

Property Insurance Risk Management

A Guideline for Residential
Body Corporate Buildings

CHUBB®

Risk Engineering



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A Guideline for Residential Body Corporate Buildings

1. Introduction

In most instances fires occur because fuel sources come into contact with ignition sources under a set of circumstances which allows the fuel to reach its ignition temperature. Buildings are full of potential ignition sources such as cooking and heating equipment, electrical plant and equipment, cigarettes and other smoking materials. Contractors undertaking maintenance work can also introduce ignition sources, for example by performing cutting, grinding or welding activities.

Even the simplest of buildings have sufficient fuel within them to ensure that once ignited the potential exists for a devastating fire. Furniture, rubbish, insulation on electrical wiring, motor vehicles and stored goods belonging to occupants, contractors etc. are all fuel sources which, when lit, will burn readily.

A failure to properly manage the risks associated with sources of ignition and fuel may create circumstances which could result in a fire. Consideration should be given to the development of a fire risk management plan, the focus of which should be on managing the fuel loads and ignition sources.

The following information provides a general guideline for the management of potential fire risks within a residential building managed by a Body Corporate. The management of potential fire risks will help to reduce the potential for property damage in the event of a fire in the building. This Guideline is not intended to be a comprehensive or complete guide or a property or fire risk management plan and does not take into account your specific needs or circumstances. You should consult with appropriately qualified professionals to ensure that your processes and procedures comply with relevant legal and other requirements and suit your specific needs and circumstances.

2. Policies, Procedures and Rules

The first step is to document the policies, procedures and rules which are to be applied. Where properties are managed by a Body Corporate, body corporate rules and where applicable tenant lease agreements are in place to provide guidance to owners and tenants. Generally, these documents detail the legal arrangements between the different parties but offer very little guidance on managing the risks within the building. It is for this reason that consideration should be given to the development of a separate Fire Safety & Emergency Procedures Manual which documents policies, responsibilities and procedures relating to fire safety and fire protection on site. The Fire Safety & Emergency Procedures Manual is frequently made available to owners and tenants for their information. This will provide guidance for the Body Corporate, the building manager, owners, tenants and contractors as to managing the fire risk within the building.

Generally, a Fire Safety & Emergency Procedures Manual should:

- Include a Policy Statement;
- Assign responsibilities and include details (name, address, contact details) of those individuals to whom responsibilities have been assigned; and
- Detail fire risk management policies, rules and procedures.

3. Policy Statement

The Policy Statement is a statement of intent that the Body Corporate will manage the risks associated with the building to the best of its ability. This policy statement itself need not be extremely detailed, but at a minimum it should simply and clearly state the Body Corporate's attitude to property risk management and its expectation

that the building/property manager, owners and tenants will cooperate with the policy.

It is important that the policy statement is updated as necessary to cater for changes to the building occupancy, or any new matters which may arise, etc.

4. Assignment of Responsibilities

The Fire Safety & Emergency Procedures Manual will generally provide a centralised record of any roles and responsibilities that have been assigned. The Body Corporate will assign responsibilities to the most appropriate people - usually the building/property manager and owners - to ensure the fire protection and safety rules and procedures contained in the Fire Safety & Emergency Procedures Manual are followed. The responsible persons should be listed in the manual along with their area of responsibility and contact details. As there may be occasions where the responsible person may not be available, an alternative should be named who would automatically take responsibility for the function and thereby ensure that there is ongoing control in place.

5. Rules and Procedures

The remainder of the Fire Safety & Emergency Procedures Manual should be dedicated to the rules and procedures that are to be used to manage the risks. These rules and procedures set out details of the desired standards and how these will be applied.

Detailed below are examples of some of the most important risk management arrangements which should be considered essential to managing the risk (Note: This is not an exhaustive list).

