

NEW YEAR WORKPLACE SAFETY CHECKLIST



This checklist will help businesses inspect their workplace fire protection systems for fire preparedness. If you answer "No" to anything below, take the necessary actions to remediate the issue.



EXIT



FIRE EXTINGUISHERS

Fire extinguishers are fully charged & have current tags.

CIRCLE ONE **NOTES**

YES NO

Fire extinguishers are visible and accessible.

YES NO

Fire extinguishers' tamper seals aren't broken.

YES NO

Fire extinguishers are not missing from designated areas.

YES NO

Pressure gauge indicator in operable range.

YES NO

Fullness determined by weighing or lifting extinguishers.

YES NO

FIRE SPRINKLERS

Fire sprinkler heads are not obstructed or blocked.

YES NO

Fire sprinkler heads are free from leaks.

YES NO

Fire sprinkler heads show no sign of damage.

YES NO

EMERGENCY EXIT SIGNS & LIGHTS

Exit signs and lights are not obstructed.

YES NO

Exit signs and lights are operable.

YES NO

Exit signs and lights illuminate when pushing test button.

YES NO

Exit signs and lights are not damaged.

YES NO

KITCHEN SUPPRESSION (IF APPLICABLE)

- Extinguishing system is in the proper location.
- Manual actuators are unobstructed.
- Tamper indicators and seals are intact.
- Maintenance tag or certificate is in place.
- No obvious damage exists that might prevent operation.
- Pressure gauge(s), if provided, is in the operable range.
- Nozzle blowoff caps, where provided, are intact and undamaged.
- Protected equipment has not been replaced, modified or relocated.

CIRCLE ONE NOTES

YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____

EMERGENCY ACCESS & EGRESS

- All means of egress are unobstructed.
- Stairways are clear and not used for storage.
- Exit doors are operable and not blocked.
- Exterior stairways and means of egress are free of snow and ice.

YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____

GENERAL MAINTENANCE

- All electrical plugs, power strips, and UPS are in good repair.
- Electrical cords are not run under doors or floor coverings.
- Electrical outlet plates are not missing or cracked.
- No extension cords used for permanent use.
- Flammable liquids are properly stored.

YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____

PROFESSIONAL INSPECTIONS

- Fire Sprinkler Inspection & Testing Current.
- Fire Extinguisher Inspection & Testing Current.
- Kitchen Suppression Inspection & Testing Current (if applicable).
- Fire Suppression Inspection & Testing Current (if applicable).
- Fire Alarm Inspection & Testing Current.
- Emergency/Exit Lighting Inspection & Testing Current.

YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____
YES	NO	_____