

March 2, 2009

Fire Safety at Work

It is everyone's business to know how to make their workplace fire safe. As fires are unpredictable, they can break out at any time, including while you are working. Having a fire in the workplace can be devastating, but may be prevented with proper evacuation procedures, proper maintenance and training.

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 (if applicable)
- ✓ The phone number for the Local Fire Department (**9-1-1**)
- ✓ Fire emergency procedures posted for your work area
- ✓ If you work in a high building, know what procedures must be taken by reviewing the fire safety plan

Employers are responsible for:

- ✓ Preparing and implementing emergency procedures
- ✓ Informing employees of the Fire Safety Plan, and providing copies to employees
- ✓ Posting fire emergency procedures on each floor area
- ✓ Conducting regular fire drills with all employees

Smoking

- ✓ Smoke only in areas allowed.
- ✓ Use large, non-tip ashtrays. Do not empty contents into garbage cans
- ✓ Check for smouldering cigarettes on furniture and in garbage cans

Wiring

- ✓ Check and replace any electrical cords that have cracked insulation or broken connectors
- ✓ Avoid octopus wiring.
- ✓ Do not run extension cords across doorways or under rugs.
- ✓ Avoid plugging more than one extension cord into an outlet.
- ✓ Use only CSA (Canadian Standards Association) approved power bars.

If you witness any suspicious activity, or items that you believe to be hazardous, report it immediately to the building management.