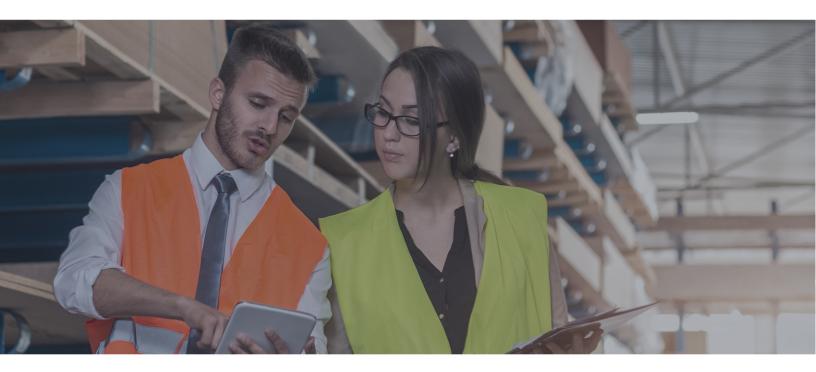Gartman Insurance Agency Inc.

SAFETY CULTURE SERVICES PORTFOLIO

DID YOU KNOW THAT BUSINESSES SEE A $4 TO $6 RETURN ON EVERY DOLLAR INVESTED IN SAFETY AND HEALTH?

- When Our employee safety materials will help you promote a safety-minded workplace. We can provide flyers, newsletters, bulletins, a comprehensive employee safety manual and more to keep safety top of mind.

HOW DO YOU ENGAGE EMPLOYEES IN WORKPLACE SAFETY?

- Get everyone on board, from upper management on down, by leveraging our robust risk management tools to highlight the financial benefits of workplace safety.

HOW IS YOUR BROKER HELPING YOU SUPPORT AND REINFORCE SAFE WORK PRACTICES THROUGHOUT THE YEAR?

- We'll help you form a dedicated committee that will work to keep safety in the spotlight. We will also provide you with access to our ever-expanding library of employee safety materials, making it easy to provide extra safety training whenever it is needed.

859-727-6675

www.gartmaninsurance.com

495 Erlanger Road, Ste 104, Erlanger, KY 41018

GARTMAN INSURANCE

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POLICIES, PROGRAMS AND MANUALS

EMPLOYER RESOURCES

EMPLOYEE SAFETY RESOURCES

General Employee
SAFETY MANUAL

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recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and .

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers, and increases productivity. This is why will comply with all safety and health regulations which apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.

6. Management and supervisors of will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

_____   _____
President   Risk Manager

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EMPLOYEE SAFETY INCENTIVES

A Comprehensive Guide to Developing an Effective Plan

Provided by: Gartman Insurance Agency Inc. ◇ 495 Erlanger Road, Ste 104 Erlanger, KY 41018 Tel: 859-727-6675

WHERE TO BEGIN

The following guide will help you construct an effective Employee Safety Incentive Program and create meaningful safety and health incentive parameters for employees. It includes background statistics to support the program, steps to take before execution, how to manage the program and implementation recommendations.

Step 1: Know the Facts
Supporting your Employee Safety Incentive Program with evidence that it will help save money is the best way to convince upper management to get on board. Obviously, injured employees drive up company costs in the form of lost work days and compensation costs. Studies clearly demonstrate that employees who are off work because of injury for more than 16 weeks seldom return to the work force, and companies get stuck paying hundreds of thousands of dollars each year in unnecessary costs. An Employee Safety Incentive Program can help make employees more aware of health and safety hazards and also more inclined to follow protocol to earn incentives. In fact, Employee Incentive Programs are known to improve performance and morale on an individual as well as team level.

Step 2: Gather Data
Before you institute a program, research your company culture to understand what current employee attitudes are toward injury, illness and their work environment. That way, after you create an official Employee Safety Incentive Program, it will be easier to evaluate and determine whether there has been a positive mindset shift. Get to know your company culture at all levels and from a range of perspectives. Visit worksites and talk to employees to understand how your current Safety Program – or lack thereof – functions. Develop a needs assessment to determine how much work you need to do to shift company culture and practice to your new incentive-based Safety Program.

Step 3: Demonstrate a Commitment to Health and Safety
Make sure all levels of employees recognize that the program is designed to reduce health and safety violations in the workplace and promote a safe work environment. With this, it is still crucial to report injuries in a timely manner after they occur. The Employee Safety Incentive Program is in no way designed to promote failure to report injuries. Everyone from upper management to hourly employees should understand the goals, purpose and background on the program. There is no use taking large strides to enact a program if management does not support and recognize the need.

