermostatic Mixing valves”
- AS/NZS 3500.1 “Water Storage Tanks”
- AS/NZS 3500.4 “Hot Water Systems”
- HB32-1995\_R2016 “Control of Microbial Growth in Air Handling & Water Systems in Buildings”
- AS 1851:2012 “Routine service of fire protection systems and equipment”
- NSW Health Policy Directive PD 2005\_331 “Capital Project Planning Preparation of Conservation Management Plans”
- NSW Health Policy Directive PD 2005\_344 “Water – requirements for the provision of Cold and Heated Water”
- NSW Health Policy Directive PD 2005\_336 “Fire Safety in Health Care Facilities – Guidelines”
- SafeWork NSW “Low Voltage Electrical Work Code of Practice 2007”
- SafeWork NSW “Managing Electrical Risks in the Workplace”
- SafeWork Policy – Testing and Tagging: 2003
- NSW Electrical Safety Code of Practice – September 2016.
- NSW Health Services Guidelines.

### Internal References:

- [ISLHD OPS PD 84 Work Health and Safety Policy](#)
- [ISLHD CORP PROC 48 WHS Risk Management](#)
- [ISLHD CORP PD 24 Emergency Management Framework](#)
- [ISLHD CORP PROC 76 WHS Contractor Management](#)
- [ISLHD CORP DOC 02 Contractor Handbook](#)
- [ISLHD CORP PROC 43 Work Permits – Management of](#)
- [ISLHD OPS PROC 90 Plant and Equipment](#)
- [ISLHD CORP PROC 94 WHS Performance Assessment and Auditing](#)
- [ISLHD OPS PD 06 Fire Safety Management](#)
- [ISLHD CORP PROC 62 Fire Safety Compliance](#)
- [ISLHD OPS PROC 36 Asbestos Management](#)
- [ISLHD CORP PD 26 Biomedical Equipment – Testing, Tagging & Labelling](#)
- [ISLHD CORP PD 02 Electrical Devices – Patients Use of Personal Electrical Devices](#)
- [ISLHD CORP PD 04 Information and Communication Technology Equipment within the Patient Environment – Electrical Testing Of](#)
- AIEMS Maintenance – Engaging Contractors Flowchart
- ISLHD Facility Maintenance - Statutory Compliance Checklist
- ISLHD 2019 – 24 Warm Water Sampling Schedule
- ISLHD Regulated Systems Operation and Maintenance
- ISLHD RPZ and TMV Servicing and Compliance
- ISLHD Generator System Operation & Maintenance
- ISLHD Routine Servicing of Fire Protection Systems & Equipment
- ISLHD Vertical Lifts Planned Scope of Maintenance Activities (Statutory & Indicative)

