

QUICK GUIDE

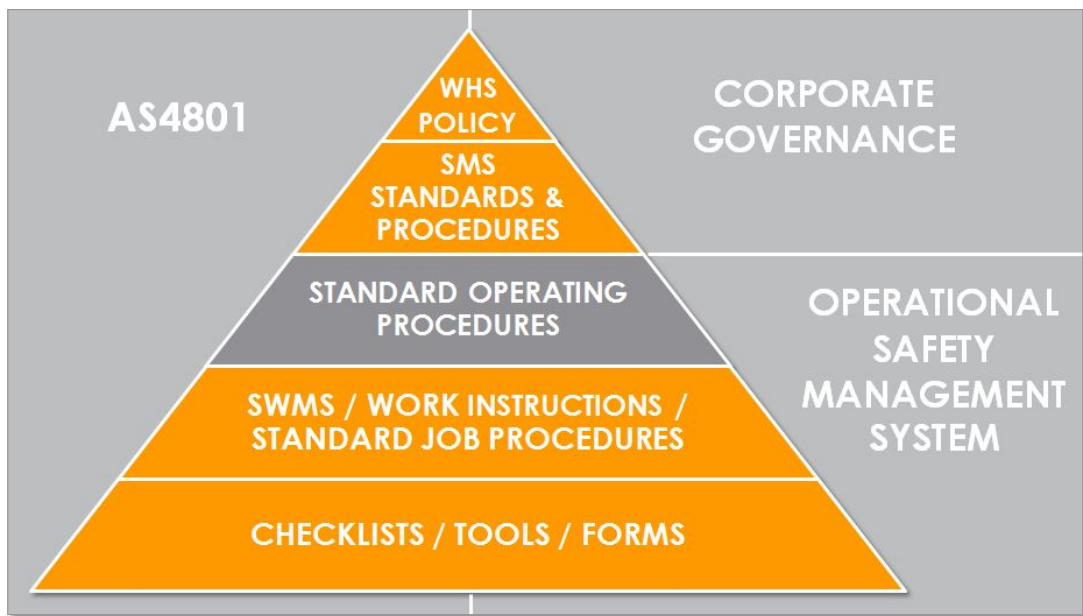
SAFETY Everyone. Everywhere. Every day

EMERGENCY AND FIRE MANAGEMENT

DOC ID REF203 VERSION 2

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1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for emergency and fire management to ensure arrangements at each QUU controlled worksite are in place, effective and meet QUU's safety management system requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- *Emergency Response and Preparedness Standard (STD138)*
- *Emergency Response and Preparedness Procedure (PRO365)*
- *Fire Management Standard Operating Procedure (PRO376)*
- *WHS Internal Site Inspection Checklist (CHE407)*

