

# WORKPLACE

# FIRE SAFETY ASSESSMENT



- Clear clutter and combustible waste
- Dispose of trash
- See that all flammable liquids and materials (i.e., oily rags) are properly stored
- Ensure that all fire exits are cleared and accessible
- See that all heat-producing equipment is located a safe distance away from flammable materials



- Test and check smoke detector batteries/connections
- Test smoke detectors/system for sound
- Check that each fire extinguisher is charged and has an up-to-date tag
- Ensure the pin of each fire extinguisher is intact and its hose is securely fastened
- Have JHSC do assessment of entire workplace. Identify hazards and address solutions
- Make sure all exit signs are visible and illuminated
- See that the outside address is visible from the street
- Ensure that safety evacuation procedures are clearly displayed throughout the building
- Make sure that any designated smoking areas are clearly labelled
- Touch base with employees to discuss any concerns



- Perform fire drill



- Have all fire extinguishers serviced
- Have refresher training session with all employees to address location of emergency exits, fire extinguishers, meeting spot and rollcall procedures

**CONTACT LEVITT-SAFETY TO ARRANGE FIRE TRAINING FOR YOUR EMPLOYEES TODAY!**