



► Fire Risk Management Action Checklist

This checklist is a management tool for implementing practical measures to improve fire safety in the workplace.

The successful implementation of this checklist is dependent on cooperation between employers, supervisors and workers, and their willingness to make positive changes to improve fire safety.

How to use this checklist

1. Management should appoint a fire manager and fire wardens to form a fire-safety management team, and provide training in the principles of fire-safety management (the fire triangle, prevention and mitigation).¹
2. The fire safety management team should:
 - Review the checklist;
 - Define the work areas to be checked. In the case of a small enterprise, the whole plant can be checked in one go. In the case of a larger enterprise, particular areas should be checked as part of a plan to cover the whole enterprise in a specific period of time;
 - Perform a walk-through of the workplace or the designated area to be covered, completing the checklist as they go;
 - Plan, as a team, what actions need to be taken, by whom and when.
3. When completing the checklist, read each item carefully. Look for a suitable way to apply the measure and, if necessary, ask the area manager or workers for advice. If the measure has already been taken or is not needed, mark "No" under "Do you propose any action?" If you think the measure would be worthwhile, mark "Yes". Use the space under "Remarks" to make a comment, describe a situation or add a suggestion.

4. When you have completed the checklist for the defined area, look again at the items you have marked "Yes". Select the items that you consider to be most important and mark them as "Priority".
5. Before finishing, make sure that you have marked "No" or "Yes" for every item and that, for some items marked "Yes", you have marked "Priority".
6. On completion of the checklist, the team should prepare suggestions for improvements to pass on to management. Experience has shown that this step is absolutely essential for promoting positive change.
7. The suggestions should be presented to management so they can plan for implementation of the improvements.

The team should not hesitate to seek clarification from fire safety specialists belonging to the local fire brigade, the labour inspectorate, occupational safety and health institutes, national safety organizations or national fire protection associations.

This is not an exhaustive list of measures. The team should add to the checklist any items they consider necessary to improve fire safety in the workplace. Management should comply with legal obligations and draw up their own fire protection plan, taking into account the local situation, relevant country codes and the environment.

1. [Fire Safety Management Course \(ilo.org\)](http://ilo.org)

Action Checklist

Measures to minimize fire risk

1. Pay special attention to combustible materials with the following labels:



(Explosives / Flammable gases, liquids, aerosols / Oxidizing liquids and solids / Compressed gases)

Keep such materials well away from sources of ignition, such as open flames, heated surfaces or unprotected electrical wiring, in appropriate storage facilities.² Ensure that large accumulations of combustible materials are not kept in designated storage areas. Good practice where storage is concerned should include appropriate hazard labelling, following the GHS where relevant; maintenance of adequate separation distances; use of fire-resistant containers; and adequate ventilation to prevent a build-up of flammable vapours or gases.

▶ Do you propose any action?

Yes No Priority

▶ Remarks:

2. Keep in the building only the amount of flammable liquids necessary for the day's operations, with surplus materials stored in a fire-resistant facility external to the building.

▶ Do you propose any action?

Yes No Priority

▶ Remarks:

3. Seek specialist advice when planning to store fuel (petrol, diesel, liquefied petroleum gas (LPG) or similar) to ensure compliance with national legislation.

▶ Do you propose any action?

Yes No Priority

▶ Remarks:

4. When "hot works" are undertaken (such as welding, cutting, grinding or smelting), take precautions such as keeping stocks of fuel or combustible materials well away from the hot work area. Any residual heat in materials that have been worked on should be monitored until they have cooled and can no longer act as a source of ignition.

▶ Do you propose any action?

Yes No Priority

▶ Remarks:

2. Check local fire safety codes for details.

5. Ensure that combustible materials are isolated from the hot surfaces of machines and equipment, and from furnaces and cookers.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

6. When installing and maintaining electrical circuits, ensure that they are adequately earthed/grounded to prevent arcing or sparking (ignition sources) and overloading (which can lead to overheating and fire).

