



Fire Safety

Category: Occupational Health & Safety

Policy and Procedure

POLICY

BCH will ensure that appropriate fire fighting equipment and fire safety procedures are provided at all of its service venues and staff facilities.

RATIONALE

This policy identifies the procedures that BCH will take to ensure appropriate fire management strategies are in place at all BCH sites.

SCOPE

This policy is applicable to all BCH staff, contractors and volunteers.

RESPONSIBILITIES

It is the responsibility of the CEO to ensure that this policy is up to date, monitored, implemented and reviewed as appropriate.

PROCEDURES

Fire Fighting Equipment

All facilities will have appropriate fire fighting equipment installed in accordance with current legislation and wherever possible, in response to Fire Authority recommendations.

Fire Orders

All facilities will have printed Fire Orders displayed throughout the premises.

Fire and Evacuation Plans

All facilities will have a Fire and Evacuation Plan, which is to be displayed in all public areas. The Fire and Evacuation Plan will identify fire fighting equipment locations, exits, evacuation routes and evacuation assembly areas.

Fire Wardens

Fire Wardens are to be appointed at all facilities and trained to ensure that:

- The fire alarm is communicated to all occupants
- Assistance is provided to any injured person(s)
- The premises are quickly evacuated
- No-one re-enters the building until safe to do so



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Fire Safety Training

All staff are to undergo 12 monthly fire extinguisher and evacuation training conducted by an appropriately qualified person. In addition, at least quarterly fire drills are to be conducted at all sites.

Management are responsible for the organisation of training and drills, in consultation with the Occupational Health and Safety Committee.

POLICY HISTORY

Adapted From	BCH Policy Manual
Distribution:	All Staff
Authorised by:	Chief Executive Officer
Policy Legislative Base	Disability Discrimination Act 1992; Equal Opportunity Act 1995; HACC Standards; SAAP Standards
Related Policies	BCH Complaints and Compliments Policy BCH Client Information Rights and Responsibilities Brochure
First Approved Date	07/01/2005
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