FIRE SAFETY ASSESSMENT

# GENERAL/FIRE SAFETY INSPECTION

This inspection checklist is to be completed on a ***quarterly basis*** in the months of January, April, July and October and performed jointly by the Supervisor/employer representative and the relevant Health and Safety Representative for this Work Group. A copy is then to be forwarded to the Health and Safety Committee.

## Conducted by

Supervisor (please print)

Health and Safety Representative

Other staff members involved:

Date:

Designated Work Group:

## RATING SYSTEM

Please allocate a rating score to each item inspected, scoring from 1 to 4 to clearly identify the status of the respective topic.

Comments should be recorded under each item if necessary.

# If the item being inspected is

 POOR – major improvement required Score 1

 AVERAGE – average improvements required Score 2

 GOOD – minor improvements required Score 3

 EXCELLENT – fully implemented and/or effective Score 4

**FIRE SAFETY ASPECTS**

Date of last emergency exercise:

**Please tick Yes or No appropriately**

 **Yes No Score**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Items blocking passageway and exits? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Items blocking access to fire extinguishers? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Exit lights and emergency lights working and tested? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All emergency signs visible? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Contractors/tradespersons adhere to health and safety policy? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Gas cylinders stored in holders or trolley and fittings in safe working order? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All smoke doors functioning and not wedged open? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All fire extinguishers present, full, on wall brackets, signposted and test tags up to date? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All hose reels present, signposted and test tags up to date? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All emergency equipment in safe working order? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Emergency manual in a prominent location for staff reference? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Manual rotated amongst staff for staff awareness of immediate actions in an emergency? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| New staff trained and familiar with procedures? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All areas free of non-essential items and rubbish? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| No smoking policy strictly supervised? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Flammable goods correctly stored? | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| Electrical equipment in safe working order? (eg No worn wiring, cracked casing, etc) | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |
| All electrical appliances turned off when not in use? | ❑ |  | ❑ |  | ❑ |
| Other | ❑ |  | ❑ |  | ❑ |
|  |  |  |  |  |  |