

# Safety Related Activities

## ELECTRICAL GUIDE AND CHECKLIST



This guide outlines the safety related activities a rental provider must complete. It includes; explanatory information, work request details to provide to a qualified contractor to complete safety checks, and record keeping needed to comply with residential tenancy law. If you would like CEHL to organise required safety checks to be completed, please contact Property Support on [propertysupport@cehl.com.au](mailto:propertysupport@cehl.com.au).

The Residential Tenancies Regulations 2021 set out what must be included in a safety check - please refer to Schedule 3 (p. 176) [www.legislation.vic.gov.au/in-force/statutory-rules/residential-tenancies-regulations-2021/001](http://www.legislation.vic.gov.au/in-force/statutory-rules/residential-tenancies-regulations-2021/001)

ELECTICAL SAFETY CHECK- REQUIRED SAFETY ACTIVITY	WORK REQUEST DETAILS	CHECKLIST OF DATA TO BE KEPT
<p>Must be conducted every 2 years by a licensed electrician employed by a registered electrical contractor and a report provided. Search the Energy Safe Victoria website to check you are using a licensed electrician which you can find here: <a href="http://esv.vic.gov.au/licensing-coes/public-register-and-searches/">esv.vic.gov.au/licensing-coes/public-register-and-searches/</a></p> <p>If a renter requests an electrical safety report, it must be provided within 7 days of receiving the request.</p> <p>Before a renter commences a new rental agreement the following information must be disclosed:</p> <ul style="list-style-type: none"> <li>• date of the most recent electrical safety check</li> <li>• any outstanding work recommended by the electrician when they did the check</li> </ul> <p>For any new rental agreement after 29 March 2021, if the rental provider is not sure when the most recent electrical safety check was carried out, then a new check should be undertaken.</p> <p>CEHL recommends CERCs allow approximately \$200 ex GST for a licensed electrician to carry out an electrical safety check.</p> <p><b>Further info:</b> <a href="http://www.consumer.vic.gov.au/housing/renting/changes-to-renting-laws/resources-for-practitioners/rental-providers-gas-and-electricity-safety-checks">www.consumer.vic.gov.au/housing/renting/changes-to-renting-laws/resources-for-practitioners/rental-providers-gas-and-electricity-safety-checks</a></p> <p>CEHL recommends smoke alarm checks are also done prior to the commencement of a new rental agreement when an electrician is undertaking the electrical safety check</p>	<p>Use the information below on a work request or purchase order:</p> <p>Please attend and complete an electrical safety check of all electrical installations, fixtures and fittings in accordance with Section 4 of AS/NZS 3019 Electrical installations – Periodic verification as published or amended and provide a written report.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Date of last electrical safety check</li> <li><input type="checkbox"/> Name and registration number of licensed electrician who conducted the check</li> <li><input type="checkbox"/> Electrical Safety Check Report including any outstanding recommendations (keep for 2 years)</li> <li><input type="checkbox"/> The results of the safety check, including any repairs that were required, actions taken to repair, and certificate</li> <li><input type="checkbox"/> Electricians invoice</li> </ul>

# Safety Related Activities

## GAS GUIDE AND CHECKLIST (PAGE 1 OF 2)



This guide outlines the safety related activities a rental provider must complete. It includes; explanatory information, work request details to provide to a qualified contractor to complete safety checks, and record keeping needed to comply with residential tenancy law. If you would like CEHL to organise required safety checks to be completed, please contact Property Support on [propertysupport@cehl.com.au](mailto:propertysupport@cehl.com.au).

The Residential Tenancies Regulations 2021 set out what must be included in a safety check - please refer to Schedule 3 (p. 176) [www.legislation.vic.gov.au/in-force/statutory-rules/residential-tenancies-regulations-2021/001](http://www.legislation.vic.gov.au/in-force/statutory-rules/residential-tenancies-regulations-2021/001)

GAS SAFETY CHECK- REQUIRED SAFETY ACTIVITY	WORK REQUEST DETAILS	CHECKLIST OF DATA TO BE KEPT
<p>Must be conducted every 2 years by a licensed or registered gas fitter (a plumber with extra qualifications to complete gas work). They must inspect all gas installations and fittings in the property and provide a report or compliance certificate. Search the Victorian Building Authority website to confirm you are using a licensed plumber <a href="http://Consumer.etoobox.pic.vic.gov.au">Consumer.etoobox.pic.vic.gov.au</a></p> <p>If a renter requests a gas safety report, it must be provided within 7 days of receiving the request.</p> <p>Before a renter commences a new rental agreement the following information must be disclosed:</p> <ul style="list-style-type: none"><li>• date of the most recent gas safety check</li><li>• any outstanding work recommended by the plumber when they did the check.</li></ul> <p>For any new rental agreement after 29 March 2021, if the rental provider is not sure when the most recent gas safety check was carried out, then a new check should be undertaken.</p> <p>CEHL recommends CERCs allow approximately \$200 ex GST for a licensed plumber to carry out a gas safety check, however this varies depending on how many gas appliances the property has.</p> <p><b>Further info:</b> <a href="http://www.consumer.vic.gov.au/housing/renting/changes-to-renting-laws/resources-for-practitioners/rental-providers-gas-and-electricity-safety-checks">www.consumer.vic.gov.au/housing/renting/changes-to-renting-laws/resources-for-practitioners/rental-providers-gas-and-electricity-safety-checks</a></p>	<p>Use the information below on a work request or purchase order:</p> <ol style="list-style-type: none"><li>1. Please provide a gas safety check of all appliances and fittings at this property as per Energy Safe Victoria recommendations.</li></ol> <p>OPTIONAL:</p> <ol style="list-style-type: none"><li>2. Please inspect all water using devices and report any that do not meet 3-star WELS rating.</li><li>3. Please inspect all exhaust fans and ensure they exhaust to natural air/ or to an adequately ventilated roof space (in accordance with relevant provisions of the Building Code of Australia</li></ol>	<ul style="list-style-type: none"><li><input type="checkbox"/> Date of last gas safety check</li><li><input type="checkbox"/> Name and registration number of licensed gas fitter who conducted the check</li><li><input type="checkbox"/> Gas compliance certificate, and gas safety report (if provided) - to be kept for 2 years )</li><li><input type="checkbox"/> The results of the safety check, including any servicing and repairs required and/or undertaken Any outstanding recommendations for work to be completed from the gas safety check</li><li><input type="checkbox"/> If any further gas work is carried out after the check, the compliance certificate or tax invoice should also be kept.</li><li><input type="checkbox"/> Any reports on water/reports on ventilation (if requested)</li></ul>

