



**SIGNATURE
SYSTEMS**
WEEKLY SAFETY MEETING
FIRE EXTINGUISHERS
Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
FIRE EXTINGUISHERS

TIME: _____

DATE: _____

PLACE: _____



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WEEKLY SAFETY MEETING

FIRE EXTINGUISHERS

Leaders Guide

PROCEDURE REFERENCE:

11.0: Fire Prevention / Extinguishers

MEETING OBJECTIVE:

If you expect your employees to use fire extinguishers to put out workplace fires, then OSHA requires you to train them in proper extinguisher use. The purpose of this meeting is to teach workers how to gauge the severity of a fire, select the right extinguisher, and use it effectively in an emergency.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

Make a list of the specific fire hazards that are present at your facility. Be prepared to discuss them at the meeting.

Prepare to discuss the four major kinds of extinguishers, each designed to put out different kinds of fires, and why it's important to use the right one for the job: an ABCD. Be sure to add that some fire extinguishers put out more than one type of fire and are labeled this way. An ABC extinguisher, for example, will put out most fires.

Make plans for demonstrating the use of fire extinguishers. Possibly invite someone from the local fire department to do the demonstration. **Important:** The fire extinguishers used for the demonstration should *not* be the ones that are already positioned in your facility. Those may be needed in a real emergency. Your local fire department or extinguisher supplier can lend you fire extinguishers to use for the demonstration.

Review the employee handout to see if there are any other materials you wish to bring to the meeting and to determine where you want to customize the outline with information specific to your facility.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

List of fire hazards in your department.

Fire extinguishers for demonstration purposes.

Flip chart and marking pens.



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Leaders Guide

MEETING

INTRODUCTION

Despite all the precautions we take to prevent fires, it's smart to know what to do if a fire does start. Taking the right action immediately can save damage to our facility and prevent harm to you and your co-workers. Today, we're going to learn about fire extinguishers. We're going to learn when to use an extinguisher, what's the right one to use, and how to use it effectively. We're also going to talk about when not to use an extinguisher and about the limitations of portable fire extinguishers.

Proper use of portable fire extinguishers at our facility and your home can save property and lives. Using a portable extinguisher effectively takes practice. It's also important to recognize the limitations of fire extinguishers. Portable extinguishers are not meant to take the place of trained and equipped firefighting personnel. They are designed to extinguish small fires or contain them until expert assistance arrives.

Question: If a fire broke out right now, what would you do first? Activate the alarm and begin evacuation, or go for a fire extinguisher?

Answer: Activate the alarm and begin evacuation *before* using an extinguisher—even when fires seem small. Fires can get out of hand quickly. Getting professional help and beginning a safe evacuation of the building should be your first priorities.

Question: Under what conditions should you attempt to use an extinguisher with a fire?

Answer: When *all* of the following conditions apply:

- The fire is small enough and can be extinguished with a portable extinguisher.
- You know what materials are burning and are sure that the extinguisher is the proper type for that fire.
- You've considered the possible danger of hazardous or highly flammable materials near the fire.
- You know how to operate the extinguisher and the proper technique for fighting small fires.
- You're sure you have an unobstructed escape route, should you fail to extinguish the fire.



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FIRE EXTINGUISHERS

Leaders Guide

Question: When should you evacuate the area immediately rather than use a fire extinguisher?

Answer: When the following conditions apply:

- You're not sure which extinguisher to use or how to use it.
- The fire is starting to spread.
- The fire is becoming smoky. Smoke is a major cause of death in fires.
- It looks like the only exit could become blocked by the fire.

Explain that there are four classes of fires. All extinguishers are labeled using standard symbols for the classes of fires they can be used on. Some extinguishers are rated for use on several different classes of fires. A red slash through any of the symbols tells you the extinguisher *cannot* be used on that class of fire.

Question: What are Class A fires?

Answer: Fires involving ordinary combustibles, such as wood, cloth, paper, rubber, and many plastics.

Question: What are Class B fires?

Answer: Fires involving flammable liquids, such as gasoline, oil, and oil-based paint.

Question: What are Class C fires?

Answer: Fires involving energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery, and appliances.

Question: What are Class D fires?

Answer: Fires involving combustible metals, such as magnesium and sodium.

Question: What are Class K fires?

Answer: Fires involving oil and grease. Never use water on a grease fire, it will cause the flames to explode and spread.



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FIRE EXTINGUISHERS

Leaders Guide

What should you look for when inspecting an extinguisher?

- Make sure the extinguisher is not blocked
- Check the gauge to see if it's full and a working gauge
- Check the handle and pin to make sure they are in good condition
- Check data plate and tag
- Check nozzle and be sure it's not obstructed (napkins, wrappers, soda cans, etc.)

Tell your employees this quick way to remember which extinguisher to use in an emergency:

- Class A is for fires that produce *ashes*.
- Class B is for liquids typically stored in *barrels*.
- Class C is for electrical *current*.
- Class K is for oil/grease found in the *kitchen*

Warn employees that it is very dangerous to use water or an extinguisher labeled for only Class A fires on an oil, grease, or electrical fire. Remind them that water does not mix with oil, grease, or electricity.

Discuss the most common fire hazards in your workplace (from the list you prepared before the meeting). Talk about which types of fire extinguishers should be used. Review the precise location of the different types of extinguishers at your facility.

Explain the proper procedure for using a fire extinguisher.

- Stand with your back to an exit.
- Stand 10 to 20 feet away from the fire, depending on the size of the extinguisher.
- Then, follow the PASS technique (**P**ull, **A**im, **S**queeze, and **S**weep):

Pull the pin to unlock the operating lever and allow the extinguisher to discharge.

Aim low. Point at the base of the fire.

Squeeze the lever above the handle to discharge.



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FIRE EXTINGUISHERS

Leaders Guide

Sweep from side to side. Moving carefully toward the fire, keep the fire extinguisher aimed at the base of the fire and sweep back and forth until the flames are out.

Have the employees check their work areas to ensure that fire extinguishers are installed in plain view near an escape route, away from fire hazards and equipment.

Demonstrate the PASS techniques ask for volunteers to try. This activity will give them the feeling of using an extinguisher. It will also make your employees aware of their own limitations. Fire extinguishers are much heavier and bulkier than most people realize. An employee who has difficulty lifting and extinguisher during this practice session should not attempt to use one in an emergency.

Ask a volunteer to demonstrate evacuating a room filled with smoke. The point to be illustrated is that if you get caught in smoke, you should crawl because smoke rises and leaves air near the floor clearer.

Ask a volunteer to demonstrate “stop, drop, and roll”. Remind employees that clothing can burn rapidly and to never run if their clothes ignite. Instead, they should stop, drop to the floor and roll to smother the flames.

SUMMARY:

We’ve talked about the fire hazards in our facility, the location of fire extinguishers, and the different types of extinguishers for fighting different kinds of fires. You’ve seen the proper technique for using a portable extinguisher. Used correctly, and under the right circumstances, extinguishers can help us deal effectively with some fires. Just don’t forget that extinguishers are not meant to take the place of professional fire fighters. The first thing to do in a fire is to activate the alarm and begin evacuation. Then, if you are trained to use an extinguisher, you feel capable of using one, and the circumstances are right, try to put out the fire. But remember, the safety of you and your co-workers is always your first concern.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



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FIRE EXTINGUISHERS
Employee Handout

WHAT'S AT STAKE

Using a portable fire extinguisher is an important safety skill. You never know when you might have to use it at work, home or on the road.

WHAT'S THE DANGER

To extinguish small fires before they become large, extinguishers' contents smother or cool the flames. However, not everyone knows how to use an extinguisher. If a fire broke out in your work area, you need to stop it before it spreads. You wouldn't have time to ask your safety officer to teach you how to use equipment.

EXAMPLE

Barney's heart pounded when he opened the back room and saw smoke and a small but growing flame. Hands shaking, he yanked a fire extinguisher off the wall. Someone had taped a note on it - "P.A.S.S." Barney recognized the reminder, but too many months had passed since he had that safety lesson. Unable to remember the steps for using an extinguisher, he yelled for help. By the time a co-worker heard him, the room was ablaze.

HOW TO PROTECT YOURSELF

- When you notice a fire, sound the building's alarm and call the fire department. If you don't feel you can handle the fire, leave immediately. Get everyone out of the building. Close doors behind you to slow the flames' spread, but don't lock any doors. Stay between fire and exit so you don't let the fire block your escape.
- If the fire is small enough to put out with a portable extinguisher, you can do so swiftly by telling yourself to P.A.S.S. "PASS" is an easily remembered abbreviation describing the four-step process for most fire extinguishers: Pull, Aim, Squeeze and Sweep.

PULL the pin. On some extinguishers, you release a latch or press a lever.

AIM the nozzle at the base of the fire.

