Quick Tips!
FIRE SAFETY INFORMATION FOR EVERYONE

TOPIC: WORK AREA FIRE SAFETY

Fire safety is everyone’s responsibility. Follow these seven general fire safety tips to help reduce the risk of a fire starting in your building.

1) FIRE INSPECTION:
Conducting regular inspections of your area will help to ensure fire safety in the work place. In addition, Environmental Health & Safety will conduct annual fire & life safety inspections of your facility to help with identifying potential fire safety hazards.

2) GOOD HOUSEKEEPING:
Fire safety begins with good housekeeping. Keep amounts of loose paper and other combustible items to a minimum and away from electrical sources.

3) SPACE HEATERS:
Portable space heaters are prohibited by the Texas A&M Health Science Center Office of Energy Management. Please submit a “facilities work request” to have the temperature in your office area adjusted. Facilities work requests are found on the Health Science Center website homepage under “Quick Links”.

4) CANDLES:
Candles, incense burners, oil lamps, or other personal items that smolder, are prohibited in work areas (individual or group), conference rooms, restrooms, etc. within all campus buildings. This restriction only applies to such items that show signs of having been lit. Candles and such items solely for decoration are approved.

5) ELECTRICAL:
Do not use extension cords as a substitute for permanent wiring. Use of an extension cord for longer than an 8-hour period is considered “permanent use”. If additional outlets are needed, use a power strip with surge protection. Always plug a power strip directly into a wall outlet and do not connect power strips in a series (one power strip connected to another). Inspect electrical cords on a regular basis. Check to make sure that cords are not cracked, damaged, or being pinched or crimped. Ensure that cords are fully plugged into an outlet.

6) STORAGE:
As a general rule of thumb, keep storage 24 inches below the ceiling tiles in rooms. Keep combustible materials stored under desks to a minimum. Maintain 3 feet of clearance around electrical access panels. Keep combustible materials away from electrical equipment, outlets, surge protectors, or other sources of electricity. Do not store anything in mechanical rooms, electrical rooms, exit corridors, or stairwells.
7) FIRE EXTINGUISHERS:
Find and make sure everyone knows where the closest fire extinguisher is located in your office area. Remember the PASS method when using a fire extinguisher: P) Pull the ring pin. A) Aim the nozzle at the base of the fire; this is where the fuel is located. S) Squeeze the top lever down. S) Sweep the nozzle back and forth at the base of the fire. Environmental Health & Safety offers hands-on fire extinguisher training; please contact us to schedule a session.

Environmental Health & Safety: On the web at the Health Science Center homepage under “Quick Links”.