



Facility Management Victoria Pty Ltd Workplace Action Plan Policy

Participation in fire safety training is an excellent step towards improving workplace fire safety. However, to complement the benefits of training you need to take heed of the following:

Exits:

Locate, identify and familiarize yourself with all exits from your workplace. Actually using alternate exits, on a regular basis, will assist you in making the correct choice of an evacuation route in case of an emergency. Also ensure that the exits routes are unobstructed and exit signs, emergency lights are functional.

- Check the EXIT near your workstation.
- Locate an alternative EXIT

Emergency Procedures:

Identify your area/floor warden and:

- Ascertain your role or responsibilities in different emergencies.
- Locate your primary and alternative evacuation routes.
- Locate your primary and secondary evacuation assembly points.
- Obtain a copy of the site (workplace), emergency procedures and familiarize yourself with them.

Safety Features:

Locate, identify and familiarize with all safety features. These include:

- Emergency Procedures
- Fire alarms
- Extinguishers
- Hose Reels
- Hydrants NB: not to be used by untrained personnel.
- Power distribution boards
- Gas isolation (shut off) valves
- Smoke and fire doors
- Fire and/or smoke isolation areas
- Communication systems

Communications:

Emergency Warning and Intercommunication System, Two-way radios, Megaphones, etc.

The items listed above may only be a small proportion of installed safety features or you may only have a few of those listed above. Facility Managers, Engineers and building staff should have a thorough knowledge of all safety features.

Housekeeping:

Locate and identify any potential hazards such as:

- Flammable liquids
- Dangerous goods (chemicals, compressed gases, pesticides, cleaning agents, etc)
- Hot work areas
- High fuel load areas
- Electrical equipment
- Smoking areas (authorized and unauthorized)
- Waste Materials – removed regularly
- Emergency Exits & Pathways (clear & free of obstructions)
- Clear access to Fire Fighting Equipment (e.g. Hydrants, Hose Reels & Extinguishers)
- Correct storage of cleaning materials

The items listed above may be only a small proportion of possible hazards in you workplace. Use the principles of fire prevention to minimize the risk of fire.