



# Safety Talk/Tool Box Talks Getting Stale?

*Practical example of how to be more effective with your safety talk.*

## **Method**

In this article we hope to give you information on how to breathe new life into your safety talks. When we compile and deliver safety talks, we strive to meet all of the necessary standards. We typically have a call to action from our employees that is intended to inspire safe behaviors and best work practices. We spend the time researching and delivering materials, place a time line on the delivery of the materials, pass this down to supervisors, and sit back and revel in the information we have just released into the world - smile, pat ourselves on the back, and go back to incident reports....

Relevant - Speak to your audience. Yes, this may mean three unique talks to cover the same topic.

Customized - Make your material different. Does an employee need the word of the law, the letter of the law, or an example/analogy?

Time/Job Sensitive - Cold Stress in July...?

Right Content - This might not apply to you, but we are starting a job where....

Pictures/ Pictures/ Pictures - Make safety material something that employees want to look at.

Recall/Quiz - Have a quiz/Call on members

Input and feedback -not a mumble session, but constructive feedback that makes it back to PM/Safety/HR/CM

When I draft a safety talk, I like to think of my goals; if I could just get my employees to do... Let's take fire safety. If I could just get my employees to prevent fire, develop/understand/follow the response plan, and inspect and use the extinguisher, then I would achieve my goal. I have three –broad, but unique topics that are meaningful to me, but not yet digestible to my front line employee. I want to cover these aspects so that they are retained, so I will enter them into the material three times, with three subgroups, each consisting of three aspects.

1. Preventing fire
  - Sub Message Expounded - Sources (of flame), fuel, and prevention.
2. Develop/understand/follow the response plan
  - Sub Message Expounded - Action(we want people to take), Reaction and Recovery
3. Inspect and use extinguisher
  - Sub Message Expounded - Check, Place, and PASS



## Safety Talk

Today we will be covering:

- Preventing fire
  - › Sources (of flame), fuel, and prevention.
- Develop/understand/follow the response plan
  - › Action (we want people to take), Reaction and Recovery
- Inspect and use extinguisher
  - › Check, Place, and PASS

Fire prevention are those proactive steps we take to stopping a fire before it starts in our workplace. Work changes on a daily basis and prevention is necessary. As equipment breaks down or becomes old we have to consider if we have the potential for a flame. Many products that we use have the potential of being or becoming a fuel source. We as a company take many protective measures to prevent fire. We use fire blankets, approved tools and remove items from the area. We as a company have a plan if a fire were to occur in our office, as well as in the field. (Go over plans, explain roles and responsibilities). Our contact sheet and continuance of operations plan are as follows: No one may leave the site until XYZ is completed. Please take a look at the company emergency response plan in your work area, as well as our inspection sheet found in the truck or job box. After we have taken every means to be proactive, we then must consider the outside potential of a fire to start and always be prepared with an plan and an extinguisher. Place the extinguisher in the area where work is being conducted or locate a fixed extinguisher. Inspect the extinguisher to ensure that the extinguisher is charged - needle in the green, pin is in place and no excessive signs of damage have occurred and record your inspection on the hang tag. Remember in the event of an emergency, follow the emergency action plan and if you are able to extinguish the incipient fire, do so using the PASS method. **PASS-Pull the pin. Aim the nozzle. Squeeze the handle. Sweep the base of the fire from side to side. PASS.**

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- Inspect and use extinguisher
  - › Check, Place, and PASS

Any suggestions: \_\_\_\_\_

Feedback: \_\_\_\_\_

Safety Concerns: \_\_\_\_\_



## Quiz

*Quiz or call for response*

What in my work space is a potential ignition source?

What in my work space is potential fuel for the fire?

What equipment do I have to prevent a fire and how do I use it best?

What do I do in case of an emergency?

Where do I go?

Who do I notify?

What is my responsibility?

What do I need to do once an month?

What am I looking for?

When should I use and extinguisher or place it in my work space?

How do I use an extinguisher?



