

Self-inspection checklist

Fire protection

- If your workplace has 11 or more employees, does it have a written fire-prevention plan?
- Does the plan describe the types of fire protection equipment and systems that are available?
- Have you established practices and procedures to control potential fire hazards and ignition sources?
- Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- If your workplace has a fire alarm system, is it tested at least annually?
- Do metal guards protect sprinkler heads where they could be physically damaged?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate numbers and types?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly, with dates noted on the inspection tags?
- If employees are expected to use fire extinguishers and fire protection procedures, are they trained?
- If employees are not trained to use fire extinguishers, are they trained to immediately evacuate the building in a fire emergency?