



### Checklist for workplace fire safety induction for new employees

Name of employee:.....

Date:.....

Department:.....

Unit/group:.....

Building:.....

Name of supervisor:.....

Module	Description	OK
Fire alarm	Explain the fire alarm signal	
Actions in the event of a fire alarm	Explain the procedures in the event of a fire alarm	
Evacuation plan	Show and explain symbols and the evacuation strategy, and explain the importance of good access within evacuation routes.	
Evacuation station	Show where these are, and go through the equipment and the instructions.	
Firefighting equipment	Show the position of firefighting equipment, and its areas of application and handling.	
Assembly point	Explain where the assembly point is and show in reality.	
Self-monitoring of fire protection	Explain the routines for self-monitoring.	
Responsibility	Everyone is responsibility for taking action and reporting the discovery of shortcomings in fire protection.	
Specific risks	Provide information about KI's rules for dealing with flammable goods and gas bottles, and where they are stored (if applicable).	
Fire training	Plan time for basic fire training.	

Fire safety rules	Go through KI's fire safety rules (available on KI's Staff portal under "Fire safety").	
Information on KI Staff portal	Set aside time for the new employee to read through the fire safety information on KI's Staff portal.	

Comments (planned time of fire training, etc.):.....  
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Signature of supervisor:.....

Signature of employee:.....

**The Security and Environment Unit** works to ensure that KI is a safe and sustainable workplace by creating the right conditions to identify assess and manage risks.