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

7. Protect each electrical circuit with an adequate fuse or circuit breaker located in a fire-resistant cabinet, and ensure that the isolators are identifiable so that all electrical equipment can be swiftly isolated in an emergency.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

8. Hard-wired circuits should be used, rather than extension cables, to minimize the potential for damage to the wiring insulation and to prevent the practice of "ganging" multiple plugs and possibly overloading circuits.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

9. Ensure that every workstation has immediate access to an emergency power cut-off, so that it can be rapidly and safely shut down in an emergency.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

10. To assist in maintaining good housekeeping, arrange and organize storage in such a way as to ensure that materials can be safely stored (on racks, on shelves or in appropriate containers).

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

11. Provide an adequate number of waste receptacles for each workstation, to avoid the accumulation of waste and scraps on the workplace floor and to facilitate their removal. Receptacles for contaminated fabrics and rags should have tight-fitting covers.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

12. Designate specific smoking areas and prohibit smoking in all other areas by displaying no-smoking signs. Make sure designated smoking areas are free of flammable and combustible materials.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

Preparing for fire emergencies

13. Ensure that there are at least two exit routes from every workstation to a safe area outside the building, unless the distance from the workstation to a final exit is short.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

14. Clearly mark each exit route, provide emergency lighting and ensure that exit routes are lit day and night.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

15. Provide an adequate number of escape routes³ (at least two exit stairways, depending on the distance from workstations to the final exit). They must be protected from fire and smoke produced by a fire anywhere in the building, and be of sufficient width to facilitate the rapid evacuation of all occupants of the building.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

16. Keep exit routes clear, free of stored materials. Ensure that exit routes are unlocked while the building is occupied, and make sure that all doors on exit routes open in the direction of the flow of workers during an evacuation.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

17. Ensure that all final emergency exits open outwards. They should be fitted with push-bar releases or, if kept locked, secured with mechanisms that can be easily opened from the inside without the need for a key.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

3. Check local fire safety codes for details. For further information, see [Fire Safety Management Course \(ilo.org\)](https://ilo.org)

18. Ensure that all fire escape routes are checked on a daily basis, to confirm that they are not obstructed and that the emergency exit doors can be opened easily.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

19. Post a warning sign at each lift station (on each floor) stating: "DO NOT USE THE LIFT FOR EVACUATION DURING A FIRE".

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

20. Where curtains are used, make sure they are of a fire resistant material.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

21. Provide fire detection equipment, such as smoke detectors, heat detectors or flame detectors, in all areas of the building where combustible materials are stored. The detection system should be connected to an automatic alarm system to give warning to all occupants in an emergency. The alarm should be loud enough and could be supplemented by flashing lights for people with hearing impairments. These devices need to be routinely inspected and tested as part of the fire safety plan.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

22. Place fire extinguishers in sufficient numbers in appropriate locations, taking into account specific fire hazards (i.e. ensure that the correct type of extinguisher⁴ is in the best position). Check with the local fire brigade or labour inspectorate which types of fire extinguisher are appropriate for which fire hazards.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

23. Mount fire extinguishers at an easily accessible height, and clearly mark each location. Ensure that fire extinguishers are easy to reach and free of obstructions.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

⁴ For example, red (water), cream (foam), blue (dry powder), black (CO2) [April-2018-Types-of-fire-extinguisher-in-Australia.pdf \(cct.org.au\)](#)

24. Ensure that all occupants are able to evacuate the building should an emergency arise. Special arrangements may be required for workers with disabilities.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

25. Carry out at least one fire drill per year, evacuating all workers to designated safe areas outside the building.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

Training

26. Provide all workers with training on how to prevent fires and what actions to take if a fire is detected, including emergency evacuation and simple firefighting procedures. The fire safety management team should take the lead in this.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**

27. Train managers and supervisors in fire safety; fire control, including the use of fire extinguishing systems; and how to assist the fire safety management team in conducting evacuation procedures.

▶ **Do you propose any action?**

Yes No Priority

▶ **Remarks:**
