



WEEKLY SAFETY MEETING

FIRE PREVENTION AND PROTECTION

Fire prevention and protection are safe work practices and procedures to help prevent fires from occurring, and to protect personnel and property from unnecessary damage if a fire does occur. Fire prevention is everyone's responsibility. Employees **MUST** do their part by observing and complying with fire prevention regulations and procedures. Employees should report any potential fire hazard or condition that could cause a fire to their supervisor immediately. The National Fire Protection Association (NFPA) categorizes fires into four classes:

1. **Class A fires involve ordinary combustible materials such as paper, wood, cloth, and many plastics.**
2. **Class B fires involve flammable liquids such as oil, gasoline, paints, and solvents.**
3. **Class C fires involve electrical equipment and wiring.**
4. **Class D fires involve combustible metals such as magnesium and sodium.**

Fire Extinguishers

- ✚ Portable fire extinguishers are rated and labeled to indicate the classes and sizes of fires that they can extinguish. Using the wrong type of extinguisher on a fire can intensify the fire or lead directly to personal injury.
- ✚ Know the location of the fire extinguishers nearest your work area.
- ✚ In buildings, fire extinguishers **SHALL** be readily available and located so that personnel **DO NOT** have to travel more than 75 feet to reach one.
- ✚ All Winger fire extinguishers **SHALL** be conspicuously located, readily accessible, and immediately available in the event of a fire for all cutting, welding and grinding operations.
- ✚ **DO NOT** remove an extinguisher from a designated location except for immediate use.
- ✚ Fire extinguishers that have a broken seal or have been discharged **MUST** be turned in to your foreman or safety personnel to be inspected and recharged.
- ✚ Only personnel who have received fire extinguisher training may use portable fire extinguishers. If you have been trained in the use of fire extinguishers, and you believe that you can extinguish a small fire, observe these general precautions:
 - **NEVER** attempt to put out a fire that is spreading in a way that may block your escape path. **Be absolutely certain that you can escape.**
 - **NEVER** use a pressurized water extinguisher on electrical equipment. You may receive a serious electrical shock.
 - **NEVER** use a pressurized water extinguisher on burning liquids. It may cause splattering of hot liquids and spread the fire.
 - **NEVER** discharge a carbon dioxide fire extinguisher in a confined space or any small area with poor ventilation.
- ✚ Remember the phrase **P-A-S-S**; Pull pin, aim nozzle at base of fire, squeeze trigger, sweep from side to side.
- ✚ ABC multi-purpose rated, 2.5#, 5#, and 10# fire extinguishers are the most common type of extinguisher and will handle most fires. **EXCEPTION:** Special applications may require special extinguishers.
- ✚ Fire extinguishers **MUST** be visually inspected monthly and receive yearly maintenance checks with dated tags on each extinguisher.

Fire Prevention and Protection General Instructions

- ✚ An incipient fire is a fire which is in the initial or beginning stage and which can be controlled by portable fire extinguishers or hose systems.
- ✚ Report all fire hazards to your supervisor immediately.
- ✚ The telephone number of the Fire Department and Ambulance **MUST** be posted at the jobsite. Know the location of these posted numbers.
- ✚ Know location of fire exits and fire alarms.
- ✚ Keep fire exits and passageways clear and ready for easy access.
- ✚ Ensure that fire extinguishers are not blocked by equipment, materials, or other objects that could interfere for immediate use in an emergency.
- ✚ **DO NOT** park in front of fire hydrants.
- ✚ Smoke in approved areas only. Obey "No Smoking" and "No Open Flame" signs.
- ✚ Remove trash and debris from your work area at least once each day or more as needed.
- ✚ Clean up chemical & oil spills and leaks immediately.
- ✚ Dispose of oily, greasy or paint soaked rags and towels in approved labeled metal containers with self-closing lids.
- ✚ Remove clothing that has absorbed flammable liquids immediately.
- ✚ Keep solvents and other flammable / combustible materials in approved, properly labeled containers, and store them in a fire proof cabinet.
- ✚ **DO NOT** store flammable / combustible materials under stairways or in passageways.
- ✚ Keep ignition sources such as sparks, flames and excessive heat away from solvents and other flammable / combustible materials.
- ✚ Shut off engines of vehicles and other equipment before adding fuel.
- ✚ Ground containers during liquid transfer so you don't create static electricity. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact **SHALL** be maintained between the pouring and receiving containers if possible.
- ✚ When communication equipment is need in potentially explosive work areas, only equipment that is verified to be "**Intrinsically Safe**" **SHALL** be used. This includes areas with high concentrations of combustible gas or dust. All other electronic equipment **SHALL NOT** be used in areas where a potential explosive hazard exists. (e.g., two-way radios, cell phones, pagers, lighting, etc.)
- ✚ Only non-sparking tools **SHALL** be used in areas where flammable gases or combustible dusts are present.

Meeting Date: _____
Supervisor: _____

Trainer: _____
Location: _____

Attendees: (Please print clearly)

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WEEKLY SAFETY MEETING

FIRE PREVENTION AND PROTECTION QUIZ

1. Report all fire hazards to your supervisor immediately. True or False? _____
2. The National Fire Protection Association (NFPA) categorizes fires into four classes. Match the classification with the materials they will extinguish:

| | |
|--------------------------|--|
| a. Class A Extinguishers | ___ paper, trash, or other ordinary combustibles |
| b. Class B Extinguishers | ___ electricity |
| c. Class C Extinguishers | ___ combustible metals |
| d. Class D extinguishers | ___ flammable liquids and gases |
3. Using the wrong type of extinguisher on a fire can intensify the fire or lead directly to personal injury. True or False? _____
4. An incipient fire is a fire which is in the initial or beginning stage and which can be controlled by portable fire extinguishers or hose systems. True or False? _____
5. The term **P-A-S-S** stands for what?
 _____, _____, _____, _____
6. Fire extinguishers that have a broken seal or have been discharged **MUST** be turned into your foreman or safety personnel to be inspected and recharged. True or False? _____
7. **DO NOT** store flammable / combustible materials under stairways or in passageways. True or False? _____
8. Ground containers during liquid transfer so you don't create static electricity. True or False? _____
9. Fire extinguishers **MUST** be visually inspected monthly and receive yearly maintenance checks with dated tags on each extinguisher. True or False? _____
10. **NEVER** discharge a carbon dioxide fire extinguisher in a confined space or any small area with poor ventilation. True or False? _____
11. Remember:
 - a. Access to firefighting equipment shall be maintained
 - b. Firefighting equipment must be conspicuously located
 - c. Firefighting equipment must be monthly and annually inspected
 - d. All of the above

Printed Name: _____ Trained by: _____

Signature: _____ Trained by Signature: _____

Date: _____ Location: _____