

General Fire Precautions Notice for Employees

Fire Safety Rules to be observed by all Employees and other Occupants



DO

- Keep fire doors shut at all times and doors generally closed where possible
- Keep final exit doors and escape routes free from obstruction at all times
- Report all fires, no matter how trivial, to the Fire Safety Manager
- Report any defective fire protection equipment to the Fire Safety Manager
- Read and take note of the emergency procedures for the premises
- Correctly dispose of all waste materials in non-combustible waste bins and ensure that such bins are emptied frequently
- Use cooking equipment safely
- Correctly turn off all portable or mobile space heaters at night
- Smoke only in designated locations outside the building and extinguish cigarettes in an appropriate container
- Take extra care when using flammable materials



DO NOT

- Wedge or hold-open any fire door, or remove any self-closing device
- Store goods or waste materials in stairways or other designated escape routes
- Tamper with any of the following life safety equipment or systems: Fire Detection and Alarm System, Emergency Lighting System, Fire Extinguishers or Hose Reels
- Remove fire-fighting equipment from their designated locations
- Tamper with any electrical or gas equipment in the building
- Use any unapproved portable or mobile space heating appliance in the building
- Use any approved portable or mobile space heating appliance in an escape route or public space
- Bring anything into the premises which is considered a fire hazard