



# Minnesota Electrical Association

# Electrical

# Toolbox Talks

---

## Fire / Fire Extinguisher Safety

Prevention is the best defense against fire.

### Housekeeping

1. Employees will keep their areas clutter-free and will dispose of flammable materials safely and promptly.
2. Employees will store all flammable materials safely in appropriate containers and used with extreme care. If there is a dangerous spill or fumes, employees will get help and call in a professional immediately.

### Emergency Procedures

1. In case of a fire too large to extinguish by a handheld fire extinguisher, employees will:
  - Stay calm.
  - Alert all of the other employees to leave the building immediately.
  - All employees will immediately leave the building. The key danger is suffocation, so you must leave immediately.
  - Be aware of smoke and poisonous fumes. If there is a lot of smoke, drop to the floor and crawl out as fast as possible. Once outside, get away from the smoke and fumes from the building immediately.
  - Immediately go to the nearest phone in a safe location and call 911.
2. If the fire is of a small enough size to be put out by a fire extinguisher, immediate use of the fire extinguishers will be employed by the worker(s). Employee will hold the extinguisher in an upright position, pull the pin, and aim at the base (source) of the fire from about ten feet away.

### Extinguishers

1. Employer will provide a fire extinguisher, rated not less than 2A, 20-pound BC, will be provided for each 3,000 square feet of the building or major fraction thereof. Travel distance to the nearest fire extinguisher will not exceed 100 feet.
2. One or more fire extinguishers will be provided by the employer for each floor. In multi-story buildings, at least one fire extinguisher will be posted adjacent to the stairway.

Sponsored by

It's Our Business to Protect Yours



# Fire / Fire Extinguisher Safety

(continued)

3. Fire extinguishers will be conspicuously located by employer and readily accessible at all times.
4. Employer will periodically inspect fire extinguishers (at least once a year) and make sure that they are maintained in operating condition.
5. Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited by employer.

## **Notes:**

Each fire extinguisher is considered professional equipment. Its effectiveness in protecting property depends on knowing what it can and cannot do, how to use it, where to install it, how to maintain it, knowledge of classes or types of fires, what classes of fire the extinguisher is capable of extinguishing.

## **The classes of fires are as follows:**

- Class A: Fires in ordinary combustible materials
- Class B: Fires in flammable liquids, gases, and greases
- Class C: Fires that involve energized electrical equipment
- Class D: Fires in combustible materials

For additional safety information, see OSHA CFR 1910.38 and 29 CFR 1910.157, check manufacturer's guidelines for additional safety information, contact a competent professional or contact the OSHA Consultation office.

***These rules are samples only. Each employee is responsible for working with his/her employees to write rules that meet the specific needs of their individual company and type of work. Each employer is responsible for assessing the accuracy of their rules and keeping them up to date. OSHA requires a minimum of an update and employee re-training annually.***