

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 10 – Fire Safety Management

1. PURPOSE

This procedure defines requirements to ensure proper management of fire and fire related risks. It provides guidance for the preparation of a Fire Safety Management plan.

2. MANDATORY REQUIREMENTS

1. Each site shall prepare a Fire Safety Management plan.
2. Fire Safety Management plans shall be prepared by a team that includes appropriate site representatives and at least one qualified fire risk and or fire safety professional.
3. Fire Risk Management plans shall include or reference:
 - a listing of known potential sources of ignition and their method of control,
 - identification of the basic fire hazards,
 - information on the fire prevention, detection and protection philosophies and measures,
 - emergency response training requirements,
 - arrangements for liaison with external emergency response agencies,
 - a fire risk management improvement action plan.
4. Fire Safety Management plans shall be periodically reviewed and shall be updated to reflect any modifications to site/plant, processes, procedures and the types and quantities of materials stored and handled on site and developments in fire prevention and control techniques.
5. OHS&R training records shall be retained indefinitely.
6. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION