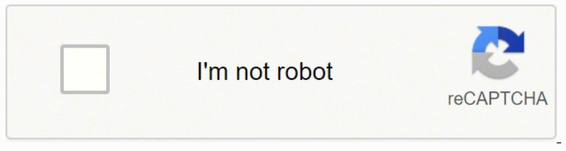

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Warehouse fire risk assessment pdf worksheet pdf template

Fire Extinguisher Inspection and Maintenance

NFPA 10, *Standard for Portable Fire Extinguishers*, published by the National Fire Protection Association (NFPA), provides requirements for the inspection and maintenance of a portable fire extinguisher (hereinafter referred to as "extinguisher"). The following is a summary of those requirements, including a sample recordkeeping form.

Monthly Inspection

To ensure that extinguishers are ready for use, regular monthly inspections should be performed. This inspection should include verification of all of the following:

- ☑ The extinguisher is properly located and freely accessible.
- ☑ The operating instructions, designed class, and manufacturers' information is legible.
- ☑ All seals and inspection tags are in place.
- ☑ All hardware is secure and free from burrs, rust, and abrasions.
- ☑ The discharge hose is firmly attached and free from dry rot, rips, and cuts, and the nozzle is free from obstructions.
- ☑ The extinguisher gauge reads full (for a CO_2 extinguisher), full charge is determined by weight, as listed on the label).
- ☑ The body of the extinguisher is free from damage.

Maintenance Schedule

To ensure that an extinguisher will operate safely and effectively, regular maintenance should be performed. Effective August 17, 2008, NFPA 10 requires maintenance, servicing, and recharging to be performed by a person that is certified by a "recognized organization through a formal certification program or by an equipment manufacturer that has a certification program."

Regular maintenance requirements include:

- ☑ Detailed physical inspection annually. Extinguishers with a loaded stream agent (foam) should receive a complete internal inspection, performed annually. This does not apply to non-rechargeable extinguishers.
- ☑ Conductivity tests should be performed on CO_2 extinguishers annually.
- ☑ Hydrostatic tests of extinguishers should be performed every 5 years (12 years for mild steel cylinders), in accordance with NFPA 10.
- ☑ Extinguishers, which have 12-year hydrostatic test intervals, should be disassembled, inspected, and recharged every 6 years.
- ☑ Internal examination of stored pressure extinguisher should be conducted following the inspection cycles provided in Table 7.3.1.1.2 of NFPA 10.

Record Keeping

Records of extinguisher inspection and maintenance efforts should be kept onsite. Records should be maintained to show at least the previous 12 months inspections, in addition to the annual and 5-, 6-, and 12-year maintenance schedule.

(Rev. 06/09) AN-1304

The information in this article was provided courtesy of Lumbermen's Underwriting Alliance.
www.lumbermensunderwriting.com
For further information please contact your servicing Loss Prevention Representative, thank you.

PROJECT RISK ASSESSMENT FORM

Sydney Microscopy & Microanalysis (SMM) requires users of the facility to conduct a risk assessment of their projects prior to commencing work in the centre, in compliance with the University of Sydney Workplace Health & Safety (WHS) program and in accordance with the WorkCover Legislation promoting safe practices in the workplace.

This form must be completed and signed prior to conducting a new project at the SMM

SECTION A. USER INFORMATION	
Name	
University / Company	
Division / Research Group	
Telephone / Mobile phone	
Email address	
ACMM user code	
University of Sydney UNIKEY	You will need your personal UNIKEY ID to access data collected at SMM Contact the SMM front office if you need to apply for a new UNIKEY
Are you a new user at the SMM?	YES / NO

(Dogs' Homes Letterhead)

(Name)
(Address)
(Date)

Dear ***(employee name)***

Re: Notice of Suspension of Employment on full pay

This letter is to inform you that you are suspended from employment pending an investigation being conducted into the following issue/s of alleged serious misconduct against you:

- ***(Details of the misconduct)***
-

In these circumstances the Dogs' Homes of Tasmania has no alternative but to suspend your employment on full pay with immediate effect.

