

STATION MANAGEMENT

STATION WORK ROUTINE GUIDELINES

Permanent stations

1 Introduction

Settlement of the 2000 permanent firefighters' award included agreement between the FBEU and Fire and Rescue NSW to the promulgation of guidelines on what constitutes a 'standard working shift' for permanent firefighters. Since the 1989 repeal of the By Laws under the former *Fire Brigades Act 1909*, particularly By Law 59, *Duties of a Station Officer*, there has been no clear, consolidated policy on the duties of a Station Officer and crew.

The attached guidelines are provided to assist Superintendents, Inspectors, Station Officers and Firefighters to plan short and long-term work routines at fire stations, subject at all times to an over-riding obligation to immediately respond to emergency calls.

It is Fire and Rescue NSW policy to devolve authority, responsibility and accountability to the most appropriate levels in the organisation in order to realise gains in efficiency and improve job satisfaction for all personnel. Therefore these guidelines are not prescriptive in terms of time or duties to be performed, with the exception of those duties which have OHS ramifications such as checking of appliances and SCBA, routine recording of information, and other identified activities.

This provides Station Officers with sufficient flexibility to develop work routines suited to their particular operational environments. For example, inner city fire stations may be unable to arrange fire safety activities such as school visits and the like as often as suburban fire stations, due to high incident workload during the daytime and a large transient population.

2 Time critical duties

The following duties are time critical and must be performed as follows:

1. An over-riding obligation to immediately respond to emergency calls.
2. Pre-operational checks, servicing, fuelling and cleaning of all personal protective and other operational equipment including self contained breathing apparatus, permanently staffed appliances, ancillary equipment, etc, at commencement of each shift, or in accordance with established Fire and Rescue NSW policy.
3. Post-operational checks, servicing, cleaning, and decontamination of all personal protective and other operational equipment including self contained breathing apparatus, permanently staffed appliances, ancillary equipment, etc, following use and before ceasing duty.
4. Subject to response workload, a minimum of 6 hours skills maintenance and/or acquisition training during each set of 4 shifts (A,B, C, D, E and F Platoons), or 5 shifts (Monday to Friday roster).
5. Recording of fire prevention, fire safety, and response activities on AIRS or the Community Activity Reporting System; and
6. Administrative tasks including submission of injury reports, timesheets etc.

3 Allocation of responsibilities

Station Officers on all Platoons are expected to agree on equitable allocation of responsibilities between Platoons, particularly in relation to the coordination of work routines such as: scheduling of the regular servicing of ladders, dividing responsibilities for fire safety work and pre-incident planning, etc.

Duty and Zone Commanders will provide assistance where necessary to co-ordinate work routines between Platoons and will support Station Officers in ensuring the safe, efficient operation of stations within their jurisdictions.

4 Work routine guidelines

The following tables of activities are based upon the 10/14 roster system. Station Officers working on other rosters should modify the guidelines to suit their particular circumstances.

Table 1: Day shift

Duties	Personnel	Tasks
Roll call and briefing	Station Officer	Roll call. Allocation of duties.
Personal equipment check	All staff	PPE and SCBA.
Comprehensive appliance and equipment check - maintenance and cleaning.	All firefighters	Remove, inspect and operate all equipment (first day shift). Refuel and clean permanently staffed appliances, test pump, aerials, rescue gear, etc.
Station maintenance	Station Officer	Ensure station and grounds are maintained.
Station inventory and administration	Station Officer	Check uniforms, station inventory, keys to premises, petty cash. Report staffing levels to Inspector.
Training	All staff	Skills maintenance training using station training program resources. Inspector/ Superintendent will arrange regular multi-station exercises.
Community safety activities	All staff	Activities including, but not confined to: FireEd, fire safety talks, school visits, fire safety displays, evacuation exercises, familiarisation visits to hazardous premises, pre-incident planning, hydrant inspections, station area familiarisation, bushfire hazard inspections, hazard reduction burns, static water supply program, training of Community Fire Units, liaison with other emergency services or community groups, etc.
Exercise and private study	All staff	Staff are encouraged to engage in approved physical exercise programs. Study time for staff studying for examinations/promotion.

Duties	Personnel	Tasks
Prepare station for change of shift	All staff	Restore station and equipment to required standard. Clean personal protective equipment. Station Officer to finalise administrative tasks.

Table 2: Night shift

Duties	Personnel	Tasks
Roll call and briefing	Station Officer	Roll call. Allocation of duties.
Personal equipment check	All staff	PPE and SCBA.
Inventory and appliance check	All firefighters	Ensure all equipment is serviceable and permanently staffed appliances checked, fuelled, etc.
Station administration	Station Officer	Check uniforms, station inventory, keys to premises, petty cash. Report staffing levels to Inspector.
Training and community safety activities	All staff	Skills maintenance training using station training program resources. Community safety activities such as talks to community groups, pre-incident planning, checking hydrants on roads inaccessible during day, etc.
Personal development	All staff	May include exercise, study, reading, training videos, computer research, etc
Roll call and preparation for change of shift	All staff	Ensure station and equipment restored to operational readiness and personal equipment cleaned.

Contact Officer: Director Operational Capability, (02) 9265 2713

File Reference: CHO/05712

In Orders 2001/22, with amendments

SECURITY

See also the [Security policy](#) on page 247 and procedures for access to stations during [Security alerts](#) on page 68.

Accepting keys to premises

Fire and Rescue NSW encourages owners and occupiers of premises with automatic fire alarms to deposit keys with the nearest fire stations so that firefighters can gain access without causing unnecessary damage.

Stations should only accept keys to premises with automatic fire alarm systems connected to Fire and Rescue NSW, either directly or through an Automatic Fire Alarm Service Provider.

