







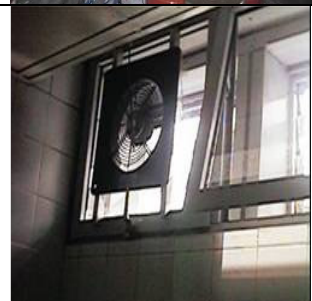
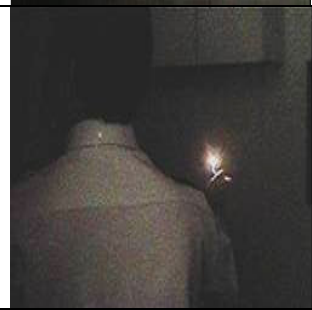
















## Fire Safety Do's and Don'ts Checklist

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

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

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

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

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