





# Sign-Up Checklist

## Government Regional Officers' Housing (GROH)

	Yes	No
1. Discuss any previous debts to be paid prior to occupation.	<input type="checkbox"/>	<input type="checkbox"/>
2. Eligibility policy - Explain to the tenant and verify that neither the tenant nor spouse owns property within 50kms of their place of employment.	<input type="checkbox"/>	<input type="checkbox"/>
3. Explain each clause of the Tenancy Agreement to the tenant.	<input type="checkbox"/>	<input type="checkbox"/>
4. Have the Tenancy Agreement signed and each page initialled by the tenant. Do not forget special conditions. (Provide a signed copy to the tenant.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Tenant ingoing pack including GROH Tenant Handbook supplied. Do not forget to point out: <ul style="list-style-type: none"><li>- No smoking inside premises</li><li>- Maintenance of air conditioner/s</li><li>- Property standards</li><li>- Improvements</li><li>- Pets to remain outside (discuss breeds not permissible).</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
6. Property condition report, furniture and key inventory given to tenant, explained and importance of return made clear.	<input type="checkbox"/>	<input type="checkbox"/>
7. PCR Acknowledgement form signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>
8. Discuss if leased or owned and frequency of inspection regime.	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintenance reporting explained (Housing Direct) including how and where, contract standards, after hours and tenant liability.	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No
10. Tenant advised of their vacation responsibilities, including: <ul style="list-style-type: none"> <li>- having carpets and fabric lounge suites cleaned by a professional (prior to vacation) and receipt given to Housing at vacation.</li> <li>- arranging a professional fumigation for fleas and ticks if the tenant had pets.</li> <li>- providing Housing a forward address and contact details.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
11. Tenant advised of responsibility for water consumption accounts and Special Meter Readings (SMRs) explained.	<input type="checkbox"/>	<input type="checkbox"/>
12. Tenant advised of responsibility for electricity, water and gas connections. (where necessary)	<input type="checkbox"/>	<input type="checkbox"/>
13. Advise tenant to contact telephone/internet provider.	<input type="checkbox"/>	<input type="checkbox"/>
14. Tenant details: <p>Phone No's. _____</p> <p>Postal Address _____</p> <p>Place of Employment _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
15. Keys provided and key register signed.	<input type="checkbox"/>	<input type="checkbox"/>
16. Update Habitat.	<input type="checkbox"/>	<input type="checkbox"/>

Housing and Property Services Officer \_\_\_\_\_

Signed  \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_





# Property Condition Reports

## Government Regional Officers' Housing (GROH) Information for New Tenants

It is important that Housing and the tenant agree on the condition of the property at the start of the tenancy because the information in that Property Condition Report (PCR) will be used when Housing completes a final inspection at the end of the tenancy.

Completing and returning your PCR in time will ensure that the condition of the property is recorded.

### What is a Property Condition Report?

A PCR describes the condition of each item in each room of the house, the condition of the house exterior and surrounding gardens. The PCR lists, on a room-by-room basis, the contents and identifies if they are clean, damaged and/or in working order.

### How long do I have to return the Property Condition Report?

Your Housing Services Officer has provided you with two copies of the PCR at sign up. One signed copy must be received by Housing within seven (7) days.

### Why are Property Condition Reports important?

It is important to complete and return the PCR within seven (7) days to ensure Housing has a record of what you agree and disagree with in relation to the condition of the property. It is also an opportunity for you to record any maintenance you believe the property may require.

When your tenancy finishes, the PCR will be used as evidence of the state of repair and condition of your property. Housing will inspect the property and the condition of the property will be compared to the original PCR.

### What if I don't return the Property Condition Report?

If your signed copy of the PCR is not received by Housing within seven (7) days, you will be sent a copy of the original version of the PCR which will be used in subsequent assessments of your property's condition.


