



الرجوع إلى
Saudi Aramco

Loss Prevention Safety Letter

Don't Let Poor Safety Habits Start a Fire

A fire can break out anywhere, including where you work. Fires in the workplace can cause property damage, severe injuries, and sometimes even death. Here is some information you need to know to better protect yourself and others from a workplace fire.

Fire prevention tips

Your best defense against a fire is preventing one. Here are a few things you can do at work to help prevent a fire:

- ♻ Smoke only in designated areas.
- ♻ Only use large non-tip ashtrays and do not empty contents into wastebaskets.
- ♻ Check and replace any electrical cords that have cracked insulation or broken connectors.
- ♻ Don't run extension cords across doorways or under rugs.
- ♻ Avoid plugging more than one extension cord into an outlet.
- ♻ Leave adequate space around heat producing equipment such as copy machines, printers, and computers.
- ♻ Turn off and unplug electrical appliances with heating elements, such as coffee machines, when they are not being used.
- ♻ Store flammable materials in approved safety containers or storage cabinets.
- ♻ Make sure all plugs are fully inserted into the wall outlet.

If there is a fire in your office or building do the following:

- ♻ Sound the alarm and leave the building immediately, closing all doors behind you.
- ♻ Check the door before opening it. Stay low behind the door and feel the door and handle for heat. If you feel heat on or around the door, use another escape route.
- ♻ If you must exit through smoke, stay low where there is less smoke by crawling on your hands and knees.
- ♻ Once outside, go to the designated meeting location away from the building.
- ♻ Ensure that the fire department has been called.
- ♻ Don't reenter the building until the fire department representative says it is safe to do so.