

**SAFETY MEETING TOPIC:  
Building Safety**

The Office of State Buildings, subject to the authority of the State Fire Marshall, is required to maintain buildings for which it is responsible in accordance with the applicable Life Safety Codes. Compliance will provide a reasonable level of safety from injury, danger and damage. Tenant agencies should notify the OSB Loss Prevention Agency Manager of any accidents, incidents or near misses. Tenants should also notify the Safety and Security Manager of any such occurrences caused by deficiencies in construction or maintenance. Refer to your agency's safety program to determine which occurrences should be reported to your Safety Officer. Basic responsibilities are:

- ❖ To provide for adequate safety by implementation of reasonable and effective safeguards.
- ❖ In cooperation with the various agencies ensure that egress paths are clear and unobstructed. Ensure that exit devices are equipped with emergency release mechanisms or are unlocked.
- ❖ To ensure that egress points and routes are clearly marked to provide necessary cues and avoid confusion.
- ❖ To ensure prompt notification by providing early warning of fire via visual and audio notification.
- ❖ To provide adequate lighting.

**\*\* Please also review the OSB Facility Manual \*\***