



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.	
Fire fighting equipment	Show the position of fire fighting equipment, and its areas of application and handling.	
Assembly point	Explain where the assembly point is and show in reality.	
Specific risks	Provide information about KI's rules for dealing with flammable goods and gas bottles, and where they are stored.	
Self-monitoring of fire protection	Explain the routines for self-monitoring (See Checklist for self-monitoring of firesafety installations at staff.ki.se/fire-safety)	
Responsibility	Everyone is responsibility for taking action and reporting the discovery of shortcomings in fire protection.	
Fire training	Plan time for basic fire training. (See link at staff.ki.se/fire-safety)	
Fire safety rules	Go through KI's fire safety rules (see document at ki.se/en/staff/fire-safety)	
Information on KI intranet	Set aside time for the new employee to read through the fire safety information on KI intranet, ki.se/en/staff/fire-safety	

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

Signature of supervisor: _____

Signature of employee: _____