



## ***Workplace Fire Safety***

### **Prevention**

- Give heat generating equipment room to breath. Don't stack papers on devices such as computer monitors.
- Don't pinch extension cords under furniture.
- Report frayed electrical cords.
- Unplug coffeemakers and other small appliances before everyone leaves for home.
- Make sure your exit ways are not blocked by trash, boxes or other potential impediments.
- Report blocked exit ways as well as problems with sprinklers, alarms and emergency lighting.
- Carefully store flammable liquids if they are used in your workplace.

### **If A Fire Occurs**

- Never ignore the fire alarm.
- Leave immediately, closing doors behind you. If fire is between you and the way out in a high-rise building, sometimes it's better to stay inside a closed room. Make sure your workplace has a clear fire safety plan and practice it regularly.
- Sound the alarm if someone hasn't already done so.
- If you encounter smoke, try a different way out. Be aware of all the exits available to you.
- If you have to leave and there's smoke, crawl low under it.
- Use stairs, not elevators.
- Never go back inside a burning building.

### **Fire Extinguishers**

- Make sure everyone is out or leaving the building and the fire department is on the way, before you consider using an extinguisher.
- Fire extinguishers are only good for fighting small fires.
- Ensure that you are using the right type of extinguisher for the fire you are trying to put out.
- To find out more about extinguishers, go to our fire extinguisher web page.
- Ask your employer to provide information on the use of extinguishers. Petrolia Fire Department will come to your workplace to provide this information.



