Workplace Fires

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!