

TOOL BOX TALKS

Fire Prevention

Everyone in the organization is responsible for preventing fire. Fire hazards must be identified and eliminated. Supervisors are key to any fire prevention program, as they are in an excellent position to determine necessary fire prevention measures. Personnel must be familiarized with specific fire hazards encountered on the job, and how it relates to them individually. Gather employees together and discuss fire prevention methods!

WORKSAFE TIPS

ELECTRICAL EQUIPMENT

- Do not use multi-outlet adapters.
- Don't use cheap, undersized, two-wire extension cords.
- Never overload wall or cubicle outlets.
- Never use damaged, worn out extension cords.
- Surge protectors that are warm or damaged must be replaced with Underwriters-Listed cords.
- Never cover extension cords or surge protectors with rugs or other aesthetic coverings.
- Airflow is essential to keep electrical appliances cool.

WELDING / CUTTING / GRINDING / BRAZING

- Inspect the area for fire hazards / combustibles before performing hot work.
- Remove or cover combustibles to protect from flames, sparks or popping slag.
- Complete a "hot works permit" before beginning.
- Assign a fire watch after work is complete.

FLAMMABLE LIQUIDS

- Only store small quantities (incidental quantities) of flammable liquids outside of storage cabinets.
- Never leave flammable liquid containers open.
- Do not use rags or shop towels in place of caps.
- Store extra containers of flammable liquids in approved flammables storage cabinets.
- Never smoke when handling these liquids.
- Gasoline for machines should be stored in metal, self-closing safety cans.

SPONTANEOUS COMBUSTION

- Shop rags covered with oils, paint or petroleum products can ignite, and must be stored in air-tight metal containers with self-closing lids.

NO SMOKING!!!

- Smoking is the most common cause of commercial fires.
- Cigarette butts can smolder for hours.
- Do not smoke within the facility.
- Do not smoke on loading docks or near dumpster areas.
- Provide outside areas free of combustibles (mulch, grass, trash cans) for employees to smoke.
- Only discard cigarettes in fire-safe metal smoking waste containers.

HOUSEKEEPING PRACTICES

- Housekeeping is one of the best fire prevention methods.
- Everyone in the organization can prevent fire by using good housekeeping methods.
- Prevent the buildup of combustible materials!
- Remove trash / empty trash cans often.
- Do not allow trash cans to run over.
- Discard cardboard immediately and do not allow cardboard to pile up.
- Limit wooden pallet storage within buildings as pallets can catch fire quickly.
- Pallet stacks must not exceed 6 feet tall.
- Store wooden pallets outside of buildings since they are a fire hazard.
- Inspect desk and production areas for extension cord damage, overloaded outlets and damaged or warm surge protectors.
- Keep areas around machines (air compressors, heaters, water heaters, fans) clear of combustibles.
- Never block fire sprinkler heads, sprinkler controls or fire extinguishers.



Smart, Accident-Free Environments

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888.499.SAFE (7233)