4. FURTHER INFORMATION

For further information, contact your Fire Safety Adviser, Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. EMERGENCY PLANNING & PREPAREDNESS	
(a) Site Emergency Response Procedure and Emergency Evacuation Plan are developed, in place, maintained and contain all required information (including arrangements for persons with a disability).	Sections 11.3 & 11.7 (PRO376), 7.2.1 & 7.2.3 (PRO365)
(b) Risk assessments for all foreseeable emergencies is undertaken and included in QUU Emergency Management Plans; and site Emergency and Evacuation procedure.	Section 7.2.1 (PRO365)
(c) Assembly areas have been identified via a risk assessment, are signed and free from surrounding hazards.	Section 7.4 (PRO365)
(d) Evacuation signs and diagrams capture required information (e.g. "You are Here" location; location of exits, fire extinguishers, fire blankets, fire hose reels, manually operated alarms; assembly points; version control; legend; validation date), are correctly orientated and located on each evacuation route of the building.	Section 7.3.1 (PRO365), 10.7 & 11.6 (PRO376)
(e) Site induction includes relevant information (e.g. evacuation procedure, location of exits and assembly area, fire wardens etc.).	Section 7.2.3 (PRO365), 11.5 (PRO376)
(f) General Evacuation Instructions are provided to workers within two (2) days of commencing work and annually thereafter. Instructions include location of fire safety reference points and evacuation procedures.	
(g) <i>First Response Evacuation Instructions</i> are provided to workers within one (1) month of commencing work and then every two (2) years thereafter. Instructions cover the operation of manually operated fire alarms and fire fighting equipment on site.	
(h) Annual Evacuation Coordination Instruction is given to Wardens AND all persons responsible for carrying out the evacuation coordination procedures (including emergency drills debrief).	Section 7.2.3 (PRO365)
(i) Emergency instructions cover the operation of manual fire alarms and fire fighting equipment at the site.	
(j) Emergency evacuation drills followed by a full minuted debriefing session are conducted annually with the type of emergency varying on each occasion.	Section 7.5 (PRO365)
2. FIRE PROTECTION SYSTEMS	
(a) The installation and modification of fire protection systems is done by suitably competent qualified persons.	Sections 7.1 & 7.2 (PRO376)
(b) Routine inspection of fire fighting equipment and installations (e.g. fire extinguishers, hose reels, fire blankets, smoke alarms, sprinkler systems etc.) is done by suitably competent and qualified persons at the required intervals.	Sections 7.4 & Table 1 (PRO376); 7.6 (PRO365)
(c) Impaired or out of service fire protection systems are identified, reported and communicated with prompt action taken to resolve.	Section 7.3 (PRO376)
(d) Fire safety installations are visually inspected monthly (e.g. fire extinguishers, hose reels, fire blankets, smoke alarms, sprinkler systems etc.) with outcomes managed as per WHS audit and inspection processes.	Section 7.4 (PRO376), STD139, PRO366.
(e) Emergency showers and face/eyewash stations are inspected and maintained annually by an authorised service provider AND activated at the following intervals to verify operation by designated QUU site representative: <ul style="list-style-type: none"> Weekly (at manned sites); or 	Section 7.4 (PRO376)

AT ALL TIMES	REFERENCE
<ul style="list-style-type: none"> Prior to any work commencing on site and during any routine site inspections (at unmanned sites). 	
3. FIRE MANAGEMENT	
(a) Certificate of classification is conspicuously displayed close to the main entrance.	Section 7.6 (PRO376)
(b) Block plans (e.g. sprinkler block plans) are displayed in the approved format in all areas where fire suppression systems and fire hydrants are installed (e.g. sprinkler value room, fire control room).	Section 7.7 (PRO376)
(c) Fire related incidents and hazards are reported in QPulse, investigated with controls implemented to prevent recurrence as per the QUU incident reporting and hazard/risk management process.	Section 7.8 (PRO376), STD136, PRO363, STD137, PRO364.
(d) Environmental damage caused by fire is reported to the Environmental Management Team via telephone within 24 hours. Minor events are reported via the Environmental Harm Notification Form (FOR395) .	
(e) Fire Safety Adviser (FSA) is appointed and an Assistance FSA nominated for the functional area with the FSA identity and contact details displayed on QUU Safety Noticeboards.	Section 11.1 (PRO376).
(f) Relationship with Queensland fire service is established with ongoing liaison to confirm contacts, emergency response capabilities and arrangements comply with <i>Building Fire Safety Regulations 2008</i> .	Section 11.2 (PRO376),
4. FIRE PREVENTION	
(a) Bushfire risk assessment and site specific Bushfire Management Plan developed with controls implemented (if/where required).	Section 8.1 (PRO376)
(b) Firebreaks around the site are maintained with grassed and vegetation areas suitably controlled where required (e.g. slashing, mowing, poison treatment).	Section 8.1 & 8.2 (PRO376)
(c) Housekeeping standards are maintained on site.	Section 8.3 (PRO376)
(d) Activities that present a potential fire risk are appropriately managed and maintained. Including waste handling and disposal; combustible materials / substances; gas cylinders and pressure vessels; hazardous chemicals; electrical standards; hot work; confined spaces work; refuelling and smoking.	Sections 8.3 – 8.7, 8.10 - 8.13 (PRO376)
(e) Safe clearance of powerlines and lightning protection measures are in place and maintained.	Sections 8.8 & 8.9 (PRO376)
5. FIRE DETECTION AND SUPPRESSION SYSTEMS	
(a) Fire / smoke detection systems are in place, inspected, tested and maintained with records current and maintained.	Sections 7.4, 7.5 & 9 (PRO376).
(b) Fire suppression systems are installed appropriate to identified fire risk (e.g. fire water reticulation, fire hydrants, pumps, sprinkler, deluge or gaseous suppression systems).	Sections 9 & 10 (PRO376)
(c) Alarm and Evacuation systems operate in 'auto' mode with no zones isolated or in fault with maintenance records current and maintained.	
6. FIRE SAFETY	
(a) Fire extinguishers have been selected, are available appropriate to the fire hazard.	Section 10.9 (PRO376)
(b) Extinguishers are free from obstruction, fixed at a height (no higher than 1200mm and no less than 100mm) with locational signage in place 2 metres from floor level.	Section 10.7 (PRO376)

