

 PREVENTING A FIRE – MACHINERY AND PLANT	YES	NO
Do all machinery and the plant receive regular routine maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Are motors and moving parts of machinery kept clean to prevent overheating?	<input type="checkbox"/>	<input type="checkbox"/>
Are vents on motors kept free of blockages to ensure air-cooling circulation?	<input type="checkbox"/>	<input type="checkbox"/>
Are drip trays provided and cleaned on regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are oil leaks and drips absorbed with suitable absorbent material (e.g. not sawdust)?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate cleaning equipment, such as wipes or clothes, provided so that spillages are quickly cleared from the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Are clothes and wipes thrown away correctly?	<input type="checkbox"/>	<input type="checkbox"/>
 PREVENTING A FIRE – MAINTENANCE OF BUILDINGS	YES	NO
Is every point of entry to the site and buildings secure against intruders?	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors, windows and gates locked and secured at the end of the working day ?	<input type="checkbox"/>	<input type="checkbox"/>
Are internal fire-resistant doors kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Are buildings regularly inspected for damage and decay?	<input type="checkbox"/>	<input type="checkbox"/>
Are the grounds surrounding buildings kept clear of combustible waste materials and vegetation?	<input type="checkbox"/>	<input type="checkbox"/>
 IN THE EVENT OF A FIRE: DAMAGE CONTROL	YES	NO
Is it possible to store goods clear of the floor to prevent possible water damage?	<input type="checkbox"/>	<input type="checkbox"/>
Have contingency plans been drawn up to reduce business interruption should a fire occur?	<input type="checkbox"/>	<input type="checkbox"/>
Are duplicate copies of contingency plans, records, back-up discs and documents kept safely in another building?	<input type="checkbox"/>	<input type="checkbox"/>

Emergency numbers
107
 (from a landline) or
021 480 7700
 (from a cellphone)

This checklist was produced by the City of Cape Town's Fire Safety Section.
 This checklist is also available in Afrikaans and Xhosa.
 Please contact us if you would like to receive the checklist in another language.



CITY OF CAPE TOWN
 ISIXEKO SASEKAPA
 STAD KAAPSTAD

Making progress possible. Together.







CITY OF CAPE TOWN
 ISIXEKO SASEKAPA
 STAD KAAPSTAD








FIRE & LIFE SAFETY WORKPLACE CHECKLIST



Making progress possible. Together.

 PREVENTING A FIRE: GOOD HOUSEKEEPING PRACTISES	YES	NO
Does everybody keep their workplace tidy?	<input type="checkbox"/>	<input type="checkbox"/>
Is the workplace kept clear of combustible waste and rubbish daily?	<input type="checkbox"/>	<input type="checkbox"/>
Is waste put in a safe, secure place for collection (i.e. not accessible to the public)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the burning of rubbish on the site prohibited?	<input type="checkbox"/>	<input type="checkbox"/>
In production storage areas, are benches, gratings, conveyer belts and similar places kept clear of dust and rubbish?	<input type="checkbox"/>	<input type="checkbox"/>
Are pipes, ducts, beams, trusses and electrical light fittings kept clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are areas outside buildings kept clear of waste material and combustible items (i.e. timber pallets, cardboard boxes, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
 ESCAPING FROM A FIRE	YES	NO
Are all doors unlocked and can they be opened from the inside during working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Are all escape routes clearly marked with exit signs using the 'running man' symbol and direction arrows?	<input type="checkbox"/>	<input type="checkbox"/>
Are all escape routes unobstructed from both the inside and the outside?	<input type="checkbox"/>	<input type="checkbox"/>
Are 'fire action' notices clearly displayed throughout the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Has a safe assembly point, outside the building, for employees been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know what to do when discovering a fire or when the fire alarm sounds?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed in fire procedures on a continuous and regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Have fire marshals or teams been appointed and trained in their duties and are regular fire drills held?	<input type="checkbox"/>	<input type="checkbox"/>
 FIRE DETECTION AND ALARM SYSTEMS	YES	NO
Is there an automatic fire or smoke detection and alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm tested and maintained regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for contacting the fire brigade:	<input type="checkbox"/>	<input type="checkbox"/>
• during the working hours?	<input type="checkbox"/>	<input type="checkbox"/>
• when the premises are closed?	<input type="checkbox"/>	<input type="checkbox"/>
Do all staff know the emergency number 107?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system connected directly to the fire brigade?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system, and all its components, continuously monitored?	<input type="checkbox"/>	<input type="checkbox"/>
Does your fire alarm have a different tone to the burglar alarm?	<input type="checkbox"/>	<input type="checkbox"/>
 FIRE PROTECTION EQUIPMENT	YES	NO
Has suitable and sufficient firefighting equipment been provided throughout the workplace and is it serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been instructed on the correct use and operation of the firefighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers, hose reels and automatic sprinkler systems, etc. regularly inspected by SABS-registered persons?	<input type="checkbox"/>	<input type="checkbox"/>
Are regular checks undertaken to make sure that equipment is not missing or damaged?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire points indicated by symbolic signage and are they unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>