### Housing recommends you:

- carefully examine the condition of the entire property
- read and follow the instructions on the first page of the PCR
- complete both copies, retain one for your own records.

If you have any questions, contact your Housing Services Officer or visit your local Housing office.

For details of your nearest Housing office:

 [www.communities.wa.gov.au](http://www.communities.wa.gov.au)

 1800 093 325



# Property Condition Report

## Acknowledgement

I confirm that I have received two copies of the Property Condition Report for the GROH property that I have agreed to rent at:

\_\_\_\_\_

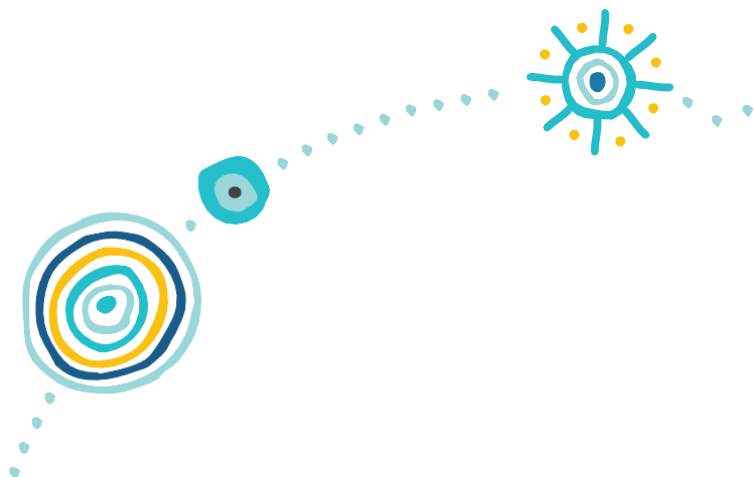
Location: \_\_\_\_\_ Postcode: \_\_\_\_\_

I agree to complete the Property Condition Report and return it to my local Housing Office before \_\_\_\_/\_\_\_\_/\_\_\_\_\_(due date).

I understand that failure to complete and return the Property Condition Report will indicate that I accept Housing's comments regarding the condition of the property. The "Condition on Occupation" section of the Property Condition Report will then be used as the basis for comparison in any subsequent assessment of the property's condition, either during or at the end of my tenancy.

Signature:  \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name (please print): \_\_\_\_\_





# Furniture Condition Report

Property No.: \_\_\_\_\_ Lot/Street No.: \_\_\_\_\_ Street: \_\_\_\_\_

Town: \_\_\_\_\_ Lot File No.: \_\_\_\_\_

Item	Description / Condition on occupancy		Condition on vacation
	HPSO	Tenant	
3 seater sofa			
2 seater sofa Quantity -			
1 seater sofa Quantity -			
Fridge/freezer Serial #			
Fridge only Serial #			
Freezer only Serial #			
Dining table			
Dining chairs Quantity -			
Washing machine Serial #			
Patio table: Large / Small			
Patio chairs Quantity #			
Other			
Photos provided in inspection: Y / N			

Inspecting Officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# Key Register

Property No.: \_\_\_\_\_ Lot/Street No.: \_\_\_\_\_ Street: \_\_\_\_\_

Town: \_\_\_\_\_ Lot File No.: \_\_\_\_\_

Door	Number at occupancy		Number at vacation
	HPSO	Tenant	
Front security			
Front			
Rear security			
Rear			
Sliding door			
Sliding security			
Sliding door			
Sliding security			
Window locks			
Shed			
Storeroom			
Roller door			
Security gate			
Meter box			
Garage Remotes			
Gates			
Other			
Total Keys			

Inspecting Officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_





# Know Your Smoke Alarm

## 1. Requirement

Since 1997 all new houses being built or undergoing major renovations require mains powered smoke alarms installed when they are sold or rented to new tenants.

[www.dfes.wa.gov.au](http://www.dfes.wa.gov.au) for further details.

