

SAI FIRE SAFETY CHECKLIST

INTRODUCTION

The Social Accountability International (SAI) Fire Safety Checklist is a guidance tool prepared for SA8000 & BSCI Auditors to enhance their skills when auditing the occupational health and safety requirement of the SA8000 Standard and BSCI Code. The aim of this checklist is to identify the possible opportunities for improvement for fire safety within the audited workplace.

BACKGROUND:

Accredited certification to SA8000 provides confidence in the facility's ability to meet the requirements of the standard.

Complying with the requirements for social accountability is intended to help a workplace:

- Develop, maintain and enforce policies and procedures in order to manage the issues it can control or influence
- Credibly demonstrate to interested parties that existing policies, procedures and practices conform to the requirements of the standard or code.

Please note:

- Certification Standards are not alternatives to government regulation and national labor legislation.
- This checklist does not replace any provision, standard or rule contained in the SA8000 Standard or BSCI Code.
- SAI has developed this checklist based on a review of existing fire safety materials, including that of the International Labor Organization.
- This checklist is not an exhaustive list of all necessary areas for consideration. The auditor shall add to this checklist any additional items they consider appropriate to improve fire safety at the audited workplace.
- Completion of this checklist is not a mandatory requirement of an SA8000 or BSCI Audit.

COMMON FIRE RISKS

There are a number of common fire risks that may be found at workplaces. SAI highly recommends that SA8000 & BSCI auditors keep these common risks in mind when utilizing the SAI Fire Safety Checklist during the audit. These risks include:

1. Blocked emergency exits.
2. Blocked evacuation routes.
3. Lack of assembly point directions for evacuation.
4. Lockable or locked emergency exit doors.
5. Emergency exit leading to dead end.
6. Bars on windows.
7. No sprinkler system.
8. Dysfunctional fire alarm and/or no battery back-up.
9. Inaccessible or non-functioning emergency alarm button
10. Non-standard or non-functioning emergency lights.
11. Lack of firefighting equipment.
12. Inaccessible and/or inappropriate firefighting equipment.
13. Locked fire equipment cabinets.
14. Unsafe electrical wiring and/or installations.
15. Dirty and dusty workplace.
16. Lack of gas sensors around gas-using equipment.
17. Flammable and hazardous materials improperly stocked and/or labeled
18. Lack of manager, supervisor and worker awareness of fire and emergency prevention and response procedures.
19. Inadequate fire safety and evacuation training.
20. Number of workers understated in official records, leading to ineffective evacuation process.
21. Lack of an effective risk management process.

THE SOCIAL ACCOUNTABILITY INTERNATIONAL FIRE SAFETY CHECKLIST

SECTION A: MANAGEMENT SYSTEMS

This category refers to the presence and effectiveness of a management system within the facility. This includes all policies, procedures and record-keeping related to occupational health and safety, with a specific focus on fire safety.

SECTION A: MANAGEMENT SYSTEMS				
		Yes	No	Comments/Action Required
1	Does the facility have any kind of fire safety certificate from a competent authority (e.g. from the local Fire Department)?			
2	Is the facility regularly inspected by the competent authority that issues the certificate?			
3	Does the facility have a current risk assessment that identifies the fire risks?			
4	Does the facility have procedures that specifically address fire prevention related to the identified risks?			
5	Does the facility have emergency response procedures that address the most likely fire risks?			
6	Does the facility conduct an internal labor standards performance audit, which includes fire safety, at least annually?			
7	If the facility conducts internal audits, are the auditors qualified to perform the audit?			
8	Does the facility have a corrective action system that tracks unsatisfactory facility conditions until they are resolved?			
9	Does the facility have an emergency plan in case of fire or other emergency?			

10	Does the emergency plan include evacuation routes, procedures for personnel to follow, assembly areas, fire extinguisher and first aid locations, telephone numbers for fire brigade and medical emergency responders?			
11	Are there records that indicate regular evacuation drills & alarms tests being conducted to measure the effectiveness of the plan available for inspection?			
12	Have you confirmed through interviews that the fire drill and alarm tests are conducted?			
13	Does the facility have an internal compliance team or a health and safety committee to monitor fire risks and prevention?			
14	Does the facility management meet to review the findings of external and internal social audits on a regular basis and are these meetings recorded?			
15	Have any fire incidents been recorded in the company in the past year?			
16	Has the facility established a program in which workers can make suggestions or complaints to management for the purpose of improving the operation?			
17	Does the facility have records that provide evidence of suggestions/complaints made by workers through the complaint system?			

SECTION B: WORKER AWARENESS AND ENGAGEMENT

This category refers to the occurrence, effectiveness and usefulness of fire-safety training and coaching within a facility. There is a specific emphasis on ensuring worker comprehension of the training.

