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| RECORD OF TOOL BOX TALK |
| Workplace:  | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: Accident / Incident / Illness Reporting |
| **KEEPING THE AREA CLEAR AROUND FIRE APPLIANCES** Building Fire Safety Regulations require the area around fire appliances to be kept clear for 1 metre. As most appliances are mounted on walls, that’s 1 metre each side and in front.Fire appliances installed in these premises may include:* Fire Extinguishers
* Fire Hose Reels etc.

In the event of a fire, easy access to these appliances is essential to the safety of all occupants.Other precautions you may take to ensure occupant safety include:* Keep paths to exit doors indicated by “EXIT” signs or “Illuminated Man”. All pathways should be kept clear and not used as a storage space.
* Occasionally check the small yellow plate on the appliance to see if it has been checked recently. Australian Legislation requires extinguishers and fire hose reels be checked every 6 months. If the appliance is out of service, report it to your manager or safety officer immediately.

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