## 2. Basic information about your smoke alarm

A smoke alarm is an early warning device. Used correctly it can give you and your family valuable extra time to escape.

A smoke alarm does not prevent fires.

A rechargeable battery is built-in to the smoke alarm, it is NOT removable and does not need replacing.

The green light indicates the unit is receiving mains power – this is normal.

**Warning: these smoke alarms are 240 volt.**

Do not tamper with the smoke alarm. Any tampering may result in electrical shock.

Nuisance alarms from cooking, etc, can be silenced by fanning the unit with a newspaper or similar object or by pushing the “hush” button. If a nuisance alarm cannot be silenced after seeking assistance from relatives, friends or neighbours then contact Housing Direct (1300 137 667).

## 3. Checking and maintaining your smoke alarm

Regularly check the green light which shows that the power is on.

Pressing the test button simulates the effect of smoke during a real fire and is the best way to ensure the smoke alarm is operating correctly.

Test your smoke alarm at least every 6 months.

**Warning: do not test with flame or smoke.**

This can set fire to the smoke alarm or render the alarm inoperative.

The smoke alarm will automatically reset after testing.

Housing will test all smoke alarms annually. To prolong the life of the smoke alarm you must ensure that it is kept clean and that excess dust does not build up. Any insects or cobwebs in the vicinity should be promptly removed.

**Warning: do not paint your smoke alarm.**

Other than the cleaning described above, no other servicing of this product is required. Repairs, when needed, must be performed by the manufacturer.

## 4. General

Smoke alarms are not a substitute for insurance. The supplier or manufacturer is not your insurer.

Do not interfere with the smoke alarm or attempt to tamper with it. This will invalidate the guarantee.

**“PLAN YOUR ESCAPE ROUTE”**

**If you become aware that your property is without mains powered smoke alarm/s please report this immediately to your local Housing Office.**





# Residual Current Device (RCD)

Requirement: Since 9 August 2009, two RCDs must be fitted to protect all power point and lighting circuits in a residential premise, before it can be sold and the transfer of the title takes place, or before a new rental lease is made.

All properties constructed from the year 2000 should already have two RCDs fitted.

[www.commerce.wa.gov.au/energysafety/](http://www.commerce.wa.gov.au/energysafety/) for further details.



An RCD or Safety Switch is installed in your meter box to provide protection from electric shock. If a fault occurs the RCD will stop the flow of electricity.

Standard fuses or circuit breakers do not protect you from electric shock to the same degree as an RCD.



These devices only cut the flow of electricity when a high level of electrical leakage is detected.

An RCD is designed to switch off the electric current immediately when a very low level of electrical leakage is detected such as when an individual accidentally comes into contact with a live wire.

The RCD and smoke alarm features have been demonstrated to

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Explain how to use the RCD (provide client with fact sheet) and demonstrate the RCD features, using the Safety Device Display Unit (SDDU) (to view SDDU, right click and select 'Open Hyperlink') that is in your office. Make sure the client completes and signs the PCR form in the sign-up package.

**If you become aware that your property is without two RCDs please report this immediately to your local Housing Office.**



# Information for Vacating Tenants

The following list is a guide only; it is not exhaustive. Common sense should prevail.

## Utilities

- Electricity and water accounts to be finalised and meter read from date of vacation as your employing agency will be responsible whilst the property is vacant. Do not disconnect the power.
- If you are on reticulated gas please remember to have your meter read and accounts finalised.
- Ensure the telephone/internet is disconnected/transferred.

## Professional Cleaning & Fumigation

- Carpets to be professionally cleaned by a recognised carpet-cleaning contractor to remove all marks and stains. Receipts must be provided to the Housing and Property Services Officer as proof.
- Tenants who have pets must arrange a professional flea and tick fumigation on the inside and outside of the property and provide the receipts to the Housing and Property Services Officer as proof.

