Fire Safety Checklist

A Person Conducting a Business or Undertaking (PCBU) is required to have a Fire Management Plan to ensure the PCBU and workers are prepared for a potential emergency. Fire is a potential emergency that needs to be managed by the workplace, it can adversely affect the health and safety of individuals at the workplace. This checklist is designed to assist in developing an effective Fire Management Plan.

ITEM	YES	NO	N/A
Fire/emergency warden appointed for the workplace			
Names of fire and emergency team exhibited at the workplace in an easily accessible location			
Extinguishers are in place			
Fire extinguishers are clearly marked			
Fire extinguishers been tested, tagged and current			
Area around extinguisher is clear for a 1 meter radius			
Fire exit signs are in working order			
Does area require fire blanket?			
Exit doors are not blocked			
Exit doors can easily be opened			
Fire alarm is in working order			
Emergency plan is displayed			
Fire instructions provided to all staff			
Emergency contact details e.g. Queensland Ambulance Services displayed at the workplace in an easily accessible location			
A record of fire instructions and fire drill maintained			

Additional comments or actions required:	
Signed:	
Date:	

For further information contact our *Specialist Workplace Advisors* on *1800 RETAIL (738 245).*