

DOB ENTERPRISES PTY LTD

DOB Fire and Evacuation Policy
IMS-519-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB is committed to the safety of its workers, visitors, clients and contractors and has a set fire/emergency evacuation plan in place, should a fire or other serious incident occur where the building must be evacuated.

DOB management take the following steps to ensure the safety of their workers:

- Provide initial training on the location of the evacuation point & fire exits
- Provide a map clearly marking fire exit routes
- Clearly marked fire exit door
- Ensure all Firefighting Equipment is checked on regular bases as per the legislation
- Carry out regular evacuation drills to ensure understanding
- Keep a record of evacuation and fire drills
- Actively work to prevent the instance of fire in the workplace

Fire Prevention in the workplace:

- Ensure that electrical equipment is serviced regularly
- Remove faulty equipment from use & have it repaired by a qualified professional or replaced
- Good housekeeping – disposing of excess papers, unused flammable materials
- Ensuring that flammable materials are not kept in the vicinity of equipment which heats up
- Turning off electrical and other equipment when not in use
- Ensuring that the building complies with all current regulations & legislation

In the event of an evacuation;

- The fire alarm will sound or workers will be alerted immediately
- Workers will exit the building via the nearest fire exit
- If it safe to do so, attempt to control the fire using suitable extinguishers to do so
- The Fire Warden, or appropriately assigned person, will:
 - Contact the contact the Fire Department on 000 and inform them of the emergency and supply any other information (e.g. the presence of flammable materials on site)
 - Ensure that all persons are accounted for (Sign in Register)
 - Check that all areas have been cleared
 - Ensure that all persons remain orderly at the evacuation point
 - All workers, visitors, clients and contractors will remain at the evacuation point until the fire department have authorised re-entry into the building

Worker Responsibilities:

- Attend & take part in fire / evacuation drills
- Attend any training sessions given
- Evacuate the building in a calm and respectful manner, assisting anyone who requires it
- During evacuation, proceed directly to the nearest fire exit, do not stop to collect personal belongings or work (these can be replaced, if necessary)
- Follow the directions of the Fire Warden and Fire Department personnel
- Remain evacuated until re-entry to the building is authorised



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