

# Fact Sheet No. 7

## Good housekeeping

Regular maintenance and good housekeeping are the keys to a safe workplace. Most good housekeeping is little more than common sense and attention to detail. Make sure your fire safety measures are kept in good working order. Pay special attention to fire doors, escape routes, fire extinguishers, fire notices; and emergency lighting. We recommend you follow a simple schedule of daily, weekly and annual fire safety checks.



### Daily Checks

With regular training and constant fire safety awareness all staff should begin to fully understand the importance of good housekeeping. They should constantly look out for fire safety issues during their normal daily routine. All deficiencies should be reported and recorded on a non-conformance report. Here are some of the things to look for at the end of each shift or when vacating the premises:

- All doors and windows are securely closed (where possible).
- Electrical equipment is switched off and unplugged (wherever possible).
- Areas where smoking is permitted are clear of smouldering or smoking materials.
- Naked flames are extinguished (where possible).
- Combustible rubbish and waste has been placed in a safe place.
- The premises are secure from unauthorised entry.
- All escape routes are available for use and free from obstruction, slipping and tripping hazards?

### Weekly Fire Safety Checks

More thorough checks should be completed every week. These should include:

- Is the fire alarm panel fully operational?
- Are all emergency lighting systems, operational?
- Are sufficient numbers of replacement batteries and bulbs available?
- Are all escape routes available for use and free from obstruction, slipping and tripping hazards?
- Are all emergency 'push bars' or 'pads' on fire doors in good working order?
- Are all self-closing fire doors operating properly?
- Are all fire exit signs and directional arrows correctly positioned, securely fixed in position and visible from relevant points?
- Is all portable fire fighting equipment, including fire blankets and hose reels

(where provided) correctly positioned and fully operational?

- Are all portable radios and loud hailers (where provided for use in an evacuation) correctly located and fully operational?

### Annual Fire Safety Checks

Annual check should feature a full annual service of the equipment by trained and 'competent' engineers. This may include:

- Portable fire extinguishers, fire blankets and hose reels
- Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices
- Emergency lighting equipment, including self-contained units and torches.

You should keep copies of all maintenance records and ensure they are readily available for inspection.

### More help?

Call us anytime for more help or advice.