



## Fire Safety and Emergency Procedures

Toolbox Talk 0004

Compiled: 07.02.2025

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**Objective:** To ensure employees understand fire safety precautions and know what to do in case of an emergency.

### Talk:

- **Introduction:** Fires can happen at any time and can cause serious injury, death, or property damage. Knowing how to prevent fires and how to respond in an emergency is crucial for your safety. Today, we'll discuss fire prevention measures and the correct actions to take during a fire emergency.
- **Fire Prevention Measures:**
  - **Maintain Fire Extinguishers:** Ensure fire extinguishers are accessible, in good working condition, and regularly inspected. If an extinguisher is used or expired, report it immediately for replacement or servicing.
  - **Proper Disposal of Flammable Materials:** Dispose of hazardous materials, such as rags soaked in oils or chemicals, in fire-resistant containers. Keep combustible materials away from heat sources.
  - **Electrical Safety:** Regularly inspect electrical equipment, cords, and outlets for signs of wear or damage. Don't overload electrical circuits, and report any malfunctioning equipment immediately.
  - **Proper Use of Flame Sources:** If using open flames, like a blowtorch or welding equipment, ensure proper precautions are in place, including fire-resistant barriers and adequate ventilation.
- **Fire Emergency Procedures:**
  - **Know the Fire Exits:** Familiarize yourself with the location of fire exits and escape routes. If you are in an unfamiliar area, check the emergency exit signs.
  - **Use the Fire Alarm:** If you spot a fire, immediately activate the nearest fire alarm and alert your colleagues to evacuate the building.
  - **Evacuation Procedure:** Follow the designated evacuation routes calmly and quickly. Do not use elevators during a fire emergency, as they can become inoperable or expose you to danger.
  - **Use Fire Extinguishers if Safe:** If the fire is small and manageable, use a fire extinguisher. Be sure you know how to operate it using the PASS method (Pull, Aim, Squeeze, Sweep).

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- **Don't Re-enter the Building:** Once outside, do not re-enter the building until authorities have declared it safe to do so.
- **Conclusion:** Fire safety is everyone's responsibility. By taking proper precautions and knowing what to do in an emergency, we can help prevent fires and ensure everyone's safety. Always be aware of fire hazards and follow the emergency procedures to protect yourself and your coworkers.

