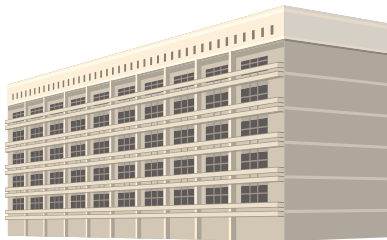


Office Fire Safety



www.firecomm.gov.mb.ca

In Manitoba, stores and general office building fires could be easily prevented and injury or loss minimized, if employees followed simple on-the-job fire-safety practices.

Create a Fire-Safe Workplace

SMOKING

Careless use of smoking materials is a major cause of fires.

SMOKE only in designated areas.

DO NOT flick ashes into wastebaskets.

USE LARGE non-tip ashtrays.

EMPTY all ashtrays into a metal container.



ELECTRICITY

Office buildings depend on electricity to operate. Under proper conditions, electricity need not be feared. Keep yourself and your workplace safe from electrical fires by understanding and respecting electricity.

KEEP office equipment properly cleaned and maintained.

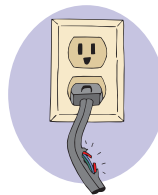
DO NOT USE extension cords as permanent wiring.

ALWAYS use the proper size circuit breakers and fuses.

DO NOT overload electrical outlets.

DISCARD or properly repair damaged electrical cords.

ALWAYS follow the manufacturer recommendations, when using or installing new office equipment.



Even a small electrical fire can cause a major interruption in operations and ... your job.

POWERBARS

FOLLOW manufacturers instructions. Ensure CSA or UL_C approved.

DO NOT use with extension cords.

DISCARD if damaged.

APPLIANCES

ENSURE any appliances brought to the workplace are in good working order.

LEAVE space for air to circulate around heaters and other heat-producing equipment such as photocopiers, printers, computers etc.

KEEP combustibles away from heat-producing equipment.

DESIGNATE an employee to turn "OFF" all non-essential appliances (coffee machines, copiers, lights, space heaters, etc.) at the end of each working day.

HOUSEKEEPING

Good housekeeping in your workplace will eliminate material hazards, the fuel, that allows fire to start and grow.

KEEP storage and work areas clear of trash.

KEEP exits clear at all times.

KEEP access to emergency equipment clear at all times.

KEEP service rooms free of all storage.

Good housekeeping reduces the risk of fire destroying your workplace...and your job!!

PLAN AHEAD

In the event of fire, a safe and orderly response depends on how well employees and employers are prepared for emergencies.

EMPLOYERS MUST:

BE familiar with local fire regulations.

DEVELOP and discuss fire emergency plans and evacuation procedures with employees.

INCLUDE disabled employees in the planning process.

CONDUCT semi-annual fire drills.

REVIEW and update all evacuation plans yearly.

POST all emergency numbers "ON" or "NEAR" all telephones.

BE sure that someone in authority knows about disabled persons whose escape could be delayed and make plans for their safe evacuation.

EMPLOYEES MUST:

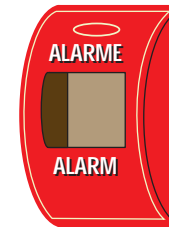
KNOW the nearest exit.

KNOW the location of alternate exits from all work areas.

KNOW the location of the nearest fire alarm pull station and know how to use it.

KNOW the sound of the fire alarm.

KNOW the location of the fire extinguishers and know how to use them.



IF FIRE STRIKES:

SOUND the alarm immediately.

LEAVE the area quickly, closing doors as you go to contain heat and smoke.

IF you must escape through an area with smoke, crawl low to avoid heat and smoke.

CHECK for smoke by slowly opening doors.

ALWAYS know two ways out of your area.

ONCE outside, call the fire department.

FOLLOW the direction of security personnel and stay outside of the building.



"Fire Prevention is Job Protection"

