

Fire Safety Checklist

- **GARBAGE** - Dispose of daily; do not allow unnecessary accumulation.
- **FLAMMABLES** - Store safely in proper containers; no breaks, or spills.
- **HOUSEKEEPING** - Keep the work area neat and clean.
- **WIRING** - Report or repair unsafe conditions.
- **MACHINERY** - Keep clean and in good working order.
- **COMBUSTIBLES** - Keep well away from sources of heat (at least 3 feet).
- **SMOKING** - Designate a safe area, and safe disposal.
- **VENTILATION** - Ventilate waste and high-fume areas.
- **EXTINGUISHERS** - Keep in place the proper ones and mark them well if out of sight.
- **EXITS, PASSAGEWAYS** - Keep clear, unobstructed and unlocked!
- **EVACUATION ALARM** - Recognize it!
- **EVACUATION PLAN**- Practice and make sure everyone knows the procedures.
- **ELECTRICAL EQUIPMENT** - Keep at a minimum clearance of at least 3 feet . Do not overload circuits.

PREVENTING FIRES IS EVERYBODY'S JOB!



Stockton Fire Department

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Stockton Fire Department



Fire Safety in the Workplace

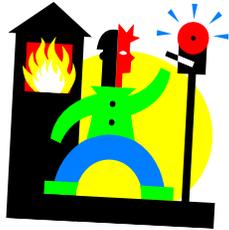
▶ Advice and guidance for businesses on fire safety.

▶ Workplace Fire Safety

Fire safety in the workplace is just as important as fire safety in the home. Workplaces have a variety of potential fire risks depending on their type and location.

On an average day, over 200 fires occur in U.S. workplaces. Annually, those fires kill 200 workers, injure 5,000 more, and cost American businesses well over

\$2 billion. As one former Secretary of Labor said, “Fires wreak havoc among workers and their families and destroy thousands of



businesses each year, putting people out of work and severely impacting their livelihoods. The human and financial toll underscores the serious nature of **workplace** fires.”

Unfortunately, there are dozens of ways for **workplace** fires to start—chemicals, electricity, flammable liquids, combustible materials, compressed gases, smoking, even poor housekeeping.

The Stockton Fire Department urges employees to be fire safe at all times.

Here are some helpful tips to be fire safe in the workplace:

Building Exits

The workplace should have two means of escape remote from each other to be used in case of a fire emergency. Doors must not be locked or blocked to prevent emergency use while employees are in the building. Exit routes must be clear and free of obstructions and properly marked with signs designating EXIT from the building.



Fire Extinguishers

Fire extinguishers can be a valuable tool in protecting life and property if used correctly. They can completely extinguish a small fire or slow its progress until the fire department arrives. Fire extinguishers must be in place for the type of fire hazards present in the workplace. Know how to operate the fire extinguisher.

Evacuation Plan

Know your workplace evacuation plan. An emergency plan describing the routes used to evacuate the building and procedures accounting for all employees must be implemented. Be prepared in case of a fire emergency.

Fire Drills

Fire Drills can make the difference in helping employees know what to do when a fire occurs. People then perform those behaviors that they have practiced in emergencies.

Preventing Fires

Stopping unwanted fires from occurring is the most efficient way to handle them.

Procedures for controlling workplace ignition sources such as smoking, welding and burning must be addressed. Heat producing equipment such as burners, boilers, ovens, stoves, fryers, etc., must be properly maintained and kept clean of accumulation of flammable residues.



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