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| Fire safety orientation checklist |
| August 2015 |
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## Fire safety orientation (Fire Safety Induction Program)

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| Division |  |
| Residential facility address |  |
| Staff member name |  |
| Date |  |

All staff must complete the Fire Safety Induction Program or the online Fire Safety Induction Package prior working in a residential facility.

## Instructions

* The fire safety orientation should be completed by the supervisor (or delegate) and the new staff member as soon as practicable (preferably within the first hour) of the new staff member starting work in a group home.
* A new staff member **must** receive this fire safety orientation prior to being rostered to work in a group home on their own.
* This fire safety orientation **must** occur even if the staff member has previously worked in another group home to ensure that they are aware of any issues relating to specific residents and property layout.
* When satisfied that the new staff member has completed the checklist, the supervisor (or delegate) and the staff member must sign the document.
* Apart from resident capability, the staff member must find or observe the item on the checklist.
* DAS staff should file the checklist or submit the checklist on the Fire Risk Management System (FRMS).

## Checklist

| **Category** | **Item** | **Complete** |
| --- | --- | --- |
| Resident capability | Discuss resident’s support requirements for each resident that impact on the help they need in an evacuation, for example mobility and communication needs. May refer to the resident’s ‘**Fire Risk Behaviour Assessment’** |  |
| Emergency Procedures Manual | Locate wall chart including floor plan and fire and evacuation orders |  |
| Evacuation Pack | Locate the evacuation pack |  |
| Evacuation Route and Assembly Area | Keys and which locks they apply to |  |
| Locate the assembly area(s) |  |
| Telephone | Locate backup telephones. Inform staff if you need to dial 0 to get an outside line before calling 000 |  |
| List of on-call telephone numbers |  |
| Fire Extinguisher and Fire Blanket | Locate fire extinguisher and fire blanket |  |
| Smoke Alarm Panel | Location smoke alarm panel and smoke alarms |  |

All tasks have been completed to the satisfaction of the staff member and supervisor.

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| --- | --- | --- |
|  | Supervisor (or delegate) | Staff member |
| Signature |  |  |
| Name |  |  |
| Date |  |  |

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