



# Fire Safety

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**Discussion Date:** \_\_\_\_\_

**Employee Participants:**

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## TOPIC: Fire Safety Tips

- Keep to a minimum the quantity of flammable materials (liquids and gases) on site
- Properly label and store all flammable materials
- Return flammable gas cylinders to a ventilated storage area at the end of each shift
- Strictly ban smoking and other ignition sources from areas where gases or flammable liquids are stored or used. Post clearly visible signs to that effect.
- Properly maintain gas cylinders, hoses and equipment and keep them in excellent condition at all times
- When gas cylinders are not in use, ensure valves are fully closed.
- Regularly remove flammable and combustible waste and store it in suitable bins or containers
- Provide a proper quantity of suitable fire extinguishers. Make sure every worker knows where they are located and how to use them.
- Know all emergency procedures for evacuating the site, raising the alarm and contacting the local fire department

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