



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

June 2022 *NEWSLETTER*

Contact details:

Training, Audits and Retail:

Pat: 082 442 8521 (08h00 – 16h30)

p.wessels@topcompliance.co.za

Website: www.topcompliance.co.za

Fire safety during winter and load shedding

The cold weather, increased load shedding and load reductions may increase the risk of fire at work and at home. It is therefore vital to implement fire-risk mitigation measures to protect lives, livelihoods and property.

What is a fire? A fire, is the rapid oxidation of a material in the process of combustion, releasing heat, light, and various reaction products. The flame is the visible portion of the fire. Depending on the substances burning and any impurities outside, the colour of the flame and the fire's intensity will be different.

Fire needs three elements to burn: a source of fuel that is flammable, oxygen from air or other sources and a flame or other source of heat. Without all three of them, no fire can be caused.

Classes of fire

Fires can be placed into different classes depending on what material is burning. This classification then gives us information on the type of fire extinguisher we should use to put out the flames. Not all fires require the same type of extinguisher, and the correct type has to be used for each fire.

- **Class A:** are fires involve common combustibles such as wood, paper, cloth, rubber, rubbish and plastics. They are common in typical commercial and home settings but can occur anywhere these types of materials are found. This class of fire is fairly simple to fight and contain, by simply removing the heat, oxygen, or fuel, or by suppressing the underlying chemical reaction, the fire dies out. The most common way to do this is by removing heat by spraying the burning material with water.
- **Class B:** Flammable liquids and gasses – Sanitiser, alcohol, thinners, turpentine, paraffin, LP Gas. These types of fires often spread rapidly unless properly secured, can reignite after the flames are extinguished. A solid stream of water should never be used to extinguish this type of fire because it can cause the fuel to scatter, spreading the flames. The most effective way to extinguish a liquid or gas fueled fire is by inhibiting the chemical chain reaction of the fire, which is done by dry chemical extinguishing agents, although smothering with CO₂.
- **Class C:** Live electrical fires involve energised electrical equipment, such as wiring, controls, motors, data processing panels or appliances. They can be caused by a spark, power surge or short circuit and typically occur in locations that are difficult to reach and see. These fires can be a severe hazard to firefighters using water or other conductive agents.

- **Class D:** Combustible metals – Magnesium, lithium, titanium. Combustible metal fires are unique industrial hazards which require special dry powder agents. Water and other common firefighting materials can aggravate metal fires and make them worse.

Common mistakes people make when they have not been suitably trained:

- Not knowing how long an evacuation takes.
- Reacting slowly.
- Not knowing the correct procedure.
- Underestimating the way in which fire spreads.
- Underestimating the time it takes for fire to spread.
- Panic which may result in stampede.

What to do when you hear the fire alarm

If you ever hear a fire alarm you should stay calm and act according to the procedures set out in your workplace.

Always

- Stay calm and act quickly.
- Leave near the nearest fire exit.
- Close doors and windows behind you only if safe to do so.
- Assemble at the nearest designated assembly point.

Never

- Spend time collecting belongings.
- Use lifts unless they are part of a specific personal evacuation plan.
- Attempt to tackle a fire without correct training.
- Go back into the building unless you are told it is safe to do so.

What to do if you cannot get out

At all times in the workplace, you should have access to an emergency exit. These exits should never be blocked.

If any smoke starts to get into the room, use some material to cover your nose and mouth and try to only breathe through your nose.

- Contact the emergency services if they have not already been informed of the fire
- Close any internal doors and windows
- Block gaps in doors and windows with damp cloth
- Use a cloth or other material over your mouth and nose to block smoke.

If you are ever too close to a fire and your clothes catch alight, you can carry out the stop, drop and roll.

- **STOP** moving around immediately. This will add more oxygen to the flames and make the fire burn faster.
- **DROP** to the floor and lie down. This will stop the flames from moving up your body vertically and burning your head and face.
- **ROLL** on the floor, place your hands over your face and roll back and forth to smother the flames. This will reduce the oxygen to the fire and work to extinguish the flames.
- **DON'T STOP** until the flames are out. If someone else is present, they can use something like a rug or thick blanket to smother the flames. If possible, this should be soaked in water first.

When to use a fire extinguisher

Fires should only ever be tackled if it is safe to do so. Without the correct training and equipment, attempting to tackle a fire is extremely dangerous and should never be done.

Fires should only be extinguished if:

- Someone has raised an alarm.
- Someone has called the emergency services already.
- There are the right types of extinguishers available.
- You have undergone training to use an extinguisher.
- The fire is small and not growing.
- A safe route to an exit is available.

