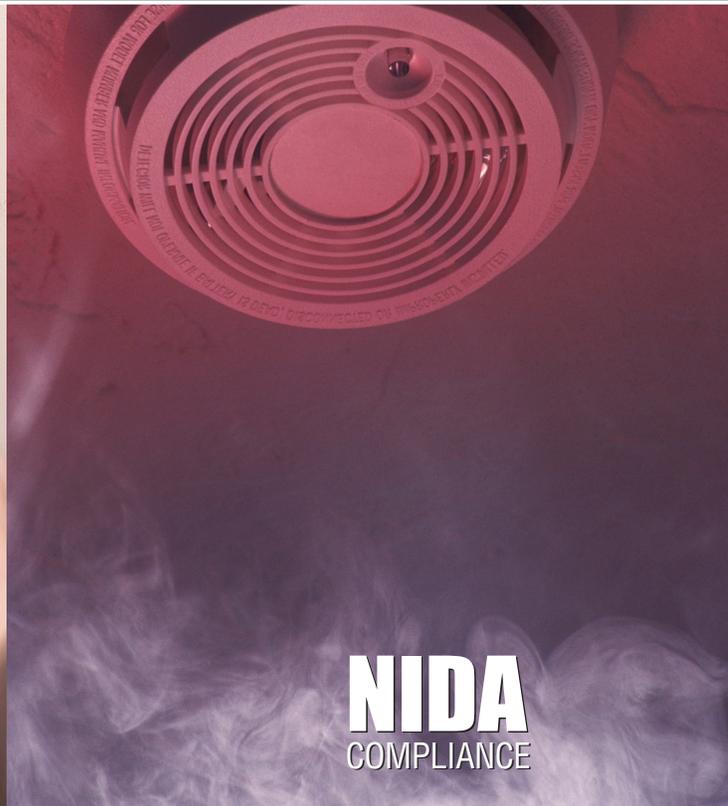


Fire Prevention Program



NIDA
COMPLIANCE

A comprehensive program designed to help you comply with OSHA's Fire Prevention Plan Standard (29 CFR 1910.39).

Fire Prevention Program

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Introduction and Implementation

Introduction and Implementation

Introduction

Workplace fires and explosions kill 200 and injure more than 5,000 workers each year. More than 75,000 workplace fires cost businesses more than \$2.3 billion.

Nobody can predict when disaster will strike and nobody expects it to affect them. Planning for such a disaster ahead of time can save your life or the lives of your employees. It is difficult to think clearly during a crisis so it is important to create a plan in advance when there is time to think things through. By establishing a fire prevention plan and communicating it to your employees, you can be ready should the time come to put it into action.

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A Fire Prevention Program as outlined herein can only be effective if taken seriously and followed through. Each company is unique. The needs of your company should be examined and implemented into the program in order to make it successful. It is essential that the employer demonstrate at all times their personal concern for employee safety and health, and the priority placed on them in your workplace. The policy must be clear. The employer shows its importance through their own actions.

Once you have identified your existing and potential hazards, you are ready to implement the systems that prevent or control those hazards. Whenever possible, hazards should be eliminated. Sometimes that can be done through substitution of a less toxic material or engineering controls. When you cannot eliminate hazards, systems should be established to control them.

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Implementation

A fire plan should be specific to the worksite in which it is being developed. The basic goal of the plan is to ensure that employers and employees know about fire hazards and what to do should a fire emergency occur. This knowledge will help them know how to mitigate a hazard, extinguish a fire, escape from danger and possibly save a life.

The following are steps to take when developing and implementing a fire prevention plan in the workplace:

A Team Effort

It is beneficial to include your management team and employees in the process of developing a fire prevention plan. Explain your goal of protecting lives and property in the event of an emergency, and ask for their help in establishing and implementing your plan. Their commitment and support are critical to the plan's success.

Before starting your plan, it is a good idea to meet with the local fire department to talk about the community's fire response capabilities. Discuss your operations and ask them to identify processes and materials that could cause or fuel a fire, or contaminate the environment in a fire. Ask them to educate you about fire codes and regulations.

Next you should familiarize yourself with OSHA's code 29 CFR 1910.39 and related standards as it pertains to fire prevention and safety in the workplace (See OSHA regulations contained in this program). Determine your obligations under OSHA's guidelines and customize them to your worksite. If you have more than 10 employees then your plan must be in writing (see the fill-in-the-blank Fire Prevention Program in this program).

When developing your fire prevention plan, it's important to tailor it to your worksite and include information about all potential sources of a fire emergency. Developing a fire prevention plan means you should do a hazard assessment to determine what, if any, physical or chemical hazards in your workplace could cause a fire. If you have more than one worksite, each site should have a fire prevention plan.

First, you should establish a coordinator of the fire prevention plan. This person is in charge of the plan's details and making sure that it is communicated to the employees. Its important employees know who the coordinator is and how they can reach that person. The coordinator is responsible for the following:

- Assessing the situation to determine whether a fire emergency exists requiring activation of your fire prevention plan;
- Supervising all efforts in the area, including evacuating personnel;
- Coordinating outside emergency services, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary; and
- Directing the shutdown of plant operations when required.

It is also a good idea to appoint people to be in charge of making sure that a particular group of people are safe and accounted for. One person for every 20 employees is usually adequate.

You may also choose to designate employees to assist with rescue efforts such as using a fire extinguisher, administering first aid or CPR. It is important that these employees are properly trained and feel comfortable performing the task to which they are assigned. They should be made aware of any employees that have special needs that may need assistance in a fire emergency.

What to include

At a minimum, your fire prevention plan must include the following:

- A preferred method for reporting fires and other emergencies;
- An evacuation policy and procedure;
- Emergency escape procedures and route assignments, such as floor plans, workplace maps, and safe or refuge areas;
- Names, titles, departments, and telephone numbers of individuals both within and outside your company to contact for additional information or explanation of duties and responsibilities under the emergency plan;
- Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services that cannot be shut down for every emergency alarm before evacuating;
- Rescue and medical duties for any workers designated to perform them;
- A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;

You also may want to consider designating an assembly location and procedures to account for all employees after an evacuation. It is always a good idea to keep a copy of important records such as employee's emergency contact information, legal documents and accounting records in a secure place or at an offsite location.

Fire Alarm

Your plan must include a way to alert employees, including disabled workers, that there is a fire emergency and they need to take action as required. Make sure that you consider the following:

- Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan;
- Make available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the fire emergency and to contact the local fire department, and others; and
- Stipulate that alarms must be able to be heard, seen, or otherwise perceived by everyone in the workplace. You might want to consider providing an auxiliary power supply in the event that electricity is shut off. (29 CFR 1910.165(b)(2) offers more information on alarms.)

Developing policy and procedures

Disorganization during a fire can result in confusion, injury, and property damage. That is why when developing your fire prevention plan it is important to determine the following:

Determine the level of response your facility will take if a fire occurs. Among the options are:

- 1 -- Immediate evacuation of all employees
- 2 -- All employees are trained in fire extinguisher use so that if they are in a safe situation, they can attempt to extinguish the fire
- 3 -- Only designated employees are trained in fire extinguisher use
- 4 -- A fire team is trained to fight incipient-stage fires that can be controlled without protective equipment or breathing apparatus
- 5 -- A fire team is trained and equipped to fight structural fires using protective equipment and breathing apparatus

Equipment

Making sure all equipment is current and functional is important. Establish a preventive maintenance schedule to keep equipment operating safely. If you have fire extinguishers in the workplace, make sure that they are compatible with the class of fire that would most likely occur in your worksite. For example, if your area is most at risk for a Class A fire then make sure that you have a water or foam extinguisher. There are also extinguishers such as multi-purpose dry chemical extinguishers that are for use on multiple classes of fires.

Once you have extinguishers in place, they must be maintained annually in accordance with local, state and national codes. This includes a thorough examination of the mechanical parts, expellant gas and extinguishing agents. This should be done by a fire equipment professional who has the appropriate tools. Every 30 days they should be inspected by a lay person to ensure that they are in operating condition (See Fire Extinguisher Self Inspection in this program).

