



WHS Fire Safety Policy & Procedure

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VERSION CONTROL

Table 1: Version Control

Version	Date	Author	Approval	Comments
0.1	1 May 23	Guy Peterson	James Hyndes	Initial Draft
1.0	5 May 23	Guy Peterson	James Hyndes	First Release

1.0 POLICY

1.1 PURPOSE

The purpose of this policy is to ensure that the motel is prepared for the risk of fire and that all workers, contractors, and guests are safe in the event of a fire. This policy aims to promote a safe and healthy workplace by minimising the risk of fire and ensuring that all necessary fire safety measures are in place.

This document is to be considered complimentary to additional fire safety requirements and is not to supersede any National or State level regulation.

1.2 SCOPE

This Policy applies to all Redhill Hospitality business operations identified in Table 2 below.

Table 2: Redhill Hospitality Properties

Motel Name	Entity Name	ABN	Address
Boulevard Motor Inn	RRAF2 MILDURA PTY LTD	74 652 768 217	385 Deakin Ave Mildura 3500
Crest Motor Inn	The Trustee for Redhill Hospitality Unit Trust	61 102 953 809	60 Crawford Street Queanbeyan 2620
John Hunter Motel	RRAF JH PTY LTD	35 646 161 239	91 Maitland St Muswellbrook 2333
Peninsula Nelson Bay Motel & Serviced Apartments	RRAF NBP PTY LTD	57 638 570 466	52 Shoal Bay Road Nelson Bay 2315
Redhill Cooma Motor Inn	REDHILL COOMA PTY LTD	15 624 995 946	35 Sharp Street Cooma 2630
Redhill Tamworth Motor Inn & Conference Centre	REDHILL TAMWORTH PTY LTD	27 633 786 919	236 Goonoo Goonoo Rd, South Tamworth NSW 2340
Centrepont Motor Inn	Rraf2 Rocky Pty Ltd	86 657 725 098	35 Sharp Street Cooma 2630
Seagulls Resort	RRAF2 TOWNS PTY LTD	87 656 987 209	74 The Esplanade Belgian Gardens, Townsville, 4810
The Henry Parkes Motel Tenterfield	REDHILL TENTERFIELD PTY LTD	88 661 440 928	144 Rouse Street, Tenterfield, 2372
The Oxley Motel Dubbo	RRAF2 DUBBO PTY LTD	91 652 546 337	79-85 Cobra Street Dubbo 2830

1.3 POLICY STATEMENT(S):

Redhill Hospitality is committed to providing a safe and healthy environment for all workers, contractors, and guests, and to complying with the Australian Work Health and Safety Act 2011 with respect to fire safety. We recognise that the risk of fire is a serious threat to the safety and wellbeing of all individuals on the premises, and we are committed to preventing fires and minimizing their impact.

The motel will ensure compliance with this policy by:

- 1) Developing and implementing a comprehensive fire safety management plan, in accordance with the Australian Standards for fire safety.
- 2) Conducting regular fire safety training for all workers, contractors, and other stakeholders, to ensure that they are aware of the fire safety measures in place and their responsibilities in the event of a fire.
- 3) Ensuring that all fire safety equipment, including fire alarms, smoke detectors, fire extinguishers, and emergency lighting, is regularly maintained, tested, and inspected by qualified and competent personnel.
- 4) Conducting regular fire safety drills to ensure that workers, contractors, and guests are familiar with the emergency evacuation procedures and can safely evacuate the premises in the event of a fire.
- 5) Ensuring that all fire safety equipment is easily accessible, well-maintained, and located in accordance with the relevant Australian Standards.
- 6) Ensuring that all workers and contractors are aware of the location of fire safety equipment and emergency evacuation routes.
- 7) Conducting regular fire safety risk assessments to identify potential fire hazards and implement appropriate control measures.
- 8) Ensuring that all guests are provided with information on the fire safety measures in place and their responsibilities in the event of a fire.

1.4 RESPONSIBILITIES:

- 1) All workers, contractors, and guests have a responsibility to report any potential fire hazards or incidents to their supervisor or manager.
- 2) General Managers and supervisors have a responsibility to:
 - a) Ensure that all necessary fire safety measures are in place.
 - b) Ensure that all workers and contractors are trained in fire safety.
 - c) Ensure that regular fire safety drills and risk assessments are conducted.
 - d) Report any violations of this policy by submitting a 'Workplace Incident Report' through Redhill Hospitality Hub.

1.5 REVIEW AND EVALUATION:

This policy will be reviewed and evaluated on a regular basis, to ensure ongoing effectiveness and compliance with legislative and regulatory requirements. The effectiveness of the fire safety management plan will be evaluated through regular audits and inspections, and any necessary changes will be made to the policy and fire safety measures.

2.0 PROCEDURES

Each individual Motel identified in Table 2: Redhill Hospitality Properties is to follow the below procedures:

- Step 1: Identify all potential fire hazards on the premises.
- Step 2: Document all fire safety measures in place, including fire alarms, smoke detectors, fire extinguishers, and emergency lighting.
- Step 3: Document emergency evacuation procedures, including escape routes, assembly points, and designated roles and responsibilities for workers and contractors.
- Step 4: Develop procedures for testing, maintaining, and inspecting fire safety equipment.
- Step 5: Develop procedures for conducting fire safety training and drills.
- Step 6: Develop procedures for conducting fire safety risk assessments.
- Step 7: Consolidate all Fire Safety Hazards, Safety Measures and related documentation into a Fire Safety Management Plan specific to the needs of the relevant Motel.
- Step 8: Develop procedures for reviewing and updating the fire safety management plan.
- Step 9: Engage an independent Fire Safety company to conduct an annual audit of the property Fire Safety Management Plan.
- Step 10: If required, submit audit results to the relevant regulatory authority. For example, for NSW properties, an Annual Fire Safety Statement (AFSS) must be submitted to local council.