 PREVENTING A FIRE – STORAGE AREAS	YES	NO
Are storage areas separated from the rest of the building by fire-resistant walls and doors?	<input type="checkbox"/>	<input type="checkbox"/>
Is access to storage areas restricted to those who really need to be there?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas inspected for fire hazards at the end of the working day?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear spaces around shelving and stacks of stored materials and are adequate spaces provided between them?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacked goods restricted to below 3 m in a building without sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacks and shelves arranged so that sprinkler heads and fire detectors are not obstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacks and shelving stable and unlikely to collapse quickly if a fire occurs?	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials stored in the correct place and are excessive quantities of combustible materials in process areas avoided?	<input type="checkbox"/>	<input type="checkbox"/>
 PREVENTING A FIRE – LIQUIFIED PETROLEUM GAS (LPG)	YES	NO
Are all LPG cylinders stored safely, in an external fenced compound at least 3 m from buildings or boundary fences?	<input type="checkbox"/>	<input type="checkbox"/>
Is the area kept locked and is it used only to store LPG cylinders?	<input type="checkbox"/>	<input type="checkbox"/>
Has your LPG installation been approved by your local authority?	<input type="checkbox"/>	<input type="checkbox"/>
Are warning notices, prohibiting smoking and naked flames, prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders stored with their valves in the upright position?	<input type="checkbox"/>	<input type="checkbox"/>
Is a DCP extinguisher (minimum 9 kg) kept in close proximity of the cylinder?	<input type="checkbox"/>	<input type="checkbox"/>
Should cylinder valves be kept closed at all times when the cylinder is not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Should cylinders be placed on stoves or hot plates?	<input type="checkbox"/>	<input type="checkbox"/>
 PREVENTING A FIRE – FLAMMABLE LIQUIDS	YES	NO
Are all stocks of flammable liquids kept in purpose-built flammable liquid stores?	<input type="checkbox"/>	<input type="checkbox"/>
Is the flammable liquid store indicated by signage and is it kept clean and tidy and well ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Are the quantities of flammable liquids used in the workplace kept to a minimum and, when not needed, returned to safe storage?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids kept away from all possible sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable spark-proof tools and light fittings provided for use in places where there may be flammable vapours?	<input type="checkbox"/>	<input type="checkbox"/>
 PREVENTING A FIRE: THE HEATING AND LIGHTING OF SPACES	YES	NO
Is care taken to prevent materials being left on or near heaters?	<input type="checkbox"/>	<input type="checkbox"/>
Are all heaters and lights switched off before close of business?	<input type="checkbox"/>	<input type="checkbox"/>
 PREVENTING A FIRE – SMOKING	YES	NO
Is smoking prohibited in all but designated areas and are smoking policies strictly enforced?	<input type="checkbox"/>	<input type="checkbox"/>
When smoking is permitted, are suitable metal ashtrays provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are ashtrays or containers emptied at least once a day, or more often if needed?	<input type="checkbox"/>	<input type="checkbox"/>