Ph: (0455) 124 680

NOTE:

This Checklist is intended to provide compliance with the Work Health and Safety Act and Regulations 2011.

All Persons Conducting a Business or Undertaking (PCBU) have a lawful requirement to comply with the WHS Act and Regulations.

000 EMERGENCY

WORKPLACE FIRE SAFETY CHECKLIST

ABOUT THIS DOCUMENT

This checklist is designed to assist business owners, building owners and other people who are identified as a Person Conducting a Business or Undertaking (PCBU) to comply with the Work Health and Safety Act and Regulation 2011.

The relevant legislative requirements in which all PCBUs are required to comply to include the following:

Work Health and Safety Act 2011

Part 2 Clause 19   Primary Duty of Care

Work Health and Safety Regulation 2011

Part 3.1 Clause 34   Duty to identify hazards

Part 3.1 Clause 35   Managing risks to health and safety

Part 3.2 Clause 39   Provision of information, training and instruction

Part 3.2 Clause 40   Duty in relation to general workplace facilities

Part 3.2 Clause 43   Duty to prepare, maintain and implement emergency plan

Instructions

1. For each question place a tick ☑ in the box if you believe you have satisfied the requirement or a cross ☒ if you believe more needs to be done to satisfy. Place a line – through the box if you believe the question does not apply to your workplace.

2. Please contact us to discuss any questions you have placed a cross to find out what you need to do to satisfy that requirement

For any questions regarding this document please contact:

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MEANS OF ESCAPE FROM BUILDINGS

Evacuation Routes

1   Are evacuation routes clear of obstructions and is there a path of travel no less than 1 metre?

2   Are final exits clear of obstructions?

3   Are the final exits of any adjoining properties clear?

4   Is there functioning emergency lighting within evacuation routes to guide people to safety?

Exit Doors

5   Can the doors be readily opened by a single downward lever action or a push to open action?

6   Are the doors along the evacuation route unlocked and unobstructed?

7   Are the doors fitted with warning signs "FIRE EXIT DOOR" for all Fire Rated Doors and "FIRE SAFETY DOOR" for non-Fire Rated Doors in a colour that is contrasting to the door's colour and easily identifiable?

Fire / Smoke Doors and Walls

8   Are the fire / smoke doors unobstructed and undamaged?

9   Can current maintenance records for fire / smoke doors be produced upon request?

10   Are the fire / smoke walls free from unprotected penetrations?

Evacuation signs / Diagrams

11   Do the evacuation signs / diagrams contain the required information?

12   Are the evacuation signs / diagrams securely fastened and orientated for the workplace?

EVACUATION PLANNING, INSTRUCTION AND PRACTICE

Emergency Plans

13   Is there an Emergency Plan in place for the workplace?

14   Is there a managing entity and secondary occupiers' Emergency Plan for multi-occupancy buildings?

15   Does the Emergency Plan contain the required and necessary information as deemed by the Australian Standard AS3745?

16   Does the Emergency Plan reflect alternative solutions?

17   Is there a procedure in place to evacuate people with special needs?

18   Is the Emergency Plan available upon request?

19   Is the Emergency Plan current and reviewed annually?

Fire and Evacuation Instruction

20   Have instructions been given to staff?

21   Are records for evacuation instructions kept and available upon request?

22   Have Emergency Control Organisation instructions been given?

23   Are records for Emergency Control Organisation instructions kept and available upon request?

24   Have Chief Warden instructions been given?

25   Are records for Chief Warden instructions kept and available upon request?

26   Has evacuation practice been conducted annually?

27   Are evacuation practice records kept and available upon request?

28   Is there a procedure in place to provide adequate instruction to prescribed persons?

FIRST AID

First Aid Trained Staff

29   Are there a sufficient number of staff employed at the workplace with current 1st Aid certification?

30   Are there a sufficient number of staff employed at the workplace who have certification in operating any Oxygen therapy or Automated External Defibrillator installed at the workplace?

31   Are any 1st Aid certified staff appointed as 1st Aid Officers within the Emergency Control Organisation?

First Aid Equipment

32   Does the workplace have an appropriate 1st Aid Kit for the size of the workplace?

33   Does the workplace have an Automated External Defibrillator installed?

34   Does the workplace have Oxygen Therapy Unit installed?

35   Can records relating to the inspection and maintenance of each 1st Aid Kit within the workplace be produced upon request?

Injury Record Keeping

36   Do each 1st Aid Kit installed have a Register of Injuries?

37   Are records of workplace injuries kept in a secure location for the duration required?

38   Are records kept in accordance with requirements set out by insurance company?

MAINTENANCE OF FIRE SAFETY INSTALLATIONS

Exit Signs / Emergency Lighting

39   Are the exit signs / emergency lighting illuminated and / or functioning?

40   Can current maintenance records for exit signs / emergency lighting be produced upon request?

Fire Extinguishers

41   Are all Fire Extinguishers correctly maintained?

42   Can current maintenance records for fire extinguishers be produced upon request?

Fire Hose Reels

43   Are all Fire Hose Reels correctly maintained?

44   Can current maintenance records for Fire Hose Reels be produced upon request?

Fire Detection and Alarm System

45   Is the Fire Detection and Alarm system operating with no isolations or faults indicating?

46   Can current maintenance records for Fire Detection and Alarm systems be produced upon request?

47   If the Fire Detection and Alarm system is not connected to FRNSW are MCPs signed "Call 000"?

Evacuation System

48   Is the Evacuation system in "auto" mode with no zones isolated or in fault?

49   Can current maintenance records for Evacuation system be produced upon request?

Sprinkler System

50   Is the Sprinkler Booster installation undamaged?

51   Can current maintenance records for the Sprinkler system be produced upon request?

On Site Hydrant System

52   Is the on-site Hydrant Booster installation undamaged?

53   Are the on-site Fire Hydrants undamaged?

54   Can current maintenance records for the on-site Hydrant system be produced upon request?

Hydrant / Sprinkler Pumpsets

55   Are the Hydrant/Sprinkler Pumpsets correctly maintained?

56   Can current maintenance records for the Pumpsets be produced upon request?

Stairwell Pressurisation

57   Can current maintenance records for Stairwell Pressurisation be produced upon request?

Smoke and Heat Ventilation Systems

58   Can current maintenance records for the Smoke and Heat Ventilation system be produced upon request?

Standby Power Supply

59   Can current maintenance records for the Standby Power Supply be produced upon request?

Emergency Lift – Fire Service Control

60   Has an operational test of the Fire Service Controls been conducted?

RISK MANAGEMENT

Hazardous Chemicals

61   Has the PCBU completed a Hazardous Chemical Register identifying all hazardous chemicals stored in the workplace including quantities and storage locations?

62   Has the PCBU obtained Material Safety Data Sheets for every chemical stored in the workplace regardless of quantity stored?

63   Has the PCBU copied the Hazardous Chemical Register to provide attending emergency services information regarding the hazardous chemicals stored in the workplace?

64   Has the PCBU developed a map of the workplace showing the locations of each hazardous chemical stored?

65   Has the PCBU consolidated the small retail quantities of chemicals into a single storage area?

MISCELLANEOUS

Housekeeping

66   Are people able to move throughout the workplace without risk of injury due to placement of things?

67   Is the workplace tidy of rubbish reducing the risk of injury to people within the workplace?

RECORD KEEPING

Record Security

68   Are records kept on site?

69   Are copies of all records kept secured off site?

70   Has the business established a procedure for offsite data storage and retrieval?

For further assistance and information regarding this checklist please contact

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