

KEO GROUP AUSTRALIA



**BUILDING CONSULTANCY SERVICES**

- Building Compliance Management
- ESC-KiT2000X Compliance Systems
- Passive Systems Inspection Services
- Building Compliance Diary Development
- Essential Safety Measures Audit & Report

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# Essential Safety Measures

**ESSENTIAL SAFETY MEASURES MAINTENANCE**

With the introduction of revised **Building Code of Australia (BCA 2007)** and the **Building Regulations 2006**, the Building Commission has recently released the 4<sup>th</sup> Edition of the Essential Safety Measures Maintenance Guidelines.

The Building Regulations 2006 Part 12 has been amended to assist building owners, consultants, contractors and managers in meeting their obligations. This will help ensure that the Occupancy Permit, maintenance determination as well as the Essential Safety Measures Report is displayed in a prominent location within the building.

**BUILDING LEGISLATION**

All building work must comply with the Act, Building Regulations 2006 (the Regulations) and the Building Code of Australia (BCA). This includes complying with the Building Act 1993 , Building Regulations 2006, BCA 2007 and relevant Australian Standards for Installation and maintenance

The key objectives of the Act is to establish, maintain and improve standards for construction and maintenance of buildings

The guidelines are broken up into four (4) parts and they are:

1. Part 0 – Building Code of Australia – use alternative solutions and their associated maintenance requirements
2. Part 1 – Building Constructed from 1 May 2004
3. Part 2 – Building Constructed between 1 July 1994 and 30 April 2004
4. Part 3 – Buildings constructed prior to 1 July 1994

There are fifty (50) odd Essential Safety Measures (ESM) and are grouped into five (5) categories:

1. Egress & Access
2. Fire Resistance
3. Fire Services
4. Mechanical Services
5. Electrical Services

The maintenance of Essential Safety Measures applies to class 1b, 2,3,4,5,6,7,8 and 9 buildings. These classifications are defined in the BCA volume 1.

**PART 12 OF THE REGULATIONS**

The maintenance provisions of Part 12 of the Regulations are divided into two (2) divisions. Division 1 outlines the requirements for maintenance of Essential Safety Measures and Division 2 outlines the maintenance and operation requirements for swimming pools and spas.

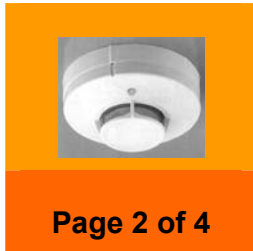
Division 1 is further divided into three (3) subdivisions:

**Subdivision 1** – Maintenance of Essential Safety Measures, as determined by Building Surveyors Building built after 1 July 1994 and or class 4 buildings after 14 June 2005.

**Subdivision 2** – Maintenance of Essential Safety Measures for buildings and place of public entertainment constructed before 1 July 1994

**Subdivision 3** – Requirements maintenance of exits and path of travel relating to building or place s of public entertainment.

Refer to **Part 12** of the regulations “Maintenance of Buildings and places of public entertainment” for more information.



**5 Basic Steps To Conform**

**ESSENTIAL SAFETY MEASURES COMPLIANCE**

**5 BASIC STEPS TO CONFORM**

**1** Maintenance Determination

**2** Servicing & Maintenance

**3** Building Compliance Diary

**4** Bookkeeping Service Records

**5** Annual ESM Report



**1. Maintenance Determination (Regulation 1204)**

Maintenance Determination of a building must be carried out to determine the Essential Safety Measures present, level of performance to enable the essential safety measure to fulfill its purposes, as well as the frequency and type of maintenance required.

**2. Service Agreement & Maintenance Contract**

A Service Agreement can easily be achieved with the preferred contractors to carry out the maintenance as required per maintenance determination. For larger scale or complex buildings a formal written maintenance contract can be attained by engaging a consultant to prepare tender documentation and manage the tender process ensuring all obligations are met. Keo Group Australia can help you in this area.

**3. Building Compliance Diary**

Once all of the Essential Safety Measures are serviced and maintained, a Building Compliance Diary can be prepared. A Building Compliance Diary should provide the followings items:

Building Information, Essential Safety Measures profile (Inspector Profile & Equipment Schedules), Inspection Schedules, Annual Essential Safety Report, Service Records or inspection logbooks (Access& Egress, Fire resistance, Fire, Mechanical, Electrical and Lift Services).

