

Safety Matters

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Fire Safety

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Fires are a serious risk for businesses of all types. It's up to you to take the proper precautions to keep yourself, your co-workers and State of Delaware safe from fire hazards.

Lower the Risks of Fire

There are some simple things you can do to prevent fires at State of Delaware facilities:

- Always comply with regulations.
- Obey "No Smoking" signs.
- Dispose of cigarettes and matches in the proper receptacles after ensuring they are completely extinguished.
- Watch for frayed electrical cords and overloaded circuits.
- Dispose of flammable wastes and scraps by placing them in metal containers.

Combustible Storage

Always store combustible materials in a safe area. Fumes can travel a considerable distance and become ignited by a furnace, stove, electrical equipment or even a lit cigarette. If you need to dispose of flammable liquids, do not pour them down the drain. Educate yourself on the proper method of disposal.

If you have to burn wastepaper, make sure it doesn't contain explosive materials, such as aerosol or paint.

Inspect Equipment Regularly

Proper maintenance procedures are important to fire safety. If you use electrical equipment or tools, inspect them regularly to make sure they are working correctly. Keep mechanical equipment properly lubricated to avoid excessive friction. Keep spark arrestors on exhaust systems.

Preparing for a Fire

- Become familiar with the location and operation of firefighting equipment.
- Learn where fire extinguishers are located and what types of fires they are to be used on.
- Participate in periodic fire drills to practice fire response procedures.
- Become familiar with the different types of alarms used in your workplace.
- Establish an employee meeting place.

When a Fire Breaks Out

If the fire alarm rings, always treat it as a true emergency unless you are told ahead of time it is a drill. Just because you do not see smoke or flames does not mean a fire is not present.

Always use the stairs instead of the elevator.

If the room fills with smoke, stay low to the ground, and get out as fast—but as safely—as you can.

Every day you're on the job, take note of potential fire hazards and report them immediately to your supervisor.

Always put safety first!

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OCTOBER RIDDLES Answers on page 2

1. What's the best thing about teamwork?
2. What kind of award does the world's top dentist get?
3. How does NASA organize a party?
4. Why can you never trust spiders?



Fire Extinguisher Safety

Properly fighting small fires

Fire extinguishers are designed to fight fires in their early stages when the fire presents a relatively small hazard. An extinguisher can be used when the fire possesses the following characteristics:

- Small
- Slow growing
- Giving off minimal smoke
- Emitting minimal heat

If a fire is too large, if there is too much smoke or if you are too frightened, immediately evacuate.

PASS Use the PASS method:

P=Pull

The safety pin is usually held in place by a plastic seal and will pull off. Do not push down on the operating lever while pulling the pin, it won't come out.

A=Aim

Aim at the base of the fire, the lowest flame closest to you. The base of the fire will recede from you as you use the extinguisher, so you must adjust your aim.

S=Squeeze

The operating lever is above the carrying handle. The operating lever opens the valve when you squeeze it down. When you let go, the valve closes and the discharge stops

S=Sweep

Sweep the nozzle by moving your arm at the elbow. Direct the discharge to cover the entire width of the base of the fire.

Know Your A, B, Cs

Using the wrong fire extinguisher can result in more damage than the fire itself. All extinguishers have nameplates identifying their usage instructions, as outlined below.

Class A Fires

Only use Class A extinguishers for wood, paper, trash and other items that produce glowing embers as they burn. Class A extinguishers should never be used on gas or electrical fires.

Class B Fires

Only use a Class B extinguisher to fight fires caused by flammable liquid and gas (gasoline, paint thinners, solvents, grease, and acetylene).

Class C Fires

Use a Class C extinguisher only to fight energized electrical equipment fires.

There are also extinguishers known as a Class A-B-C extinguishers, which can be used for all types of fires.



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OCTOBER RIDDLE ANSWERS

1. Someone else to blame.
2. A little plaque.
3. They planet.
4. Because they post stuff on the web.