



TAILGATE/TOOLBOX SAFETY MEETINGS

Safety Services Company-Safety Meeting Division, PO Box 78402, Corona, CA 92877 Toll Free (866)204-4786



Company Name: _____

Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 303: Exits and Exit Routes

Introduction: OSHA defines an exit as: "The part of the exit route that is a way out of the workplace (Like a door, stairwell or vestibule)", and an exit route as: "A continuous, unobstructed path from anywhere in a work area to the exit". There must be permanent, unobstructed exit routes to get out of work areas safely during emergencies. There must be two or more exit routes depending on the size and layout of the work area and the number of people involved (check with local fire codes). A single exit route is acceptable only if all workers can get out through it safely during an emergency. Locate multiple exit routes apart from each other. Following are guidelines for exit and exit route safety:

Exits and Exit Routes:

- Each fire door**, its frame, and its hardware must be approved by a nationally recognized testing laboratory (i.e. UL listed).
- Exits must open** from the inside without keys, tools or special knowledge. Doors that are locked only to the outside are acceptable. There must be nothing on an exit door that could hinder its use during an emergency.
- An exit must lead** directly outside or to a street, walkway, refuge area, or to an open space with access to the outside.
- Exit stairs** that continue beyond the floor of exit must have effective means to assure that the direction of exit travel is clear to employees.
- Use only a side-hinged exit door** to connect any room to an exit route. The door must swing out if the room can hold more than 50 persons or has highly flammable or explosive materials in it.
- Each exit route** must be able to handle the maximum occupant load for each floor it serves, and must not decrease in size toward the exit.
- The exit route** must be at least 6 feet, 8 inches high at all points, and must be at least 28 inches wide at all points between handrails and wider if needed to handle the occupant load. Objects that project into the exit route must not reduce the minimum height and width of the exit route.



Access: There must be unobstructed access to exit routes, and exit routes must not pass through or into lockable rooms or dead ends. Exit routes must be mostly level or have stairs or ramps.

Outside and Refuge Areas: The street, walkway, refuge area, or open space to which an exit leads, must be large enough to accommodate all building occupants likely to use that exit.

- A refuge area must be** a space along an exit route protected from the effects of fire either by separation from other spaces within the building or by its location; or a floor with at least two spaces separated by smoke-resistant partitions, in a building where each floor is protected by an automatic sprinkler system.



Outside Exit Routes: Outdoor exit routes must meet the requirements for indoor exit routes and these additional requirements:

- The exit route** must have guardrails on unenclosed sides elevated above a lower surface; and have a cover if accumulation of snow or ice is likely.
- The exit route** must be reasonably straight, smooth, solid, level; and must have no dead ends longer than 20 feet.

Condition of Exit Routes and Exits:

- Exit routes must** minimize danger to employees during emergencies, be free of highly flammable furnishings and decorations, and not require employees to travel toward materials that burn very quickly, emit poisonous fumes, or are explosive.
- Exit routes must** have adequate lighting.
- Each exit must** be clearly visible and must have a distinctive sign reading "Exit" marked in letters at least 6 inches high with a 3/4 inch stroke width. Install additional directional signs to exits where necessary. The line-of-sight to an exit sign must be clear. There must be enough reliable light on or from exit signs to allow them to be effective during emergencies.
- Exit doors must** have no signs or decorations that obscure their visibility.
- If workers could** mistake a non-exit for an exit, mark the non-exit "Not an Exit", or mark it to indicate its real use.



Exits During Construction and Repair: Employees must not occupy an area under construction until an adequate number of exit routes that comply with the rules are available. Employees must not occupy an area during repair or alteration unless all exits and existing fire protection remain as effective as before the work. Alternate fire protection must provide an equal level of safety.

Conclusion: In addition to the requirements for exits and exit routes, there must be an operable employee alarm system with a distinctive signal to warn employees of fire or other emergencies, unless employees can see or smell a fire or other hazard so that it would provide adequate warning.



Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foreman/Supervisor's Signature:

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.