6. Maintenance of Plant, Machinery and Fire Protection Systems/ Equipment

The buildings, plant, machinery, security and fire protection systems/ equipment should be kept in good condition and maintained as required. A preventative maintenance programme (including testing where required) should be established for each item of plant and equipment within the building and test and maintenance records kept. Legislation requires such programmes to be established for fire protection systems and it is good practice for all items of plant and equipment to be included in a maintenance programme. This ensures all plant and equipment is being maintained and the operational condition of the equipment is monitored through the programme.

Service contractors should be asked to provide proof of valid and adequate public liability insurance and a copy of such proof should be retained for record purposes.

The maintenance and testing requirements for all fire protection equipment and systems should be fully documented. Fire protection contractors should be requested to supply this information. Results of the above mentioned maintenance/tests should be provided to the building manager as they are completed. Contractors should ensure that all test and maintenance log books are completed correctly and that service tags/labels on fire hydrants, fire hoses and extinguishers are current.

The Body Corporate and/or building manager should have access to copies of all maintenance contracts. This ensures that those responsible for managing maintenance activities know the levels of service required and the contractual obligations of the contractor.

7. Fire Protection Systems Impairment Procedures

Where automatic fire protection systems such as sprinkler installations and fire detection systems within the building are impaired e.g. due to planned or emergency repairs, the building's defence against fire can be seriously compromised. During the period of impairment the reliability and effectiveness of these systems is likely to be severely reduced or non-existent and therefore special precautions need to be taken. A documented procedure in the Fire Safety & Emergency Procedures Manual defining what needs to be done and by whom during periods of impairment is essential to help minimise the risks associated with impairment. Outlined below are some measures that could be addressed in the documented procedure to help minimise these risks.

The following measures should be taken to minimise hazards during planned or emergency impairment:

- Where impairments are planned allow only one impairment at a time.
- Cease/prohibit hazardous operations in the area.
- Wherever possible remove combustible materials from the affected area.
- Inform the Fire Service, fire wardens, residents (i.e. owners and tenants), cleaning staff/contractors and other visitors, security officers and any other interested persons that the fire protection or detection system is impaired - refer to Fire Protection Impairment form later in this document. Notify your security alarm service if relevant.
- Check that fire extinguishers and hose reels in the affected area are available and are in good condition.
- Prohibit smoking throughout the affected area.
- The area affected by the impairment should be kept as small as possible. Arrangements for alternative

protective measures should be discussed with the fire contractor.

- Ensure the impairment lasts for as short a time as possible.
- Consider the implementation of a fire watch during the period of impairment.
- Whenever it is necessary to shut a valve on a sprinkler system a prominent tag should be hung from the valve, which clearly states VALVE SHUT.

After all work is completed the affected fire system should be restored and tested, after which the restoration notice should be forwarded to Chubb, cc Broker.

8. Housekeeping

Appropriate standards regarding housekeeping for the building should also be developed and included in the Fire Safety & Emergency Procedures Manual. Housekeeping relates to the good order of the premises and should be specifically targeted at the management of combustibles so that unnecessary fuel sources in the building are minimised. Housekeeping issues that need to be addressed in a Body Corporate environment will include the storage of equipment, goods and cleaning materials etc. These may belong to tenants, owners, the building manager, contractors or the Body Corporate. The standards developed should concentrate on issues of where storage is permissible and where it is not, ensuring that storage does not obstruct fire exit routes, fire equipment (including sprinkler heads and fire doors) or is not in close proximity to ignition sources such as electrical switchboards, building plant, gas appliances, etc. Housekeeping responsibilities delegated to specific people should also be detailed. Almost anything will burn given sufficient exposure to an ignition source. Poor housekeeping can significantly influence the severity of a fire because in buildings

where housekeeping is poor the fuel load is generally high or is located/ arranged in such a manner that enables a fire to gain hold and spread.

