



# Fire Warden Awareness

## Course Outline

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### AIMS

This course aims to increase the awareness of participants about the role and responsibilities of a workplace fire warden and workplace emergency preparedness.

All businesses and organisations in Australia must have emergency planning procedures in place as per Australian Standard 3745-2010. Fire wardens play a key role in managing building emergencies that involve evacuation procedures during critical moments. Participants of this awareness course are introduced to the legal requirements under the WHS Act and Regulation regarding emergency preparedness, the role of the fire warden, responding to fire danger, evacuation procedures, raising alarms, fire fighting equipment, personnel requirements, and signage.

### TOPICS COVERED

The key areas covered by this course include:

- WHS laws in NSW
- Emergency preparedness
- Role of all persons in the workplace in the event of fire and emergencies involving evacuations
- The role of the fire warden
- Evacuation and assembly principles and procedures
- Workplace fireboards and fire equipment location(s)
- Reporting
- Continuous improvement by way of consultation on workplace emergency procedures.

### DURATION

4 Hours

### TRAINER

All of our trainers are experienced consultants with qualifications and extensive experience across diverse industry sectors. Possessing TAE qualifications, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

### TRAINING EVALUATION

Through group and general discussions, participants will engage in activities to improve their knowledge and interactions on the subject and identifying roles should a fire emergency occur.

### CERTIFICATE

Participants will receive a Certificate of Attendance on successful completion of this course.