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WHS Facilities Maintenance 2
1. **Background**

The maintenance of facilities is about:

- resource management
- providing a safe environment for all onsite personnel
- creating a physical environment that is conducive to learning

2. **Legislation**

ACCMP seeks not only to model excellence in the provision of care and services to all enrolled students but also to ensure compliance with all legislative requirements in these areas.

Key relevant legislative provisions are listed under relevant codes of practice as well as:

i. **Work Health and Safety (WHS) Act 2011**

   This Act applies to people who carry out work in any capacity for ACCMP - including employees, contractors, subcontractors, self-employed persons, outworkers, apprentices and trainees, work experience students and volunteers who carry out work. It also applies to visitors and ‘customers’ on site – ie parents/guardians, students.

   A guiding principle of the WHS Act (Section 18) is that all people are given the highest level of health and safety protection from hazards arising from work, so far as is ‘reasonably practicable’.

   As it relates to ACCMP facilities maintenance ACCMP recognises that it:

   - must not direct, or allow, a worker to carry out work if such work is required to be done by an authorised person and the worker is not authorised. This also applies to the maintenance, repair, inspection and testing of equipment, plant or facility
   - must appropriately notifiable incident means an incident involving the death, serious injury or illness of a person, or a dangerous incident that is notifiable under Part 3 of the WHS Act.

ii. **Work Health and Safety Regulation 2011**

iii. **Workplace Injury Management and Workers’ Compensation Act 1998**
iv. Workplace Injury Management and Workers’ Compensation Regulation 2002

v. Explosives Act 2003 –

This Act consolidated and continued in force the main provisions of the Dangerous Goods Act 1975 and the Dangerous Goods (General) regulation, including the licensing requirements to handle explosives.

The key intentions of the Act include:

- Safety for the public and workplaces - the Act recognises the particularly high risks associated with explosives and the potential for the misuse of explosives.

- Regulatory control through a licensing system - the Act continues, modernises and expands the previous licensing regime in relation to explosives by providing the capacity to extend the licensing requirements to explosive precursors.

In NSW, it became illegal to obtain, possess or discharge fireworks unless the person held a Pyrotechnicians Licence or Fireworks (Single Use) Licence from WorkCover NSW. People buying and using fireworks without a WorkCover permit risk a penalty notice with on-the-spot fines of up to $1000 from Police officers and WorkCover inspectors. In addition, the courts can impose substantial penalties including up to $27,500 or up to 12 months jail, for handling fireworks without a licence.

ACCMP is in a bushland / pastoral setting and is therefore highly aware of fire possibilities particularly at certain times of year. Awareness of the provisions of the Explosives Act 2003 further heightens awareness and avoidance protocols for such possibilities.

3. Disability Legislation

In relation to students with disabilities, ACCMP ensures that on every building program there is a Disability Consultant who consults on our behalf with planners and signs off that the School meets requirements relating to Disability Legislation (see Appendix 1).

4. Fire Safety Statement
The Environmental Planning and Assessment Regulation 2000 (Part 9 : Division 5 - Fire Safety Statements) defines requirements for premises regarding Fire Safety Compliance:

Clause 175:

An annual fire safety statement is a statement issued by or on behalf of the owner of a building to the effect that:

a. each essential fire safety measure specified in the statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing:
   i. in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
   ii. in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and

b. the building has been inspected by a properly qualified person and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

Clause 177:

(1) Each year, the owner of a building to which an essential fire safety measure is applicable must cause the council to be given an annual fire safety statement for the building.

(2) As soon as practicable after an annual fire safety statement is issued, the owner of the building to which it relates:

a. must cause a copy of the statement (together with a copy of the current fire safety schedule) to be given to the Fire Commissioner, and

b. must cause a further copy of the statement (together with a copy of the current fire safety schedule) to be prominently displayed in the building.

At ACCMP this display area is in the Reception corridor with other certificates of currency.

5. **Accountabilities**
1. The General Manager reports to the ACCMP Board for the upkeep of grounds, buildings and other school assets; and for approval of the maintenance budget.

2. The General Manager is responsible for the development of the Annual Maintenance Plan and the Assets Register to record the purchase or disposal of plant and equipment.

3. Recommendations for major upgrade expenditure are to be included in the formulation of the school annual budget for Board approval.

4. The General Manager delegates responsibility for all maintenance activities to the Support Services (Maintenance) Manager.

