

# TOOL-BOX TALK



## FIRE SAFETY

Fire is something we encounter every day of our lives whether we are cooking a meal for ourselves or lighting a fireplace for warmth. Although we may use fire to make our lives easier there are occasions when we are presented with fire in a less

controlled setting, such as an outlet sparking leading to an electrical fire. In order to know how to respond and avoid injury due to fire it is important to know the cause and steps necessary to safely evade a fire.

### Fire Prevention Steps

As important as it is to recognize the different types of fires, it is also important to know the steps that must be taken to avoid fires from taking place. Some general guidelines are shown below.

- Do not overload circuits or use damaged cords
- Do not place hot equipment near combustibles (e.g. space heaters near paper)
- Some products in an office are basically chemicals. Properly store all chemicals and be aware of their chemical flash points, flammability, and reactivity which can be found on the Material Safety Data Sheet (MSDS) or in the instructions for use and handling. Solvents and sprays for cleaning are examples of these products.
- Keep gas and solvents away from sources of ignition and be sure to clean spills immediately
- Obey no smoking signs and only smoke in designated areas
- Dispose of used cigarettes and spent matches properly
- Keep work areas free of dust and lint and dispose of trash properly
- Whenever possible, use non-flammable chemicals for cleaning

### In Case of Fire

All fires start small; however with the right conditions, they can spread out of control in a matter of minutes. In the workplace, building supplies, trash and other combustibles may be present, increasing the risk of fire.

#### ***Sound the alarm!***

If you discover a fire, sound the fire alarm and then call 911. If the facility is not equipped with an alarm, notify others immediately. Then, cautiously size up the situation. If the fire looks small enough, proceed to put out the fire with an available fire extinguisher.

Some fires, such as electrical and flammable liquid fires, require special extinguishers. Make sure to use a fire extinguisher designed for that particular type of fire. Don't underestimate the danger of fighting a fire. If the fire is too difficult to contain, get out immediately and leave the firefighting to the fire department.

#### ***Stand by to help***

If the fire can't be controlled immediately, warn people in the area so that they can get to safety. This is especially important

in a building fire. Be available to direct firefighters when they arrive. This can save them time and, ultimately, help them bring the fire under control that much faster.

Don't join in fighting the fire, unless your supervisor or the firefighters ask you to do so. It's not that your help wouldn't be appreciated, but it's best to let experienced people handle this job.

#### ***Remember these steps***

Let's review the steps to take when discovering a fire:

1. Sound the facilities alarm and call 911.
2. Warn other people in the area.
3. Cautiously size up the situation.
4. Put out the fire if it's small enough. If not, let the fire department handle it.
5. Stand by to direct the firefighters when they arrive.
6. Help fight the fire only when asked to do so.

***When there are visitors in the building, the evacuation plan should be discussed with them in advance and they should be informed of any planned fire drills.***

### Attendance Signatures

<i>(Sign)</i>	<i>(Date)</i>	<i>(Sign)</i>	<i>(Date)</i>

***Additional training and information can be found in the LDD Environmental Health & Safety policies.***

***Training Provided by (Signature) :*** \_\_\_\_\_