



## Fire Safety

***Toolbox Talks are intended to facilitate health and safety discussions on the job site.***

Fire safety refers to precautions that are taken to prevent or reduce the likelihood of a fire that may result in death, injury, or property damage, alert those in a building to the presence of a fire in the event that one occurs, enable those threatened by a fire to survive and/or to reduce the damage caused by a fire. Fire safety measures include those that are planned during the construction of a building or implemented in structures that are already standing, and those that the occupants of the building are trained to deal with.

Threats to fire safety are referred to as fire hazards. A fire hazard may include a situation that increases the likelihood a fire may start or may impede escape in the event a fire occurs.

### **Key Points to consider:**

#### **Precautions**

- ✓ Clear away rubbish and waste regularly to the designated areas. If fire breaks out there it is more readily confined and dealt with.
- ✓ Never attempt to dispose of rubbish by burning it.
- ✓ Electrical systems, including temporary supplies, must only be installed by a competent electrician and must be regularly maintained.
- ✓ Temporary heaters must be properly installed in a safe position and have guards fixed.
- ✓ High Intensity Lights should not be covered or placed near combustible material. They must be securely fixed to prevent them falling over.
- ✓ Only smoke in designated "smoking" areas.
- ✓ Hot Work should be controlled by a Safe System of Work or a Permit to Work where appropriate to ensure all risks are adequately controlled.
- ✓ Ensure you know your part in the fire safety plan. Know where extinguishers are, what types they are and that you know how to use them.
- ✓ Make sure you know the evacuation procedure and where your escape routes are.
- ✓ Check you are aware of the site alarm arrangements; is there a bell, siren or air horn or a verbal shout?

#### **In The Event of Fire**

- ✓ If there is a fire alarm system e.g., break glass points, operate it or send someone to dial 999.
- ✓ Decide quickly whether to tackle the fire or evacuate, but always obey instructions given by a Fire Warden or Premises Manager.
- ✓ If fighting the fire seems possible, be prepared to protect your life, only use an extinguisher if trained.
- ✓ Always keep your back to the escape route as you fight the fire, to ensure you are not cut off.

- ✓ Beware of smoke billowing round you. More people are killed by smoke than by heat.
- ✓ In evacuating, closing doors behind you may contain the fire and smoke until the fire brigade arrives.
- ✓ Make your way to assembly point as quickly and safely as possible and await further instructions
- ✓ When the fire brigade arrives, leave things to them unless they specifically ask. They have the training, the equipment and the experience, so keep out of their way until they say it's OK to go back in.

**PRIORITY – GET OUT AND STAY OUT**

## Toolbox Attendance

Questions? \_\_\_\_\_  
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Concerns? \_\_\_\_\_  
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Days since Last Incident: \_\_\_\_\_

Supervisor/Meeting Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signatures of attendees:


Manager review comments:

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Manager signature: \_\_\_\_\_ Date of Review: \_\_\_\_\_