

A Safety Meeting Outline

(Note: This outline is divided into two parts, so that the material can be covered in one meeting or divided into two shorter meetings.)

Part I: Types and Uses of Fire Extinguishers

A. Introduction

2 minutes

1. Fighting fires is best left to qualified, trained personnel
2. Employees should know how to respond to small fires.

B. General Rules to Keep in Mind

2 minutes

1. Use the right extinguisher for the type of fire
2. Company must provide the right types of extinguishers
3. Extinguishers must be inspected and maintained regularly
4. Employees must know where extinguishers are and how to use them.

Handout
2911-25 ►

C. Classes of Fire Extinguishers

5 minutes

Distribute and review Handout 2911-25, or use as an overhead slide. This covers different classes of fire extinguishers. If this is one single meeting, add B from Part II and distribute or show the second handout.

D. Discussion and Practical Exercises

5 minutes

(If you are conducting one single meeting, combine this discussion with the discussion in Part II.)

1. Why is it important to use the right class of fire extinguisher on different types of fires?
2. What types of fire extinguishers are in this workplace?
3. Where are they located?
4. What do the numbers mean on Class A and Class B fire extinguishers?

1 minute

E. Summary

1. Using the wrong kind of extinguisher can make a bad situation worse.

5 minutes

F. Wrap-Up

(Omit if Part II is included with Part I in one training session.)

1. Thank employees for their participation
2. Ask for final questions and answers
3. Issue and collect session evaluation form.

Part II: Fire Extinguishers: Do's and Don'ts

A. Introduction

2 minutes

(If Part II is the topic of a separate meeting, briefly review the main points from A and B of Part I.)

1. Review previous introduction as appropriate
2. Review previous handout as appropriate.

Handout
2911-29 ►

B. How to Use a Fire Extinguisher

5 minutes

Distribute and review Handout 2911-29, or use as an overhead slide. This covers the proper uses of fire extinguishers.

C. Safety Practices to Keep in Mind

2 minutes

1. Make sure you're using the right class of extinguisher
2. Review cautions in the handout.

D. Discussion and Practical Exercises

5 minutes

1. Why should you never use water on an electrical fire?
2. How long do most fire extinguishers last?
3. Demonstrate actual operation of a fire extinguisher (see note in Part E of the Lesson Plan).

E. Summary

1 minute

1. Fighting a serious fire is not for amateurs
2. When in doubt, notify qualified emergency response personnel and stay out of the way.

F. Wrap-Up

5 minutes

1. Thank employees for their participation
2. Ask for final questions and answers
3. Issue and collect session evaluation form.