



Good Practice Guide



Factory Improvement Programme

FIRE SAFETY

Emergency systems, especially fire safety, are very important in manufacturing. Workplace fires can cause death or disability and cost both individuals and factories dearly. This Guide focuses on how to ensure safety for workers in case of fire.

PROSPECTIVE USERS:

All members of the factory must be involved in ensuring fire safety in the workplace. It is management's responsibility to set up fire safety systems and train workers in fire safety, while the workers' input and vigilance is needed to implement the fire safety measures and ensure fire safety.

This practice can be applied to all kinds of factories, particularly those which use materials or products which are highly flammable.

PROBLEMS ADDRESSED

- Workplace accidents related to fire.
- High costs in cases of fire.

PROCESS

To improve labour safety in a factory requires a comprehensive approach involving all members of the factory. Fire safety is one of the most important areas of labour safety for factories. Based on the applicable policy on labour safety and the official national guidelines for fire safety, the management should create a system of fire safety including fire safety regulations, a system of fire safety equipment, guides to use fire and rescue equipment, and regular training of workers on fire safety and fire rescue.

Steps in implementation

1. Set up a system of fire safety and rescue equipment in the factory, at locations which are easy to access in case of emergency. Use red signage to notify workers of the location of the fire safety and rescue devices.
2. Keep the space around the fire safety equipment clean and tidy without any obstacles.
3. Set up a fire alarm system throughout the factory so that people can be informed quickly in case of fire or other emergency.
4. Develop and distribute fire safety guidelines to the workers, in combination with fire safety training. Present the guidelines in key steps with illustrative pictures to help workers understand them clearly.
5. Place fire safety instructions using large symbols and letters on information boards placed at the entrance gate and inside the factory where it is easy for workers to see them.
6. Use pictures and diagrams to illustrate to workers both the correct and the incorrect ways of using fire safety equipment.
7. Post messages about fire safety around the factory to continually remind workers to be aware of fire safety issues.
8. Reserve space on regular factory bulletin boards (see FIP Good Practice Guide: *Internal Communication*) for information and guidelines on fire safety.
9. Create one-way doors or doors made of fire resistant materials to use as emergency exits. If the factory is located on the second floor of a building or higher, there should be clearly marked emergency stairways leading out of the building. All emergency exits should be illuminated and marked with an exit sign. Emergency lights that operate automatically should be set up above all exits and stairways.
10. Develop and post emergency exit maps displaying emergency evacuation routes around the factory so all workers and staff can see them.
11. The actual emergency evacuation routes to be taken in the factory should be clearly marked with red arrows and kept clear of obstacles to allow the safe evacuation of workers.
12. Develop and use fire safety slogans which are easy to see and remember.
13. Regularly check and conduct maintenance on all fire rescue and alarm devices to ensure that they are always in good condition and ready to be used.
14. Assign a trained officer responsible for the proper maintenance and upkeep of all fire rescue equipment.
15. Train all managers, supervisors and workers on fire prevention procedures. Train workers to know how to use fire rescue equipment correctly. All staff members should be trained in the use of portable fire extinguishers.
16. Set up a fire rescue teams composed of members selected among workers from different divisions of the factory.
17. Regularly (e.g. on a monthly basis) practice evacuation and fire rescue so that the workers remember and get used to using fire safety devices in emergency situations.
18. If applicable, participate in the local government's fire rescue contest to provide your factory fire rescue team with valuable practical experience as well as to enhance your factory's reputation as a socially responsible company.
19. Offer timely encouragement and/or rewards for individuals or groups of workers who conform with the fire safety regulations.





RESOURCES REQUIRED

- Efforts of personnel in charge of labour safety.
- Regulations on fire safety.
- Guides on fire safety and rescue.
- Fire rescue devices and suitable places to store them; regular maintenance and checking of equipment.
- Encouragement policy for workers who conform well with the fire safety regulations.
- Supervision of line manager.

CHALLENGES AND PITFALLS

- Difficulty to change attitudes of workers who previously have not been concerned about fire safety issues.

POSITIVE IMPACT

- Safety for workers and for the factory.
- Good and stable labour force.
- Cost saving.

INDICATORS FOR MONITORING

- Fire safety regulations and guidelines formulated and informed to all workers.
- Fire safety regulations and manual posted on public information boards.
- All workers know how to avoid causing fires.
- All workers understand and remember key fire safety regulations.
- Fire rescue equipment and devices available and easy to access.
- Fire rescue team is able to use fire rescue equipment correctly.

Further Information Available:

FIP References:

Module 6 - Health and Safety

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