

Fire Prevention Plan Program

Prepared by: Allied Insurance Brokers, Inc.

Commonwealth Scaffold, LLC
Effective Date: 12/14/2012
Revision Number: 1



TABLE OF CONTENTS

1. Fire Prevention Plan Program.....	1
2. Presentation Handout.....	6
3. Presentation Instructor’s Notes.....	7
4. Presentation Quiz.....	8
5. Presentation Sign-In Log.....	9

NOTE: A Fire Prevention Plan PowerPoint Presentation accompanies this document.

Prepared By:

Date:

Approved By:

Date:

This policy is merely a guideline. It is not meant to be exhaustive nor be construed as legal advice. It does not address all potential compliance issues with Federal, State, local OSHA or any other regulatory agency standards. Consult your licensed Commercial Property and Casualty representative at Allied Insurance Brokers, Inc. or legal counsel to address possible compliance requirements.
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Fire Prevention Plan Program

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Reference Standard

Occupational Safety and Health Administration standard, 29 CFR 1910.39 Subpart E, Fire Prevention Plan

Purpose

This procedure establishes minimum procedures for preventing accidental fires in this facility.

Scope

This procedure applies to all of our company employees, all contractors and vendors performing work on company property, and all other individuals who are visiting or have business with our company.

Responsibilities

Management is responsible for development and review of this program. Management is also responsible for appropriate employee training.

Management and supervisors are responsible for enforcement of this program.

Employees shall comply with all procedures outlined in this policy.

Contractors and vendors shall comply with all procedures outlined in this policy.

Definitions

Combustible Liquid: A chemical with a flash point at or above 100 degrees Fahrenheit.

Contractor: A non-company employee being paid to perform work in our facility.

Fire Hazard: Equipment, a physical condition or a process that can cause ignition and/or growth of an accidental fire.

Flammable Liquid: A chemical with a flash point below 100 degrees Fahrenheit.

Flash point: The minimum temperature at which a liquid gives off vapor within a test vessel in sufficient concentration to form an ignitable mixture with air.

Vendor: A non-company employee being paid to perform a service in our facility.

Procedure

Fire Prevention

Our facility will conduct all business activities in a manner consistent with fire prevention. We believe that fires can be prevented and we will take necessary measures consistent with prevention.

Fixed Fire Protection (sprinkler system, dry chemical system, etc.) **DELETE THIS PARAGRAPH IF YOUR FACILITY DOES NOT HAVE FIXED FIRE PROTECTION**

Our Facility is **fully/partially (SELECT ONE)** protected by a fixed fire protection system. This system is installed and maintained according to OSHA standards and local code requirements.

Fire Detection System **DELETE THIS PARAGRAPH IF YOUR FACILITY DOES NOT HAVE FIXED FIRE DETECTION SYSTEM**

Our Facility is **fully/partially (SELECT ONE)** protected by a fixed fire detection system consisting of: smoke detectors and/or heat detectors. This system is installed and maintained according to OSHA standards and local code requirements.

Facility Fire Alarm System

Our facility fire alarm system is: **(DESCRIBE HOW TO ACTIVATE THE FIRE ALARM SYSTEM AND HOW THE SYSTEM SOUNDS IN YOUR FACILITY, E.G. FIRE ALARM PULL STATIONS, PUBLIC ADDRESS SYSTEM, ETC.)** _____

Additionally, word of mouth can be used to implement an evacuation. (See the Emergency Action Plan for additional information).

Fire Extinguishers

Fire extinguishers are located throughout our facility. They are installed and maintained according to OSHA standards and local code requirements. (See the Portable Fire Extinguisher Program for additional information).

Fire Prevention Plan

Our facility fire prevention plan is outlined in Appendix A.

Employee Training

All employees will be trained regarding their responsibilities for fire prevention and responding to fire emergencies. Employees with special duties for fire system/equipment maintenance, fire extinguisher operation or special emergency response duties will receive additional subject specific training.

