

PROPERTY RISK MANAGEMENT LOSS CONTROL PROGRAMME

OVERALL OBJECTIVE

"To raise awareness of fire and security issues which have the potential to lead to property losses and develop a proactive culture whereby all staff are encouraged to participate in the identification and control of hazards through increased risk awareness; and the establishment of controls and practices to minimise, and where possible eliminate, the potential for such loss."

Department/Division: (e.g. Winery, Bottling, Warehousing, Vineyards, etc)	Period ending: (Inspection frequency – monthly recommended, but <u>not less</u> than quarterly)
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Report completed by: (Print Name)	Date:
When the report has been completed it should be forwarded to: (for follow up (as required) or filing) (Programme Co-Ordinator)	

All deficiencies attended to: YES / NO

If "No" provide explanation as to why and detail actions to be taken to rectify:

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- NOTES:
- i) A tick "✓" is to be placed in the **appropriate response column**.
 - ii) All items **must** have a tick "✓" in either the "Yes", "No" or "N/A" (Not Applicable) column.
 - iii) Any item receiving a tick in the "No" box **requires an explanation** in the space below each section.
 - iv) Some items in the check lists may not be applicable to some departments/divisions. These can be indicated by a tick "✓" in the "N/A" column.

Yes No N/A

1.0 FIRE PROTECTION			
<u>FIRE EXTINGUISHERS/FIRE HOSE REELS</u>			
➤ Appliances are un-obstructed (1m clear space) and accessible for immediate use			
➤ Fire extinguishers are all fully charged (pressure gauge, where fitted, in 'Green' sector)			
➤ Service tags in place on <u>each</u> unit and the service has been completed within the last 12 months			
➤ Signage displayed above all units			
<u>FIRE ALARM SYSTEM (AUTOMATIC & MANUAL)</u>			
➤ Serviced, maintained and tested. No signs of damage – call points intact.			
Comments:			

2.0 SECURITY			
➤ External door locks fully operational			
➤ All fence lines checked and satisfactory			
➤ Gates, locks and hinges all operational			
➤ Intruder alarm system (if installed) monitored and by whom:			
Comments:			

3.0 BUILDING MAINTENANCE			
➤ Gutters, down pipes and drains all clear			
➤ Any damaged exterior cladding/roofing			
➤ Any vegetation adversely affecting the building(s)			
Comments:			

4.0 HOUSEKEEPING

<p>INTERNAL</p> <ul style="list-style-type: none"> ➤ Waste cleaned up daily and disposed of in a satisfactory manner ➤ Waste bins are not overflowing - all full bins to be emptied into external bins/skips ➤ All aisles clear of stock, plant and equipment ➤ Yellow lines (if applicable) adhered to ➤ EXIT doors clear, including lead up to door ➤ Storage (stock, raw and finished goods) well organised with correct stacking standards observed ➤ Area around forklift battery chargers free of combustible material (3m clear space in all directions) <p>The following items only relate to sites with commercial kitchens. Record as N/A for other sites:</p> <ul style="list-style-type: none"> ➤ Cooking hood filters cleaned at least every two weeks ➤ Cooking hood duct-work cleaned by specialist contractors at least every six months (date of last clean:) 			
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Comments:

<p>EXTERNAL</p> <ul style="list-style-type: none"> ➤ Idle pallets, tote bins, waste and recyclable bins/skips, and other combustible materials stored <u>at least</u> 10m from all buildings (unless all building elements within 10m of the storage is of masonry construction) ➤ <u>All</u> waste bins fitted with fitting lids ➤ Vegetation (trees, shrubs, tall grass) 10m clear of <u>all</u> buildings (Note: Only applicable in draught conditions) ➤ Waste <u>is not</u> burnt on site 			
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Comments:

Yes No N/A

5.0 ELECTRICAL	Yes	No	N/A
<ul style="list-style-type: none"> ➤ All switchboards, transformers and other electrical equipment have 1.0m clearance all around (also includes heat generating production equipment) ➤ All electrical wiring/cabling is adequately clipped and supported ➤ All electrical wiring/cabling is provided with mechanical protection within 2m of the ground ➤ All portable electrical appliances, including extender boards and extension leads, are inspected and tested as part of an electrical 'Test & Tag' programme – all tags are in date for test ➤ All electrical plant/equipment in good repair and regularly serviced – including battery chargers for electrically powered forklifts 			
Comments:			

(Note: Thermographic imaging is an efficient and cost effective method of identifying 'hot spots' and potential issues in electrical switchboards/distribution boards before they can cause interruptions to business activities, or fires. The use of thermographic imaging on an annual basis is strongly recommended)