SQUEEZE or press the handle. Or you may have to press a button to discharge the extinguishing agent.

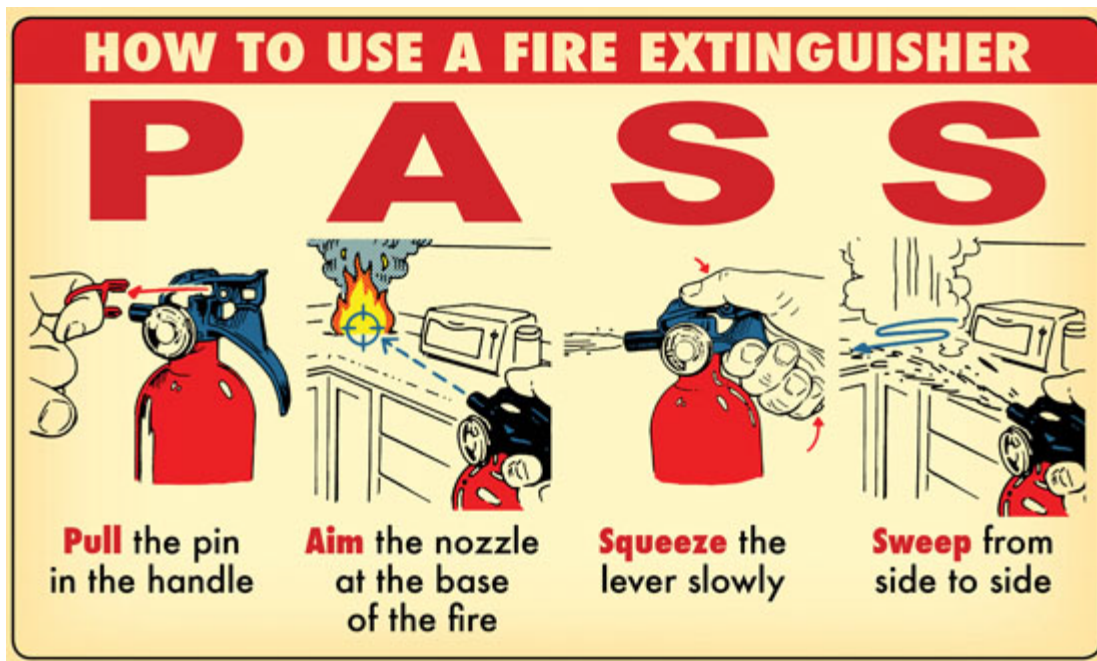
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Employee Handout

SWEEP from side to side, aiming at the base of the fire until the flames appear to be out. Repeat if the fire reappears.

- Don't turn your back on a fire once you think it's out, because it could flare up again.
- Avoid breathing smoke, fumes or extinguishing agent.
- Take care of the extinguisher and recharge it after each use.

FINAL WORD

You can put out small fires by knowing where a fire extinguisher is and how to use it. Remember to Pull, Aim, Squeeze and Sweep.



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FIRE EXTINGUISHERS

MEETING DATE: _____

LOCATION: _____

SHIFT: _____

CONTENTS OF MEETING: ☐ Handout ☐ Video

☐ Other ☐ Guest Speaker

MEETING CONDUCTED BY: _____

GUEST SPEAKER (if applicable): _____

ATTENDEES:

NAME(Print)	SIGNATURE	NAME(Print)	SIGNATURE
1 _____	_____	16 _____	_____
2 _____	_____	17 _____	_____
3 _____	_____	18 _____	_____
4 _____	_____	19 _____	_____
5 _____	_____	20 _____	_____
6 _____	_____	21 _____	_____
7 _____	_____	22 _____	_____
8 _____	_____	23 _____	_____
9 _____	_____	24 _____	_____
10 _____	_____	25 _____	_____
11 _____	_____	26 _____	_____
12 _____	_____	27 _____	_____
13 _____	_____	28 _____	_____
14 _____	_____	29 _____	_____
15 _____	_____	30 _____	_____

FIRE EXTINGUISHERS

Quiz

1. If a fire broke out right now, what would you do first?
 - A. Scream
 - B. Activate the Alarm
 - C. Turn and Run

2. What does PASS mean?
 - A. Plan to Achieve Self Support
 - B. Pull Aim Squeeze Sweep
 - C. Pro All Star Series

3. An extinguisher with a K rating is designed for use on which type of fire?
 - A. A fire involving ordinary combustibles
 - B. A fire involving energized electrical equipment
 - C. A fire involving vegetable oils and fats
 - D. A fire involving combustible metals

