

YOU CAN PREVENT FIRES

Since October is **National Fire Prevention Month** now is a great time to think about what you can do to prevent workplace fires.

Housekeeping

- Put waste in proper containers.
- Keep combustible materials like cardboard, paper, and wood away from heat and heat-producing equipment.
- Keep work areas free of dust and lint.

Flammable liquids

- Follow storage precautions on labels and material safety data sheets (MSDSs).
- Clean up spills immediately.
- Report leaks right away.
- Use nonflammable substitutes whenever possible for cleaning and other tasks.
- Use approved airtight metal containers that are kept closed when not in use.
- Ground containers during transfers.
- Use only in well-ventilated areas, away from heat and other ignition sources.
- Treat empty containers as you would full ones, unless purged.

Electricity

- Don't overload outlets, circuits, or motors.
- Replace cords and wires that have worn or broken insulation.
- Get good ground connections.
- Keep machines and motors clean of dust and grease.

Fuel and ignition sources

- Smoke only in designated areas.
- Extinguish cigarettes and matches completely and dispose of them safely.
- Contain welding operations.
- Keep compressed gas cylinders secured and stored away from ignition sources.
- Use MSDSs and labels to keep incompatible chemicals apart.



Starting a workplace fire by accident: easy.
Starting a campfire on purpose: extremely difficult.

RIDDLES OF THE MONTH

- 1). Why didn't the skeleton cross the road?
- 2). When is it bad luck to meet a black cat?
- 3). What do you call a skeleton who won't work?
- 4). What was the favorite game at the ghost's birthday party?

Answers on page 2 **Safety Bits and Pieces**

Safety Matters



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Be Fire Smart

Take steps to prevent workplace fires

Workplaces fires do not generally rank very high for most people on a list of workplace hazards. But with a little carelessness and the right accelerants, the risk is incredibly high and the effects can be disastrous.

Here's an example:

A leaking chemical container releases flammable vapors that are heavier than air, and so they sink to floor level and travel across the work area to where a worker is using a metal tool that creates a spark. The spark ignites the vapors, which burn rapidly. If there are enough vapors or if the fire makes it back to the container of flammable liquid, there could be an explosion.

All the elements of a fire existed here—oxygen, fuel, and ignition source—plus the added ingredient, carelessness. The worker should have been using non-sparking tools in an area where flammable liquids were present. And someone should have inspected the container, found the leak, and reported it.

Here's another example:

There's a pile of cardboard and paper trash out on the loading dock. A worker sneaking a smoke fails to completely extinguish the cigarette before tossing the butt into the pile of trash. It takes a while, but eventually the trash bursts into flames. If the fire goes unnoticed for long, it could easily spread.

Again, all the elements for starting a fire were there. Plus, someone's carelessness resulted in a pile of combustible trash lying around, and someone else's carelessness set the trash on fire.

Look around your work area. Is there fuel to start a fire? Are there ignition sources? Are you being careful and making sure that the fuel and the ignition sources don't get together to start a fire?

SAFETY TIP OF THE MONTH

If you will have Jack-O-Lanterns for Halloween, you might want to try a battery powered light source or light sticks to light them instead of candles. This cuts down on the fire hazards, such as catching costumes or props on fire. Use something like battery powered pumpkin lights. If you do use real candles, make sure there is no chance of anything blowing into the flames, no cloth, crepe paper streamers or anything that could start a fire.



Safety Bits & Pieces

BE SAFE ON THE ROAD

Regular vehicle inspections contribute greatly to your safety on the road. Here's what to look for:

Outside and in

- ⊗ Tires
- ⊗ Lights
- ⊗ Vehicle exterior, e.g., tailpipe and bumper
- ⊗ Oil or coolant leaks under the vehicle
- ⊗ Anything behind or under the vehicle
- ⊗ Instrument panel
- ⊗ Brakes, test them before you take off

Under the hood

- ⊗ Oil level
- ⊗ Power steering fluid level
- ⊗ Windshield washer level
- ⊗ Coolant level
- ⊗ Hoses
- ⊗ Fan belt