## Electrical Fixtures

- All light fixtures and switches to be dusted and cleaned, including light covers removed and emptied of dead insects. All light globes must be intact and working.
- All exhaust fans and air vents to be cleaned and free of dust build up.
- Ceiling fans are to be washed and dust free.
- Refrigerated air conditioner filters are to be removed and cleaned and the general body of the air conditioner is to be cleaned.

## Kitchen and Wet Areas

- Kitchen sink and laundry trough to be cleaned.
- Stove, including the grill, drip trays, oven, burners, hot plates and general body of the stove is to be cleaned (as well as behind the stove where possible). Kitchen rangehood filters to be cleaned to remove all grease build up.
- Bathroom(s) wall tiles, cabinets, shower recess to be scrubbed and grouting and shower screen to be free of all soap residue, calcium and mould.
- Toilet(s) including seat, pedestals and cisterns are to be cleaned and free of dust, calcium and stains.
- Floor waste pipe outlets (laundry, bathroom, toilets) to be cleaned.

## GROH Furniture

- Any furniture that belongs to GROH is to be left in good and clean condition.
  - › Ensure the floor underneath all furniture is left clean
  - › Clean the washing machine filter
  - › Leave refrigerators and freezers empty, defrosted and clean. Unplug the units and leave door ajar to prevent mould.
  - › Present furniture upholstery in a good and clean condition.
  - › Leave cupboards and chests of drawers empty, with the shelves washed and wardrobes and face panels cleaned.
  - › Clean outdoor furniture and place inside storeroom or the house before you vacate.



## Doors, Windows and Curtains/Blinds

- All windows, window tracks/sills and flyscreens to be vacuumed and wiped clean to remove all dirt and insects.
- All security screen doors, tracks and frames to be thoroughly cleaned to remove all dirt and grime.
- All doors, skirting boards and architraves are to be dusted and washed where necessary.
- All vertical blinds, holland blinds, venetian blinds, curtains etc. to be dusted and cleaned where necessary.

## Outdoors

- Yards to be clean and free of rubbish (including animal excreta), lawn to be mowed and edges around plants and fence lines cut level with lawn.
- All weeds to be removed in garden beds stoned areas and behind/around sheds.
- Depressions from pet digging are to be filled.
- Reticulation damaged or non-working that may have been caused by pets to be repaired.
- All rubbish to be removed.
- All external areas are to be cleaned, swept and free of cobwebs, oil, grease and calcium stains.
- Shed, garage/carport and storeroom are to be left empty and free of webs, dirt and rubbish.

## General

- All rubbish indoors is to be removed.
- All spider webs to be removed throughout the premises (internally and externally).
- All walls, cupboards (internal & external) and doors to be cleaned to remove smears, grease, Blu-tack, dust and hand marks.
- Drawers (kitchen, bathroom and bathroom) are to be emptied and wiped out.
- All hard floors to be thoroughly swept and washed.

## Final checks

- It is highly recommended that you organise a pre-vacation inspection to identify any areas that require attention and minimise the possibility of you being charged tenant liability.
- Please remember it is your responsibility to ensure your property is thoroughly cleaned, even in the event where you have engaged a professional cleaner.
- It is also your responsibility to ensure your removalists have not left items such as boxes, paper, tape behind and that you have arranged cleaning of internal cupboards and under fridge, washing machine etc once the removalists have removed these items, even if you have already left the property.
- Please cancel or redirect mail, as any mail will be returned to the sender and not forwarded on.

**If in doubt on any points, please contact a Housing and Property Services Officer before you vacate. One phone call may save you receiving a bill.**

**Please remember – you will continue to be charged rent until your keys and Tenant Vacating Form are returned to your local Housing Office.**



#### 4. Tenancy Details (continued)

##### Part B. Shared Tenancy

This residence is currently occupied on a shared basis. Upon my departure all my keys will be returned to my employing department, or to a location advised by the Housing and Property Services Officer.

