

Business Fire Safety Checklist



Schedule Regular Maintenance/Housekeeping check for the following hazards:

This checklist can be used as a reminder to review business fire safety procedures. Know and understand your municipal building fire and safety codes. It's recommended that employers work with outside certified professionals where appropriate.

- Equipment that sparks or smokes
- Frayed cords or wiring
- Limit the number of electrical cords in a socket/outlet
- Cracked or broken switch or receptacle plates
- Ensure outlets are in good working order
- Ensure grounding pin and prongs on wire plugs are intact and not bent
- Check fuses or circuit breakers
- Prohibit temporary wiring
- Ensure proper shielding on high-intensity lights, especially if the lights are near flammable items
- Keep combustible items away from power sources
- Make sure workspaces, walkways, and equipment are clean and clear of combustible debris (i.e. dust or grease buildup)
- Keep exit routes free of explosive or highly flammable furnishings or other decorations
- Keep exit routes free and unobstructed (no materials or equipment may be placed, either permanently or temporarily, within the exit route)
- Flammable liquids are properly labeled and stored
- Properly dispose of expired flammable liquids
- Assure that all portable fire extinguishers are inspected and maintenance tested by a professional on an annual basis
- Assure that fixed extinguishing systems (i.e. sprinklers) are inspected annually by a person knowledgeable in the design and function of the system to assure that the system is maintained in good operating condition

- Review emergency action plan/procedures at least annually
- Review and practice evacuation routes and procedures at least annually
- Provide fire-safety equipment usage education upon initial employment and at least annually thereafter ([OSHA 29 CFR 1910.157\(g\) – 157\(g\)\(2\)](#))
- Train on how to shut off gas and electrical power in case of emergency
- Ensure that flammable liquids are properly stored in original container with legible/ easy to identify labels
- Ensure that flammable liquids with certain flashpoints are stored in proper storage containers when not in use
- Prohibit smoking in or near storage areas
- Prohibit smoking inside, near working stations or in company-owned vehicles
- Review hazard communication program
- Ensure easy access to updated Safety Data Sheets (SDS)
- Avoid poorly ventilated areas where a chemical is being used
- Properly clean chemical spills
- Ensure the use of personal protective equipment (PPE)


This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

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