These elements are the foundation and support for your Employee Safety Incentive Program. Take plenty of time for these steps before moving on to create your program.

EMPLOYEE SAFETY INCENTIVE PROGRAM ELEMENTS

Steps 4 through 7 of this guide will go straight into your written Employee Safety Incentive Program, as they are the elements that will help you take action and establish a plan.

Step 4: Create Goals
State 's purpose in creating the program and emphasize management's commitment to making it work. Keep it positive, but be sure employees understand the Employee Safety Incentive Program is a serious initiative. This is also the place in your written program to define what type of incentives you offer – your program can revolve around personal incentives, department incentives or company-wide incentives.

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New Employee Safety Orientation Guide

Welcome to ! Our goal is to help you be as safe as possible while you are here. This guide is designed to help you understand our company safety programs and safety expectations. During this orientation session and beyond, please feel free to ask for help when you are not sure what to do.

This guide will give you information about the following topics:
- Think Safe – Work Safe principle
- Fire emergencies
- Medical emergencies
- Evacuations
- Means of egress (exits)
- Personal protective equipment (PPE) requirements
- Hazard communication and working safely with chemicals
- Machine safeguarding
- Control of hazardous energy – Lockout/Tagout
- Maintaining safe walking and working surfaces
- Material handling equipment
- Powered industrial truck operations (forklifts)

Please carefully read the information so you are familiar with our safety processes. Our goal is to have a workplace that is free from recognized hazards and we need your help in maintaining a safe workplace.

Safety Contacts
(Insert Contact Name and Phone Number)
(Insert Contact Name and Phone Number)

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First: Spin Up Your Safety Awareness

Quick Guide
- Getting to work: Mentally prepare yourself for work.
- Getting to work: Stretch your muscles prior to engaging in physical work
- Machine operations: Is everything working correctly?
- Personal protective equipment (PPE): Do you have what you need?
- Surroundings: Is my area free from recognized hazards?

Getting to Your Work Area: As you arrive at your work area, take a moment to prepare yourself to work safely. Our motto here is, THINK SAFE, WORK SAFE.

Machine Operations: Look at the machine(s) you will be operating and look for some specific safety features. Are all machine safeguards on the machine and are they working properly? Physical safeguards should be attached to the machine. Electric eyes should be tested to make sure they stop machine functions. Two-hand trip devices at the point of operation should be tested to make sure they work properly. Supplies should be in close proximity to the point of operation so you don't have to do a lot of twisting or bending.

Personal Protective Equipment (PPE): Does your job require some type of PPE? If you are on the shop floor, standard PPE is safety glasses with side shields and safety shoes with steel toes. What about other types of PPE you need? Do you need to wear gloves? Face shields? If any of these types of PPE are necessary, inspect each type before you put it on to make sure it will provide the right protection throughout the job.

Surrounding Work Area: Ask yourself what you have to do to be safe on the job right now and throughout the day. Think about the jobs you will do and what you have to do to do those jobs safely.

Emergency Actions & Procedures

Quick Guide
- Emergency contact: (insert emergency contact information here)
- Medical help is available through (insert information here)

Fire Emergency: Any employee who discovers a fire is to immediately leave the fire area and sound the alarm. This can be done by pulling a wall-mounted fire alarm. After the alarm has been sounded, notify your supervisor immediately so proper action can be taken. **DO NOT ATTEMPT TO EXTINGUISH THE FIRE**. Employees who are trained in fire response and authorized by the facility will respond. Your job is to get out of the immediate fire area.

Minor Medical Emergency: All injuries and illnesses must be reported to your supervisor immediately. Small, insignificant injuries, left untreated, can result in more serious or debilitating conditions. When first aid is needed, employees should report the injury to their supervisor and seek medical attention, as needed.

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Creating a Strong Safety Culture

According to the Occupational Safety and Health Administration (OSHA), developing a strong safety culture has the single greatest impact on accident reduction of any workplace practice. This is why developing a safety culture should be a top priority for the managers and supervisors at your organization.

