



*For Maintenance and Custodians*

## Workplace Fires

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### Know what to do if a fire starts:

- ✓ If you hear the fire alarm, evacuate the building according to your emergency plan
- ✓ If you see a fire, activate the fire alarm and call 911
- ✓ If it is safe to do so and if you are trained, use a fire extinguisher to try to control the fire
- ✓ Don't try to fight large fires by yourself

### Preventing Workplace Fires:

- Practice good housekeeping. Clutter contributes to fires by providing fuel and preventing access to exits and emergency equipment.
- Keep combustible materials (e.g., paper) away from heat and machines.
- Place oily rags in a covered metal container.
- Use and store chemicals properly. Follow label and MSDS handling and storage precautions.
- Check containers regularly for damage or leaks. Clean up spills and leaks immediately.
- Use nonflammable substitutes whenever possible for cleaning and other tasks.
- Use flammables only in well-ventilated areas, away from heat sources.
- Don't refuel gasoline-powered equipment while it is running or hot.
- Keep oxygen cylinders from contact with anything combustible. Chain all cylinders to prevent falling.
- Replace cords and wires that are frayed or have worn insulation.
- Shut down electrical equipment that smokes or sparks. Investigate any equipment that "smells strange".
- Don't overload circuits, motors, fuses, or outlets.
- Make sure you have good ground connections.
- Maintain free access to all electrical panels.
- Keep machines and motors clear of dust and grease. Keep bearings lubricated.
- Perform welding and cutting in protected areas.
- Make sure all appliances are turned off at the end of the day.
- Check the ratings on power distribution strips and extension cords before using them to make sure you are not running too much power through them.
- Only use an extension cord as a temporary electrical connection. Extension cords are not designed for continuous use. Plug items directly into the wall outlet as much as possible.
- Help maintain building security to prevent arson fires. Lock up as instructed; report suspicious persons; and don't leave rubbish/dumpster too close to the building where it can be set afire.
- Never block fire sprinkler heads, fire extinguishers or emergency exits.
- Report fire hazards that you cannot correct yourself.

Remember, you can prevent workplace fires!