Stony Brook University

SAFETY TALK

Environmental Health and Safety Newsletter November 2015

Fire Safety

Everyone in the organization is responsible for preventing fire. Fire hazards must be identified and eliminated. Supervisors are key to any fire prevention program, as they are in an excellent position to determine necessary fire prevention measures. Personnel must be familiarized with specific fire hazards encountered on the job, and how it relates to them individually.

Characteristics of Fire

- To support fire, you must have; HEAT, FUEL, OXYGEN, and SUSTAINED CHEMICAL REACTION
- A small fire can grow out of control in as little as 30 seconds.
- A room involved with a fire can have a temperature of 212°F at floor level and 1,100°F at eye level. In less than 5 minutes a room can flashover.
- Fire starts bright but will quickly turn the room pitch black from releasing smoke and toxic gases. Be familiar with your surroundings and evacuation routes!

Housekeeping is one of the best fire prevention methods.

- Everyone in the organization can prevent fire by using good housekeeping methods..
- Remove trash / empty trash cans often. Do not allow trash cans to overflow.
- Discard cardboard immediately and do not allow cardboard to pile up.
- Pallet stacks must not exceed 6 feet tall.
- Inspect desk and work areas for extension cord damage, overloaded outlets and damaged or warm surge protectors.
- Keep areas around machines (air compressors, heaters, water heaters, fans) clear of combustibles..
- Never block fire sprinkler heads, sprinkler controls or fire extinguishers.

When utilizing a fire extinguisher to extinguish a fire the following must be considered:

- Has the fire alarm been activated?
- Have all occupants been evacuated from the affected area?
- Do I have a clear path to the nearest exit?
- Have I been trained in the use of a portable fire extinguisher?
- If yes, then extinguish fire utilizing the PASS method..

◊ P – Pull Pin
◊ A – Aim low at the base of the fire
◊ S – Squeeze the lever of the extinguisher
◊ S – Sweep from side to side until fire is extinguished or extinguisher has emptied

Date:	
Department:	
Supervisor ***(please print)*****:**	
Supervisor Signature:	
Employee Participants: ***Please Print Clearly***	*Signature*

Environmental Health and Safety

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Supervisor must perform safety talk for the noted month and ensure all employees sign off on this form. Completed form is to be kept on file by department.