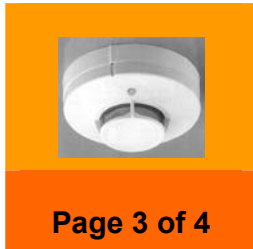
Other information and documents such drawing plans, Occupancy Permits, Fire & Safety Assessment & maintenance determination Reports, Evacuation plans should also be kept in the Building Compliance Diary.

**4. Bookkeeping Service Records**

The building owner or manager must ensure inspection schedules are up to date, indicating information such as contractors sign-in, with initial and dated. All inspection logbooks are up to date within the program having one copy on site, one to owner or manager and one to contractors or inspectors. Ensure all defects or rectification works are recorded and schedule for repair and complete.

**5. Annual Essential Safety Measures Report**

Annually after ensuring all service records are completed to date, the Annual Essential Safety Measures Report may be signed and displayed in an approved location within the building.



# Annual Essential Safety Measures Report

**Building Act 1993**

Building Regulations 2006

**Regulation 1209 & 1215: Annual Essential Safety Measures Report**

**Property Address** - located at [Address]

**Building/s or part of building**- located at [Address]

**Classification of Building/s or Part of Building** - [Class]

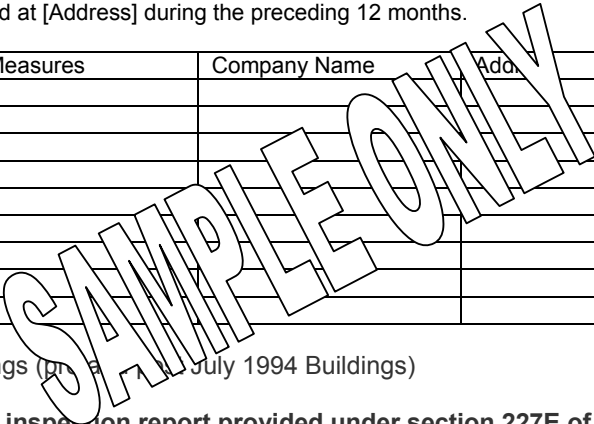
**Part A – Post July 1994 building**

This report is for a building or part of a building issued with a schedule of Essential Safety Measures date [dd/mm/yy] with Occupancy Permit No. [#] dated [dd/mm/yy] or maintenance determination/s dated [dd/mm/yy], and is required to be prepared before each anniversary of the date of that occupancy permit or maintenance determination.

**MAINTENANCE PERSONNEL DETAILS**

The following personnel carried out maintenance on the Essential Safety Measures in this building: Maintenance located at [Address] during the preceding 12 months.

| Essential Safety Measures | Company Name | Address |
|---------------------------|--------------|---------|
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |
|                           |              |         |



**Part B – All Buildings (including Pre July 1994 Buildings)**

- 1) Details of any inspection report provided under section 227E of the Building Act 1993; and
- 2) Compliance

I hereby state that I have/the owner has\* taken all reasonable steps to ensure that –

- (i) Each Essential Safety Measures is operating at the required level of performance; and
- (ii) Each Essential Safety Measures has been maintained in accordance with the occupancy permit or maintenance determination and will fulfill its purpose; and
- (iii) Since the last annual Essential Safety Measures report, there have been no penetrations required fire-resisting construction, smoke curtains and the like in the building, other than those for which a building permit has been issued; and
- (iv) Since the last annual Essential Safety Measures report, there have been no changes to materials or assemblies that must comply with particular fire hazard properties, other than those for which a building permit has been issued on; and
- (v) The information contained in this report is correct.

Signature: ..... Date:.....  
 [Owner]/Agent of owner or  
 On and behalf of the owner



For more information

## REFERENCES

For further reading please refer to the following references:

- ❑ Building Regulations 2006
- ❑ Victoria Building Act 1993
- ❑ Australia Standard AS 4655 – Fire & Safety Audit
- ❑ Victoria Building Act regulations 1994
- ❑ Building Commission – *Essential Safety Maintenance Manual 4<sup>th</sup> Edition*
- ❑ Building Code of Australia (BCA 2007), Volume 1 & 2
- ❑ Australian Standards AS 1851 2005 Maintenance of Essential Safety Measures
- ❑ Other Technical Provisions such Relevant Australian Standards and other applicable provisions

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For a copy of the new Regulations "Building Regulations 2006" Contact

#### Information Victoria

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**Website [www.dms.dpc.vic.gov.au](http://www.dms.dpc.vic.gov.au)**

For a copy of the new Essential Safety Measures Manual 4<sup>th</sup> Edition Contact

#### Building Commission

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