



## **Fire Prevention – Tips for Preventing Accidental Fires**

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

Accidental fires are uncommon in most workplaces, which makes everyday fire hazards easy to overlook. If not addressed, these hazards can contribute to a fire. Use the following tips to help prevent accidental fires at work and at home:

- ✓ Dispense flammable liquids only in areas away from sparks, flames, and other ignition sources. Refer to the handout for a reminder of the pictogram that appears on flammable liquid container labels.
- ✓ Keep flammable liquid containers closed or covered when not in use and return them to their designated storage area when finished.
- ✓ When transferring flammable liquid from one container to another, bond the containers together and ground one of them. This helps prevent static electricity from building up and creating a spark that could ignite vapours. Refer to the handout for an example.
- ✓ Place rags and waste materials soaked with flammable or combustible liquids, oil, or grease in covered, self-closing metal containers, preferably red. Empty these containers into designated receptacles at the end of your shift.
- ✓ Keep waste paper, cardboard, and similar combustible materials cleaned up and placed in designated waste receptacles. Allowing these materials to collect on floors or work surfaces creates an unnecessary fire hazard.
- ✓ Use flame- or spark-producing equipment, such as welders, torches, and grinders, only in designated areas. Management approval is required before using this equipment in areas where it is not normally permitted. Discuss your company's hot-work permit process, if applicable.
- ✓ Smoke only in designated areas and always dispose of cigarette butts in designated receptacles. If your site has a smoking ban, discuss that policy instead.
- ✓ Do not stack materials too close to fire sprinkler heads, as this can reduce their ability to distribute water effectively. Maintain at least 18 inches of clearance below sprinkler heads.
- ✓ Ensure portable fire extinguishers always remain fully charged and accessible.

## Toolbox Attendance

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

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

Signatures of attendees:

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Manager review comments:

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