SECTION B: WORKER AWARENESS AND ENGAGEMENT				
		Yes	No	Comments/Action Required
1	Does the facility have a worker representative in place to communicate the concerns and needs of the workers to management?			
2	Does the facility have records of conducting a formal training program through which new and existing workers are periodically trained on fire-related issues?			
3	Have all workers, supervisors and managers been trained on issues related to fire risk and evacuation?			
4	Are the workers and supervisors able to explain one task that is routinely performed to assist with fire prevention?			
5	Are workers able to explain the fire evacuation plan and their assigned role & responsibilities should a fire take place, and able to recall the last fire drill?			
6	Have workers been trained on the use of firefighting equipment (i.e. extinguishers and water hoses)?			
7	During training, have all workers used the equipment in extinguishing a fire?			
8	Do the workers know the location of the firefighting equipment?			
9	Does each worker know his or her assigned assembly area during a fire drill??			

SECTION C: EVACUATION

This category examines a facility's capacity to quickly, efficiently and safely evacuate. The condition and presence of the following will be examined: emergency exit doors, evacuation routes, assembly areas, alarm systems.

SECTION C: EVACUATION				
		Yes	No	Comments/Action Required
1	Are aisles, escape routes and fire doors free from obstruction (i.e. product or waste) and clearly illuminated?			
2	Is there proper signage in all relevant languages in the facility to clearly indicate exits and escape routes?			
3	Is there a functioning fire alarm system that has been recently tested?			
4	If the alarm system is electrically powered, does it have a back-up power supply?			
5	Are there clear instructions, strategically placed, reminding workers on how to operate the fire alarm system?			
6	Are there signs directing all workers to their respective assembly areas, in languages they can understand?			
7	Are there exit signs located above each exit and are they clearly illuminated?			
8	If there documented evidence (e.g. valid inspection certificates) that the fire doors meet the local code?			
9	Do the fire doors open to the outside rather than a confined space within the building such as a hall or corridor?			
10	Do the fire doors have push bars to open the door manually?			
11	If the push bars are operated electrically is there an override in the event that the facility loses power?			

12	Are all fire/exit doors un---lockable?			
13	Are the type and size of the exits suitable and sufficient for the number of workers?			
14	If more than one floor exists in the facility, is the staircase sturdy and sufficiently wide enough to accommodate fleeing workers in the event of fire?			
15	Have warning signs been placed on all elevators/lifts indicating that they must not be used in case of fire?			
16	Do smoke detectors have a reliable power supply?			

SECTION D: FIRE SUPPRESSION EQUIPMENT

This category examines a facility's capacity to appropriately respond to a fire should one occur. This includes looking at the presence of fire-fighting equipment as well as the condition and maintenance of such equipment.

SECTION D: FIRE SUPPRESSION EQUIPMENT				
		Yes	No	Comments/Action Required
1	Is there a local fire brigade that could get to the facility within the appropriate time in case of fire?			
2	If not, does the facility have its own fire brigade?			
3	Are emergency numbers posted clearly and strategically?			
4	Does the facility have an adequate number of fire extinguishers, charged within the stated limits, to meet local codes?			
5	Is there documented evidence that the fire extinguishers are inspected internally on a regular basis?			
6	Is there documented evidence that the fire extinguishers are inspected by a competent external authority on a regular basis?			
7	Are the fire extinguishers adequate to address all types of fire possibilities of the facility?			
8	Are the locations of extinguishers and fire hoses clearly identified and unobstructed?			
9	Are sprinkler systems or water hoses available and connected to an adequate water supply?			
10	In case of fire, is the facility's water pump and water pressure adequate to reach and maintain water flow to the highest floors?			
11	Are key personnel assigned and trained to maintain the firefighting equipment within normal parameters?			

SECTION E: FLAMMABLES

This category refers to the safe management and handling of flammable products and equipment within a facility.

SECTION E: FLAMMABLES				
		Yes	No	Comments/Action Required
1	If there is a generator on-site, is the fuel in proper containers and removed from any source of ignition?			
2	Are any chemicals on-site properly stored in containers and labeled correctly?			
3	Are any chemicals that can interact together kept apart in appropriate storage containers?			
4	Are the steam boilers on-site properly maintained and inspected on a regular basis?			
5	If open flames are in use during production, are appropriate measures taken to ensure fire safety with regards to use of such equipment?			
6	If there are cooking facilities and propane gas tanks, are they kept at a safe distance from an ignition source?			
7	If welding is conducted in the facility, is it controlled and properly managed?			
8	Is there any periodical housekeeping process conducted in the facility?			
9	Are flocks of dust cleaned from the machinery periodically?			