****

FIRE SAFETY

TOOLBOX TALK CONTENT

Document ID: TBT-004

**Document Approval History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
| Revision 0 | DD.MM.YYYY | HSE Advisor | HSE Manager |
|  |  |  |  |

**Document Revision History**

|  |  |  |
| --- | --- | --- |
| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TOPIC** | **FIRE SAFETY** | **DISCUSSED?** | |
| **THINGS TO DISCUSS**  (a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What is the fire triangle? |  |  |
| **SOURCES OF FIRE** | * Electrical short circuit * Smoking * Poor housekeeping & poor material stacking * Chemical reaction * Hot work |  |  |
| **TYPES OF FIRE** | * Solid fire * Liquid fire * Gaseous Fire * Electrical fire * Metallic Fires * Kitchen Fires (grease) |  |  |
| **TYPES OF FIRE EXTINGUISHER** | * Pull * Aim * Squeeze * Sweep * Ensure that the fire extinguisher is full to use by checking the clock * Use of right fire extinguisher as per type of fire |  |  |
| **TRAINING & AWARENESS** | * The fire fighter should be trained & competent * Do not attempt to put out the fire if it is big or a risk to yourself * Contact the external authorities |  |  |
| **INSPECTION** | * Monthly inspection schedule * Colour coding system * Record keeping * Third party certification of fire extinguisher |  |  |
| **STORAGE** | * All fire extinguishers to be kept away from the direct sun light * Proper storage of fire extinguishers |  |  |
| **ACCESS** | * Access to the fire extinguisher should be unobstructed * Ensure that all exit routes are free from obstruction at all time |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * Why you need to use gloves when operating a CO2 fire extinguisher * Benefits of using Personal Protective Equipment |  |  |
| **EMERGENCY ARRANGEMENTS** | * Emergency rescue team & emergency equipment used for confined space rescue * Location of the emergency equipment and fire extinguishers * What happens to the permit in case of an emergency? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **THINGS TO REMEMBER** (consider these points when conducting your toolbox talk) | | | |
| **Description** | **Yes** | **Description** | **Yes** |
| Toolbox Talk should be short and to the point and relevant to the work being conducted | ✓ | Toolbox Talk should be entertaining and if possible, interactive. | ✓ |
| Person Giving the Toolbox Talk  (Name, Signature & Date) |  | | |