Safety Training Topic
FIRE PREVENTION

Purpose of Meeting

- To remind workers that fires can result in serious injury.
- To educate workers about fire prevention and fire safety.
- To consider ways to prevent injuries cause by fire emergencies.

Materials and Preparation

- A copy of the written fire safety rules or policy.

Note to Trainer

- Enter your name and the training date on the Training Sign-In Sheet.
- Have each attendee sign the Training Sign-In Sheet next to their name.
- Use this page for your reference and give attendees copies of the remaining pages.
FIRE PREVENTION

Introduction

Fire can pose a serious threat to the safety of our employees, contractors and visitors.

To help the agency manage this risk, you must do your part to prevent fires, and then know how to respond in the event a fire emergency does occur.

This training has been developed to educate workers about our policies and procedures regarding fire safety.

Fire Prevention Plan

To help protect your safety, we have a Fire Prevention Plan which includes:

- Training about fire hazards in the workplace and about what to do in a fire emergency,
- Assignment of key personnel in the event of a fire, and
- An evacuation plan.
Fire Alarms

In the event of a fire, the most important thing is to make everyone aware that there is a fire so they know to take appropriate action.

There are fire alarms located throughout our facilities. These alarms are tested on a regular basis to ensure that they will work properly when they are needed most.

In the Event of a Fire

In the event of a large or uncontained fire, sound the alarm, evacuate the building and call 9-1-1. When evacuating a building, use the stairs—never use the elevator.

Be sure to listen carefully to evacuation directions. Note the wind direction and move upwind from the source of the emergency.

Meet at the pre-arranged location. If the primary evacuation assembly area is unsafe, go to the alternative or offsite assembly area.

A supervisor or emergency coordinator will take a head count, including any visitors or contractors. Information about any missing and/or injured people is provided to the offsite emergency responders (fire department) when they arrive.

Do not leave the assembly area or your supervisor may think you are missing. This will initiate an unnecessary search and rescue which puts fire fighters in unnecessary danger.

Do not return to work until you receive clearance from the offsite emergency responders or from your supervisor.
Fire Prevention: Flammables Use and Storage

In our industry we often need to use flammable materials. Proper use and storage is essential to help manage the risks that these materials present.

- Store flammable liquids and gases in approved storage cabinets. This included flammable aerosols and paints.
- Label all containers.
- Use flammable liquid and gases in well-ventilated areas only.
- Use suitable waste cans for disposal of oil or solvent soaked and paint rags.
- Avoid storing incompatible chemicals next to each other as interaction may occur and cause a fire or explosion.
- Survey chemicals annually and properly discard any which are obsolete or show signs of decomposition.
- Order and store the minimum supplies necessary.
- Maintain material safety data sheets and keep them readily available.
- Clean up spills immediately
- Secure compressed gas cylinders in an upright position. Avoid dropping, rolling, or knocking them together.

NOTES:
Fire Prevention: Electrical Fires

Electricity is a common source of fires. To help prevent electrical fires:

- Check electrical appliances and cords regularly, and disconnect appliances where practical.
- Do not overload electrical outlets and keep wiring away from doorways, windows or under carpeting.
- Use approved extension cords only on a TEMPORARY basis.
- Repair all electrical hazards and avoid overloading outlets.

Fire Prevention: No Smoking Areas

Be aware that there are areas in your workplace that are posted as “No Smoking or Open Flames”, or similar. Smoking and other ignition sources are strictly prohibited in those areas at all times.

Fire Prevention: Hot Work

Never weld in areas where combustible material is stored. If welding is to be performed within 35 feet of combustible materials, follow hot work practices.

Ensure good ventilation for painting operations and have a regular routine for cleaning up over-sprayed residues.
Fire Prevention: General Practices

- Ensure general housekeeping and cleanliness in work areas and storage rooms.
- Keep stored items such as boxes, papers and other combustible material to a minimum.
- Keep combustible material away from heaters and other ignition sources.
- Do not store or place anything in front of an exit.
- Don’t overload bulletin boards. Fasten paper at all corners and DO NOT exceed 20% of wall area.
- Paper should not be placed on doors or windows and should never be hung from the ceiling or light fixtures.
- Dispose of trash regularly and in a proper manner.
- NEVER store combustibles in boiler rooms, electrical rooms, furnace rooms, or other areas where there is a potential ignition source.
Incipient Fires

If you find yourself in a burning building keep low (that's where clean air will be found) and make your way to an exit. Stay calm and be familiar with your site emergency notification and evacuation plan.

If it is a small fire like a trash can fire, grab the nearest fire extinguisher and attempt to put the fire out, if you are trained and authorized to do so. Even if you are successful in putting the fire out, notify your supervisor and the local fire department immediately.

If the fire is not extinguished in a few seconds and/or is spreading to other areas, it is time to evacuate and let the professional fire fighters put out the fire.

Fire Extinguishers

This training has been designed for general awareness purposes only. If you have been designated to use a fire extinguisher or other fire fighting equipment, you will receive additional training on the proper use of that equipment.

Employees who have not been trained on fire extinguisher use, may not use a fire extinguisher in the workplace until they have been trained.

Conclusion

Fire safety is everyone's responsibility. Be sure to do your part to prevent fires in the workplace. And if a fire emergency does occur, remember to remain calm and remember your training. Be safe.