Toolbox Talk

Fire Safety

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Performed by:	Date:
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Location / Project: Time:

Introduction: Notes:

Basic fire safety knowledge is essential for all workers and can be life-saving both on and off-site. Understanding how fires start, how to prevent them, and how to respond in an emergency is critical. This toolbox talk will cover the characteristics of fire, key fire safety measures, emergency actions, and discussion points for the group.

Hazards & Risks



- Fire Triangle: For a fire to ignite and sustain, three elements must be present: heat, fuel, and oxygen.
- Rapid Fire Spread: A small fire can grow out of control within 30 seconds.
- Extreme Heat: A fire in a confined space can reach 100°C at floor level and up to 600°C at eye level.
- Flashover Risk: In less than five minutes, a room can reach flashover, where everything ignites at once.
- Smoke & Toxic Gases: Fire starts bright but quickly fills an area with thick, toxic smoke, reducing visibility and increasing danger.

Preventive Measures



- Fire doors must remain closed never prop them open.
- Know the location of fire alarms and extinguishers in your workplace.
- Stay low if there is smoke cleaner air is closer to the ground.
- React quickly fire spreads fast, so evacuate immediately.
- Activate the fire alarm or call emergency services from a safe location.
- Close doors behind you when evacuating to slow fire spread.
- Never use lifts during an evacuation they can become traps and allow smoke to spread.
- Never re-enter a burning building wait for emergency responders.



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Discussion Points

- Where are the fire extinguishers, pull stations, and evacuation routes in your workplace? Are they easily accessible?
- What are the high-risk areas in your workplace, and how can fire risks be reduced?
- Has anyone experienced a fire or near-miss incident at work? What was the cause, and how was it handled?

Toolbox	Talk	Notes	/ Actions:
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