Fires should not be extinguished if:

- The room is filling with smoke.
- The fire is spreading.
- There are other flammable hazards around (such as gas canisters).
- More than one fire extinguisher is needed.

How to use a fire extinguisher

Different types of fire extinguisher may have different instructions for use. It is therefore vital to have been suitably trained in the safe use of a fire extinguisher before a fire breaks out.

Use the PASS method:

- **PULL** – Firstly pull the pin from the fire extinguisher. This may have a small plastic seal around it (known as a tamper seal) which will break when the pin is removed.
- **AIM** – Aim the nozzle low at the base of the fire and not at the flames.
- **SQUEEZE** – Squeeze the handle slowly until the fire extinguisher discharges.
- **SWEEP** – Sweep the nozzle from side to side in small motions at the base of the fire. This will act to cover the base of the fire and should be continued until the fire is out.

Good fire safety housekeeping practices

The ways to minimise and prevent the risk of a fire breaking out is to follow good house-keeping practices, at home and at work.

- Training of staff regarding emergency and disaster procedures.
- Install at least one smoke alarm on every floor in the property and ensure they are tested often.
- Ensure all appliances are switched off before you go to bed.
- Do not leave candles unattended.
- Equip your home with fire safety equipment.
- Ensure all cigarettes are extinguished in an ashtray.
- Do not leave anything close to an electric heater.
- Do not overload plug sockets.

Imagine leaving a pot of food on the stove and the power goes out and you forget about it. When the power returns you may have left your home only to return and be presented with a disaster. It is therefore vital to always switch off and unplug all appliances when not in use. The use of candles or paraffin stoves need to be used safely and not near anything that may catch fire should it fall over or be bumped over.

Fire-prevention legislation focus on workplace rather than residential homes, where there is no regulatory requirement to have any fire prevention measures in place. Where possible get a smoke detector and a dry

chemical powder extinguisher. So one can get an early warning of fire and put out a small fire. If one uses a generator, it is important to ensure fire safety and have an extinguisher nearby.

For more information regarding basic firefighting email info@topcompliance.co.za

Training:

Basic firefighting [Basic firefighting \(Fire marshal\)](#)

Basic firefighting and emergency action planning [Basic firefighting with emergency action planning \(Fire & Evacuation marshal\)](#)

<https://cpdonline.co.uk/knowledge-base/health-and-safety/the-different-types-of-fires/>

Some of our training courses can be done through our virtual classroom.

Certain types of Risk Assessments and audits will be done by means of virtual site visits using various means of technology to virtually visit the site.

For more information please contact – info@topcompliance.co.za

<https://www.topcompliance.co.za/index.php/products>



Medical equipment	SANS Signage	Legal posters	Personal Protective Equipment

Courses offered by Top Compliance (Pty) Ltd

<https://www.topcompliance.co.za/index.php/skills-development-head/training-calendar>

ONSITE TRAINING			
First Aid Courses:			Accreditation
NEW level 1 – US 119567 - Perform basic life support and first aid procedures	2 days		DEL
NEW level 2 – US 120496 - Provide risk-based primary emergency care/first aid in the workplace.	3 days		DEL
NEW level 3 – US 376480 - Provide first aid as an advanced first responder	3 days		DEL

First aid: Level 1	2 days	No longer recognised
First aid: Level 2	3 days	No longer recognised
First aid: Level 3	3 days	No longer recognised
First aid: Level 1 & 2	3 days	No longer recognised
First aid: Level 2 & 3	3 days	No longer recognised
First aid: Level 1, 2 & 3	5 days	No longer recognised
Child and infant CPR & choking	6 hours	
Adult CPR & choking	6 hours	
Adult CPR & choking and AED	1 day	
Occupational Health and Safety Courses		
OHS Act & SHERQ representative – Legal Liability	1 day	
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	1 day	
Hazard Identification and Risk Assessment	1 day	
Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents	6 hours	
Food facility health & safety course in terms of R364	6 hours	
Fire Fighting and Prevention Courses		
Basic firefighting (Fire marshal)	6 hours	
Basic firefighting with emergency action planning (Fire & Evacuation marshal)	1 day	

ONLINE VIRTUAL CLASSROOM	
Occupational Health and Safety Courses	
Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents	07h45 – 11h00
OHS Act & SHERQ representative – Legal Liability	07h45 – 16h00
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	07h45 – 16h00
Hazard Identification and Risk Assessment	07h45 – 15h00
Food facility health & safety course in terms of R364	07h45 – 14h00
Fire Fighting and Prevention Courses	
Basic firefighting (Fire Marshal)	07h45 – 13h00
Basic firefighting with emergency action planning (Fire and Evacuation marshal)	07h45 – 15h00