



Fire Safety

22 Apr 2025 / Nanette Stylianou

Complete

Score	29 / 29 (100%)	Flagged items	0	Actions	0
Site conducted	Southside Endoscopy Centre				
Conducted on	22.04.2025 12:37 AEST				
Prepared by	Nanette Stylianou				
Location	Level 6, 4 Paxton Street, Springwood				

Inspection	29 / 29 (100%)
Policies and Procedures	1 / 1 (100%)
Policies and Procedures are in place for a Fire Emergency (WHS 2.1, 2.2) is there evidence that these have been reviewed and revised?	Yes
Policies and Procedures are in place for Basic Fire-Fighting Equipment (WHS 2.3) and is there evidence that these have been reviewed and revised?	Yes
Policies and Procedures are in place for Disaster and Emergency Plans (WHS 2.6) and is there evidence that these have been reviewed and revised?	Yes
Policies and procedures are in place for Bomb Threat (WHS 2.7), is there evidence that this is reviewed and revised?	Yes
Policies and procedures are in place for Gas Leak, is there evidence that this is reviewed and revised?	Yes
Policies and procedures (WHS 8.0) are in place for Emergency Equipment, is there evidence that this is reviewed and revised?	Yes
Policies and procedures are in place for Evacuation Principles (WHS 2.12), is there evidence that this is reviewed and revised?	Yes
Is there evidence that all staff have read these Policies?	Yes
Staff Education	11 / 11 (100%)
Are Staff aware of the emergency response procedures in place relating to fire	Yes
Are staff aware of the procedure if we receive a bomb threat and where the check list is located	Yes
In the case of a bomb threat are staff aware of the emergency protocol to follow? (flip book at each workstation, annual fire training discussed)	Yes
All staff are aware of designated roles of the Chief Fire Officer, Deputy Fire Officers on duty and where will they find this information?	Yes
All staff have attended mandatory fire training in the last 12 months	Yes

Are staff aware of the locations of the Fire Extinguishers, Fire Blankets and Fire Hoses in the building	Yes
Are staff aware of locations of Oxygen Cylinders within the building and to turn off in event of a fire. Are these clearly displayed on the Fire Plan	Yes
Are staff aware and can state the evacuation principles with regard to evacuating patients and strategies for patients with disabilities and sequence.	Yes
Are staff aware of the checklist when evacuating the building in the case of a fire	Yes
Ask staff if they are aware of the location for the Assembly area if there is a Fire in the facility	Yes
Is there evidence of a fire drill has taken place in the last 12 months	Yes
Work Place Assessment for Fire Emergencies	1 / 1 (100%)
Inspect all passageways and doorways in the unit, are these free from any obstructions which would prevent a safe evacuation of staff and patients	Yes
All substances in the workplace have been assessed for the risk of fire and appropriate measures taken with the storage of chemicals within the unit	Yes
Are staff aware of where the Fire Hydrants are locations and are these clearly marked and tagged	Yes
Is there evidence that the Fire Extinguishers have been serviced in the last 12 months and tagged appropriately	Yes
Exit doors are easily operated and kept free from damage	Yes
Are the Fire doors in working order	Yes
Exit signs are clearly marked and in good working order i.e. they are visible and light is working inside facility	Yes
Fire instruction and evacuation plan are on display, in all work areas.	Yes
Is there evidence that any Incidents involving fire are reported and appropriate actions taken	Yes
No incidents reported	
Check the Emergency pack 6 monthly at this audit to ensure	Yes

all equipment and supplies for first aid are in date and sign tag.

