

Sample - FIRE SAFETY INDUCTION CHECKLIST

All new personnel must be shown and informed of the following:

ITEM	CHECKED BY
1. Emergency evacuation plan and kit	
2. Nearest exit to workstation	
3. Nearest alternative exit	
4. Path to assembly area	
5. Assembly area	
6. Nearest fire extinguisher	
7. Explanation of the extinguisher e.g., how to operate and health and safety issues as per directions on extinguisher	
8. Checked for the employee's understanding in the event: a) They discover an emergency b) Their duties in the event of an emergency	
9. Nearest communication device (walkie talkie)	
<p>I have received Fire Safety Induction Training and understand my duties</p> <p>Site of Induction.....</p> <p>Print Staff Name.....</p> <p>Signed.....</p> <p>Training provided by (warden/manager)</p> <p>Print Name:</p> <p>Signed.....</p> <p>Position.....</p>	<p>Date.....</p> <p>Date.....</p>