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Images

# FIRE PROTECTION

MONTHLY INSPECTION: TAG, GAUGE, PIN, SIZE, TYPE AND USE

### KNOW YOUR FIRE EXTINGUISHER

CHOOSING THE RIGHT EXTINGUISHER CAN PREVENT PROPERTY DAMAGE AND SAVE LIVES

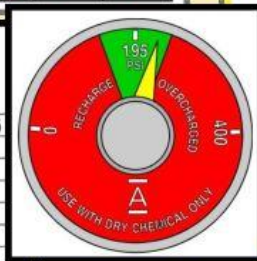
Extinguisher Type → Type of Fire ↓	Water	Foam	CO <sub>2</sub>	Dry Chemical
<b>A</b> Paper, Wood & Plastic	✓	✓	X	✓
<b>B</b> Flammable & Combustible Liquids	X	✓	✓	✓
<b>C</b> Electrical Equipment	X	X	✓	✓

### How To Use Fire Extinguisher

Remember the **PASS** word (Pull - Aim - Squeeze - Sweep)

P	A	S	S
<b>Pull</b> Pull The Pin	<b>Aim</b> Aim At The Base Of Fire	<b>Squeeze</b> Squeeze The Operating Handle	<b>Sweep</b> Sweep From Side To Side
↓ Break seal and test extinguisher	↓ Ensure you have a means of escape	↓ To operate extinguisher and discharge the agent	↓ Completely extinguish the fire

FIRE EXTINGUISHER INSPECTION RECORD				
EXTINGUISHER NO.				
'12	'13	'14	'15	
		JAN.		
		FEB.		
		MAR.		
		APRIL		
		MAY		
		JUNE		
		JULY		
		AUG.		
		SEPT.		
		OCT.		
		NOV.		
		DEC.		



- ⇒ Know which extinguisher and size to choose.
- ⇒ Inspect all components
- ⇒ Use the extinguisher as directed and make your supervisor is aware so that they can replace the extinguisher.

Protect your family as well as yourself and coworkers

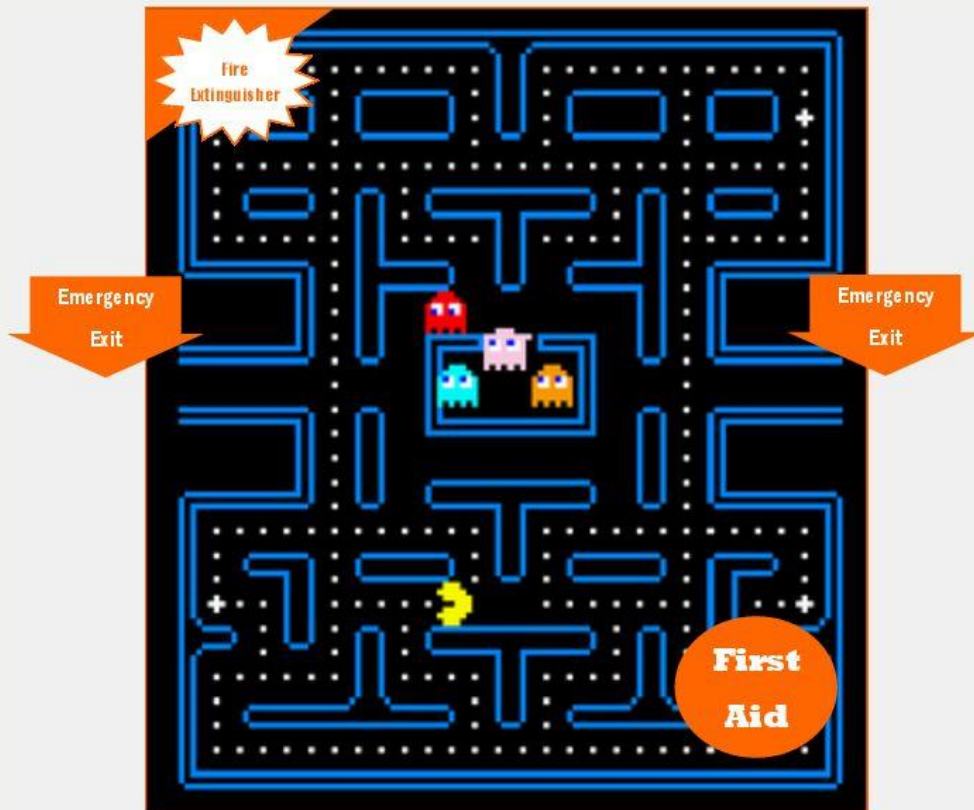
Protect Yourself and Those Working Around You  
Remove All Flammables From Hot Work Zones



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# EMERGENCY RESPONSE

MAKE YOUR PLAN FUN, EYE CATCHING-CONVEY INFORMATION IN A MANNER THAT WILL BE REMEMBERED



Come up with a plan for your home

Protect Yourself and Those Working Around You

Make up your site plan and train on it regularly

For additional assistance, contact RiskControl360° by email at [info@riskcontrol360.com](mailto:info@riskcontrol360.com) or by phone at 1-877-360-3608.

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