Signature of Tenant

Date

D	D	M	M	Y	Y	Y	Y
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Send this form to your Employing Department who will confirm the final tenancy arrangements.

The completed form is then to be forwarded to the relevant Housing office.

#### OFFICE USE ONLY

Shared Tenancy: If one or more tenants vacate the accommodation, check the status of shared arrangements with the Department.



# Living in a GROH Leased Property

The property that you have been allocated is leased from the private sector.

Therefore, please note the following important points:

- Do not report or follow up maintenance requests directly with owners or agents. Please contact Housing Direct who will have the issue dealt with.
- You may be subject to quarterly rather than annual inspections. The owner or agent will contact you directly to arrange a mutually convenient time.
- You may receive requests for access from the owner or agent for the purpose of showing the premises to prospective purchasers. Reasonable notice is only required for this type of access.
- There may be special conditions or restrictions that are included in your tenancy agreement, as often these conditions are part of GROH's tenancy agreement with the property owner. If you live in a strata title property, there may also be separate strata rules that need to be followed.
- Your tenancy agreement may allow you to nominate which LPG supplier provides gas to your GROH property. If you require a change of LPG suppliers, please notify your local Housing office to nominate your supplier of choice.

Please contact your Housing and Property Services Officer regarding any property-related matters.

## Housing Direct

Phone 1300 137 677

[Online](#)

[Maintenance Request Form](#)

For **emergencies** or **urgent** matters, we recommend that you phone.







**FORM 1AC**  
**Information for Tenant**  
*RESIDENTIAL TENANCIES ACT 1987 (WA)*  
Section 27B

## WHAT YOU MUST KNOW ABOUT YOUR TENANCY

At the start of your tenancy you must be given the following by the lessor or the property manager of the premises:

- a copy of this information statement
- a copy of your residential tenancy agreement
- two copies of the property condition report (must be received within 7 days after you have entered into occupation of the premises)
- a receipt for any bond that you have paid
- keys to your new home.

### UPFRONT COSTS

You are not required to pay:

- more than 2 weeks rent in advance (see “ESSENTIALS FOR TENANTS” below for more information)
- more than 4 weeks rent as a security bond (if the rent is less than \$1 200 per week)
- more than \$260 for a pet bond (if you are allowed to keep a pet on the premises)
- any other amount.

### ESSENTIALS FOR TENANTS

Follow these useful tips and pieces of information to help avoid problems while you are renting:

- If you have paid a security bond, you should receive a Record of Payment of Security Bond (*record of payment*) when the bond is lodged with the Bond Administrator at the Department of Mines, Industry Regulation and Safety. If you do not receive the record of payment within 4 weeks of paying the bond, contact the Consumer Protection Contact Centre on 1300 304 054 to make sure it has been lodged correctly. The record of payment will also advise you of your Rental Bond Reference Number.
- If you do not agree with the property condition report, mark your concerns on the report and return it to the lessor. The property condition report is an important piece of evidence. If you do not take the time to complete it accurately, money could be taken out of your bond to pay for damage that was already there when you moved in.
- If you paid an option fee, it should be applied to your rent or returned to you.
- The lessor cannot require you to pay more than 2 weeks rent in advance at any time during the tenancy agreement. However, at any time during the tenancy agreement, you can choose to pay more.
- Never stop paying your rent, even if the lessor is not complying with their side of the agreement (e.g. by failing to do repairs) — you could end up being evicted if you stop paying rent.
- You must not stop paying rent with the intention that the lessor will take the rent from the security bond.
- You or the lessor will need to give notice in writing before ending the tenancy agreement (see “ENDING THE RESIDENTIAL TENANCY AGREEMENT” in your residential tenancy agreement).
- On the day your tenancy agreement ends, you must give vacant possession of the premises to the lessor (this includes handing over the keys to the lessor or the property manager). You may be liable to pay damages to the lessor if you do not vacate on time.
- If the property has a pool or garden, be clear about what the lessor expects you to do to maintain them.
- Under the *Building Regulations 2012*, owners and occupiers are responsible for ensuring that a suitable enclosure is provided around a swimming pool or spa pool on the property. If a fence, wall, gate, window, door or other barrier around a swimming pool or spa pool is not in working order or does not comply with the *Building Regulations 2012*, contact your lessor or property manager immediately to arrange repairs. If delays occur, or you need more information, contact your local council.



- Loose cords or chains, on blinds or curtains, which are not fixed out of reach, pose a strangulation risk for children. Contact your lessor or property manager to discuss arrangements about making window coverings safe. Product safety laws apply.
- Be careful with what you sign relating to your tenancy, and do not let anybody rush you. Never sign a blank form, such as a claim for refund of bond.
- Keep a copy of your property condition report, rent receipts, bond receipt, record of payment of bond and copies of letters/emails you send or receive in a designated tenancy file or folder. Keep it somewhere you can easily find it.
- You must provide a forwarding address to the lessor or the property manager of the premises when you leave the premises. It is an offence not to do so.

## COMPLAINTS AND DISPUTES

If a dispute between a lessor and a tenant is to be decided by the court, it must be dealt with by a court that has jurisdiction to hear and determine the application. The Magistrates Court has exclusive jurisdiction to hear and determine applications relating to bond and other tenancy matters that do not involve a claim over \$10 000. When making an application to the Magistrates Court, you must always use the name of the lessor on the application form and not the property manager or agent.

If you need to give the lessor a notice under the *Residential Tenancies Act 1987*, it should be in writing and can be given to the lessor or the property manager of the premises, someone living with the lessor who appears to be over the age of 16, or to the person who usually receives the rent.

If the lessor needs to give you a notice under the *Residential Tenancies Act 1987*, they can do so by posting it to you or by giving it to someone living in the rented premises who appears to be over 16 or to the person who usually pays the rent.

Where there are 2 or more lessors or tenants, notice only needs to be given to one of them.

For information about the Magistrates Court, including what forms you should use, visit their website at [www.magistratescourt.wa.gov.au](http://www.magistratescourt.wa.gov.au) or go to the Department of Mines, Industry Regulation and Safety website at [www.dmirs.wa.gov.au/ConsumerProtection](http://www.dmirs.wa.gov.au/ConsumerProtection) to view general information publications about disputes and about the Magistrates Court process.

## FURTHER INFORMATION

### CONSUMER PROTECTION DIVISION, DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY

Perth office: 140 William Street, Perth, Western Australia 6000 Hours  
8:30 a.m. — 5:00 p.m.

Contact Centre: **1300 304 054** Email: [consumer@dmirs.wa.gov.au](mailto:consumer@dmirs.wa.gov.au)

Internet: [www.dmirs.wa.gov.au/ConsumerProtection](http://www.dmirs.wa.gov.au/ConsumerProtection)

### Regional offices:

Goldfields/Esperance: (08) 9021 9494

Great Southern: (08) 9842 8366

Kimberley: (08) 9191 8400

South-West: (08) 9722 2888

North-West: (08) 9185 0900

Mid-West: (08) 9920 9800

The WA Government provides funding assistance to the WA Tenancy Network which provides advice, information and advocacy to tenants throughout Western Australia. Contact the Consumer Protection Contact Centre on 1300 304 054 for referral to a centre near you.

**For further information** about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Mines, Industry Regulation and Safety on 1300 304 054 or [www.dmirs.wa.gov.au/renting](http://www.dmirs.wa.gov.au/renting).

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Mines, Industry Regulation and Safety (1300 304 054) for assistance.



