

What do I need to maintain?	Why do I need to do it?	How is it done?	What Frequency is it done?	What can happen if I don't do it?
Form 56 – Annual Maintenance Statement	<ul style="list-style-type: none"> • Lawful Requirement • Building Act 2000 • Building Regulations 2004 	In accordance with - Form 46	Annual	Up to \$10,000 fine for individuals. Up to \$50,000 fine for companies.
Fire Extinguisher Fire Hose Reel Fire Blanket Fire Hydrant Fire Doors Smoke Doors	<ul style="list-style-type: none"> • Fire Safety Act 1979 • General Fire Regulations 2010 • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS 1851 AS 2444	6 monthly & Annually	Fine up to \$5200 plus \$100 per day for each day the offence continues. & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.
Exit Lighting	<ul style="list-style-type: none"> • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS/NZS 2293	6 monthly & Annually	Fine up to \$5200 plus \$100 per day for each day the offence continues. & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.
Emergency Lighting	<ul style="list-style-type: none"> • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS/NZS 2293	6 monthly & Annually	Fine up to \$5200 plus \$100 per day for each day the offence continues. & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.
Fire Detection & Alarm Systems	<ul style="list-style-type: none"> • Fire Safety Act 1979 • General Fire Regulations 2010 • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 	In accordance with - AS 1851	Monthly, 6 monthly & Annually (if not connected to the TFS no monthly inspection is required)	Fine up to \$5200 plus \$100 per day for each day the offence continues & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.

	<ul style="list-style-type: none"> • Work Health & Safety Regulations 2012 			
Fire Sprinkler Systems	<ul style="list-style-type: none"> • Fire Safety Act 1979 • General Fire Regulations 2010 • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS 1851	Monthly, 6 monthly & Annually (if not connected to the TFS no monthly inspection is required)	Fine up to \$5200 plus \$100 per day for each day the offence continues & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.
Fire Suppression Systems	<ul style="list-style-type: none"> • Fire Safety Act 1979 • General Fire Regulations 2010 • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS 1851	Monthly, 6 monthly & Annually (if not connected to the TFS no monthly inspection is required)	Fine up to \$5200 plus \$100 per day for each day the offence continues & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.
Emergency Plans & Training	<ul style="list-style-type: none"> • Fire Safety Act 1979 • General Fire Regulations 2010 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS 3745 AS 4083	Reviewed Annually, Specified Buildings require TFS approval every 5 years	Fine up to \$5200 plus \$100 per day for each day the offence continues & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.
Occupant Warning Systems	<ul style="list-style-type: none"> • Fire Safety Act 1979 • General Fire Regulations 2010 • Building Act 2000 • Building Regulations 2004 • Work Health & Safety Act 2012 • Work Health & Safety Regulations 2012 	In accordance with - AS 1851	Monthly, 6 monthly & Annually (if not connected to the TFS no monthly inspection is required)	Fine up to \$5200 plus \$100 per day for each day the offence continues & your insurance company does not insure loss or damage or liability if you fail to comply with your statutory obligations.

The underpinning document for items listed in the table above is the Form 46. The above is the work that SAFE can complete.

Other items may be listed on the Form 46 that require maintenance from other specialised contractors, e.g Lifts, Backflow Prevention Devices, Glazed Assemblies etc.

The following table illustrates additional work that may be required by you as a “Duty of Care” under the legislation. The below is all work that SAFE can complete.

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Electrical Testing & Tagging	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012 Managing Electrical Risks in the Workplace	AS/NZS 3760	3 monthly, 6 Monthly, Annually, 2 Yearly or 5 Yearly (Determined by a risk assessment)	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
Electrical Switchboard Thermal Scanning	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012	AS/NZS 3019	Annually	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
RCD Testing	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012 Managing Electrical Risks in the Workplace	AS/NZS 3760	6 monthly	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
Height Safety	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012 Managing the Risk of Falls at Workplaces	AS/NZS 1891	6 Monthly	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
Emergency Shower / Eyewash Stations	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012	AS 4775	6 Monthly	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
Environmental Spill Kits	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012	Code of Practice – Managing Risks of Hazardous Chemicals in the Workplace	As required (generally 6 or 12 Monthly)	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.

First Aid Kit Restocking	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012	Code of Practice – First Aid in the Workplace	As required (generally 6 or 12 Monthly)	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
Microwave Radiation Leakage	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012	AS/NZS 60335.2.25	Annually	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.
Safety Signage	Work Health & Safety Act 2012 Work Health & Safety Regulations 2012	AS 1319	As Required	Failing to comply with a Health & Safety Duty. Maximum Fine \$500,000 for a company & \$100,000 for a PCBU.

