

## S12 – Toolbox Talk

### Fire Safety

#### Fire Prevention

- Ensure heating equipment is not covered with clothing, paper or rubbish
- Maintain good housekeeping to minimise the accumulation of paper, oily rags or other rubbish
- Do not smoke in prohibited areas
- Use proper sealed containers for flammable liquids, not open tins or buckets
- Do not overload electric sockets — ‘one socket, one plug’
- Keep all fire doors closed. Do not prop them open with door stops or extinguishers
- Ensure you are familiar with your emergency procedure for fire safety
- Consider potential trespassers. Do not give them a source of fuel or ignition to start a fire
- If you identify an electrical appliance which has not been tested or has expired, remove it from use and report it to your supervisor.

#### Fire fighting

Type of extinguishers — All fire extinguishers are red but have panels of different colours to indicate their contents:

Label colour	Content	Use on
Red	Water	Wood and paper
Cream	Foam	Flammable liquid
Blue	Dry powder	General use (everything)
Black	CO <sub>2</sub>	Electrical

- NEVER use WATER on ELECTRICAL or FLAMMABLE LIQUID FIRES
- NEVER use FOAM on ELECTRICAL FIRES
- REMOVE USED or PARTLY USED extinguishers from service and report them to your supervisor so they can be replaced promptly
- IF POSSIBLE, position extinguishers near entrances and exits.



**Training register**

Date .....

Name of attendee

Signature

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