# Fire prevention and safety for tenants



## Lithium-ion battery charging advice

- Only use chargers that are supplied with the equipment or device, or certified third-party charging equipment that is compatible with the battery specifications. Using chargers with incorrect power delivery (voltage and current) can cause damage to the battery that can lead to fires.
  - Check that chargers bear the Regulatory Compliance Mark, to show that it has met the relevant Australian Standards under the Electrical Equipment Safety System (EESS).
  - Avoid leaving batteries or devices unattended while being charged or charging overnight. Once the device or battery is fully charged, disconnect it from the charger.
  - Don't charge batteries or devices on combustible and insulating surfaces (e.g., beds, couches, or carpet). Keep them away from flammable materials like blankets, clothing, and paper.
  - Never use and charge devices such as phones, tablets and e-cigarettes or vaping devices in bed, where they can overheat if you fall asleep.
  - Larger batteries and equipment (e.g., power tools and electric scooters) should be charged in the garage, shed or carport away from living spaces.
- Never place batteries in your regular waste or recycling bins. Fires are known to occur in garbage trucks and waste facilities due to improper battery disposal.
  - Some batteries may also contain toxic chemicals, heavy metals and other environmental pollutants that can contaminate water supplies and ecosystems when incorrectly disposed of.



## Stay safe while cooking in the kitchen

- Never leave cooking unattended, not even for a minute: Turn off the stove (or BBQ) before you leave the room or area.
- Keep flammable materials away from heat and flames: This includes aerosols, cleaning agents and cooking oils.
- Keep loose fabric/material away from the stove: This includes clothing, fabrics, tea towels and curtains.
- Keep your oven, range hood and grill clean: A build-up of grease and fat can ignite and cause a fire.
- Don't put anything metallic in the microwave: Metal will heat up very quickly and will catch fire.
- Keep a fire blanket close by: Purchase a fire blanket that carries the Australian Standards Mark AS 3504 and store in or adjacent to a kitchen for easy access should you need it.



### If a kitchen fire starts

- Turn off the stove (if it is safe to do so).
- Use a fire blanket in the first few seconds of ignition if you know how to use one.
- If you don't have a fire blanket, you can use a wooden chopping board to cover a small fire.
- Avoid moving flaming oil or fat.
- If you cannot safely extinguish the fire, leave the kitchen, close the door, evacuate everyone in the house immediately and phone 000.



### Power boards, adaptors and extension leads

Do not overload power boards, extension leads or adaptors:

- Never piggy-back plugs into one socket or use double adaptors on a power board.
- Remember that an extension lead or adaptor will have a limit to how many amps it can take, so be careful not to overload them.
- Use power boards with built in safety switches or circuit breakers.
- Place power boards on their sides to prevent dust build up in unused points.
- Regularly check that all plugs are firmly fixed in power boards and adaptors.
- Provide adequate ventilation around power boards and adaptors.
- Regularly inspect power boards, extension leads and adaptors for signs of damage and degradation.
- Plug high wattage appliances directly into permanent power points instead of power boards.



### If an electrical fire starts

- Do not use water to put it out.
- Turn off the power if it is safe to do so.
- Call 000.



### Electric blankets

- Always read and follow product instructions as well as the manufacturer's recommendations for use.
- Turn the blanket off before leaving the house or going to sleep.
- Never place objects such as clothing or blankets on the bed when the blanket is switched on.
- Always store the blankets hanging or rolled – folding can damage the wiring inside.
- Check the manufacturer's guidelines for how often it should be inspected by a qualified electrician and when it should be replaced.
- If there is fraying in the blanket or in the cords, have it inspected by an electrician or replace the blanket.



### Clothes dryer

- Install, maintain and use your machine according to the manufacturer's instructions.
- Keep the area around the dryer well ventilated and clear from clutter.
- Clean the lint filter every time you use your dryer.
- Avoid overloading the dryer.
- Don't put clothing in the dryer that states 'do not tumble dry' on the clothing tag.
- Make sure clothing is not soiled with flammable or chemical substances, such as oil or petrol.

