

Smoke Alarm RCD Testing Procedure

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Approval

Procedure owner: Executive Manager, Specialist Community Services

Business Unit: Housing Plus

Approved by: Executive Manager, Specialist Community Services

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1. Purpose

1. This procedure is intended to give clear and concise guidance to staff on the procedure for testing smoke alarms and RCDs in Housing Plus (HGP) properties.

2. Scope

1. This is a Housing Plus (HGP) procedure, applicable to all staff, volunteers and tenants/residents residing within or accessing the following SCS services;
 - Housing Plus (HGP)

3. Procedure

Smoke Alarm Testing

1. HGPO/HGPAO will test smoke alarms during every scheduled inspection and whenever a property is vacated or, at a minimum annually as per the Preventative Maintenance Schedule.
2. HGPO/HGPAO presses the “test” button on the smoke alarm to ensure the battery and sounder are working. The alarm should beep loudly. If unable to reach the test button, it is recommended to use a broom handle. Do not stand on a chair (unless it is safe to do so). The smoke alarm will automatically reset once the button has been released after testing.
 - HGPO/HGPAO contacts the preferred maintenance provider with a priority maintenance request for an electrician to attend the property, if there are any issues with the smoke alarm identified.

RCD Testing

3. HGPO/HGPAO will test the RCD during every scheduled inspection and whenever a property is vacated or, at a minimum annually as per the Preventative Maintenance Schedule.
4. HGPO/HGPAO ensures that before testing RCD's that all lights in the property are switched on, and all household appliances plugged into sockets are turned on throughout the property. HGPO/HGPAO flips the test lever downwards on each RCD and ensures that it switches from the 'on' position to the 'off' position. If there are still appliances or lights on, the HGPO/HGPAO checks which circuit it relates to and re-tests. HGPO/HGPAO flips the lever upwards towards 'on' to turn the power back on.
 - HGPO/HGPAO contacts the preferred maintenance provider with a priority request for an electrician to attend the property if the lever doesn't flip downwards or for any other problems identified with RCD.
5. HGPO/HGPAO advises the tenants/residents at sign-up that it is recommended they test smoke alarms every month to ensure the battery and sounder are working and to advise maintenance ASAP if they identify any issues. HGPO/HGPAO provides the tenant/resident with an RCD & Smoke Alarm Tenant Fact Sheet to provide instructions on how to perform each test and explains to them how to perform the test.

4. Roles and responsibilities

1. The Manager, Housing Plus is responsible for maintaining the currency of this procedure.
2. Society representatives are required to adhere to this procedure. Failure to comply may be considered a breach of our procedures and may result in disciplinary action.

5. Review

1. This procedure will be reviewed at least every two years, after consultation. Some circumstances may trigger an early review; this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the SCS Management Team or the Executive Manager SCS.

6. Further assistance

1. Society personnel should speak with their Manager regarding any questions about the implementation of this procedure.

7. References

References made in this procedure are:

1. HGP-FR-#### Smoke Alarm & RCD Fact Sheet
2. SCS Preventative Maintenance Schedule

8. Related documents and legislation

Related documents and legislation at the time of approval are:

1. Australian Standard Compliance AS3786:2014 Smoke Alarms, *Australian Government*
2. Building Act 2011, *Department of Mines, Industry, Regulation and Safety, Western Australia*
3. Building Regulations 2012, *Department of Mines, Industry, Regulation and Safety, Western Australia*
4. Electricity Regulations 1947, *Department of Mines, Industry, Regulation and Safety, Western Australia*
5. Residential Tenancies Act 1987, *Department of Mines, Industry, Regulation and Safety, Western Australia*
6. Residential Tenancies (COVID-19 Response) Bill 2020, *Department of Mines, Industry, Regulation and Safety, Western Australia*
7. HGP-PR-4088 Entry Property Condition Report Procedure
8. HGP-PR-4112 Move in Procedure
9. HGP-PR-4090 Vacate PCR Procedure

9. Approval and amendment history

Version	Approval authority	Date	Amendment summary
1.0	EM, SCS	23/10/2020	Initial version
1.1	EM, SCS	01/12/2021	Conversion to new template and change document number to HGP

10. Definitions

Term	Definition
HGPAO	Housing Plus Administrative Officer
HGPO	Housing Plus Officer
MHGP	Manager Housing Plus
Resident	Or “Lodger”, A person granted right of occupancy of residential premises in accommodation managed by SVDPWAs Housing Plus, under a Licence to Occupy agreement. This is under conditions other than those provided by the Residential Tenancies Act 1987 (WA) where they are considered ‘lodger’ under common law or otherwise. Also referred to as Clients/Consumers in other SVDPWA policy and procedures.