In the trunk

- ⊗ Spare tire, jack, and tire-changing tools
- ⊗ Flashlight
- ⊗ First-aid kit
- ⊗ Flares
- ⊗ Repair tools
- ⊗ One quart of oil
- ⊗ Jumper cables

SAFETY CHECKS

The last day of October is the last day of daylight saving time. Safety professionals use the start and end of daylight saving time as reminders for performing safety tasks. Use the occasion of setting your clocks forward or back as a cue to:

- ☑ **Check and replace the batteries in your smoke and carbon monoxide (CO) alarms.** Also replace smoke alarms older than 10 years. Replace CO alarms older than 5 years.
- ☑ **Check your disaster supply kit, e.g., water, food, flashlights, batteries, and blankets.** Use the time change to check its contents, including testing/replacing flashlight and radio batteries.
- ☑ **Check storage areas for hazardous materials.** Discard any that are outdated, no longer used, or in poor condition.
- ☑ **Go through your medicine cabinet.** Discard outdated medications. Crush them and discard them in a way that children can't find them.

RIDDLE OF THE MONTH ANSWERS

- 1). He didn't have the guts
- 2). When you're a mouse
- 3). Lazy Bones
- 4). Hide and Shriek

Fire Extinguisher Quiz

How much do you know about extinguisher use?

Quiz #1. Each letter in the column on the left below corresponds to a class of fire an extinguisher is designed to fight. Grab a pencil and draw a line between those letters and the class of fire they represent in the column on the right.

- | | |
|-----|---|
| A | Electrical equipment and wiring |
| B | Combustible metals |
| C | Multiple use and combination fires |
| D | Paper, cardboard, wood, trash, rags, or cloth |
| ABC | Grease, gases, or flammable liquids |

Quiz #2. The PASS technique describes the proper method for using a fire extinguisher. What do the letters P-A-S-S stand for?

- (P) _____ the pin.
 (A) _____ at the base of the fire.
 (S) _____ the handle.
 (S) _____ back and forth.

Answers

Quiz #1: **A**—paper, cardboard, wood, trash, rags, or cloth; **B**—grease, gases, or flammable liquids, such as gasoline, oil, solvents, and paint; **C**—electrical equipment and wiring; **D**—combustible metals such as aluminum, sodium, magnesium, or zinc; and **ABC**—Class A, B, or C fires and for combination fires.

Quiz #2: Pull; Aim; Squeeze; Sweep

QUOTATION OF THE MONTH

"The duty of happiness becomes clearer when we see how it affects others. It is the merry heart that makes the cheerful countenance, and it is the cheerful countenance that spreads cheer to make other hearts merry. The sunny soul brings sunshine everywhere. A bright and happy temperament is a great social asset, adding to the happiness of the world."

**Hugh Black
(1868-1953)**

ON THE LIGHTER SIDE...



Maintain a Safe Workplace

Check this good housekeeping checklist

We're all responsible for maintaining a clean, safe, and healthy workplace. This checklist can help you do your part.

Do you:

- | | YES | NO |
|---|--------------------------|--------------------------|
| • Pay attention to housekeeping tasks on a daily basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keep floors and aisles clear? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Put items away when not in use? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Throw away trash and scrap promptly in the right containers? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Store tools and equipment correctly in their proper place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keep chemicals in approved containers and keep containers closed and properly stored when not in use? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keep flammable and combustible materials away from ignition sources like heat, flame, or electricity? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Inspect chemical containers for leaks? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keep food and beverages out of the work area? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pick up trip hazards and clean slip hazards from the floor? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Report safety hazards you can't remove or fix safely yourself? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Use strong cleaning products with care after reading the label? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Leave time for cleanup at the end of your shift? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keep fire exits, fire extinguishers and electrical panels accessible? | <input type="checkbox"/> | <input type="checkbox"/> |

If you checked all the "yes" boxes, you're doing a great job with housekeeping. Thank you for your efforts at maintaining a safe workplace!