



# Fire Safety

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Every year in our state, people are hurt by fires in the workplace. All too often some of these people die. The best way to keep this from happening is to practice active fire prevention. Know what to do--and what not to do--in case of a fire.

## What Causes Fires?

Fire happens when the right combination of fuel, oxygen and heat are brought together and combustion is created. Oxygen is normally present in the air. Sources of fuel and heat include:

Fuel	Heat
Paper	Friction
Wood	Electricity
Gasoline & other flammable material	Sparks
	Open flames

The best way to prevent fires is to make sure that all three of these things--fuel, heat and oxygen--do not come together.

## Fire Prevention

There are lots of things each of us can do every day to make sure that fires don't happen in our workplace:

### Housekeeping

Dispose of waste promptly and properly.

Keep work areas free of dust, lint, wood chips and other combustible trash. Keep combustible materials away from lights, machinery and electrical sources.

### Handling Flammable Substances

Know what is flammable; check MSDSs and labels.

Store flammables in approved containers.

Never store combustible materials with oxidizers.

Clean up spills promptly and properly.

Dispose of clean-up materials (rags, sand, etc.) promptly and properly.

Ground containers when transferring flammable materials so you don't generate static electricity.

Use only approved tools and equipment when working around flammable materials.

Don't use flammables around open flames.

Use flammables in well-ventilated areas.

Don't cut on or heat a container that held flammable material until you know it is safe.

## **Electrical Equipment**

Electrical equipment failures or misuse of electrical equipment is the number one cause of industrial fires.

Make electrical inspections routine practice.

Replace cords and wires that are frayed or have worn insulation.

EDon't overload circuits, motors, fuses or outlets.

Make sure you have good ground connections.

## **Equipment**

Make sure debris and grease are kept clear of machinery.

Lubricate bearings and gears so they don't get hot.

## **Personal**

Smoke only in designated areas.

Make sure smoking material and matches are put out and placed in proper containers.

Use space heaters only in approved areas; make sure cords and safety shut-offs are working properly.

It's a good idea to look around your workplace every day to see if any fire hazards are there. Sometimes, because we see the same thing day after day, we forget that it could cause a problem.

## **FIRE! What to Do if a Fire Occurs.**

We hope a fire never happens here. But in case a fire should start, it is important that you know immediately what you should do. Know how to report a fire and how to get out of the building. If you don't know what to do in case of a fire, ask your supervisor now. It's too late when the fire starts.

A mistake people often make that can have tragic results is thinking that the fire is small enough to handle alone. The first thing you should always do when you see a fire is to make the proper notification. Even a small fire can get out of hand in a hurry. In some cases, it may be necessary to leave the building if a fire occurs. It is important to know where you are expected to go in the event that happens. Everyone needs to be accounted for.

If you have fire extinguishers, you should make sure you have the right extinguisher for the type of fire:

**Class A** - Ordinary combustibles such as paper, cloth, trash and wood.

**Class B** - Gases and flammable liquids such as grease, oil, paint or solvents.

**Class C** - Electrical equipment. Never use water on fires involving electrical equipment.

**Class D** - Combustible metals.

**Classes ABD and BC** - Use on combination fires.

Just as important as using the right type of fire extinguisher is knowing how to use it properly:

1. Pull the pin
2. Stand about 8 feet from the fire.
3. Aim at the base of the fire.
4. Squeeze the trigger. Be careful not to blow burnables and create a larger fire.
5. If the fire seems too big, get out and leave it to the firefighters.