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FIRE SAFETY

TOOLBOX TALK CONTENT

Document ID: TBT-004

**Document Approval History**

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

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| --- | --- | --- |
| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
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| **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?
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| **SOURCES OF FIRE** | * Electrical short circuit
* Smoking
* Poor housekeeping & poor material stacking
* Chemical reaction
* Hot work
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| **TYPES OF FIRE** | * Solid fire
* Liquid fire
* Gaseous Fire
* Electrical fire
* Metallic Fires
* Kitchen Fires (grease)
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| **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
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| **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
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| **INSPECTION** | * Monthly inspection schedule
* Colour coding system
* Record keeping
* Third party certification of fire extinguisher
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| **STORAGE** | * All fire extinguishers to be kept away from the direct sun light
* Proper storage of fire extinguishers
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| **ACCESS** | * Access to the fire extinguisher should be unobstructed
* Ensure that all exit routes are free from obstruction at all time
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| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | * Why you need to use gloves when operating a CO2 fire extinguisher
* Benefits of using Personal Protective Equipment
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| **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?
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| **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) |  |