

# Fire Prevention Checklist

## Electrical Equipment

- Inspect for makeshift wiring
- Extension cords in good condition
- Motors and tools free of dirt and grease
- Lighting (including portable lights) clear of combustible materials and guarded
- Circuits properly fused or otherwise protected
- Equipment approved for use in hazardous areas (if required)
- Ground connections clean and tight
- Outlets and circuits checked for proper continuity

## Friction

- Machinery properly lubricated
- Machinery properly adjusted and/or aligned including vehicle brakes
- No chains in contact with ground when towing
- No materials in contact with rotating machinery

## Special Fire Hazard Materials

- Storage of flammable liquids isolated and in approved containers
- Non-metal stock free of tramp metal
- Oily rags in approved containers

## Welding and Cutting

- Area surveyed for fire hazards
- Combustible and flammable materials removed from area or covered
- Use Hot Work permit procedure
- Fire watch during and after

## Open Flames

- No smoking or open flames around paint spray room(s)
- Check for gas leaks
- Pilot lights on or valves shut off
- Portable torches away from combustible and flammable materials and/or surfaces
- Use Hot Work permit procedure

## Portable Heaters

- Set up with ample horizontal and overhead clearances
- Secured against tipping or upset
- Combustible materials and surfaces removed or covered
- Not used for rubbish burners
- Use of steel drums prohibited

## Hot Surfaces

- Hot pipes clear of combustible materials
- Ample clearance around boilers, furnaces, hot water heaters
- Soldering irons kept off combustible surfaces
- Place all ashes in metal containers
- Ensure coffee pots and hot plates are shut off after use

## Smoking and Matches

- "No Smoking" and "Smoking" areas clearly marked
- Ashtrays available and frequently cleaned
- No discarded smoking material anywhere except in ash trays

## **Spontaneous Ignition**

- Flammable waste materials in closed metal containers
- Flammable waste material containers emptied frequently
- Piled materials in cool, dry, and well ventilated areas
- Trash receptacles emptied daily

## **Static Electricity**

- Flammable liquid dispensing containers properly bonded or grounded
- Moving machinery (motors) grounded
- Proper humidity maintained

## **Housekeeping**

- No accumulation of trash
- Proper storage of Flammables
- Passageways clear of obstructions
- Automatic sprinklers unobstructed
- Access to fire hydrants unobstructed
- Premises free of unnecessary combustible materials (such as empty boxes)
- No leaks or dripping of flammable materials
- Floor free of spills, such as oil
- Fire doors unblocked and operating freely with fusible links intact

## **Extinguishing Equipment**

- Proper type determined
- In proper location
- Access Unobstructed
- Clearly marked
- Inspected and in working order
- Service date current
- Personnel trained in use of equipment