



Fire Safety Checklist

When completing this checklist please circle Yes or No. Where relevant place further comments as required.

Access & Egress

Are all of the designated exits easily accessible?

Yes No Comment: _____

Are all designated exit doors operable in the direction in which egress is sought, using a single hard in a downward motion without the use of a key or pass?

Yes No Comment: _____

Are the paths of travel leading to designated exits clear of obstructions, trip or slip hazards?

Yes No Comment: _____

Do the designated exits have signage affixed to the door IE Fire Safety Door Do Not Obstruct?

Yes No Comment: _____

If installed, are Exit Signs illuminated and operable?

Yes No Comment: _____

Exit and Emergency Lighting (if fitted)

Are exit and emergency lights all operating?

Yes No Comment: _____

Are exit lights and emergency lights clean, insect free and securely mounted?

Yes No Comment: _____

Are exit lights and emergency lights being tested every 6 months in accordance with AS 2293.2?

Yes No Comment: _____

Fire Spread and Containment (if fitted)

Are all fire doors self closing and self latching? IE Not wedged open.

Yes No Comment: _____

Are all fire rated doors free of damage and have signage installed?

Yes No Comment: _____

Are the fire rated doors being inspected as required by AS 1851? 6 Monthly for hinged doors and 3 monthly for sliding doors.

Yes No Comment: _____

Fire Extinguishers

Do all fire extinguishers have signage directly above them indicating their location and is that signage a minimum of 2M in height?

Yes No Comment: _____

Are all fire extinguishers unobstructed and readily accessible?

Yes No Comment: _____

Is there sufficient type, quantity and size fire extinguishers installed?

Yes No Comment: _____

Have all extinguishers been inspected / tested within the last 6 months?

Yes No Comment: _____

Fire Hose Reels (if fitted)

Are all Fire Hose Reels unobstructed and readily accessible?

Yes No Comment: _____

Are the Fire Hose Reels in good condition IE No rust / corrosion, not leaking etc

Yes No Comment: _____

Have all the hose reels been inspected / tested within the last 6 months?

Yes No Comment: _____

Fire Blankets (if fitted)

Are fire blankets installed?

Yes No Comment: _____

Are the fire blankets unobstructed and readily accessible?

Yes No Comment: _____

Do the fire blankets have signage directly above them indicating their location and is that signage a minimum of 2 metres in height?

Yes No Comment: _____

Have the fire blankets been inspected / tested within the last 6 months?

Yes No Comment: _____

Fire Detection / Smoke Alarms (if fitted)

Is there either a fire detection system or smoke alarms installed?

Yes No Comment: _____

Are these being maintained on a regular basis?

Yes No Comment: _____

Have any false alarms occurred within the last 12 months?

Yes No Comment: _____

Housekeeping

Is all fire and emergency equipment unobstructed?

Yes No Comment: _____

Are bins and waste receptacles tidy and emptied on a regular basis?

Yes No Comment: _____

Are combustibles stored away from any heat or ignition sources?

Yes No Comment: _____

Are procedures in place for charging of batteries?

Yes No Comment: _____

Electrical Safety

Are all electrical items such as appliances, lights, distribution boards and extension leads in good condition?

Yes No Comment: _____

Are distribution boards marked with caution signage?

Yes No Comment: _____

Have portable appliances and RCD's been tested in accordance with AS 3760?

Yes No Comment: _____

Has Thermographic Switchboard scanning been undertaken within the last 12 months?

Yes No Comment: _____

Are combustibles stored away from all switchboards and distribution boards?

Yes No Comment: _____

Chemical Safety

Are all chemicals stored safely?

Yes No Comment: _____

Is the correct PPE available for all chemicals on site?

Yes No Comment: _____

Are Safety Data Sheets available for all chemicals used?

Yes No Comment: _____

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