



Oswego Fire Protection District Workplace Safety Checklist

This informative guide is intended to assist you in keeping your workplace safe and is provided to inform you of commonly found safety hazards that are *your* responsibility to address and eliminate. Some of these items may or may not have been noted on your last fire /safety inspection and should not be considered an exhaustive list of all the hazards that may exist in your workplace and does not relieve you of responsibility to abate any safety hazard not listed. Thank you

- ❖ Maintain a clear and unobstructed fire lane for emergency vehicle access year-around
- ❖ Your portable fire extinguisher(s) need to be easily seen and accessible. They shall not be blocked by merchandise/storage items, and shall be mounted no higher than five feet from the floor.
- ❖ Required maintenance of your fire extinguisher includes re-certification & tagging once a year by a company licensed & trained in fire extinguisher servicing. You shall also make ensure your employees know where extinguishers are located, and how to use them.
- ❖ Escape/egress from your business is through the exit doors, and they shall not be locked during business hours. Ensure storage and merchandise items remain clear of the exits.
- ❖ Ensure all exit signs and emergency lighting are working properly and are directed along the paths of egress (*this includes primary power as well as battery back-up*)
- ❖ Poorly maintained electrical cords and appliances are one of the causes of fires in businesses - ensure all electrical cords are in good condition, without any cuts, nicks, splices, or loose connections
- ❖ Extension cords shall not be used in place of permanent wiring
- ❖ Multi-plug outlets shall be of the approved type, i.e. a power strip with a circuit breaker
- ❖ Appliances shall be plugged directly into electrical outlets
- ❖ All of the circuits in your electrical panel shall be labeled - *in the event of a fire, many times the specific area can be shut off without interrupting power to the entire building*
- ❖ Storage items shall be at least 2' from the ceiling in spaces *without* sprinklers and 18" in sprinklered spaces
- ❖ Electrical, mechanical, and equipment rooms shall be kept free from combustible materials, including wood, papers, rags, miscellaneous storage, etc. as these rooms are **not** storage rooms
- ❖ Flammable or combustible liquids in excess of 10 gallons shall be stored in an approved flammable liquids cabinet - *these cabinets shall not be placed within a path of egress*
- ❖ We encourage you to post an emergency evacuation plan/map and practice exit drills.
- ❖ Please remove combustible trash from your business as it accumulates, or daily if necessary, to reduce the presence of easily ignitable materials.
- ❖ Space heater use shall be a safe distance from combustible materials, utilized as per manufacturer's recommendations, and shall be securely plugged directly in an electrical outlet

Questions may be referred to the Oswego Fire Prevention Bureau at (630) 906-6373 or emailed to FirePrevention@Oswegofire.com