

## FIRE SAFETY

Eliminating fire hazards is essential to fire prevention. Training and proper work practices are methods in controlling the risk of a fire in the workplace. The following items should be addressed:

### Housekeeping

The accumulation of debris and flammable material increases the risk of fire. All work areas should be kept clean and clutter free. All trash should be in refuse containers, with oily rags placed in covered metal receptacles. Aisles and fire exits must not be blocked.

### Flammable Liquids

Properly handle all flammable liquids and use properly grounded storage drums. Use only approved portable containers that, when being filled, remain grounded through a bonding wire to the storage drum. Take care to avoid accidental mixing of chemical substances that may lead to a possible toxic result or explosion. Use personal protective equipment designed to protect against flame, radiant heat and chemical penetrations.



### Emergency Response Procedures

All staff should be trained and know what to do in the event of an emergency. Fire drills should be conducted periodically and documented. Employees should be informed and familiar with the company's emergency evacuation plan and fire exit routes.



## Fire Extinguishers

Fire extinguishers should always be in sight and within reach. Inspect fire extinguishers regularly and always keep them fully charged. Use the appropriate extinguisher for different types of fire hazards: Class "A" for wood, paper and cloth, "B" for flammable liquids and grease fires, "C" for electrical fires, "D" for metals such as sodium and magnesium. Multipurpose "ABC" extinguishers cover a range of fire exposures in offices and general industrial operations. Employees should receive appropriate training in the use of fire extinguishers.

## FIRE SAFETY CHECKLIST

YES	NO	
		If you have a fire alarm system, is it certified as required and tested periodically?
		If you have interior standpipes and valves, are they inspected regularly?
		If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
		Are fire doors and shutters in good operating condition, unobstructed including their counterweights?
		Are fire doors and shutter fusible links in place?
		Are automatic sprinkler system water control valves, air and water pressure checked periodically, and maintained as required?
		Are sprinkler heads protected by metal guards if exposed to potential damage?
		Is proper clearance maintained below sprinkler heads?
		Are fire extinguishers provided in adequate number and type and mounted in readily accessible locations?
		Are fire extinguishers recharged regularly with this noted on the inspection tag?
		Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?
		Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and promptly removed from the worksite?
		Is proper storage practiced to minimize the risk of fire?
		Are approved containers and drums used to store and handle flammable and combustible liquids?
		Are all connections on drums, combustible liquid piping, vapor and liquid tight?
		Are all flammable liquids and solvents kept in the proper containers when not in use?
		Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
		Do storage rooms for flammable and combustible liquids have explosion-proof lights and proper ventilation?
		Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?
		Are "NO SMOKING" signs posted in areas where flammable or combustible materials are used or stored, until they are removed from the worksite?
		Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers while in storage?
		Are all spills of flammable or combustible liquids cleaned up promptly?