

## PURPOSE

In accordance with the Bay of Plenty District Health Board (BOPDHB) policy 5.2.2 Fire Safety, all Hand Operated Fire Fighting Equipment will be inspected, tested and maintained on a regular basis as set out in New Zealand Standard 4503:2005.

Although Hand Operated Fire Fighting Equipment is not a requirement under the New Zealand Building Code, it is standard practice for them to be installed in New Zealand Hospitals as they are considered to be advantageous as they provide trained staff with a facility to extinguish a small fire if safe to do so.

## SCOPE

Intended for use on all BOPDHB owned / operated sites where Hand Operated Fire Fighting Equipment is installed i.e.

1. **Fire Extinguisher** – Either a portable or wheeled fire extinguisher.
2. **Fire Hose Reel** – An assembly designed for permanent connection to a water supply and consisting essentially of a hose, nozzle, drum, inlet pipe, connection fitting and stop valve.
3. **Hand Operated Fire Fighting Equipment** – Includes fire hose reels, fire extinguishers and fire blankets.

## STANDARDS TO BE MET

1. Monthly inspections of the equipment will be carried out by Property Services, or a competent person, on behalf of the BOPDHB as owner. All other inspections and maintenance will be carried out by a competent person. The BOPDHB will ensure that a service contract is in place for all yearly and 5 yearly inspections of Hand Operated Fire Fighting Equipment.
2. Property Services will monitor that the correct type of Hand Operated Fire Fighting Equipment is fitted based on an areas use as follows:-
  - 2.1 Offices
    - a) Dry powder extinguishers only
  - 2.2 Clinical and Patient Examination Areas
    - a) Dry Powder extinguishers
    - b) CO2 extinguishers only to selected high-value electrical equipment or main electrical infrastructure
  - 2.3 Stores/Workshops
    - a) Dry powder extinguishers
    - b) CO2 extinguishers only to selected high-value electrical equipment or main electrical infrastructure
    - c) Hose reels
3. Each item of Hand Operated Fire Fighting Equipment shall have signs as required by NZS 4503:2005 to help locate the equipment and identify what it can be safely used for.
4. **Training**  
Hand Operated Fire Fighting Equipment should only be used by people who have received training in the correct use of the equipment. Therefore only designated staff members who have received the Property Services training session conducted by a

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nominated provider can “Suppress fire with hand extinguishers and fixed hose reels” should use the Hand Operated Fire Fighting Equipment.

## 5. Records

5.1 Records of inspection, testing and maintenance shall be kept in the Building Warrant of Fitness (BWF) Manuals for Tauranga and Whakatane Hospitals. BWF Manuals are deemed to be a Vital Record as per BOPDHB Property Services protocol PS.G5.9 Filing and Storage of Records and as such the electronic version will be tagged as such in DocMan (BOPDHB document management system) and the hard copy will be held in the FM Offices with the appropriately labelled folder.

5.2 Records will also be kept of the training by Fire Wardens with Hand Operated Fire Fighting Equipment. Paper records of training in the use of Hand Operated Fire Fighting Equipment will be retained in accordance with the District Health Boards’ General Disposal Authority as promulgated by Archives New Zealand under the Public Records Act 2005.

## 6. Roles And Responsibilities

Role	Responsibilities
<b>Site Engineer Building Services</b>	<ul style="list-style-type: none"> <li>Ensure that the owner’s monthly inspections are carried out for Tauranga Hospital and other BOPDHB owned / operated properties in the Tauranga area and that the records of the inspections are put into the Building Warrant of Fitness Manuals.</li> <li>Ensure that any actions arising out of the inspections are carried out.</li> <li>Establish and maintain the log of all Hand Operated Fire Fighting Equipment for Tauranga.</li> <li>Ensure that the correct type of extinguishers are installed based on the use of an area.</li> </ul>
<b>Facilities Manager, Whakatane</b>	<ul style="list-style-type: none"> <li>Ensure that the owner’s monthly inspections are carried out for Whakatane Hospital and other BOPDHB owned/operated properties in the Whakatane area and that the records of the inspections are put into the Building Warrant of Fitness Manuals.</li> <li>Ensure that any actions arising out of the inspections are carried out.</li> <li>Establish and maintain the log of all Hand Operated Fire Fighting Equipment for Whakatane.</li> <li>Ensure that the correct type of extinguishers are installed based on the use of an area.</li> </ul>
<b>Competent Person</b>	<ul style="list-style-type: none"> <li>Carry out inspection, testing and maintenance of the equipment at the intervals set out in the Standard and report any defects to Property Services.</li> <li>Pass any inspection, testing and maintenance records to Property Services for entry into the Building Warrant of Fitness Manuals.</li> </ul>
<b>Building Wardens</b>	<ul style="list-style-type: none"> <li>Use the equipment in accordance with training received in the event of a fire (if safe to do so).</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>Use the equipment in accordance with training received in the event of a fire (if safe to do so).</li> </ul>

Role	Responsibilities
<b>Property Services On-Call Staff &amp; Trade Staff</b>	<ul style="list-style-type: none"> <li>Use the equipment in accordance with training received in the event of a fire (if safe to do so).</li> </ul>
<b>Floor Wardens</b>	<ul style="list-style-type: none"> <li>Use the equipment in accordance with training received in the event of a fire (if safe to do so).</li> </ul>
<b>Orderlies</b>	<ul style="list-style-type: none"> <li>Use the equipment in accordance with training received in the event of a fire (if safe to do so).</li> </ul>

## REFERENCES

- Fire Safety and Evacuation of Buildings Regulations 2006
- Fire and Emergency Evacuation, NZ Fire Service
- NZS 4503:2005 Hand Operated Fire-fighting Equipment
- [Health and Safety at Work Act 2015](#) and [Regulations 2016](#)

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.2.2 Fire Safety
- Bay of Plenty District Health Board policy 5.2.2 protocol 0 Fire Safety Standards
- Bay of Plenty District Health Board policy 5.2.2 protocol 1 Fire – Trial and Actual Site Evacuation Procedures
- Bay of Plenty District Health Board policy 5.2.2 protocol 2 Fire - Warden Register and Training
- Bay of Plenty District Health Board policy 5.2.2 protocol 3 Fire - Portable Fire Fighting Equipment
- Tauranga Hospital Building Warrant of Fitness Manual
- Whakatane Hospital Building Warrant of Fitness Manual

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