

Business Education *Safety Training* CHECKLIST

Our goal is to help make your workplace safer with a free checklist review from a trained Fire Prevention volunteer!



*Mesa Fire and Medical Department in cooperation with the Mesa Chamber of Commerce join Mesa Business Owners to make Mesa **“A safer place to live and work”***

Before You Use A Fire Extinguisher

Make sure:

- ✓ to call the Mesa Fire Department (9-1-1).
- ✓ building is being evacuated.
- ✓ to activate the fire alarms or alert others.
- ✓ the fire is small and confined.
- ✓ there is a way out (Never let the fire get between you and your way out.)

When You Use A Fire Extinguisher

✓ Remember **PASS**

Pull the pin.

Aim the extinguisher at the base of the flame.

Squeeze the operating lever (on top).

Sweep the nozzle from side-to-side.



Your Business Education Safety Training (BEST) checklist:

Directions: *Please take a moment to evaluate these fire and life safety items in your workplace.*

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| • Is the building address clearly posted, so it can be seen from the street?
(Strip malls and Multi-tenant occupancies must have rear doors marked with address) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the fire lane clearly marked and free of obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can all exit doors be opened easily from the inside without a key? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • On doors with panic hardware, is the push bar the only locking or latching device? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do all exit doors have only one approved locking device (no slide bolts)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all aisles, stairs and exits clear and unobstructed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all the bulbs in your exit signs working? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • If there are emergency lights, do they work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all electrical cords in good shape, with no splices, cuts or crushed areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all stored materials stacked so they are at least two feet below the ceiling? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there less than 30 gallons of flammable liquids stored in the building? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there an emergency evacuation plan posted and practiced? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there clearance of all storage from around the hot water heater and boiler? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do all electrical panels have a 30" clearance for easy access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all dumpsters five feet away from combustible walls? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the occupant load posted (required with 50 or more people) and not exceeded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are approved fire extinguishers mounted in visible and accessible locations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have the fire extinguishers been inspected and retagged this year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do employees know where extinguishers are located and how to use them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of these questions is no you should correct the situation to improve the safety of your business” A yes answer indicates the item is in compliance. Our goal is to increase your awareness of Fire and Life Safety, reduce your risks and liability, and to make your business a safer place for everyone in the community. Our visit and this checklist is a guide. It is not intended to identify all hazards that may exist in the business and does not relieve the occupant and/or owner of the responsibility to fix any safety hazard listed, found, or not identified. This checklist is for your use only, please keep it for your records.

