

OVERVIEW

The following Safety Practice defines the safety requirements of fire protection and managing the risk of fire on a Perkins Builders premises.

There are many risks associated with fire on Perkins Builders premises as identified below:

- Fire hazards and faults;
- Inappropriate storage of materials, chemicals and flammable liquids;
- Training deficiencies;
- Lack of Fire Wardens;
- Inappropriate or lack of procedures;
- Buildings in poor condition and non-compliant with statutory requirements; and
- Inadequate Contractor induction and / or supervision.

Perkins Builders shall eliminate such risk by:

- Ensuring a comprehensive fire risk management process is applied across the Company to ensure a high level of safety for persons and property;
- Ensuring that Fire Protection problems that arise are quickly and effectively contained and resolved;
- Ensuring that Perkins Builders complies fully with its legal obligations in relation to Fire Protection; and
- Ensuring that appropriate training and information is provided on Fire Protection to Employees.

RESPONSIBILITIES

Management	Ensure adequate fire protection resources, equipment and emergency arrangements are provided and maintained. Support compliance with this Safety Practice.
Project Manager	Ensure project fire risks are considered during planning and appropriate fire protection equipment is provided for the site.
Site Manager	Ensure fire protection equipment is installed, accessible and maintained, designated smoking areas are controlled where applicable, emergency arrangements are implemented, and fire hazards or deficiencies are reported.
HSEQ Team	Provide guidance on fire protection requirements, coordinate Fire Warden and fire protection training, conduct inspections, maintain records, investigate fire-related incidents, and monitor corrective actions.
Workers	Follow fire safety requirements, maintain good housekeeping, avoid creating fire hazards, participate in emergency drills, report damaged or missing fire protection equipment, and use fire protection equipment only when safe and trained to do so.

1. PLANNING

Guidance:

Upon award of a project/contract, the General Manager will coordinate a Handover and Commencement Meeting with the proposed project team (including the HSE Team) HSE issues, Client requirements, site restrictions etc. will be communicated and documented during this meeting for development of HSE related Management Plans.

2. SITE SET UP

Guidance:

Fire protection equipment quantities will be determined by the Senior Estimator / General Manager in conjunction with the HSE Team based on the size and scope of the project. Each project shall have a minimum of four extinguishers located as follows:

- Site Managers Office
- Crib Room
- Storage Container
- Hazardous Substance Storage

Portable fire extinguishers shall be located and distributed at the workplace in accordance with AS 2444.

Extinguishers and Fire Blankets shall be installed in accordance with AS1851.

Extinguishers shall have their locations clearly indicated by placement of the location sign above the installation of an extinguisher at a minimum height of 2000mm from ground level.

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Page 1 of 3

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FIRE SAFETY - SAFETY PRACTICE

Fire Blanket signs shall be provided above or adjacent to a fire blanket. A single sign may be employed to indicate multiple fire blankets in one location.

Extinguishers shall be installed with the bottom of the extinguisher being no less than 100mm from ground height and the top of the extinguisher not exceeding 1200mm from ground height.

Fire Blankets shall be installed by mounting their containers to withstand the loads imposed when removing the fire blanket from its container.

Extinguishers and Fire Blankets shall be located in a conspicuous and readily accessible position and not located in positions where access could present a hazard to the potential user.

Smoking and open flames shall only be permitted in designated areas identified by the Site Manager / Client.

3. FIRE WARDENS

Guidance:

Fire Wardens shall be selected in accordance AS 3745. Perkins Builders shall nominate a Warden (in charge) as a minimum.

The appointed Warden (in charge) shall:

- Be capable of performing their duties
- Be capable of leading and taking command;
- Display effective decision making skills;
- Demonstrate the capability to remain calm under pressure;
- Be available to undertake their appointed duties;
- Be capable of communicating with occupants
- Be familiar with the facility; and
- Be able to undergo relevant training.

The type and number of wardens shall be determined based on:

- Size of the facility, floor and area;
- The number of occupants and visitors; and
- The installed occupant warning equipment.

The fire engineered and life safety features of the facility.

4. FIRE EXTINGUISHER CLASSIFICATION

Guidance:

Fire Extinguisher Classifications are as follows:

- Class A – fires involving carbonaceous solids
- Class B – fire involving flammable and combustible liquids
- Class C – fires involving flammable gases
- Class D – fires involving combustible metals
- Class E – fires involving energized electrical equipment
- Class F – fires involving cooking oil and fats

An extinguisher shall be selected for its capability for use based on the fire risk / hazard that is to be protected not the size of the area.

5. INSPECTION

Guidance:

Fire protection equipment located within Perkins Builders buildings and project sites shall be inspected as follows:

Perkins Builders Office fire protection equipment includes fire extinguishers, fire blanket and hose reels and are inspected by a HSE Team every six (6) months.

Perkins Builders project sites fire protection equipment consists of fire extinguishers only, these are inspected by a HSE Team every six (6) months.

All fire protection equipment shall be in good condition, labelled and in possession of a legible test tag.

Fire extinguishers have a life span of five (5) years and shall be disposed of upon expiration of their life span.

Fire blankets have a life span of seven (7) years and shall be disposed of upon expiration of their life span.

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Page 2 of 3

6. MAINTENANCE

Guidance:

All fire protection equipment shall be maintained in accordance with AS1851 and recorded on the [Fire Protection Maintenance Record \(Form 970\)](#) by the HSE Team or qualified third party. A Fire Protection Maintenance Record shall be established and maintained for each office, yard, warehouse and project site where Perkins is the PCBU (Person Conducting a business or undertaking).

7. TRAINING

Guidance:

The Group Corporate Services Manager and the HSE Team shall identify the training requirements for the HSE Team to conduct inspection testing and tagging of fire protection equipment. The Group Corporate Services Manager shall identify the training requirements for Fire Wardens. Fire Warden training shall be conducted at a frequency of tri-annually (3 years). Fire Warden training shall be coordinated, recorded and monitored by the HR department.

8. EMERGENCY / INCIDENT

Guidance:

All emergencies shall be exercised/managed in accordance with the Perkins Builders [Emergency Management Procedure \(90.01.12\)](#) and [Emergency Response Management Plan \(Form 977\)](#).

9. REPORTING

Guidance:

All incidents where the use of fire protection equipment is used, faulty or further equipment is required shall be reported to the HSE Team.

10. CORRECTIVE ACTIONS

Guidance:

Fire protection deficiencies found during HSE Monthly Site Inspections or HSE Focus Inspections shall be recorded as an observation in Hammertech. Corrective Actions raised by external parties shall be entered into Monday.com by the HSE Team assigned and monitored for close out.

LINK TO SUPPORTING DOCUMENTS

- [Fire Protection Maintenance Record \(Form 970\)](#)
- [Emergency Response Management Plan \(Form 977\)](#)
- [Emergency Management Procedure \(90.01.12\)](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- AS 1851:2012 Routine service of fire protection systems and equipment
- AS 2444:2001 Portable fire extinguishers and fire blankets – selection and location
- AS 3745:2010 Planning for emergencies in facilities