

WORKPLACE FIRE SAFETY

SELF-INSPECTION CHECKLIST

- PURPOSE**
- Identify hazardous conditions
 - Ensure all installed fire protection and safety devices are in good working order
 - Ensure that fire safety policies and procedures are working efficiently

! Inspection should be completed at least monthly by a suitably trained person and followed up by rectification of identified deficiencies.

ITEM	Y/N	ACTION REQUIRED	BY WHOM	DUE BY DATE	COMPLETION
<p>FIRE EXTINGUISHERS / HOSE REELS</p> <ul style="list-style-type: none"> • Any missing or not on brackets? Any discharged/seals intact? Any damaged? Are pressure gauges reading "Green"? Any obstructed? Emblazon/location markers intact? Test labels current (< 12 months)? 					
<p>FIRE EGRESS ROUTES / STAIRS</p> <ul style="list-style-type: none"> • Any access/egress obstructed? Any storage on egress routes? All exit doors readily opened from inside without a key? Are emergency lights in good order? Are all fire doors clear of obstruction/free to close? 					
<p>HOUSEKEEPING</p> <ul style="list-style-type: none"> • Any accumulated waste in buildings? Are all oily rags in lidded metal bins? Are floor and yard drains clear of rubbish? Any combustible storage in roof voids, plant rooms, M.C.C. rooms, switch-rooms? Any storage such as waste bins or "idle" pallets within 10m of the building? Are minimum clearances maintained below sprinklers (generally 0.5m)? Any evidence of smoking rules being contravened? Are combustibles at least 1.5m clear of switchboards and fork hoist battery chargers? 					

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<p>ELECTRICAL EQUIPMENT</p> <ul style="list-style-type: none"> Any “temporary” electrical connections? Any damaged switches, sockets, lights? Are appliances turned off at socket when not in use (e.g. battery chargers)? Any overloaded sockets/multiple adaptors? Any damaged leads? Any unsecured wiring? Are all enclosed switch cabinets secure? 					
<p>FIRE HYDRANTS (within premises)</p> <ul style="list-style-type: none"> Locations clearly marked? Are all readily accessible? All standpipes/hoses in good condition? Is there a maintenance contract for this equipment? 					
<p>HAZARDOUS MATERIALS</p> <ul style="list-style-type: none"> All gas cylinders secured? Welding sets (gas) have flashback arrestors? Bulk tank bunds free of water and drain valves closed? Bulk solvents etc. in D.G. Store? Excessive quantities in work areas? Company rules for non-spill containers are complied with? Safety Data Sheets clearly posted at points of use and D.G. Store? 					
<p>FIRE ALARMS</p> <ul style="list-style-type: none"> Monthly test satisfactory/recorded? Test regime in place? Maintenance? Call points readily accessible? Any damaged/defective call points? 					
<p>ADDITIONAL COMMENTS / OBSERVATIONS</p>					