

AM I WORKING IN A SAFE WORK PLACE

SL NO	FIRE SAFETY DETAILS	YES	NO	REMARKS
1	Are Fire Exits Clearly Marked and Easily identifiable?			
2	Are fire exits free from obstructions?			
3	Are fire Escape Route Plans Posted?			
4	Are "Do Not Use elevator in Fire Emergency" sign posted and legible?			
5	Are emergency phone numbers posted in conspicuous areas throughout the building?			
6	Are Fire Action Plan displayed?			
7	Is the Mock Emergency Drill Practiced biannually?			
8	Is ERT in place?			
9	Are Fire extinguishers available / sufficient?			
10	Are Fire extinguishers serviced regularly?			
11	Are Fire extinguishers accessible in all places?			
12	Is there an effective fire alarm?			
13	Is the fire alarm tested frequently?			
14	Are Smoke detectors checked regularly?			
15	Is access to the hose reels / hydrants accessible?			
16	Are Flammable Materials Stored?			
17	Are First Aid Kits really accessible?			

18	Are there sufficient numbers of First Aid Kits?			
19	Are the contents in the First Aid Kits Checked Regularly?			
20	Are Walkways free to trip hazards? (Eg. Electrical Cords)			
21	Are Emergency Exit Stairs are adequately lit?			
22	Are Electrical Cords free from fraying and damage?			
23	Good House Keeping is practiced, spills are quickly removed (especially oils), and excess paper and is trash discarded.			
24	Is Area lighting adequate?			
25	Are stairs, steps, handrails and landings in good condition?			
26	Is the parking area well maintained?			
27	Is signage's i.e., speed limit, adequate and properly secured?			
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28	Are Access control doors working fine?			
29	Are the instructions on access control doors working fine?			
30	Has the emergency light system been tested and a certificate of test and compliance issued?			
31	Is a process in place to ensure the system is regularly inspected and tested?			
32	Does the occupancy have Emergency Management Centre with necessary articles?			
33	Does the occupancy has got dedicated – In Personal Emergency Contact No.			