During your suspension you must not, without first seeking the prior consent of the Dogs' Homes of Tasmania:

- attend your workplace
- perform any of your ordinary duties
- have any deliberate communication with any employee, volunteer, contractor, customer, client, visitor or unpaid, contractor or supplier of the Dogs' Homes of Tasmania.

Please return to the Dogs' Homes of Tasmania immediately all things in your possession belonging to us, including your keys, and inform us of information technology passwords. These will be returned to you and/or reinstated when you resume normal duties.

Please let us know the best way to contact you during the period of suspension. In due course we will let you know the next steps in the investigation of the misconduct issue.

Yours sincerely

(Manager's name, title and signature)

Template May 2010

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises Name *Address* *Tel no:*	*Use of Premises* *Owner/Employer/Person in control of the workplace*
Date of Risk Assessment	*Date of Review*

Name & relevant details of the person who carried out the Fire Risk Assessment

2 GENERAL STATEMENT OF POLICY

Statement:

It is the policy of ..... to protect all persons including employees, customers, contractors, and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose'.

Signed: *Print Name:* *Date:*

Sample Risk Assessment Form – Business Services (Office-based)

ACTIVITY-BASED RISK ASSESSMENT FORM					
Company:	ABC Consultancy Pte Ltd	Conducted by: (Names, designations) (Date)	Mr. Keng (Senior Financial Consultant), Ms. Ho (Senior Human Resource), Mr. Lee (Building Facility Engineer) 03 Jan 2010		
Process/ Location:	Provide financial consultancy to members of the public / Time Square Building				
Approved by: (Name, designation) (Date)	Ms. Lilian Woo (President) 05 Jan 2010	Last Review Date:	NA	Next Review Date:	30 April 2010

1. Hazard Identification				2. Risk Evaluation				3. Risk Control	
1a.	1b.	1c.	1d.	2a.	2b.	2c.	2d.	3a.	3b.
No.	Work Activity	Hazard	Possible Accident / Ill Health & Persons-at-Risk	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Action Officer, Designation (Follow-up date)
1a	Making cold-calls to reach out to potential clients.	Prolonged use of telephone without headset (with most times cradling).	Neck strain, shoulder strain and aching – self.	• Each station equipped with headset.	Minor	Occasional	Low	NA	NA
1b		Improper sitting posture or not using low back support while sitting.	Lower back pain	• Ergonomically-designed chairs provided for all employees. • Take short breaks after every hour of work.	Moderate	Occasional	Medium	Automatic display of message on computer screen to remind employees to take break	Ms. Tan (IT Consultant) 30 April 2010
2a	Use of computers.	Prolonged staring into computer screen.	Eye strain	• Provide adequate (not too bright) lighting. • Screen positioned in position to avoid glare.	Minor	Occasional	Low		
2b		Prolonged typing.	Wrist injury (carpal tunnel syndrome)	• Use of wrist cushion. • Take frequent break.	Moderate	Occasional	Medium	Engage external expert to give talk on office	Ms. Iris (Senior HR) to obtain quotations and selection of appropriate party

Warehouse fire risk assessment template. Warehouse fire risk assessment example.

