

## Workplace Fire Safety Top 10

According to the National Fire Protection Association, from 2005-2009 over half of all non-residential structure fires occurred in workplaces. Almost 20 percent of those workplace fires occurred in office settings. Be alert to these Top 10 Fire Safety Tips and anything that could cause a fire in your workplace.

1. **Exit doors:** Make sure exit doors are not obstructed, propped, or locked to ensure that occupants can escape in an emergency. Employees should also be aware of exit routes and ensure they lead directly to an open space (i.e. street, walkway, refuge area, or public way).
2. **Main hallways:** Make sure hallways are kept clear of slip and trip hazards. Do not store equipment or materials in exit hallways.
3. **Flammable materials:** Make sure flammable chemicals or other flammable materials are properly labeled and stored. Do not hang flammable materials on walls or from ceilings.
4. **Reduce clutter:** Do not let paper and other flammable materials build up in office spaces, hallways, or near exit doors.
5. **Electrical appliances:** Make sure all appliances are UL listed and approved to be used in the building. Never use extension cords with small appliances [space heaters, coffee makers, lamps, etc.], and never connect one extension cord to another or to a surge protector.
6. **Fire extinguishers/Fire sprinklers:** Know where fire alarms and fire extinguishers are located, make sure no materials are stored in such a way as to block fire extinguishers or sprinkler heads in any direction.
7. **Assist others:** Be aware of those that may need assistance exiting the building in an emergency.
8. **Plan ahead for emergencies:** Familiarize yourself with the emergency procedures in your workplace, including sounding alarms, designated assembly areas/meeting places, emergency contact numbers, and exit route maps.
9. **Take fire drills seriously:** Make sure you know what is expected of you in an emergency and practice so you are ready if called upon in an emergency situation.
10. **Report problems:** If you notice problems with any of the above in your workplace, notify a supervisor or building management person so the problem can be corrected immediately.

For more information about workplace fire safety or fire prevention in general visit the National Fire Prevention Association at [www.nfpa.org](http://www.nfpa.org) or contact the DPH Occupational Health Unit at 860-509-7742.