



WORKPLACE FIRE SAFETY CHECKLIST

SAQA UNIT STANDARD 12484 | NQF LEVEL 2 | 4 CREDITS | FREE PRINTABLE RESOURCE

Swift Skills Academy | Printable workplace fire-safety resource

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BE READY BEFORE THE ALARM SOUNDS.

PRINT • LAMINATE • DISPLAY • REVIEW

Use this resource to strengthen everyday fire readiness, support routine workplace inspections and give your team a clear framework for what to check before, during and after a fire-related incident.

1 BEFORE FIRE

- ☐ Emergency exits and escape routes are clear and unlocked.
- ☐ Fire extinguishers are visible, accessible and not obstructed.
- ☐ Fire equipment signage is in place and easy to identify.
- ☐ Employees know the alarm signal and designated assembly point.
- ☐ Emergency contact details are displayed and current.
- ☐ High-risk work areas have appropriate fire controls.
- ☐ Flammable materials are stored and handled safely.
- ☐ Fire doors, escape doors and routes are not blocked.
- ☐ Housekeeping reduces unnecessary combustible material.

2 IF FIRE BREAKS OUT

- ☐ Raise the alarm and follow your workplace emergency procedure.
- ☐ Call the appropriate emergency service / site response team.
- ☐ Warn people in the immediate area and begin evacuation.
- ☐ Use a fire extinguisher only if trained, the fire is small and it is safe to do so.
- ☐ Keep a clear escape route behind you at all times.
- ☐ Never enter smoke or allow fire to block your exit.
- ☐ If conditions worsen, retreat immediately and evacuate.
- ☐ Proceed to the designated assembly point.
- ☐ Do not re-enter until authorised.

3 AFTER THE INCIDENT

- ☐ Account for employees and visitors at the assembly point.
- ☐ Give clear information to emergency responders.
- ☐ Record the incident, near miss or extinguisher use.
- ☐ Isolate damaged equipment or unsafe areas.
- ☐ Replace or service used fire-fighting equipment.
- ☐ Review what happened and identify corrective actions.
- ☐ Update risk controls, procedures or signage if needed.
- ☐ Communicate lessons learned to affected employees.
- ☐ Schedule refresher training where gaps are identified.

EMERGENCY CONTACT & ASSEMBLY DETAILS

Site / Department: _____

Assembly Point: _____

Site Emergency Number: _____

Fire / Emergency Service: _____

Fire Warden / Responsible Person: _____

Supervisor: _____



MONTHLY FIRE READINESS AUDIT

BONUS PAGE | ROUTINE INSPECTION + FIRE EQUIPMENT VISUAL CHECK

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1 MONTHLY WORKPLACE FIRE READINESS AUDIT

Month: _____

Audit item	Pass	Action	Action owner	Due date
Emergency exits and escape routes clear	☐	☐		
Fire extinguishers accessible and visible	☐	☐		
Fire equipment signage visible	☐	☐		
Alarm / emergency communication method known	☐	☐		
Assembly point identified and unobstructed	☐	☐		
Flammable materials safely stored	☐	☐		
Housekeeping controls combustibles	☐	☐		
Fire doors / escape doors function as intended	☐	☐		
Emergency contact details current	☐	☐		
Fire drill / refresher training due checked	☐	☐		

2 FIRE EXTINGUISHER / FIRE POINT VISUAL CHECK

Location	Type / ID	Accessible	Seal / pin	No damage	Comments / action
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

QUICK VISUAL CHECK - WHAT TO LOOK FOR

- Extinguisher / fire point is visible and easy to reach.
- Safety pin / tamper seal appears intact.
- No obvious rust, dents, leaks or physical damage.
- Pressure indicator is normal where the unit has a gauge.
- Operating instructions are readable and face outward.
- Service / inspection information is present and current.



FIRE DRILL & INCIDENT RECORD

BONUS PAGE | PRACTISE • RECORD • IMPROVE • CLOSE OUT

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1 FIRE DRILL RECORD

Date: _____ Start Time: _____ End Time: _____

Area / Department: _____ Drill Leader: _____

Assembly Point: _____ Employees / Visitors Accounted For: _____

What worked well: _____

What needs improvement: _____

2 FIRE INCIDENT / NEAR-MISS / EQUIPMENT USE LOG

Date	Location	Incident / observation	Immediate action	Reported to	Follow-up

5 QUESTIONS BEFORE YOU CLOSE THE ACTION

- ☐ Was everyone accounted for safely?
- ☐ Was the immediate fire risk controlled?
- ☐ Was used equipment replaced / serviced?
- ☐ Were causes and corrective actions recorded?
- ☐ Does the team need refresher training?

FIRE TRAINING FOR YOUR

Request on-site Basic Fire Fighting training for your workplace.



REQUEST ON-SITE TRAINING

SCAN TO ENQUIRE

REFERENCE: SAQA Unit Standard 12484 - Perform Basic Fire Fighting | NQF Level 2 | 4 Credits

This resource supports workplace preparedness and recordkeeping; it does not certify legal compliance.