

## FIRE SAFETY TRAINING CHECKLIST SAFETY

Fire safety in the workplace isn't just a legal requirement; it's also about responsibility to your employees and the company itself. An effective fire safety training is crucial. But what does it entail exactly, and why is it so important? This checklist outlines the key aspects of fire safety training for employees and demonstrates how employers can implement them effectively.



### LEARNING OBJECTIVES AND CONTENT

**Define learning objectives.**

Set clear learning objectives that meet the expectations of the employees.

**Determine content.**

Provide information on fire prevention and safety measures, including handling fire extinguishers and emergency plans.

### FORMAT AND DURATION

**Choose the format.**

Choose a format (in-person, online, or hybrid) that suits the size of the company and the number of employees.

**Determine duration.**

The training should be comprehensive yet concise to maintain the participants' attention

### HANDS-ON FIRE SAFETY BRIEFING



Use real-life scenarios. Incorporate practical examples to illustrate the relevance and application of fire safety measures.



Incorporate the company's operational environment. Tailor the training to the specific conditions and needs of the business.



Use simple language. The training should be adapted to the understanding of the employees. Convey clear and understandable messages to raise awareness of fire hazards in the workplace and promote preventive behavior.



Training materials play a crucial role in effectively conveying knowledge. This includes escape plans, rescue plans, alarm plans, fire safety symbols, and catalogs of safety regulations.

## INTERACTIVE METHODS



Use interactive training methods. Encourage employee participation and engagement through group work, role-playing, and simulations



Utilize visual aids. Use videos, diagrams, and images to simplify complex information and increase participant engagement.

## FEEDBACK AND EVALUATION



Gather feedback. Allow employees to share their thoughts to continually enhance the quality of the training.



### Regular review

Evaluate the effectiveness of the training and make adjustments as needed to optimize it.

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