

Don't Let Your Workplace Go Up in Smoke

It takes only one tragedy to remind us of the critical importance of workplace *Fire Prevention* and *Emergency Preparation*. Both are a combination of common sense, attention to detail, and follow-up.

Are you confident that every corner of your workplace is fire safe? Don't wait for a fire to break out; act today. For example, can you confidently answer "yes" to all of the following questions?

Exit Routes

- Are all fire doors (such as at the top and bottom of stairwells) kept closed at all times?
- Are all fire exits clearly marked with signs?
- Are emergency exits unobstructed?
- Are diagrams of emergency evacuation routes posted?

Alarms and Extinguishing Devices

- Is the fire alarm system working properly?
- If the building does not have a fire alarm system, do employees know to yell "fire" to alert coworkers?
- Is the sprinkler system operating properly, and is an unobstructed clearance of 20" maintained around sprinkler heads throughout the workplace?
- Are all fire extinguishers visually inspected each month?
- Are fire extinguishers fully charged and in their proper place?

Housekeeping, Maintenance, and Storage

- Are work areas routinely inspected for fire hazards?
- Are good housekeeping habits maintained to reduce flammable and combustible materials?
- Are all flammable materials stored in fire-resistant containers?
- Is electrical equipment inspected and serviced regularly?

Training

- Are all employees familiar with the Emergency Evacuation Plan?
- Do all employees participate in emergency evacuation drills at least twice a year?
- Are all new employees shown the location of the fire alarms, fire extinguishers, and fire exits within their first week?
- Does at least one of the safety meetings throughout the year cover fire prevention and emergency evacuation?
- Does every employee know at least two emergency evacuation routes from their work area (meaning they have actually walked these routes, not just seen the emergency evacuation routes outlined on a diagram)?
- Are employees encouraged to immediately report all fire hazards?
- Do employees understand the smoking rules and know the location of designated smoking areas?

When we share the responsibility for safety in the workplace, everyone wins!!