**Appendix A - Fire Risk Survey**

(not a required form)

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| --- | --- | --- | --- |
| **Type of Fire Hazard** | **Location** | **Emergency Actions** | **Required PPE** |
| i.e. latex paint | Back closet |  | None if closed |
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Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B - General Fire Prevention Checklist**

(not a required form)

Use this checklist to ensure fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

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| --- | --- |
| □ Yes □ No | Is the local fire department acquainted with your facility, its location, and specific hazards? |
| □ Yes □ No | If you have a fire alarm system, is it tested at least annually? |
| □ Yes □ No | If you have interior stand pipes and valves, are they inspected regularly? |
| □ Yes □ No | If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year? |
| □ Yes □ No | Are fire doors and shutters in good operating condition? |
| □ Yes □ No | Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? |
| □ Yes □ No | Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically? |
| □ Yes □ No | Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor? |
| □ Yes □ No | Are sprinkler heads protected by metal guards? |
| □ Yes □ No | Is proper clearance maintained below sprinkler heads? |
| □ Yes □ No | Are portable fire extinguishers provided in adequate number and type?\* |
| □ Yes □ No | Are fire extinguishers mounted in readily accessible locations?\* |
| □ Yes □ No | Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?\* |
| □ Yes □ No | Are employees periodically instructed in the use of extinguishers and fire protection procedures?\* |

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee fire fighting in your Emergency Action Plan and local fire code.)

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix C** - **Exits Checklist**

(not a required form)

Use this checklist to evaluate the Organization’s compliance with OSHA's standard on emergency exit routes.

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| □ Yes □ No | Is each exit marked with an exit sign and illuminated by a reliable light source? |
| □ Yes □ No | Are the directions to exits, when not immediately apparent, marked with visible signs? |
| □ Yes □ No | Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or other appropriate marking? |
| □ Yes □ No | Are exit signs provided with the word “EXIT” in letters at least five inches high and with lettering at least one inch wide? |
| □ Yes □ No | Are exit doors side-hinged? |
| □ Yes □ No | Are all exits kept free of obstructions? |
| □ Yes □ No | Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? |
| □ Yes □ No | Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.) |
| □ Yes □ No | Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)? |
| □ Yes □ No | Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal? |
| □ Yes □ No | Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact? |
| □ Yes □ No | Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort? |
| □ Yes □ No | Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside? |
| □ Yes □ No | Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? |
| □ Yes □ No | Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels? |

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Appendix D** - **Flammable and Combustible Material Checklist**

(not a required form)

Use this checklist to evaluate **the Organization’s** compliance with OSHA's standards on flammable and combustible materials:

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| □Yes □No | Do storage rooms for flammable and combustible liquids have appropriate ventilation systems? |
| □Yes □No | Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite? |
| □Yes □No | Are fire extinguishers appropriate for the materials in the areas where they are mounted?\* |
| □Yes □No | Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?\* |
| □Yes □No | Are extinguishers free from obstruction or blockage?\* |
| □Yes □No | Are all extinguishers serviced, maintained, and tagged at least once a year?\* |
| □Yes □No | Are all extinguishers fully charged and in their designated places?\* |
| □Yes □No | Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment? |
| □Yes □No | Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored? |
| □Yes □No | Are all spills of flammable or combustible liquids cleaned up promptly? |
| □Yes □No | Are storage tanks adequately vented to prevent the development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes? |

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee fire fighting in your Emergency Action Plan and local fire code.)

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_