

# Fire Prevention Emergency Preparedness

*Fire hazards must be identified and eliminated. Personnel must be familiarized with specific fire hazards encountered on the job, and how it relates to them individually. Review these safety tips on fire prevention methods with your employees.*

## Tool Box Tips

- Never overload wall or cubicle outlets.
- Never use damaged, worn out extension cords.
- Inspect the area for fire hazards and combustibles before performing hot work.
- Never leave flammable liquid containers open.
- Store extra containers of flammable liquids in approved flammables storage cabinets.
- Provide outside areas free of combustibles (mulch, grass, trash cans) for employees to smoke.
- Housekeeping is one of the best fire prevention methods.
- Remove trash and empty trash often.
- Limit wooden pallet storage within buildings as pallets can catch fire quickly. Pallet stacks must not exceed six feet tall.
- Inspect desk and production areas for extension cord damage, overloaded outlets and damaged or warm surge protectors.
- Keep areas around machines (air compressors, heaters, water heaters, fans) clear of combustibles.
- Never block fire sprinkler heads, sprinkler controls or fire extinguishers.



*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*