

Fire Safety Officers

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Functional Sub group Personnel/Workforce - Conditions of employment
Personnel/Workforce - Industrial and Employee Relations
Personnel/Workforce - Salaries

Summary Joint agreement between Department and HREA concerning full-time Fire Safety Officers and allowances to be paid to certain employees with ancillary fire safety responsibilities.

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, Community Health Centres, Public Hospitals

Distributed to Public Health System, Community Health Centres, Health Associations Unions, NSW Department of Health, Public Hospitals, Private Hospitals and Day Procedure Centres, Private Nursing Homes

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Status Active

Director-General

Compliance with this policy directive is mandatory.

CIRCULAR

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Contact	J Sharman (02) 9391 9354

FIRE SAFETY OFFICERS

Agreement has been reached between the Health and Research Employees Association of New South Wales and the Department concerning full-time Fire Safety Officers and allowances to be paid to certain employees who have ancillary fire safety responsibilities.

Accordingly, implementation of the joint agreement will be by way of Determination under Section 40 BA of the Public Hospitals Act, 1929 and Section 26 of the Area Health Services Act, 1986.

Set out below is the structure and terms of the Determination.

Ind. Code	Classification	\$ Rate per week
	FIRE SAFETY OFFICER	
04.121.011	Level 1 - over 700 beds (Grade 12)	695.00
04.121.012	Level 2 - 300-700 beds (Grade 10)	618.70
04.121.013	Level 3 - Less than 300 beds (Grade 8)	549.70

The salaries applying to the positions are aligned with the gradings from the Hospital Employees General Administrative Staff (State) award.

Distributed in accordance with circular list(s):

A 99	B	C 107	D	E
F 57	G 50	H	I	J 105
K	L 47	M 36	N 40	P Q 11

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Where hospital requires an employee to undertake approved ancillary fire safety duties

Qual. Code	Hospital Classification	\$ Allowance per week
0792	100 beds or more	17.50
0791	Less than 100 beds	8.00

The allowance paid for Ancillary Fire Safety duties is to be adjusted in accordance with movements applying to "wage related allowances" (ie State Wage Case increases).

DEFINITIONS

Fire Safety Officers shall be classified as follows-

Level 1 in a hospital, area or district health service having 700 beds or more who has a minimum of 3 years employment in the health care industry as a Fire Safety Officer or suitable equivalent; has completed an approved 'Train the Trainer' Certificate, who can train and accredit ancillary Fire Safety Officers. Performs fire safety duties as a primary role.

Level 2 in a hospital, area or district health service having 300 but less than 700 beds who has a minimum of 2 years employment in the health care industry as a Fire Safety Officer or suitable equivalent. Performs fire safety duties as a primary role.

Level 3 in a hospital, area or district health service having less than 300 beds who has a minimum of 2 years employment in the health care industry as a Fire Safety Officer or suitable equivalent. Performs fire safety duties as a primary role.

Employees with Ancillary Fire Safety duties.

When a hospital requires an employee to undertake ancillary fire safety duties the employee will be paid a weekly allowance depending on the number of beds. Their duties and responsibilities will include the following:

- \$ supervision of day to day fire prevention, protection and fire safety functions generally which would include the checking of general housekeeping; egress routes; fire and smoke doors; fire fighting equipment; emergency lighting; alarm systems

- (detection, sprinklers and manual);
- \$ ensuring that appropriate written fire procedures are available;
- \$ ensuring that all staff participate in training including fire evacuation exercises;
- \$ maintenance or record of fire training, drills and exercises and fire equipment;
- \$ maintenance of records of all emergencies and provision of reports on major fire occurrences.
- \$ may be required to undertake staff training.

The ancillary fire safety allowance **shall not** apply to employees whose maximum ordinary weekly rate of pay is in excess of that prescribed from time to time for a Hospital Engineer Grade II under the Hospital Employees Engineers (State) Award.

The allowance **is not** to be included as part of salary or for any leave purposes. It will only be applicable to those employees who are approved to undertake additional duties of ancillary fire safety officer.

Where a full-time Fire Safety Officer is currently in receipt of a salary which exceeds the salary which would apply to a position graded in accordance with the above, the individual would retain his/her salary effective at the date of the determination pursuant to the prescriptions of Circular 90/6 as amended by subsequent circulars from time to time.

Employees with ancillary fire safety duties who are employed at hospitals with 100 beds or less **and** are required by the hospital, area or district to undertake staff fire safety training, will be paid at the higher (100 beds or more) level.

Where there are any **existing** employees (covered by the Health and Research Employees Association) with ancillary fire safety duties who, due to their maximum salary exceeding that prescribed from time to time for Hospital Engineer Grade 2 under the Hospital Employees Engineers (State) Award, are excluded from payment of the allowance prescribed above, it has been agreed that these, although it is anticipated that the number will be minimal, may be referred to the relevant Area/District.

This Determination is effective from the beginning of the first pay period to commence on or after 28 March 1994 and is in full and final settlement of the Association's application for a new award (Hospital Employees Fire Safety Officers (State) Award).

Budget supplementation will be provided on the submission of claims, with workings, and for your convenience a schedule is attached for you to complete. The completed form should be forwarded to the Finance and Budget Branch of the Department by 11 November 1994.

John Wyn Owen
Director-General

**COSTINGS RELATING TO FIRE SAFETY OFFICER AND
EMPLOYEES WITH ANCILLARY FIRE SAFETY RESPONSIBILITIES**

FIRE SAFETY OFFICER

..... Hospital/Area/District

	EFT No.	Current Salary ** \$ pw	New Salary \$ per week	Current Year Cost Weeks	Annual 52.17857 Weeks
Level 1					
Level 2					
Level 3					

** In accordance with Department's Determination

EMPLOYEES WITH ANCILLARY FIRE SAFETY DUTIES

..... Hospital

	EFT No.	Rate \$ pw	Current Year Cost Weeks	Annual 52.17857 Weeks
100 beds or more *				
Less than 100 beds				

* Employees who are employed at hospitals with less than 100 beds and who have ancillary fire safety duties **and** are required by the hospital, area or district to undertake fire safety training in respect to other staff should be included in the 100 beds or more category.