



Photo: Dr. David Gold



**FAIR LABOR**  
ASSOCIATION<sup>®</sup>

## **WORKPLACE FIRE SAFETY INITIATIVE**

### TRAINING OF WORKPLACE FIRE SAFETY FACILITATORS

*Accredited by The Institution Of Occupational Safety And Health (UK)*



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WASHINGTON, D.C.





## OVERVIEW

The nine-day Train-the-Trainer Program, accredited by the Institution of Occupational Safety and Health (IOSH), is designed to prepare fire safety trainers to lead future training programs for fire safety facilitators who, in turn, will provide ongoing training for workers. Its goal is to advance a culture of fire safety in factories. The coursework is organized in two parts, beginning with five days of classroom training and interactive exercises, followed by a 30-day period for practical in-factory assignments promoting fire safety messages to workers. Participants report back on this experience during the final four training days of the course. The “Train-the-Trainer” course focuses on building the knowledge and skills to teach fire safety facilitators how to become effective communicators, fire safety role models, and competent educators about fire prevention and protection at work. Embedded within the Train-the-Trainer Course is the five-day Workplace Fire Safety Facilitator Course, designed to prepare trainers for in-factory fire safety trainings of other workers. Following the course, trainers must be evaluated conducting a fire safety facilitator course under the observation of a Master Trainer.

## WHO SHOULD ATTEND?

Prospective trainers of fire safety facilitators, including employees or managers, members of health and safety institutions, non-governmental organizations, or training providers. Candidates must submit their CVs for review to be admitted to a class. Candidates should have:

- Knowledge about occupational safety, health, and fire safety;
- At least two years experience in the apparel industry and knowledge of the manufacturing process and working conditions in factories;
- Experience organizing and instructing training;
- Good command of oral and written English.
- Computer literacy for software such as Microsoft PowerPoint and Word

Before providing training themselves, participants must complete the International Fire Safety and Risk Management Certificate from the [National Examination Board in Occupational Safety and Health](#) or its equivalent.

The maximum number of participants is 20 per course, including facilitator candidates.

## CERTIFICATION:

Upon successful completion of the course and its written and practical assessments, participants will receive a Workplace Fire Safety Facilitator Certificate and a Trainer Certificate (equivalent to UK level-three vocational training capacity).



Photo: Huiizhen Qian

## **COURSE OBJECTIVES**

On successful completion of the course, participants will have acquired the knowledge to:

1. Train factory-level fire safety facilitators, including:
  - a. Adapting lesson plans to the needs of a specific audience
  - b. Preparing instructional materials and handouts for use in the classroom
  - c. Preparing classroom presentations
  - d. Selecting appropriate instructional methods to match the subjects being taught
2. Describe the advantages of five different teaching and learning resources.
3. Describe the importance of participant evaluation.
4. Describe the reporting requirements for IOSH certification.
5. Verbally explain the role of the workplace fire safety facilitator
6. Describe at least three actions to prevent fire, and three measures to raise awareness of fire issues
7. Describe three steps to set up an external assembly point and three steps to set up an employee-accountability system
8. Describe the means of raising awareness of fire safety through communications and training
9. Explain at least three steps for preparing a fire safety information session, and demonstrate presentation skills
10. Explain the role of the emergency evacuation warden
11. List four types of fire extinguishers and explain whether they should be used in an evacuation
12. Explain how fire safety fits into a company's occupational safety and health structure
13. Describe the process for developing a company fire safety directive
14. Develop an action plan based on three fire safety priorities and describe how to present to management.

## **HOW TO SCHEDULE A TRAINING**

To set up a training, FLA Affiliates should contact [firesafety@fairlabor.org](mailto:firesafety@fairlabor.org)

## **ADDITIONAL COURSES OFFERED**

1. Workplace Fire Safety Facilitators Course
2. Workplace Fire Safety Course for Factory Owners and Managers
3. Workplace Fire Safety Course for Workers

## **BACKGROUND**

Serious factory fires over the past several years have focused greater attention on the health and safety risks workers face in factories that lack a fire safety culture and awareness of best practices for fire prevention and fire protection.