Issues to look out for:

- Limit the accumulation of combustible items such as rubbish, tenant's furniture, contractor's tools and materials (timber, gas cylinders, etc) and the building manager's equipment and materials within the building at all times.
- Plant and electrical switch rooms contain ignition sources. These rooms should be kept clear of combustible items which could be ignited.
- Fire system rooms such as pump houses, valve houses or alarm control rooms serve a specific purpose and should be freely accessible and clear of storage at all times.
- Fire equipment such as fire hose reels and fire extinguishers need to be available for use at short notice therefore they must not be obstructed. If fire equipment is contained in cabinets, these cabinets should not be used for the storage of non-fire related equipment e.g. cleaners rags, cleaning chemicals, brooms or mops.
- Fire exits and general passageways should be free and clear of any obstructions which could impede the escape of people from the building in an emergency.
- Workshop or maintenance areas should be kept neat and tidy.
- Limit the quantity of flammable paints, solvents and other chemicals to what is required as a minimum and store these appropriately.
- In areas where smoking is permitted special attention should be paid to the removal of cigarette butts, emptying of ashtrays, etc. by cleaners or service staff; these should be emptied regularly and always at the end of the working day. Suitable receptacles should be provided for the disposal of waste smoking materials.

- Where possible, recycle and waste bins and any other combustible items should be kept at least 10 metres from buildings or located in an area where they are secure from arson.
- Nothing should be stored within 500mm of sprinkler heads.

9. Electrical Safety

- Discourage the use of multi-socket adapters (extender boards) - adopt the 'one socket, one plug' rule.
- Avoid the use of trailing electrical leads where possible.
- Do not use taped joints on electrical cables to extend their length.
- Ensure that the "cord gripper" on plugs is properly used and that the outer cable sheath goes all the way into the plug.
- Ensure that the electrical equipment used by contractors is in a good condition and appears safe.
- When contractors undertake any work which involves excavation, ensure that they know the routing and location of all incoming power cables and gas pipelines and that they take the necessary precautions prior to and during excavation (the utility provider can assist in locating service cables/pipes).
- Switch off all unnecessary electrical appliances at night and if possible have a responsible person check before leaving the premises at night.
- Only appropriately registered electrical workers should carry out prescribed electrical work. All electrical work should comply with the requirements of AS/NZS 3000 (Australian/New Zealand Wiring Rules). Certificates of Compliance should be issued where required and retained on site.

10. Hot Work

'Hot Work' is any activity that involves flames, sparks or embers and can include cutting, grinding and welding. The Fire Safety & Emergency Procedures Manual should contain Hot Work Permit documentation, together with the procedures and instructions to be followed by contractors when undertaking any Hot Work. Contractors are required to first seek written permission from the Body Corporate/building manager for this type of work to be carried out. Any permission by the Body Corporate/building manager for the work to be carried should be provided in writing and should detail appropriate safety precautions to be taken as described in the "Hot Work Procedure" section below to ensure the risks are minimised. A Hot Work Permit is a document used to manage the Hot Work process.

Hot Work Procedure

A Hot Work Permit system should always be used to help achieve a high level of control and safety over this hazardous activity. Outlined below are some components of a Hot Work Permit system that could be included in the Fire Safety & Emergency Procedures Manual.

Before Hot Work Operations

Commence:

- Investigate alternative methods of work including the use of cold processes whenever possible. Cold processes are processes which do not involve heat or the generation of sparks.
- Where hot work is essential, endeavour to remove the components or equipment being worked on to a safe welding bay or yard area.
- The equipment used on site should be fit for purpose and be in good condition.
- A clear area of at least 10 metres, devoid of all combustibles, should be created around the area where the work is to take place. This distance may need to be increased if overhead work is carried out.

- Prior to work beginning, floors should be swept clean. Ideally, floors should be covered with a non-combustible covering.
- Hot Work should never be undertaken on composite building panels [eg. expanded polystyrene sandwich (EPS) panel] or where combustible insulation material is present or suspected (e.g. EPS panel).
- If work is carried out on dividing walls or partitions, all combustible materials on the opposite side of the wall should be moved at least 10 metres away to reduce the risk of ignition by direct, conducted or radiated heat.

