



QUEENSLAND FIRE AND RESCUE SERVICE 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 Rescue Service 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.

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 Rescue Service Act 1990* and/or the *Building Fire Safety Regulation 2008*.

Full details of the legislation can be accessed online through the QFRS website at: www.fire.qld.gov.au.

For further information see page 14 of the *Advisory Notes* for a contact list of QFRS 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 QFRS 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?



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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 Can current maintenance records for Emergency Lifts be produced upon request?

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 & 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 building 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?
- 60 Is the Certificate of Classification for the building displayed?

Occupier's Statement (Annual)

- 61 Can an annual Occupier's Statement be produced upon request?

Record Security

- 62 Are records kept in a way that is reasonably safe from the effects of fire?
- 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 Management Plans available for inspection during business hours?
- 66 Can evacuation practice records be produced upon request?

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