CrewSigned

Fire Safety Toolbox Talk

5-minute read-aloud · Last reviewed November 24, 2026

A fire needs three things: fuel, heat and air. Take away any one and there is no fire. On a site like ours there is plenty of all three. Fuel is lumber, cardboard, insulation, sawdust, gas cans and oily rags. Heat is a torch, a grinder, a heater, a hot engine, a bad cord or a cigarette. Air is everywhere. Fire prevention mostly comes down to keeping fuel and heat apart.

Start with the fuel. Haul out trash and scrap as the work goes on so it does not pile up. Put oily and solvent-soaked rags in a covered metal can. Keep gasoline and other flammable liquids only in approved safety cans with the lids closed, and store them away from exits, stairs and anything that makes heat. Never use gasoline to clean parts or to start a fire.

Then watch the heat. Keep heaters and lights away from tarps, plastic and stacked material, and follow the clearances on the label. Do not overload outlets or run damaged cords. Shut down engines before you refuel them and let them cool. Smoke only in the areas we have set aside, and never near a sign that says No Smoking or Open Flame. Any torch or grinder work near combustibles needs a hot work plan before it starts.

Keep the paths and the equipment clear. Do not block exits, stairways, fire extinguishers, hydrants or sprinkler heads with material. Know where the nearest extinguisher is before you start work, and tell me if one is missing, empty or blocked.

If a fire starts, warn everyone first. Shout, pull the alarm if there is one, and call 911. Only try to put it out if it is small, you have the right extinguisher, you have been trained, and you have a clear way out behind you. If it is spreading, smoke is building, or you are not sure, get out and close doors behind you.

Then go to the meeting point so we can count heads. Never go back in for tools or a phone. Firefighters need to know right away if anyone might still be inside.

Discussion questions

1. Where are the fire extinguishers and the exits from where we are standing?
2. What on this site could start a fire today, and what fuel is sitting close to it?
3. Where do we meet after an evacuation, and who counts heads?

OSHA standard

29 CFR 1926.151, Fire prevention
https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.151

SOURCES

OSHA Fire Safety: https://www.osha.gov/fire-safety
OSHA Evacuation Plans and Procedures eTool: Fire Prevention Plan: https://www.osha.gov/etools/evacuation-plans-procedures/emergency-standards/fire-prevention
29 CFR 1926.150, Fire protection: https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.150

This talk does not replace training that an OSHA standard requires. Scripts are based on OSHA and NIOSH publications and rewritten in plain language.

Safety Meeting Sign-In Sheet

TOPIC
Fire Safety Toolbox Talk

COMPANY

JOB / SITE

DATE

TIME

PRESENTER

#	Printed name	Signature	Company / trade
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