

Fire Safety In The Workplace



The State Fire Marshal conducts an annual inspection of all campus buildings to ensure the safety of employees, students, and visitors.

The facilities team manages building and fire life safety systems: sprinklers, alarms, dampers, and extinguishers.

But a lot of the findings come down to bad habits.

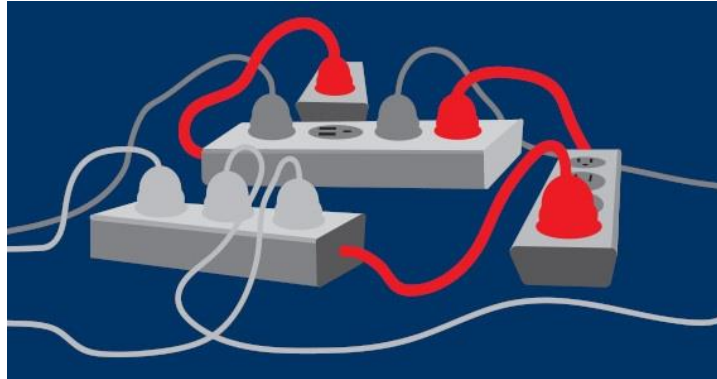
All employees can do their part to prevent hazards:

EMERGENCY EVACUATION



- Never block fire exits, even temporarily
- Do not prop open fire rated doors. They typically open into corridors and hallways that lead to an exit
- Make sure that aiseways and exit routes are not blocked
- Contact facilities services at (310) 243-3587 if your exit sign lights are not illuminated

ELECTRICAL SAFETY



- Look for electrical panels in your area. A 36" clearance is required in front of them.
- Do not use extension cords for appliances (such as a mini fridges and microwaves)
- Never plug an extension cord to another extension cord (daisy-chaining)
- If you have a space heater, it must come with an automatic shut-off and turn off if tipped over

GOOD HOUSEKEEPING



- Flyers or posters can only cover 20% of your door – that's about six sheets of paper
- Remove expired postings from department bulletin boards
- Do not hang decorations from ceiling
- Do not block your office door with furniture or clutter, either inside or out – it must open all the way
- Clear the clutter! If you don't need it, dispose of it properly

Ask your manager to contact Campus Work Control for the following:

Bulky Items: Click [Campus Work Control](#) or call (310) 243-3587

Universal or Hazardous Waste: Email EHS@csudh.edu or call (310) 243-3000

Cardboard Boxes: Tear them down and use the cardboard disposal stations or call the Zero Waste Coordinator (310) 243-2161. Call for print cartridges or batteries too.

**Let's all work together to keep our campus free from fire hazards.
A well-organized workspace or storage area is safer and functions
better to boot.**



Questions? Contact the EHS Office

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