

27 May 2011

CIRCULAR NO: PAN/IL17/2011



**ALL MEMBERS**

## **FIRE SAFETY IN THE WORKPLACE**

With winter upon us, heaters and similar devices are again being used in most offices. *Printing Industries* would like to remind members of the following fire safety procedures and equipment checks so as to ensure everything is in proper working order in the event of a fire. It is recommended that members keep a log, electronic or hardcopy, of your actions.

### **FIRE EXITS**

Members should ensure that all fire exits are clearly marked and accessible in the event of an emergency (i.e. there are no items blocking the door or in the way that will make exiting difficult).

### **FIRE ALARMS / DETECTORS**

#### **Monthly**

Test the alarm and detection units according to manufacturer specifications.

#### **6 Monthly**

Check the cover and inside any alarm or detection unit for any excessive dust that may inhibit the alarm detecting smoke. If there is dust on or around any unit, remove this by using a vacuum cleaner.

#### **Annually**

Clean any unit using a vacuum cleaner to remove any dust that may be on the unit; Replace the battery within the unit and test.

#### **10 yearly**

Replace any unit every 10 years, or at the manufacturers specifications.

### **Fire Extinguishers**

#### **6 Monthly**

Inspect all extinguishers every 6 months. Inspections must be carried out by a qualified technician and recorded on label or a metal tag attached to the extinguisher unit.

If the extinguisher does not have a pressure gauge, they may need to be weighed to ensure that the extinguisher is still full.

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**5 Yearly**

Extinguishers need to be emptied, pressure tested and refilled every 5 years.

There may be other tests that need to be undertaken at 3, 5 or 6 years, *Printing Industries* recommends that members contact their Fire Safety service provider and or fire safety equipment manufacturer for information regarding any further testing that is required.

Members are advised that if they have their extinguishers serviced and replaced in accordance with the advice above, no further servicing should be required. If any further servicing or testing is required, your Fire Safety service provider must have this work approved by you before carrying out the testing.

If your extinguisher has been used between services, ensure that you bring this to your Fire Safety technician's attention. This should be evident to the technician, however it is always useful to raise this with them, as your extinguisher unit will need re-filling.

If you are unsure of when your equipment was last tested or replaced, members should contact their fire safety provider to enquire and arrange for testing and inspection if required.

Yours faithfully,

A handwritten signature in black ink that reads "Janette Pearce". The signature is written in a cursive style with a large initial 'J' and 'P'.

Janette Pearce  
**Employee Relations & OHS Advisor**