Note: When premises migrate from a direct connection to a fire station to a connection to a Communication Centre through an Automatic Fire Alarm Service Provider the keys must be retained at the station.

Keys to premises without automatic fire alarm systems can only be accepted with the approval of the Zone Commander.

Contact Officer: Director Operational Capability, (02) 9265 2713

File Reference: CHO/01793

In Orders 2002/10, with amendments

Use of keys and resealing after use

1. Keys to private premises are to be kept in a fabric or leather bag effectively sealed by a lead and wire seal.
2. Keys are to be kept in a locked cabinet, the key to which is to remain with the Station Commander at all times.
3. Station Commanders will make an entry in the Occurrence Book whenever keys are removed from the key cabinet, eg to attend to fire calls.
4. Station Commanders will seal the key bag after use of keys with Fire and Rescue NSW's lead and wire seal. An appropriate entry is to be made in the Occurrence Book indicating the time of keys being resealed and returned to the key cabinet after use.
5. Should owners of keys wish to reseal keys with their own seal after use they may be permitted to do so. The Station Commander should notify such owners after use of keys with a request that their representative attend the station to affix their seal.
6. Station Commanders are to check keys to ensure that they are correct and that seals are intact. This check is to be carried out by the Station Commander duty platoon rostered 1800-0800 hours *each Friday*.
7. The outcome of the key inventory check must be recorded in the Occurrence Book immediately following such key inventory check.
8. The key cabinet must be checked at the beginning of each shift to ascertain whether it is locked or otherwise. The Station Commander must ensure that the result of such check is recorded in the Occurrence Book at that time.

9. Station Commanders who receive *original issue* of keys to premises are to complete the appropriate paperwork and forward this to the Communication Centre to which the alarm is passed on.
10. The Database Manager at the Sydney Communication Centre will have the relevant information updated in Fires III.
11. When any *additional* keys are received Station Commanders will complete the Key Deposit Form and forward it *directly* to the Area Office. The Sydney Communication Centre need only be notified of original issue of keys to premises.

In Orders 1995/8, with amendments

Key bag seals

1 Background

Key bag seals are available for use at all stations, to progressively replace the use of crimping tools, lead seals and wire to secure key bags. Key bag seals are made of red plastic and each seal is uniquely numbered.

2 Sealing kit withdrawn

Unused lead seals, wire and crimping tools have been withdrawn and should be returned to:

Stores Section
Logistics Support
Fire and Rescue NSW
Locked Bag 13
GREENACRE NSW 2190

by Wednesday 17 August 2011.

3 Procedure

Key bag seals must only be used to secure key bags and are not a substitute or alternative for SIMS seals.

Stations should estimate and order their annual requirement. Seals are supplied in lots of 100 and a discount applies to larger orders. Where stations expect to use significantly less than 100 seals per year, the Zone Office should maintain a local stock of seals and distribute as required. Stations that do not use key bags should not stock key bag seals.

Key bag seals are listed on [ESCAT](#) and can be ordered via Zone Offices with an issue voucher.

Contact Officer: Assistant Equipment Development Officer, (02) 9742 7121, or Supply Officer,
(02) 9742 7443

File Reference: NFB/11142 *Commissioner's Orders 2011/16, with amendments*

Use of keys by automatic alarm company representatives

If a request is made by a mechanic servicing automatic fire alarm installations for the use of keys held by Fire and Rescue NSW to gain entry to premises to which a system is connected, his or her request is to be declined. He or she is to be advised to contact the appropriate officer of the firm concerned.

Consolidated In Orders, page 124, with amendments

Locking of security boxes and key cabinets

The following instructions are to be implemented with regard to the security arrangements at fire stations within the Greater Sydney Area.

1. All duplicate keys to station security boxes and key cabinets are to be forwarded to the designated location in each Area. Such duplicate keys may only be obtained when authorised by the Duty Commander.
2. All duplicate station keys (other than those to key cabinets and security boxes) are to be deposited in the key cabinet.
3. All station keys are to be kept in the possession of the Station Commander. This will apply at all times, including when attending fire calls, etc.

All removals from, or additions to, key cabinet must be recorded in the Occurrence Book.

In Orders 1967/22, with amendments

Security of key cabinets

To provide additional security for keys lodged at stations, key cabinets are to be located within a lockable room, eg watchroom or office, which shall then be secured when a station is unattended. To overcome delays in responding to calls where multiple sets of keys are held, it is suggested that indexing of drawers and keys be done.

In Orders 1982/16

Keys to Fire and Rescue NSW premises

1 Application

This policy applies to the issue and security of keys to Fire and Rescue NSW premises. It also applies to padlocks.

It does not apply to keys held by Fire and Rescue NSW to non-Fire and Rescue NSW premises.

This policy applies to all Fire and Rescue NSW staff and to any other persons who are issued a key to Fire and Rescue NSW premises.

2 You are responsible for your key

If you are issued with a key, you are responsible for that key and for maintaining the security of the premises the key gives you access to.

You must not lend or pass on your key to anyone else, inside or outside Fire and Rescue NSW.

If you change workplaces or positions, or leave Fire and Rescue NSW, and are no longer authorised to have a key that has been issued to you, you must return your key to your Commander or Manager.

Purple Master Keys, Orange MUP keys and Green SO Keys are personally issued to their approved holder and must not be handed on to anyone else. When the key is no longer required by its holder, it must be returned to Property Services immediately.

If you lose a key, or your key is stolen, you must report the loss immediately to your Commander or Manager and a report must be provided to Property Services.

