
Training on Fire Prevention and Safety and Health Protection in the Workplace

Dear students,

Taking part in training on fire prevention is equally important as your work and study obligations.

There are two basic regulations in the branch of fire prevention:

1. the law no. 314/2001 Coll. on fire safety as amended
2. regulation no. 121/2002 Coll. fire prevention as amended/executive regulation of law/

A basic obligation of a student results from the mentioned regulations:

Everyone is obliged to behave in such a way as not to cause a fire. Once it is noticed, she/he tries to extinguish it; if it is not possible, call a firefighting brigade.

Fire status is a basic regulation of the documentation on fire prevention, which adapts the organizational arrangement of fire prevention, control and administration of fire prevention as well as fire clearance in specific situations.

Fire alarm instructions is a regulation, which determines obligations in case of fire occurrence and is valid for both employees and students.

It includes mainly:

- obligations of a student who notices fire
- raising the fire alarm for students by calling **HORÍ!**
- obligations of employees and students in case of raising the fire alarm; mainly instructions saying when to leave the premises and when to stay.
- phone number of fire report center **63 81 07 15 and 150 MHaZZ** – city firefighters
- important phone numbers in case of electricity, water and gas outage.
- fire alarm instructions are displayed at a permanently accessible and visible place on each floor at the staircase. While on the school premises, it is recommended to notice these informative documents.

Fire evacuation plan

is another basic regulation of the documentation on fire prevention, which adapts organization of evacuation of people from the premises stricken or endangered by fire.

- in case of emergency, it assigns a duty to unconditionally follow the instructions of a lead employee of the endangered workplace or a lecture room,
 - corridors and staircases of the premises create evacuation routes
 - roll-calling the number of evacuated people / responsible leading employee, competent teacher/
 - a way of securing the first aid / extension...

besides a textual part, fire evacuation plan also contains a graphic part, which is made up by the floor plan of a given floor. There are also evacuation routes marked in color which lead to the neighbouring fire section or to the open space. The graphic part is placed at the floor entrance. Effectiveness of the regulations adapted in the fire evacuation plan is verified annually by training fire alarm.

Duties in case of a fire:

Every student who notices a fire or its signs will try to extinguish it at the beginning or to restrict its spreading by applying his/her own effort and using a fire extinguisher, or he/she will call for help of the fire prevention unit.

If it is impossible to extinguish a fire using one's own effort, it is necessary to raise the fire alarm unless it is raised by the electric fire signalization system (EPS). The fire must be reported without delay in the nearest office, at the direct line using the phone number **63 81 07 15** – for the fire reporting center. A firefighting and rescue team will be called from there.

The fire alarm in the workplace is raised orally by calling "Hori". In the neighboring workplaces, the fire alarm is raised orally or by phone.

The firefighting and rescue team will be called by a person assigned by the workplace manager, his/her deputy, or the commander of the fire prevention unit; usually it is a person on service in the fire reporting center.

The phone numbers of the Firefighting and Rescue Brigade are 150 and 112.

When calling for help and reporting a fire, the caller will provide the following data: the caller's name, the location of the fire (address), what material is burning, and the number of the phone, from which the call is being made. The phone calls will be verified!

WARNING: A serious health hazard is presented by exhaust from burning **plastic material**. Exhaust from burning **polyurethane** contains hydro-cyanide acid, and 1 kg of burned polyurethane in a standard living room (40 square meters) presents such concentration of toxic gases that breathing in twice will cause death in an adult person!

Burning **polystyrene** releases the gas styrene, which affects the nervous system and leads to loss of the self-preservation instinct in an affected person. The affected person moving in an endangered area is unable to make even a few steps to get into a safe area due to his/her inability to make the decision. The affected person must be taken away by force from the endangered area and medical care must be provided to him/her.

Basic extinguishing equipment and fire signalization

The basic fire extinguishers include:

- a) hydrants on the walls,

- b) mobile fire extinguishers.

A fire should be extinguished in such a way that an extinguisher is applied to the focus of the fire – **in the spiral-shape direction** – from the edge to the center.

a) Wall hydrants:

Wall hydrants are equipped with a valve with an outlet connecting a fire water pipe and a built-in hydrant box. A hose with a streamline is connected to the outlet. The hose is placed in the box to be ready for use, which usually requires two people. One of them operates the valve, and the other one extinguishes the fire.

Warning: Do not extinguish burning electric devices under voltage!!!

b) Fire extinguishers:

Fire extinguishers are used to extinguish the focus of a fire in the early stage. An early intervention may prevent occurrence of a big fire. Therefore, it is necessary to secure readiness of the fire extinguishers at all times and thus prevent great material damage, injuries, or casualties. The building owner guarantees that fire extinguishers are in the sufficient number and placed in the building in such a way that a specific type of fire extinguisher will ensure safe extinguishing of the fire within its reach.

