

## Fire Controls

The risk of injury and damage from fire can be prevented and significantly reduced by putting in place a number of the following control and preventative measures.

**Fire fighting and fire detection systems should be maintained and inspected by a competent person at least annually.**

As an employer you must ensure your employees are aware of the workplace emergency exits, emergency procedures and be informed of the fire hazards in the workplace.

### To prevent a fire

Do

- ✓ Keep flammables materials away from sources of heat
- ✓ Dispose of flammable material properly
- ✓ Empty waste bins regularly
- ✓ Remove damaged electrical equipment
- ✓ Encourage employees to clean up their work areas
- ✓ Carry out fire drills regularly (every 6 months)

Do not

- ✗ Allow paper and cardboard waste to be stored next to heat sources
- ✗ Allow paper or cardboard waste to build up inside or outside the workplace
- ✗ Overload plug sockets

### In the event of a fire

To reduce the risk of harm or damage occurring



Do:

- ✓ Keep emergency doors and escape route free from obstructions
- ✓ Keep fire fighting and fire detection equipment in an easily accessible location
- ✓ Have clear signage locating fire fighting equipment
- ✓ Have clear signage for emergency doors and escape routes
- ✓ Keep fire doors shut – they are called fire doors for a reason

**Never block emergency doors or escape routes – you never know when a fire may occur.**