

NOVEMBER SAFETY TOOLBOX

MONTHLY SAFETY AWARENESS DISCUSSION GUIDE



Fire and Electrical Safety

Introductory Comments

Fire is a chemical reaction that requires three elements to be present for the reaction to take place and continue.

The three elements are:

- Heat or an ignition source
- Fuel
- Oxygen

These three elements are referred to as the “fire triangle.” The key to effective workplace fire safety is being able to recognize and eliminate potential fire hazards. Understanding Hazard recognition & Fire Prevention are key components in keeping your workplace safe.

(www.osha.gov)

Instructions:

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.

Meeting Starter Questions

- What three elements are required to start a fire?
- What is the definition of Daisy Chaining?
- What precautions can you take for a fire-safe holiday season?

Critical Safety Points

Preventing Electrical Fire - Most fires are preventable. Employees must be aware of fire risks from electrical wires and equipment at all times. Employees should be trained to identify fire hazards before they can cause fires or shock.

These problems include:

- Cracked, worn or broken wire insulation.
- Discoloration of wall outlets.
- A burning smell or unusual odor from equipment or wiring.
- Improper usage of electrical cords
- Faulty or bad wiring or cords .

If employees see electrical hazards in the workplace, it’s important to report it immediately. Lock Out Tag Out (de energize) may be required.

Daisy Chain - a daisy chain is a wiring scheme in which multiple devices are wired together in sequence or in a ring, similar to a garland of daisy flowers.

- Avoid “Daisy Chaining” electrical cords.
- Daisy Chaining is against OSHA regulations

If an electrical fire does occur:

- Call 911.
- Shut down the electrical circuit feeding the fire.
- Use carbon dioxide or dry chemical extinguishers (usually rated as C, CB, or ABC) if trained.
- Follow the Fire Emergency Action Protocols

Fire Safety In the Home- Cooking and Heating are the leading causes of home fires. It is noted that the winter season is considered peak season for fire-related deaths.

Cooking- Fire Safety should be priority , Please :

- Be alert; if you are sleepy or have consumed alcohol, don't use the oven or stovetop.
- Stay in the kitchen while you are frying, grilling, boiling, or broiling food.
- When simmering, baking, or roasting, check the food regularly, remain in the kitchen while cooking

Heating Your Home- Heating is the second leading cause of home fires Please :

- Keep all flammables, paper, clothing, bedding, drapes, or rugs, at least **3 feet** from a space heater, stove, or fireplace.
- Never leave portable heaters and fireplaces unattended; turn off heaters and make sure fireplace embers are extinguished before leaving the room.
- When buying a space heater, look for models that shut off automatically if the heater falls over.
www.aha.com

Smoke Alarms- Smoke alarms are a key part of a home fire escape plan providing early warning

- Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas on the ceiling or high on the wall.
- Keep smoke alarms away from the kitchen, at least 10 feet above stove, to reduce false alarms.
- Test smoke alarms monthly.
- Replace smoke alarms that are 10 or more years old.
www.NFP.gov

Holiday Awareness- Holiday Decorating

- Choose decorations that are flame resistant or flame retardant.
- Keep lit candles away from decorations and other items that can burn.
- Some lights are only for indoor or outdoor use, but not both.
- Replace any string of lights with worn or broken cords or loose bulb connections.
- Use clips, not nails, to hang lights so the cords do not get damaged.
- Do not attach decorations to (or block from view) fire sprinklers, smoke alarms, exit signs, emergency lights, and fire equipment such as hoses or extinguishers.

Employee Name:	Signature:
Division:	Date:
Instructor:	Score:

Fire and Electrical Safety

Quiz Answer

Key:

1. TRUE
2. TRUE
3. TRUE
4. TRUE
5. TRUE

Question 1: The three elements are: Heat, or an ignition source, fuel, and oxygen.

- TRUE FALSE

Question 2: Keep all flammables, like paper, clothing, bedding, drapes, or rugs, at least 3 feet from a space heater, stove, or fireplace.

- TRUE FALSE

Question 3: Daisy chain is a wiring scheme in which multiple devices are wired together in sequence or in a ring, like a garland of daisy flowers.

- TRUE FALSE

Question 4: Do not attach decorations to (or block from view) fire sprinklers, smoke alarms, exit signs, emergency lights, and fire equipment such as hoses or extinguishers.

- TRUE FALSE

Question 5: When buying a space heater, look for models that shut off automatically if the heater falls over.

- TRUE FALSE