

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)