

OCCUPATIONAL HEALTH & SAFETY FIRE SAFETY CHECKLIST

AREAS INSPECTED: _____

INSPECTED BY: _____

DATE OF INSPECTION: _____

Indicate in the following manner:

✓ Acceptable

✗ Not Acceptable

N/A Not Applicable

1. GENERAL

1.1	No Smoking' signs prominently displayed.	
1.2	Compatible storage of dangerous goods.	
1.3	Material Safety Data Sheets available.	
1.4	Adequate lighting.	
1.5	Adequate ventilation.	
1.6	Suitable personal protective clothing available	
1.7	Qualified first aid officer available.	
1.8	First aid kit available and up to date.	
1.9	Emergency procedures established.	
1.10	Evacuation/fire drill practised during previous 12 months.	
1.11	Emergency telephone number/s prominently displayed.	
1.12	Pressure vessels certificated and regularly inspected.	
1.13	Accumulated old equipment stock, rubbish etc. regularly removed.	

2. FIRE

2.1	Suitable fire extinguishers properly located. Mounted and clearly labelled.	
2.2	Service/maintenance of extinguishers up to date.	
2.3	Service/maintenance of hydrants, hose reels and associated pumps up to date.	
2.4	Overhead fire sprinkler/thermal detector heads clear of obstructions, stock, equipment (minimum space 50mm)	
2.5	Fire sprinkler/detector heads free from damage.	
2.6	Sprinkler systems service/maintenance up to date.	
2.7	Fire doors free from damage/obstruction. maintained.	

3. EGRESS

3.1	Exits and corridors clear of obstruction.	
3.2	Exit signs clearly visible.	
3.3	Exit doors unlocked.	
3.4	Deadlocks, shotbolts, padlocks on exit doors.	
3.5	Adequate location of exits.	

4. FLAMMABLE LIQUIDS

4.1	Containers correctly and legibly labelled.	
4.2	Excessive amounts of solvents stored, and/or used.	
4.3	Flammable liquid cabinet room installed.	
4.4	If so, is it licensed with the appropriate authority?	
4.5	Are the warning signs on the cabinet room legible?	
4.6	Dry powder fire extinguisher readily available.	
4.7	No flammable liquids stored in domestic refrigerators.	
4.8	Are solvents separated from corrosives?	

5. COMPRESSED GASES

5.1	Cylinders secured to wall and/or trolley.	
5.2	Fuel cylinders separated from oxidising cylinders.	
5.3	Empty cylinders separated from full ones and clearly identified.	
5.4	Adequate ventilation.	
5.5	Cylinders stored a minimum of three metres from any ignition source.	
5.6	Safety glasses available and accessible.	
5.7	Suppliers' phone numbers readily available.	

6. ELECTRICAL

6.1	Adequate power points available.	
6.2	Switches/power points in good working order.	
6.3	Breaker switches installed.	
6.4	Double/piggy back adaptors used.	
6.5	Excessive use of extension leads.	
6.6	CO2 fire extinguisher adjacent to switchboard.	

7. MACHINERY

7.1	Operating/safety signs clearly visible.	
7.2	Emergency stop switch accessible.	
7.3	Machines adequately guarded.	
7.4	Safety glasses available and accessible.	
7.5	Machines free from obstruction.	
7.6	Distance between machines adequate.	
7.7	Electrical connections in good order.	

