



**PST TRAINING (PTY) LTD**

# PST Training (Pty) Ltd

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## Fire Marshal

### Overview

The Fire Marshal course equips participants with the knowledge, skills, and confidence required to fulfil the role of a designated Fire Marshal within the workplace. Fire Marshals play a critical role in fire prevention, fire risk management, and the coordination of emergency evacuations, ensuring the safety of employees, visitors, and contractors. This course is aligned with South African legislative requirements, including the Occupational Health and Safety Act (OHS Act) and relevant fire safety standards. It prepares Fire Marshals to identify fire hazards, implement preventative measures, manage emergency situations effectively, and liaise with emergency services during fire-related incidents.

### Course Objectives

On completion of this course, delegates will be able to:

- Understand the duties and legal responsibilities of a Fire Marshal
- Conduct fire risk assessments and implement fire prevention controls
- Identify and use fire-fighting equipment correctly and safely
- Develop, implement, and monitor fire emergency and evacuation procedures
- Lead and coordinate emergency evacuations effectively
- Manage people, communication, and decision-making during fire emergencies
- Conduct post-incident reporting and contribute to continuous improvement

### Course Prerequisite

- Basic understanding of workplace Health and Safety
- Physically capable of performing fire safety and emergency response duties
- Communication: ABET / NQF Level 3 or equivalent
- Mathematical Literacy: ABET / NQF Level 3 or equivalent
- Copy of ID document (required for registration and certification purposes)
- English proficiency sufficient to engage with training materials

### Language of Delivery

English

### Delivery Methods

The course is facilitated by a competent subject matter expert using a combination of:

- Interactive discussions
- Practical demonstrations and hands-on activities
- Role plays and emergency simulations
- Case studies and workplace-based scenarios
- Video and slide presentations
- Written questions and knowledge checks

### Training & Evaluation

- Training conducted on a 70% theoretical and 30% practical basis
- Continuous evaluation throughout the course
- Practical assessment: Use of fire-fighting equipment and coordination of emergency evacuations

### Who should attend?

This course is suitable for employees appointed or designated with fire safety responsibilities, including:

- Fire Marshals and Fire Wardens
- Health and Safety Officers and Representatives
- Supervisors and Line Managers
- Facilities and Building Management Personnel
- Emergency Response Team Members
- Employees working in high-risk environments (industrial, warehouse, commercial)

### Course Outline

#### This course consists of the following 5 modules

|                 |                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Module 1</b> | <b>Fire Safety Fundamentals and Legal Responsibilities</b> <ul style="list-style-type: none"><li>• Fire risks in the workplace</li><li>• Fire behaviour and the fire triangle</li><li>• Overview of relevant South African Fire Safety Legislation</li><li>• Roles and responsibilities of a Fire Marshal</li><li>• Employer and employee duties under the OHS Act</li></ul> |
| <b>Module 2</b> | <b>Fire Risk Assessment and Fire Prevention</b> <ul style="list-style-type: none"><li>• Identifying fire hazards (electrical, flammable materials, housekeeping, processes)</li><li>• Conducting workplace fire risk assessments</li><li>• Implementing preventative and control measures</li><li>• Documentation, reporting, and corrective actions</li></ul>               |

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| <b>Module 3</b> | <b>Fire Protection Systems and Fire-Fighting Equipment</b> <ul style="list-style-type: none"> <li>• Fire detection and alarm systems</li> <li>• Emergency lighting, signage, and fire doors</li> <li>• Fire protection systems and maintenance requirements</li> <li>• Classes of fire (A, B, C, D, F)</li> <li>• Selection and safe use of fire extinguishers (water, foam, CO<sub>2</sub>, dry powder)</li> <li>• Practical fire extinguisher demonstration</li> </ul>                                                                            |
| <b>Module 4</b> | <b>Emergency Evacuation Planning and Leadership</b> <ul style="list-style-type: none"> <li>• Fire emergency procedures and evacuation plans</li> <li>• Establishing evacuation routes and assembly points</li> <li>• Conducting fire drills and evacuation exercises</li> <li>• Roles and coordination of Fire Marshals and Fire Wardens</li> <li>• Evacuation of persons with disabilities and vulnerable individuals</li> <li>• Crowd control and managing panic during evacuations</li> </ul>                                                    |
| <b>Module 5</b> | <b>Emergency Response, Communication, and Post-Incident Actions</b> <ul style="list-style-type: none"> <li>• Responding to fire emergencies prior to emergency services arrival</li> <li>• Liaising with emergency services</li> <li>• Communication and decision-making under pressure</li> <li>• Briefing and debriefing employees</li> <li>• Record keeping, inspections, and drill documentation</li> <li>• Fire incident reporting and post-incident investigation</li> <li>• Reviewing incidents and improving fire safety systems</li> </ul> |

## Additional Information

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| <b>Duration</b> | 2 Days                                                                                                                                                                                                                  |                                                                                                                                                             |
| <b>Includes</b> | <ul style="list-style-type: none"> <li>• Comprehensive Training Manual</li> <li>• Lunch &amp; Refreshments (not applicable to on-site / online training)</li> <li>• SAIOSH Accredited (2 CPD Credits/Points)</li> </ul> | <ul style="list-style-type: none"> <li>• Electronic Certificate (on successful completion)</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul> |