

FIRE SAFETY (ALL OFFICES)

OBJECTIVES

- Staff will learn fire hazards and preventive measures
- Staff will learn how to inspect work areas for fire hazards
- Upon completion of this presentation, staff will inspect work area for fire hazards

According to the National Safety Council (NSC) in 2004 there were \$2.4 billion dollars in damages, \$9.8 billion dollars in injuries, and 3,900 deaths due to fires.

Fire in the workplace is one of the most significant hazards to employee. It is a hazard which can potentially strike any workplace, at any time. The effects of workplace fires are devastating to employees and to employers.

FIRE TRIANGLE

Three things must be present to produce the chemical reaction known as fire. Eliminate anyone of these elements and a fire cannot start.

- Oxygen to sustain combustion
- Ignition source
- Fuel

Since we cannot ordinarily eliminate oxygen from the workplace, fire safety involves elimination or control of conditions or substances that could ignite or fuel a fire. Maintenance of a clear and orderly workplace is an essential element of fire safety. Employees must consistently be vigilant for ignition sources and fuel. These elements should be eliminated to the extent the work allows.

FIRE SAFETY

The following is a list of things to check when inspecting your workplace for fire hazards:

- Rubbish should be disposed of as necessary. Do not allow waste to accumulate.
- Housekeeping; keep the work area clean and orderly.
- Combustibles should be kept away from sources of ignition.
- Flammables should be stored safely in proper containers.
- Hazardous chemicals should be stored and disposed of according to the MSDS

- Machinery should be kept clean and in good working order.
- Smoking should only be done in designated areas and disposed in safe containers.
- Ventilate toxins in high fume areas.
- Exits & Passageways should be kept clear, unobstructed, and unlocked.
 - The workplace should have at least two means of escape remote from each other.
- Electrical equipment should be maintained in proper working order.
 - Do not overload circuits.
 - Do not use extension cords for permanent wiring.
 - Do not use tools or equipment with frayed cords or wires.
 - Do not use outlets or plugs if visible signs of arcing (dark burn mark or discoloring on outlet or plug).
 - Use only portable heaters that possess safety switches and are maintained in accordance with manufacturer's safe distance recommendations.
- Evacuation procedures should be understood by staff and practiced.
- Fire suppression system should be inspected by qualified vender annually.
 - Is proper clearance available below sprinkler heads?
- Fire extinguishers should be available for the type of fire hazards present.
 - Employees need to be trained on the use of fire extinguishers.
 - Access to fire extinguishers must never be blocked.
 - Only use a fire extinguisher if you have been trained to use it. (No one should at any time place themselves or others in danger.)
- Fire Prevention involves elimination or control of conditions or substances that could ignite; inspect work areas regularly to identify fire hazards.

POLICY

Discuss all organizational policies that relate to fire safety.

CLOSING

- *Encourage discussion about the presentation and policies related to fire safety. The things discussed in this session pertain to everyone; every employee is responsible for keeping an eye out for fire hazards.*
- *Upon completion, staff will inspect work areas for fire hazards.*