5. This plan is to be read in conjunction with relevant policy documents including the ACCMP Workplace Health and Safety Policy and the Risk Assessment Policy.

6. **Employees’ duties**

   Employees are required to:

   • work in a manner which protects their own safety and that of others;
   • refrain from undertaking any installation, modification or repair task of any equipment, unless they are competent and, if required, qualified to undertake the task;
   • report any equipment deficiencies or hazards to their supervisor or manager as soon as they become apparent.

7. **Routine Maintenance**

   The school cleaners are responsible for the day-to-day cleaning of school buildings.

   The grounds maintenance staff member is employed to undertake minor maintenance tasks, remove rubbish, and assist with constant upgrading of school grounds.

   The gardening contractor is retained to cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of school grounds, including minor landscaping requirements.

   The Administration Manager is responsible for directing maintenance of the following:

   • Locks – excluding work that must be carried out by a professional locksmith
   • Supply and fitting of light tubes and globes – excluding work that must be carried out by an electrician
8. Preventative Maintenance

The Administration Manager is responsible for arranging the following:

- Annual Safety Fire Certificate
- Annual Check of electrical equipment by professional tradespeople as required.
- Pest control treatment as required
- Monthly tests of alarm systems and smoke detectors
- Monthly filter checks and cleaning of air conditioning units
- Annual check of air-conditioning via maintenance contract with professional tradespeople
- Annual inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks and locks.

9. Responsive Maintenance

There will always be maintenance emergencies that need to be attended to. Preventative maintenance and responsive fixing of the Photocopiers is an example of this.

Direct approaches to the Support Services (Maintenance) Manager should only be made in emergency situations. The normal channel for communicating such needs is via School Executive or Admin.
10. Long-Term Maintenance

Protection of the school’s assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, grounds, plant and equipment. This includes:

Every two years:
- Replacement of glass where necessary
- Powder coated finishes where necessary
- Furniture replacement where necessary

Every five years
- Internal painting – or earlier if required

Every ten years
- External painting – or earlier if required
- Replacement of floor coverings – if required
- Replacement of noticeboards – if required
- Replacement of guttering – if required
- Replacement of electrical wiring – as required (Electrical work by qualified electrician only)

Every twenty-five years
- Roof refurbishment/replacement – if required and earlier if necessary.

11. Associated ACCMP Documents

Ongoing Maintenance Plan
Assets Register
Work Health and Safety (WHS) Policy
Physical Resources Management
Hazard Identification and Risk Management Policy

Superseded Documents:
- WHS Facilities Management

APPENDIX 1

Associated Legislation

Disability Discrimination Act 1992 (as amended)

The objects of this Act are:
a. to eliminate, as far as possible, discrimination against persons on the
ground of disability in the areas of:

(i) work, accommodation, education, access to premises, clubs and
    sport; and
(ii) the provision of goods, facilities, services and land; and
(iii) existing laws; and
(iv) the administration of Commonwealth laws and programs

b. to ensure, as far as practicable, that persons with disabilities have the
   same rights to equality before the law as the rest of the community

c. to promote recognition and acceptance within the community of the
   principle that persons with disabilities have the same fundamental rights
   as the rest of the community.

Disability Standards for Education 2005

The Disability Standards for Education 2005 is subordinate legislation under the
Disability Discrimination Act 1992 and seeks to ensure that students with
disabilities are able to access and participate in education and training free from
discrimination and on the same basis as other students. The standards clarify the
obligations of education and training service providers, and the rights of people

The standards also state the obligations of education and training providers for
students with disabilities. Providers must make reasonable adjustments to
accommodate a student with a disability, except in instances when this would
impose unjustifiable hardship on a person or organisation.

The Review of Disability Standards for Education 2005

Legislation requires that the above Standards be reviewed every five years. The
Review of Disability Standards for Education 2005 was undertaken to determine
whether the Standards remain an efficient mechanism for Government to achieve
Australian Government Response to the Review were released on 1 August 2012.

The Disability (Access to Premises-Buildings) Standards 2010

The Disability (Access to Premises-Buildings) Standards 2010 aim to achieve
better access to a wider range of public buildings. Improving building access
gives more people more opportunity to access employment, education and
services, and to connect with the broader community.
This involves taking action to ensure that public buildings do not provide unreasonable barriers to the participation of people with disabilities.

In 2001, the government tasked the Australian Building Codes Board to develop Premises Standards through amendments to the Building Code of Australia. The standards are one part of the Australian Government’s ten-year National Disability Strategy.