

Workplace Fire Safety



Make it your Business to Know

Fire can break out anywhere, including where you work. Each year numerous fires in the workplace cause injury and property loss.

If a fire started in your office or in the building where you work, would you know what to do? Do you know your workplace evacuation procedures in the event of an alarm? What can you do to prevent fires in your workplace?

Knowing the answers to these questions and following a few simple fire safety procedures can prevent tragic and wasteful fire loss in your workplace.

Be prepared!

These procedures are based on your workplace having a fire alarm system and an approved fire safety plan. Your building may not have an alarm system or a detailed fire safety plan. Your workplace fire evacuation procedures may differ. Make it your business to know the fire safety plan and evacuation procedures in your workplace.

Employees should know:

- The location of two exits closest to their work area;
- The location of the nearest fire alarm pull station and how to use it;
- The phone number for the Fire Department (9-1-1);
- Your responsibilities in a fire, which are in the fire safety plan;
- The fire emergency procedures posted on your floor.

Employers are responsible for:

- Preparing and implementing the Fire Safety Plan;
- Informing employees of the Fire Safety Plan;
- Posting fire emergency procedures on each floor;
- Conducting regular fire drills with all employees.

If you do fight a fire:

- Call 9-1-1;
- Ensure everyone has evacuated or is leaving the area/building;
- Only fight a small fire.

If you discover a fire:

The use of extinguishers

- Activate the nearest fire alarm pull station on the fire floor.
- Leave the area immediately, closing all doors behind you.
- Take keys with you.
- Go to the nearest exit and leave the building. Close all doors behind you.
- If you encounter smoke, consider taking an alternate stairwell/exit. Heat and smoke rise leaving cleaner air near the floor. Crawl low under smoke.
- Call the 9-1-1
- Give correct address, location of fire and your name.

Most workplaces contain portable fire extinguishers. Fire extinguishers can only put out small, contained fires, such as a fire in a wastebasket. The extinguisher in your workplace may or may not be suitable for dealing with grease or electrical fires.