

# Safety Tip!

from the Department of  
Environmental Health and Safety

To report a safety issue on campus, e-mail: [ksouza@rwu.edu](mailto:ksouza@rwu.edu) or [cconley@rwu.edu](mailto:cconley@rwu.edu)

## February

### Workplace Fire Prevention

- Be aware of the location of all building exits, and encourage building occupants to use the closest exit. It is human nature to exit from the same way you entered. Make yourself aware of the fire extinguishers and fire alarm pull stations. Set a meeting place outside your building for your department members during a fire alarm.
- Keep workspaces free of waste paper and other combustibles. Walls should not have paper attached to them. Flyers should be kept under glass.
- No storage under or in front of stairwells or near exits.
- Do not place anything in front of fire alarm pull boxes, fire extinguishers, fire hoses or exit signage. If you notice an exit sign in your work area that is not functioning, call Facilities at 3161 or place a work order for repair.
- Holiday lights need to be removed after the holiday and cannot be strung from the ceiling.
- Keep all material at least 18" below fire sprinkler system– they will not operate properly if they are blocked.
- Do not put electrical equipment near easily ignitable material or flammable liquids. All flammable liquids should be stored in appropriate containers in approved locations. E-mail EHS for assistance with questions regarding storage.
- Do not use extension cords as permanent wiring and do not link extension cords.
- Keep all aisles free and clear of obstructions. Minimum aisle space should have 3 feet of clear walking space
  - For all doors/cabinets that open into the hallway-3' minimum distance starts from their widest swing point (perpendicular to the cabinet)
- Check your fire extinguishers regularly. Look at the gauges. Make sure they are fully charged and ready for use. If you notice your fire extinguisher is not fully charged call EHS at Ext. 3494 or Ext. 3781.
- Do not prop or chock any fire or smoke door. Magnetic door holders that are hard wired to the fire alarm system are allowed to stay open, as they are programmed to be released in the event of fire alarm activation. Fire and smoke doors generally will be any door leading to an egress or stairwell. Fire doors generally have a self-closing mechanism and the fire label is usually located between the top and middle hinge. For wood fire rated doors, the label can be found on the top of the door. If you need assistance determining whether or not a door is fire rated call Facilities or EHS.
- In the event of a fire pull the Fire Alarm on your way out of the closest exit. Call Public Safety at Ext. 3333 or 401-254-3333.
- Please take time to review the University space heater policy: [http://rwu.edu/sites/default/files/ehs\\_portableheater.pdf](http://rwu.edu/sites/default/files/ehs_portableheater.pdf)
- For fire safety questions or a fire safety assessment of your area please e-mail: [ksouza@rwu.edu](mailto:ksouza@rwu.edu) or [cconley@rwu.edu](mailto:cconley@rwu.edu)