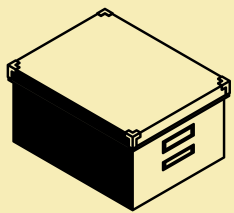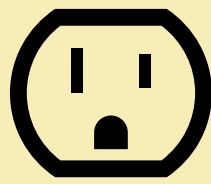# OFFICE FIRE HAZARDS

Key Things You Should Know to Prevent the Risk of Fire in the Workplace

As you move into your new office space, there is no better time to make sure that your new home away from home is fire safe.
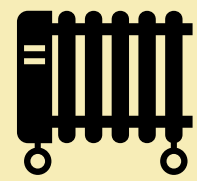
CLUTTER & STORAGE

* Keep storage 18" below ceilings and sprinkler heads
* Remove trash and recycling regularly
* Use electronic files instead of paper
* Shelving must be secured to the wall

PLUG SOCKETS & EXTENSION CORDS

* Check for frayed or damaged cords
* Unplug items when not in use
* Don't daisy chain
* Don't use extension cords in place of permanent wiring
* Don't overload sockets

PERSONAL HEATERS

* Must be UL listed
* Have tip-over protection
* Have automatic temperature shutoff
* Keep area around heater clear
* Unplug when not in use
* Plug directly into wall outlet

HUMAN ERROR & NEGLIGENCE

* Open flames are prohibited
* Use electrical equipment correctly
* Don't leave cooking unattended (including microwave cooking)
* Keep fire doors closed
* Provide clear access to exit pathways

Visit pdx.edu/environmental-health-safety/fire-prevention-life-safety for a comprehensive list of common fire safety violations.