













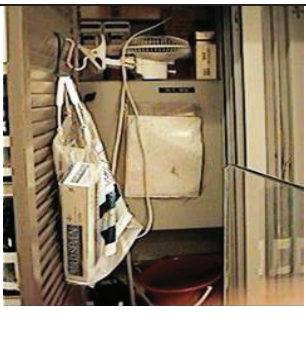











Fire Safety Do's and Don'ts Checklist

1.	<p>DO NOT use cardboard boxes, wooden crates or other receptacles that are made of combustible material as makeshift rubbish bins at your workplace.</p> <p>DO provide and use proper rubbish bins, preferably those made of non-combustible material like metal.</p>		
2.	<p>DO NOT accumulate unwanted items at your workplace.</p> <p>DO dispose of unwanted items at regular intervals to ensure good housekeeping at your workplace.</p>		
3.	<p>DO NOT use corridors, walkways, or passageways that form parts of the emergency escape route at your workplace for storage.</p> <p>DO keep corridors, walkways and passageways free of obstructions.</p>		
4.	<p>DO NOT leave food or other edibles accessible to rats.</p> <p>DO ensure food and other edibles are inaccessible to rats by using proper storage facilities.</p>		
5.	<p>DO NOT remove ceiling boards or use ceiling void (i.e. space above suspended ceiling) for storage.</p> <p>DO ensure all ceiling boards are in place, not missing, or damaged and refrain from using ceiling voids for storage purpose.</p>		

6.	<p>DO NOT paint over smoke / heat detectors and sprinkler heads or hang objects on them.</p> <p>DO ensure the detectors and sprinkler heads are not painted over or obstructed with objects.</p>		
7.	<p>DO NOT stack up items to a height less than 0.5m (or 1m for warehouses) from sprinkler heads.</p> <p>DO ensure that there is clear headroom of 0.5m (or 1m for warehouses) between stacked goods and sprinkler heads.</p>		
8.	<p>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.</p> <p>DO store flammable liquids in proper, unbreakable containers and keep flammable substances in well-ventilated places and away from any ignition source.</p>		
9.	<p>DO NOT seal up ventilation openings or leave a non-working / inoperable ventilation fan un-repaired.</p> <p>DO ensure ventilation openings are not sealed up and have defective ventilation fan repaired quickly.</p>		
10.	<p>DO NOT use candles or other naked flames for lighting purposes, especially during a power failure.</p> <p>DO make available battery operated portable torches as a back up.</p>		

11.	<p>DO NOT smoke in "No Smoking" areas.</p> <p>DO observe "No Smoking" rule strictly in your premises.</p>	
12.	<p>DO NOT use or operate dirty or greasy equipment / machinery.</p> <p>DO have the equipment / machinery cleaned and serviced regularly.</p>	
13.	<p>DO NOT leave heavy machinery operating or running unattended.</p> <p>DO ensure that machines that are in use are tended at all times by qualified operators.</p>	
14.	<p>DO NOT leave electrical appliances or equipment continued to be energized when they are not in use, especially after office / working hours.</p> <p>DO switch off at the mains all electrical appliances or equipment that are not in use, especially after office / working hours.</p>	
15.	<p>DO NOT put any liquid or thing that is flammable or combustible near an electrical switchboard or an enclosure containing electrical components.</p> <p>DO ensure that the electrical switchboards and the enclosures of electrical components are kept clear of flammable or combustible substances and liquids.</p>	

16.	<p>DO NOT dispose of oil-soaked rags in combustible receptacles.</p> <p>DO dispose of oil-soaked rags in self-closing metal bins.</p>	
17.	<p>DO NOT use electrical equipment that has poor wiring such as frayed cables and loose connections.</p> <p>DO ensure the wiring is in good condition and for any defect, get a licensed electrician to check and rectify it immediately.</p>	
18.	<p>DO NOT overload the electrical circuit by drawing current from one power outlet to multiple electrical appliances or equipment simultaneously.</p> <p>DO use one power outlet for one electrical appliance or equipment, wherever possible.</p>	
19.	<p>DO NOT allow electrical fitting works to be carried out by non-qualified or unauthorised personnel.</p> <p>DO engage licensed electricians for all electrical fitting works.</p>	
20.	<p>DO NOT use electrical closets or compartments that house dry riser inlets / outlets, hose reels, telecom riser ducts etc. for storage.</p> <p>DO ensure that the closets and compartments are clean and free of obstructions at all times.</p>	

21.	<p>DO NOT use staircases as rest areas or storage space.</p> <p>DO keep staircases free of obstructions at all times.</p>		
22.	<p>DO NOT burn joss sticks, oil, incense paper and other offerings used in religious ceremonies in the premises.</p> <p>DO use joss sticks, lamps and candles that are electrical or battery operated.</p>		
23.	<p>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.</p> <p>DO use microwave or electrical oven for heating up food only.</p>		
24.	<p>DO NOT wedge open any fire door.</p> <p>DO ensure fire doors are kept closed but unlocked at all times.</p>		
25.	<p>DO NOT obstruct the access to a fire hose reel or a fire extinguisher.</p> <p>DO keep the hose reel cabinets and fire extinguishers free from any obstruction.</p>	