

Talk No. 23		FETY	
Start time	End	Duration	

1. **Introduction:**

- 1.1 Fire is a major risk to property. You can either help prevent fires, or you can help fight them.

2. **Main Points:**

- 2.1 Ensure you are aware of the means of raising the alarm
- 2.2 Ensure you know what to do if an alarm sounds
- 2.3 Never obstruct any fire exits

3. **Points to remember**

- 3.1 Never misuse or tamper with fire extinguishers (never discharge fire extinguishers for fire prevention or fighting purposes).
- 3.2 Don't hang clothing or other items over heating equipment.
- 3.3 Control rubbish — don't let it accumulate.
- 3.4 Store flammable liquids and gases — well away from any sources of ignition. Keep lids on containers when not in use.
- 3.5 Control smoking — don't smoke if necessary.
- 3.6 Don't overload electrical sockets — one plug per socket!
- 3.7 If electrical equipment is faulty, switch it off at the mains.
- 3.8 Bitumen boilers, solar water heaters etc must be placed on non-combustible stands.
- 3.9 Carry out residual heat checks after any hot work has been carried out.
- 3.10 Always have a fire extinguisher nearby when carrying out hot work.
- 3.11 Obtain hot working permits.

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ATTENDANCE SHEET

Talk No. 23	
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All operatives listed and signed below Box Talk.

Date .....

NAME