



Command *Safety* Gram



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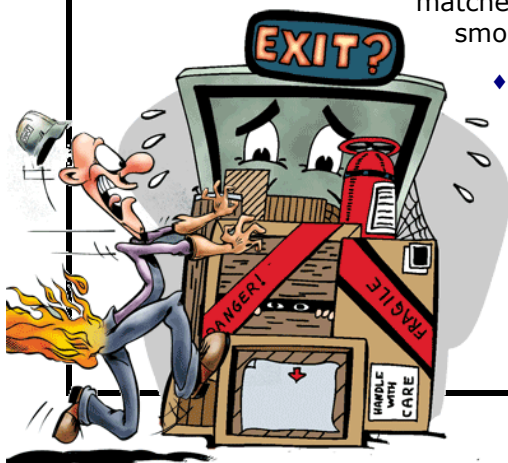
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Be Responsible For Fire Safety

Fire prevention is everyone's responsibility at work. Keep your work area orderly and free of clutter. Maintain equipment in good repair. Promptly report any fire hazards so they can be eliminated.

Follow these guidelines for fire prevention in your workplace:

- ◆ Maintain electrical equipment to prevent shorting-out and overheating. Watch for worn insulation, frayed cords and other signs of wear or damage. Keep electrical equipment and other machinery free of dirt so it can run freely. Many serious fires are caused by overheated bearings and other mechanical parts.
- ◆ Do not overload circuits. Watch for signs of overloading such as lights which dim when machinery starts running. Flickering lights and buzzing sounds in switch boxes are also signs of electrical problems. These electrical problems can lead to fires.
- ◆ Store materials safely. Flammable liquids must be stored in properly ventilated areas, away from sources of ignition. Vapors of flammable liquids can travel far from their source. If they encounter a source of ignition such as a spark, the fire will flash back to the original container, causing a serious fire or explosion. Even apparently empty flammable liquid containers still contain the vapors.
- ◆ Reactive materials – those which can burn violently or explode when in contact with certain other materials – must be stored separately.
- ◆ Do not allow scrap and trash to accumulate. They must be removed regularly for disposal or recycling. It is especially important not to allow accumulations of combustible items around fire exits and stairwells.
- ◆ Dispose of oily rags properly. They should be placed into approved, covered containers which are emptied regularly.
- ◆ Follow your company's policies for the use of space heaters. Space heaters should only be used temporarily, and they must not be placed near combustible or flammable materials.
- ◆ Follow your company's policies for any work involving open flames. A permit may be required, and you will have to follow certain safety procedures.
- ◆ Use welders and cutting torches only in areas properly constructed of fire-resistant materials.
- ◆ Smoke only in designated areas. Do not smoke in work or storage areas. Extinguish cigarettes and matches in fireproof ashtrays. These containers must be emptied only when the smoking materials are cold.



- ◆ Follow your company's security procedures to help prevent arson. Lock doors and windows as directed. Report any suspicious persons or activities.
- ◆ Never interfere with emergency equipment such as sprinklers, fire extinguishers, or fire doors designed to prevent the spread of fires.

Fire prevention is an important part of your job. Follow all procedures for preventing fires, and report all hazards.