

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 Programme

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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 protection) programme. The 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 assignments are designed to strengthen this capacity.

Goal

The goal of the Workplace Fire Safety Facilitator Training Course is to develop the participants' knowledge and skills so they are prepared 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 least 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 the steps necessary to prepare a fire safety information session, and demonstrate presentation skills and discussion animation with another participant
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

Participants should have at least three years of experience in the workplace.

Who should attend?

This training programme is for prospective workplace fire safety facilitators. Both employees and management may attend.

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Duration

The programme consists of five days in two segments – an initial three days, followed by two additional days 30 to 60 days later. During the time between the two segments, participants will be asked to complete a gap assignment.

Programme

1. Pre-test and introduction
2. Defining a workplace culture that promotes fire safety
3. The role and responsibilities of the workplace fire safety facilitator
4. Introduction of the Foundational Competencies for Workplace Fire Protection
5. Steps that can prevent workplace fires
6. Developing key messages on fire prevention and fire protection
7. Understanding initial actions in the event of fire
8. Getting people out of danger and to an area of safety
9. The communications model
10. Developing information sheets for fire prevention and fire protection
11. Setting up external assembly points and employee accountability systems
12. The path of life: assuring safe, unobstructed, unlocked, well-lighted means of egress
13. Training as a means of raising awareness of fire safety
14. Development and delivery of informational sessions to co-workers
15. Carrying out a workplace fire hazard assessment
16. The gap assignment
17. Reporting on the gap assignment
18. Timing: the development of fire versus notification and evacuation
19. Developing and implementing a system of evacuation wardens
20. 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
21. Fire safety as part of the occupational safety and health management system
22. Initial steps towards drafting a company fire safety directive
23. Initial steps towards contributing to fire safety objectives, targets and activities
24. Post-test and concluding remarks
25. Evaluation

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 with 16 multiple choice questions and a practical assessment including a workplace hazard identification exercise and carrying out a worker information session on fire safety.

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Approval criteria for course providers

A suitably qualified person should deliver or supervise the course, approved by IOSH and will normally be:

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

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