Safety Culture

A safety culture consists of shared beliefs, practices and mind-sets that exist at an organization, and form an atmosphere of attitudes that shape behavior in a positive way. An organization's safety culture is a direct result of the following factors:

- Management and employee norms, assumptions and beliefs

- Management and employee attitudes

- Values, myths and stories

- Policies and procedures

- Supervisor priorities, responsibilities and accountability

- Production and bottom line pressure versus quality issues

- Actions or lack thereof to correct unsafe behaviors

- Employee training and motivation

- Employee involvement and buy-in in the process

A company's safety culture is a direct reflection of the organization's overarching culture and the people who work in it. As a result, most employees will generate their perceptions of safety and its importance based on the attitude their employer projects.

The following are four main types of safety cultures commonly held by companies in the United States:

- **Forced Culture:** A company with a forced safety culture uses bribes and threats as a way to motivate employees to keep safety top of mind. Health and safety officers at these organizations are seen as police-like figures because of their constant need to enforce codes and rules. In addition, employees view these individuals as solely in existence to catch them doing unsafe acts and to punish them. In these cultures, the employees' fear of being punished is so overwhelming that their performance lacks, creating an un-enjoyable work environment.

> A company's safety culture is a direct reflection of the organization's overarching culture and the people who work in it.

- **Protective Culture**: A company with a protective safety culture prescribes a substantial amount of rules and regulations onto their employees. If an employee were to violate one of the rules, this may prompt management to create more rules.

WORK COMP
INSIGHTS

The Building Blocks of a Safe Workplace

Building a comprehensive safety culture is the best way to reduce illnesses and injuries, and their associated costs. But creating such a culture is not an overnight process or "flavor of the month" program. Instead, it is a multi-year, top management commitment that results in an organization with low accident rates, low turnover, low absenteeism and high productivity. This is a big-picture, long-term project.

A robust safety culture has the following characteristics:

– At the highest organizational level, there is a well-articulated commitment to safety. This translates into organization-wide values, beliefs, and behavioral norms.

– Employees' base compensation ties directly to their commitment to the safety culture. This commitment is assessed in regular performance reviews.

– Safety takes precedence over everything else, even production and efficiency. Employees who err on the side of safety should be rewarded, even if a later review suggests that the additional safety measures or concern was unnecessary.

– Communication about safety occurs across all levels of the organization in a consistently open, unedited, and honest manner. If problems or errors are identified, they are eagerly communicated, recorded, and analyzed without anyone being "persecuted."

– Unsafe acts—the main cause of accidents—are rare.

A true safety culture requires continual support and impacts all parts of your organization's operations — from hiring processes to training to daily reinforcement.

– Employees continuously learn and identify opportunities for process improvements that will decrease the likelihood of an accident.

The following sections explore in more detail some of the key components of a successful safety culture.

Benchmarking
It is difficult to just "guess" the quality of your safety culture. Therefore, it is important to benchmark where you are now, both in subjective terms and in objective, analytical measurements. By combining an analytical tracking system with a periodic, subjective culture survey, you can better understand the impact your efforts to improve the safety culture are having over time.

Hiring to Avoid Workplace Injuries
Due to preexisting medical conditions or limitations, some potential job candidates may be more prone to workplace injury.

It is a common misconception that the Americans with Disabilities Act (ADA) prevents you from asking any medical questions during the hiring process. However, according to the Department of Labor, there are actually three stages of employment: pre-employment, post-offer, but pre-placement (after the conditional offer of employment) and finally, employment. During the first and third stages, it is true that you cannot ask any medical questions. However, during the second phase (after a conditional offer of employment is extended) you

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SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

In order to promote better communication between employees and management, a Safety & Health Committee has been established for operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

ORGANIZATION
The Safety & Health Committee will consist of:
> Safety Coordinator
> Associate Safety Coordinator
> Production Manager
> Shop Supervisor
> Warehouse Supervisor
> Shipping Supervisor
> Two Machine Shop Employees
> One Warehouse Employee
> One Shipping Employee

The Employee Safety & Health Committee will meet monthly. The meeting will be chaired by the Safety Coordinator or Associate Safety Coordinator. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and at a time determined by the Safety Coordinator.

FUNCTION
The Safety & Health Committee has the following functions:
1. Conduct Safety/Housekeeping inspection(s) of one or more departments as part of each meeting.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and "near miss" incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review and comment on safety suggestions submitted by Employees.
5. Plan and carry out various safety promotion activities (such as contests, award programs, etc.).
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Review safety impacts of equipment/facility changes and multi-shift operations.

When selecting members, take into account an employee's personal experience with safety. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the Committee.

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Safety Program "Quick-Check"

This is a quick survey of the various written programs or topics that may be required by OSHA for your business. The goal of this evaluation is to help determine what topics have received attention, and to what degree those topics have been addressed at . This is not intended to be a complete list of the various OSHA requirements; instead it is a summary of the major issues typically identified in an audit.

Safety Program Topic	Written Plan or Work Instruction			Integration Level					Training Saturation				
Accident Reporting & Investigating Process	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Audit & Inspection Forms	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Bloodborne Pathogens Exposure Control Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Compressed Gas Cylinder Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Confined Space Entry Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Cutting, Welding & Brazing Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Electrical Safety Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Emergency Action Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Ergonomics Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Fall Protection Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Fire Prevention Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Fire Protection Equipment	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Flammable & Combustible Liquid Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Hand Tool Safety Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Hazard Communication Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Hearing Conservation Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Housekeeping Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Indoor Air Quality Control Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Lab Safety Policy	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Ladder Safety Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Liquid Petroleum Gas (LPG) Safety Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Lockout/Tagout Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Machine Safeguarding Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Material Handling Equipment Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Means of Egress Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Medical Surveillance Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Personal Protective Equipment Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Process Safety Management	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Powered Industrial Trucks Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Recordkeeping Practices & Requirements	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Respiratory Protection Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Safety & Health Management System Policy	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Safety Committee Organizational Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Safety Signs & Colors Program	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Spray Finishing Operations Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Toxic Substances Control Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Walking-Working Surface Maintenance Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5
Workplace Violence Prevention Plan	Yes	No	NA	1	2	3	4	5	1	2	3	4	5

BOLD indicates required program or required documentation
NA indicates a topic not applicable to your organization

Ratings Key

5=**Excellent**:	90-100% implemented; all trained.
4=**Good**:	70-80% implemented; most training
3=**Average**:	50-60% implemented; some trained.
2=**Poor**:	20-40% implemented; few trained.
1=**Failed**:	0-20% implemented; no training.
3=**Average**:	50-60% implemented; some trained.

's Safety Training Log

Brought to you by Gartman Insurance Agency Inc.

SUBJECT: INSERT TRAINING PROGRAM HERE	DATE:	INSTRUCTOR:	LOCATION:

The employees listed below have satisfactorily participated in and completed all requirements of the above training.

NAME (Print)	DEPARTMENT	NAME (Signature)	DATE

SAFETY AWARENESS SURVEY

Name (Optional) _____

Department _____

Shift   _____

Position _____

This survey is intended to determine your knowledge of the safety program at **,** the extent of your safety activities, and identify program deficiencies so that appropriate measures can be taken to improve the accident record. Please answer each question to the best of your knowledge by circling the appropriate answer or writing your answer in the space provided.

	Please circle your response		
1. Does our company have a safety policy?	YES	NO	UNSURE
2. Is safety a top priority at the company?	YES	NO	UNSURE
3. Is safety a top priority in your department?	YES	NO	UNSURE
4. Do we have an orientation process that includes safety/accident prevention?	YES	NO	UNSURE
5. Are you ever involved in safety meetings?	YES	NO	UNSURE
6. Is there a procedure for reporting unsafe conditions?	YES	NO	UNSURE
7. Are your requests regarding the correction of unsafe conditions acted on promptly?	YES	NO	UNSURE
8. Is there a good relationship between supervisors and employees?	YES	NO	UNSURE
9. Is management committed to safety/accident prevention?	YES	NO	UNSURE
10. Does management actively demonstrate their commitment?	YES	NO	UNSURE
11. Is safety in your department the responsibility of your supervisor?	YES	NO	UNSURE
12. Do you enjoy your job?	YES	NO	UNSURE
13. Is it permissible to disregard safety rules to get the job done?	YES	NO	UNSURE
14. Do situations regularly occur where safety rules must be violated to get the work done?	YES	NO	UNSURE
15. Do we have a Safety Committee?	YES	NO	UNSURE

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safety matters

Toolbox Talks for

From your safety partners at Gartman Insurance Agency Inc.

Safety Meeting Basics

According to the Occupational Safety and Health Administration (OSHA), one of the most effective ways to promote a safe working environment is to get involved in company safety meetings. Since safety is our top priority, we've gathered some tips to help you make the most out of our company safety meetings.

Why Safety Meetings
These informal, brief meetings allow you the opportunity to stay up to date on potential workplace hazards and safe workplace practices, such as machinery use, tool handling, equipment use and safety-minded attitudes—basically anything that may contribute to accidents or illnesses in your workplace.

Meeting Basics
- Attending safety meetings is mandatory. Be aware of what days we hold meetings, and plan accordingly.

- Always sign our safety meeting log – recordkeeping is an important part of our safety and compliance program.

