

# Fire Prevention Checklist

The Safety Compliance Administrator should use these checklists to assess the office, and then make any changes necessary to achieve total fire safety compliance.

## Electrical Equipment

- |   |     |    |
|---|-----|----|
| 1. Insulation on wires and cords are in good condition.         | YES | NO |
| 2. Ground connections are in proper order.                      | YES | NO |
| 3. Circuit breakers are clear and free of clutter.              | YES | NO |
| 4. Flammable materials are kept away from lights and machinery. | YES | NO |
| 5. Correct fuses are used.                                      | YES | NO |
| 6. Motor bearings are properly lubricated to prevent friction.  | YES | NO |
| 7. Equipment is turned off when not in use.                     | YES | NO |

## Flammable Liquids

- |   |     |    |
|---|-----|----|
| 1. Non-flammable substitutes are used first.                    | YES | NO |
| 2. SDS are consulted before use.                                | YES | NO |
| 3. Flammable liquids are only used in well-ventilated areas.    | YES | NO |
| 4. Flammable materials are stored in airtight metal containers. | YES | NO |
| 5. Spills and leaks are immediately cleaned up.                 | YES | NO |
| 6. Containers are checked and repaired when necessary.          | YES | NO |
| 7. Saturated protective clothing is removed promptly.           | YES | NO |

## Smoking

- |  |     |    |
|--|-----|----|
| 1. Smoking is allowed only in approved areas.                    | YES | NO |
| 2. Fire-proof containers are provided in approved smoking areas. | YES | NO |

## Space Heaters

- |   |     |    |
|---|-----|----|
| 1. Heaters are only used when necessary.                    | YES | NO |
| 2. Heaters are used in well-ventilated areas.               | YES | NO |
| 3. Heaters are always kept away from combustible materials. | YES | NO |
| 4. The fuel used is specific to the heater.                 | YES | NO |
| 5. The heater is stable and unwavering.                     | YES | NO |

## Spontaneous Combustion

- |   |     |    |
|---|-----|----|
| 1. Flammable wastes are placed in airtight metal containers that are emptied daily.                         | YES | NO |
| 2. Non-contained flammable waste are kept cool, moistened with water, and placed in a well-ventilated area. | YES | NO |

## Reactivity

- |   |     |    |
|---|-----|----|
| 1. Safety Data Sheets are consulted before storing potential incompatible materials and liquids in the same area. | YES | NO |
| 2. All flammable materials and liquids are stored in approved containers.   | YES | NO |

## Miscellaneous

- |   |     |    |
|---|-----|----|
| 1. All waste is disposed of promptly and properly.  | YES | NO |
| 2. Oxygen cylinders are kept away from combustible materials and are cabled or chained to the wall. | YES | NO |
| 3. Work areas are kept clean – free of dust and lint.   | YES | NO |