

Below is a summary of your obligations regarding the management of Fire Safety in the workplace. The Queensland *Building Fire Safety Regulation 2008* and Queensland *Fire and Emergency Services Act 1990* specify the requirements of businesses regarding fire safety compliance. Additional obligations also exist under the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011* and Australian Standard *AS3745-2010*.

FIRE SAFETY TRAINING OF PERSONNEL

The occupier of a building must provide the following instructions to workers and retain a record of the training. (Queensland *Building Fire Safety Regulation 2008* Section 45)

General Evacuation Instructions for the building to each person working in the building at intervals of not more than 1 year.

First Response Evacuation Instructions to a person who starts working in the building no later than 1 month after the person starts working in the building and at intervals not more than 2 years.

Evacuation Coordination Instructions to the persons responsible for carrying out the evacuation procedures for the building under the buildings Evacuation Plan at intervals of not more than 1 year.

GENERAL EVACUATION INSTRUCTIONS (OCCUPANT TRAINING) – COURSE OUTLINE



- The Law
- Occupant Responsibilities
- Types of Emergencies
- Reporting Emergencies
- Reporting Unsafe Conditions
- ECO Identification
- Responding to Emergencies
- Evacuation Procedures
- Exit Routes
- Emergency Assembly Areas
- Post Incident Procedures
- Special Emergencies

EVACUATION COORDINATION INSTRUCTIONS (WARDEN/ECO TRAINING) – COURSE OUTLINE



- The Law
- ECO Duties
- Types of Emergencies
- Responding to Alarms/Reports
- Reporting Emergencies
- Use of Alarms/Warning Systems
- Communication with Fire Service
- Site Communications
- Coordination of Evacuations
- Pre/Post Incident Activities
- P.E.E.P.'s
- Human Behaviour
- Installed Fire Equipment
- Other Emergency Equipment

FIRST RESPONSE EVACUATION INSTRUCTIONS (EXTINGUISHER TRAINING) – COURSE OUTLINE



- The Law
- The Role of the ECO
- Site Preparedness
- Reporting Fires
- Evacuating Fire Affected Areas
- Reporting Unsafe Conditions
- Response to a Fire Emergency
- Classes of Fire
- Types of Extinguisher
- P.A.S.S. Procedure
- Post Incident Procedures
- Practical Live Fire Fighting

ADDITIONAL FIRE COMPLIANCE SERVICES

- **Online Fire and Evacuation Training**
Our online fire and evacuation course can assist in ensuring that staff are kept up to date with their training needs on an annual basis.
- **Fire Safety Advisor**
In accordance with the Queensland *Building Fire Safety Regulation 2008* Section 34 (1), the occupier of a high occupancy building (30 or more workers) must appoint a qualified Fire Safety Advisor. In many cases, even when staffing levels do not require the appointment of a Fire Safety Advisor, workplaces engage the services of an FSA as this provides expert guidance in relation to site fire safety requirements.
- **Site Evacuation Signs and Diagrams**
The occupier of a building must display evacuation signs and evacuation diagrams for the building. Evacuation signs and diagrams must also be complaint.

NOTE: This section does not apply if the total floor area of the building is less than 300m².
- **Fire and Evacuation Plan**
The occupier of a building must have and maintain a fire and evacuation plan. The fire and evacuation plan must contain specific information as outlined in the Queensland *Building Fire Safety Regulation 2008* and be able to produce it at any time the fire and emergency services or any other person requests it.
- **Annual Review of Fire Compliance**
Our qualified external Fire Safety Advisor will review your fire compliance on an annual basis to ensure ongoing currency and compliance.



Please note, additional obligations also exist under the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulation 2011* and Australian Standard *AS3745-2010*.

A documented Risk Assessment should be undertaken to ensure that the requirements and obligations of the legislation are met.

Fire Compliance Training is certified by Life International Training (NPN 30326).