

FIRE PREVENTION CHECKLIST

Fire prevention happens one day at a time.

It takes more than the efforts of supervisors to prevent fires at your work site. Everyone's help is needed. The small things that happen each week either prevent or give way to flames. Remember, if a fire does break out, don't panic. Keep calm and follow instructions. Being prepared will help you and your team stay safe.

Preventing fires can be easy

1. Don't allow trash and litter to accumulate unnecessarily.
2. Keep your work site, including offices, dock areas, and storage rooms, neat and clean.
3. Know where fire alarm boxes and extinguishers are located.
4. Know the types of fire extinguishers and how to use them. Inspect them annually.
5. Keep exits free from obstructions.
6. Smoke only where permitted.
- 7. Handle flammable liquids with caution.** Store hazardous material in designated areas.
8. Make sure there are good connections and effective grounds in the wiring.
9. Report defective electrical equipment and wiring in poor condition.

Fire prevention is everyone's responsibility, but it is also wise to have an emergency plan ready for your workplace. Develop one today. Practice it. Evaluate it. Don't be caught offguard.

Arson Prevention Checklist

1. Are the parking lots and entrances to your building well illuminated?
2. Are the doors and windows locked?
3. Does the exterior landscaping (shrubbery and trees) provide hiding places for arsonists and flammables, or is it kept well trimmed?
4. Are smoke alarms installed and regularly inspected?
5. Have you noticed flammables, like oily rags, placed in peculiar places?
6. Are people hanging around the building at odd times?
7. Are suspicions reported to supervisors?

Thought Provokers

1. What conditions in our workplace could cause a fire?
2. Are we prepared to evacuate the building if a fire breaks out?
3. Are there any specific points or problems you wish to discuss?