

Day 1 Facilitator Guide

Safety Stand Down Week

Facilitator Name:
Time: ~10 minutes

Intro (1 minute) Read aloud:

Today kicks off Safety Stand Down Week. At our company, safety is a core value. And we all want the same thing: to go home at the end of the day in the same way we came in.

This week, we're going to talk about fire prevention and response.

Here's the thing: Fires are a risk throughout the recycling industry. Knowing how to prevent a fire from starting and what to do if a fire were to start is critical to going home safely.

Today, we're going to talk about fire risks and what it takes to start a fire.

Pre-Quiz (2 minutes) Ask out loud. Don't correct anyone yet.

- Q1. A fire needs three things to burn. What are they?
- Q2. Name one thing on this property right now that could start a fire.
- Q3. What are some ways to prevent a fire?

Play the video.

Post-Video Quiz (4 minutes) Review again. This time, provide correct answers.

- Q1. A fire needs three things to burn. What are they?
A1. Fuel, heat, and oxygen.
- Q2. Name one thing on this property right now that could start a fire.
A2. Look for answers such as: portable heaters in the winter, sparks from hot work, smoking, friction, or batteries.
- Q3. What are some ways to prevent a fire?
A3. Look for answers such as: keep distance between ignition sources and fuel sources, perform hotwork in designated areas only, or maintain a barrier between items that could catch on fire.

Close (1 minute) Read aloud:

This week, I want you to pay special attention to things that could start a fire and the material that could burn. For example, pay attention to how far sparks travel, how big our piles get, and our housekeeping. Let's keep the things that can catch fire away from the things that can start fires.

If you have questions or see something that looks potentially dangerous, speak up. It's each of our responsibilities to work safely.

Remember, do it safely, or not at all.

Day 2 Facilitator Guide

Safety Stand Down Week

Facilitator Name:
Time: ~10 minutes

Intro (1 minute) Read aloud:

We're continuing on with Safety Stand Down Week. At our company, safety is a core value. We're talking about safety because at the end of the day, we all want the same thing: to go home at the end of our shift in the same way we came in.

Yesterday, we covered what it takes to start a fire. And part of identifying fire risks is keeping an eye on what comes through our gates.

That's why today, we're talking about two items that are known ignition sources: compressed gas cylinders and batteries.

It starts with the inbound load inspector, but it's all of our responsibilities to keep an eye out for these items and to act responsibly when we see them.

Pre-Quiz (2 minutes) Ask out loud. Don't correct anyone yet.

- Q1. What makes a compressed gas cylinder a fire risk?
- Q2. How can you tell if a battery is about to go into thermal runaway?
- Q3. Where do you store gas cylinders and batteries?

Play the video.

Post-Video Quiz (4 minutes) Review again. This time, provide correct answers.

- Q1. What makes a compressed gas cylinder a fire risk?
A1. It's pressurized, and if mishandled it can rupture, leak, or ignite
- Q2. How can you tell if a battery is about to go into thermal runaway?
A2. See: bulging or smoking Smell: sweet, cherry-gum or electrical smell Hear: Hissing
- Q3. Where do you store gas cylinders and batteries?
A3. (Name your designated area.)

Close (1 minute) Read aloud:

This week, I want you to pay special attention to things that could start a fire and the material that could burn. For example, pay attention to how far sparks travel, how big our piles get, and our house-keeping. Let's keep the things that can catch fire away from the things that can start fires.

If you have questions or see something that looks potentially dangerous, speak up. It's each of our responsibilities to work safely.

Remember, do it safely, or not at all.

Day 3 Facilitator Guide

Safety Stand Down Week

Facilitator Name:
Time: ~15 minutes

Intro (1 minute) Read aloud:

So far we've covered what it takes to start a fire, and how checking inbound loads catches hazards early. Today we put that to work with hot work: welding, cutting, torching, and grinding.

Here's what makes hot work different. Most days we keep sparks and heat away from anything that can burn. During hot work, we make those sparks and that heat on purpose. The job is keeping that heat away from anything that can catch, and knowing exactly what you're working on.

One real example: a worker was cutting a vehicle frame with a torch about 8 to 10 feet from a large storage tank. Vapors caught the spatter, and the tank exploded. (NIOSH FACE 98AK021)

Working safely mostly comes down to checking the area and your gear before you start.

