

FIRE PREVENTION PLAN PRESENTATION - INSTRUCTOR NOTES

The following provides a useful preparation outline for use by trainers presenting the Fire Prevention Plan training presentation to employees.

Training Objectives

- Instruct personnel how to prevent fire and how to handle flammable/highly combustible materials and processes properly

Before Training

- Make the necessary changes in the written program to correspond with conditions in your plant. In Appendix A, the Fire Prevention Plan, there are nine common fire hazards listed. Delete those that do not apply and add any special hazards, e.g. reactive chemicals or combustible metals, etc.
- Read the OSHA standard and the model Fire Prevention Plan procedure
- Be prepared to review all fire prevention hazards and related fire prevention procedures that the student will encounter in her/his job

Introduction for Training

- Begin by stressing the overall importance of safety in your facility
- Discuss the concept that fire prevention is far better than allowing fires to occur and then responding to them
- Be prepared to discuss specific fire hazards/safe job instructions that the student will encounter in his/her job

General Guidelines

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Teach prevention

Slides

- A slide is included covering general principles for fire prevention in the following areas:

- Housekeeping
- Electrical
- Electrical Tools and Appliances
- Flammable and Combustible Liquids
- Compressed Gas

*If any of these hazards are not present in your facility, omit the slide

- There is a “Job Specific Fire Prevention Requirements” slide. If the student’s job will involve working with any equipment, chemical or process that is a fire hazard, complete the required training. This information includes:
 - Description of the hazard
 - Emergency procedures to be aware of
 - How to perform the job safely
 - PPE required

Conclusion

- Review the important points listed on the “Conclusion” slide

Student Exercise

At the conclusion of the training, the following activities will demonstrate if the employees’ understands the topic:

- Ask the student to explain facility wide fire prevention rules and procedures
- Ask the student to explain job specific fire prevention requirements