

Fire Safety at Work and Home

Editor's note: Our Tailgate Training Tip Sheets are [available in Spanish at www.gemplers.com](http://www.gemplers.com).

KEY POINTS:

- Regularly inspect your work area and home for potential fire hazards.
- Know how to contact your local fire department in an emergency.
- Always put the safety of people first if a fire breaks out.



Note to trainer: Follow this script or use it to help guide you through a 10- to 15-minute training session for your ag/hort workers. You may photocopy this sheet for your employees' personal use. However, it may not be published or sold. Bring to your training session a copy of the fire escape plan for your operation.

Fires can be prevented

- Each year, thousands of people in the United States are injured or killed in workplace fires.
- A residential fire occurs every 78 seconds. Most of these fires occur during the winter months.
- Being on the lookout for potential fire hazards here and at home can save your life, as well as the lives of your co-workers and family members.
- Here are some potential hazards to watch out for at work:
 - poor housekeeping (such as trash, oily rags, packing materials or other combustible items on the floor or ground)
 - electrical hazards, such as frayed cords, overloaded circuits, powered equipment or tools that smoke or spark
 - smoking in non-smoking areas, or improperly discarded cigarette butts
 - improperly [stored chemicals](#)
 - the use of paint or other flammable products in poorly ventilated areas
- At home, be on the constant lookout for:
 - stoves, space heaters, fireplaces or candles that are left unattended
 - space heaters that are less than three feet away from draperies, bedding or anything else that could burn
 - the whereabouts of matches and lighters (Store them up high out of the reach of children.)
 - smoking in bed (**Never** do it.)
 - smoldering cigarettes



Have a fire escape plan

- It's important to have a fire escape plan and to practice fire drills at least twice a year.
- Your home fire escape plan should include two ways out of each room and a designated meeting place outside. Draw a picture of the location of doors and windows for young children. And be sure all family members know all routes out.



Note to trainer: Go over your company's fire escape plan with trainees.

(Continued on back)

See our [full line of safety supplies](#), including [respirators](#), [eye](#) and [ear protection](#), [coveralls](#), [first aid](#) and more.

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If there is a fire

- Be sure you and all of your family members know how to notify the local fire department in case of a fire. Post emergency telephone numbers by each phone. **Note to trainer:** Tell trainees whether you have the emergency 911 phone number in your area or how else to notify the fire department in case of a fire at work.
- When calling to report a fire here or at home, be sure to include your name, the telephone number you are calling from, the address of the fire, the type of fire, whether anyone has been injured, and whether the fire is in a chemical storage area.
- Always put your safety and the safety of other people first if a fire does break out. Immediately get out of your home or other building if you spot smoke or flames. Yell to others as you go. Never re-enter a burning building.
- If you are not in a burning building but your clothes catch on fire, stop where you are, drop to the ground, and cover your face and mouth with your hands. Then roll over and over to smother the flames. Have someone call for emergency help. Cool burns with large amounts of cool water for 10 to 15 minutes. Do not use ice or ice water. Do not remove clothing that is sticking to the skin.



More fire safety tips

- Never leave food cooking on a stove or in an oven unattended.
- Teach your children to stay away from stoves, space heaters, matches, fireplaces and anything else that could cause a fire or burn.
- Take special care during the winter months to discard dried out Christmas trees. Never use lighted candles on Christmas trees. Also, check to make sure furnaces and space heaters are working properly.
- Know the location of our smoke alarms and fire extinguishers. Install smoke alarms at home, including outside each sleeping area. If you have more than one level, install smoke alarms on each level of your home.
- Test smoke alarms once a month. Replace batteries once a year or sooner if the alarm starts “beeping.”
- Have an “A B C” type fire extinguisher at home. Store it in a place that’s readily accessible and not too far away from potential ignition sources.



Never leave food cooking on a stove unattended.

Are there any questions?

Note to trainer: Take time to answer trainees’ questions. Then review the **Fire Safety Do’s and Don’ts**.

FIRE SAFETY DO’S AND DON’TS

DO:

- Act quickly but stay calm in case of a fire.
- Consider purchasing a fire escape ladder if you have a two-story home.
- Know where all fire extinguishers are and how to operate them. And remember: Big fires start small.

DON’T:

- Smoke in bed, in barns, near powered equipment or machinery, near chemicals, or when working with other flammable or combustible materials.
- Forget to be on the constant lookout for frayed electrical cords and other potential electrical hazards at home.
- Neglect to report any fire hazards to your supervisor.

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