

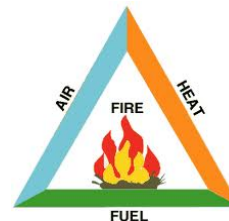
ANNUAL SAFETY TRAINING – 2014

Module # 6

FIRE / ELECTRICAL SAFETY

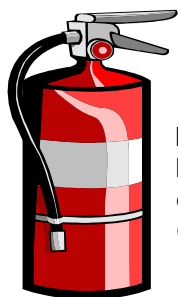
FIRE PREVENTION

- ❖ All Employees are responsible for fire prevention, electrical safety, and participating in emergency evacuations in the event of a fire and or electrical emergency.
- ❖ Plan work. Minimize materials present in the immediate work area and use only the quantities of flammable materials necessary to perform work in progress.
- ❖ Observe proper housekeeping. Keep work areas uncluttered, and clean frequently. Put unneeded materials back in storage promptly (store flammable materials in flammable cabinets). Keep aisles, doors, and access to emergency equipment unobstructed at all times.
- ❖ Observe proper safety practices.
 - Store solvents properly in the appropriate safety containers and storage cabinets.
 - Keep barriers in place (*shields, hood doors, lab doors*)
 - Wear proper clothing and personal protective equipment.
 - Handle flammable liquids with caution.
 - Know where fire alarm boxes and extinguishers are located and how to use them appropriately.
- ❖ Know the type of fire extinguisher located in your facility/department and know how to use it.
- ❖ Know the appropriate exits and evacuation procedures. If they are not clearly posted, contact your manager or EHS Safety Specialist immediately.
- ❖ Should a fire or emergency evacuation occur, don't panic. Keep calm and follow instructions.



ELECTRICAL SAFETY

- ❖ Follow electrical safe working procedures and practices when working with electrical equipment.
- ❖ Report electrical shocks, arcing, or any electrical related malfunction to your manager, facilities, or your EHS Safety Specialist immediately. Never run electrical cords through doorways or hallways.
- ❖ Visually inspect all power cords of portable electrical equipment in your area for external defects often and or when moving equipment.
- ❖ All electrical equipment and instruments should be adequately grounded and documentation for electrical equipment checks on lab instrumentation and equipment at all major laboratories should be readily available.
- ❖ Never operate electrical equipment with exposed / bare wires, or when you suspect any electrical hazards are present. Never use equipment that has been damaged or flooded. Do not utilize equipment unless it has been thoroughly inspected and until all electrical defects have been repaired.



FIRE EXTINGUISHERS

It is extremely important to identify which type of extinguisher is located in your area. Read the labels and know their locations!

Most fire extinguishers will have a pictograph label telling you which classifications of fire the extinguisher is designed to fight. For example, a simple water extinguisher might have a label like the one below, indicating that it should only be used on specific types of fires.

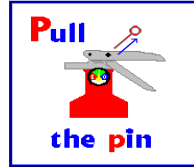


An "ABC" extinguisher, appropriate for Quest use, will have a label like this (three pictures without any being crossed out), indicating that it may be used on most fires (class A, B, and C). **If there is not currently an ABC extinguisher in your facility/department (unless you work in one of Quest Diagnostics Computer rooms), please contact your EHS Safety Specialists.**





When using a Fire Extinguisher, remember to **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.



Pull the pin.



This will allow you to discharge the extinguisher.

Aim at the base of the fire. If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel .



Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, and then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

If You Discover a Fire, Remember RACE

R – Remove patients, visitors and yourself from the area of smoke or fire danger.

A – Activate Alarm box and call the emergency contact number.

C – Contain the fire by closing all doors and windows. Remember even doors to storage rooms and offices must be closed.

E – Extinguish: Use the fire extinguisher, if it can be done safely. The key word here is safely. If the fire is too large, evacuate!