Toolbox Talk: Fire Safety and Emergency Preparedness

Objective

To provide essential information and reminders on fire safety precautions, preventive measures, and emergency response protocols in the workplace.

Key Discussion Points

- The importance of fire prevention
- Common workplace fire hazards
- Proper use and storage of flammable materials
- Fire alarm locations and evacuation routes
- Using fire extinguishers safely
- Roles and responsibilities during an emergency

Fire Hazards & Prevention

- Keep work areas clean and free of clutter
- Do not block fire exits, alarm pull stations, or extinguishers
- Store flammables in designated, ventilated areas
- Follow proper procedures when using electrical equipment
- Report damaged wires or faulty equipment immediately

Emergency Procedures

1. Activate the nearest fire alarm if fire or smoke is detected
2. Evacuate the area using posted escape routes
3. Do not use elevators during a fire emergency
4. Close doors behind you as you leave
5. Report to the designated assembly area
6. Do not re-enter the building until given the all-clear

Fire Extinguisher Use (PASS)

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the handle
- **S**weep from side to side

Discussion

- Identify fire exits and equipment in your work area
- Review individual responsibilities in case of fire
- Discuss recent safety observations or concerns

Attendance

Name	Signature	Date