



# SAFETY MEETING MINUTES

**DATE:**

**TIME:**

**CONDUCTED BY:**

**SAFETY COMPLIANCE COMPANY**

**CONDUCTED FOR:**

**SUBJECT DISCUSSED: FIRE EXTINGUISHER SAFETY**

Portable fire extinguishers are some of the most common fire protection appliances. They can be found in fixed facilities, such as residences, retail stores, businesses and construction sites.

Portable fire extinguishers are intended to be used on small fires in the early growth stage.

Portable fire extinguishers are classified by the type of fire they are designed to extinguish. There are five classes of portable fire extinguishers to match the five classes of fire: Class A, B, C, D, and K. In order to choose the appropriate portable fire extinguisher to use on a given fire, first determine what is burning. You must be careful in selecting the extinguisher you will use. If you choose the wrong one it won't work and may even make it worse.

**Class A fires** involve ordinary combustibles such as textiles, paper, plastics, rubber, and wood. These fuels can be easily extinguished with water, water-based agents such as Class A foam, or dry chemicals.

**Class B fires** involve flammable and combustible liquids and gases, such as alcohol, gasoline, lubricating oils, and liquefied petroleum gas (LPG).

**Class C fires** involve energized electrical equipment. Because water and water-based agents will conduct electrical current, they cannot be used on Class C fires until the electrical energy has been eliminated. Once the power supply has been turned off or disconnected, the fire can be treated as a Class A or B fire.

**Class D fires** are those involving combustible metals and alloys such as lithium, magnesium, potassium, and sodium. Some common uses of magnesium are in wheels and transmission components for automobiles and even some metal box springs in beds. These types of fires can be identified by the bright white emissions during the combustion process.

**Class K fires** involve combustible cooking oils such as vegetable or animal fats and oils that burn at extremely high temperatures. While most of these fuels are found in commercial kitchens and industrial cooking facilities, they can also be found in private homes.

**How to respond if there is a fire:**

Importance of identifying and stopping the spread of fires early. Do not to try to put out a fire unless it is small, it is safe, and it can be done right away with the proper extinguisher. Otherwise, is imperative that you Call 911, exit the building, and get to your designated emergency staging area. Additional safety tips are:

Don't back yourself into a corner or be caught between the fire and your means of exit. Also, If there is smoke, get low to the ground. Smoke rises and is one of the leading causes of fire related deaths.

**Using a fire extinguisher:**

We use the acronym P.A.S.S.

“P” stands for “pull”. Pull the pin away from the extinguisher.

“A” stands for “aim”. Aim the nozzle at the base of the fire 8-10 feet away.

The first “S” stands for “squeeze”. Squeeze the trigger.

The last “S” stands for “sweep”. Sweep the nozzle back and forth at the base of the fire.

**Review of Employer & Employee Responsibility:**

Discussed that it is responsibility of \_\_\_\_\_ to provide the safest possible environment for its employees, and that it is the responsibility of the employees to be accountable for their own safety by adhering to the Code of Safe Practices for their job and by abiding by the safety rules and regulations of the Company.

**RECOMMENDATIONS:**

- 1.
- 2.

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**SAFETY INSTRUCTOR**  
**SAFETY COMPLIANCE COMPANY**

\_\_\_\_\_  
**DATE**