Fire Safety Management Tool for Owner/Occupiers

Instructions For Use

If you are an owner of, or a business or person occupying a building in Queensland, you have a legal obligation to ensure the safety of any person in that building in the event of a fire or hazardous material emergency. This document is designed to assist owners and occupiers in managing their compliance with the *Fire and Emergency Services Act 1990* and the *Building Fire Safety Regulation 2008*.

This 'Fire Safety Management Tool for Owner/Occupiers' should be read in conjunction with the comprehensive 'Advisory Notes for the Fire Safety Management Tool for Owner/Occupiers'. These provide clarification of terms referenced below with the numbers directly correlating with the numbers listed within the Advisory Notes.

Complete the checklist by placing a ☑ in each box once you are satisfied that you have addressed all relevant dot points in the Advisory Notes. Place a ☒ if any of the relevant dot points require follow up or ⊟ if an item does not apply to the building.

It is important to note, the 'Fire Safety Management Tool for Owner/Occupiers' and the 'Advisory Notes' are guides only. Neither document indicates compliance with all requirements of the *Fire and Emergency Services Act 1990* and/or the *Building Fire Safety Regulation 2008*.

Full details of the legislation can be accessed online through the QFES website at: www.qfes.qld.gov.au/buildingsafety.

For further information see page 19 of the Advisory Notes for a link to the contact list of QFES Community Safety Offices.

Means of Escape from Buildings

Evacuation Routes

1 ☐ Are evacuation routes clear of obstructions?

2 ☐ Are final exits clear of obstructions for two metres?

3 ☐ Are the final exits of any adjoining properties clear?

Exit Doors

4 ☐ Is the door hardware the correct type?

5 ☐ Are the doors along the evacuation route unlocked and unobstructed?

Fire/Smoke Doors and Walls

6 ☐ Are the fire/smoke doors unobstructed and undamaged?

7 ☐ Can current maintenance records for fire/smoke doors be produced upon request?

8 ☐ Are fire/smoke walls free from unprotected penetration?

Evacuation Signs/Diagrams - General

9 ☐ Do the evacuation signs/diagrams contain the required information?

10 ☐ Are the evacuation signs/diagrams securely fastened and orientated for the building?

Evacuation Signs - Accommodation Units

11 ☐ Are accommodation unit evacuation sign/s securely fastened and orientated for the building?

12 ☐ Do the evacuation sign/s contain the required information for the accommodation units?

Occupancy Limits for Buildings

Obligations for All Buildings

13 ☐ Have steps been taken to ensure the building is not overcrowded?

Obligations for At-Risk Licensed Buildings

14 ☐ If an Occupancy Notice has been issued by the Commissioner, is the building compliant?

Maintenance of Fire Safety Installations

Exit Signs/Emergency Lighting

15 ☐ Are the exit signs/emergency lighting undamaged?

16 ☐ Can current maintenance records for exit signs/emergency lighting be produced upon request?

Fire Extinguishers

17 ☐ Are all Fire Extinguishers correctly maintained?

18 ☐ Can current maintenance records for Fire Extinguishers be produced upon request?

Fire Hose Reels

19 ☐ Are all Fire Hose Reels correctly maintained?

20 ☐ Can current maintenance records for Fire Hose Reels be produced upon request?

Fire Detection and Alarm System

21 ☐ Is the Fire Detection and Alarm System operating with no isolations or faults indicating?

22 ☐ Can current maintenance records for Fire Detection and Alarm Systems be produced upon request?

23 ☐ If the Fire Detection and Alarm System is not connected to QFES are MCPs signed 'Ring 000'?

24 ☐ Is the number of unwanted alarms activations below the prescribed average?

25 ☐ If a Class 2 accommodation building, are smoke alarms installed in the sole occupancy units?

Evacuation System

26 ☐ Is the Evacuation System in 'auto' mode with no zones isolated or in fault?

27 ☐ Can current maintenance records for Evacuation System be produced upon request?

Sprinkler System

28 ☐ Is the Sprinkler Booster Installation undamaged?

29 ☐ Can current maintenance records for the Sprinkler System be produced upon request?

Queensland Government

On-site Hydrant System

30 ☐ Is the on-site Fire Hydrant Booster Installation undamaged?

31 ☐ Are the on-site Fire Hydrants undamaged?

32 ☐ Can current maintenance records for the on-site Hydrant System be produced upon request?

Hydrant/Sprinkler Pumpsets

33 ☐ Are the Hydrant/Sprinkler Pumpsets correctly maintained?

34 ☐ Can current maintenance records for Pumpsets be produced upon request?

Stairwell Pressurisation

35 ☐ Can current maintenance records for Stairwell Pressurisation be produced upon request?

Smoke and Heat Ventilation Systems

36 ☐ Can current maintenance records for Smoke & Heat Ventilation systems be produced upon request?

Standby Power Supply

37 ☐ Can current maintenance records for Standby Power be produced upon request?

Emergency Lift – Fire Service Control

38 ☐ Has an operational test of the Fire Service Controls been conducted?

Critical Defects

39 ☐ If a Critical Defect Notice has been received, has action been taken to rectify within one month?

40 ☐ If a Critical Defect Notice has been received, have interim measures been put in place?

Miscellaneous

Housekeeping

41 ☐ Is housekeeping acceptable?

Evacuation Planning, Instruction & Practice

Fire and Evacuation Plans

42 ☐ Is there a fire and evacuation plan in place for each building?

43 ☐ Is there a managing entity and secondary occupiers' fire and evacuation plan for multi-occupancy buildings?

44 ☐ Are all the fire and evacuation plans kept in the specified form?

45 ☐ Do fire and evacuation plans reflect alternative solutions?

46 ☐ Is there a procedure in place to evacuate persons with special needs?

47 ☐ Are all fire and evacuation plans available upon request?

48 ☐ Are all fire and evacuation plans current and reviewed annually?

Fire and Evacuation Instruction

49 ☐ Have general evacuation instructions been given?

50 ☐ Are records for general evacuation instructions kept and available upon request?

51 ☐ Have first-response evacuation instructions been given?

52 ☐ Are records for first-response evacuation instructions kept and available upon request?

53 ☐ Have evacuation coordination instructions been given?

54 ☐ Are records for evacuation coordination instructions kept and available upon request?

55 ☐ Has evacuation practice been conducted annually?

56 ☐ Are evacuation practice records kept and available upon request?

57 ☐ Has a Fire Safety Adviser been appointed?

58 ☐ Is there a procedure in place to provide 'adequate instruction' to prescribed persons?

Record Keeping

Approval Documents

59 ☐ Are approval documents obtained and kept on site?

60 ☐ Is the 'Certificate of Classification' for the building displayed?

Occupier Statement (Annual)

61 ☐ Can an annual Occupier Statement be produced upon request?

Record Security

62 ☐ Are records kept on site?

63 ☐ Is a copy of all prescribed documents kept in another place?

Budget Accommodation

Fire Safety Management Plan

64 ☐ Are current Fire Safety Management Plans prepared and implemented?

65 ☐ Are fire safety standards available for inspection during business hours?

66 ☐ Can evacuation practice records be produced upon request?

This checklist is a **guide only**. It does not indicate compliance with all requirements of the *Fire and Emergency Services Act 1990* or the *Building Fire Safety Regulation 2008*.

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