

Training Curriculum

Fire

Prevention

Training

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Training

Fire Prevention Training

Training Goal:

To minimize the potential for fires in the workplace. The basic objective of fire protection is to prevent personal injury and loss of life due to unwanted fire in the workplace.

Safety Responsibilities:

To assure the fire prevention/protection program contains: information for employees on fire hazards associated with their job tasks and work locations, ignition sources, house keeping, fire protection methods and emergency planning. Incorporate a Fire Prevention Plan and Emergency Action Plan, Hazard communication training for flammable/combustible chemicals and personal protective equipment training. Further responsibilities are to assure fire-fighting equipment, such as portable fire extinguishers, are maintained and inspected.

Module A: Workplace Fire Hazards

Discuss workplace fire hazards and the correct procedures for handling and storing them.

Contents: Discuss potential fire hazard risk factors at your institution.

- Review routine handling and use of flammable materials.
- Be sure to include any fuels being used that may be a fire hazard (In addition remember to include any solvents used on site).

Discuss the three properties of many chemicals that makes them fire hazards or contributors to the start or spread of fire. They are Flammability, Reactivity and Explosivity.

Trainer's Notes: Be specific about the types of fires likely to be encountered at your institution.

- Chemical fires are of special concern because of their high toxicity and high volatility.
- Make sure employees understand that chemical fires may quickly spread out of control, and only trained people should combat such fires.

Specify the Institution's spill clean-up procedures. At this point, it may be useful to discuss the procurement of flammables and combustibles with the intention of minimizing onsite quantities.

Module B: Ignition Sources

Identify potential ignition sources and how to keep them from starting fires.

Contents: After a workplace review, describe the workplace fire prevention plan.

Discuss methods for preventing and controlling fires. Note electrical sources and other heat generating sources and the methods in place that assure their safe operation (Maintenance schedules may be included). Potential Ignitions Sources: Welding Operations, Boiler in the Boiler Room, Electrical Sources (see electrical policy). Discuss the control procedures related to these ignition sources.

Trainer's Notes: Employees should be aware of the specific types of safeguard control devices on equipment involved with combustible materials.

- These control devices should have periodic inspections or testing, to ensure that they are operable.
- Manufacturer's recommendations should be followed to assure proper maintenance procedures for these control devices.

Module C: Housekeeping for Fire Prevention

Explain how neatness prevents many fires. Explain what the company expectations are concerning housekeeping. The accumulation of flammables/combustibles only provide an environment where fires may easily ignite.

Contents: Point out combustible and flammable material storage issues in relation to egress routes and potential ignition sources.

Trainer's Notes: Talk about the Institution's housekeeping procedures and disciplinary action for failure to comply. Enforce no smoking rules.

Module D: Fire protection equipment

Describe fire protection equipment used on site.

Contents: Discuss the fire protection equipment that they may put into operation. Describe the fire alarm and fire suppression systems.

Trainer's Notes: Identify who in the company inspects and maintains the fire equipment so that employees may report any problems.

Module E: Fire extinguishers

If the Institution trains its employees to use fire extinguishers, describe the types of fires they are meant to extinguish, their designation, strategies for using fire extinguishers, and extinguisher locations. Also see the training unit on portable fire extinguishers for more information.

Contents: Talk about the National Fire Protection Association (NFPA) classification of fire types.

Trainer's Notes: When using a typical extinguisher, hold the extinguisher upright, and: pull the pin, stand back eight or ten feet, aim at the base of the fire and squeeze the handle while sweeping at the base of the fire with the extinguishing agent.

Module F: Sounding emergency alarms

See Emergency Action Plan

Module G: Evacuation procedures

See Emergency Action Plan

Module H: Fire emergency plan

See Emergency Action Plan