

Topic: Using a Portable Fire Extinguisher

Responding to Fires: Sound the fire alarm and call the local fire department immediately if a fire breaks out. Follow the company's procedures on responding to a fire. Attempt to fight the fire ONLY if, (1) you know the type of combustible material burning, (2) you have been trained to use the fire extinguisher correctly, and (3) if the fire is still in the beginning stage. If the fire gets too large, or out of control, evacuate immediately and wait for the fire department.

Classes of Fires and Fire Extinguishers:

You must know the class of fire and the correct type of fire extinguisher to use. The most common extinguisher is the multipurpose dry chemical type. It can be used for A, B & C classes 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. Most extinguishers will produce only about 10-seconds of extinguishing material.

- **Class A** - combustibles, such as wood, paper, rubber, plastics and cloth. The common extinguishing material is dry chemical or water.
- **Class B** - flammable liquids, grease or gasses. The common extinguishing material is dry chemical, foam or carbon dioxide.
- **Class C** - live electrical fires. The common extinguishing material is dry chemical or CO₂.
Note: The actual burning product may be class A items.
- **Class D** - combustible metals such as magnesium and sodium. Special extinguishing agents are required when working with these combustible metals.

“P-A-S-S” is the **KEY** to effectively using a fire extinguisher:

- P - Pull** - Pull the locking pin before using the fire extinguisher.
- A - Aim** - Aim the fire extinguisher at the **BASE** of the fire. NOT at the flames or smoke.
- S - Squeeze** - Squeeze the lever of the fire extinguisher to operate and discharge.
- S - Sweep** - Sweep the fire extinguisher back and forth slowly at the **BASE** of the fire to extinguish.

Remember, it's important to use the correct type of extinguisher for the fire at hand. You should not use a water type extinguisher for a flammable liquid fire because it would cause the fire to spread. You should not use a water type extinguisher on an electrical fire because this would expose you to a serious or fatal shock. For your safety and the safety of your co-workers, use the proper extinguisher.

Notes: _____

Simple Safety Meetings® Leader Guide

Procedural recommendation for a Simple Safety Meeting® Leader:

- A. Prior to the meeting read the topic content to be sure you understand it.
- B. Make notes regarding specific company issues, policies or items for extra emphasis.
- C. Have each participant “sign in” on the participant information sheet prior to starting the meeting and the meeting clock.
- D. Hand out the “Topic Content” meeting sheet when the participant “signs in” making sure each participant has a pencil or pen for note taking.
- E. Instruct the participants to take their time and read through the content, taking their time to understand it and make notes about questions or suggestions they may have.
- F. Wait until everyone is done reading, asking the early finishers to please be quiet while everyone else finishes. (During this time it is a good idea for the leader to re-read the content so as not to appear to be paying attention to who are slow readers and fast readers. Do not embarrass slow readers, but encourage them to take their time to finish so they completely understand and can ask questions.)
- G. After everyone has completed reading and making notes, use a few moments to emphasize, clarify or restate any of the most relevant topic points.
- H. Ask the participants if they have any questions, suggestions or need any clarification.
- I. When the 10-minute bell goes off, the leader must be totally done, except answering questions from the participants.
- J. If another meeting is scheduled, remind everyone of the next meeting date and time.
- K. End the meeting by thanking the participants for their attention and questions.
- L. Remind the participants that working safely is a choice, and you (the leader) and the company wants them to make a conscious effort to choose to work safely

Our content is such that it can be passed out to the participants for them to read during the meeting. The leader’s function is to merely emphasize company specific points, ask if everyone understands the topic points and ask for comments and suggestions.

Our theory is that many shift level safety meeting leaders are not presenters and can feel uncomfortable making any sort of presentation in front of a group of people. However, shift level safety meeting leaders are typically knowledgeable in their area and can handle participant questions and suggestions quite well. The goal of any safety meeting is to communicate the information and make sure the participants understand the safety issues, procedures and policies at hand for your specific company.

Our approach is a simple one. Short, to the point meetings that last no longer than 10 minutes. In fact, we suggest having a standard kitchen timer at the meeting. As soon as the meeting starts, set the timer for 10 minutes. When the bell goes off, the leader’s portion **MUST** be concluded and the **ONLY** allowable discussion is participant questions, suggestions and comments.

Ideally, the topic content should be covered within 10 minutes, not including employee questions. After 10 minutes of presentation, employee’s minds begin to wander, thinking about the workday ahead, future plans in their personal life or just daydreaming.