



SAFETY ALERT

Fire Safety Alert

Fires destroy property, cause injuries and take lives. Everyone is at risk if there is a fire. A few tips to prevent fires in the workplace include:

12 Tips to Prevent Workplace Fires

- **Get Organized** – Practice good housekeeping. Clutter contributes to fires by providing fuel and by preventing access to exits and emergency equipment.
- **Designated Smoking Areas** – Smoke only in designated areas and extinguish smoking materials safely.
- **Fire Extinguishers** – Maintaining the appropriate type and number of fire extinguishers and learn how to properly use a fire extinguisher.
- **Electrical Hazards** – Report all electrical hazards. Many fires start from faulty wiring and malfunctioning electrical equipment.
- **Access to Control Panels** – Electrical control panels need to have free access maintained so that the electricity could be shut off easily in the event of an emergency.
- **Maintenance** – Maintain machinery to prevent overheating and friction sparks.
- **Sprinkler Systems & Smoke Detectors** – Never block sprinklers, firefighting equipment or emergency exits. Observe clearances when stacking materials. Testing of sprinkler systems and smoke detectors at a minimum, annually.
- **Chemical Safety** – Use and store chemicals safely. Read the label and the Material Safety Data Sheet (MSDS) to determine flammability and other fire hazards. Provide adequate ventilation when using and storing these substances.
- **Contact Info** – Employees should have a list of emergency contact phone numbers in case of an emergency. Remember that people will often panic in an intense situation; therefore, basics such as the company address, phone number and floor plan should be posted.