- Be an active participant. Some of the best safety ideas come from workers just like you because you often know best what and where the dangers are.

- During safety meetings, if you have something to add, don't hesitate to speak up.

- Notice that spills aren't being cleaned up properly or someone didn't follow lockout/tagout procedures? We want to

know so that we can cover the topic at a future safety meeting, and everyone can benefit.

- Already know the day's topic? Don't tune out as you may have something valuable to add.

- If you have an idea for a safety topic, chances are others will find it of interest too. We encourage you to share the details with your supervisor or the safety committee.

- Have a question, like how to lift safely or read a Safety Data Sheet (SDS)? Don't keep it to yourself - there are no dumb questions when it comes to safety.

- Don't know all of our safety policies? You can find more information on area bulletin boards or from a human resources representative.

- Want to nominate someone for a safety award? Contact your supervisor or safety committee with the details.

Regardless of your job title, working safely is everyone's responsibility at . See you at the next safety meeting!

Regardless of your job title, safety is everyone's responsibility. See you at the next safety meeting!

WHAT DO YOU KNOW ABOUT SAFETY?

Ready to test your back safety skills? Answer the following questions by circling "T" for true or "F" for false to determine your level of back safety smarts.

Workplace Injury	T	F	Employees suffer from back-pain more than any other affliction.
	T	F	Back pain is the top reason employees miss work.
	T	F	The leading cause of disability among adults is back problems.
	T	F	Back injuries don't cost as much to treat as other injuries.
Personal Risk	T	F	There are warning signs for "back attacks."
	T	F	Pain is good for you - it builds strength and character.
	T	F	If you haven't had problems before, you're not at risk.
	T	F	Back pain is an inevitable part of aging.
	T	F	Back pain is common – it doesn't mean you're seriously injured.
	T	F	Increasing pain is a sign that your illness is getting worse.
Ergonomics	T	F	Always carry loads close to your upper body.
	T	F	Use the same techniques to pick-up and set-down heavy loads.
	T	F	Reaching outward relieves stress on your lower back.
	T	F	Always lift with your legs.
	T	F	How I work at home can also affect my back.
	T	F	It's better to lift a heavy object by yourself than to ask for help.
	T	F	It's best to bend at the waist when lifting.
	T	F	Squatting to pick up items is bad for your back.
	T	F	There is no right way to lift.
	T	F	It's best to turn at the waist instead of twisting the entire body.
Back Belts	T	F	Back belts can cause muscle weakness if worn too tight.
	T	F	Back belts provide support to the back

Fire Extinguisher Safety

Properly fighting small fires

Fire extinguishers are designed to fight fires in their early stages when the fire presents a relatively small hazard. An extinguisher can be used when the fire possesses the following characteristics:

- Small
- Slow growing
- Giving off minimal smoke
- Emitting minimal heat

If a fire is too large, if there is too much smoke or if you are too frightened, evacuate immediately.

PASS

Use the PASS method:

P=Pull

The safety pin is usually held in place by a plastic seal and will pull off. Do not push down on the operating lever while pulling the pin, it won't come out.

A=Aim

- Aim at the base of the fire, the lowest flame closest to you. The base of the fire will recede from you as you use the extinguisher, so you must adjust your aim.

S=Squeeze

- The operating lever is above the carrying handle. The operating lever opens the valve when you squeeze it down. When you let go, the valve closes and the discharge stops

S=Sweep

- Sweep the nozzle by moving your arm at the elbow. Direct the discharge to cover the entire width of the base of the fire.

Know Your A, B, Cs

Using the wrong fire extinguisher can result in more damage than the fire itself. All extinguishers have nameplates identifying their usage instructions, as outlined below.

Class A Fires

- Only use Class A extinguishers for wood, paper, trash and other items that produce glowing embers as they burn. Class A extinguishers should never be used on gas or electrical fires.

Class B Fires

- Only use a Class B extinguishers to fight fires caused by flammable liquid and gas (gasoline, paint thinners, solvents, grease and acetylene).

Class C Fires

- Use a Class C extinguisher only to fight energized electrical equipment fires.

There are also extinguishers known as a Class ABC extinguishers, which can be used for all types of fires.

Be safe and healthy on the job at with these helpful tips provided by **Gartman Insurance Agency Inc. .**

Never feel like you have to stay and fight a fire. If at any point you feel like your safety is threatened while using a fire extinguisher, get out immediately.

This flyer is for informational purposes only and is not intended as medical or legal advice.