During Hot Work Operations:

- If the premise is sprinkler protected, the system should be fully operational and able to respond to a fire situation.
- Where premises are fitted with an automatic fire detection system, only the zone where the work is being done should be isolated.
- Frequent inspections of the working area should be carried out to detect potential smouldering fires caused by sparks.
- At least 2 fire extinguishers should be provided for use near the place of work. Fires involving flammable gases should be controlled until such time as the gas supply can be shut off.
- The means of escape and how the fire alarm is to be raised should be clearly displayed, and understood by the contractor.

After Hot Work Operations:

- A fire watch should continue for at least 30 minutes after the work has been completed. The person responsible for issuing the Hot Work permit should satisfy themselves that there are no embers, or signs of smouldering, before signing-off the hot work as being complete and ending the fire watch.
- An inspection of the work area is necessary to ensure that all paint strippings, welding rod stubs and other waste materials have been removed.

- If work is to continue the following day, all gas cylinders should be removed to a secure area for overnight storage.

The Hot Work Permits should be filed to show compliance with the requirements in the event of a fire, and as part of the standard Health and Safety documentation.

11. Smoking Controls

This section should describe how the Body Corporate is going to control/manage smoking in and around the building. The policy in respect of smoking should be documented and should detail areas where smoking is permitted, where it is prohibited, the rules relating to any designated smoking areas, and the precautions to be taken.

12. Chemicals

Where chemicals are used on site e.g. for cleaning swimming pools etc. 'Material Safety Data' (MSD) sheets, which are available from the supplier of the chemicals, should be kept near where the chemicals are stored. MSD sheets contain data regarding the properties of a particular substance and the emergency actions to take in the event of fire, spill or when rendering first aid. A master register of all the MSD sheets should be kept in a location where they are available for the Fire Service to use in the event of an emergency. Examples of suitable locations include fire control rooms, sprinkler valve houses, near fire alarm panels or in fire service sprinkler and hydrant inlet cabinets.

13. Training

In a residential body corporate environment, training will mostly concentrate on the emergency evacuation of people from the building in the event of fire or other emergency. Consideration could also be given to providing practical training in the use of first aid fire fighting equipment to the building manager and cleaners.

14. Security

Details of the watchman service, intruder alarm and physical security should be documented and kept in a secure place. Details should include copies of service agreements, maintenance records, details of false alarms and corrective action, as well as procedural details of nominated people in arming and disarming the system and contact details for the alarm contractor in the event of an emergency.

Each site should have a written procedure relating to security matters, which should be reviewed as necessary by the Body Corporate. The building manager should have operational responsibility for the day-to-day running of security issues in the building.

15. Self Inspections

The Fire Safety & Emergency Procedures Manual should also include a section on self-inspection procedures. Compliance with the fire safety rules, standards and procedures should be audited regularly. This is achieved through both informal and formal self-inspection routines which are carried out on a regular basis. Where contractors are undertaking maintenance or repair work, their adherence to rules relating to smoking or “hot work” is essential and the frequency of self-inspections should be increased during these periods. The performance of self-inspections should not be viewed as burdensome or as an additional activity. In many instances the checks performed during the self-inspection routine are required for legal compliance with the Building Act 2004 and/or Fire Safety and Evacuation of Building Regulations 2006.

It is common practice that Building Warrant of Fitness inspections and fire equipment testing and maintenance activities are undertaken by a contractor, but it is still important for the Body Corporate and/or building/property managers to take appropriate steps to ensure that the required level of performance is maintained. A robust self-inspection routine will include a review of contractor’s activities whilst they are on-site and a check on maintenance log books and service records.

This section should describe what is to be checked, the responsible person and the desired frequency. The self-inspections should be carried out in accordance with a checklist and completed checklists should be kept on file.

The self-inspection routine should include processes for checking:

- The condition and accessibility of sprinkler control valves, hose reels and fire extinguishers.
- Maintenance and service log books

to assess that they are adequate and up to date and/or to identify any deficiencies.

- Storage arrangements (orderly, aisles and access routes remain clear, there is adequate clearance to sprinkler heads, combustible items kept to a minimum etc.).
- Hot Work procedures (cutting, welding, grinding - safe operation & use of permits).
- Temporary or hazardous electrical wiring (including use of extension cords).
- Adherence to smoking controls.
- General housekeeping.
- General condition of the building, gutters, walls, services.

Reports should be retained on file for review.

16. Fire Safety & Emergency Procedures Manual

Below is a suggested framework for a Fire Safety & Emergency Procedures Manual. It is intended as a guide to assist in the development of a manual for a Residential Body Corporate. The contents are not exhaustive and do not necessarily take into account the specific needs or circumstances of each building and does not purport to comply with relevant legislation or other requirements. Whilst applicable to most buildings there may be instances where additional information is required and the contents of the manual needs to be amended to best suit the needs of the location:

- Front cover - name and address of building, Body Corporate number, version of document, date first created and author, date of the last amendment and author.
- Contents page
- Section 1 - contact details of Body Corporate secretary, Building Manager/Property Manager, Developer. Include emergency contact details for above plus contact details for emergency services.
- Section 2 - Duties and responsibilities of the various role players e.g. Body Corporate, Building Manager/Property Manager, owners and tenants.
- Section 3 - Maintenance of building, plant and equipment including normal and emergency contact details of the various maintenance contractors used. This section should include a copy of the maintenance contracts for each service provider.
- Section 4 - Fire risk management policies, rules and procedures. Sub-sections should include
 - Fire systems impairment procedures;
 - Housekeeping;
 - Electrical safety;
 - Cutting and welding i.e. “hot work”;
 - Smoking;



- Material safety data sheets of chemicals used/kept on site;
- Emergency evacuation procedures;
- Self-inspection procedures - procedures, frequencies, levels of documentation required etc.
- Appendices
 - Hot Work Permit;
 - Fire Protection Impairment Form;
 - Self Inspection Checklist;
 - Emergency Evacuation Plan.

Attached are some sample forms and checklists. These are not to be distributed, copied or replicated and are for your personal information only. Without limiting the terms of the Disclaimer, Chubb accepts no responsibility for loss suffered in connection with and excludes liability which may arise from the use of these forms.

Hot Work Permit

Can this job be avoided? Is there a safer alternative?

Permit No.: _____

A Hot Work Permit is required for any non-production or maintenance operation involving cutting, welding, grinding, open flames or producing heat and/or sparks that is not completed in a dedicated workshop area. This includes, but is not limited to, the use of any electric, oxy-acetylene, laser or similar welding or cutting equipment, grinders, gas torches or blow lamps (including electric hot air blowers) for brazing, soldering, thawing pipes, torch applied flooring or roofing materials or removal of any materials. The Permit must be displayed at the work site & returned upon completion of work. (See page 7 for additional information & instructions on completing this Permit.)

CAUTION: Hot Work is not to be completed on any type of plastic or foam insulated construction material (refer to the Chubb Plastic Foam Construction Material (PFCM) Permit). Specialist or High Hazard process or storage facilities may require additional precautions.

1. Application for Hot Work

| | | | |
|-------------------------|--|----------------|--|
| Company performing work | | Dept | |
| Person performing work | | | |
| Phone (bus) | | Phone (mobile) | |
| Location of work | | | |
| Description of Work | | | |

| | |
|----------------------|--|
| Equipment to be Used | |
|----------------------|--|

2. Permit duration (Maximum duration - 1 shift/12 hrs*)

| | | | |
|----------------|------|------|-------|
| Permit begins | Date | Time | am/pm |
| Permit expires | Date | Time | am/pm |

3. Emergency information

| | | | |
|--------------------------------|--|----------|--|
| If a fire occurs, call | | At phone | |
| Activate nearest fire alarm at | | | |

4. Authorisation by company representative

Prior to authorising the work, the Authorised Company Representative shall inspect the work area and confirm that the following precautions have been taken. Each item is to be checked prior to commencement of the work. (Delete & initial if & where Not Applicable). All applicable precautions are to be adhered to for the duration of the work.

General Precautions

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Sprinklers &/or thermal detectors in service (where installed) <input type="checkbox"/> Smoke detectors isolated in work area (where installed) & Impairment Procedures followed <input type="checkbox"/> Work area adequately ventilated | <ul style="list-style-type: none"> <input type="checkbox"/> Flash screens, barricades &/or guards provided <input type="checkbox"/> Hot Work equipment inspected & in good condition <input type="checkbox"/> Contractors aware of Company Fire Safety Procedures <input type="checkbox"/> Contractor liability cover checked & adequate |
|--|--|

Within 10 metres of Work Area (Combustible & flammable materials must be removed or protected)

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Floors are swept clean to remove combustibles <input type="checkbox"/> Combustible floors are wet down or covered with damp sand, metal or other shields <input type="checkbox"/> Pits, trenches, etc. and surroundings are inspected & cleared of combustible materials, flammable liquids, gases or vapours | <ul style="list-style-type: none"> <input type="checkbox"/> All floor, wall & ceiling openings are covered <input type="checkbox"/> Covers are suspended beneath elevated work to catch sparks <input type="checkbox"/> Combustible materials that cannot be removed are protected with non-combustible curtains, metal guards or flameproof covers (not ordinary tarpaulins) |
|--|--|

Work on Walls, Floors, Ceilings, Equipment & Enclosed Plant (e.g. tanks, containers, ducts, dust collectors)

- Concealed or enclosed spaces are inspected for combustible materials or linings & all such material removed or protected
- Combustible materials are moved at least 10m away from either side of walls

- Construction materials are non-combustible
- Machinery & equipment is cleaned of combustible residue
- Enclosed plant is cleaned & purged of flammable vapours

Fire Watch (Trained personnel)

- Work & adjacent areas patrolled during & for 30 minutes after the hot work process
- Fire extinguisher &/or hose reel provided & ready in work area

- Fire watch trained in the use of fire equipment & sounding alarm
- Appropriate PPE to be worn

Agreement by Permit Applicant

I warrant that I am qualified to complete the work and to the best of my knowledge, my equipment is in good condition. I have read and agree to the precautions specified above and will cease work if the precautions cannot be maintained or I am aware of an unsafe condition.

| | | | |
|-----------|--|------|-------|
| Applicant | | | |
| Signed | | | |
| Date | | Time | am/pm |

Permit Authorisation

The work area has been inspected, the necessary precautions specified above have been taken and authorisation for this work is granted.

| | | | |
|---------------|--|------|-------|
| Authorised by | | | |
| Signed | | | |
| Date | | Time | am/pm |

5. Work completed & area safe

Fire Watch (Trained personnel)

The work was completed at Time: am/pm

The fire watch continued at least 30 minutes after the work was completed.

Fire watch was completed at Time: am/pm

The work and adjacent areas were inspected and found to be safe.

| | | | |
|--------|--|------|-------|
| Name | | | |
| Signed | | | |
| Date | | Time | am/pm |

(Permit to be returned to the Authorised Company Representative, or designate, on completion of the work)

Authorised Company Representative (Final Check)

1. The work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls, were inspected personally between 30 minutes & 2 hours after the work was completed and found to be safe.
2. Fire protection/detection systems have been re-instated.

| | | | |
|--------|--|------|-------|
| Name | | | |
| Signed | | | |
| Date | | Time | am/pm |

(Permit to be filed and retained for 12 months)

Hot Work Policy

The Company has established a Hot Work Policy so that all hot work conducted outside of designated workshop areas is authorised by a Hot Work Permit. Permits can only be issued by designated personnel (Authorised Company Representatives) who have completed and passed the Company's Permit Issuers course. A register of Permit Issuers is to be maintained. Hot Work procedures and completed Permits will be reviewed on a regular basis through an audit process.

Permit Procedure

1. Personnel needing to carry out hot work are to complete Section 1 (Application for Hot Work) of the Permit.
2. The Permit Issuer is to inspect the work area and complete Sections 2-4 of the Permit. All applicable precautions are to be adhered to without exception. Specific attention is drawn to the following points:
 - Sprinkler/thermal systems are to be operational during hot work as a standard procedure.
 - If fire protection/detection systems are isolated or operation is otherwise impaired, a Fire Protection Impairment Form is to be raised and additional precautions taken as determined by the Permit Issuer.
 - A Permit can be issued for a maximum period of either one shift or 12 hours. (As determined by the Permit Issuer*)
 - Hot Work, where possible, should be scheduled during planned shutdowns of hazardous operations.
3. Periodic checks of the work area to be completed by the Permit Issuer (or designate) to ensure all precautions are being maintained and the work is being done in a safe manner.
4. On completion of the hot work, the fire watch is to continue for at least 30 minutes, after which time a check of the work area is to be carried out. The person responsible for the work is to complete the 'Initial Check' part of Section 6, recording the time the work was completed and the time the inspection of the work area was completed. The Permit is then to be signed and dated and returned to the Permit Issuer (or designate).
5. The Permit Issuer (or designate) is to carry out a full check of the work area and all adjacent areas to which sparks and heat may have spread, including floors above and below and other sides of walls between 30 minutes and 2 hours after the work was completed. The Permit Issuer (or designate) is to sign and date the 'Final Check' part of Section 6 and the completed Permit placed on file for a minimum period of 12 months.

Hot Work Operator

1. Inspect all equipment to ensure it is in safe condition.
2. Obtain a "Hot Work Permit" from a Permit Issuer prior to commencing hot work operations.
3. Display the "Hot Work Permit" at, or in close proximity to, the area where the hot work is being carried out.
4. Continually monitor and review the work site and cease hot work if unsafe conditions develop.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.

Fire Watch

1. Understand the hazards of the work site and the affect hot work has on them.
2. Ensure safe conditions are maintained during hot work operations. Cease hot work if unsafe conditions develop.
3. Ensure the fire fighting equipment is in good condition, in-date for service and readily available. Be trained in its use.
4. Check for fires in all areas and attempt to extinguish fires if it is safe to do so.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.
6. Maintain a fire watch during and for at least 30 minutes after completion of the hot work.

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Fire Protection Impairment Form

All impairments to fire protection systems exceeding 8 hours should be reported to Chubb Insurance New Zealand Limited, with a cc copy to your broker, by email/fax at least 48 hours in advance where possible. All impairments should be authorized and strictly controlled by Site Management. All work should be recorded in a Log Book.

To Chubb Insurance New Zealand Limited Risk Management Services
 E fireimpairment.NZ@chubb.com
 F +64 9 303 1909

| | | | | | |
|------------------|-----------|--------|--|------|--|
| CC | | Email: | | Fax: | |
| Other | | Email: | | Fax: | |
| Company Name: | | | | | |
| Location: | | | | | |
| Impairment From: | Date: / / | Time: | | | |
| Impairment To: | Date: / / | Time: | | | |

Impairment duration is the period when the water supplies or the installations are isolated.
 All systems must be reinstated overnight unless approved by Management.

Equipment Affected:

- Sprinkler Thermal Detection Smoke Detection Manual Fire Alarm Riser Mains
 Hydrants Fire Pumps Fire Doors Other:

| | | |
|--------------------|---|--|
| Precautions Taken: | Fire Brigade Notified | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Cutting & welding or other hot work banned | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Extra fire extinguishers provided in the impairment area | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Extra supervision of the impairment area | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Area of impairment minimized (i.e. Part of floor or building) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Draining of sprinkler system completed after the majority of alterations have been completed. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other precautions: | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | | |
|--------------|------------|--|-----------|--|
| Notified by: | Name: | | Position: | |
| | Phone: | | Email: | |
| | Signature: | | | |

| | | |
|------------------|---|--|
| System Restored: | Water supplies/fire pumps | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Fire Indicator Panel | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | All valves restored to normal operating condition | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Automatic alarm to fire brigade restored | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | | |
|-----------|-------|--|-------|--|
| Restored: | Date: | | Time: | |
|-----------|-------|--|-------|--|

| | | | | |
|--------------|------------|--|-----------|--|
| Notified by: | Name: | | Position: | |
| | Phone: | | Email: | |
| | Signature: | | | |

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Self-Inspection Checklist

Self-inspection checks should be carried out at least monthly and include the items listed below. In addition a review of contractors log books should be undertaken to ensure that records of maintenance and testing are being kept. Items highlighted for attention should be brought to the attention of the appropriate person/group and not removed from subsequent checklists until the issue has been rectified.

| Area Inspected: | | | |
|---|--|----------|-----------|
| Date: | | | |
| Category | Adequate | Comments | Action By |
| Sprinklers | | | |
| Weekly alarm test(s) completed & recorded? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Weekly pump tests(s) completed & recorded? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Sprinklers clear of obstructions? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Sprinkler control valve(s) open? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Clear access to sprinkler control valve(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Fire Sprinkler Pumps | | | |
| Diesel tank full? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Control Panel lights working? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Power supplies to control panels on? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Control panels switched to automatic? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Fire Hydrants | | | |
| Clear access? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Hydrants, hoses and nozzles in good condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Hose Reels | | | |
| Clear access? In good condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Fire Alarms Confirm the following with Service Contractor: | | | |
| Bells/Sirens working? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Mains power supply on? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Fire indicator panel lights working? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Fire brigade connections in order? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Extinguishers | | | |
| All present and correctly located? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Clear access? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| In good condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| Smoking | | |
|--|--|--|
| Smoking controls observed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Fire Doors | | |
| Not obstructed? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Self closing mechanism intact? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Doors can be closed manually? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Cutting & Welding/Hot Work | | |
| Hot Work Permits used and signed off correctly? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Security | | |
| External doors closed where required? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| External doors/locks in good condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Security systems operational? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Electrical | | |
| Permanent electrical wiring used/ no extension leads? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Electrical fittings in good condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| All appliances plugged into their own outlet? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Housekeeping | | |
| Accumulation of combustible items such as rubbish, tenant's furniture, contractor's tools and materials (timber, gas cylinders etc) and the building manager's equipment and materials | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Plant and electrical switch rooms clear of combustible items which could be ignited. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Fire pump houses, valve houses or alarm control rooms freely accessible and clear of storage | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| First aid fire equipment (fire hose reels and fire extinguishers) unobstructed and/or fire equipment cabinets not being used for the storage of non-fire related equipment e.g. cleaners rags, brooms or mops. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Fire exits and general passageways clear of any obstructions | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Workshop or maintenance areas neat and tidy. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Quantity of flammable paints, solvents and other chemicals limited to what is required | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Recycle, waste bins and any other combustible items at least 10 metres from buildings or located in secure area | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Nothing stored within 500mm of sprinkler heads. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

About Chubb

Chubb is the world's largest publicly traded property and casualty insurer. Chubb's operation in New Zealand (Chubb Insurance New Zealand Limited) offers corporate Property & Casualty, Group Personal Accident and corporate Travel Insurance products through brokers.

More information can be found at www.chubb.com/nz.

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Disclaimer

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