

## In Case of Fire

The most effective way to fight a fire is to keep one from occurring through awareness and correcting potential fire hazards. If a fire does occur, workers must be prepared to keep themselves safe from injury.

### **Housekeeping**

A major cause of a fire in the workplace is due to improper or lack of housekeeping on the jobsite.

- Keep heating and electrical equipment clean, and in good working condition.
- Regularly clean ducts and fume hood filters.
- Keep paper products, aerosols or other flammable materials away from heating elements.
- Store flammable liquids away from heat sources, exits or escape routes.
- To avoid an electrical fire, check, replace or professionally repair any appliances with frayed or loose cords and wires or cords that become hot during use.
- Avoid running cords or wires under rugs and carpets or near a heat source where they can overheat.
- Keep cords out of doorways where they can become worn.

### **Fire detection and/or suppression devices**

Ensure that fire protection equipment (i.e., sprinklers, smoke/heat detectors, alarms, fire hoses, fire extinguishers, and fire blankets) are maintained, and readily available for use.

- Educate workers on the proper use of fire extinguishers and their location.
- Make sure all fire suppression equipment, including fire extinguishers, correspond to the potential risk. Use the right fire extinguisher for the type of fire.

### **Staff training in fire prevention/emergency procedures**

Periodically train all employees in fire safety, emergency communication, and evacuation procedures.

- Post telephone numbers of emergency response personnel where they can be quickly retrieved.
- In case of an evacuation, make sure workers know the number, location, and accessibility of exits, along with the location of fire alarms.
- In the event of a fire, workers should not hesitate to call the fire department

All workers share a responsibility for preventing fires, but not to put out a major fire. *Workers should only fight a fire if they can do it safely with proper extinguishing materials.* Fire fighting is best handled by trained professionals.

During National Fire Protection Week in October (7-13), attention is placed on fire safety awareness and prevention. State Fund would like to remind our policyholders and their employees the importance of practicing fire safety year round.

10/12

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