

The Institution of Occupational Safety and Health
Tailored Health and Safety Training – Syllabus

Workplace Fire Safety

Facilitator Training

Programme

Outline syllabus: Workplace Fire Safety Facilitator Training Program

Tailored Health and Safety Training – Syllabus

Introduction

The Workplace Fire Safety Facilitator is a vital individual in the development, planning, implementation and evaluation of a workplace fire safety (fire prevention and fire prevention) program. The Workplace Fire Safety Facilitator achieves this through effective communications, facilitation, being a role model, and actively promoting fire safety at work. This five-day training programme and its accompanying assignments are designed to strengthen this capacity.

Goal:

The goal of the Workplace Fire Safety Facilitator Training Program is that the participant will have the knowledge and skills to assist and influence the development and implementation of a workplace fire safety programme and a fire safety culture

Learning objectives

On successful completion of the course, participants will have the required knowledge, skills and information to:

1. Verbally define the role of the Workplace Fire Safety Facilitator.
2. Describe at three actions to prevent fire and three measures to raise awareness of fire issues.
3. Describe three steps to set up an external assembly point and three steps to set up an employee accountability system.
4. Describe the means of raising awareness of fire safety through communications and training.
5. Explain at least three steps necessary to prepare a fire safety information session and with another participant and demonstrate presentation skills and skills for animating a discussion.
6. Explain the role of the emergency evacuation warden in support of evacuation.
7. List four different types of fire extinguishers and explain whether they should be used in support of evacuation.
8. Explain how fire safety fits into a company's occupational safety and health structure.
9. Describe the process for the development of a company fire safety directive.
10. Develop an action plan based on three fire safety priorities and describe how to formulate a presentation to management.

Participant prerequisites

- Three years of experience in the workplace

Outline syllabus: Workplace Fire Safety Facilitator Training Program

Tailored Health and Safety Training – Syllabus

Who should attend?

The target audience for this training programme is the person wishing to become a Workplace Fire Safety Facilitator. Both employees and management may attend.

Duration

Five days which consist of an initial three days followed by two additional days (30-60 days later). During the gap between the two segments participants will be asked to complete a gap assignment.

Programme

- Pre-test and introduction
- Defining a workplace culture that promotes fire safety
- The role and responsibilities of the Fire Safety Facilitator
- Introduction of the Foundational Competencies for Workplace Fire protection
- Steps that can prevent workplace fires
- Developing key messages on fire prevention and fire protection
- Understanding initial actions in the event of fire
- Getting people out of danger and to an area of safety
- The communications model
- Developing information sheets for fire prevention and fire protection
- Setting up external assembly points and employee accountability systems
- The path of life: Assuring safe, unobstructed, unlocked, well lighted means of egress
- Training as a means of raising awareness of fire safety
- Development and delivery of informational sessions to co-workers
- Carrying out a workplace fire hazard assessment
- The Gap Assignment
- Reporting on the Gap Assignment
- Timing: the development of fire vs notification and evacuation
- Developing and implementing a system of evacuation wardens
- Roles and responsibilities in dealing with fire safety including top management, mid-level management, the representative occupational safety and health committee, the fire safety officer, the safety and health officer, the fire safety facilitator and the workers.
- Fire safety as part of the occupational safety and health management system
- Initial steps towards drafting a company fire safety directive
- Initial steps towards contributing to fire safety objectives, targets and activities
- Post-test and concluding remarks
- Evaluation

Outline syllabus: Workplace Fire Safety Facilitator Training Program

Tailored Health and Safety Training – Syllabus

Certification

A Workplace Fire Safety Facilitator Certificate is awarded to all those who attend the course and successfully complete the written and practical assessments.

Understanding of the course material is evaluated by means of a 30-minute written assessment paper, including 15 multi-format questions, and a practical assessment, e.g. jointly carrying out worker information sessions on fire awareness raising, identifying information, communication and training gaps and planning action to fill the gaps.

Approval criteria for course providers

A suitably qualified person should deliver or supervise the course and will normally be:

- A Registered Safety Practitioner (MIOSH, RSP or FIOSH, RSP) for a senior-level training course.
- A Member, Fellow or Technician Safety Practitioner (MIOSH, FIOSH or TechSP) for a management-level training course.
- A Member or Technician Safety Practitioner (MIOSH or TechSP) for a basic-level training course.

It is the responsibility of the course provider to ensure that suitable tutors are used.