

Below is a summary of your obligations regarding the management of Fire Safety in all Queensland workplaces. The Queensland [Building Fire Safety Regulation 2008](#) and Queensland [Fire and Emergency Services Act 1990](#) specify the requirements of businesses regarding fire safety compliance. Additional obligations also exist under the [Work Health and Safety Act 2011](#), the [Work Health and Safety Regulation 2011](#) and Australian Standard [AS3745-2010](#).

## FIRE SAFETY TRAINING

The occupier of a building must provide the following instructions to workers and retain a record of the training. (Queensland [Building Fire Safety Regulation \(BFSR\) 2008](#)).

### BFSR - Section 35 - **General Evacuation Instructions (In Part)**

The occupier of a building must give general evacuation instructions for the building to each person working in the building at intervals of *not more than 1 year* and must give general evacuation instructions for the building to a person who starts working in the building *no later than 2 days after the person starts working in the building*.

If there is a material change to the location of a fire safety reference point for the building or the procedures for evacuating the building safely in the event of a fire or hazardous materials emergency, the occupier must give the general evacuation instructions for the building, as changed, to each person working in the building *no later than 1 month after the change*.

### BFSR - Section 36 - **First-Response Evacuation Instructions (Practical Fire Training) (In Part)**

The occupier of a building must give first-response evacuation instructions for the building to each person working in the building at intervals of *not more than 2 years* and to a person who starts working in the building *no later than 1 month* after the person starts working in the building.

If there is a material change to the method of operation of a manually operated fire alarm or firefighting equipment in the building the occupier of the building must give the first-response evacuation instructions for the building, as changed, to each person working in the building *no later than 1 month after the change*.

If you are the occupier of a high occupancy building you must ensure the training is given by a registered training organisation or the fire safety adviser (FSA) for the building or the FSA arranges for the instructions to be given.

### BFSR Sections 38, 39, 40 & 41 - **Evacuation Coordination Instructions (Warden Training) (In Part)**

The occupier of a building must give the evacuation coordination instructions for the building, at intervals of *not more than 1 year*, to the persons responsible for carrying out the evacuation coordination procedures under the building's fire and evacuation plan.

The occupier must give the evacuation coordination instructions, for any material changes to an evacuation procedure to the Wardens *no later than 1 month after the change*.

The occupier must give the evacuation coordination instructions to a newly appointed Warden *within 1 month before the Warden becomes responsible for carrying out the evacuation coordination procedure*.

Should you be a new occupier of a building, you must, within 2 months after starting to occupy the building, give the evacuation coordination instructions for the building to the Wardens responsible for carrying out the evacuation coordination procedures under the building's fire and evacuation plan.

The occupier must ensure the FSA for the building is familiar with the evacuation coordination procedures for the building and gives the evacuation coordination instructions or the FSA arranges for the instructions to be given.

