



# Weekly Safety Meeting

*Your Safety Is Our Business®*

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## Fire Safety

Fire can be one of our deadliest enemies. It can mutilate us, kill us, and destroy in a few minutes what took a lifetime to build. Fire can take away our work places and our jobs. How can fires be stopped? The answer is prevention. However, to prevent fires, we must understand them and know how to deal with them.

For your safety and that of your co-workers, you are responsible for fire prevention at work. The best way to prevent workplace fires is to be aware of, and on the lookout for, potential fire hazards. All hazardous situations should be reported to your supervisor. Know the location of fire extinguishers and other emergency equipment that is available to you. During an actual emergency, protect yourself. Do not get involved if it is not safe.

If you ever discover a fire, keep your cool but think fast and act with caution. Size it up fast; knowing when to attempt extinguishing the fire yourself and when to call for help is essential.

Sound the alarm and evacuate the area. Call the emergency numbers you've been given, and give the details about the fire (location, how it started, etc.). Never hesitate to call the fire department, even if the fire seems minor and you manage to put it out before firefighters arrive. The quicker the alarm is sounded, the sooner firefighters can attempt to get it under control. Have someone meet the firefighters to tell them where the fire is. They can lose valuable minutes if they have to find it themselves.

You are responsible for preventing fires, but not for putting out major fires. Fight the fire only if you can do it safely with proper extinguishing materials. In general, never battle the blaze unless the firefighters request your help.

Fire needs three elements to exist--fuel, oxygen and heat. To understand the relationships of these elements, think of each as separate sides of a triangle. Fire needs all three elements in the proper proportions to exist. If one side of the triangle is removed, the fire will go out. For fuel to ignite, oxygen must be present; then heat must be applied until the combustion point is reached. When this point is reached, the fuel will ignite with the oxygen, consuming both fuel and oxygen and giving off heat. If the oxygen is removed, the fire is smothered. If the fuel is removed, there's nothing left to burn. Oxygen by itself will not burn. If the heat is lowered below the combustion point, the fuel and oxygen will not unite and the fire will go out.

### Portable Fire Extinguishers:

For your safety and the safety of your co-workers you should know where fire extinguishers are located and how to use them properly. The most important thing to remember about fire extinguishers is that you must use the correct type for each kind of fire.

- Class A fires - combustible, such as wood, paper and cloth.
- Class B fires - flammable liquids.
- Class C fires - electrical.
- Class D fires - combustible metals, such as magnesium and sodium.



There are several types of fire extinguishers: foam, carbon dioxide, soda acid, pump tank, gas cartridge, multipurpose dry chemical, and ordinary dry chemical. Most extinguishers have labels that list the types of fires for which they can be used.

The most common extinguisher is the multipurpose dry chemical type. It can be used for any class of fire. However, if the tag on the extinguisher is not labeled ABC, you must know the type of fire on which the extinguisher can be used.

### **Remember...P-A-S-S When Using an Extinguisher:**

Be sure to remember the PASS operating technique for portable fire extinguishers. PASS stands for:

- P - Pull the pin. Pulling the pin unlocks the operating lever or button so you can discharge the extinguisher. Stand at least 6 to 8 feet from the fire.
- A - Aim low, pointing the extinguisher nozzle or hose at the base of the fire.
- S - Squeeze the lever below the handle. Squeezing the lever discharges the contents of the extinguisher. When you release the lever, the discharge stops. Some models have a button to press rather than a lever.
- S - Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep from side to side until the flames appear to be out.

Most extinguishers will only allow about 10-seconds of extinguishing media. Prevention is the key when it comes to firefighting. Good housekeeping, proper storage procedures, and safe work practices will go a long way toward reducing the likelihood that a fire will destroy valuable property or injure either you or a fellow employee.

**Don't let your future go up in smoke...have a fire plan!**



## Safety Meeting Sign-In Sheet

Supervisor:	Subject:
Location:	Date:
Conducted By:	Trainer Signature:

Name (print clearly)	Signature	Comments / Safety Concerns / Training Requests