



Division of Safety and Hygiene

SAMPLE WRITTEN PROGRAM FOR FIRE PREVENTION

PURPOSE

To protect our employees and facilities from the dangers of fire, XYZ Company has developed a fire prevention plan to reduce the risk of potential injuries, death and property damage. This plan's purpose is identify and control fire hazards.

RESPONSIBILITIES

Management is responsible for seeing that fire-prevention procedures are established and enforced; fire-suppression systems are inspected regularly and maintained; supervisors are trained to use fire extinguishers for incipient fires; and employees are trained to use evacuation routes and procedures.

Supervisors is responsible for monitoring the use of flammable materials; training employees in safe storage, use and handling of flammables; and ensuring that storage areas for flammables are maintained properly.

Employees are responsible for following company procedures for the safe storage, use and handling of flammable materials, and reporting violations of the XYZ Company fire prevention plan.

DEFINITIONS

Fires are classified according to the type of fuel or material:

- Class A—wood, paper and cloth;
- Class B—flammable gases, liquids and greases;
- Class C—fires in live electrical equipment, or involving materials near electrically powered equipment.
- Class D—combustible metals such as magnesium, zirconium, potassium and sodium.

IGNITION SOURCES

Eliminate all non-essential ignition sources where flammable materials are used or stored. For example:

- Keep sources of open flame (such as welding and cutting torches, furnaces, matches and heaters) away from operations involving flammables.
- Do not cut or weld equipment containing flammable liquids unless the equipment has been emptied and purged with a neutral gas such as nitrogen.
- Prohibit chemical ignition sources (such as DC motors, switches and circuit breakers) in areas where flammable materials are stored or handled.
- Use only non-sparking tools in areas where flammables are stored or handled.
- Eliminate the possibility of static sparks—caused by electron transfer between two contacting surfaces—in flammable storage or handling areas.

INCOMPATIBLE MATERIALS

Store materials such as oxidizers and organic peroxides, which produce large amounts of oxygen when they decompose, in an area separate from flammable materials.

FIRE EXTINGUISHERS

Portable fire extinguishers can be very effective for fighting fires in their incipient stages. A person who is well-trained in fire-extinguisher use can save both lives and property. Portable fire extinguishers must be available even when other firefighting measures are available. For extinguishers to be effective in a fire situation, proper selection, inspection and maintenance are essential.

Make sure all fire extinguishers are placed in conspicuous locations, clearly visible and easily accessible.

Keep all fire extinguishers fully charged and operable, and in their proper locations at all times.

FIRE SAFETY INSPECTIONS AND HOUSEKEEPING

Supervisors and safety committees are responsible for work site inspections to ensure compliance with the company Fire Safety Program. These inspections should address housekeeping issues, proper storage of chemicals, access to fire extinguishers and emergency evacuation routes.

EMERGENCY EXITS

Every exit must be clearly visible, or the path to it conspicuously identified in such a manner that every occupant of the building will know the best way to get out of the building in a fire or other emergency.

Exits must never be obstructed. Any door or passageway that is not an exit or path to an exit must be identified with a sign that reads 'Not An Exit' or a sign that indicates its actual use, such as storage. All exit signs must either be self-illuminating, or illuminated by a reliable external light source.

EMERGENCY PLAN FOR PERSONS WITH DISABILITIES

First line supervisors are responsible for assisting persons with disabilities under their supervision, and must choose an alternate to assume responsibility in the supervisor's absence. The supervisor, alternate and worker with the disability will be trained on available escape routes. A list of persons with disabilities must be kept on file in the (personnel, safety directors) office. Company visitors with disabilities will be assisted in the same manner as employees.

FIRE EMERGENCY PROCEDURES

The person who discovers a fire should activate the nearest alarm, and notify his or her supervisor and other building occupants.

You should only fight a fire if the fire department has been notified; if the fire is small and confined to its point of origin; if you have an escape route available and can fight the fire with your back to the exit. Be sure you have a proper, fully functioning fire extinguisher, and are trained to use it.

Leave your work area if you hear a fire alarm. Close all windows and doors, and turn off any gas jets when you leave; evacuate the building and move away from exits, and assemble in an area designated in the

company evacuation plan. Remain outside until a competent authority says it is safe to re-enter the building.