3 Responsibility for management of keys

Commanders and Managers are responsible for:

- maintaining the security of Fire and Rescue NSW premises they are responsible for
- authorising the issue of keys to staff, volunteers, contractors or other people they are responsible for
- maintaining an up-to-date [Station key register](#) and completing twice yearly audits to ensure that the register is accurate and no keys have been lost or stolen
- ensuring that keys are returned when a key holder leaves or changes position
- ensuring that [Key transfer forms](#) are completed each time a key is returned to, or re-issued by, the station and sent to Property Services as soon as possible
- immediately reporting lost or stolen keys to their chain of command and Property Services.

Station Commanders are responsible for keys carried on station appliances.

4 Authorisation to issue keys

The Key schedule (available on Station Portal) lists the Commanders' and Managers' positions authorised to issue keys. Applications for keys must be signed by the authorised person.

5 Applying for a key

To apply for a key, fill out the [Bilok security access application form](#) (available on Station Portal). The form must be authorised by a Commander or Manager in accordance with the [Key schedule](#) on the Intranet. You cannot authorise the issue of keys to yourself.

Fax the completed form to the Building Access and Management Support Coordinator (BAMSC), Property Services. The BAMSC will send the key to the applicant who must complete and return the enclosed [Key issue registration form](#).

6 Issuing keys

When a key is issued, the Commander or Manager must ensure that a [Key issue registration form](#) (available on Station Portal) is completed and signed by the person to whom the key has been issued.

The [Key issue registration form](#) must be sent to the BAMSC at Property Services. This form will be kept on file at Property Services and used to update the central key register.

The station or section's key register must also be updated and signed.

7 Key registers

All workplaces must maintain a key register. The Commander or Manager of the workplace is responsible for updating the key register. A [Station key register form](#) is available on the Intranet.

Anyone issued with a key must sign for it on the key register.

The BAMSC also maintains a central key register in Property Services.

Commanders and Managers must conduct a twice yearly audit of all key registers. The results of the audit must be sent to the BAMSC at Property Services so that the central key register can be kept up-to-date.

8 Returning keys

If you change workplaces or positions, or leave Fire and Rescue NSW, and are no longer authorised to have a key that has been issued to you, you must return your key.

Key	Return to
Red Station Key	Station Commander
Orange MUP Key	Property Services
Green SO Key	Property Services
Purple Master Key	Property Services
Any other key to Fire and Rescue NSW premises	Property Services

Until a [Key transfer form](#) or the physical key is received back by the BAMSC at Property Services, you are still responsible for the key.

Commanders and Managers must ensure that ALL keys are returned when a key holder leaves or changes position.

The return of the key must be entered onto the [Station key register](#) and a copy of the completed [Key transfer form](#) must also be sent to Property Services so the BAMSC can update the central register.

9 Lost keys

If a key is lost or stolen you must submit a report through the chain of command to the Commander or Manager responsible for authorising a replacement key. The report must cover:

- how the key was lost or stolen
- the key number
- the steps taken to locate the key
- the security risks to the premises resulting from the loss of the key, and
- recommendations for action.

A copy of this report must accompany the [Bilok security access application form](#) sent to the BAMSC Property Services before a new key will be issued.

10 Forms

- [Key schedule](#)
- [Bilok security access application form](#)
- [Key issue registration form](#)
- [Key transfer form](#)
- [Station key register form](#)

Contact Officer: Building Access and Management Support Coordinator, (02) 9742 7133

File Reference: PRS/00291

In Orders 2009/26, with amendments

Electronic security access cards to Fire and Rescue NSW premises

1 Application

The DSX Electronic Security Access Control System has been installed at a number of Fire and Rescue NSW sites such as Head Office, Greenacre, Alexandria, City of Sydney, Ingleburn Rescue and several Communications Centres.

This instruction explains the Fire and Rescue NSW policy on:

- the provision of electronic security access cards to employees, contractors, volunteers and other approved persons, and
- the responsibilities associated with the care and security of a Fire and Rescue NSW electronic security access card and the premises which the card provides access to.

Electronic security access cards are issued and maintained by the Building Access and Management Support Coordinator (BAMSC), Property Services.

2 Correct use of electronic security access cards

Card holders must display their electronic security access cards at all times when on Fire and Rescue NSW sites secured by the DSX Electronic Security Access Control System.

To successfully gain access onto or within a Fire and Rescue NSW site where the Electronic Security Access System has been installed, the card holder must ensure that their electronic security access card is electronically registered (badged/swiped) into the security system.

Present your electronic security access card within 100 - 150 mm of the front of the card reader, while keeping any other electronic access cards away from the card reader.

- A successful access request is demonstrated by a beep and a green light flash on the card reader.
- An unsuccessful access request is demonstrated by a beep and a red light flashing on the card reader. The door will not open. This means that the card was either not accepted or that you do not have access to that door.
- A faulty card makes no noise when presented to the reader and the light stays solid red.

3 You are responsible for your electronic security access card

A Fire and Rescue NSW electronic security access card remains the property of Fire and Rescue NSW at all times.

As an electronic security access card holder, you must ensure that:

- your access card is not lent to or used by any other person or party.
- you do not use your card to provide access to an unknown person or party who has tried unsuccessfully to gain entry to a Fire and Rescue NSW site or door either with or without the use of an electronic security access card.
- if your card stops working, the BAMSC is notified immediately either on 7133 or by email.

- you provide a detailed report to your Manager immediately if your card is lost or stolen.

If you change workplaces or positions, or leave Fire and Rescue NSW, you must return your electronic security access card to your Manager.

4 Responsibility for management of electronic security access cards

Managers are responsible for:

- Maintaining the security of Fire and Rescue NSW premises they are responsible for, eg by ensuring secured access doors are not left open, and that any door faults are reported to the BAMSC.
- Endorsing the issue of electronic security access cards and access requests to staff, volunteers and contractors who require to access their areas.
- Ensuring that access changes to a person's electronic security access card or return of their electronic security access card are notified to BAMSC.
- Reporting lost, stolen or damaged electronic security access cards to the BAMSC.

5 Applying for an electronic security access card

[DSX security access application forms](#) are available on Station Portal. You must fill in the application form and have it authorised by the Manager of the area you require access to.

Fax the completed application form to Property Services on (02) 9742 7489 for processing.

All electronic security access cards must display a recent and usual likeness of the card holder (eg the photo should be taken with glasses if the card holder usually wears glasses).

You can attend the Greenacre site to have your photo taken. To obtain your electronic security access card, you must produce photo ID (eg drivers licence) to verify your identity.

Alternatively, you can have your Manager send an email to the BAMSC with a .jpg image of you attached. Your Manager must state in the email that they have sighted photo ID and can confirm it is a correct likeness of you.

Access cards for Head Office are initially issued with general office hours access (Monday to Friday, 0600 to 1930 hours). To request additional access to specific levels and/or extended hours, fill in an application form and have it endorsed by your Manager, then send it to the Professional Standards and Conduct Officer for final approval.

6 Changing access rights

To change the access rights of your electronic security access card, complete a [DSX security access application form](#) and have it approved by your Manager. You must note whether the access being requested is in addition to or replaces the existing access rights.

Requests for electronic access to Head Office (227 Elizabeth St) must be endorsed by your Manager and sent to the Manager Professional Standards and Conduct for final approval.

Once approved, fax the form to the BAMSC, Property Services, on (02) 9742 7489.

7 Expiry dates

Type of Card	Colour	Expiry Date
Permanent employees	Dark blue	Within three years
Temporary employees	Light blue	Within three years
Contractors	Yellow	For the length of the contract (Maximum: up to one year and reviewed yearly)

You must notify the BAMSC when your card is due to expire. Send the BAMSC an email approximately one month before the expiry date. The email should include your name and service number, the number of your card and the expiry date.

Contractors' electronic security access cards that require an extension must be re-approved by their Manager with details of how long the access should be extended.

8 Returning electronic security access cards

Electronic security access cards that have expired or are no longer required must be returned to the BAMSC at Property Services immediately.

Under no circumstances should you keep a card or pass it on to another staff member other than your Manager. Do not destroy or throw away your card.

9 Lost or damaged electronic security access cards

If an electronic security access card is lost or stolen, notify the BAMSC immediately in writing.

To report the loss of an electronic security access card, submit a report through your Manager. The report must cover:

- how the electronic security access card was damaged, lost or stolen
- steps taken to recover the lost pass
- the name and service number of the card holder.

The report must be endorsed by the Manager. Both the report and a completed application form for replacement must be sent to the BAMSC for a replacement to be issued. If a report is not received then a replacement card will not be issued.

10 Requesting access reports

Requests for access reports from the DSX Security Access Control System must be made in writing to the Assistant Director Property Services.

A formal request must be submitted and include the following information:

- the name of specific person(s)
- the reason the report is required
- the specific dates.

The Assistant Director Property Services will review the request and reserves the right to decline any request.

Contact Officer: Building Access and Management Support Coordinator, (02) 9742 7133

File Reference: PRS/00311

In Orders 2009/26, with amendments

Locking of station doors

In order to ensure security of Fire and Rescue NSW equipment, appliances and personnel, Station Commanders must ensure that all external station doors that would allow public access to engine bays, watchrooms or other secured areas are kept locked whenever firefighters are not in the immediate vicinity to monitor station security.

At times when public access may be required such as an Open Day or school visit etc, Station Commanders must ensure that any area which cannot be observed by station staff is kept locked.

Contact Officer: Assistant Director Community Risk, (02) 9742 7127

File Reference: CRM/POL/00035 and CHO/03118

In Orders 2003/26, with amendments

Access to the Greenacre complex

Due to the security and occupational health and safety requirements, boom gates have been installed at the entry point of the Greenacre complex.

All vehicles, with the exception of response and minor fleet vehicles which are permanently assigned to the Greenacre complex, will be required to stop and register on entry and exit to the complex. Vehicles that are exempt have been issued with an electronic fob to activate the gates.

Contact Officer: Facilities Manager, Greenacre, (02) 9742 7472

File Reference: PRS/00135

In Orders 2001/13, with amendments

VISITORS TO STATIONS

Occurrence book entries

Arrival and departure times of all visitors to fire stations, including Fire and Rescue NSW tradespeople, must be recorded in the occurrence book, such entry shall state name of visitor and reason for visit.

A visitor means any person or persons who visits a fire station, not being the officers and firefighters attached to that particular station and in fact rostered or about to be rostered for duty.

In Orders 1965/21, with amendments and as amended by In Orders 1965/25

Union officials

Authorised officers of the Fire Brigade Employees' Union are permitted to enter stations:

1. during working hours when there is a suspected breach of the *Industrial Relations Act*, or an award or industrial agreement;
2. to investigate a suspected breach of occupational health and safety legislation;
3. to interview staff during the period set aside for meals, ie between 1200 and 1400 hours, and 1900 and 2100 hours, on the following conditions:
 - a. the oral approval of the Zone Commander must be obtained by the NSW Fire Brigade Employees' Union on each occasion. The Zone Commander will notify the Station Commander of the visit.
 - a. the visit must not interfere with responses, station work, Brigade exercises, drill or instruction periods at the station.

