

# **FIRE SAFETY CHECKLIST FOR YOUR WORKPLACE**

**Well managed and safe workplaces have fewer fires.**

**If a fire does occur in a well-organised workplace it can be controlled quicker and more easily. The dangers to your staff, together with the interruption of your business will be significantly reduced.**

**This Fire Safety CHECKLIST will help employers and managers to review their Fire Safety awareness and take the necessary action to correct problem areas. It is designed to provide a useful prompt, when you conduct a Fire Safety inspection of your premises. It also serves as a daily reminder of practices and behaviours that, when adopted, can significantly increase Fire Safety in your workplace.**

**Honest answers to the questions in this CHECKLIST will give an indication of the standards of Fire Safety present.**

**Should the answer to any of the questions be "NO" this indicates that improvement is necessary.**

**Your local Fire Safety section are there to help you. Only with your co-operation and assistance do we have any chance of preventing the occurrence of fire. Working TOGETHER we have the opportunity to prevent it...**

**Fires are bad for business.  
In 1999, South African fire losses exceeded R4 million per day!**

## PREVENTING THE FIRE — GOOD HOUSEKEEPING PRACTICES

	Yes	No
Does everybody keep their workplace tidy?	<input type="checkbox"/>	<input type="checkbox"/>
Is the workplace kept clear of combustible waste and rubbish on a daily basis?	<input type="checkbox"/>	<input type="checkbox"/>
Is waste put in a safe, secure place awaiting collection (ie. not accessible to the public)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the burning of rubbish on the site prohibited?	<input type="checkbox"/>	<input type="checkbox"/>
In production areas, are benches, gratings, conveyer belts and similar places kept clear of dust and rubbish?	<input type="checkbox"/>	<input type="checkbox"/>
Likewise, are pipes, ducts, beams, trusses and electrical light fittings kept clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are areas outside buildings kept clear of waste material & combustible items (ie. timber pallets, cardboard boxes, etc)?	<input type="checkbox"/>	<input type="checkbox"/>

## ESCAPING FROM A FIRE

Are all doors unlocked/openable from the inside during working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Are all escape routes clearly marked with exit signs incorporating the 'running man' symbol and directional arrows?	<input type="checkbox"/>	<input type="checkbox"/>
Are all escape routes unobstructed both inside and out?	<input type="checkbox"/>	<input type="checkbox"/>
Are 'Fire Action' notices clearly displayed throughout the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Has a safe assembly point for employees, outside the building, been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know what to do on discovering a fire or when the fire alarm sounds?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees instructed in fire procedures on a continual & regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Have Fire Marshalls/Teams been appointed and trained in their duties and are regular fire drills held?	<input type="checkbox"/>	<input type="checkbox"/>

## FIRE DETECTION AND ALARM SYSTEMS

Is there an automatic fire/smoke detection and alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm tested and maintained on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for contacting the Fire Brigade: - during the working day? - when the premises are closed?	<input type="checkbox"/>	<input type="checkbox"/>
Do all staff know the emergency 107 number?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system connected directly to the Fire Brigade?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system, and all its components, continuously monitored?	<input type="checkbox"/>	<input type="checkbox"/>
Does your fire alarm have a different tone than the burglar alarm?	<input type="checkbox"/>	<input type="checkbox"/>

## FIRE PROTECTION EQUIPMENT

Has suitable and sufficient fire fighting equipment been provided throughout the workplace and is it serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been instructed on its correct use and operation?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers, hose reels and automatic sprinkler systems etc, regularly inspected by SABS registered persons?	<input type="checkbox"/>	<input type="checkbox"/>
Are regular checks undertaken to make sure equipment is not missing or damaged?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire points indicated by symbolic signage and are they unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — STORAGE AREAS

	Yes	No
Are storage areas separated from the rest of the building by fire-resistant walls and doors?	<input type="checkbox"/>	<input type="checkbox"/>
Is access to storage areas restricted to those who really need to be there?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas inspected for fire hazards at the end of the working day?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear spaces around shelving and stacks of stored materials, and are adequate gangways provided between them?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacked goods restricted to below 3m in a non-sprinklered building?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacks and shelves arranged so that sprinkler heads and fire detectors are not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacks and storage kept clear of light fittings and hot service pipes?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacks and shelving stable and unlikely to collapse quickly should a fire occur?	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials stored in the correct place and excessive quantities in process areas avoided?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — LIQUID PETROLEUM GAS (LPG)

