



# SAFETY BRIEF

## CAUSES OF FIRES

### 1. Poor Housekeeping

- Keep work areas tidy by removing trash and properly storing tools and equipment when not in use
- Immediately clean up spills
- Move items blocking exits or electric panels

### 2. Faulty Electrical Equipment

- Inspect all electrical equipment and extension cords prior to use and look for frayed wires, damaged insulation or missing grounding prongs
- Always remove cords by gently pulling the end of the plug
- Replace or report extension cords that have been in use for 30 days or more to your supervisor
- Do not overload circuits
- Power strips should only be used in office areas and should be equipped with surge protection

### 3. Hot Work

- Clear the area of combustible materials prior to beginning work
- Cover items that cannot be removed with fire-resistant covers or metal guards
- Complete work only in designated hot work areas
- Obtain a hot work permit if you are doing hot work outside of a designated area

### 4. Flammable Liquids

- Know how to properly store, use and handle flammable liquids; refer to the safety data sheet
- Store liquids in a safety can inside a flammable liquid storage cabinet
- Immediately report any improperly stored or damaged containers
- Before using a flammable liquid, make sure there are no ignition sources such as sparks or flames from welding, machinery or electrical equipment

