

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe

Company Name ***Project Name*** ***Supervisor*** ***Date***

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Basic Fire Safety

Causes of workplace fires

- Electrical failures or misuse of electrical equipment
- Foreign substances
- Combustible/Flammable material stored near “Hot Work” (i.e. welding and cutting) or near water heaters
- Open flames
- Smoking and matches

Basic Fire Safety Rules

- Obey “No Smoking” signs
- Dispose of cigarettes and matches by placing them in the proper receptacles
- Inspect electrical cords and remove from service if damaged
- Don’t overload circuits
- Dispose of flammable waste and scrap by placing them in metal containers
- Store flammables/combustibles in a safe area. NOTE: 25 gallons or more MUST be placed in an approved flammables cabinet.
- Know the location and operation of fire fighting equipment. Fire extinguishers must be within 100 ft. of travel distance. When performing “Hot Work” the extinguisher must be immediately available (15 ft.).
- Remove flammables and combustibles before performing “Hot Work”
- Keep mechanical equipment properly lubricated to avoid excessive friction.






Fire Extinguishers

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- Use the right fire extinguisher for the fire. (Class A, B, C, or D). Most common is a Class ABC Fire Extinguisher.
- Follow the P.A.S.S. rule.
 - Pull the pin
 - Aim the nozzle at the base of the fire
 - Squeeze the handle
 - Sweep the nozzle from side to side at the base of the fire
- Ensure the maintenance tag on the extinguisher is current within 12 months
- Visually inspect the extinguisher every 30 days. Document inspection using back of maintenance tag.
- Replace discharged extinguishers
- Ensure extinguisher are conspicuously placed throughout the jobsite and that workers know their location
- Replace pins and seals if they become lost or damaged.
- NEVER horseplay with a fire extinguisher

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
A	Wood, paper, cloth, trash & other ordinary materials.	
B	Gasoline, oil, paint and other flammable liquids.	
C	May be used on fires involving live electrical equipment without danger to the operator.	
D	Combustible metals and combustible metal alloys.	
K	Cooking media (Vegetable or Animal Oils and Fats)	

Additional Topics and Meeting Attendees on back:

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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9.		
10.		
11.		
12.		