



Think of Fire Before it Starts

Fire Safety Tips in the Workplace

Prevention

- Maintain fire safety equipment and schedule regular suppression system checks
- Eliminate electrical hazards – check for damaged cords, do NOT overload electrical outlets, do NOT use smoking or sparking equipment
- Keep workspaces and equipment clean, dry, and well ventilated; pathways clear of obstructions
- Properly store and dispose of hazardous materials, do NOT exceed storage limits
- ALWAYS ground dispensing containers when filling with flammable or combustible contents
- Establish designated smoking areas outside and away from fire hazards

Planning

- Have an Emergency Action Plan (EAP), in writing, available to all employees
- Have an Evacuation Plan as part of the EAP
- Post unobstructed exit signs and escape routes
- Regularly update and verify contact information for all employees
- Invite the local fire department to conduct a walkthrough

Training

- Teach employees their assigned roles, as outlined in the EAP
- Conduct routine fire drills
- Plan and practice multiple escape routes
- Educate employees on proper fire extinguisher use, including PASS

PASS – Pull the pin, Aim the spray nozzle at the base of the fire, Squeeze the handle, Sweep back and forth.

In Case of Emergency:

1. If Incident is not immediately controllable, CALL 911.
2. Report to appropriate person in charge
3. Pull the alarm
4. EVACUATE



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