FIRE SAFETY INSPECTION CHECKLIST

**Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Taken from the OSHA Small Business Handbook, U.S. Dept. of Labor* **This checklist is by no means all-inclusive. You should add to it as necessary and delete portions or items that do not apply to your operations.**

|  | **YES** | **NO** | N/A | **COMMENTS/ACTIONS** |
| --- | --- | --- | --- | --- |
| **GENERAL WORK ENVIRONMENT** |  |  |  |  |
| 1. Is your local fire department acquainted with your facilities |  |  |  |  |
| 1. If you have a fire alarm system, is it certified as required |  |  |  |  |
| 1. If you have a fire alarm system, is it tested at least annually |  |  |  |  |
| 1. Are fire doors and shutters in good operating condition |  |  |  |  |
| 1. Are fire exits unobstructed and protected against obstructions |  |  |  |  |
| 1. Are fire door and shutter fusible links in place |  |  |  |  |
| 1. Are sprinkler heads protected by metal when exposed to potential damage |  |  |  |  |
| 1. Is an 18-inch clearance maintained below sprinkler heads |  |  |  |  |
| 1. Are fire extinguishers mounted in readily accessible locations |  |  |  |  |
| 1. Are fire extinguishers recharged regularly and noted in inspection log |  |  |  |  |
| 1. Are fire extinguishers checked monthly when flammables are present |  |  |  |  |
| 1. Are all work sites clean and orderly |  |  |  |  |
| 1. Is combustible scrap/debris stored safely and removed from worksite |  |  |  |  |
| 1. Is combustible dust cleaned up with a vacuum system |  |  |  |  |
| 1. Are covered metal waste cans used for oily and paint-soaked waste |  |  |  |  |
| 1. Are paint spray booths, dip tanks, etc., cleaned regularly |  |  |  |  |
| 1. Are fire watchers assigned during welding |  |  |  |  |
| 1. Before hot work is begun, are used drums, barrels, tanks and other containers so thoroughly cleaned that no substances remain that could explode, ignite or produce toxic vapors |  |  |  |  |
| **WALKWAYS** |  |  |  |  |
| 1. Are aisles and passageways kept clear |  |  |  |  |
| 1. Are changes of direction or elevations readily identifiable |  |  |  |  |
| **EXITS OR EGRESS** |  |  |  |  |
| 1. Are all exits marked with signs and illuminated by lights |  |  |  |  |
| 1. For exits that are not apparent, are the directions marked with signs |  |  |  |  |
| 1. Are doors/stairways that are neither exits nor access to exits, but could be mistaken for exits, marked NOT AN EXIT |  |  |  |  |
| 1. Are EXIT sign letters at least 5 inches high and ½ inch wide |  |  |  |  |
| 1. Are exit doors side-hinged |  |  |  |  |
| 1. Are exits kept free of obstruction |  |  |  |  |
| 1. Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive or explosive substances |  |  |  |  |
| 1. Are there sufficient exits to permit prompt escape in case of emergency |  |  |  |  |
| 1. Do exit doors open outward, to a level surface or stairs |  |  |  |  |
| 1. Are emergency lights provided and inspected |  |  |  |  |
| 1. Do all exits operate during a power failure |  |  |  |  |
| 1. Are exits checked regularly for blockage from outside |  |  |  |  |
| **EXIT DOORS** |  |  |  |  |
| 1. Are doors that are required to serve as exits designed and constructed so that the direction of exit travel is obvious and direct |  |  |  |  |
| 1. Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort |  |  |  |  |
| 1. Is a revolving, sliding or overhead door prohibited from serving as a required exit door |  |  |  |  |
| 1. Where panic hardware is installed on a required exit door, will it allow the door to open when a force of 15 pounds or less is applied |  |  |  |  |
| 1. Are doors on cold storage rooms provided with an inside release mechanism that releases the latch and opens the door even if locked |  |  |  |  |
| 1. Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic |  |  |  |  |

