	Smoke Alarm and RCD Testing Procedure
MURCHISON REGION ABORIGINAL CORPORATION	

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Statement of Purpose
The purpose of this procedure is to give clear and concise guidance to staff and tenants around Murchison Region Aboriginal Corporation's (MRAC) procedure for testing smoke alarms and RCDs for our properties.

Scope
This policy, applicable to all MRAC's staff and tenants/residents.

Related documents
Housing Maintenance Manual

Legislative provisions
Australian Standard Compliance AS3786:2014 Smoke Alarms, Australian Government
Building Act 2011, Department of Mines, Industry, Regulation and Safety, Western Australia
Building Regulations 2012, Department of Mines, Industry, Regulation and Safety, Western Australia
Electricity Regulations 1947, Department of Mines, Industry, Regulation and Safety, Western Australia
Residential Tenancies Act 1987, Department of Mines, Industry, Regulation and Safety, Western Australia
Residential Tenancies (COVID-19 Response) Bill 2020, Department of Mines, Industry, Regulation and Safety, Western Australia
Housing Maintenance Manual

Procedure
Smoke Alarm Testing: Housing Officer to test smoke alarms during every scheduled inspection and whenever a property is vacated or at a minimum annually.

Housing Officer presses the "test" button on smoke alarm to ensure battery and sounder are working. The alarm should beep loudly. If unable to reach the test button, it is recommended to use a broom handle, do not stand on a chair (unless it is safe to do so). The smoke alarm will automatically reset once the button has been released after testing. |

If issues exist, a work order is raised for the relevant electrical contractor to attend as priority to determine, remedy or replace smoke alarm.

RCD Testing: Housing Officer to test RCD during every scheduled inspection or arrange at a minimum annually as part of the annual electrical safety check.

Housing Officer ensures that before testing RCD's that all lights in the property are switched on, and all household appliances plugged into sockets are turned on throughout the property. Housing Officer flips the test lever downwards on each RCD and ensures that it switches from the 'on' position to the 'off' position. If there are still appliances or lights on, Tenancy Officer checks which circuit it relates to and re-tests. Tenancy Officer flips the lever upwards towards 'on' to turn the power back on.

If any problems identified including if the lever doesn't flip downwards, a priority work order is raised for the relevant electrical contractor to attend.

As part of the sign up kit for new tenancies, tenants advised it is recommended they test smoke alarms monthly to ensure the battery and sounder are working. Sign-up kit to must include an RCD & Smoke Alarm Tenant Fact Sheet to provide instructions to tenants on how to perform each test and explains to them how to perform the test.

Breach of Policy and Related Procedures

Failure to comply with this policy may be considered a breach of our policies and may result in disciplinary action.

Review

This policy will be reviewed at least every two years. Some circumstances may trigger an early review; this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by CEO or other senior managers as relevant.

Variation

MRAC reserves the right to review, vary or revoke this document as any time.