



FIRE AND EMERGENCY EVACUATION POLICY

AIM

It is the policy of Work Structures Pty Ltd to provide a safe workplace for our employees', clients and visitors. In the unfortunate event there should be a fire or other emergency requiring evacuation of the premises the following will apply:

POLICY

- We will alert all persons within the vicinity
- Assist and remove any person/s in immediate danger (only if it is safe to do so)
- Confine the fire if possible to prevent any further injury or damage. Employees' trained in the use of fire extinguishers can use these to confine the fire if it is safe to do so. If any risks are associated with this, evacuate the area immediately, closing any doors behind you.
- Evacuate immediately and proceed to the evacuation point furthest from the danger, closing all doors.
- Check that all areas have been cleared and persons are accounted for.
- Maintain control of persons at the evacuation assembly area and contact the fire brigade and emergency services on 000 with the details of what has occurred and of any persons unaccounted for.
- Remain evacuated until you are given the all clear to re-enter the area.

FIRE PREVENTION

Fire hydrants and fire fighting extinguishers must not be obstructed. Learn the locations of the fire fighting equipment.

Fire Extinguisher types and use:

- **WATER** – Red – works by cooling the fire. Intended for use on fires involving combustible materials, e.g. wood and paper etc. **DO NOT USE** on fires involving electrical equipment.
- **FOAM** – Blue – works by smothering (depriving the fire of oxygen) with a blanket of foam. Intended for use on fires involving flammable liquids. **DO NOT USE** on fires involving electrical equipment.
- **CO2 (Carbon Dioxide)** – Red with Black Band – works by smothering the fire with gas. Intended for use on fires involving electricity, flammable liquids and as a last resort, combustible materials. Note that CO2 extinguishers have a short discharge time (approximately 15 seconds) and the discharge noise will change when spent.
- **DRY POWDER** – Red with White Band – works by smothering the fire with a blanket of powder. Intended for use on fires involving electricity, flammable liquids and as a last resort, combustible materials.
- **WET CHEMICAL** – Beige – works by smothering the fire. Intended for use on fires involving animal fats and cooking oils. **DO NOT USE** on fires involving electrical equipment.

Fire extinguishers are a first line of defence in the event of a fire. Make sure that extinguishers are recharged or replaced after use. Report any fire extinguisher deficiencies to the manager.