

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 PREVENTION

SHIFT:		
TIN 4		
TIME:		
DATE:		
DI ACE.		
PLACE:		



Leaders Guide

PROCEDURE REFERENCE:

11.0: Fire Prevention & Fire Extinguishers

MEETING OBJECTIVE:

If you're lucky, you haven't had any fires at your facility. But are your employees aware of all the potential causes of fires that may exist in their work area? Do they understand their role in fire prevention? And should your luck run out and a fire break out; will your employees know what to do? The purpose of this meeting is to teach your employees about industrial fires – what causes them, how to prevent them, and how to respond appropriately and effectively if a fire occurs.

MEETING PREPARATION:

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

Inspect your facility and look for situations and operations that have the potential to cause a fire. Make a list of potential causes and bring it with you to the meeting.

Review your facilities emergency evacuation plan and the procedures for reporting a fire. Make handouts of both for each employee.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

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

MATERIALS CHECKLIST:

List of possible causes of fires at your facility Emergency evacuation plan Call sheets for reporting a fire Flip chart and marking pens

MEETING

INTRODUCTION

I'm sure you've all seen news of an industrial fire broadcast on TV. What did you think when you saw the fire? Did you think about the employees and how they're going to make a living now that their company has been destroyed? We've been lucky, but that doesn't mean that a fire can't break out here someday if we're not careful. A fire could move through this place very quickly, destroying our equipment and our livelihoods and maybe injuring some of you on its way. Our number one fire prevention tool is you. We



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rely on each of you to watch for fire hazards and to report them or eliminate them. And if a fire does break out, we depend on you to react appropriately. Today, we're going to talk about what all of us can do to protect ourselves from a fire.

Fires kill thousands of people at home and at work every year. Many more are injuredsome seriously and painfully. Fire safety is top priority for all employees, no matter what their jobs or where they work. Fires can be prevented when people stay alert to the hazards and take simple precautions.

Question: What are the possible causes of fire in this department?

Answer: Electrical - faulty wiring, motors, switches, lamps and heating

elements, overloaded circuits.

Matches and smoking – near flammable liquids, stored combustibles, etc.

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Friction – hot bearings, misaligned or broken machine parts, choking or jamming materials, poor adjustment of moving parts.

Hot surfaces – exposure of combustibles to furnaces, hot ducts or flues, electric lamps or heating elements, and hot metal.

Overheated materials – abnormal process temperatures, materials in dryers, overheating of flammable liquids.

Open flames – gasoline heaters, gas or oil burners.

Foreign substances – foreign material in stock

Spontaneous heating – deposits in ducts and flues, low-grade storage, scrap waste, oily waste and rubbish

Cutting and welding operations – highly dangerous in areas where sparks can ignite combustibles

Combustion sparks – burning rubbish, foundry cupolas, furnaces, and fireboxes



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Other causes – including incendiary causes, fire spreading from adjoining buildings, molten metal or glass, static electricity near flammable liquids, chemical action, and lighting.

Question: What steps can we take to prevent fires?

Answer: Smoking-related hazards

Obey "No Smoking" signs

 Don't put lighted cigarettes on wooden tables. Always use the proper waste containers, ashtrays, and ash cans. Never put cigarettes in a regular wastebasket or trash can.

Flammable and combustible hazards

- Keep flammable and combustible liquids away from open flames and motors that might spark.
- When transferring flammable or combustible liquids, electrically bond both containers, and ground the supply container to prevent sparks from static electricity. Be sure the proper safety equipment is used.
- Clean up spills right away, and put rags contaminated with oil or solvents in tightly covered metal containers.
- Change clothes immediately if contaminated with oil or solvents.
- Store these liquids in proper safety containers in wellventilated areas away from heat or sparks.
- Be sure all containers for flammable and combustible liquids are clearly and correctly marked.

Electrical hazards

 Inspect for damaged insulation and damaged plugs on power cords or extension cords; damp or wet wires; oil and grease on wires.



