

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.
- 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?



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*.



© State of Queensland (Queensland Fire and Emergency Services) 2017
All Queensland Fire and Emergency Services material in this document – except any material protected by a trademark, and unless otherwise noted – is licensed under a [Creative Commons Attribution 4.0 licence](https://creativecommons.org/licenses/by/4.0/).