


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Fire Prevention Plan		
Approved by: Greg Savoy		Rev. 4/1/08

1 Purpose/Scope:

This Fire Prevention Plan provides employees with information and guidelines that will assist them in recognizing, reporting and controlling fire hazards. The goal is to eliminate the causes of fire and prevent loss of life and property by fire.

This program applies to all Company owned, and/or operated facilities. This document covers all employees and contractors at these facilities.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Facility Managers shall:

- Oversee the preparation and implementation of site specific Fire Prevention Plan.
- Designate a Fire Prevention Plan Administrator.
- Provide controls to maintain a safe work place.
- Provide adequate resources and training for employees to ensure the ability and knowledge of the safest response in the event of a fire emergency.

2.1.2 Fire Prevention Plan administrator shall:

- Maintain records pertaining to the fire prevention plan.
- Review the site specific Fire Prevention Plan annually and revise when necessary.
- Ensure training of all facility employees, and notifying of all employees of changes to the plan.
- Ensure that portable fire extinguishers are subjected to monthly vision checks and an annual maintenance inspection.

2.1.3 All employees shall:

- Report all fires immediately through the procedures of the site specific Emergency Action Plan for their facility.
- Follow all procedures required in the site specific Fire Prevention Plan.

3 Requirements:

3.1 General:

- 3.1.1 The Fire Prevention Plan shall be included in the location Emergency Action Plan as a separate section.
- 3.1.2 The site specific Fire Prevention Plan serves to reduce the risk of fires and shall include:
 - Identification of materials that are potential fire hazards and their proper handling and storage.
 - Distinguishing potential ignition sources and the proper control of those materials.
 - Identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
 - Describing good house keeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
- 3.1.3 On an annual basis the Fire Prevention administrator shall oversee site assessments of fire prevention and control.
 - Fire Risk Survey, Exhibit F-3.1
 - General Fire Prevention Checklist, Exhibit F-3.2
 - Exits Checklist, Exhibit F.3.3
- 3.1.4 The site specific Fire Prevention Plan shall be available for review by all employees at the facility via the safety website (www.reagansafety.com).

3.2 Training:

- 3.2.1 All employees before starting their initial assignment, annually, and when changes occur in work processes or job task, shall be trained in basic fire prevention:
 - Review of 1910.38 & .39.
 - Site specific Fire Prevention and Emergency Action Plans.
 - Good housekeeping practices.
 - Instruction on use of portable fire extinguishers.
 - Recognition of potential fire hazards.

3 References:

29 CFR 1910.39, Fire Prevention Plans.

5 Exhibits:

- F-3.1 Fire Risk Survey.
- F-3.2 General Fire Prevention Checklist.
- F-3.3 Exits Checklist.

Exhibit F-3.1

Fire Risk Survey

Type of Fire Hazard	Location	Emergency Actions	Required PPE

Completed by: _____

Date: _____

Exhibit F-3.2

General Fire Prevention Checklist

Use this checklist to ensure fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the local fire department acquainted with your facility, its location, and specific hazards?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you have a fire alarm system, is it tested at least annually?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you have interior stand pipes and valves, are they inspected regularly?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are fire doors and shutters in good operating condition?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are sprinkler heads protected by metal guards?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is proper clearance maintained below sprinkler heads?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are portable fire extinguishers provided in adequate number and type? *
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are fire extinguishers mounted in readily accessible locations?*
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?*
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are employees periodically instructed in the use of extinguishers and fire protection procedures?*

*(NOTE: Use of fire extinguishers is based on company policy regarding employee fire fighting in your Emergency Action Plan and local fire code.)

Completed by: _____

Date: _____

Exhibit F-3.3

Exits Checklist

Use this checklist to evaluate compliance with OSHA's standard on emergency exit routes.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is each exit marked with an exit sign and illuminated by a reliable light source?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are the directions to exits, when not immediately apparent, marked with visible signs?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are exit signs provided with the word "EXIT" in letters at least five inches high and with lettering at least one inch wide?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are exit doors side-hinged?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are all exits kept free of obstructions and allow clear travel to the designated safe area?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by: _____

Date: _____