

FIRE PREVENTION

Everyone has a personal interest at stake in doing everything possible to prevent fires; a fire may not only result in personal injury and loss of property, but can also cause loss of earnings- **your** earnings. At the office the telephone system will most likely be used to notify the local fire department of a fire emergency. The phone number of the local fire department, with reporting instructions, must be conspicuously posted at phones and employee entrances. Employees should become familiar with the procedures for evacuation in case of fire.

Fire prevention week is in October each year. This is the perfect time to review your fire prevention policies and make any changes or updates needed. The following should be included as part of your policies:

- ❖ Test your smoke alarms monthly and change the batteries at least yearly or as recommended by the manufacturer.
- ❖ Be familiar with workplace emergency procedures.
- ❖ Electrical wiring and equipment for light, heat, or power purposes, must be installed with three-prong or ground cored. Power tools must be grounded or double insulated.
- ❖ Clearly identified and easily accessible switches will be provided at a location remote from dispensing devices to shut off the power to all dispensing devices in the event of an emergency.
- ❖ Smoking will be prohibited at or in the vicinity of operations which constitute a fire hazard; such area must areas must be conspicuously posted "No Smoking or Open Flame".
- ❖ There will be no smoking or open flame in the areas used for fueling, for servicing fuel systems for internal combustion engines, or the receiving or dispensing flammable or combustible liquids.
- ❖ The motors of all equipment being refueled will be shut off during the fueling operation.
- ❖ Only approved containers or portable tanks will be used for storage and handling of flammable and combustible liquids. For quantities of one gallon or less, only the original container or approved metal safety cans will be used for storage, use, or handling of flammable liquids.
- ❖ Flammable liquids will be kept in closed containers when not actually in use.

- ❖ Flammable or combustible liquids must not be stored in areas used for exits or stairways or normally used for the safe passage of people.
- ❖ No more than 15 gallons of flammable or combustible liquids will be stored in a room outside an approved storage cabinet.
- ❖ Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.
- ❖ The storage of flammables will not be near the welding area.
- ❖ All employees must be trained in the proper use of fire extinguishers.
- ❖ An adequate number of fire extinguishers of the correct type and size based on the hazards in the work place must be provided for all work areas.
- ❖ Fire extinguishers will not be blocked or obscured from view. Fire extinguished locations must be well-marked.
- ❖ Fire extinguishers must be inspected and serviced according to the manufacturer recommendations.

Be fire safe at home also. Create and practice home fire escape plans with all members of your family. Make sure all smoke alarms are in good working order. Store flammable materials and waste properly.

Content Source: Occupational Health and Safety Administration (OSHA) (Users of Safety Talk are advised to determine the suitability of the information as it applies to local situations and work practices and its conformance with applicable laws and regulations).

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