Training Frequency:

- Upon hire
- When employee duties change
- When conditions change
- Fire extinguisher training will be conducted annually

Revision History Record:

Revision Number	Section	Revised By	Description
0	NA	NA	Original document.

Appendix A

Facility-Wide Fire Protection Procedures

FIRE PREVENTION PLAN - Facility-Wide Fire Protection Procedures

The following elements of fire protection are in place throughout our facility to prevent fires and address fire emergencies that could arise from any listed hazard:

- Facility housekeeping - Our facility employs excellent housekeeping practices to reduce the risk of fire. These include:
 - All exits and aisles are kept clear
 - Fire extinguishers, alarms, electrical panels and disconnects are kept unblocked
 - Clearance between the top of storage and sprinkler heads is 18 inches (high hazard areas- clearance is 36 inches)
 - Trash is not allowed to accumulate and is removed from the facility each day
- All personnel are trained to react and respond to a fire
- Fire extinguishers are strategically located and key personnel trained to respond
- The fire alarm system is maintained (DELETE IF NOT ACCURATE)
- Fire doors and fire walls are maintained (DELETE IF NOT ACCURATE)
- Fire suppression systems are installed and maintained properly (DELETE IF NOT ACCURATE)
- Fire detection systems are installed and maintained properly (DELETE IF NOT ACCURATE)

HAZARD	LOCATION	CONTROL MEASURES
1. Smoking		<ul style="list-style-type: none"> ▪ Smoking is only allowed in designated areas.
2. Electrical Wiring and Equipment	Throughout facility	<ul style="list-style-type: none"> ▪ Installations according to OSHA regulations and local codes ▪ Maintenance is performed by skilled personnel and contractors
3. Fuel Gas (heating)		<ul style="list-style-type: none"> ▪ Installations according to OSHA regulations and local codes ▪ Maintenance is performed by skilled personnel and contractors
4. Heat-Producing Appliances/Equipment		<ul style="list-style-type: none"> ▪ All equipment is installed according to local codes and manufacturer recommendations ▪ Only trained personnel operate the equipment
5. Flammable/ Combustible Liquids		<ul style="list-style-type: none"> ▪ Stored in approved containers and cabinets when not in use ▪ Workers are trained in proper handling ▪ Waste is deposited in closed metal containers and removed from building every day ▪ Areas are evaluated for safety prior to use ▪ Contractors are required to report any use of flammable liquids and follow facility procedures

HAZARD	LOCATION	CONTROL MEASURES
6. Fuel Gas Cylinders		<ul style="list-style-type: none"> ▪ Stored in well-ventilated area, 20 ft. from oxygen ▪ Protected from falling in storage and use ▪ Transported upright on cylinder carts ▪ Used in areas 20 ft. away from hazards designated for Hot Work or Hot Work Procedure followed ▪ Used by trained personnel
7. Oxygen Cylinders		<ul style="list-style-type: none"> ▪ Stored in well-ventilated area, 20 ft. from highly combustible/flammable material ▪ Protected from falling in storage and use ▪ Transported upright on cylinder carts ▪ Used by trained personnel
8. Propane Vehicles		<ul style="list-style-type: none"> ▪ All vehicles are properly maintained ▪ Area hazard evaluated prior to use ▪ Drivers are trained to handle truck/propane safely ▪ Cylinders are stored properly ▪ A reputable supplier is utilized to maintain cylinders
9. Electric Vehicles		<ul style="list-style-type: none"> ▪ All vehicles are properly maintained ▪ Charging is done in approved, well-ventilated area ▪ Drivers are trained to handle truck/charging safely

Important Things For You to Remember...



