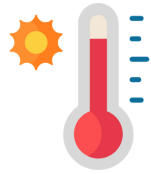# Carleton University

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.ccohs.ca/oshanswers/hsprograms/fire_protection.html