



## Fire Safety

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

Fire safety includes the steps taken to prevent or reduce the likelihood of a fire, protect workers and visitors, alert people if a fire occurs, and reduce the potential for injury, death, or property damage. Fire safety measures may include building design features, emergency equipment, safe work practices, inspections, maintenance, and training for workers and occupants.

Fire hazards are conditions that may increase the likelihood of a fire or interfere with a safe evacuation if a fire occurs.

### **Key Points to Consider:**

#### **Precautions**

- ✓ Keep garbage, waste, cardboard, oily rags, and other combustible materials cleaned up and placed in designated disposal or storage areas. Good housekeeping helps reduce fuel sources and makes fires easier to contain.
- ✓ Never burn garbage or waste as a method of disposal.
- ✓ Electrical systems, including temporary wiring or power supplies, must be installed, inspected, and maintained by a qualified electrical worker or contractor.
- ✓ Temporary heaters must be installed, kept away from combustible materials, protected from damage, and used according to the manufacturer's instructions.
- ✓ Do not cover lights or place lamps or work lights near combustible materials. Secure portable lighting to prevent it from being knocked over.
- ✓ Smoke only in designated smoking areas and fully extinguish smoking materials in approved containers.
- ✓ Hot work, such as welding, cutting, grinding, or torch work, must be controlled through a hot work procedure and/or permit process where required. Remove or protect combustible materials and monitor the area after the work is complete.
- ✓ Know your role in the fire safety plan. Know where fire extinguishers are located, what type they are, and only use them if you are trained and it is safe to do so.
- ✓ Know the evacuation procedure, emergency exits, primary and secondary escape routes, and your designated muster point.
- ✓ Know how fire alarms or emergency alerts are communicated at your workplace, such as an alarm system, bell, siren, air horn, radio call, or verbal warning.

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

- ✓ Activate the fire alarm if one is available, alert others in the area, and call **911** when it is safe to do so.
- ✓ Evacuate immediately unless you have been trained and it is safe to attempt to control a small fire.
- ✓ Follow instructions from supervisors, emergency coordinators, fire wardens, or the person in charge.
- ✓ If you attempt to use a fire extinguisher, only do so if you are trained, the fire is small, you have the correct extinguisher, and you have a clear exit behind you.
- ✓ Keep your back toward a safe exit so you do not become trapped.
- ✓ Stay low and avoid smoke when evacuating. Smoke can be extremely dangerous and may reduce visibility quickly.

- ✓ Close doors behind you if it is safe to do so, as this may help slow the spread of fire and smoke.
- ✓ Go directly to the designated muster point and report to the person completing the head count. Do not leave the muster point until instructed.
- ✓ Do not re-enter the building or work area until emergency services or the person in charge confirms it is safe. When the fire department arrives, keep clear of the area and follow their direction.

**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: \_\_\_\_\_