6.0 COMPRESSOR (If installed)	Yes	No	N/A
<ul style="list-style-type: none"> ➤ Compressor room/area clean and tidy ➤ Compressor room/area <u>is not</u> being used for the storage of combustible materials or flammable liquids ➤ Compressor is free of oil leaks ➤ Serviced and maintained (under contract) 			
Comments:			

7.0 STANDBY POWER GENERATOR (Genset)	Yes	No	N/A
<ul style="list-style-type: none"> ➤ Clear space of at least 1m in all directions around the Genset ➤ Genset room/area <u>is not</u> being used for the storage of combustible materials or flammable liquids ➤ Genset serviced and maintained (under contract) ➤ Monthly 'run test' completed (Date of last test:) ➤ Annual 'load test' completed (Date of last test:) 			
Comments:			

Yes No N/A

8.0 BOILERS			
<ul style="list-style-type: none">➤ Clear space of at least 1.0m around boiler➤ Fire extinguisher available nearby (within 20m)➤ Boiler serviced and maintained (under contract)➤ No combustible or flammable materials/liquids stored within 5m of boiler			
Comments:			

9.0 FORKLIFT VEHICLES			
<ul style="list-style-type: none">➤ Forklifts only operated by certified/trained drivers (licenses revalidated at 3-yearly intervals)➤ Vehicles serviced and maintained➤ <u>All</u> vehicles fitted with safety warning devices (buzzers, warning lights, etc)			
Comments:			

10.0 GAS CYLINDERS			
<ul style="list-style-type: none">➤ <u>All</u> gas cylinders (e.g. LPG, acetylene, oxygen, etc) adequately secured/chained to prevent falling – including empty cylinders			
Comments:			

11.0 SMOKING			
<ul style="list-style-type: none">➤ Smoking Policy displayed on notice boards➤ Smoking rules observed➤ Designated 'smoking areas' set aside➤ Suitable non combustible receptacles provided at designated smoking areas for disposal of waste smoking material (butts, matches)			
Comments:			

Yes No N/A

12.0 DATA (COMPUTER) CONTROL & SECURITY			
➤ All data backed up (at least weekly)			
➤ Backed-up data storage in a secure data cabinet or taken off site			
➤ Virus protection in place			
➤ Rules for the use of computer equipment in place and enforced			
Comments:			

13.0 SITE EMERGENCY PROCEDURES			
➤ Procedures in place			
➤ If procedures in place: <ul style="list-style-type: none"> • How often drilled and last trial evacuation date: • Procedures displayed for staff viewing – notice boards, locker room 			
Comments:			

14.0 OUTSIDE CONTRACTORS COMING ON SITE			
➤ <u>All</u> contractors signed in and monitored while on site			
➤ All contractors 'Public Liability Insurance' cover checked (annually)			
Comments:			

15.0 OCCUPATIONAL HEALTH & SAFETY (OSH)			
➤ Health & Safety Committee operational			
➤ If operational: <ul style="list-style-type: none"> • Are monthly meetings held • Are minutes kept of all meetings • Is follow-up action taken for <u>all</u> deficiencies 			
Comments:			

				Yes	No	N/A
16.0 HAZARDOUS SUBSTANCES (Flammables, Corrosives, Toxics, Oxidisers, Acids, Poisons)						
<ul style="list-style-type: none"> ➤ <u>All</u> substances identified and correctly labelled ➤ Material Safety Data Sheets (MSDS) held for <u>all</u> substances ➤ <u>All</u> substances kept in a secured, approved facility ➤ Flammable substances sufficient <u>only</u> for a day's use kept within a production area ➤ Substances for daily use returned to main storage facility at end of day's production ➤ Is a Hazardous Substance and New Organism (HSNO) licence required: <ul style="list-style-type: none"> • If licence required, expiry date: ➤ Are 'Approved Handlers' required: <ul style="list-style-type: none"> • If required, have personnel been trained • Approved Handler certificate expiry date(s): 						
Comments:						

17.0 VINEYARD EQUIPMENT						
<ul style="list-style-type: none"> ➤ Check tractors and harvesters for bird's nests before use – engine bays ➤ Wash down tractors and harvesters regularly to avoid build-up of grime ➤ Carry a fire extinguisher in the cab ➤ Carry a mobile phone so that fire assistance can be called immediately ➤ Make sure all vehicles are well-maintained, serviced regularly and working efficiently 						
Comments:						

18.0 WINERY PRE-VINTAGE CHECKS						
<ul style="list-style-type: none"> ➤ Check <u>all</u> transfer hoses are serviceable – internal hose is clean, no holes/leaks ➤ Check <u>all</u> valves and fittings on tanks – fittings are serviceable, valves seal & do not leak ➤ Check <u>all</u> connections and fittings on transfer pumps – seals are serviceable & not perished 						
Comments:						

