

# Good Practices

## Fire Safety

Fire safety is important - It can save money and lives. The best fire safety practices prevent fires by reducing the risk of fire. Training workers is a very cost effective way to improve fire safety, because it teaches workers how to prevent fires from starting and what to do in case of an emergency. Make sure that there is enough fire safety equipment and that it is checked regularly. See also Good Practice Guides on Fire Fighters and Fire Extinguishers.

### Good practices for fire safety in the factory

- Suitable types of fire extinguishers and fire hoses must be available. Some fires (e.g. electrical fires) require special types of extinguishers (Figure 1).
- It is better to have too many fire extinguishers than not enough. Place extra extinguishers and hoses where the risk of fire is greatest.
- Mark the floor below fire extinguishers and fire hoses to indicate that nothing is allowed to obstruct access (Figures 1 & 2).
- Signs for fire extinguishers, hoses and exits must be clearly visible and written in a language that the workers can read and understand.
- Mark the location of fire safety equipment by painting the nearest wall or pillar red and/or placing signs above head height (Figure 1).
- Install back-up lighting and water supplies in case the electricity or water mains are affected by fire.
- Install fire alarms in the factory (Figure 1).
- Form a fire fighting team in each department/floor. Fire fighting teams can prevent fires by identifying hazards and in case of emergency can evacuate the workers. Identify fire fighters with badges, uniforms or armbands (Figure 3).



Figure 1



Figure 2

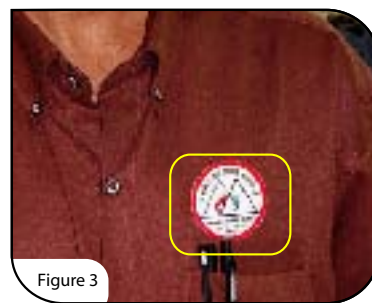


Figure 3

### Benefits:

- ✓ Fire prevention saves money by protecting property and lives
- ✓ Minimizes fire hazards and risks
- ✓ Safer workplace environment
- ✓ Helps to show that the company cares about the welfare of its workers
- ✓ May reduce insurance costs

### How:

- ✓ Check fire safety systems to make sure that there are enough suitable extinguishers, hoses and exit signs
- ✓ Make sure all fire safety equipment is tested at least once per year and is in good condition
- ✓ Make sure fire equipment is easy to get to in case of emergency and that signage is clearly visible
- ✓ Form fire fighting teams which include both employers and employees and use these teams to identify and reduce fire hazards
- ✓ Implement an emergency plan which includes evacuation procedures

### Cost:

\$

\$ Low cost

\$\$ Moderate cost

\$\$\$ High cost