

What Causes Fire?

Fuel + Oxygen + Ignition source + Chemical Chain Reaction

The primary dangers of fire are:

- Heat
- Smoke
- Toxic gases

Toxic gas comes from burning

- Synthetic fabrics
- Plastic
- Foam cushions
- Glues

Many of these items contain formaldehyde, which is extremely toxic during combustion.

Toxic gas can get to you before the fire does

Fire prevention plans must be:

- Reviewed with employees at time of initial assignment
- Available for all employees to review
- In written form unless company policy dictates otherwise

Fire prevention plans include:

- Requirements for fire prevention & protection
- Work procedures
- Maintenance
- Hazard communication
- Training

Best Housekeeping Practices to Prevent Workplace Fires

- Dispose of cigarettes, waste, and oily rags properly
- Properly store and label containers
- Keep clutter to a minimum
- Store materials 18 inches (45.72 centimeters) or more from sprinkler heads
- Never store combustible materials under desks or other surfaces

If you use a portable fire extinguisher, don't forget PASS

P - Pull

A - Aim

S - Squeeze

S - Sweep

Emergency Exits

An emergency exit route is a continuous and unobstructed path of travel from any point in a workplace to a place of safety.

An exit route has three components that must be permanent parts of the building:

- Exit Doors
- Exit Access
- Exit Discharge

Alarm Systems include:

- Automatic detectors or manual pull boxes
- Public address systems
- Radios, telephones, or visual devices, such as strobe or flashing lights
- Direct voice

Do's and Don'ts

- Do** - Sound the alarm right away
- Do** - Follow your facility's procedures for fire response
- Don't** - Wait to see how your coworkers react
- Don't** - Assume it's just a drill

Exit Doors

Exit Doors must be:

- Unlocked from the inside
- Equipped with "panic" hardware
- Free of devices or alarms that could restrict their use

Exit Access

May contain passageways, stairs, aisles and stairwells, ramps, or a series of exit doors. Access may lead from one area or floor to another or from one building to another.

Exit Access must be

- Properly lit and marked
- Clear of obstructions
- Free of explosives, highly flammable furnishings, debris, or decorations
- Wide enough to accommodate and support the weight of the number of people trying to get out

Exit Discharge

May lead directly outside to a street, walkway, refuge area, or public way. It might also lead to an open space with access to the outside.

Help keep the discharge area clear of obstructions, such as:

- Parked vehicles
- Stored materials or structures
- Any impediments to the flow of foot traffic

Fire Safety Checklist



Use this checklist to discover any potential problem areas or hazards for fire safety in your workplace.

ADMINISTRATIVE	YES/NO/COMMENTS	DATE	INITIALS
If written, is the Fire Prevention Plan easily accessible for all employees?			
Have you contacted your local fire department to evaluate your fire prevention and preparedness efforts?			
Do you have the means to track who is at work or in your building in the event of an evacuation so an accurate head count can be made?			
If equipped, has your fire detection and suppression (sprinkler) systems been tested within the last year, or as required?			
Has all necessary training been provided, such as the use of fire extinguishers, and are training records maintained?			
Do you review your Emergency Action Plan/Fire Prevention Plan annually for needed changes, regulatory updates, or best practices?			
HOUSEKEEPING	YES/NO/COMMENTS	DATE	INITIALS
Is your work area clean and orderly and not blocking aisle ways or exits?			
Are materials stored 18 inches or more from sprinkler heads in all directions?			
Are combustible materials stored where sprinkler systems will be effective; that is, not under solid surfaces?			

Fire Safety Checklist



PERSONAL AND LIFESTYLE PRACTICES	YES/NO/COMMENTS	DATE	INITIALS
Do employees know the location of all emergency or fire exits?			
Are all maps of emergency exit routes and access ways properly mounted and legible?			
Are exit doors, access ways, and discharge areas clear of obstructions, such as debris, decorations, stored materials, and parked vehicles.			
Are exit doors unlocked from the inside and free of devices or alarms that could restrict their use?			
Are exit doors equipped with “panic” hardware, so they can be opened from the inside even if locked from the outside?			
Are access ways properly lit and marked with exit signs showing direction of travel to nearest exit?			
FIRE ALARM RESPONSE	YES/NO/COMMENTS	DATE	INITIALS
Are fire alarm pull stations and portable fire extinguishers visible and unobstructed?			
Have all fire extinguishers received their annual inspection and are in proper working order?			
Does your company conduct fire drills on a regular basis; quarterly, for example?			
Are your employees familiar with your company’s fire alarm system; that is, what it sounds or looks like?			
Do you know the location of your designated assembly area?			
Does a committee or person in your company evaluate fire drill performance?			

1. Where is the nearest exit from where we are right now? What about from your office or where you personally work? Do you know two ways out? What are they? Do you know the location of your designated assembly area?

Answers will depend on worksite.

2. What can we all do to help prevent fires at our work place? Are we keeping clutter down? Are we storing and disposing of things properly? Are there things we can do better?

Things to look for:

- Dispose of cigarettes, waste, and oily rags properly
- Properly store and label containers
- Keep clutter to a minimum
- Store materials 18 inches (45.72 centimeters) or more from sprinkler heads
- Never store combustible materials under desks or other surfaces

3. If you choose to fight a fire, what are the steps for using a portable fire extinguisher?

The steps are:

- Pull
- Aim
- Squeeze
- Sweep