
PART FOUR: APPENDICES**Appendix 1-1 – Fire Safety Do's and Don'ts**

1. **Do not** use cardboard boxes, wooden crates or other receptacles that are made of combustible material as makeshift rubbish bins at your workplace.

Do provide and use proper rubbish bins, preferably those made of non-combustible material, like metal.

2. **Do not** accumulate unwanted items at your workplace.

Do dispose of unwanted items at regular intervals to ensure good housekeeping at your workplace.

3. **Do not** use corridors, walkways or passageways that form parts of the emergency escape route at your workplace for storage.

Do keep corridors, walkways and passageways free of obstructions.

4. **Do not** leave food or edibles accessible to wild life.

Do ensure food and other edibles are inaccessible to wild life by using proper storage facilities.

5. **Do not** remove ceiling boards or use ceiling void (i.e. space above suspended ceiling) for storage.

Do ensure all ceiling boards are in place, not missing, or damaged and refrain from using ceiling voids for storage purpose.

6. **Do not** paint over smoke/heat detectors and sprinkler heads or hang objects on them.

Do ensure the detectors and sprinkler heads are not painted over or obstructed with objects.

7. **Do not** stack up items to a height less than 0.5m (or 1 m for warehouse) from sprinkler heads.

Do ensure that there is clear headroom of 0.5m (or 1 m for warehouse) between stacked goods and sprinkler heads.

8. **Do not** use fragile containers to store flammable liquids or keep flammable substances in places where large amounts of heat will build up or near an ignition source.

Do store flammable liquids in proper, unbreakable containers and keep flammable substances in well-ventilated places and away from any ignition source.

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9. **Do not** seal up ventilation openings or leave a non-working/inoperable ventilation fan unrepaired.

Do ensure ventilation openings are not sealed up and have defective ventilation fan repaired quickly.
 10. **Do not** use candles or other naked flame for lighting purposes, especially during a power failure.

Do make available battery-operated portable torches as a backup.
 11. **Do not** smoke in “No-smoking” areas.

Do observe “No-smoking” rule strictly in your premises.
 12. **Do not** use or operate dirty or greasy equipment/machinery.

Do have the equipment/machinery cleaned and serviced regularly.
 13. **Do not** leave heavy machinery operating or running unattended.

Do ensure that machines that are in use are always tended by qualified operators.
 14. **Do not** leave electrical appliances or equipment continued to be energized when they are not in use, especially after office/working hours.

Do switch off at the mains all electrical appliances or equipment that are not in use, especially after office/working hours.
 15. **Do not** put any liquid or thing that is flammable or combustible near an electrical switchboard or an enclosure containing electrical components.

Do ensure that the electrical switchboards and the enclosures of electrical components are kept clear of flammable or combustible substances and liquids.
 16. **Do not** dispose of oil-soaked rags in combustible receptacles.

Do dispose of oil-soaked rags in self-closing metal bins.
 17. **Do not** use electrical equipment that has poor wiring such as frayed cables and loose connections.

Do ensure the wiring is in good condition and for any defect, get a licensed electrician to check and rectify it immediately.
 18. **Do not** overload the electrical circuit by drawing current from one power outlet to multiple electrical appliances or equipment simultaneously.

Do use one power outlet for one electrical appliance or equipment, wherever possible.
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19. **Do not** allow electrical fitting works to be carried out by non-qualified or unauthorized personnel.

Do engage licensed electricians for all electrical fitting works.

20. **Do not** use electrical closets or compartments that house dry riser inlets/outlets, hose reels, telecom riser ducts etc., for storage.

Do ensure that the closets and compartments are always clean and free of obstructions.

21. **Do not** use staircases as rest areas or storage space.

Do keep staircases free of obstructions at all times.

22. **Do not** burn joss stick, oil, incense paper and other offerings used in religious ceremonies in the premises.

Do use joss sticks, lamps and candles that are electrical, or battery operated.

23. **Do not** cook in the premises using open-flame stove or electrical hot-plate except for areas that are allowed for cooking such as kitchens and food stalls.

Do use microwave or electrical oven for heating up food only.

24. **Do not** pour water onto cooking oil fire.

Do switch off the electrical/ gas supply and put off the fire with nearby fire extinguisher.

25. **Do not** wedge open any fire door.

Do ensure fire doors are kept closed but unlocked at all times.

26. **Do not** obstruct the access to a fire hose reel or a fire extinguisher.

Do keep the hose reel cabinets and fire extinguishers free from any obstruction.