

# Hazardous Materials: Flammable & Combustible Materials Safety Checklist



Proper use, storage and handling of flammable and combustible materials is critical to the safety of your workers, your property, your community and the environment. Here's a checklist you can use to assess whether you're implementing the appropriate safety measures at your worksite. Caveat: This is a general checklist that you may need to modify based on the types and amounts of flammable materials you store, handle or use at your site as well as any OHS requirements of your jurisdiction, voluntary standards and/or industry best practices that apply.

## Flammable & Combustible Materials Safety Checklist

Inspector: \_Date:

	Yes	No	Comments
<b>Limit amounts of flammable and combustible materials</b>			
Are leaks and spills of flammable or combustible liquids disposed of promptly and safely'			
Are materials purchased in smallest volumes required'			
Are materials used at workstations/locations limited to only those needed for immediate task'			
Are combustible waste materials and residues kept to a minimum, stored in covered metal receptacles and disposed of daily'			
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Are flammable or combustible liquids transferred to an approved safety can before use, unless the original container is designed to be used'			
Are limits on capacity and quantity of Class I, Class II and Class III liquids followed'			

Provide proper ventilation to ensure flammable vapours do not accumulate			
Are storage areas equipped with properly designed and functioning ventilation systems'			
Are processes that use or make flammable materials kept from exhausting back in the worksite'			
Is equipment where flammable materials are used, such as spray booths, exhausted outside of the building and away from air intakes'			
Are ventilation systems in compliance with building and fire codes'			
Does the ventilation system provide for a complete change of air within the room at least six times per hour'			
Control ignition sources			
Are containers of flammable and combustible liquids closed when not in use'			
Are open flames and smoking prohibited in flammable or combustible liquids storage areas'			
Are storage areas for flammable or combustible liquids kept free from combustible materials'			
Are containers and portable tanks used for flammable liquids electrically bonded or grounded during transfers'			
Are leaks and spills of flammable or combustible liquids disposed of promptly and safely'			
Is the electrical wiring and equipment located inside the storage room specifically designed to prevent possible ignition of any released flammable vapours'			
General storage considerations			
Are portable fire extinguishers available at locations where flammable or combustible liquids are stored'			
Is the storage of flammable or combustible liquids prohibited near exits, stairways or areas normally used for the safe exit of people'			
Is the storage of flammable or combustible liquids prohibited in office areas except those required for maintenance and operation of building and operation of equipment'			
Are flammable and combustible liquids stored in their original container or an approved safety can'			
Are flammable and combustible materials/liquids kept separate from other processes and storage areas'			
Is storage in cabinets restricted to regulatory and code requirements'			
Are all cabinets conspicuously labeled 'FLAMMABLE KEEP AWAY' or something similar'			
Are aisle clearances and stacking rules, e.g., bans on stacking 30-gallon drums, followed'			