



FIRE SAFETY POLICY

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1. PURPOSE

The purpose of this policy is to establish a structured system for fire prevention, emergency response, and evacuation to ensure the safety of all employees, contractors, and visitors, and to protect property and operations from fire-related risks.

2. SCOPE

This policy applies to:

- All employees
- All contractors and visitors
- All departments and operational areas

It covers fire prevention, fire response, evacuation procedures, and fire safety management systems.

3. POLICY STATEMENT

The company is committed to preventing fire incidents and ensuring effective emergency response through proper planning, training, and control measures.

No person shall undertake actions that may increase fire risk, and all fire safety procedures must be strictly followed.

4. LEGAL COMPLIANCE

SPAR HEALTH (PTY) LTD | A SUBSIDIARY OF THE SPAR GROUP LTD | SOUTH AFRICA

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Pharmacy at SPAR DC, Cnr Kaolin & Radium Streets, Carletonville, 2499 | Private Bag X2057, Carletonville, 2500

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Pharmacy at SPAR

S Buys Wholesaler

Scriptwise Specialised Pharmacy

S Buys Academy

This policy is aligned with the requirements of the Occupational Health and Safety Act and relevant fire safety standards, including applicable SANS requirements.

5. FIRE SAFETY MANAGEMENT SYSTEM

The company shall implement and maintain a fire safety system that includes:

- Fire risk identification and prevention (Asib)
- Emergency response procedures
- Evacuation planning
- Fire equipment maintenance
- Training and drills

All systems are supported by detailed Standard Operating Procedures (SOPs).

6. ROLES AND RESPONSIBILITIES

6.1 Management / Safety Officer

- Ensure implementation of fire safety systems
- Ensure compliance with legal and procedural requirements
- Coordinate emergency response and communication

6.2 Supervisors / Managers

- Ensure safe evacuation of personnel
- Account for employees at assembly points
- Report missing persons

6.3 Fire Fighters

- Respond to incipient (early-stage) fires where safe
- Assist with evacuation procedures
- Conduct inspections and identify fire hazards
- Ensure fire equipment is accessible and functional
- Prevent unauthorized re-entry during emergencies

6.4 Employees and Contractors

- Follow evacuation procedures
- Report fire hazards immediately
- Participate in drills and training

7. FIRE PREVENTION

The company shall take proactive measures to prevent fires, including:

- Identifying and eliminating fire hazards (Asib)
- Maintaining clear emergency exits
- Ensuring safe storage of flammable materials
- Maintaining fire detection and suppression systems

Regular inspections must be conducted to ensure compliance.

8. FIRE RESPONSE

In the event of a fire:

- The alarm must be raised immediately
- Emergency services must be notified
- The situation must be assessed

Only trained personnel may attempt to extinguish a fire if:

- The fire is small and contained
- The correct extinguisher is available
- A safe escape route is maintained

If unsafe, evacuation must take place immediately.

9. EVACUATION MANAGEMENT

All personnel must evacuate when an alarm is activated.

Evacuation requirements include:

- Proceeding to the nearest safe exit
- Moving to designated assembly points
- Remaining at assembly points until cleared

Fire Fighters must:

- Direct evacuation
- Check assigned areas (if safe)
- Assist vulnerable persons
- Ensure no re-entry occurs

10. FIRE EQUIPMENT MANAGEMENT

All fire equipment must be:

- Inspected monthly
- Maintained in accordance with SANS standards
- Accessible, visible, and functional at all times

Defective or missing equipment must be reported immediately.

11. TRAINING AND DRILLS

The company shall ensure:

- Employees receive fire safety training
- Fire Fighters receive role-specific training
- Fire drills are conducted regularly (at least quarterly or as required)

12. COMMUNICATION

Effective communication must be maintained during emergencies, including:

- Immediate reporting of incidents
- Coordination with emergency services
- Internal communication with supervisors and safety personnel

13. LIMITATIONS OF AUTHORITY

Fire Fighters (Level 1) are only authorized to respond to early-stage fires.

They must not:

- Enter hazardous or smoke-filled environments without proper training and equipment
- Attempt to fight large or uncontrolled fires
- Put themselves or others at risk

14. RECORD KEEPING

The following records must be maintained:

- Fire equipment inspections
- Fire drill reports
- Training records
- Incident reports
- Appointment records

All records must be available for audit purposes.

15. NON-COMPLIANCE

Failure to comply with fire safety requirements is strictly prohibited and may result in disciplinary action.

16. REVIEW

This policy shall be reviewed:

- Annually
- After fire incidents
- After changes in legislation or operations

17. REFERENCE DOCUMENTS

This policy must be read in conjunction with:

- Fire Response Procedure
- Evacuation Procedure
- Fire Equipment Inspection Procedure
- Fire Fighter / Fire Warden Procedure

Risk Manager Signature: 	Date: 214 / 2026
Safety Officer / Instructor Signature: 	Date: 214 / 2026