

Business Fire Safety Checklist

PLANNING

- Keep up to date with relevant building codes, Standards and legislation to ensure your workplace is adequately protected
- Take some time to research and select products that carry the correct certification, approvals and/or ratings

FIRE PROTECTION

- Install an effective alarm and evacuation system
- Ensure all fire protection equipment is positioned correctly
- Keep sprinkler heads free from obstruction
- Do not store combustible material such as cardboard boxes and paper near sources of heat or ignition
- Ensure flammable liquids and materials are stored safely
- Check that electrical appliances, equipment and machinery are in safe condition and free from obvious defects/exposed wiring
- Do not overload electrical circuits and extension cords
- Switch machinery and appliances off when not in use
- Electrical equipment should be inspected and tested in accordance with Australian/New Zealand Standard AS/NZ 3760: In-service safety inspection and testing of electrical equipment

TRAINING AND EVACUATION

- Organise appropriate fire safety and evacuation training for staff
- Share evacuation procedures and fire escape plans with staff
- Practice regular fire drills
- Ensure all building occupants know the location of the fire protection equipment and emergency exit doors
- Exit doors should be unlocked, clearly marked and free from obstruction
- Exit signs must be illuminated and emergency lights operating

MAINTENANCE AND SERVICING

- Ensure fire protection equipment is regularly inspected and maintained in accordance with applicable Standards (eg. AS1851) and regulations
- Regularly check fire extinguishers to make sure they are up to date (if the date stamp is more than a year old, they need to be replaced)