

Planning for a Safe Workplace: **Fire Safety Tips**

There are many possible safety issues that can occur at your office or factory. Sometimes the best workplace safety arises out of simple good planning and smart thinking. Does your workplace have a fire safety plan, and are your workers aware of it?

Every single workplace should have a safety committee and safety plan in place. If you don't have safety committees at your workplace, then propose one. If you work at home, you are the safety committee. Working at home or for a very small business isn't a reason to get out of safety planning. For example, do you know what to do if a fire occurs at your workplace?

Understanding fire safety is important for any occupation. Keep these tips in mind:

- Have a fire plan in place for your worksite, and make sure your employees understand it fully. Having a fire drill every now and then is a good way for employees to keep escape routes, meeting spots, and procedures in mind.
- Avoid the use of so-called "power strips" whenever possible. They are often prone to overuse and can start a fire if too many appliances are plugged into them.
- Keep cleaning chemicals and other work chemicals in a well-ventilated room. Many chemicals emit vapors that are highly flammable and which can be set off with something as small as a spark from a faulty wire.
- Know where all the fire extinguishers are throughout your worksite and know how to use them.
- Remember that grease fires cannot be fought by dousing them with water. Oil is hydrophobic and also is the fuel source in grease fires. Water will simply splash the oil around and spread the fire even further.



If you don't have a safety plan in place yet, follow these steps when you recognize a workplace safety issue:

1. Make sure that everyone else in your workplace is aware of the problem.
2. Notify your supervisor.
3. File any reports or documents about the problem.
4. Follow up. Telling someone there's a problem is not a guarantee that the problem will be resolved satisfactorily. Report it and later follow up to make sure the problem was addressed.

For more information:

[OSHA Fact Sheet: Fire Safety in the Workplace, http://safety.lovetoknow.com/Free_Workplace_Safety_Tips](http://safety.lovetoknow.com/Free_Workplace_Safety_Tips)

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