



## Fire Safety

**What this Toolbox Talk Covers:**

- ✓ The “Dos” and “Don’ts” for preventing fires on a construction site.

**Discussion Notes:**

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Keep all work areas clear of trash and excess materials.
  - Know the evacuation plan and where fire extinguishers are kept for your job site. Review this information before beginning work.
  - Store chemicals and toxic substances such as gasoline, paint and insulation appropriately.
  - Only use flame or spark-producing equipment, such as welders, torches and grinders, in designated areas.
  - Ensure portable fire extinguishers are fully charged and accessible at all times.
  - Remove devices that have damaged electrical cords, and alert your supervisor.

- Don’t**
- Smoke in areas that are not approved for smoking.
  - Use electrical cords rated for indoor use outdoors.
  - Use halogen lamps near flammable materials or other combustibles.
  - Dispense flammable liquids in areas with sparks, flames or other sources of ignition.
  - Stack materials too closely to fire sprinkler heads, as doing so can affect their ability to disperse water adequately when activated. A minimum of 18 inches clearance below the level of the sprinkler heads is recommended.
  - Run electrical cords through doorways or windows because this can cause the cord to become pinched, leading to sparks or excessive heat build-up, and could ignite a fire.

**Discussion questions:**

1. What safety guidelines are given regarding electrical cords?
2. Where are the fire extinguishers stored on our job site?

**Meeting notes:**

Employee comments/concerns: \_\_\_\_\_

Other safety issues to be addressed on the job/facility: \_\_\_\_\_

**Training record:**      Date: \_\_\_\_\_      Jobsite/Facility: \_\_\_\_\_  
    Trainer: \_\_\_\_\_      Title: \_\_\_\_\_

Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
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(Continue recording signatures on a separate sheet of paper)  
 Employee Quiz is provided on last page. Answers are: 1. (b), 2. (c), 3. (a), 4. (d), 5. (b)



## Employee Quiz

### Topic: Fire Safety

Employee Name: \_\_\_\_\_

Circle the correct answer below.

1. When working near combustible materials, a halogen lamp is the safest option.
  - a. True
  - b. False
2. All work areas should be kept clear of:
  - a. Light and humidity
  - b. Humidity and heat
  - c. Trash and excess materials
  - d. All of the above
3. It is recommended that you give at least \_\_\_\_\_ inches clearance to sprinkler heads when stacking materials nearby.
  - a. 18
  - b. 20
  - c. 22
  - d. 24
4. You should not dispose of flammable liquids in areas with:
  - a. Sparks
  - b. Flames
  - c. Other sources of ignition
  - d. All of the above
5. Before beginning work, what is recommended for best fire safety practices?
  - a. Washing your hands
  - b. Reviewing the evacuation routes and locations of the fire extinguishers
  - c. Finding a water hose and keeping it handy
  - d. All of the above

Training record:      Date: \_\_\_\_\_      Jobsite/Facility: \_\_\_\_\_  
Trainer: \_\_\_\_\_      Title: \_\_\_\_\_