

Fire Safety

Managers in control of a workplace shall undertake an annual audit of their environment to identify fire risks.

In particular, Managers must ensure that their workplace works toward:

- ⇒ eliminating or reducing fire hazards
- ⇒ maintaining good housekeeping practices that minimise risk
- ⇒ ensuring that all employees know how to fight small fires, raise the alarm and understand the Emergency Response/Evacuation Procedure
- ⇒ ensuring that the appropriate fire fighting equipment necessary to detect and combat fires is in place and remains serviceable at all times

Authorities and Responsibilities

Overall authority for emergency response and workplace safety, including fire safety, resides with the Manager.

Responsibility resides with the Supervisor to ensure persons working on site are competent to use fire fighting equipment and that the equipment is both fit for purpose and appropriately maintained.

Documents and Records

Documents

- Emergency Preparedness Plan – prominently displaying fire fighting equipment throughout the work site
- Site map showing overall planning including fire fighting equipment

Records

- Training records
- Record of maintenance of fire fighting equipment

Fire Control Training

The site Manager in consultation with Freshwater Place management and security shall organise training to ensure that employees are competent to:

- use the fire fighting equipment appropriately
- raise the alarm and avoid personal injury during a fire or evacuation procedure

Nominated employees should also be assigned specific emergency responsibilities in the event of a fire or other emergency necessitating the evacuation of a site, building or area.

Fire Protection - General

The risk of fire breaking out in a particular place and spreading will depend upon the materials being used and stored, the standard of housekeeping, work practices, the construction and layout of the premises and the training of employees.

The risk to people after a fire has started depends upon the adequacy and maintenance of a means of escape, the fire alarm system and the training of the personnel in fire and evacuation procedures.

Fire protection involves:

- ⇒ selection of appropriate fixed and portable fire detection and fire extinguishing equipment
- ⇒ disciplined practices to ensure good housekeeping and safe working practices
- ⇒ fire and emergency training for personnel

Managers must implement fire safety control measures (such as good housekeeping and storage) to ensure that:

- ⇒ all personnel are able to reach a place of safety
- ⇒ fire protection measures include consideration to personnel safety and asset protection
- ⇒ the risk of fire is reduced to the minimum
- ⇒ the risk of the fire spreading is minimised

Causes of fire

The availability of readily ignitable materials such as oily rags, packaging, general rubbish and dust with the added presence of flammable liquids and gases are all potential ignition sources.

The principle sources of ignition are often associated with the following:

- ⇒ tobacco smoking and discarded burning smoking material and matches
- ⇒ static discharges
- ⇒ frictional heating from hot bearings and r belts
- ⇒ electrical faults
- ⇒ spontaneous ignition of waste or raw materials, especially around the exterior of buildings
- ⇒ electrical radiators and other heating appliances
- ⇒ naked lights, smoking or inappropriate electrical equipment in dangerous areas and/or confined spaces

Problems will also arise from the following:

- ⇒ poorly maintained equipment
- ⇒ smoking in the workplace
- ⇒ faulty or misused electrical equipment
- ⇒ poor storage of packing materials
- ⇒ poor housekeeping and accumulation of waste material
- ⇒ loose paper and the accumulation of dust
- ⇒ poorly maintained fire detection and extinguishing equipment
- ⇒ poorly trained personnel