This fire risk assessment has recently been reviewed in line with current best practice and is now more comprehensive and easier to use.This document does not provide an exhaustive list and there may be items in respect of the storage facility concerned that are not on the list. This should offer clear, unambiguous guidance to everyone on site, and should be made available for people's convenience, as well as being committed to memory by responsible persons in the workplace, in order to help coordinate evacuations. It is recommended that you save the document to a location of your choice prior to viewing. It's important to identify these risks well in advance, and make every effort to mitigate them through the use of training and structural modifications. However, you should seek to identify any and all fire hazards in your workplace, including stored objects, machinery and structural elements which may aid the spreading of fire. This is a particular risk in factory and distribution environments with conveyor belts Faulty electrics – poorly fitted and designed cables and other electrical devices can be prone to breakage and heat generation Faulty equipment – poorly maintained machinery and equipment can be prone to electrical fires and the accumulation of debris Lighting – light sources can also produce sufficient heat to start fires, particularly if they are left on for long periods. Sources of ignition While this is by no means an exhaustive list, the most common ignition sources for factories and warehouses include: Cigarettes, matches and lighters – these can be carelessly discarded by employees, and often result from an absence of properly designated smoking areas and cigarette bins Naked flames – these may be part of the manufacturing process Sparks – these may be a by-product of manufacturing processes, and can easily ignite dust and other collected debris Hot work – machinery and vehicles can produce heat that may ignite combustible materials, as can machinery and equipment brought into the factory or warehouse environment. By identifying how a fire is likely to spread, what the makeup of your workforce and visitors is, and which risks you can not completely eliminate, you can now draft an informed emergency plan of action. This may depend on a number of localised factors, as well as the nature of these individuals, their knowledge of protocols and their ability to leave the premises swiftly and safely. At risk areas should be assessed for these materials as soon as possible, with changes in legislation likely Sources of oxygen The air around us is the primary source of oxygen for a fire, with some extinguishers working by suppressing the oxygen supply in a space. Where fire safety responsibilities are delegated, a culture should be instilled where safety is treated seriously, and lines of communication are clear. These machines often have ventilation which must be maintained and not obscured in any way Extractor fans – equipment designed to extract dust can become hot or clogged up, posing a fire risk in itself Conventional heat sources – HVAC and radiators are a mundane risk, but traditional advice applies – do not cover heat sources, block ventilation, or place at risk objects in their vicinity Frictional heat and static – moving objects and machinery can easily generate heat and static, which can cause debris and other neighbouring objects to catch. For a basic storage unit the Duty Holder can carry out the risk assessment themselves but it is recommended that a competent person is instructed to assist in this important task. These may include: Vulnerable people (e.g. those with disabilities) Isolated people (e.g. maintenance staff) Lone workers (e.g. cleaning staff) People with language difficulties, or for whom English is not a first language Children and young people People who are not familiar with your fire action plan Review your fire safety protocols Fire safety protocols should consist of three critical steps: Evaluate the risk of fire Fires are most commonly started by accident (e.g. dropping or forgetting to extinguish something), by negligence (e.g. poor maintenance and cleaning, or deliberately (e.g. arson). Review and revise Once your fire risk assessment has been carried out and your response formulated, it's important not to just abandon it. As such, you need to consider what will happen in the event of a fire, and how this could put people at risk. Where possible, you should aim to: Remove sources of ignition, fuel and oxygen Control the density of people and goods Alter layouts to make evacuation easier Implement early detection and warning systems Facilitate fire fighting and access for fire fighters Use clearly marked, lit and maintained fire escapes Use emergency lighting and clear signage Ensure proper maintenance of equipment and factory/warehouse floor Record, plan, inform Where many health & safety management systems fall down is the lack of attention to admin. This Small Warehouse Fire Risk Assessment is intended for a small warehouse or storage facility, no matter what product is stored at the facility.Even in the newest, cleanest stores there is a risk of fire. Training is also a crucial element of this workforce preparedness. Every significant finding in your assessment should be documented, along with the action taken to address it. It will be up to you to decide whether each scenario requires a comprehensive assessment or simply a 'spot fix', but you should aim to review and revise your policy whenever it seems necessary. Again, as we have seen in Grenfell, fires can quickly spread out of control between rooms and even floors, while toxic smoke can quickly make it difficult to breathe, make judgements and navigate corridors. Your assessment will serve as the template for future assessments, which should be carried out periodically, and if there are any substantive changes to the makeup of your premises. However, the tight confines of some warehouses and need to illuminate items can mean that lighting is a potential risk factor Arson – Arson is a rare but constant threat, and efforts should be made to prevent it. Identify fire hazards Every facility is different, and you may be able to eliminate certain ignition and fuel sources as factors, although this should never be done without careful investigation and absolute certainty. This will help to ensure compliance and to inform your future policies. Each new risk factor could have a snowball effect that may impact on others, changing your assessment and impeding on seemingly irrelevant control factors and measures. For this reason the form contains blank boxes for additional items specific to the particular circumstances, which you can use as needed.When doing the fire risk assessment you must:Identify any flammable substances, where they are, whether they are inert, segregated from any others.Consider your alarm system and escape routes.Consider what fire extinguishers you have, type and location.Consider employees and visitors who may be at risk.The requirement for businesses to carry out fire risk assessments applies to all non-domestic premises.This document is in open format.Once you have subscribed to the relevant Document Folder, click on the "Download Document" button below. Stay vigilant and take no chances, and you will stand the best chance of mitigating the risks. Halogen lamps are of particular concern, although these may be less likely to be used in a factory or warehouse environment. Several officially recognised fire safety schemes exist, and can be undertaken by general employees as well as managers and fire safety marshals. How large or small that risk is depends on what is stored and what controls are in place.Under The Regulatory Reform (Fire Safety) Order 2005 businesses are required to carry out a fire risk assessment. The size of the site, variety of materials and presence of clutter all mean that fire safety has to be dealt with extremely vigilantly, and risk assessments carried out on a regular basis. People at elevated risk Special accommodation should be made to individuals or groups who may have a heightened risk in the event of a fire. Without properly documenting your fire risk assessments and reporting risks, hazards and incidents, it becomes impossible to learn from mistakes and to improve through iterative change. These include products with a high oil content, butter, sugar, cinnamon, flour and pistachios Paper and packaging – cardboard boxes, packing materials, labels and other stationary all present a fire risk, and are prone to being blown around or discarded Combustible insulation – If it had not already been shown, the Grenfell Tower disaster illustrated the present danger of combustible insulation and cladding. Take action to reduce risks Once you've identified the risks and the impact they will have, it's time to put your knowledge into action. Individuals should ideally be queried as to their perceived safety in these scenarios, with comprehensive plans for all foreseeable fire safety scenarios. A combination of employee training, incident reporting and aggressive identification of risk factors will help to reduce the risks posed by these three scenarios. Combustible materials should not be left in easily accessible locations, such as a skip at the side of a building, and security measures should be used to deter intruders, including lighting, security fences and cameras if necessary Sources of fuel Fuel sources commonly found in factory and warehouse environments include: Flammable liquids and solvents – Petrol, methylated spirit, white spirit, disposable lighters and eCigarettes/vape pens are the most common sources, but other risk factors include paints, oils, varnishes, thinners and adhesives Flammable chemicals – cleaning products used to remove dust and debris can often be an equal or greater fire risk, and precautions should be taken to ensure that they do not come into contact with any live ignition sources Waste products – debris including wood shavings, dust, shredded paper and other litter can easily accumulate if proper cleaning routines are not put in place Flammable gases – gases including LPG and refrigerants are common in areas where products and equipment are refrigerated and transported, making their storage and handling an active fire risk Stored goods – high density pallet racking and other methods of warehouse storage can be a substantial fire risk, depending on the storage container, the contents of the racking, its placement and how closely the products are packed Foodstuffs – certain foodstuffs are either flammable or prone to spontaneous combustion. However, additional sources of oxygen may include: Oxidising chemicals – identified by their COSHH hazard logo Oxygen cylinders, e.g. for welding Pyrotechnics Identify people at risk People in and around the premises This point ought to be self-explanatory, but it is also all-encompassing. Co-operation and clarity, as much as preparation, are vital for a successful fire safety policy. Here then is a brief rundown of the process behind a factory and warehouse fire risk assessment, and what you should be looking to accomplish in your site safety checks. Evaluate the outcomes of fire There is always some chance of a fire occurring in your factory or warehouse, regardless of how well you have prepared. You must consider where all staff and visitors to your site are likely to be in the event of a fire, and ensure that they have a clear and safe route out of the building. Factories and warehouses are prone to a number of risks, but fire can be one of the most devastating.

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