

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

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|---|-----|----|
| 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

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|---|-----|----|
| 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

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

Space Heaters

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|---|-----|----|
| 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

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|---|-----|----|
| 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

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|---|-----|----|
| 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

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|---|-----|----|
| 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 |