With the goal of empowering workers to identify unsafe working conditions and improve fire safety in factories, the FLA commissioned a suite of fire safety training materials in 2013. Dr. David Gold, an international consultant and expert on workplace fire prevention and protection, developed this series of IOSH-accredited fire safety trainings. The training materials are based on a list of 39 foundational competencies reviewed and approved by the US National Fire Protection Agency.

Currently available in English, the training material can be translated into other languages. The FLA offers training through a network of certified Master Trainers based in Bangladesh, China and India. Courses can be implemented in other countries upon request.



## OVERVIEW

This five-day training program, accredited by the Institution of Occupational Safety and Health (IOSH), is designed to prepare workers to serve as factory-level fire safety facilitators who are able to train fellow workers on fire prevention and protection. Its goal is to advance a culture of fire safety in factories. The coursework is organized in two parts, beginning with three days of classroom training and interactive exercises, followed by a 30-day period for practical in-factory assignments promoting fire safety messages to workers. Participants report back on this experience during the final two training days of the course. The fire safety facilitator course focuses on how to become an effective communicator, fire safety role model, and competent educator about fire prevention and protection at work.



Photo: Dr. David Gold

## WHO SHOULD ATTEND?

Motivated workers, supervisors, workers' representatives, fire safety officers, safety officers, members of a factory's occupational safety and health committee, emergency evacuation wardens, firefighters, or others with an interest in fire prevention and protection. Candidates should have:

- Ability to communicate in the language(s) of the workforce.
- Computer literacy for software such as Microsoft PowerPoint and Word
- Experience in organizing and instructing training, including for semi-literate groups
- Two years experience in the workplace where the training will be carried out.

The maximum number of participants is 20 per course.

## COURSE OBJECTIVES

On successful completion of the course, participants will have acquired the knowledge to:

1. Verbally explain 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 steps for preparing a fire safety information session, and demonstrate presentation skills
6. Explain the role of the emergency evacuation warden
7. List four types of fire extinguishers and explain whether they should be used in an evacuation
8. Explain how fire safety fits into a company's occupational safety and health structure
9. Describe the process for developing a company fire safety directive
10. Develop an action plan based on three fire safety priorities and describe how to present to management.

## CERTIFICATION

Upon successful completion of the course, participants will receive a certificate from IOSH.

## **HOW TO SCHEDULE A TRAINING**

To set up a training for fire safety facilitators, FLA Affiliates should contact [firesafety@fairlabor.org](mailto:firesafety@fairlabor.org)

### **Additional Courses Offered**

1. Workplace Fire Safety Trainers Course
2. Workplace Fire Safety Course for Factory Owners and Managers
3. Workplace Fire Safety Course for Workers

## **BACKGROUND**

Serious factory fires over the past several years have focused greater attention on the health and safety risks workers face in factories that lack a fire safety culture and awareness of best practices for fire prevention and fire protection.

With the goal of empowering workers to identify unsafe working conditions and improve fire safety in factories, the FLA commissioned a suite of fire safety training materials in 2013. Dr. David Gold, an international consultant and expert on workplace fire prevention and protection, developed this series of IOSH-accredited fire safety trainings. The training materials are based on a list of 39 foundational competencies reviewed and approved by the US National Fire Protection Agency.

Currently available in English and Mandarin, the training material can be translated into other languages. The FLA offers training through a network of certified Master Trainers based in Bangladesh, China and India. Courses can be implemented in other countries upon request.



## OVERVIEW

The three-hour course “Fire Safety in the Workplace: Introduction for Workers”, accredited by the Institution of Occupational Safety and Health (IOSH), is designed to develop a shared understanding and awareness within a factory workforce about fire safety and prevention. Its goal is to advance a culture of fire safety in factories. Specifically, the worker training course focuses on measures to prevent fire, actions to keep passageways clear, steps to take in an emergency, and the role of fire wardens. The course will include structured interactive exercises and a pre- and post-training exam to assess the course’s success.



Photo: Huizhen Qian

## WHO SHOULD ATTEND?

This course is intended for factory workers. The maximum number of participants is 16 per course.