Kinds of fire extinguishers:

1. Water fire extinguisher:

- extinguishes well: wood, paper, straw, hay, textile, coal, alcohol, plastic material, and solid organic matter extinguishable by water.
- does not extinguish well: paint, varnishes, diluents, fat, wax, tar, inflammable liquids.

Warning: Do not extinguish burning electric devices under voltage!!!

2. Foam fire extinguisher:

- extinguishes well: the materials that the water extinguisher extinguishes well, in addition to mineral oils, inflammable liquids, gasoline, fat, asphalt, tar, varnishes, organic matter.
- does not extinguish well: alcohol, ether.

Warning: Do not extinguish burning electric devices under voltage!!!

3. Snow fire extinguisher:

- extinguishes well: electric devices under voltage, inflammable liquids, paints, varnishes, oils, wax, precision mechanics devices, food, drugs.
- does not extinguish well: dust, freely stored organic matter.

Warning: Do not extinguish loose and freely stored substances! The device must be protected from influence of temperatures exceeding + 45 C!

4. Powder fire extinguisher:

- extinguishes well: electric devices under voltage, inflammable liquids, bound paper, paintings, liquid gas; the application is almost universal.
- does not extinguish well: precision mechanics devices.

Warning: Do not extinguish sawdust, feathers, loose and freely stored substances, and precision mechanics devices!

c) Electric fire signalization system:

It is technical equipment – a set of devices and switchboards which signal acoustically and optically situations presenting danger of a fire or a fire itself. It locates the source of danger and raises the fire alarm within 2 – 4 minutes after the start of burning.

WARNING: EPS sensors are highly sensitive and are able to react even to cigarette smoke.

Regulations on work safety and health protection for students:

- following the regulations and instructions on securing of work safety and health protection in the workplace, of which they have been properly and evidently informed,
- keeping the school premises and sanitary facilities clean,
- informing the admission office or work safety supervision organs of any shortcomings and defects which may endanger work safety and health of employees and students,
- following special instructions regarding operation of electric equipment used in the school premises,
- no manipulating with electric grids, no replacing of damaged fuses by repaired fuses or by fuses of a higher value,
- reporting to the admission office of any injury that a student has suffered in the school building no later than within 2 days, for the purpose of investigation and compiling of a "Record of an Injury",
- respecting of warning signs, safety instructions and restrictions,
- complying with the ban on consumption of alcoholic drinks and drugs in the school premises,
- complying with the ban on smoking in the school premises,

Bratislava: August 1st, 2008

Approved by: Ing. Ján Rebro, M.B.A.

Chair of the Executive Board

Compiled by: Ing. Marta Kuzmová

PO technician

MEMO

from the preliminary training of students about the safety and protection of health at work and a fire protection

Participants of the training: the City University students of Bratislava Site

Training content:

Work safety and health protection at workplace- Work safety and health protection in the workplace and Fire prevention measures for students project V 01 mainly:

- **Labour Code- statute number 433/2003 Z.z.**
- **Statute 124/2006 Z.z. about work safety and health protection in the workplace**
- **Statute 272/94 Z.z. about health protection as amended in the latter statutes**
- **Statute 377/2004 Z.z. about protection of non-smokers**

Fire prevention measures- statute of the Department of Home Affairs of Slovak Republic number 314/2001 Z.z. about the fire prevention as amended in the latter statutes

a/familiarization with the general requirements of the fire prevention on the premises and in the areas of the corporate entity or entrepreneurial person

b/ presentation about the dangers of fire creation (origin) which is typical for the particular workplace, especially about fire prevention at a workplace

c/ familiarization with the placement of fire extinguishers, fire facilities, connection tools or facilities and other material tools of fire protection at a workplace and with the ways of their use, as well as the placement of the main power switches and locks of water and gas

d/ a way of announcing of the fire alert in either the corporate entity or by the entrepreneurial subject at workplaces, employees and students' duties at the origin of the fire resulting from the fire alarm guidelines and fire evacuation plan.

-extinguishing tools at workplace and their use notice number 719/2002 Z.z. STN 92 0202-1

THE STUDENT WAS ALSO ACKNOWLEDGED ABOUT THE HANDLING AND USING OF THE ELECTRICAL APPLIANCES (FACILITIES): PC, a printer, copy machines, electric typewriters, coffee machines, electric kettle, lasers and other such items, **which are necessary to be used in terms of the manual at disposal provided by the given manufacturer!!!**

The executed handout corresponds with the lectured material in the length of 60 minutes.

The training was done on:

The training was conducted by: Ing. Marta Kuzmová

Technician of Safety and Health Protection and on Fire Prevention Measures

Full name of the trainer:

Full name of the trainee: