

FIRE SAFETY INDUCTION CHECKLIST FOR NEW/AGENCY STAFF

Checklists	Yes	No	Comments
Have they been informed of what to do if they discover a fire or hear the fire alarm, including where the nearest fire escape routes, Layout of Unit and fire exits are?			
Have you explained where the fire assembly point is and the role of the Fire Evacuation Officer and Fire Wardens?			
Have you shown the location of fire hydrants?			
Have you explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fires they are suitable for extinguishing?			
Have you explained what PEEPs are and where to find them?			
Have you shown where the fire break glass units are located and how to use them?			
Have you explained RACES (Rescue, Alarm, Contain, Evacuate/Extinguish and Switch off gas and oxygen)?			
Have you explained PASS (Pull, Aim, Squeeze and Sweep) method in relation to the use of extinguishers?			
Have you shown the location of fire sledges and how to use them?			
Have you explained the location of oxygen and gas cut off points?			
Have you explained the location of portable oxygen cylinders and special precautions to follow when oxygen in use?			

Signature _____ Date _____

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