

FIRE SAFETY CHECK LIST FOR INDUSTRY

Well organized and carefully maintained premises are safer from fire. The likelihood of fire breaking out is lessened and should fire occur it can be more readily controlled.

This check list will help managements and their fire safety staff to assess their standard of housekeeping.

If the answer to any question is "NO" action should be taken to put matters right.

Cleanliness and Tidiness

1. Are the staff encouraged to tidy their personal work places?
2. Are the premises kept clear of combustible process waste and refuse?
3. Are metal receptacles with closely fitting lids available for waste such as floor sweepings?
4. Are separate clearly labelled containers provided for waste and special hazards - flammable liquids, swarf, paint rags, oily rags?
5. Are waste containers removed from the building at the end of each working day or more frequently if necessary?
6. Is waste put in a safe place awaiting disposal - not accessible to the public?
7. Is the burning of waste on site prohibited?
8. Are cupboards, lift shafts, spaces under benches, gratings, conveyor belts and similar places kept free from dust and rubbish?
9. Are pipes, beams, trusses, ledges, ducting and electric fittings regularly cleaned?
10. Are areas in and around the building kept free from accumulated packaging materials and pallets?
11. Are metal lockers provided for employees clothing?

LPG Cylinders

1. Are liquefied petroleum gas (LPG) cylinders stored safely, preferably in a fenced compound outdoors at least 2m away from any boundary fences?
2. Is the stored used only for cylinder storage?
3. Are empty cylinders treated in the same manner, but kept separate and labelled empty?
4. Are permanent warning notices prominently displayed prohibiting smoking and naked lights?
5. Are cylinders stored with their valves uppermost?

Storage

1. Are fire doors, exits, fire equipment and fire notices kept unobstructed?
2. Are storage areas accessible to fire fighters?

3. Are stack sizes kept as small as is practicable in the circumstances?
4. Are there clear spaces around stacks of stored materials and adequate gangways between them?
5. Are stacks stable and not liable to collapse easily?
6. Are stocks of material arranged so that sprinkler heads and fire detectors are not impeded and are the required clearances beneath this equipment maintained?
7. Is storage kept in this right place - excessive quantities in process areas avoided?
8. Is access to storage areas restricted to those who really need to be there?
9. Are stocks kept well clear of light fixtures and hot service pipes?
10. Are storage areas inspected regularly and at the end of the working day?

Maintenance of Buildings

1. Is every point of entry to the site and building secure against intruders?
2. After close down of operations are all doors, windows and gates checked and secure?
3. Is the building regularly inspected for damage to windows, roof and walls?
4. Are the grounds surrounding the premises kept free of combustible vegetation by regular grass cutting and scrub clearance?
5. Are all outside contractors supervised while on the premises and their work authorized by "permit to work" and "hot work permit" schemes?

Flammable Liquids

1. Are all stocks of flammable liquids kept in purpose-built flammable liquid stores?
2. Is the flammable liquid store kept uncongested and tidy?
3. Are flammable liquids carried in specially designed safety containers and not in open cans and buckets etc?
4. Are quantities of flammable liquids in use kept to a minimum and when not required returned to safe storage?
5. Are flammable liquids kept away from possible sources of ignition?
6. Are suitable spark reducing tools provided for use in places where there may be flammable vapors?

Machinery

1. Does all machinery and equipment receive regular scheduled maintenance?
2. Is lubrication adequate?
3. Are motors and all moving parts of machinery kept clean to prevent overheating?
4. Is machinery located so as to prevent congestion among machines and materials?
5. Are drip trays used where necessary and emptied regularly?
6. Are oil leaks and drips absorbed with mineral absorbents, not sawdust?
7. Is there adequate provision of cleaning materials - wipes, cloths and so on?
8. Are vents on motors and other equipment kept free of blockages to prevent overheating?

Space Heating and Lighting

1. Are there restrictions on using unauthorized heaters?
2. Are combustible materials at a safe distance from appliances and flues?
3. Is care taken that no materials are left on heaters?
4. Are portable heaters securely guarded and placed where they cannot be knocked over or ignite combustibles?
5. Are goods kept clear of lighting equipment?

Smoking

1. Is smoking prohibited in all but designated "smoking" areas?
2. Are the non-smoking regulations strictly enforced?
3. Where smoking is permitted is there an abundant supply of non-combustible receptacles for cigarette ends as distinct from containers for waste?
4. Are these receptacles emptied at least once a day?

Damage Control

1. Where it is possible are goods stored clear of the floor?
2. Are drains provided and are they kept clear of blockages by routine inspection and cleaning?
3. Are duplicate copies of important records kept in another building?
4. Have contingency plans been drawn up to enable production to recommence with the minimum of delay in the event of a fire occurring?

Fire Protection Equipment

1. Are hydrants, fire extinguishers, fire alarms and sprinkler systems regularly maintained by qualified people?
2. Are fire doors kept closed?
3. Are routine checks made to ensure equipment has not been obscured, moved or damaged?
4. Are notices informing staff what to do in the event of fire prominently displayed?
5. Is the fire alarm tested weekly?

Staff Training

1. Are new staff instructed in fire procedures and shown the fire escape routes on their first day at work?
2. Have fire wardens been appointed and trained in their duties?
3. Have staff received training in the correct use of fire fighting equipment in use in the building?