safety matters

Toolbox Talks for

From your safety partners at Jones DesLauriers Insurance Management Inc.

Fire Safety

Fires are a serious risk for businesses of all types. It's up to employees to take the proper precautions to keep themselves, their co-workers and safe from fire hazards.

Lower the Risks of Fire
Here are some simple things employees can do to prevent fires at :

- Always comply with regulations.
- Obey "No Smoking" signs.
- Dispose of cigarettes and matches in the proper receptacles after ensuring they are completely extinguished.
- Watch for frayed electrical cords and overloaded circuits.
- Dispose of flammable wastes and scraps by placing them in metal containers.

Combustible Storage
Make sure employees always store combustible materials in a safe area. Fumes can travel a considerable distance and become ignited by a furnace, stove, electrical equipment or even a lit cigarette. If employees need to dispose of flammable liquids, they should not pour them down the drain. Employees need to educate themselves on the proper method of disposal.

If employees have to burn wastepaper, they need to make sure it doesn't contain explosive materials, such as aerosol or paint.

Inspect Equipment Regularly

Proper maintenance procedures are important for fire safety. If employees use electrical equipment or tools, they should inspect them regularly to make sure they are working correctly. They also should keep mechanical equipment properly lubricated to avoid excessive friction and keep spark arrestors on exhaust systems.

Preparing for a Fire
Employees should follow these guidelines:

- Become familiar with the location and operation of firefighting equipment.
- Learn where fire extinguishers are located and what types of fires they are to be used on.
- Participate in periodic fire drills to practise fire response procedures.
- Become familiar with the different types of alarms used in your workplace.
- Establish an employee meeting place.

When a Fire Breaks Out
Employees should take the following safety precautions:

- Always treat alarms as a true emergency unless you are told it is a drill. Just because you do not see it does not mean a fire is not present.
- Always use the stairs instead of the elevator.
- If the room fills with smoke, stay low to the ground and get out as fast—but as safely—as you can.

Fires can be deadly. Employees should become familiar with fire safety practices and eliminate risks when possible.

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