



FIRE PREVENTION

TOOLBOX TALK SERIES – FIRE PREVENTION

October 2023

Why Fire Prevention Matters:

- Fires can cause injuries, fatalities, and property damage.
- Workplace fires can be prevented by following procedures identified in the Safety Manual.
- Knowing how to prevent fires and respond to them is essential.

Common Causes of Workplace Fires:

1. **Electrical Faults:** Damaged wiring or equipment can cause electrical fires. Report any electrical issues immediately.
2. **Flammable Materials:** Store flammable liquids and materials properly. Keep them away from heat sources.
3. **Cooking Equipment:** If your workplace has a kitchen or break area, follow safe cooking practices. Don't leave cooking appliances unattended.
4. **Human Error:** Mistakes like overloading circuits or failing to extinguish cigarettes properly can lead to fires. Stay vigilant.

Fire Prevention Measures:

- **Good Housekeeping:** Keep work areas clean and organized. Dispose of waste properly. Remove clutter.
- **Electrical Safety:** Use equipment correctly, and report damaged cords or outlets. Don't overload circuits.
- **Smoking Policies:** Follow designated smoking areas and dispose of cigarette butts safely in approved containers. No smoking in prohibited areas.





- **Fire Extinguishers:** Know the location of fire extinguishers. Use the PASS technique (Pull, Aim, Squeeze, Sweep) if needed.
- **Emergency Evacuation Plans:** Familiarize yourself with escape routes and assembly points. Participate in fire drills.
- **Fire Alarms and Detection Systems:** Do not tamper with or disable alarms or detectors. Report any issues.

Reporting Procedures:

- Report potential fire hazards or incidents promptly to your supervisor or Safety and Security.
- Encourage a culture of reporting safety concerns.

Conclusion:

- Fire prevention is everyone's responsibility.
- Stay aware, follow safety procedures, and report concerns.
- Thank you for your commitment to fire safety in our workplace!

Workplace Fire Safety

Did you know?
Every year in the United States there are

16,500 office and store fires.

Employees should plan and practice multiple escape routes in case one is blocked and remove any obstacles from exits.

The infographic includes an illustration of an office interior with people and green arrows indicating multiple escape routes from a central area to exits on both sides. At the bottom, there are logos for FEMA, U.S. Fire Administration, and Fire is Everyone's Fight.