Are all LPG cylinders stored safely, in an external fenced compound at least 3 metres from buildings or boundary fences?	<input type="checkbox"/>	<input type="checkbox"/>
Is the area kept locked and used only to store LPG cylinders?	<input type="checkbox"/>	<input type="checkbox"/>
Has your LPG installation been approved by your Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Are warning notices, prohibiting smoking and naked lights, prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders stored with their valves uppermost?	<input type="checkbox"/>	<input type="checkbox"/>
Is a DCP extinguisher (minimum 4.5 kg) provided?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — FLAMMABLE LIQUIDS

Are all stocks of flammable liquids kept in purpose-built flammable liquid stores?	<input type="checkbox"/>	<input type="checkbox"/>
Is the flammable liquid store indicated by signage and is it kept clean and tidy and well ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Are the quantities of flammable liquids used in the workplace kept to a minimum and, when not needed, returned to safe storage?	<input type="checkbox"/>	<input type="checkbox"/>
Are material safety data sheets available at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids kept away from all possible sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable spark-proof tools & light fittings provided for use in places where there may be flammable vapours?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — SPACE HEATING & LIGHTING

Is care taken to prevent materials being left on or near heaters?	<input type="checkbox"/>	<input type="checkbox"/>
Are all heaters and lights switched off before close of business?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — SMOKING

Is smoking prohibited in all but designated areas and are smoking policies strictly enforced?	<input type="checkbox"/>	<input type="checkbox"/>
Where smoking is permitted, are suitable metal ashtrays provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are ashtrays/containers emptied at least once a day, or more often if needed?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — MACHINERY AND PLANT

	Yes	No
Does all machinery and plant receive regular routine maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Are motors and moving parts of machinery kept clean to prevent overheating?	<input type="checkbox"/>	<input type="checkbox"/>
Are vents on motors kept free of blockages to ensure air-cooling and circulation?	<input type="checkbox"/>	<input type="checkbox"/>
Are drip trays provided and cleaned on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Are oil leaks and drips absorbed with suitable absorbent material, not sawdust, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate cleaning material, such as wipes or clothes, provided so that spillages are quickly cleared from the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Are clothes and wipes disposed of correctly?	<input type="checkbox"/>	<input type="checkbox"/>

## PREVENTING THE FIRE — MAINTENANCE OF BUILDINGS

Is every point of entry to the site and buildings secure against intruders?	<input type="checkbox"/>	<input type="checkbox"/>
At the end of the working day are all doors, windows and gates locked and secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are internal fire-resisting doors kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Are buildings regularly inspected for damage and decay?	<input type="checkbox"/>	<input type="checkbox"/>
Are the grounds surrounding buildings kept clear of combustible waste materials and vegetation?	<input type="checkbox"/>	<input type="checkbox"/>

## SHOULD A FIRE OCCUR — DAMAGE CONTROL

Is it possible to store goods clear of the floor to prevent possible water damage?	<input type="checkbox"/>	<input type="checkbox"/>
Have contingency plans been drawn up to reduce business interruption should a fire occur?	<input type="checkbox"/>	<input type="checkbox"/>
Are duplicate copies of contingency plans, records, back-up discs and documents kept safely in another building?	<input type="checkbox"/>	<input type="checkbox"/>

**This CHECKLIST aims to inform and to guide. By making the employer/manager aware of behaviour and circumstances that can result in fires in your workplace, we can better prevent their occurrence.**

**This CHECKLIST was produced by the City of Cape Town Fire Safety Section. We value your comments and feedback. We need to develop a partnership with you to prevent fires and injuries.**

**If you require further advice or information, a Fire Safety Officer at your local community fire station may be able to help. Alternatively, you can contact us at [firesafety@capetown.gov.za](mailto:firesafety@capetown.gov.za)**

**This CHECKLIST is also available in Afrikaans and Xhosa. Please contact us for a copy to be sent to you.**