

SAFETY RELATED ACTIVITIES GUIDE AND CHECKLIST



This guide outlines the safety related activities a rental provider must carry out, including explanatory information, work request details to give to an appropriately qualified contractor to complete the safety check, and records that need to be kept to comply with residential tenancy law.

Refer to the Residential Tenancies Regulations 2021, Schedule 3 (p. 176)

www.legislation.vic.gov.au/in-force/statutory-rules/residential-tenancies-regulations-2021/001

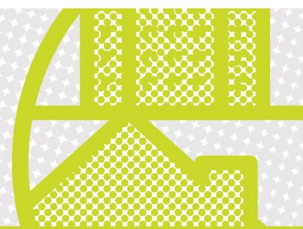
REQUIRED SAFETY ACTIVITY	WORK REQUEST DETAILS	CHECKLIST OF DATA TO BE KEPT
<p>1. An electrical safety check:</p> <p>Must be conducted every 2 years by a licensed electrician employed by a registered electrical contractor and a report provided.</p> <p>The report must be kept on record until the next check is done (in 2 years).</p> <p>A copy of the report must be given to the renter within 7 days of receiving a written request from the renter.</p> <p>NOTE: Search the Energy Safe Victoria website to check you are using a licensed electrician esv.vic.gov.au/licensing-coes/public-register-and-searches/</p> <p>Before a renter commences a new rental agreement the following information must be disclosed:</p> <ul style="list-style-type: none"> - Date of the most recent electrical safety check - Any outstanding work recommended by the electrician when they did the check <p>For any new rental agreement after 29 March 2021, if the rental provider is not sure when the most recent electrical safety check was carried out, then a new check should be undertaken.</p> <p>CEHL recommends CERCs should allow approximately \$200 ex GST for a licensed electrician to carry out an electrical safety check.</p> <p>Further info: www.consumer.vic.gov.au/housing/renting/changes-to-renting-laws/resources-for-practitioners/rental-providers-gas-and-electricity-safety-checks</p>	<p>Use the information below on a work request or purchase order:</p> <p>Please attend and complete an electrical safety check of all electrical installations, fixtures and fittings in accordance with Section 4 of AS/NZS 3019 Electrical installations – Periodic verification as published or amended and provide a written report.</p>	<p>Date of last electrical safety check</p> <p>Name and registration number of licensed electrician who conducted the check</p> <p>Electrical Safety Check Report including any outstanding recommendations (keep for 2 years)</p> <p>The results of the safety check, including any repairs that were required and actions taken to repair</p> <p>Electricians invoice</p>

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<p>2. A gas safety check:</p> <p>Must be conducted every 2 years by a licensed or registered gas fitter (a plumber with extra qualifications to complete gas work). They must inspect all gas installations and fittings in the property.</p> <p>The licensed plumber must provide a report or compliance certificate.</p> <p>The report must be kept on record until the next check is done (in 2 years). A copy of the report must be given to the renter within 7 days of receiving a written request from the renter.</p> <p>NOTE: Search the Victorian Building Authority website to confirm you are using a licensed or registered plumber Consumer.etoobox.pic.vic.gov.au</p> <p>The following must be checked:</p> <ol style="list-style-type: none"> 1. LPG cylinders and associated gas components are installed correctly 2. Appliance gas isolation valves are installed as required by AS/NZS 5601.1 Gas Installations, as published or amended 3. Gas appliances and their components are accessible for servicing and adjustment 4. Gas installation is electrically safe 5. Clearances from appliances to combustible surfaces are in accordance with installation instructions AS/NZS 5601.1 'Gas installations', as published or amended 6. LPG cylinders and associated gas components are installed correctly 7. Appliance gas isolation valves are installed as required by AS/NZS 5601.1 Gas Installations, as published or amended 8. Gas appliances and their components are accessible for servicing and adjustment 9. Gas installation is electrically safe 10. Clearances from appliances to combustible surfaces are in accordance with installation instructions AS/NZS 5601.1 'Gas installations', as published or amended 11. There is adequate ventilation for appliances to operate safely 	<p>CEHL recommends when undertaking the gas safety check (prior to the commencement of a new rental agreement), that co-ops take the opportunity to arrange a plumber to also inspect the property to check for two of the rental minimum standards relating to water efficiency and ventilation. Items 2 and 3 cover these.</p> <p>Use the information below on a work request or purchase order:</p> <ol style="list-style-type: none"> 1. Please provide a gas safety check of all appliances and fittings at this property as per Energy Safe Victoria recommendations. 2. Please inspect all water using devices and report any that do not meet 3-star WELS rating. 3. Please inspect all exhaust fans and ensure they exhaust to natural air/or to an adequately ventilated roof space (in accordance with relevant provisions of the Building Code of Australia) 	<p>Date of last gas safety check</p> <p>Name and registration number of licensed gas fitter who conducted the check</p> <p>Gas safety report or compliance certificate (keep for 2 years)</p> <p>The results of the safety check, including any servicing and repairs required, and actions taken to address the repair</p> <p>Any outstanding recommendations for work to be completed from the gas safety check</p>

