



# Fire Safety Training Fact Sheet

## Legislative Requirements

Starting from the lowest level and working up, here are the training requirements from the Queensland Building Fire Safety Regulation 2008 (BFSR):

- ▶ General evacuation instruction – all workers – basic evacuation procedures
- ▶ First response evacuation instruction – all workers – instruction on fire equipment and installations for the building
- ▶ Evacuation coordination instruction – Evacuation Coordinators (Wardens) – instructions on the persons role in controlling an evacuation
- ▶ Fire Safety Adviser (FSA) – One person for High Occupancy Buildings only – evacuation and emergency planning responsibilities and management

## Training Requirements for Each Level

### GENERAL EVACUATION INSTRUCTION (BFSR SECTION 35)

- ▶ Covers items listed on the Evacuation Diagram for the building and workplace procedures for evacuation
- ▶ Who – All workers
- ▶ New Workers - Must be completed by a person who starts working in the building within 2 days of starting
- ▶ Renewal – every 12 months
- ▶ Changes – must be retrained within 1 month of a change to the evacuation diagram or procedures.
- ▶ Training method – non-accredited – may be conducted in house by a supervisor, warden or Fire Safety Adviser.

Relevant TMT training - <https://www.totalmantra.com.au/training/short-courses/general-evacuation-instruction>

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## Training Requirements for Each Level

### FIRST RESPONSE EVACUATION INSTRUCTION (BFSR SECTION 36-37)

- ▶ Covers training in the use of the fire alarms and fire-fighting equipment and a demonstration of the use of the same equipment
- ▶ Who – All workers
- ▶ New workers – training conducted within 1 month of starting
- ▶ Renewal – every 2 years
- ▶ Changes – all workers to be retrained within 1 month of changes occurring
- ▶ Training method – non-accredited – may be a video or CD they watch, may be provided by supervisor, warden, FSA or external provider

Relevant TMT training - <https://www.totalmantra.com.au/training/short-courses/first-response-evacuation-instruction>

### EVACUATION COORDINATION INSTRUCTION (BFSR SECTION 38-41)

- ▶ Commonly referred to as a warden (e.g. fire warden, evacuation warden, floor warden, chief warden)
- ▶ Covers training in carrying out the evacuation procedures for a building or site
- ▶ Who – All persons responsible for coordination of an evacuation
- ▶ New Workers - When a person becomes responsible for controlling an evacuation they must be trained in how they will carry out the evacuation at most 1 month **before** they become responsible
- ▶ Renewal - every 12 months thereafter.
- ▶ Changes – All coordinators to be retrained within 1 month of a change to the evacuation coordination instructions.
- ▶ Training Method – non-accredited – may be conducted by the person responsible for the evacuation procedures, a Chief Warden or a FSA.

Relevant TMT training - <https://www.totalmantra.com.au/training/short-courses/evacuation-coordination-instruction>

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## Training Requirements for Each Level

### **FIRE SAFETY ADVISER (BFSR SECTION 34)**

- ▶ Covers instruction in fire safety planning and management
- ▶ Who - A Fire Safety Adviser must be appointed for occupiers of High Occupancy Buildings
- ▶ Use the sheet provided by QFES at <https://www.qfes.qld.gov.au/buildingsafety/documents/QFES-BFS-InfoSheet-FSA.pdf> to determine whether they meet the requirements for a FSA
- ▶ Once FSA is trained, they may be appointed across multiple buildings
- ▶ New FSA – Must have completed the defined Fire Safety Adviser units of competency
- ▶ Renewal – every 3 years
- ▶ Training Method—RTO only due to accredited units

Relevant TMT Training - <https://www.totalmantra.com.au/training/short-courses/fire-safety-adviser>

## Common Training Implementation

### **General Evacuation Instruction and First Response Evacuation Instruction**

All workers completed every year, thereby ensuring you meet 12 months for General Evacuation and 24 months for First Response Evacuation

Conducted initially by external party and then refreshers done internally by evacuation coordinator or FSA

### **Evacuation Coordination Instruction**

All coordinators done by external party every 12 months, unless an onsite Fire Safety Adviser is available to conduct training

### **Fire Safety Adviser**

Nominated person trained by a Registered Training Organisation as per regulations.