The time of arrival and departure of Union officials must be noted in the occurrence book.

These instructions do not apply to the collection of Union dues by the station delegate, or to visits on personal business.

Union meetings must not be conducted on station premises without the approval of the Commissioner or the appropriate Director.

In Orders 1996/18, with amendments

Authorised officers of the Fire Brigade Employees' Union

The Fire Brigade Employees' Union (FBEU) has advised Fire and Rescue NSW that it defines an *authorised officer* of the FBEU as:

- a member of the State Committee of Management; or
- a member of the industrial staff of the FBEU.

This definition will apply to any reference in In Orders to *authorised officers of the Fire Brigade Employees' Union*.

In Orders 1996/18, with amendments

Children

Pre school groups

For pre school groups of children aged minimum 4 years to under 7 years:

1. Number of children comprising a group not to exceed 10.
2. Where possible, a minimum of 14 days notice to a proposed visit should be given.
3. Visits may be permitted on any day or time which is suitable to Fire and Rescue NSW operations.
4. Children to be under adult supervision during the whole time present at the station.
5. Applications for visits in accordance with the abovementioned conditions may be made direct to the Station Commander concerned who may approve the application, subject to the convenience of Fire and Rescue NSW operations.

Groups of other school children

For groups of school children with a minimum age of 7 years:

1. The number of children comprising a group not to exceed 35 children.
2. A group comprising 20 children or more to be accompanied by a teacher and a parent. A group of less than 20 children to be accompanied by a teacher.
3. Where possible, a minimum of 14 days notice of a proposed visit should be given.
4. Visits may be permitted on any day or time which is suitable to Fire and Rescue NSW operations.
5. Applications for visits in accordance with the abovementioned conditions may be made direct to the Station Commander concerned who may approve the application subject to the convenience of Fire and Rescue NSW operations.

In Orders 1974/28, with amendments

Members of Parliament

For information about Members of Parliament visiting fire stations, see [Provision of Information to members of parliament](#) on page 574.

Halon collection

1 Background

Halons are ozone-damaging substances. To minimise damage to the ozone layer, Australia stopped importing halons at the end of 1992 and the manufacture of halons ceased at the end of 1993. From 31 December 1995, use or possession of a yellow BCF/halon extinguisher without approval has been illegal and attracts a fine in all Australian States and Territories.

The National Halon Bank collects, stores, reclaims and destroys halons at a secure site in Melbourne (see <http://www.coffey.com/our-businesses/dascem-halon-cfc-services/dascem-halon-cfc-services/about-us>). It has been collecting yellow BCF/halon fire extinguishers handed in to fire stations since 1993 and has now collected over 90% of NSW's known halon gas deposits.

The Halon Bank has therefore scaled down its operations, and collection of extinguishers from fire stations may take up to six months.

2 What to do when yellow extinguishers are handed in

When yellow BCF/halon extinguishers are handed in at your fire station:

- write the date of receipt on the extinguisher
- store the extinguisher(s) in a secure area, and
- notify the National Halon Bank on 1800 658 084.

Note: Do not use the extinguishers or release their contents into the atmosphere.

Depending on the size and quantity of the extinguishers, the Halon Bank will either arrange for the extinguishers to be collected from the station or transported to a nominated location for collection.

If the extinguishers have not been collected after six months, request your Duty Commander to make a follow up call to the Halon Bank.

Contact Officer: Assistant Director Community Risk, (02) 9742 7127

File Reference: CHO/00526

In Orders 2005/1, with amendments

PARKING

Parking private vehicles on Fire and Rescue NSW premises

1 Policy

Private vehicles may not be parked on Fire and Rescue NSW premises without proper authority.

Private vehicle means any motor vehicle, motor cycle or trailer which is not owned or leased by Fire and Rescue NSW.

The Station Commander or site manager is responsible for the supervision of parking on their station or site.

2 Staff parking

An employee who wishes to park a private vehicle on Fire and Rescue NSW premises while on duty must submit a [Permission to park form](#) (available on Station Portal) to the Station Commander or site manager.

For Officers and Firefighters attached to the relieving corps, the *Permission to park form* must be lodged at their base station/location.

Employees visiting Fire and Rescue NSW premises for work related purposes, or performing temporary relieving duties, out duties or overtime at a location to which they are not permanently attached do not have to submit a *Permission to park form* provided that they obtain permission from the Station Commander or site manager before bringing a private vehicle onto Fire and Rescue NSW premises.

Permission to park will not be granted for employees driving trucks or any vehicle used for commercial purposes, except for Retained Firefighters who respond to a fire station in a commercial vehicle connected to their primary employment.

3 Visitor parking

Visitor parking, including parking by off-duty staff, is at the discretion of the Station Commander or site manager.

Note: The *Security alerts* policy on [page 68](#) sets conditions for visitor parking at different alert levels.

4 Liability

Fire and Rescue NSW, its officers or agents, will not be held responsible or liable for any damage to or theft of any private vehicle or its contents while the private vehicle is parked on Fire and Rescue NSW premises. The owner and/or driver of a private vehicle accepts full responsibility for any damage caused to Fire and Rescue NSW property and/or services by their private vehicle.

5 Conditions

The following conditions apply to any private vehicle on Fire and Rescue NSW premises:

- 5.1 Drivers/owners of private vehicles must obey any instructions from the Station Commander or site manager.
- 5.2 The Station Commander or site manager may require private vehicles to be removed from Fire and Rescue NSW premises if required for security or the efficient operation of Fire and Rescue NSW.

