

GENERAL FIRE SAFETY CHECKLIST FOR WORKPLACE

NO	CHECKLIST	YES	NO	COMMENTS
1	Are electrical installations up to code?			
2	Are electrical outlets and circuits not overloaded?			
3	Are electrical cords and equipment regularly inspected and maintained?			
4	Are heaters kept away from flammable materials?			
5	Are flammable liquids and materials stored in designated, well-ventilated areas?			
6	Are storage areas tidy and free from clutter?			
7	Is there a strict no-smoking policy in hazardous areas?			
8	Are designated smoking areas provided with proper disposal facilities for smoking materials?			
9	Are fire alarm systems installed and fully operational?			

10	Are fire alarms regularly tested and maintained?			
11	Are smoke detectors installed and tested regularly?			
12	Are fire extinguishers placed in easily accessible locations?			
13	Are fire extinguishers appropriate for the type of fire risk?			
14	Are fire extinguishers regularly inspected and maintained?			
15	Are evacuation routes and emergency exits clearly marked and unobstructed?			
16	Are regular fire drills and evacuation exercises conducted?			
17	Are all employees familiar with evacuation procedures?			

18	Is comprehensive fire safety training provided to all employees?
19	Are clear and visible fire safety signs displayed?
20	Are regular fire safety inspections conducted?

Further Comments & Action