Fire Safety Checklist

A workplace fire prevention and readiness check covering extinguishers, exits, alarms and hazards.

Fire Extinguishers

- [ ] Confirm extinguishers are present, charged and within their service date.
- [ ] Check the extinguisher type matches the hazards in each area.
- [ ] Verify extinguishers are mounted, accessible and clearly signed.
  Keep clear access to every extinguisher at all times.
- [ ] Confirm monthly visual checks and annual maintenance are recorded.
- [ ] Check that designated staff are trained if extinguisher use is expected.

Exits and Escape Routes

- [ ] Walk every escape route and confirm it is clear and unobstructed.
- [ ] Check exit doors open easily and are never locked while occupied.
- [ ] Confirm exit and directional signs are visible and illuminated.
- [ ] Test emergency and backup lighting along escape routes.
  Report any failed or flickering emergency light immediately.
- [ ] Verify at least two separate means of escape where required.
- [ ] Confirm assembly point signs are posted and known to staff.

Alarms and Detection

- [ ] Test smoke and heat detectors and confirm they are working.
- [ ] Verify the fire alarm system is tested and audible throughout.
- [ ] Confirm manual call points are accessible and unobstructed.
- [ ] Check that detection covers all required areas including storerooms.
- [ ] Verify alarm monitoring and notification arrangements are in place.

Housekeeping and Combustibles

- [ ] Remove accumulated combustible waste, paper and packaging.
- [ ] Confirm flammable liquids are stored in approved containers and cabinets.
- [ ] Keep combustibles away from heat sources and ignition points.
  Store flammables away from exits and walkways.
- [ ] Verify waste is removed regularly and bins are not overflowing.
- [ ] Confirm aisles, exits and equipment access are kept clear.

Electrical and Ignition Sources

- [ ] Inspect cables, plugs and sockets for damage or overheating.
- [ ] Confirm circuits and extension leads are not overloaded.
- [ ] Check that electrical panels are accessible and unobstructed.
- [ ] Verify heaters and hot work areas follow safe procedures.
  Hot work should follow a permit-to-work system where required.

- [ ] Confirm smoking is restricted to designated, safe areas.

Prevention Plan and Drills

- [ ] Confirm a fire prevention plan is documented and current.
- [ ] Check that fire wardens or marshals are appointed and trained.
- [ ] Verify a recent fire drill has been carried out and logged.
- [ ] Confirm employees know the alarm signal, routes and assembly point.
- [ ] Review arrangements for visitors and anyone needing assistance to evacuate.
- [ ] Important: this is general guidance only and does not replace OSHA regulations, local fire codes, formal training or your employer's fire prevention plan; confirm requirements with a qualified person.