

## **HRPR020 Procedure for Testing Electrical Safety Switch and Smoke Alarms**

### **Introduction**

Community Connection Inc. team has already emailed your family or individual to explain that we have a duty of care to perform an audit to test the electrical safety switch and smoke alarms in the properties that you work in.

Please communicate with the family and/or individual to allow a time and date that is suitable for the tests to be completed.

### **Test safety switches**

The electrical safety switch will be found in the electrical meter box.

To test you just need to press the 'test' or 'T' button.

If the switch turns off the power, then it's working correctly.

If the switch is not working correctly you will need to inform the family and/or individual (and the office) to enable an electrician to be sourced.

If there is no electrical safety switch, please inform the office.

Please take photographic evidence of the safety switch for our records and the date, time and the person who completed the test.

Please ensure that all digital clocks, cooker clocks etc. are reset where applicable.



### **Test smoke alarms**

Please warn everyone present that a high pitched noise will be emitted from the alarm when tested so that they are aware.

To test, press the test button.

If you cannot reach the button easily, use a broom handle.

If the smoke alarm doesn't resonate, it may be that the alarm needs a new battery or it is broken. Please advise the family and/or individual (and the office) – see below "Home Assist Secure" information where assistance can be accessed.

Please take photographic evidence of the safety switch for our records and the date, time and the person who completed the test.



### **Best Practice Guidelines for Smoke Alarms** (for information only)

1. Check the battery once a month by pressing the test button. Keep smoke alarms clean. Dust can interfere with their operation.
2. Replace the batteries at least once a year. In most models when batteries are low, the detector will sound a short 'beep' every minute or so to remind you to replace the batteries.
3. Never paint smoke alarms.
4. Do not disable the alarm if cooking smoke or steam sets it off, instead turn on a fan or open a window to clear the air.
5. Do not remove the batteries from your smoke alarm.
6. Replace smoke alarms before the expiry date on the manufacturer's warranty.

### **Home Assist Secure**

Home Assist Secure is a Government Initiative that assists with labour costs of up to \$400.00 per household per year (if eligible) and if required, can assist with purchasing/replacing smoke alarms, smoke alarm batteries and updating electrics in people's homes. Please note that this assistance is with the "cost of labour" only and not for the smoke alarm/batteries – you would have to pay for these but as the initiative is a non-for-profit initiative the smoke alarms and batteries are sourced at cost.

The phone number for Home Assist Secure Townsville is 0747 724 210 for anyone wishing to use this service.