



### Evacuation safety checklist

check	yes	no	n/a
An evacuation procedure to be followed in the event of a fire or other emergency is provided			
The evacuation procedure and a diagram of the workplace (showing the exits) are displayed in a prominent location			
Emergency egress enables safe egress in event of an emergency (eg. doors are not obstructed)			
Exit signs have been provided and are maintained			
Portable fire extinguishers have been provided and maintained			
A fire blanket is available where applicable			
An adequately stocked first aid kit is provided at a central location			
An adequate number of people have been trained in first aid, having regard to the types of hazards and number of people in the workplace			
Procedures are in place for isolated workers (means of communication are available and procedures for regular contact are in place)			

**Other sources of information:**

- The Occupational Safety and Health Regulations
- Guidance note: Preparing for emergency evacuation

**WorkSafe website**  
[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)