- 5.3 Fire and Rescue NSW vehicles always have priority over private vehicles.
- 5.4 The number of private vehicles parked on Fire and Rescue NSW premises must not exceed the number of parking spaces designated for private vehicles.
- 5.5 Private vehicles must not obstruct appliance bays or impede the movement of Fire and Rescue NSW vehicles.
- 5.6 Private vehicles must not be parked in appliance bays.
- 5.7 Employees must not leave private vehicles on Fire and Rescue NSW premises when they are off duty.
- 5.8 Cleaning of and/or mechanical attention to private vehicles on Fire and Rescue NSW premises is prohibited, with the exception of residents of quarters on Fire and Rescue NSW premises who may clean their private vehicle so long as this does not interfere with the efficient functioning of Fire and Rescue NSW and complies with the instruction on [Washing appliances](#) on page 672, and any water restrictions.

6 Revocation of permission to park

Employees who fail to comply with these instructions may have their permission to park on Fire and Rescue NSW premises withdrawn.

Contact Officer: Manager Professional Standards and Conduct, (02) 9265 3923

File Reference: CHO/00867

In Orders 2006/7, with amendments

USE OF FACILITIES

Alexandria complex

The Fire and Rescue NSW complex at Alexandria is used by the State Training Academy, Operational Capability, Operational Communications, the BA/Hazmat Training Centre, Community Safety Training Services and Alexandria Fire Station.

To enable the efficient use of facilities at the complex, the Manager Recruit Training has been made responsible for overseeing:

- the use of common areas
- the use of training facilities
- visitors to the complex
- the allocation of parking.

Use of facilities within individual sections remains the responsibility of the managers of those sections.

This instruction in no way affects the operations, functions or responsibilities of the Station or the Commanders at No 13 Station, Alexandria.

Contact Officer: Clerk, Recruit Training, (02) 9318 4300

File Reference: CHO/01896

In Orders 1998/1, with amendments

MEALS

The reputation of Fire and Rescue NSW as a responsible public sector community service is impaired when members of the public observe a fire appliance pulling up and possibly illegally parking to enable the crew to purchase food.

This is not an acceptable practice, as it brings Fire and Rescue NSW into disrepute in regard to flouting the *NSW Road Rules* as well as using a fire appliance for private purposes. It is the responsibility of the Station Commander to ensure that meal purchase arrangements do not bring Fire and Rescue NSW into disrepute.

Acceptable arrangements for the purchase of meals

At stations having a staff in excess of Station Officer and three Firefighters per shift: If such a station is close to a purchasing centre (ie, within the hearing of the bells or the public address system), subject to the safe working of the station and provided that prior permission has been obtained from the Station Commander, one member per shift will be permitted to leave the station to obtain lunches and teas for the whole of the staff. Under no circumstances are officers or firefighters to enter premises licensed to sell liquor to obtain meals.

At those fire stations having a Station Officer and three Firefighters per shift, or where a suitable shop for the purchase of food is not within the hearing of the bells or public address system: the Station Commander may contact the proprietor of a shop close to the station to arrange for the delivery of meals to the members on duty who may require them.

In Orders 1995/4, with amendments

See also procedures relating to [Amenities](#) on page 128.

MAINTENANCE OF PREMISES

Duty to consult on the design of fire stations and other buildings

1 Policy

In designing, building and reviewing the occupancy of stations and other buildings, Fire and Rescue NSW has a duty of care under occupational health and safety legislation to:

- share relevant information about design, occupational health, safety and welfare;
- give employees the opportunity to express their views and to contribute to the resolution of any occupational health, safety and welfare issues; and
- reassure employees that their views are valued and taken into consideration.

This duty of care is administered in two stages:

- design consultation; and
- post-occupancy reviews.

2 Application

Under the NSW *Occupational Health and Safety Act 2000*, Fire and Rescue NSW has the duty to consult with employees and make reasonable efforts to take their views into consideration. This policy applies in all instances where new buildings are designed or existing buildings re-designed for significant alterations such as structural alterations, additions and major changes in the proposed use of existing areas. It would generally not apply for works such as re-painting or repairs.

3 References

Occupational Health and Safety Act 2000
Occupational Health and Safety Regulation 2001

4 Design consultation

Section 4 of this policy applies:

- where a new building is designed; or
- where an existing building is scheduled for significant renovation, modification or significant maintenance.

The stages that are followed to ensure that Fire and Rescue NSW meets its duty to consult are:

- 4.1 Assistant Director Property Services allocates the project to a Project Manager.
- 4.2 The Project Manager gives a form to the Area Commander requesting nomination of a Project Sponsor, the details of the employees or crew and appliances that will occupy the building, and details of the total expectation of the works.
- 4.3 The Area Commander appoints a Project Sponsor. In the case of a fire station, this is usually the Zone Commander.

- 4.4 The Project Manager arranges a meeting on site with the Project Sponsor and any employees directly affected. The aim of this meeting is to consult with employees regarding the plans and the proposed design. Any floor plans, design proposals or checklists that are available should be tabled at this meeting. The aim of this meeting is to:
- share relevant information about design, operational requirements and occupational health, safety and welfare;
 - give employees the opportunity to express their views and to contribute to the resolution of any design, occupational health, safety and welfare issues; and
 - reassure employees that their views are valued and taken into consideration.
- 4.5 The Project Sponsor will extend an invitation to attend the meeting to the Safety Representative, the relevant OHS Committee and/or an OHS representative from the Health and Safety Branch.
- 4.6 The Project Manager will take all views into consideration and make reasonable accommodation for the views of employees. In particular, any issues thought to be occupational health, safety and welfare matters should be raised, assessed and resolved at this point.
- 4.7 The Project Manager presents final plans to the Project Sponsor for his/her sign off and the sign off of the employees.

5 Post-occupancy reviews

- 5.1 Within four to six months of the station or building being occupied, the Project Manager will prompt a post-occupancy review (POR) through the Project Sponsor (usually the Zone Commander). The Project Sponsor will extend invitations to attend the POR to the employees occupying the building, a union representative, an OHS representative from the Health and Safety Branch, a Safety Representative or local OHS Committee member (if not part of the station/building employees), and a representative from the Property Services Branch.
- 5.2 The Project Sponsor chairs the POR, which aims to:
- share relevant information about occupational health, safety and welfare;
 - give employees the opportunity to express their views, to identify perceived hazards and to contribute to the resolution of any occupational health, safety and welfare issues; and
 - reassure employees that their views are valued and taken into consideration.
- 5.3 The *Occupational Health and Safety Inspection Annual Report form* is used to provide a checklist for the POR. The checklist must identify in the *Action Required* column the person who will address each issue and make the final decision.
- 5.4 Issues that are raised will be assessed on the basis of likelihood of risk and severity of risk. Action will then be considered on how to address the issues, taking into consideration occupational health, safety and welfare needs and a cost-benefit analysis.
- 5.5 Issues that are raised will be considered in relation to future designs and renovations but may also lead to the approval of retrofitting modifications and/or maintenance work if considered reasonable.

- 5.6 Where any employee entitled to attend any meeting under this policy requires time off to do so, time taken may be deemed to be time on duty and the representative may be entitled to time off, allowances or other provisions in accordance with the relevant award.

Contact Officer: Assistant Director Property Services, (02) 9742 7374

File Reference: PRS/00886

In Orders 2001/25, with amendments

Station redevelopments

The following arrangements shall apply when redevelopment work is carried out at a station:

1. When a station is to be redeveloped, the Department will inform the Fire Brigade Employees' Union (FBEU).
2. Arrangements will be made between the Department and the FBEU to jointly inspect the site prior to work commencing, in order to observe any potential OHS problems associated with the redevelopment. The Department will be represented by an Executive Officer, or delegate, and Safety Representative or a representative of the local OHS Committee.
3. The Department will in the first instance seek to remedy any identified unsatisfactory condition with the emphasis being on staff remaining at the site. This may involve segregating areas of work from firefighters' accommodation, or providing demountable buildings to a standard agreed between the Department and FBEU. In these circumstances where unsatisfactory conditions have been remedied and accommodation to an agreed standard is provided on site, no allowances will be payable.
4. If an unsatisfactory condition is identified as part of the joint inspection process, and is unable to be remedied, the Department will endeavour to relocate staff to another site while work is carried out. This will activate the entitlement of the relieving allowance per shift in addition to return relieving kilometres from the home station to the temporary accommodation.
5. If conditions are considered to be unsatisfactory, but for operational or other reasons relocation is not possible, provided the Department and FBEU are satisfied that it is safe for the affected firefighters to remain on site during the redevelopment, suitable amenities and accommodation (eg appropriate demountable buildings) will be provided. In this situation only, the award relieving allowance will be paid to firefighters in recognition of the unsatisfactory conditions under which they are required to work. This will be kept under constant review with a view to ensuring that the circumstances making the accommodation unsatisfactory are remedied as quickly as possible, at which time a joint inspection will be arranged and payment of allowances will cease.

Contact Officer: Assistant Director Employee Relations, (02) 9265 2954

File Reference: CHO/06175

In Orders 2001/17, with amendments

On site code of conduct for contractors at operational Fire and Rescue NSW sites

1 Introduction

This code of conduct is designed to assist all parties to discharge their legal and moral obligations with respect to the works. It should also facilitate the safe and expedient implementation of the works undertaken at Fire and Rescue NSW operational sites.

2 Policy

Contractors performing works on Fire and Rescue NSW operational sites are required at all times to act in accordance with this on site code of conduct for contractors.

3 Definitions

FRNSW:	Fire and Rescue NSW
The Contractor:	the Principal Contractor/Contractor engaged by the Principal to carry out the works.
The Principal:	the Property Services Unit of FRNSW or a representative nominated by the Property Services Unit.
The Site:	the construction site stipulated in the contract.
The Station Commander:	the ranking FRNSW operational firefighter at the site (usually the Station Officer or Captain).
The Works:	the building, services or construction works specified.

4 Initial reporting on sites

The Contractor must:

- phone ahead for access and report immediately to the Station Commander upon arriving on site; and
- introduce himself or herself, give a brief explanation of why he or she is there and how the works are expected to proceed. This explanation should include a written statement outlining the Works to be undertaken and timeframe for completion. *The Station Commander is to post this statement on the station notice board.*

5 Station operation

The Contractor must ensure that the station remains operational at all times.

Prior to commencing work wherever personnel are inconvenienced (in mess room, toilet areas or shower rooms), the Contractor must provide 48 hours notice to the Station Commander and approval must be sought and given by the Principal. The temporary supply of alternative temporary facilities may be considered. Any 'false alarm/s' incurred by Fire and Rescue NSW as a result of the Contractors/Sub-contractors actions or activities may result in financial liability to the Contractor.

6 Occupational health and safety

The Contractor must comply with all relevant sections of the Occupational Health and Safety legislation including, but not limited to the following requirements.

6.1 If the Contract is over \$250,000 the Contractor must:

- supply a site-specific Occupational Health and Safety Management Plan before commencement of the works;
- prepare/produce appropriate Safe Work Method Statements including those required of any sub-contractors prior to commencing the works; and
- maintain, and provide a copy of, a register of hazardous substances at the site during the course of the work.

6.2 The Contractor must take all precautions appropriate to the nature of the work and the conditions under the contract to ensure the safety of all persons on, or in the vicinity of, the site.

6.3 The Contractor must supply the Principal with Material Safety Data Sheets for all hazardous and/or noxious materials stored or used on site (eg chemical damp course, epoxy coatings, paints and solvents).

7 The works

The Contractor must not carry out or permit to be carried out any works additional to those specified in the original plans and specifications unless authorised, in writing, by the Principal. Failure to strictly observe this requirement may result in non-payment for the additional works.

Unless otherwise specified, demolished materials shall become the property of the Contractor, who shall remove or dispose of these materials away from the site.

The Contractor must provide and maintain all equipment such as fencing, guard hoardings, warning signs, lighting and any other apparatus deemed necessary by the Principal or by law for the safety and convenience of persons in the vicinity of the Works. All such equipment or apparatus shall be removed when no longer required.

The Contractor shall keep the Works clean and tidy as they proceed and regularly remove from the Site and lawfully dispose of rubbish and surplus material arising from the execution of the Works.

If the Contractor or the employees, sub-contractors or agents of the Contractor damage property, including but not limited to public utilities and services and property on or adjacent to the Site, the Contractor shall promptly make good the damage and pay any compensation which the law requires the Contractor to pay.

If the Contractor fails to comply with any of these obligations, the Principal may, in addition to any other remedy, perform the obligation on the Contractor's behalf and the cost incurred by the Principal shall be a debt due from the Contractor to the Principal.

8 Insurance

The Contractor, before commencing work on the Site, must hold or effect policies of insurance covering:

- workers compensation
- public liability to an amount of not less than \$20M for any single occurrence
- contractor's all-risk.

The Contractor shall also ensure that every Subcontractor holds or effects a Policy of Insurance covering workers compensation and shall also ensure that insurance covering liability for death of or injury to self employed persons employed by the Contractor or Subcontractor is effected.

9 Payment

Invoices should be forwarded on completion of works, or when progress payments fall due under the contract, to the Principal quoting the original order/reference number.

Contact Officer: Assistant Director Property Services, (02) 9742 7374

File Reference: PRS/00882

In Orders 2001/10, with amendments

Contractor site safety inductions

Any contractor performing works such as building, maintenance, repairs or installations at a Fire and Rescue NSW workplace must be informed of the risks at the place of work and any information, instruction and training necessary to ensure their health and safety.

When a contractor arrives on site, the site supervisor must carry out a site safety induction as outlined on the [Site safety induction form](#). The induction, and who completed it, must be recorded in the occurrence book.

The site supervisor is responsible for conducting the induction or delegating the induction to a person with suitable skill and knowledge of the site to provide the information contained on the checklist. Contractors should contact the section that initiated the works (eg Property Services (02) 9742 7377; Logistics Support (02) 9742 7499) if they have any questions or if a more complex site induction is required.

On completion of the works, the contractor will submit the completed induction form to the section that initiated the works.

A site safety induction is valid for 12 months, unless there are major changes to the workplace that change the information provided on the induction checklist.

Further information on the site safety induction process can be found in the [Site safety induction guidelines](#) on the [Health and Safety intranet site](#).

Contact Officers: Operations Manager Property Services, (02) 9742 7370, or OHS Advisor Directorates, (02) 9265 2800

File Reference: NFB/07159

In Orders 2010/18, with amendments

Building by Retained Firefighters on fire station premises

The following are minimum standards for structures erected by Retained Firefighters on fire station premises:

1. Council approval of the structure must be obtained;
2. the structure must be acceptable in design, appearance and material relative to the station buildings;
3. sketch plans must be submitted for approval by Property Services prior to work commencing on the building.

In Orders 1981/39, with amendments

Pest control

Property Services is responsible for managing pest control activities on Fire and Rescue NSW premises.

If you notice a problem in your station or section, contact your Property Services Area Manager or report the issue to (02) 9742 7377 to arrange inspection and treatment.

Property Services will ensure that pest control services are provided by licensed operators in accordance with the [Pesticides Act](#) and [Regulation](#), and that Office of Environment and Heritage requirements for [notifications](#) are met.

Contact Officer: Operations Manager Property Services, (02) 9742 7376

File Reference: CHO/01387

In Orders 2007/6, with amendments

RENTAL OF FIRE AND RESCUE NSW PREMISES

Under the provisions of the current leasing arrangements used by Fire and Rescue NSW (Residential Tenancy Agreement), sub-leasing to other parties is prohibited. The provision of subsidised Fire and Rescue NSW accommodation is strictly for firefighters or other employees as per the award.

It is not, and never has been, the intention of Fire and Rescue NSW to provide subsidised accommodation to other than Fire and Rescue NSW employees.

In Orders 1996/11, with amendments

Inspections of quarters and residences

In compliance with Government policy, tenants in quarters or residences owned by Fire and Rescue NSW will be required to enter into a standard residential Tenancy Agreement.

The Tenancy Agreement provides that inspection of these quarters/residences *may* be carried out by Fire and Rescue NSW officers not exceeding 4 times in any 12 months. Application of this policy requires that the tenant be given seven days' notice and that the inspection be made on days other than Sundays or public holidays and between the hours of 0800-2000 hours, unless the tenant agrees otherwise.

Inspections are to be carried out by Zone Commanders; such inspections being made annually or when the property becomes vacant. When premises are vacant, inspections are to be on an on-going basis and at such times as may be necessary. Any deterioration of the property is to be reported immediately. The Assistant Director Property Services is responsible for ensuring that proper care and maintenance of quarters and residences is carried out. All reports and decisions concerning occupancies of residences and quarters are to be channelled to Property Services.

In Orders 1990/13, with amendments