

## **Workplace Safety Checklist**

- Maintain a clear and unobstructed fire lane for emergency vehicle access.
- Your portable fire extinguisher(s) need to be easily seen and accessible. Do not block them with merchandise or storage items. Make sure they are mounted no higher than five feet from the floor.
- To maintain your fire extinguisher, it requires re-certification and tagging once a year by a company licensed in Arizona. Also, make sure your employees know where the extinguishers are located, and how to use them.
- Escape out of your business is through the exit doors. Do not lock them during business hours. Make sure to keep storage and merchandise items clear of the exits. Make sure the bulbs in the exit signs are all working, and that your emergency lights will function, when needed.
- Poorly maintained electrical cords and appliances are one of the causes of fires in businesses. Make sure all electrical cords are in good condition, without any cuts, nicks, splices, or loose connections.
- Do not use extension cords in place of permanent wiring. Multi-plug outlets must be of the approved type, i.e. a power strip with a circuit breaker.
- Make sure to keep all of the circuits in your electrical panel labeled. In the event of a fire, many times the specific area can be shut off without interrupting power to the whole building.
- Keep the height of storage items at least two feet from the ceiling to allow firefighters better access during interior firefighting. If your business has an automatic fire sprinkler system, this clearance allows for more effective distribution of the water to control the fire.
- Electrical, mechanical, and equipment rooms should be kept free from any combustible materials, including wood, papers, rags, etc. These materials can add to the building's fire load.
- If you have flammable or combustible liquids in excess of 30 gallons, they must be stored in an approved cabinet. These cabinets are constructed to store flammables inside your business. It is preferred that unnecessary amounts are not stored, due to the increased fire load. Some examples of what can be stored in the cabinet are: paints, glue, spray paints, gasoline, and some cleaning solvents.
- We encourage you to post an emergency evacuation plan/map and practice exit drills.
- Please remove combustible trash from your business as it accumulates, or daily if necessary, to reduce the presence of easily ignitable materials.
- If space heaters are used, ensure they are a safe distance away from combustible materials such as cardboard boxes, wastebaskets, etc.

Note: This guide sheet is not intended to identify all the hazards that may exist in your workplace and does not relieve you of responsibility to abate any safety hazard not listed.