## COURSE OBJECTIVES

On successful completion of the course, participants will have acquired the knowledge to:

1. Verbally describe initial steps to take when there is a fire alarm
2. Describe at least two actions to prevent fire
3. Verbally explain what to do if one sees a blocked or locked fire exit
4. Identify at least three fire hazards and describe measures to control these hazards.

## CERTIFICATION

Upon successful completion of the course, participants will receive a certificate from IOSH.

## HOW TO SCHEDULE A TRAINING

To set up a training for fire safety facilitators, FLA Affiliates should contact [firesafety@fairlabor.org](mailto:firesafety@fairlabor.org)

## ADDITIONAL COURSES OFFERED

1. Workplace Fire Safety Trainers Course
2. Workplace Fire Safety Facilitators Course
3. Workplace Fire Safety Course for Factory Owners and Managers

## BACKGROUND

Serious factory fires over the past several years have focused greater attention on the health and safety risks workers face in factories that lack a fire safety culture and awareness of best practices for fire prevention and fire protection.

With the goal of empowering workers to identify unsafe working conditions and improve fire safety in factories, the FLA commissioned a suite of fire safety training materials in 2013. Dr. David Gold, an international consultant and expert on workplace fire prevention and protection, developed this series of IOSH-accredited fire safety trainings. The training materials are based on a list of 39 foundational competencies reviewed and approved by the US National Fire Protection Agency.

Currently available in English, the training material can be translated into other languages. The FLA offers training through a network of certified Master Trainers based in Bangladesh, China and India. Courses can be implemented in other countries upon request.



# **FLA WORKPLACE FIRE SAFETY INITIATIVE: AN INTRODUCTION FOR FACTORY OWNERS AND MANAGERS**

## **OVERVIEW**

The three-hour course “Fire Safety in the Workplace: Introduction for Factory Owners and Managers,” accredited by the Institution of Occupational Safety and Health (IOSH), is designed to develop a shared understanding and awareness at the highest level of a factory workforce about fire protection and prevention. Its goal is to advance a culture of fire safety in factories. Specifically, the owner-and-manager training course focuses on garnering support for a fire-safety culture from senior management, with emphasis on the importance of training fire safety facilitators who can then provide ongoing worker training in factories. The course will include structured interactive exercises, and a pre- and post-training test to assess the course’s success.



Photo: Huizhen Qian

## **WHO SHOULD ATTEND?**

Factory owners, employers, members of a factory’s senior management team, and anyone responsible for developing and implementing a factory’s fire safety program. The maximum number of participants is 15 per course.

## **COURSE OBJECTIVES**

On successful completion of the course, participants will have acquired the knowledge to:

1. Explain how fire safety fits into a company’s occupational safety and health structure
2. Describe at least three actions to prevent fire
3. Verbally explain the role of the workplace fire safety facilitator
4. Verbally support a policy requiring at least two unobstructed, lighted, and unlocked pathways from every workstation to an external emergency assembly area.

## **CERTIFICATION**

Upon successful completion of the course, participants will receive a certificate from IOSH.

## **HOW TO SCHEDULE A TRAINING**

To set up a training for fire safety facilitators, FLA Affiliates should contact [firesafety@fairlabor.org](mailto:firesafety@fairlabor.org)

## **ADDITIONAL COURSES OFFERED**

1. Workplace Fire Safety Trainers Course
2. Workplace Fire Safety Facilitators Course
3. Workplace Fire Safety Course for Workers

## **BACKGROUND**

Serious factory fires over the past several years have focused greater attention on the health and safety risks workers face in factories that lack a fire safety culture and awareness of best practices for fire prevention and fire protection.

With the goal of empowering workers to identify unsafe working conditions and improve fire safety in factories, the FLA commissioned a suite of fire safety training materials in 2013. Dr. David Gold, an international consultant and expert on workplace fire prevention and protection, developed this series of IOSH-accredited fire safety trainings. The training materials are based on a list of 39 foundational competencies reviewed and approved by the US National Fire Protection Agency.

Currently available in English and Mandarin, the training material can be translated into other languages. The FLA offers training through a network of certified Master Trainers based in Bangladesh, China and India. Courses can be implemented in other countries upon request.