(c) Fire extinguisher is available on QUU and contractor vehicles / mobile equipment and inspected / maintained (i.e. 6 monthly certified checks, daily pre-start inspection and weekly operator checks).	Section 10.8 (PRO376)
(d) Fire hose reels are installed in required areas, free from obstruction, stored in working order (i.e. nozzle engaged, rolled appropriately) with instructional information displayed.	Section 10.7 (PRO376)
(e) Fire blankets are installed in all required areas (e.g. all kitchen areas).	
(f) Fire hose reels, extinguishers, fire blankets and hydrants are appropriately maintained (signed, secured, with current maintenance tag affixed).	Sections 7.4, Table 1, 10.2 & 10.7 – 10.9 (PRO376)
(g) Smoke/heat detectors, emergency lighting, exit signage and fire panel(s) are appropriately maintained and free of damage.	Sections 9 & 11.5 (PRO376)
(h) Sprinkler heads (where installed) are not damaged, leaking or obstructed with adequate clearance (500mm) maintained.	Section 10.4 (PRO376)
(i) Sprinkler or hydrant booster system where installed is undamaged (i.e. cabinet and internal components) with hand wheels fitted to inlets / outlets and current maintenance records maintained.	Sections 10.2 & 10.4 (PRO376)
(j) Evacuation routes are clear of obstruction, lead to open space with final exits clear of obstruction for 2 meters.	Section 11.4 (PRO376)
(k) Paths of travel to exits are free of obstructions (i.e. exit path width of 1m is maintained at all times).	
(l) Exit doors and doors in paths of travel to exits are unlocked, unobstructed, free from penetration with appropriate hardware installed (e.g. door operable by single handed action).	
(m) Fire walls and doors (where installed) are free from penetrations and routinely inspected.	
(n) Fire Doors (where installed) are appropriately maintained (tagged, self-closing with appropriate signage).	
(o) Exit signs and emergency lighting are unobstructed, undamaged, installed in correct locations with current maintenance records maintained.	Section 11.5 (PRO376)
(p) Manually call points (e.g. break glass alarms) are installed and where not connected to a local alarm system signed "In case of fire break glass and ring 000".	Section 11.6 (PRO376)
(q) Inspections of fire protection systems and fire fighting equipment are conducted (as per QUU WHS auditing and inspection requirements) with required controls implemented, verified and monitored for effectiveness.	Section 8.14 (PRO376), STD139, PRO366.
7. DOCUMENTATION	
(a) Records of evacuation drills / exercises are kept and maintained.	Sections 5, 7.1, 7.5, 7.6, 7.7, 8.14, 9, 10 & 11 (PRO376), 7.2.3 & 7.6 (PRO365)
(b) Installation documentation; certificates of classification; hydrant location and fire water reticulation drawings; block plans; technical specifications; current fire service contracts; and a register of fire protection systems, installations and equipment is securely held and maintained on site.	
(c) A planned preventative maintenance schedule and program for the maintenance of all fire fighting equipment and each fire safety measure at site is in place and maintained.	
(d) Routine service / maintenance records/logbooks for all fire fighting equipment and essential safety measures are maintained and readily available.	

(e) Records are readily available upon request, held within TRIM and at site for at least 2 years in a way that is reasonably safe from the effects of fire (i.e. a metal filing cabinet).	
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6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- There is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.