

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**      Fire Prevention - Safety Tips

**KEY TEACHING POINTS**

- A fire caused by poor housekeeping, carelessness or failure to follow instructions can destroy your job, your income, and even your life. But the chance of a fire can be reduced if everyone makes an effort to practice daily fire prevention measures.
- Follow these fire safety tips:
  - Don't allow trash and litter to accumulate unnecessarily.
  - Keep the office and dock areas neat and clean.
  - Know where fire alarm boxes and extinguishers are located.
  - Make sure you know the different types of fire extinguishers and how to use them; check periodically to see if they are charged and well marked.
  - Store hazardous materials in designated areas.
  - Keep exits free of obstructions.
  - Make sure there are good connections and effective grounds in the wiring.
  - Smoke only where permitted.
  - Keep equipment clean and use it properly.
  - Handle flammable liquids with caution.
  - Know the proper exits and procedures in case of an emergency.
  - If you store hazardous materials properly, the chances of fire, spills and accidents are greatly reduced. A leaking drum of lacquer thinner can be a fire hazard unless the right precautions are taken. Make sure you know the loading and storage chart so that you don't load noncompatibles on the same trailer or in the same area of the terminal.
- Every terminal should have an emergency plan. In case of fire or other emergencies, procedures should outline who is to call the fire department and how the building is to be evacuated.
- When a fire or emergency evacuation does occur, don't panic. Keep calm and follow instructions. Know the right fire extinguisher for each type of fire.
- Following rules is not just the responsibility of the safety supervisor or the terminal manager--it's everyone's responsibility.
- It is also important to be aware of arsonists. Keep an eye out for unusually placed flammable, such as oily rags stored in peculiar places. If you watch for "offbeat" actions you may be able to spot the arsonist. Don't take the necessary steps yourself. Tell your supervisor at once.
- Fire prevention is everyone's job.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Don't allow trash and litter to accumulate unnecessarily.		
2 Know where fire alarm boxes and extinguishers are located.		
3 Keep exits free of obstructions.		
4 Make sure there are good connections and effective grounds in the wiring.		
5 Fire Prevention is everyone's job.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE