

[Organization logo]

[Organization name]

**Commented [45A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## FIRE SAFETY POLICY

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality:	

**Commented [45A2]:** Adapt to the existing practice in organization.

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**Commented [45A3]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

[Organization name]

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## Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this document is to define the emergency preparedness plan in case of fire, including preventive actions, action in case of fire, evacuation, and return to the site.

This document applies to all parts and locations of [organization name].

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 45001:2018 standard, clause 8.2
- OH&S Manual
- OH&S Policy
- Procedure for Risk Assessment and Hazard Identification and OH&S Hazards
- Procedure for Communication, Participation and Consultation
- Procedure for the Management of Nonconformities and Corrective Actions
- List of Legal and Other Requirements

## 3. Preparedness and fire response

In case of emergency, the person responsible for coordination is [job title].

Commented [45A4]: E.g. OH&S Manager

### 3.1. Preventive actions

[Job title] is responsible for implementing and maintaining the following preventive actions in order to minimize the occurrence of fire at [organization name]:

- Ensure access to Fire Department through access roads. Provide traffic roundabout to ensure the availability of fire-fighting techniques to all parts of the complex.
- Ensure that access roads to the building, access roads to the parking lot, and access roads to the site, as well as the location of vehicles in the site, are clearly marked and visible to the fire department.
- The design, construction, and maintenance of the building must be carried out in accordance with the fire safety requirements. In these design, construction and maintenance works, the fire safety requirements must be taken into account. The fire safety requirements must be taken into account in the design, construction and maintenance of the building, as well as in the location of vehicles in the site, and in the location of the building.
- In the building, maintaining the access roads is essential with the cooperation of the fire department.
- Maintenance and repair of the access roads.
- Maintenance must be carried out with the utmost care and attention to the fire safety requirements. The method of implementing preventive measures against the fire must be carried out in accordance with the fire safety requirements, as well as with the fire safety requirements, equipment, and methods of extinguishing fires.

- It is necessary to ensure that the door that leads directly to the outside of the building during working hours must not be locked.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] materials to prevent fire from spreading by surrounding terrain to buildings.
- Maintenance of devices, equipment, and installations must be performed by the manufacturer's instructions and within the prescribed legislative limits (in accordance with [REDACTED])
- [REDACTED]
- [REDACTED]
- [REDACTED] the appropriate clause regarding fire prevention measures, as well as clauses about the implementation of control measures and responsibility for their failure to implement.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] and/or lightning strike.
- Any construction, extension, or reconstruction cannot be done without project documentation and previously obtained proper consent from the competent authority.

**Commented [45A5]:** Delete the bullets that are not applicable to organization.

### 3.2. Acting in case of fire

[REDACTED]

[Organization name]

- In case of fire, it is necessary to quickly intervene in order to eliminate the causes of such event and to remediate the consequences. The well-trained, disciplined, and organized staff
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- If a fire ignites at high speed, which can cause collapse of the construction or walls of buildings and thus cause large-scale damage to property and injury to people, it is necessary to call for an ambulance.

Commented [45A6]: Delete the bullets that are not applicable to organization.

[Job title] is responsible to organize provision of first aid to the injured by trained persons from [organization name] until ambulance arrival.

### 3.3. Evacuation

If evacuation is ordered, [job title] is responsible to notify the employees to do the following:

- [Redacted]
- [Redacted]
- [Redacted]

Destination for evacuation – assembly area is [name of the location].

All employees and visitors will be notified in case of need for evacuation by:

- light signal,
- [Redacted]
- [Redacted]
- [Redacted]

Commented [45A7]: Adapt to the organization's needs.

After receiving notification, the duty of employees and visitors is to:

- [Redacted]
- [Redacted]
- when leaving, to not create congestion in passages

[Organization name]

- communicate to the team leader for Emergency Situations everything they noticed that happened
- do not leave the immediate area until it is approved by the team leader for Emergency Situations, who verifies that all employees and visitors have left the premises

### 3.4. Maintenance of firefighting equipment

In order to function flawlessly at the occurrence of fire, [job title] is responsible for ensuring that all firefighting equipment in the premises is regularly inspected and maintained and to grant access to the premises and their contents outside the organization to authorized organizations every six months for regular inspection.

### 3.5. Exercising and testing

For purposes of determining qualification, [organization name] periodically (once a year) implements

**Commented [45A8]:** Adapt frequency to the organization's needs.

Results of exercising and testing are entered into the Emergency Response Drill Record by the team leader.

[Job title] reviews [at least once a year] the preparedness of [organization name] to react in an emergency, especially after an accident or emergency.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Emergency Response Drill Record	PR.09.2	2 years	[office of Management Representative]	[job title]

**Commented [45A9]:** If the record is in electronic form, write the name of the folder on Management Representative's computer.

Only [job title] can grant other employees access to the records.