



TODAY'S SAFETY TALK – TRAINING SESSIONS TO PREVENT INJURIES AND INCIDENTS

# TAKE A MINUTE FOR YOUR SAFETY

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## FIRE PREVENTION

Fortunately, accidental fires are a rare occurrence in our member counties and agencies. It is easy to forget how dangerous and destructive accidental fires are. This safety minute provides you some general tips and reminders to help prevent accidental fires.

- Do not store combustible materials near an ignition source. Furnace and mechanical rooms should not be used to store combustible materials.
- Smoking should be permitted only in designated areas free of combustible materials. Butts should be placed in the designated receptacles. (Smoking bans are another option.)
- If space heaters are allowed in your workplace, ensure it has a safety switch that shuts it off if it falls over.
- Keep all combustible materials at least 3 feet from space heaters. Place space heaters on a nonflammable surface like ceramic tile.
- Turn off and unplug space heaters when not in use. Space heaters should be plugged directly into an outlet.
- Do not allow candles in the workplace.
- Do not overload outlets or circuits. Inspect electrical cords and replace if damaged or frayed.
- Install and regularly test smoke alarms.
- Inspect portable fire extinguishers monthly to ensure they are fully charged and accessible.
- Inspect storage and office areas to ensure nothing is stacked within 18 inches of a sprinkler head.
- Emergency evacuation plans should be displayed and drills held annually. This should be included in new employee orientation as well.



# TAKE A MINUTE FOR YOUR SAFETY SIGN-IN SHEET

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DATE OF TRAINING: \_\_\_\_\_ PRESENTER: \_\_\_\_\_

TOPIC(S): \_\_\_\_\_

Print Name

Signature

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