

SPRINGERBAAI ECO ESTATE



GAS, FUEL, ELECTRICAL & ASH PROCEDURE

RISK001

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1 Aim and Purpose

To ensure that each home owner is aware of the fire risk of gas and electrical installations including the risk of fuel storage and ash being stored or discarded incorrectly. The purpose of the procedure is to ensure the safety of all homes, infrastructure, fauna & flora. And to reduce the potential of a fire risk on the estate.

2 Scope

This procedure is applicable to all Home Owners, potential home owners & any visitors on Springerbaai Eco-Estate.

3 Definitions & Abbreviations

Term	Definition/Explanation
HO	Home Owners
LPG	Gas
CO	carbon monoxide
FROP	Fire Risk Operational Plan

4 Responsibilities

Trustee of Portfolio – Aesthetics Trustee and Infrastructure Trustee to ensure that home owners are informed correctly about fire risks and procedures to follow for the safety of the estate.

The Estate Manager –to implement this procedure and related FROP and other fire risk documents and create awareness that all home owners are informed correctly and effectively.

Superintendent – To ensure that when the Estate Manager is off duty that the procedure is in place and that the owners are aware and correctly informed.

5 General

5.1 Contravention

Consistent non-compliance with Estate procedures can lead to risk of other properties, assets, fauna & flora at Springerbaai being damaged or destroyed by fire. Employees of the estate may be disciplined if this procedure not followed

5.2 Additional Information re the Process

The following must be noted and adhered to:

All Home Owners must adhere to the detailed process for the safety of their property and the Estate.

6 Detailed Procedure

6.1 Steps in the Process

6.1.1 Storage of fuel:

- No more than 30ltrs of petrol / diesel per household, this preferably comprises 20ltrs in one metal / plastic container and one 10ltr metal / plastic container and up to 10ltrs in two five litre plastic containers.
- Must be stored in suitable portable metal or plastic containers.
- Not kept next to the generator
- Must be kept in a well-ventilated area.
- In case of a fire in your house, it is preferred to take the fuel containers outside of the house into an open cleared area like a road

6.1.2 Generators

- Generator must be positioned in a well-ventilated area.
- Exhaust must be ducted to outside of building.
- A steel or cement wall between generator and batteries.

6.1.3 Discarding of ash:

- Please place hot ash from the fireplace in a metal container preferably metal bucket.
- Do not discard the ash in the vegetation around your property or in the veld.
- Do not place in a plastic bag when still hot.

6.1.4 Electrical:

- Ensure that all electrical installations are done according to SANS regulations.
- If electrical changes are made at your home, ensure that it is done by a competent electrician.
- Have a Certification of Compliance audit done on a regular basis.

6.1.5 Cleaning of fireplaces - built chimneys:

- Have the inside of the chimney cleaned every two years.
- Ensure that the spark arrestor is clean and cleared of grease dirt and birds' nests.
- Ensure that the spark arrestor is still in working condition, rust & grease free.

6.1.6 Gas regulations & care:

- Gas equipment / systems must be installed according to legal requirements (SANS requirements)
- Have all gas installations inspected on a regular basis by an approved gas installer.
- LPG can be a potential danger to property & life. Common types of hazards include explosions, fire and inhaling carbon monoxide.
- Common sources of risk include the following: poor pipe connections, damaged or corroded cylinders, placing a cylinder near a source of heat and incorrect storage of the cylinder. Direct sunlight perishes the rubber elements of the gas connections and needs to be checked regularly when gas bottles are replaced.
- Gas needs to have adequate ventilation, due to the fact it produces excess carbon monoxide (CO), which is a colourless and odourless gas.
- Only use appliances for their intended usage.
- Only gas bottles less than 19kg of gas can be stored inside a building.
- Keep areas around appliances and equipment clean and unimpeded to allow for proper airflow.
- Always buy LPG cylinders from authorised franchises/dealers.
- When a cylinder is delivered ensure that the seal and cap is intact. Do not accept a cylinder if seal is broken.

- LPG must always be stored in an upright position and away from other combustible, flammable & electrical components that could create sparks such as batteries.
- Ensure that there is at least one multi-purpose fire extinguisher in your home.
- Service gas heaters on a regular basis.

6.1.7 Gas Installations:

- Gas bottles may not be installed less than 1 meter sideways from doors or windows
- All copper pipes going through the wall must be sleeved.
- Gas installations must be accompanied by a Certificate of Compliance for gas appliances. This is applicable to all gas fires, gas braais, gas stoves, gas ovens and gas water heating systems.

6.1.8 Gas maintenance:

- Keep all LPG appliances and fittings in excellent condition by having them regularly serviced, checked for deterioration, signs of corrosion and any potential leaks.
- Always replace worn-out or defective tubing and regulators.
- Never tamper with your LPG cylinder or cylinder fittings.
- Disconnect LPG regulator (at the gas cylinder) and refit the safety cap when stove is not in use for a prolonged period.
- Have chimneys and gas lines inspected once or twice a year.
- Do not store the gas cylinders within 3m of fuel containers, generator or solar batteries.
- When a fire starts in your house, turn off/close all regulators, valve and the gas cylinder also

6.1.9 Safety of gas heaters:

- Have gas heaters serviced
- Always check that the seals are not brittle or perished.
- Check that the hose is not brittle or cracked.
- Do not use outdoor gas heaters indoors.
- Ensure that if you have guests, they know how to use your gas heaters.
- Always turn heater off when leaving the property or going to bed.
- Always shut off the gas at the cylinder and not just at the on/off switch.
- Do not move the unit while it is in use.
- Do not place any flammable objects against heaters, this includes furniture, books boxes and or clothes.
- Never store household chemicals or combustible materials near gas appliances.

6.2 Emergency Procedures for Gas Incidents

6.2.1 When smelling gas at your home

- Firstly, don't panic. Turn off the valve at the gas cylinder.
- When you smell gas, please do not light flames or create sparks to test for a leak - this includes lighting a cigarette.
- Don't operate light switches, appliances or telephones.
- Leave the area with the doors and windows wide open.
- Do not use an electrical fan to try and blow away any leaking gas.
- Shut off the gas at the gas cylinder valve by turning it clockwise.
- Keep the leak uppermost so that only vapour and no liquid escapes.
- Keep hands and face clear of any stream of escaping liquid and where possible, wear thermally insulated gloves.
- Turn off the valve of the cylinder and if possible, move it outdoors.
- Don't turn it back on until it has been checked by a qualified gas technician.
- Do not return inside your home until the gas has had time to dissipate.

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