

Job site: _____
 Foreman: _____

Date: _____
 G.C. _____

SMOHIT Safety Sense

Toolbox Talks for the Sheet Metal Industry

Emergency Action Plans Revisited

- As you know, your company’s emergency action plan is designed to save lives in the event of a major accident or disaster, such as a fire, explosion, or major chemical spill. Every worker needs to understand the evacuation plan, alarm systems, reporting procedures, and types of potential emergencies.
- Emergency training should be performed at least annually and when new workers are hired or when their jobs change. Additional training should be performed when new equipment, materials, or processes are introduced, when the layout or design of the facility changes, when procedures have been updated or revised, or when exercises show that worker reactions are inadequate.
- To be properly prepared for emergencies, all workers should know the following, at a minimum:
 - at least two exits from every room/area;
 - the sound/signaling method of the evacuation or other alarms;
 - who to contact in an emergency;
 - where the fire/evacuation alarms are located and how to use them; and
 - how to report damaged or malfunctioning safety systems and backup systems.
- Emergency action and response training should address the following:
 - individual roles and responsibilities;
 - types of threats and hazards;
 - warning, and communication procedures;
 - emergency response procedures;
 - evacuation, shelter, and accountability procedures;
 - location and use of common emergency equipment; and
 - emergency shutdown procedures.

Instructor Tips

- **Review your company’s emergency action plan.**
- **Point out the exits in every area of the job site.**
- **Review workers’ roles and responsibilities during an emergency.**
- **Point out locations of emergency equipment, such as fire extinguishers.**
- **If possible, perform an emergency action drill. Sound alarms, evacuate workers, etc.**

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