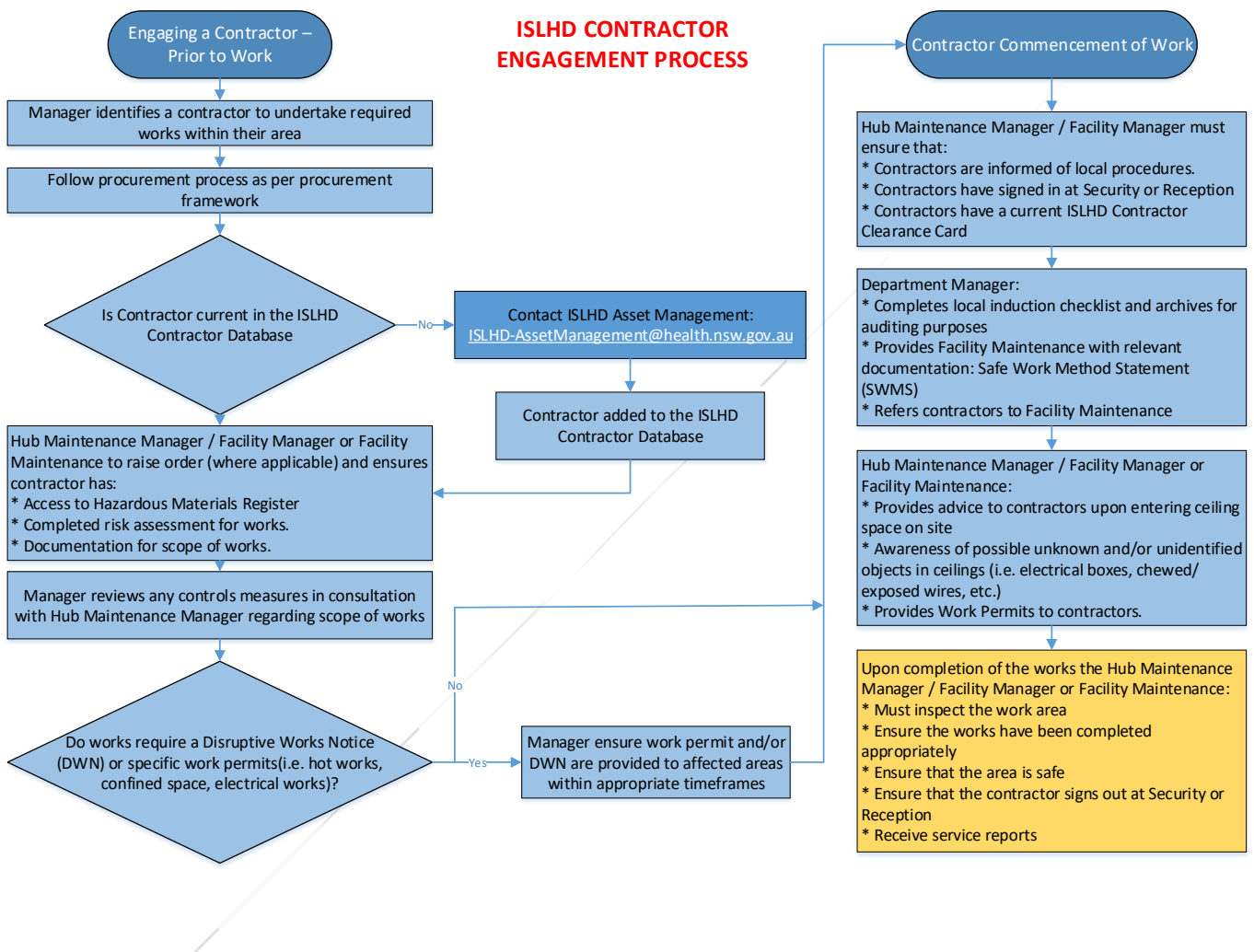
- ISLHD Chillers (Water & Air-Cooled) Planned Preventative Maintenance (Indicative)
- ISLHD Air Handling Unit – Planned Preventative Maintenance Schedule (Indicative)
- ISLHD Automatic Powered Doors – Planned Preventative Maintenance Schedule (Indicative)
- ISLHD Pressure Vessels – Planned Preventative Maintenance Schedule (Indicative)
- ISLHD Electrical Inspection, Testing, Tagging & Thermoscans – Planned Preventative Maintenance Schedule (Compliance & Best Practice)
- ISLHD Security Systems & Access Control – Planned Preventative Maintenance (Indicative)
- ISLHD BMS – Planned Preventative Maintenance Schedule (Indicative)

## **8. APPENDIX**

- 8.1 ISLHD Engaging Contractors Flowchart



**8.1 ISLHD ENGAGING CONTRACTORS FLOWCHART**



**9. REVISION & APPROVAL HISTORY**

Date	Revision No.	Author and Approval
April 2020	1.0	Manager Engineering & Technical Services  <b>Approval/Date:</b> Corporate Policy Recommendation committee/ April 2020 <b>Approval/Date:</b> Executive Director Strategic Improvement Programs / July 2020