TOOLBOX TALK AWARENESS PACKAGES

HAZ-FIR · Fire Safety and Extinguisher Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: how fires start and spread, choosing the right extinguisher, and knowing when not to fight a fire.

Most workplace fires can be prevented by good housekeeping, safe storage of flammable materials and looking after electrical equipment. When a fire does start, the first decision is whether it is safe to fight it at all.

This talk covers the fire triangle, classes of fire, the types of portable extinguisher and fire blanket and what each is for, how to use an extinguisher, when to leave instead, and keeping exits and equipment clear. It does not include hands-on extinguisher practice, which needs a separate practical session.

Learning outcomes

By the end of the session participants will be able to:

- Explain the fire triangle and how removing heat, fuel or oxygen puts a fire out
- Describe the classes of fire, from ordinary combustibles to flammable liquids, gases, metals, electrical equipment and cooking oils
- Identify the types of portable fire extinguisher by label and colour band, and choose the right one for a fire
- Describe how to use an extinguisher and fire blanket safely
- Decide when not to fight a fire, and raise the alarm and evacuate instead
- Prevent fires through housekeeping, safe storage and keeping exits and fire equipment clear

What it covers

Module	Covers
How fires start	The fire triangle; Common workplace causes; Prevention and housekeeping
Classes and extinguishers	Classes of fire; Extinguisher types and colour bands; Fire blankets and hose reels
Fight or leave	When it is safe to try; Using an extinguisher; Raising the alarm and evacuating

Activities

- Match it: workers match six fire scenarios to the right extinguisher, or to leaving
- Walk the floor: workers find the extinguishers, blankets and exits in their area and check they are clear

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SAMPLE · HAZ-FIR Fire Safety and Extinguisher Awareness v1.0 · The full package contains the complete materials.

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Fire Safety and Extinguisher Awareness

How fires start and spread, choosing the right extinguisher, and knowing when not to fight a fire

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

FIR

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What this talk is, and is not

This talk covers

- ✓ How fires start, and preventing them
- ✓ Classes of fire and types of extinguisher
- ✓ Using an extinguisher and fire blanket
- ✓ When to leave instead; keeping exits clear

This talk is not

- ✗ Hands-on extinguisher practice
- ✗ Warden or fire team training
- ✗ Hot work permits (see HAZ-HOT)
- ✗ Our procedure: **[Your fire safety procedure]**

Awareness only. Hands-on extinguisher practice needs a separate practical session.

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How fires start

A fire needs three things: heat, fuel and oxygen. Take one away and it goes out.

- Heat: faulty or overloaded electrics, hot work, heaters, friction, cooking
- Fuel: paper, cardboard, rubbish, flammable liquids and gases, dust
- Oxygen: the air around us; some chemicals give off their own
- Fires grow fast: a bin fire can fill a room with smoke in minutes

The fire triangle

- Cool it: remove the heat (water)
- Starve it: remove the fuel (turn off the gas, clear the area)
- Smother it: remove the oxygen (fire blanket, foam, carbon dioxide)
- Some extinguishers also interrupt the chemical reaction (powder)

Take away heat, fuel or oxygen, and the fire goes out.

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Duties under WHS or OHS laws

The business must

- Manage the risk of fire: prevent it, and plan for it
- Provide suitable fire equipment, and have it maintained
- Keep exits clear and an emergency plan in place
- Store flammables safely; train and consult workers

You must

- Keep your area tidy and flammables stored safely
- Keep exits, extinguishers and hose reels clear
- Report faulty electrics and damaged fire equipment
- Raise the alarm first; fight a fire only if it is safe

Building fire safety laws and Australian Standards also cover fire equipment and exits. Victoria's terms differ.

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The hierarchy of control for fire

1. **Eliminate** Remove ignition sources and unneeded fuel: rubbish, stock, flammables
2. **Substitute** Less flammable materials; cold work instead of hot work
3. **Isolate** Flammables cabinets and stores; fire doors and walls
4. **Engineering** Detectors, alarms, sprinklers, extinguishers, safe electrics
5. **Administrative** Housekeeping, hot work permits, inspections, drills
6. **PPE** Flame-resistant clothing for some tasks

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

The best fire is the one that never starts.

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TOOLBOX TALK · HAZ-FIR

Fire Safety and Extinguisher Awareness

Participant handout · keep this

A fire needs heat, fuel and oxygen. Take one away and it goes out. Most workplace fires can be prevented. Keep this page.

Extinguishers: read the label and the band

- Water (all red): A only; never electrical or oils
- Wet chemical (oatmeal): F and A
- Foam (blue): A and B
- Dry powder (white): A, B, C and E
- Carbon dioxide (black): E, and small B
- Fire blanket: small cooking oil fires; clothing on fire

Fight or leave

- Raise the alarm first: shout, alarm point, 000
- Only try if it is small, not spreading, you know what is burning, you have the right extinguisher and a clear way out
- Leave if it is spreading, there is smoke, or gas, metal, batteries or unknown chemicals are involved
- If in doubt, get out; close the doors

Classes of fire

- A: paper, wood, fabric, plastics · B: flammable liquids
- C: flammable gases · D: combustible metals
- E: live electrical equipment · F: cooking oils and fats

Using an extinguisher: PASS

1. Pull the pin
2. Aim at the base of the fire
3. Squeeze the handle
4. Sweep side to side; back away, exit behind you

Floor check

- ☐ Extinguishers on their brackets, signed, visible and not blocked
- ☐ Gauge in the green, where there is one; pin and seal in place
- ☐ Service tag current; no damage to the hose or body
- ☐ Fire blanket in place wherever there is cooking
- ☐ Hose reels clear, hose rolled and undamaged
- ☐ Manual alarm points visible and clear
- ☐ Exits clear; exit doors open freely; exit signs lit
- ☐ Fire doors closed, not wedged or propped open
- ☐ No rubbish or flammables near exits, heaters or switchboards
- ☐ Anything wrong? Report it to **[Who to report to here]**

Prevent it, raise the alarm, and if in doubt, get out.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not include hands-on extinguisher practice, which needs a separate practical session.

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