- Always let the dryer go through its cool down cycle.
- Always turn the dryer off before leaving the house.

Your clothes dryer may not be working properly if:

- It is taking longer than usual to dry clothes.
- The dryer makes strange sounds.
- The dryer chamber struggles to rotate.

If your clothes dryer is not working properly, stop using it and contact a licensed electrical contractor to find and fix the issue.



## Heaters

- Clean heaters every three months to remove dust and dirt.
- Always switch the heater off at the power point when not in use.
- Avoid using a double adaptor as it may overload the power supply and cause a fire.
- Always keep items (especially flammable fabrics and material) at least one metre away from the heater.
- Never leave heaters on in bedrooms, especially children's bedrooms.



## Smoking

- Only smoke outside – smoking inside your home can be fatal.
- Smoking in bed or on the couch is especially dangerous – if you fall asleep and drop your cigarette or ash embers onto flammable material, you may not notice the burning until it is too late.
- Never leave lit cigarettes unattended.
- Keep matches and cigarette lighters out of reach of children.
- Always use an ashtray – use heavy, deep ashtrays that will not tip over, and use water or sand to butt the cigarette out.

- Ensure your cigarette butt is fully extinguished before disposing of it.
- Before emptying ashtrays into a bin ensure all of the ash has been extinguished.
- Empty ashtrays into outside bins.



## Using candles safely

- Always extinguish candles and oil burners before leaving a room or going to sleep.
- Candles and oil burners should only be used under adult supervision.
- Candles and oil burners should never be left unattended.
- Place candles and oil burners on a stable, dry, heat-resistant surface away from open windows, curtains, blinds or any other combustible materials.
- Keep lighters and matches out of the reach of children.
- Teach your children that candles, lighters and matches are tools, not toys.



## In and around your apartment

When you live or are staying in a multi-storey building, it is important to:

- Keep fire stairs and escape routes clear: Storage in escape routes can delay your escape and hamper access for firefighters.
- Never prop open fire doors: They need to remain closed to stop the spread of smoke and fire.
- Never use the fire cabinet as a storage cupboard: This will delay access for firefighters in an emergency.
- Reduce the clutter inside your apartment and on balconies: This can delay your exit in an emergency, block the fire safety equipment in your apartment, and add fuel to a fire.



## If a fire starts in a multi-storey building

It is important to evacuate immediately after you're alerted to a fire.

Stay calm and get everyone out as quickly as possible.

Never use lifts in a fire. Take the emergency exits and fire stairs to leave the building.

Remember to:

- Get out
- Stay out (never go back inside)
- Call 000 (triple zero).



## Understand and practise your fire escape plan

If a fire starts in your multi-storey building, you'll need to have a plan to escape quickly.

Take the time to:

- **Understand the fire alarm system:** Speak to your building management or strata committee about what you can expect when the fire alarm system is activated.
- **Understand the evacuation plan:** This plan is required to be displayed in common areas throughout your building – if not, speak to building management.

This information has been obtained from the Department of Fires and Emergency Services (DFES) website with permission.

For more information about preventing fires in the home and lithium-ion battery safety, visit [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

- **Locate your emergency exits and your assembly area:** This is a place near your building where you and your neighbours will wait after evacuating.
- **Introduce yourself to your neighbours and exchange telephone numbers:** Neighbours can help each other in many ways – they can alert you of danger, communicate information you may not have heard and assist you in an emergency.
- **Ensure your smoke alarms are working:** Only working smoke alarms will provide the critical early warning to save your life.

Ensure everyone in your household understands the above and practice your escape plan regularly.



## Understanding the risks

You're at a higher risk from fires starting in your home if:

- You're not able to move quickly.
- Your sight or hearing is impaired.
- You may be taking medications that impact your reaction time.
- You live alone.
- You have a lack of immediate assistance.

Translating and Interpreting Service (TIS) –  
Telephone: **13 14 50**

Photo provided by DFES