

Fire Safety (Fire Safety Managers) Regulations

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FIRE SAFETY ACT (CHAPTER 109A, SECTION 61(1))

FIRE SAFETY (FIRE SAFETY MANAGERS) REGULATIONS

Rg 3

G.N. No. S 167/1994

REVISED EDITION 2008

(2nd June 2008)

[8th April 1994]

PART I

PRELIMINARY

Citation

1. These Regulations may be cited as the Fire Safety (Fire Safety Managers) Regulations.

Definitions

2. In these Regulations, unless the context otherwise requires —

“Arson Prevention Plan”, in relation to any specified premises, means a plan which contains information on the preventive measures which are to be adopted in the specified premises to safeguard against arson and such other

threats which could result in fire;

“Fire Code” means a set of rules and requirements produced or approved by the Commissioner for the purpose of establishing the standards, procedures and practices required for fire safety matters under the Act or regulations made thereunder and includes any amendment made to the Code from time to time;

“Fire Command Centre” means a room within any premises which is specifically designated for the purpose of command and control of operations in the event of fire or other emergencies and fitted with the necessary equipment;

“Fire Emergency Plan” has the same meaning as in regulation 2 of the Fire Safety (Fire Emergency Plan) Regulations (Rg 4);

“Fire Safety Committee” means the Fire Safety Committee formed under regulation 3(c) of the Fire Safety (Fire Emergency Plan) Regulations (Rg 4);

“fire safety guidebook” includes brochures, leaflets and any document containing information on fire safety measures and the correct procedures to be adopted in the event of fire;

“occupant load”, in relation to a building, means the total number of persons that may occupy a building;

“Programme” means the Continuing Professional Development Programme;

“specified premises” means any premises or class of premises which has been specified by the Minister under section 22(1) of the Act;

“Table-Top Exercises” means the planning exercises conducted by the Fire Safety Committee on the possible emergency scenarios which may occur in —

- (a) the premises which are the subject of an Arson Prevention Plan; or
- (b) the premises or class of premises designated by the Minister under section 21(1) of the Act which are the subject of a Fire Emergency Plan;

“training cycle” means a period of 3 years commencing on 1st January 2008 (referred to hereinafter as the first training cycle) and each consecutive 3-year period after the first training cycle.

PART II

DUTIES OF OWNER OR OCCUPIER OF SPECIFIED PREMISES

Duties of owner or occupier of specified premises

3. The owner or occupier of specified premises shall —

- (a) within 90 days from the time the premises are specified or fall within the class of premises specified by the Minister under section 22(1) of the Act, appoint a fire safety manager for the premises;
- (b) provide the fire safety manager appointed by him with such facilities, equipment and information as are necessary to enable the fire safety manager to discharge his duties effectively and efficiently;
- (c) permit the fire safety manager to attend such courses of instruction and receive such training relating to the work of the fire safety manager as may be required by the Commissioner;
- (d) reimburse the fire safety manager for all expenses incurred by him in attending such courses or training;
- (e) not make any deduction from the remuneration of the fire safety manager for being absent from work for the purposes of attending such courses or training;
- (f) within 14 days of the termination of appointment of his fire safety manager appoint another person to be his fire safety manager; and
- (g) within 14 days of the appointment or termination of appointment of any fire safety manager notify the Commissioner in writing of such fact.

Submission of report to Commissioner

4. The Commissioner may at any time by notice in writing require the owner or occupier of any specified premises to forward 2 copies of the fire safety report submitted by his fire safety manager under regulation 8(1) to him.

Owner or occupier to ensure compliance by fire safety manager

5. It shall be the duty of the owner or occupier of any specified premises to ensure that the fire safety manager appointed under regulation 3(a) and any person appointed to act as fire safety manager under regulation 6 carry out the duties prescribed for fire safety managers under regulations 7 and 8.

Duty of occupier or owner to appoint another person to act in absence of fire safety manager

6. If the fire safety manager is unable to perform his duties under the Act or these

Regulations, it shall be the duty of the owner or occupier of the specified premises to appoint another person to act as the fire safety manager in his absence.

PART III

DUTIES OF FIRE SAFETY MANAGERS

General duties of fire safety manager

7. It shall be the duty of a fire safety manager to assist the owner or occupier of any specified premises to —

- (a) ensure at all times that fire safety requirements contained in the Fire Emergency Plan are complied with;
- (b) supervise the maintenance of all fire safety works in the premises;
- (c) ensure at all times that the occupant load of any part of any building does not exceed the capacity prescribed under the Fire Code;
- (d) conduct daily checks within the premises and remove or cause to be removed any fire hazard that is found within the premises;
- (e) prepare a Fire Emergency Plan for the premises and conduct fire drills for the occupants therein annually or on such occasion as may be directed by the Commissioner;
- (f) ensure that all occupants are familiar with the means of escape located within the premises;
- (g) prepare fire safety guidebooks for the occupants of the premises;
- (h) train the occupants in the premises in first aid, fire fighting and evacuation in the event of fire;
- (i) co-ordinate and supervise the occupants within the premises in fire fighting and in evacuation in the event of fire or other emergencies;
- (j) supervise the operation of the Fire Command Centre in the event of fire or other emergencies;
- (k) conduct at least 2 Table-Top Exercises within the premises each year and to evaluate, together with the Fire Safety Committee, the effectiveness of the Arson Prevention Plan and the Fire Emergency Plan for those premises;
- (l) prepare and implement the Arson Prevention Plan for the premises;