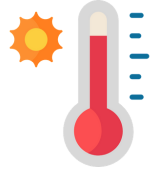




# Fire Safety Tips

## WORKPLACE SAFETY



### KEEP AWAY FROM HEAT SOURCES

- Make sure there is adequate ventilation around heat sources
- DO NOT smoke or use open flames indoors - use designated areas by your building



### USE PROPER STORAGE

- Promptly put unneeded materials back into storage
- DO NOT store liquids near electronics
- Storage spaces should be kept tidy and easily accessible



### TRAINING

- Participate in any fire safety training offered by your employer
- Learn how to use a fire extinguisher and how to administer first aid



### KEEP YOUR SPACE CLEAN

- Clean your workspace frequently to prevent accidents
- Keep aisles, doors and emergency exits free of clutter



### MAINTAIN EQUIPMENT

- Avoid tangling electrical cords, and do not use cords that are damaged
- All fire equipment should be inspected and maintained for safety
- There should be no exposed wiring or ungrounded circuits



### HAVE A PLAN

- Know your building's emergency plans
- Be aware of the nearest fire extinguisher, fire alarm, exits, telephone and first aid kits
- DO NOT re-enter the building to retrieve forgotten items

### FOR MORE INFORMATION...

- <https://www.ontario.ca/document/industrial-sector-plan-2017-2018/fire>
- [https://www.ccohs.ca/oshanswers/hsprograms/fire\\_protection.html](https://www.ccohs.ca/oshanswers/hsprograms/fire_protection.html)