

Fire Prevention toolbox talk

A simple, 5 minute outline of what to cover in a toolbox talk on Fire Prevention.



[Download a Fire Prevention toolbox talk pdf](#)

Fire in a workplace can cause injury, death, and severe damage to property. It is important that employers and employees know how to prevent fire, practise fire safety and what to do if a fire occurs.

Why run a Fire Prevention Toolbox Talk?

- Fire prevention
- Fire safety
- Firefighting and what to do in case of a fire

How do fires start?

- **Heat** - an ignition source e.g. electrical fault, naked flame, weld torch or hot embers
- **Fuel** - something that will burn e.g. dry timber, chemical, plastics, paper or cardboard
- **Oxygen** - found in the atmosphere

If you remove one of these from the triangle, fires will be prevented.

Fire Prevention

- Maintain good housekeeping to minimise accumulation of things that can fuel a fire
- Keep fire doors shut at all times - do not prop them open
- Ensure heating equipment is not kept covered
- Use proper sealed containers for flammable liquids
- Do not overload electrical sockets - 'one socket, one plug'

- Ensure electrical equipment or appliance is not faulty and are currently certified
- Do not smoke in areas where smoking is prohibited
- If you smell or see smoke, raise the alarm and investigate immediately
- Be aware of the risks from flammable, highly combustible or hazardous materials used or stored on site
- Apply “hot work” permits and processes in workplaces

Fire Safety

- Know where you fire exits are
- Fire wardens – to ensure procedure is being followed but also to direct any visitors to a fire exit
- Know your assembly point
- Know where your extinguishers are located and how to use them
- Fire drill arrangements
- Ensure escape routes are clear

Firefighting and What To Do In The Case Of a Fire

There are different types of fire extinguisher, the band on the extinguisher indicates what's in the extinguisher.

Band	Content	Purpose
No band.	Water	Combustible materials
Black	Carbon Dioxide	Flammable liquids and electrical fires
White	Dry Powder	Combustible materials, flammable liquids and gases, and electrical
Blue	Foam	Combustible material and flammable liquids and gases
Beige	Wet Chemical	Cooking fats and oils

- Check to ensure you have the correct extinguisher for the type of fire

- NEVER use WATER on ELECTRICAL or FLAMMABLE LIQUIDS
- NEVER use FOAM on ELECTRICAL FIRES
- Replace any partly used or used fire extinguishers
- Position fire extinguishers near fire exits and main electrical switchboards.

Key takeaways:

- *Prevention keeps everyone safe*
- *Fire safety is important for employers and employees*
- *Keep combustible materials protected and workplaces tidy*
- *Only fight a fire if you know how and it is safe to do so*

[See all our toolbox talk topics here](#)

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