

**DETERMINATION No 15 of 2013**  
**Fire Safety Officers**

In accordance with the provisions of section 116A(1) of the *Health Services Act 1997* and Delegation s117 of the Ministry of Health's Combined Administrative Financial Delegations Manual, I Trevor Craft, Deputy Director, Workplace Relations, of the NSW Ministry of Health determine the following definitions:

Fire Safety Officers

Staff employed in the Fire Safety Officer classification contained in the Health Employees (State) Award are to be classified as follows:

**Level 1** in a hospital or 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 or 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 or 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

The ancillary fire safety duties allowance contained in the Health Employees (State) Award is payable in the following circumstances:

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 Engineer Grade 2 under the Health 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.

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

This Determination remains in force until rescinded or replaced.



Trevor Craft  
**Deputy Director, Workplace Relations Branch**

*27 November* 2013