Pre-Quiz (2 minutes) Ask out loud. Don't correct anyone yet.

- Q1. What's the purpose of a hot work permit?
- Q2. What PPE do you need to do hot work?
- Q3. When does the fire watch's job end?

Play the video.

Post-Video Quiz (4 minutes) Review again. This time, provide correct answers.

- Q1. What's the purpose of a hot work permit?
A1. To ensure proper hazards are identified, assessed, and controlled before hot work begins.
- Q2. What PPE do you need to do hot work?
A2. Flame-resistant clothing. Gloves. Foot protection. Eye and face protection. Possible more.
- Q3. What are some ways to prevent a fire?
A3. (State your site's required fire watch time. 30 minutes is common.)

Close (1 minute) Read aloud:

Following the process is how we keep the risk down. It comes down to two quick checks.
Is the area safe? Am I wearing the right gear?

Take 30 seconds before starting a new task to think through what you need in order to do the job safely. If something's not right, stopping to fix it isn't slowing down. That is the job.

Remember, do it safely, or not at all.

Day 4 Facilitator Guide

Safety Stand Down Week

Facilitator Name:
Time: ~15 minutes

Intro (1 minute) Read aloud:

We're on the home stretch. So far we've talked about what a fire is and prevention. Today we're moving into response.

Safety is a core value at our company. We want everyone to go home at the end of their shift in the same condition they came in.

Knowing what to do, even in a "small fire", can help. We have established procedures for responding to a fire. Know your role.

Pre-Quiz (2 minutes) Ask out loud. Don't correct anyone yet.

- Q1. Who can tell me what an incipient stage fire is?
- Q2. When is a fire no longer in the incipient stage?
- Q3. What should you do if you see a fire?

Play the video.

Post-Video Quiz (4 minutes) Review again. This time, provide correct answers.

- Q1. Who can tell me what an incipient stage fire is?
A1. Just beginning; only the fuels first involved are still burning, very small, localized.
- Q2. When is a fire no longer in the incipient stage?
A2. Spreading, heavy smoke, hard to see or breathe.
- Q3. What should you do if you see a fire?
A3. Follow the site's fire response plan. Never let a fire get between you and your exit.

Site-Specific Discussion

- Who can use a fire extinguisher at this operation?
- What's our site-specific fire response plan?
- Where is our rally point?

Close (1 minute) Read aloud:

At the end of the day, we want everyone to go home safely. When a fire is no longer in the incipient stage, it's time for everyone to evacuate, which we'll talk more about tomorrow.

We have procedures for a fire of any level for a reason: To keep you safe.

Remember, do it safely, or not at all.

Day 5 Facilitator Guide

Safety Stand Down Week

Facilitator Name:
Time: ~15 minutes

Intro (1 minute) Read aloud:

Today, we're wrapping up by discussing emergency evacuation.

A safe evacuation comes down to knowing a few important things such as:

- What our fire alarm or emergency alert sounds like
- What backup route to use if your first route is blocked
- Checking in once you reach the rally point

Pre-Quiz (2 minutes) Ask out loud. Don't correct anyone yet.

Q1. How are employees at this site alerted to a fire or other emergency?

Q2. Where is this site's designated rally point?

Q3. When is it safe to leave the rally point?

Play the video.

Post-Video Quiz (4 minutes) Review again. This time, provide correct answers.

Q1. How are employees at this site alerted to a fire or other emergency?

A1. (Review your site's fire alarm system.)

Q2. Where is this site's designated rally point?

A2. (State your site's designated rally point location.)

Q3. When is it safe to leave the rally point?

A3. (Only when an authorized person gives the all-clear.)

Site-Specific Discussion

- What route would you use if that exit were blocked?
- Are any exits, aisles, or evacuation routes currently obstructed?
- How does this site account for employees, contractors, drivers, and visitors?
- Who should you report to at the rally point?

Close (1 minute) Read aloud:

Going forward, take a few seconds before starting any task and think through the risks.

What equipment and PPE do you need? Is there anything in the work area or material that could start a fire? Are exits and emergency routes clear? Do you know what you would do if the alarm sounded right now?

Working safely protects you, your coworkers, and the emergency responders who may be called to help. If you have a question about anything we covered this week, ask.

Remember, do it safely, or not at all.