

# Where You Work

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**Matches and Smoking:** Most frequent causes of fire, but the easiest to prevent.  
NOTE: California law prohibits smoking in or near a place of work. However, you should be aware of these rules in the event you travel out of state where smoking in or around the place of work is still permitted.

1. Never smoke while handling flammable or combustible materials.
2. Smoke only in authorized smoking areas.
3. Discard cigarettes and matches only in the proper receptacles.
4. Observe the "No Smoking" signs.

**Waste Materials:** Spontaneous combustion is responsible for many fires.

1. Never store oily rags.
2. Keep combustible trash away from heat and flames.
3. Keep trash only in areas that are properly ventilated.
4. Dispose of waste materials promptly and safely.

**Heating Systems:** Represent an important side of the fire triangle of Heat-Fuel-Air.

1. Have your heating system inspected annually.
2. Clean the filters regularly.
3. If you smell gas, call the repairperson immediately.
4. If there are any malfunctions, call the authorized service company.

**Storage Centers:** Are as fire safe as you make them.

1. Keep all combustibles away from heat and flames.
2. Store flammable materials only in proper containers.
3. Store combustibles only in well-ventilated areas.
4. Keep the area neat, clean, and uncluttered.
5. Have the proper type of fire extinguishers readily accessible in all areas where people work.