

Fire safety checklist

Hierarchy	
Company	

Checklist Details	
Inspector	
Date	

Inspection/Checklist	
Does your plan have strategies for dealing with people with disabilities?	Y / N
Observation	
Are you up to date with relevant building codes?	Y / N
Observation	
Is the alarm working?	Y / N
Observation	
Is there a process for identifying visitors?	Y / N
Observation	
Has an emergency evacuation plan been developed?	Y / N
Observation	
Do you have an appointed fire officer?	Y / N
Observation	

Can exit doors be easily opened?	Y / N
Observation	
Is there a process for a staff member to notify emergency services?	Y / N
Observation	
Is there a process for identifying all persons are accounted for?	Y / N
Observation	
Are exit routes free from obstruction?	Y / N
Observation	
Do you have the correct certifications and approvals for products and equipment?	Y / N
Observation	
Are the emergency contact details for fire services displayed in an area visible to your employees?	Y / N
Observation	
Do you have the correct fire fighting equipment?	Y / N
Observation	
Can the alarm bell be heard in all areas of the workplace?	Y / N
Observation	

Are emergency exits clearly identified?	Y / N
Observation	

Contacts	
Fire officer/s	
First Aid officer/s	
Evacuation officer	
Emergency contact/s	