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- Report a cord that is warm to the touch when current is passing through it. This is warning of a possible overload or hidden damage.
- Never overload motors; watch for broken or oil-soaked insulation, excessive vibrations, or sparks; keep motors lubricated to prevent overheating.
- Report defective wiring, switches, and batteries on plant vehicles so the problem can be corrected.
- Don't fix electrical equipment yourself. Report all problems to a Supervisor or Maintenance.

Housekeeping hazards

- Keep your work area clean.
- Keep aisles, passageways, and fire exits free from obstruction.
- Be sure materials never block sprinkler heads, fire extinguishers, or other emergency equipment.

Hot work hazards

- Never do cutting or welding without supervision or a hot work permit. Maintain records of permits.
- Watch out for molten metal; it can ignite combustibles or fall into cracks and start a fire that might not erupt until hours after the work is done.
- Portable cutting and welding equipment is often used where it's unsafe; keep combustibles at least 35 feet from a hot work area.
- Be sure tanks and other containers that have flammable or combustible liquids are completely neutralized and purged before you do any hot work on them. This requires a sampling.



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Question: What should you do if you spot a fire?

Answer: Sound the alarm, begin evacuation, and notify the appropriate

people.

Discuss the location and use of fire extinguishers at your facility.

Review your company's emergency reporting and evacuation procedures. Distribute copies of the evacuation plan and

emergency call sheets.

SUMMARY:

Fire safety is a topic that we can never emphasize enough. A serious fire in this facility could do a lot of damage, injure or kill some of us, and put us all out of work for a while. Please take fire safety seriously and do all you can to make sure that we never have a fire at this facility.

EMPLOYEE HANDOUT

A. Employee Handout

B. Employee Quiz

C. Employee Puzzle

Employee Handout

Fire Prevention: A Quick Look At The Basics

When it comes to fire safety, the name of the game is prevention. Fire prevention is a phrase we use quite frequently, but is it really something we practice? What are we doing on a day-to-day basis to prevent fires?

As you probably already know, our company has plans and procedures in place that we expect everyone to follow in the event that a fire or other emergency situation arises. You are probably familiar with the evacuation route you are to take should a fire start. We even have emergency telephone numbers, fire extinguishers and first-aid kits on hand so that we can spring into action if something happens.

However, these kinds of things really don't have much to do with fire prevention. While they may be helpful should a fire start, they don't do us any good in actually preventing fires.

Today, instead of talking about how to evacuate safely or which type of fire extinguisher is appropriate to use on particular types of fires, let's take a look at how we can keep fires from starting in the first place.

Fire Requires Three Things

First, let's review how fires happen. Quite simply, fire can only develop when three essential components get together. These are:

Fuel — which might be trash, scraps of wood, gas or oil, or some other flammable

Oxygen — which is obviously something that is in the air we breathe

Heat or other ignition source — which could be an open flame, electricity, a chemical reaction or friction.

When considered this way, fire prevention seems like a pretty simple matter. All we have to do is make sure these three components are never allowed to get together.

Unfortunately, this is much easier said than

done. Otherwise, fires would not happen as frequently as they do. At the same time, there are certainly many things we can do to keep the odds in our favor.

First, let's talk about electricity. Electrical equipment is the number one cause of workplace fires. All too often, electrical fires are a result of things we can prevent. For example, if you notice an overloaded fuse, outlet, motor or circuit, do something about it. At the very least, report it to your supervisor. Other things to keep in mind include being on the lookout for loose ground connections or wiring with worn insulation.

Also, make sure you keep combustible materials away from machinery.

Good Housekeeping Prevents Fires

Besides keeping safety in mind around machinery and electricity, good housekeeping is another effective way to prevent fires. In short, put things where they belong after using them. This is especially true of chemicals and hazardous substances. Flammable liquids, like gas, oil and solvents, are extremely dangerous because they create invisible vapors that can come into contact with an ignition source and explode into a fire.

Also, remember to keep trash and other debris from piling up. These things must be disposed of properly.

Finally, although it should not have to be mentioned, please follow our no-smoking policy. It exists for the safety of every one of us. Even if there is no sign prohibiting smoking, use common sense and don't light up in an area where there is anything that could ignite.

Using common sense is a good idea when it comes to any safety issue. Be alert and cautious and, now that we've talked about the three things that are necessary for a fire to start, do whatever you can to keep them apart.

Thanks for your attention. Have a safe day.

MEETING DATE:		LOCATION:						
SHIFT:		CONTENTS OF MEETING:	☐ Handout ☐ Video					
MEETING CONDUCTED BY:			☐ Other ☐ Guest Speaker					
GUEST SPEAKER (if applicable):								
ATTENDEES: NAME(Print)	SIGNATURE	NAME(Print)	SIGNATURE					
1		16						
2								
3								
4								
5		20						
6								
7		22						
8		23						
9		24						
10		25						
11		26						
12		27						
13		28						
14		29						



Employee Quiz

1.	What three	things mu	st be pre	sent for a	fire to s	tart?

- a. Fuel
- b. Oxygen
- c. Water
- d. Heat
- 2. Electrical equipment is the number one cause of workplace fires.

True or False

3. If you notice and overloaded fuse, outlet, motor or circuit, you should immediately report it to your supervisor.

True or False

4. You should be on the lookout for loose ground connections or wiring with worn insultation.

True or False

5. Another way to prevent fires is to practice good housekeeping.

True or False

6. Flammable liquids, like gas, oil and solvents, are extremely dangerous because they create invisible vapors that can come into contact with an ignition source and explode in a fire.

True or False



Employee Puzzle

N	0	I	T	S	U	В	M	0	С	Ε	N	W	S
S	Ε	K	0	M	S	Ε	S	Ε	Н	С	T	Α	M
Ε	Н	В	S	Ε	В	Ε	U	L	R	R	Ε	Т	G
T	0	U	Ε	Α	M	T	M	В	Ε	S	L	Ε	S
T	S	R	Ι	В	U	Ε	S	Α	Α	L	Α	R	М
Ε	Ε	N	R	С	Α	Α	R	U	L	С	S	S	N
R	S	Ε	Ε	W	0	С	L	G	M	F	N	G	Ε
Α	В	R	T	M	0	U	Т	L	Ε	T	S	U	0
G	0	0	T	0	Ε	Н	Ι	S	Ε	N	S	L	0
Ι	Ε	С	Α	L	P	Ε	R	Ι	F	٧	С	P	0
С	N	S	В	Ε	Ε	R	0	Ε	U	L	0	Υ	L
Ι	Α	٧	N	U	L	Ι	F	С	U	С	G	Т	С
S	T	S	S	F	G	Α	S	0	L	Ι	N	Ε	S
R	G	Ε	I	В	Α	R	В	Ε	С	U	Ε	С	T

FUEL EMERGENCY BATTERIES WATER ALARM MATCHES FLAMES FIREPLACE STOVE HOSES SMOKE GASOLINE

OUTLETS PLUGS BARBECUE CIGARETTES BURNER

Employee Quiz

1. What three things must be present for a fire to start?

(a. Fuel)

b. Oxygen

c. Water

d. Heat

2. Electrical equipment is the number one cause of workplace fires.

True or False

3. If you notice and overloaded fuse, outlet, motor or circuit, you should immediately report it to your supervisor.

True or False

4. You should be on the lookout for loose ground connections or wiring with worn insultation.

True or False

5. Another way to prevent fires is to practice good housekeeping.

True of False

6. Flammable liquids, like gas, oil and solvents, are extremely dangerous because they create invisible vapors that can come into contact with an ignition source and explode in a fire.

True or False



Employee Puzzle Answers



FUEL EMERGENCY BATTERIES WATER ALARM MATCHES FLAMES FIREPLACE STOVE HOSES SMOKE GASOLINE

OUTLETS PLUGS BARBECUE CIGARETTES BURNER