



SAFETY



CONVERSATION



Topic: Fire Safety

WHAT YOU'RE GOING TO LEARN

In this Safety Conversation you will learn about the dangers of fire in the workplace and some of the precautions you must take to prevent fires.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand of the consequences of fire.
- Know your responsibilities for reporting fire.
- Be aware of the things you must do to prevent fire at work.

WHAT YOU NEED TO KNOW

Heat, toxic fumes and smoke produced by fire cause death, serious injury and damage to property and equipment. Most deaths are the result of smoke inhalation.

1. Every person on site has a responsibility to **ENSURE** they:
 - Minimise the risk of fire breaking out
 - Know what to do in the event of fire
 - Immediately raise the alarm if a fire breaks out
2. Know your **ESCAPE** routes and assembly points.
3. Report to your supervisor or manager before starting work, so that they are able take an accurate head count of staff in the case of an emergency.
4. Identify the **LOCATION** of fire extinguishers.
5. **ENSURE** access to fire extinguishers is not restricted.
6. Using the wrong extinguisher on a fire can cause problems and make the situation worse. Only use extinguishers if you have been trained to do so.
7. If smoking is permitted on site, **ONLY** smoke in the designated smoking areas.
8. Adopt **GOOD HOUSEKEEPING** practices to minimise the build-up of waste.
9. When using chaffing fuel, make sure it is in a chaffing fuel holder and positioned on a level and stable surface. Use appropriate lighters to light fuel.
10. **KEEP** fire doors and shutters clear and unobstructed. **DO NOT** prop them open.
11. Any electrical equipment should be **SWITCHED OFF** from the mains when not in use.
12. **DO NOT** store any clothing or combustible items over or near heat sources.
13. **REPORT** defective equipment or damaged electrical cables. Defective or damaged equipment can cause fires.



BE MINDFUL

- Know the location of your fire-fighting equipment and emergency call points
- Don't allow rubbish to build-up
- Switch off electrical equipment when it is not in use

SPEAK OUT

- Inform your supervisor or manager if equipment is defective
- If you are not aware of escape routes or emergency procedures tell your supervisor or manager

GET INVOLVED

- If you notice something blocking a fire escape route, remove it
- If you see that a fire door has been propped, close it

YOUR VALIDATION

- What is the biggest cause of fire-related deaths?
- Why must you report to your supervisor or manager before starting work?
- How does good housekeeping help to minimise the risk of fire?
- Why should fire doors not be propped open?

LY/HS/SC/013/02



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