

## **SAFETY TOOL BOX MEETING**

### **NO 12 - FIRE**

1. Ensure that you know what to do in the event of a fire
2. Make certain you know your escape route
3. Keep fire doors and shutters clear and unobstructed – NEVER lock them
4. Do not obstruct access to fire extinguishers; learn how they operate - read the labels or ask.
5. Do not hang clothing over or near heating equipment.
6. Do not let paper, oily rags or other rubbish accumulate.
7. Do not smoke in forbidden areas.
8. Use proper containers for flammable liquids; not open tins or buckets.
9. Handle flammable liquids at a safe distance from possible sources of ignition.
10. Check before and after using blowlamps, welding and cutting equipment.
11. Asphalt pots, crucibles, soldering irons and gas rings must be on non-combustible stands.
12. Switch off from the mains any electrical equipment when not in use.

**PLAN IN ADVANCE - YOU WILL NOT HAVE TIME WHEN FIRE BREAKS OUT**

I have given the above talk to all men under my control.

Signed:

Company  
Rev 1

Date 24-01-07