**REMINDERS – PREVENTION OF FIRE HAZARDS**

1. **SMOKING** – Know the smoking policy for the building.

2. **EXTENSION CORDS**:

1. NEVER join extension cords.
2. USE only one device per cord.
3. INSPECT all cords visually. Do not use any which are frayed, worn or non-approved.
4. DO NOT conceal cords.

3. **ELECTRICAL EQUIPMENT**:

1. REPORT any abnormalities such as overheating, etc.
2. NEVER tamper with equipment or try to override safety devices.
3. TURN OFF when not in use.
4. COFFEE MAKERS – DO NOT leave on for prolonged periods.

4. **STORAGE**:

1. STORAGE will never clutter or restrict a means of egress.
2. STORAGE will never be higher than 50 cm below the lowest portion of a sprinkler system.
3. NEVER store flammable liquids with paper products, etc.
4. USE only designated storage areas.
5. ENSURE hazardous materials are properly labelled.
6. MAKE SURE an appropriate extinguisher is within easy reach.

5. **PERSONAL HABITS**:

a. DO NOT allow fire doors to be wedged open for any purpose. Remove any wedges found.

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1. REPORT any fire violations to the manager/supervisor of the location immediately.

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1. LIMIT the use of flammable liquids. Follow safe handling and disposal practices.
2. KEEP stairways, landings, hallways, passageways and exits clear of obstructions and combustible refuse at all times.
3. MAINTAIN access to fire hose cabinets, portable extinguishers, and other fire protection equipment at all times.