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| **SPRAYING OPERATIONS** |  |  |  |  |
| 1. Is adequate ventilation ensured before spray operations are started |  |  |  |  |
| 1. Is mechanical ventilation provided during spraying |  |  |  |  |
| 1. Is the spray area free of hot surfaces |  |  |  |  |
| 1. Is the spray area at least 20 feet from flames/sparks/ignition sources |  |  |  |  |
| 1. Do solvents used for cleaning have a flash point of 100 F or more |  |  |  |  |
| 1. Are fire control sprinkler heads kept clean |  |  |  |  |
| 1. Are NO SMOKING signs posted in spray areas |  |  |  |  |
| 1. Is the spray area kept clean of combustible residue |  |  |  |  |
| 1. Are spray booths constructed of metal/masonry or other noncombustible material |  |  |  |  |
| 1. Are spray booth floors and baffles noncombustible and easily cleaned |  |  |  |  |
| 1. Is the spray booth completely ventilated before use of drying apparatus |  |  |  |  |
| 1. Are lighting fixtures located outside spray booth, and are interior lights sealed |  |  |  |  |
| 1. Are the electric motors for exhaust fans placed outside booth or ducts |  |  |  |  |
| 1. Are belts and pulleys inside the booth fully enclosed |  |  |  |  |
| 1. Do ducts have access doors to allow cleaning |  |  |  |  |
| 1. Do all drying spaces have adequate ventilation |  |  |  |  |
| **FLAMMABLE & COMBUSTIBLE MATERIALS** |  |  |  |  |
| 1. Are combustible scrap, debris and waste stored in covered metal receptacles and removed from the worksite promptly |  |  |  |  |
| 1. Are approved labeled containers and safety cans used for the storage and handling of flammable and combustible liquids |  |  |  |  |
| 1. Are all connections on drums and combustible liquid piping vapor- and liquid-tight |  |  |  |  |
| 1. Are all flammables kept in closed containers when not in use |  |  |  |  |
| 1. Are bulk drums of flammables grounded/bonded to containers during dispensing |  |  |  |  |
| 1. Do storage rooms for flammables have explosion-proof lights |  |  |  |  |
| 1. Do storage rooms for flammables have mechanical or gravity ventilation |  |  |  |  |
| 1. Is liquefied petroleum stored/handled in accordance with safe practice |  |  |  |  |
| 1. Are NO SMOKING signs posted on liquefied petroleum tanks |  |  |  |  |
| 1. Are liquefied petroleum tanks guarded to prevent damage from vehicles |  |  |  |  |
| 1. Are solvent wastes kept in fire-resistant, covered containers until they are removed from the worksite |  |  |  |  |
| 1. Are fuel gas cylinders and oxygen cylinders separated by a 20-foot distance, or by fire-resistant barriers while in storage |  |  |  |  |
| 1. Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammables and within 10 feet of inside storage |  |  |  |  |
| 1. Are extinguishers free from obstructions or blockage |  |  |  |  |
| 1. Are NO SMOKING signs posted where appropriate in areas where flammable or combustible materials are used or stored |  |  |  |  |
| 1. Are all spills of flammable liquids cleaned up promptly |  |  |  |  |
| 1. Are NO SMOKING rules enforced in hazardous flammable areas |  |  |  |  |
| **ELECTRICAL** |  |  |  |  |
| 1. Are multiple plug adaptors prohibited |  |  |  |  |
| 1. Are extension cords prohibited from being run through doors/windows |  |  |  |  |
| 1. If you have electrical installations in hazardous dust or vapor areas, do they meet the National Electric Code for hazardous locations |  |  |  |  |
| 1. Is exposed wiring/frayed cord repaired and replaced promptly |  |  |  |  |
| 1. Are flexible cords and cables free of splicing or taps |  |  |  |  |

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|  | **YES** | **NO** | **N/A** | **COMMENTS/ACTIONS** |
| **FUELING** |  |  |  |  |
| 1. Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running |  |  |  |  |
| 1. Are fueling operations done so that spillage will be minimal |  |  |  |  |
| 1. When spillage occurs during fueling, is the spilled fuel washed away completely (or are other measures taken to control vapors) before restarting the engine |  |  |  |  |
| 1. In fueling operations, is there always metal contact between the container and the fuel tank |  |  |  |  |
| 1. Are fueling hoses of a type designed to handle the specific fuel |  |  |  |  |
| 1. Is it prohibited to handle or transfer gasoline in open containers |  |  |  |  |
| 1. Are smoking, open lights, open flames, sparking or arcing equipment prohibited near fueling or fuel transfer operations |  |  |  |  |
| 1. Are fueling operations prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose |  |  |  |  |
| 1. Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type |  |  |  |  |
| 1. Are TURN OFF ENGINE and NO SMOKING signs posted at fuel islands |  |  |  |  |
| 1. Is a fire extinguisher available in case of emergency |  |  |  |  |
| 1. Are fuel tanks properly labeled NO SMOKING |  |  |  |  |
| 1. Are aboveground tanks protected from spills |  |  |  |  |