4. How often should an extinguisher receive a visual inspection?
 - A. Once a day
 - B. Once a week
 - C. Once a month
 - D. Once a year

5. If you believe there is a problem with an extinguisher, which of the following actions should you take?
 - A. Pull the pin and press the handle to see if the extinguisher works
 - B. Call the police since it's possible the extinguisher has been vandalized
 - C. Dispose of the extinguisher and request a replacement unit
 - D. Contact your Supervisor, so corrective action can be initiated

FIRE EXTINGUISHERS

Employee Puzzle

V	J	Q	L	R	A	K	R	S	E	G	S	N	Z	R
S	S	A	P	K	E	H	J	Q	G	Y	E	C	O	V
M	Y	K	Q	T	C	P	N	O	R	Q	S	Y	C	H
K	I	M	O	G	G	L	H	V	A	B	A	K	B	B
Q	V	N	W	P	A	Z	T	Z	H	I	G	Y	A	T
E	E	Q	U	P	S	M	O	J	C	N	H	M	T	E
X	Q	C	N	R	O	F	L	P	E	S	M	X	M	T
T	H	I	N	R	L	N	T	S	R	P	M	D	A	I
I	Q	S	E	O	I	B	R	E	T	E	Z	S	T	N
N	C	T	L	P	N	I	X	L	J	C	D	X	R	G
G	I	A	B	A	E	S	Z	B	O	T	A	T	C	I
U	A	T	A	V	A	U	R	I	Z	X	U	W	P	T
I	W	I	M	L	D	S	O	T	D	R	Y	P	T	Y
S	D	C	M	H	M	A	S	S	D	N	C	G	M	Z
H	J	F	A	S	F	P	Y	U	X	A	J	G	E	O
E	W	V	L	Q	A	K	A	B	W	K	M	W	D	N
R	Q	F	F	R	A	J	E	M	M	B	F	I	R	E
I	B	S	K	Q	R	R	J	O	K	B	X	B	S	W
A	C	H	B	I	X	V	Z	C	F	K	V	K	J	S
R	I	W	F	I	N	D	U	S	T	R	I	A	L	K

ABC
AIR
COMBUSTIBLES
EXTINGUISHER
FIRE
FLAMMABLE
GASES
GASOLINE
IGNITE

INDUSTRIAL
INSPECT
KETONE
OXYGEN
PASS
RECHARGE
SPARK
STATIC
VAPOR

FIRE EXTINGUISHERS

Quiz Answers

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FIRE EXTINGUISHERS

Employee Puzzle Answers

V	J	Q	L	R	A	K	R	S	E	G	S	N	Z	R
S	S	A	P	K	E	H	J	Q	G	Y	E	C	O	V
M	Y	K	Q	T	C	P	N	O	R	Q	S	Y	C	H
K	I	M	O	G	G	L	H	V	A	B	A	K	B	B
Q	V	N	W	P	A	Z	T	Z	H	I	G	Y	A	T
E	E	Q	U	P	S	M	O	J	C	N	H	M	T	E
X	Q	C	N	R	O	F	L	P	E	S	M	X	M	T
T	H	I	N	R	L	N	T	S	R	P	M	D	A	I
I	Q	S	E	O	I	B	R	E	T	E	Z	S	T	N
N	C	T	L	P	N	I	X	L	J	C	D	X	R	G
G	I	A	B	A	E	S	Z	B	O	T	A	T	C	I
U	A	T	A	V	A	U	R	I	Z	X	U	W	P	T
I	W	I	M	L	D	S	O	T	D	R	Y	P	T	Y
S	D	C	M	H	M	A	S	S	D	N	C	G	M	Z
H	J	F	A	S	F	P	Y	U	X	A	J	G	E	O
E	W	V	L	Q	A	K	A	B	W	K	M	W	D	N
R	Q	F	F	R	A	J	E	M	M	B	F	I	R	E
I	B	S	K	Q	R	R	J	O	K	B	X	B	S	W
A	C	H	B	I	X	V	Z	C	F	K	V	K	J	S
R	I	W	F	I	N	D	U	S	T	R	I	A	L	K

ABC
AIR
COMBUSTIBLES
EXTINGUISHER
FIRE
FLAMMABLE
GASES
GASOLINE
IGNITE

INDUSTRIAL
INSPECT
KETONE
OXYGEN
PASS
RECHARGE
SPARK
STATIC
VAPOR