Fire Safety is Everyone’s Responsibility



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Meeting Kit	**PowerPoint**

Safety Talk

By being careful and aware of fire safety, you will help protect both yourself and your co-workers. This will also ensure the continued operation of our workplace.

Because fire safety is such an extensive topic, this talk is intended as just an introduction.

Machinery

It is important to follow safe operating guidelines to prevent the overloading of machine capacity. Keeping equipment well-maintained, correctly lubricated and clean will also help prevent overheating. These safety measures can also prevent other malfunctions which lead to fire.

Electricity

When working with electrical equipment, make sure it is correctly grounded.

Check frequently for worn insulation and frayed cords.

Don’t overload circuits. Do not jam circuit breakers into the “on” position. Use only the correct fuses.

Make sure only authorized and qualified persons conduct electrical repairs or other maintenance.

Flammable Materials

Know and understand the flammable materials you are dealing with in your

particular work area. Know which are explosive, combustible, flammable and reactive. Understand the hazards associated with each category.

Material Safety Data Sheets should be available for all such materials, and the labels should be read and understood. Check with your supervisor if you have any questions or concerns about any of these products.

Smoking

Know the smoking policy for each work area. Smoke only in designated areas. (This means never sneaking off for a quick smoke in a storage area.) Make sure cigarettes and matches are completely extinguished. Empty ashtrays only when the smoking materials are cold.

Good housekeeping habits are good controls for fire safety.

Regularly dispose of trash and product waste rather than letting it accumulate. Store and dispose of oily rags in approved metal containers. These practices should all be done according to company directions.

Keep stairwells, doorways, traffic areas and exits free of clutter and don’t use them for storage. Keep fire doors closed as directed, and don’t block fire exits.

Many fires are the work of arsonists. Report any suspicious persons or activities. Company security procedures are intended to keep out unauthorized persons.

If fire does strike, do you know what to do?

- What emergency numbers should you call?
- Where is the nearest fire alarm?
- Where is the nearest fire extinguisher?
- Do you understand there are different kinds of fire extinguishers for use on different kinds of fires?
- What about other fire equipment such as sprinklers, fire blankets, hoses and monitors. Do you know how to use this equipment?
- What are the safety procedures for shutting down operations and equipment before you leave your work area in an emergency?
- Which fire exits should you use?
- Do you know two escape routes?
- Where should everyone assemble after escaping in an emergency?

Fire prevention is everyone’s responsibility. If you see an unsafe situation, correct or report it. If you don’t know the fire safety procedures, ask.

Work carefully and stay alert to the danger of fire.