

# TOOL BOX TALKS

## Office Fire Prevention

*Fire safety is the responsibility of everyone in the office. Educate all employees about how they can help prevent fires in the building. The time you spend now, can save lives and money in the future.*

### Toolbox Tips

#### Educate and plan

- Know the locations of each fire extinguisher in your work area.
- Know the locations of fire exits and keep them unlocked and unblocked at all times.
- Know the street address of your building.
- Know how to contact emergency services.
- Immediately report any suspicious burning or smoke odors.
- Know the evacuation plan and where employees should gather outside the building.
- During an evacuation, begin a head count immediately. Report any missing employees to the fire department.

#### Hazards

- Smoke only in approved areas. Do not discard cigarette waste in dumpsters or trash cans.
- Do not overload outlets, electrical cords or surge protectors. Combustibles like cardboard, paper and office furnishings can ignite when near overloaded, hot electric cords.
- Do not cover extension or electrical cords with rugs or furnishings.
- Keep storage areas tidy and organized. Empty waste cans often and do not allow paper trash to build up.
- Keep heaters clear of combustibles.
- Keep pull stations clear, fire exit pathways and sprinkler heads unobstructed.
- Turn off heat sources like coffee pots and desk lamps when employees leave the area.
- Avoid using space heaters. Ignition sources like smoking, candles and tea lights are prohibited in the building.

**Know the locations of each fire extinguisher in your work area.**

**Know how to contact emergency services.**

**Know the street address of your building.**

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

### For more information:



[www.worksafecenter.com](http://www.worksafecenter.com)



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