

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#005

## OFFICE SAFETY – FIRE PREVENTION STRATEGIES

The best time to think about fire safety is before a fire starts. Learn the location of fire escape routes and how to activate the fire alarm. Participate in practice fire drills on a regular basis. Become familiar with stairway exits - elevators may not function during a fire, or may expose passengers to heat, gas and smoke.

1. Heat-producing equipment - copiers, work processors, coffee makers and hot plates - are often overlooked as a potential fire hazard. Keep them away from anything that might burn.
2. Electrical appliances can be fire hazards. Be sure to turn off all appliances at the end of the day. Use only grounded appliances plugged into grounded outlets (three prong plug).
3. If electrical equipment malfunctions or gives off a strange odor, disconnect it and call the appropriate maintenance personnel. Promptly disconnect and replace cracked, frayed, or broken electrical cords.
4. Keep extension cords clear of doorways and other areas where they can be stepped on or chafed and never plug one extension cord into another.
5. Do not allow combustible material (boxes, paper, etc.) to build up in inappropriate storage locations (near sources of ignition).

Meeting Conducted By:

\_\_\_\_\_

Print Name

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Signature

Meeting Attended By:

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Document Filing Reference

Notes & Suggestions