



# Evacuations and first aid

safety checklist

Check	yes	no	n/a
<b>Evacuation</b>			
Is there an evacuation procedure to be followed in the event of a fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the evacuation procedure and a diagram of the workplace (showing the exits) displayed in a prominent location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the evacuation procedure practised at reasonable intervals, where practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the workplace arranged so that people can safely move within it? Are the passages for movement always kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the emergency egress enable safe egress in event of an emergency? This includes ensuring that doors are free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have exit signs been provided and are they maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have portable fire extinguishers been provided, located and distributed in accordance with Australian Standard AS/NZS 2444?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable fire extinguishers regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a fire blanket available where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided on how to use fire extinguishers and other safety equipment to people who will be required to help control or extinguish a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures in place for isolated workers? They must have a means of communication available to call for help and procedures for regular contact that they have been trained in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>First aid</b>			
Have an adequate number of people been trained in first aid, having regard to the types of hazards and number of people at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an adequately stocked first aid kit provided at a central location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid kit regularly inspected to ensure adequate supplies are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are other first aid facilities provided and maintained if indicated by the hazards at the workplace? For example, provision of a safety shower and eyewash where corrosive liquids are handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Other sources of information

WorkSafe [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

### Legislation

- The Occupational Safety and Health Regulations 1996

### Evacuation

#### Guidance notes

- Preparing for emergency evacuation
- Working alone

### First aid

#### Codes of practice

- First aid and facilities and services; workplace amenities and facilities; Personal protective clothing and equipment

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