

U.S. Department of Labor

Mine Safety and Health Administration

MSHA's Small Mine Office—Serving the small mines in America



Week 45

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Fire Extinguishers

- ☐ Fire extinguishers must be inspected every month and record the inspection
- ☐ Know the location of the nearest fire extinguisher in your work area
- ☐ Be sure fire extinguishers are type ABC, readily accessible and securely mounted on mobile equipment, if required

2) Fire Safety

- ☐ Keep electrical rooms and storage areas clear of clutter and debris
- ☐ Never spray water on an electrical fire or a flammable liquid fire such as mineral spirits or grease. It will cause the fire to splatter or could lead to electrocution. Note what type of extinguisher you should use
- ☐ Keep welding areas free of flammable liquids and don't attempt to cut or weld if gloves or clothing has grease, oil or solvents on them

3) Office Safety

- ☐ Good Housekeeping applies to office areas as well as production areas
- ☐ Be alert to hazards such as file cabinets left open or opening too many drawers at once creating a tipping hazard
- ☐ Do not overload electrical receptacles. Use approved surge protectors
- ☐ Be aware of tripping hazards! Remove delivered parcels from in front of doorways and place them out of the way.

Attendees:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Employees Comments: