pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
BUREAU OF WORKERS' COMPENSATION

PATHS
PA Training for Health & Safety
Accident Prevention Through Education

:: Workplace Fire Prevention Tips ::

Fires in the work place are more common than people think. However, with a little common sense and safe behavior, they can be prevented. Heeding the following tips can help keep your work place safe from fires.

Eliminate fire hazards: Keep work spaces free of waste paper and other combustibles, have damaged electrical cords replaced and do not overloaded circuits.

Prepare for emergencies: Make sure you know who to call and where to go in an emergency.

Report fires and emergencies promptly: Sound the building fire alarm/evacuation signal and call the fire department immediately.

Evacuate safely: In an emergency, leave the area quickly; use stairs instead of the elevator. Assist your coworkers.

Use and maintain wiring, tools and equipment correctly. Keep everything oil- and dust-free.

Uncoil an extension cord fully before use (use for temporary wiring ONLY); be sure the amperage of the cord is appropriate for the job you are doing.

Do not use equipment that delivers mild electrical shocks, gives off unusual heat or smells odd. If in doubt, have it checked and repaired or replaced.

Sweep up scraps of paper or material, and dust as soon as possible.

Store flammable liquids in approved containers and locations.

Do not use electrical equipment when flammable gases, vapors, liquids, dusts or fibers are present.

Make sure trash is emptied frequently enough to prohibit a build up of combustibles in an area.

Everyone is responsible to keep his or her work place free from fire. A fire can be devastating–do your best to prevent fires from happening!