# GAS GUIDE AND CHECKLIST (PAGE 2 OF 2)

GAS SAFETY CHECK- REQUIRED SAFETY ACTIVITY	WORK REQUEST DETAILS	CHECKLIST OF DATA TO BE KEPT
<p>The following must be checked:</p> <ol style="list-style-type: none"><li>1. LPG cylinders and associated gas components are installed correctly</li><li>2. appliance gas isolation valves are installed as required by AS/NZS 5601.1 Gas Installations, as published or amended</li><li>3. gas appliances and their components are accessible for servicing and adjustment</li><li>4. gas installation is electrically safe</li><li>5. clearances from appliances to combustible surfaces are in accordance with installation instructions AS/NZS 5601.1 'Gas installations', as published or amended</li><li>6. there is adequate ventilation for appliances to operate safely</li><li>7. gas appliances (including cookers) are adequately restrained from tipping over</li><li>8. the condition of gas appliance flue systems, including chimneys</li><li>9. gas appliances for evidence of certification.</li></ol> <p>Testing gas installations for leakage and servicing gas appliances should also be completed as follows:</p> <ol style="list-style-type: none"><li>1. clean all dust and debris from appliances</li><li>2. check the integrity of the heat exchanger</li><li>3. check the gas supply and appliance operating pressures</li><li>4. check that the gas appliance burner ignition is reliable and complete</li><li>5. check for any gas appliance flame abnormality</li><li>6. check of the operation of the gas appliance, including safety devices</li><li>7. a combustion spillage test in accordance with Appendix F of AS4575 'Gas appliances – Servicing for Type A appliances', as published or amended from time to time, after service or repair of the heater.</li></ol> <p>CEHL recommends when undertaking the gas safety check (prior to the commencement of a new rental agreement), that co-ops take the opportunity to arrange a plumber to also inspect the property to check for two of the rental minimum standards relating to water efficiency and ventilation.</p>		

# Safety Related Activities

## SMOKE ALARM GUIDE AND CHECKLIST



This guide outlines the safety related activities a rental provider must complete. It includes; explanatory information, work request details to provide to a qualified contractor to complete safety checks, and record keeping needed to comply with residential tenancy law. If you would like CEHL to organise required safety checks to be completed, please contact Property Support on [propertysupport@cehl.com.au](mailto:propertysupport@cehl.com.au).

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SMOKE ALARM CHECK- REQUIRED SAFETY ACTIVITY	WORK REQUEST DETAILS	CHECKLIST OF DATA TO BE KEPT
<p>The residential rental provider must ensure smoke alarms in rental properties are in working condition.</p> <p>Smoke detector tests must be carried out in accordance with the manufacturer's instructions at least once every 12 months.</p> <p>The CFA provides useful information about correct installation and testing of smoke alarms to ensure they are working correctly.</p> <p><b>Further info:</b> <a href="http://www.cfa.vic.gov.au/plan-prepare/installation-andreplacement">www.cfa.vic.gov.au/plan-prepare/installation-andreplacement</a></p> <p>A licensed electrician can be engaged to check and, where necessary replace smoke detectors. CEHL recommends this is done prior to the commencement of a new rental agreement when an electrician is undertaking the electrical safety check. A recommended scope of work is provided in the next column.</p> <p>CEHL recommends CERCs should allow approximately \$100 ex GST for a licensed electrician to carry out a smoke detector check.</p> <p>If a smoke alarm is not working, the residential rental provider must arrange for it to be repaired or replaced as an urgent maintenance item, within 24 hours of being notified by the renter. The renter should notify the rental provider as soon as possible that a smoke alarm is not working.</p> <p>The residential rental provider needs to provide written information to the renter about the smoke alarms on or before the beginning of the rental agreement, including:</p> <ul style="list-style-type: none"><li>• an explanation of how the smoke alarms work</li><li>• an explanation of how to test each alarm in the property</li><li>• information about the renter's obligations to not tamper with the smoke alarms and to report if a smoke alarm is not working properly.</li></ul>	<p>Use the information below on a work request or purchase order:</p> <ol style="list-style-type: none"><li>1. Please attend and service all smoke alarms as per CFA recommendations.</li><li>2. Please ensure smoke alarms are in all required locations as per VBA regulations 2018.</li><li>3. Please test all smoke alarms and change batteries where required.</li></ol>	<p><input type="checkbox"/> Date of the last smoke alarm test</p> <p><input type="checkbox"/> Compliance certificate - if completed by a licensed electrician</p>