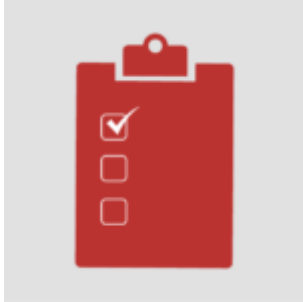


Fire Prevention Week: Workplace Inspection Checklist



Fire Prevention Week is an ideal time for employers and Occupational Health and Safety (OHS) managers to review workplace fire risks and strengthen prevention practices. While fire safety should be monitored year-round, a thorough workplace inspection can help identify common hazards before they result in a fire, injury, property damage, or business interruption.

Use the following checklist as part of your regular workplace inspections. Employers should also ensure their fire prevention program meets applicable federal, provincial, territorial, municipal, fire code, and occupational health and safety requirements.

Workplace Fire Inspection Checklist

Emergency Exits and Evacuation Routes

- Are all emergency exits clearly marked and illuminated where required?
- Are exit routes, stairways, aisles, and fire doors free from obstructions?
- Can emergency exits be opened easily when required?
- Are evacuation maps and emergency procedures posted and

up to date?

- Are employees familiar with evacuation procedures and designated assembly areas?

Fire Extinguishers and Fire Protection Equipment

- Are fire extinguishers accessible, clearly identified, properly mounted, and appropriate for the potential fire hazards?
- Have extinguishers and other fire protection equipment received required inspections and maintenance?
- Are sprinkler heads unobstructed and free from damage, storage, or buildup?
- Are fire alarm systems, smoke detectors, emergency lighting, and other equipment tested and maintained according to applicable requirements?

Electrical Fire Hazards

- Are electrical cords and plugs free from fraying, exposed wiring, or other damage?
- Are extension cords being used appropriately and not as a permanent wiring solution?
- Are electrical outlets free from overloading and unsafe adapters?
- Are combustible materials kept away from electrical equipment and heat-producing devices?
- Are portable heaters approved, maintained, and positioned safely away from combustible materials?

Flammable and Combustible Materials

- Are flammable liquids and gases stored in approved containers and designated areas?
- Are chemicals properly labelled and stored according to applicable requirements and Safety Data Sheets (SDS)?

- Are combustible materials kept away from ignition sources?
- Are oily rags, waste materials, and other potentially combustible items stored and disposed of safely?
- Are housekeeping standards sufficient to prevent the accumulation of paper, cardboard, dust, debris, and other combustible materials?

Best Practices for Fire Prevention

Inspections are most effective when employers address hazards promptly rather than simply documenting them. Assign responsibility for correcting each deficiency, establish reasonable completion dates, and follow up to confirm corrective actions have been completed.

Employers should also provide employees with regular fire safety training appropriate to their workplace. Workers should understand how to report fire hazards, respond to alarms, evacuate safely, and use fire extinguishers only when trained and it is safe to do so.

Consider conducting additional inspections after workplace changes, renovations, equipment installations, changes in chemical storage, or incidents involving fire or overheating. OHS managers should also review inspection records periodically to identify recurring hazards and determine whether additional controls are necessary.

Finally, remember that fire prevention is a shared responsibility. A clean, organized workplace, properly maintained equipment, effective emergency procedures, and well-trained employees can significantly reduce the likelihood of a workplace fire and help protect workers, visitors, property, and business operations.