



Emergency Preparedness Check List

To be completed annually with Safety Audit

Date of last inspection: ____ / ____ / ____

Floor: _____

Date of Inspection: ____ / ____ / ____

Inspected by: _____

No	Item	Yes	No	N/A
1	No items blocking passageways, fire doors & exits			
2	Emergency manual in a prominent position for employee's reference			
3	Emergency Warning – PA, alert and action signals audible in all areas			
4	All emergency exit signs visible & illuminated			
5	Fire extinguishers on wall brackets, sign posted & check ready for use			
6	Electrical appliances in safe working order (no faulty wiring)			
7	All electrical appliances switched off (if appropriate) when not in use			
8	All emergency equipment in safe working condition			
9	All areas free of non-essential items & rubbish			
10	Contractors /tradespersons procedures are being adhered to (work permits)			
11	Stairwell doors closed and close automatically			
12	First aid kits complete with contents			
13	No Smoking policy observed			
14	New employees introduced to emergency procedures and are familiar with their role			
15	All employees attended emergency lectures & exercises			
16	Evacuation checklist with Chief Warden			
17	Gas cylinders stored correctly & fittings in safe working order			
18	Empty gas cylinders removed			
19	No empty spray cans in rubbish containers			
20	No items blocking access to fire appliances			

Any other site specific hazards to report: _____

Items requiring attention from last report (if not listed above): _____

Signature of Warden: _____ Date: _____

Copy to Chief Warden Sent: _____

Instructions:

1. During your fire safety inspection, record what is observed and any action taken.
2. When the inspection is concluded, complete this checklist and forward it to the Chief Warden.
YES – Action required, report to Chief Warden
NO – Action not required, condition normal
N/A – Not Applicable, item has no function in this area