

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

WORK PLACE SAFETY

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS DEPARTMENT COMMUNITY OUTREACH OFFICE AT 301-883-5250



The Prince George's County Fire/EMS Department wants to remind you on the importance of keeping a safe work place. It's important to look around at your surroundings, make sure your paths are clear of any obstacles, know two ways out and your exits out of the building is clear. So here are a few simple tips to look around to make sure you have a safe work place.

Be Prepared for a Fire Emergency: Read and understand your building's emergency plan.

- Leave immediately and close all doors behind you when you hear the fire alarm sound.
- If you have to escape through smoke, get low and go under the smoke to the nearest exit.
- Count the doors or desk between your work area and the nearest exits.
- Know at least TWO WAYS OUT of your work area and participate in regular fire drills.
- Know where the fire alarms are located and learn how to use them.

Employers should do the FOLLOWING:

- Train all employees in evacuation procedures.
- Conduct regular fire drills, including all employees and visitors.
- Include employees with disabilities in your emergency planning.

Conduct Regular Fire Drills: Each month your office should be conducting fire drills so that employees can better familiarizes themselves with their work place. This will allow you to see if your area needs any correcting.

Keep Exits Clear: Always keep trash, and other combustibles free and clear of any exit.

Report Blocked Exits: If you're Fire Exit is blocked you must report this immediately to your supervisor and the building staff.

Electrical Cords: NEVER run Electrical Cords under furniture and don't plug extension cords into each other.

Appliances - Coffeemakers: At the end of the day always unplug your coffeemaker. When not in use best to unplug the appliances. Always do a monthly inspection on all of the appliances that are in your work area.

Look for problems and if you see them replace them. ANY Problem found should be corrected immediately.

REMEMBER TO DIAL 911 IN ALL EMERGENCIES