Appliances

- Only use CSA approved appliances.
- Leave enough space for air heaters and other equipment such as computer terminals and copy machines.
- Keep all appliances a safe distance from combustible materials.
- Always turn off or unplug appliances after using them.

Arson

Arson is one of the leading causes of fire in the workplace. To prevent the risk of fire due to arson, remember to:

- Be aware of your building security procedures. Report vandalism and notify security and/or police of suspicious behaviour and visitors.
- Lock doors after working hours.
- Ensure areas around your building are free of combustibles and are well lit.
- Keep all halls, lobbies and areas used by the public clear of obstructions.

Protect your family.

Protect your home.

Prevention, Detection, and Escape

For the fire prevention office in your area, visit

toronto.ca/fire

or call

3 1 1

FIRE SERVICES TORONTO

8 *Fire Safety in the Workplace*

Make it your business to know

TORONTO

Fire Safety in the Workplace

A fire can break out anywhere, including where you work. Fires in the workplace can cause serious injuries and property loss.

If a fire started in your office or in the building where you work, would you know what to do? Do you know your workplace's fire evacuation procedures? What can you do to prevent fires in your workplace?

Knowing the answers to these questions can prevent injuries and property loss.

Be prepared!

These procedures are based on your workplace having a fire alarm system and an approved fire safety plan. Your building may not have an alarm system or a detailed fire safety plan. Your workplace fire evacuation procedures may differ. Make it your business to know the fire safety plan and evacuation procedures in your workplace.

You should know

- The location of two fire exits.
- The location of the nearest fire alarm pull station and how to use it.
- How to call 9-1-1.
- Your workplace fire emergency procedures, which should be posted.

Employers are responsible for

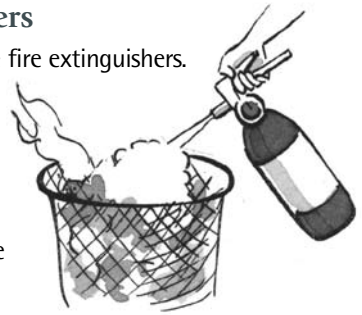
- Preparing and implementing a fire safety plan.
- Informing employees of the fire safety plan.
- Posting fire emergency procedures on each floor.
- Conducting regular fire drills with all employees.

If you discover a fire

- Leave the area immediately. Close all doors behind you.
- Activate the nearest fire alarm pull station on the fire floor.
- Take keys with you.
- Go to the nearest exit and leave the building.
- If you encounter smoke, consider taking an alternate stairwell/exit. Crawl low under smoke.
- Call 9-1-1 regardless of the size of the fire. Never assume the call has already been made.
- Give the correct address, location and your name.

The use of extinguishers

Most workplaces have portable fire extinguishers. Fire extinguishers can only put out small, contained fires, such as a fire in a wastebasket. The extinguisher in your workplace may or may not be suitable for dealing with grease or electrical fires.



Don't fight a fire

- If you haven't been trained on how to use the extinguishers.
- If you're unsure of the type of fire.
- If the fire is large or spreading.
- If your escape route is blocked by fire.

If you do fight a fire

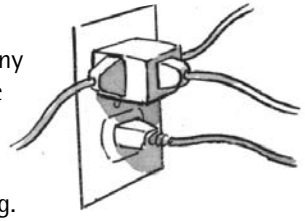
- Call 9-1-1.
- Ensure everyone has evacuated or is leaving the area/building.
- Only fight a small fire.

FIRE PREVENTION TIPS

Smoking

- Smoke only in permitted areas.
- Use large, non-tip ashtrays. Don't empty contents into wastebaskets.
- Check for smouldering cigarettes on furniture and in wastebaskets.

Wiring



- Check and replace any electrical cords that have cracked insulation or broken connectors.
- Avoid octopus wiring.
- Don't run extension cords across doorways or under rugs.
- Avoid plugging more than one extension cord into an outlet.
- Only use Canadian Standards Association (CSA) approved power bars.