

FIRE SAFETY TIPS FOR THE WORKPLACE

FIRE PREVENTION

- Keep your work area free of waste paper, trash and other items that can easily catch fire.
- Check on electrical cords. If a cord is damaged in any way replace it. Do not lay cords in places where they can be stepped on, as this will contribute to deterioration of the protective outside coating.
- Don't overload circuits.
- Turn off electrical appliances at the end of the day.
- Keep heat producing equipment away from combustible materials.