Fire Prevention in the Workplace

Remember your responsibilities in preventing workplace fires:

- Know the hazards associated with your job
- Follow all prevention policies

HOUSEKEEPING

- Keep aisles and exits clear
- Do not block fire extinguishers
- Do not block fire alarms
- Do not block electrical switches
- Dispose of trash properly
- 18 inch clearance to sprinkler
- (36 inches in high hazard area)
- Smoke in designated locations only

COMPRESSED GAS

- Hot work in designated areas or by permit
- 20 ft. between fuel gas and oxygen cylinders
- Close cylinder valves
- Use extreme care with oxygen
- You must be trained

ELECTRICAL

- Maintained by trained personnel
- Report electrical problems
- Cover plates over switches
- "Knock-outs" closed
- Extension cords - ***not permanent***

ELECTRICAL TOOLS & APPLIANCES

- Personal devices-must inspect
- Inspect before each use
- Follow procedure for Fire Alarm
- Turn off when leaving
- Do not store burnable material too close

FLAMMABLE LIQUID

- Ignition sources 20 ft. away
- Use in well ventilated areas
- Store in sealed containers or cabinets
- Follow all transfer, handling, bonding and grounding procedures
- Dispose of waste in closed metal containers

FIRE PREVENTION PLAN PRESENTATION - INSTRUCTOR NOTES

Training Objectives

- Instruct personnel how to prevent fire and how to handle flammable/highly combustible materials and processes properly

Before Training

- Make the necessary changes in the written program to correspond with conditions in your plant. In Appendix A, the Fire Prevention Plan, there are nine common fire hazards listed. Delete those that do not apply and add any special hazards, e.g. reactive chemicals or combustible metals, etc.
- Read the OSHA standard and the model Fire Prevention Plan procedure
- Be prepared to review all fire prevention hazards and related fire prevention procedures that the student will encounter in her/his job

Introduction for Training

- Begin by stressing the overall importance of safety in your facility
- Discuss the concept that fire prevention is far better than allowing fires to occur and then responding to them
- Be prepared to discuss specific fire hazards/safe job instructions that the student will encounter in his/her job

General Guidelines

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Teach prevention

Slides

- A slide is included covering general principles for fire prevention in the following areas:
 - Housekeeping
 - Electrical
 - Electrical Tools and Appliances
 - Flammable and Combustible Liquids
 - Compressed Gas

*If any of these hazards are not present in your facility, omit the slide

- There is a "Job Specific Fire Prevention Requirements" slide. If the student's job will involve working with any equipment, chemical or process that is a fire hazard, complete the required training. This information includes:
 - Description of the hazard
 - Emergency procedures to be aware of
 - How to perform the job safely
 - PPE required

Conclusion

- Review the important points listed on the "Conclusion" slide

Student Exercise

At the conclusion of the training, the following activities will demonstrate if the employees' understands the topic:

- Ask the student to explain facility wide fire prevention rules and procedures
- Ask the student to explain job specific fire prevention requirements

Name: _____ Date: _____ Score: _____

Place a checkmark on the line with the best answer for these 10 questions:

1. Each employee in our facility is required to follow all fire prevention regulations:
a. ___ True
b. ___ False
2. Exits and aisles must be maintained how:
a. ___ Unblocked and open
b. ___ With extra paint
3. The minimum clearance between a sprinkler head and the top of storage is:
a. ___ 1 inch
b. ___ 18 inches
4. Trash must be discarded:
a. ___ Anywhere
b. ___ In designated locations
5. Smoking is allowed anywhere:
a. ___ True-as long as you are careful
b. ___ False-in designated locations only
6. If you notice electrical problems, you should:
a. ___ Repair the problem yourself
b. ___ Report the problem
7. It is permissible to use extension cords as permanent wiring:
a. ___ True
b. ___ False
8. Before using an electrical tool or appliance you should:
a. ___ Inspect the tool or appliance
b. ___ Paint the tool or appliance
9. There must always be at least _____ feet between flammable liquid use and an ignition source:
a. ___ 20 feet
b. ___ 2 feet
10. Compressed gas cylinders should be chained (or otherwise protected from falling) with protective caps in place when in storage:
a. ___ True
b. ___ False

Commonwealth Scaffold, LLC OSHA Training Sign-in Log

LOCATION:	INSTRUCTOR:	SUBJECT: Fire Prevention Program
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The employees listed have satisfactorily participated in and fulfilled all requirements of the above training.

NAME (Print)	DEPARTMENT	NAME (Signature)	DATE