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<p>Gas safety check items continued ...</p> <ol style="list-style-type: none"> 12. Gas appliances (including cookers) are adequately restrained from tipping over 13. The condition of gas appliance flue systems, including chimneys 14. Gas appliances for evidence of certification; and <p>Testing gas installations for leakage; and servicing gas appliances as follows:</p> <ol style="list-style-type: none"> 1. Clean all dust and debris from appliances 2. Check the integrity of the heat exchanger 3. Check the gas supply and appliance operating pressures 4. Check that the gas appliance burner ignition is reliable and complete 5. Check for any gas appliance flame abnormality 6. Check of the operation of the gas appliance, including safety devices 7. A combustion spillage test in accordance with Appendix F of AS4575 ‘Gas appliances – Servicing for Type A appliances’, as published or amended from time to time, after service or repair of the heater. <p>If any further gas work is carried out after the check, the compliance certificate or tax invoice should also be kept.</p> <p>Before a renter commences a new rental agreement the following information must be disclosed:</p> <ul style="list-style-type: none"> • Date of the most recent gas safety check • Any outstanding work recommended by the plumber when they did the check. <p>For any new rental agreement after 29 March 2021, if the rental provider is not sure when the most recent gas safety check was carried out, then a new check should be undertaken.</p> <p>CEHL recommends CERCs should allow approximately \$200 ex GST for a licensed plumber to carry out a gas safety check, however this will vary depending on how many gas appliances the property has.</p> <p>Further information: www.consumer.vic.gov.au/housing/renting/changes-to-renting-laws/resources-for-practitioners/rental-providers-gas-and-electricity-safety-checks</p>	-	As per page 2

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<p>3. Smoke alarm safety activities</p> <p>The residential rental provider must ensure smoke alarms in rental properties are in working condition.</p> <p>Smoke detector tests must be carried out in accordance with the manufacturer’s instructions at least once every 12 months.</p> <p>The CFA provides useful information about correct installation and testing of smoke alarms to ensure they are working correctly.</p> <p>Further information: www.cfa.vic.gov.au/plan-prepare/installation-and-replacement</p> <p>A licensed electrician can be engaged to check and, where necessary replace smoke detectors. CEHL recommends this is done prior to the commencement of a new rental agreement when an electrician is undertaking the electrical safety check. A recommended scope of work is provided in the next column.</p> <p>CEHL recommends CERCs should allow approximately \$100 ex GST for a licensed electrician to carry out a smoke detector check.</p> <p>If a smoke alarm is not working, the residential rental provider must arrange for it to be repaired or replaced as an urgent maintenance item as soon as they are notified by the renter. The renter should notify the rental provider as soon as possible that a smoke alarm is not working.</p> <p>The residential rental provider needs to provide written information about the smoke alarms on or before the beginning of the rental agreement. This information is:</p> <ul style="list-style-type: none"> • Explanation of how the smoke alarms work • Explanation of how to test each alarm in the property <p>Information about the renter’s obligations to not tamper with the smoke alarms and to report if a smoke alarm is not working properly.</p>	<p>Use the information below on a work request or purchase order:</p> <ol style="list-style-type: none"> 1. Please attend and service all smoke alarms as per CFA recommendations. 2. Please ensure smoke alarms are in all required locations as per VBA regulations 2018. 3. Please test all smoke alarms and change batteries where required. 	<p>Date of the last smoke alarm test</p>

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<p>4. Swimming pool barrier safety activities</p> <p>If a property has a pool or spa, then the residential rental provider must ensure the barrier fence is maintained, and that the pool or spa is registered and the barrier is inspected.</p> <p>Certificates of pool and spa barrier compliance must be in accordance with Division 5 of Part 9A of the Building Regulations 2018.</p> <p>Further information about requirements: www.vba.vic.gov.au/consumers/swimming-pools</p> <p>NOTE: <i>CEHL will not ordinarily approve installation of a pool or spa (and the required barrier) due to the significant safety and compliance obligations.</i> <i>Before a CERC member installs a pool or spa and barrier, they must complete a renter funded modification request form and forward it to their CERC for consideration and then on to CEHL for consideration.</i></p> <p><i>The CERC is the residential rental provider and needs to be aware of their role in ensuring that the significant compliance obligations are met.</i></p>	<p>Refer to Victorian Building Authority (VBA) website for details. www.vba.vic.gov.au/consumers/swimming-pools</p>	<p>Date of last swimming pool barrier compliance check.</p>
<p>5. Relocatable swimming pool safety activities</p> <p>If the renter intends to set up a relocatable pool, they must provide written notice to the residential rental provider.</p> <p>Relocatable pools that capable of being filled to a depth of more than 300mm must meet certain requirements of the Building Act 1993. Refer to VBA website below.</p> <p>Further information about requirements: www.vba.vic.gov.au/consumers/swimming-pools</p>		

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<p>6. Bushfire prone area activities</p> <p>This activity only applies in bushfire prone areas as defined by Section 192A of the Building Act 1993 & where water tanks are required for firefighting purposes.</p> <p>This means that new properties built after 2009 and within a designated bush fire prone area will have a planning permit condition requiring a water tank for firefighting purposes.</p> <p>As of 2021, there are no CEHL properties this applies to.</p>	-	-