If there are sprinkler systems in your buildings, make sure that they are in proper working condition. The water control valves, air and water pressure need to be checked periodically. The sprinkler heads should be free from damage and there should be proper clearance below sprinkler heads.

The fire alert system also needs to be checked periodically to make sure it is working properly. Running drills is a good chance to make sure that everyone can hear the warning and respond as instructed.

Make sure that there are the appropriate receptacles for disposing of smoking materials.

Evacuation

Protecting the health and safety of everyone in the facility should be the first priority. In the event of a fire, an immediate evacuation to a predetermined area away from the facility is the best way to protect employees.

When preparing your fire prevention plan, designate primary and secondary evacuation routes and exits. To the extent possible under the conditions, ensure that evacuation routes and emergency exits meet the following conditions:

- Clearly marked and well lit;
- Wide enough to accommodate the number of evacuating personnel;
- Unobstructed and clear of debris at all times; and
- Unlikely to expose evacuating personnel to additional hazards.

If you prepare drawings that show evacuation routes and exits, post them prominently for all employees to see. (Contact Personnel Concepts for an easy-to-implement Emergency Evacuation Kit.)

You might consider appointing people to see to certain tasks upon evacuation such as shutting things down or turning off utilities.

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of your employees, you may want to consider including these steps in your emergency action plan:

- Designate assembly areas where employees should gather after evacuating;
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge;
- Establish a method for accounting for non-employees such as suppliers and customers; and
- Establish procedures for further evacuation in case the incident expands. This may consist of sending employees home by normal means or providing them with transportation to an offsite location.

Rescue Training

It takes more than just willing hands to save lives. Untrained individuals may endanger themselves and those they are trying to rescue. You need to decide whether you want to designate employees to be trained to assist in rescue operations including fire extinguisher use, first aid and CPR. If so, make sure that training is thorough and the employee is confident with their role.

Communicating the Plan to your Employees

Educate your employees about fire hazard and train them in the proper course of action. The size of your workplace and workforce, processes used, materials handled and the

availability of onsite or outside resources will determine your training requirements. Be sure all your employees understand the function and elements of your fire prevention plan, including information on classes of fires, understanding extinguishers, how to use an extinguisher and how to prevent fires in the workplace (See Employee Guide contained in this program). Discuss any special hazards you may have onsite such as flammable materials, toxic chemicals, radioactive sources, or water-reactive substances. Clearly communicate to your employees who will be in charge during an emergency to minimize confusion.

Once you have reviewed your fire prevention plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.

Review your plan with all your employees and consider requiring annual training in the plan. Also offer training when you do the following:

- Develop your initial plan;
- Hire new employees;
- Introduce new equipment, materials, or processes into the workplace that affect the current procedures;
- Change the layout or design of the facility; and
- Revise or update your procedures.

Program Contents

Fire Extinguisher Poster - A 4-color 11x17 poster that includes:

- What to do in Case of an Emergency
- Includes Types of Fires and Extinguishers
- Includes a section on Fight or Flee
- Includes an area for emergency number and information

Fire Extinguisher Training and Use Video - This training video explains the various classes of fire, different types of equipment, key word PASS and many other tips for emergency use of fire extinguishes. (8 min.)

Introduction and Implementation of a Fire Prevention Program - Gives a brief overview of fire prevention and why you should implement a program, reviews the steps to implementation and includes frequently asked questions.

OSHA General Industry Standards – Copies of applicable OSHA standards pertaining to fire prevention in the workplace.

Fill-in-the-blanks Fire Prevention Plan – A customizable fire prevention plan that takes into account your individual workplace procedures, fire extinguishers, hazards in the workplace and how to handle them, storage of hazardous materials and possible ignition sources.

Employer Guide to Fire Hazards - A guide of fire hazards in and around the workplace and how to implement safety procedures.

Employee Information Guide – An at a glance summary of fire prevention and workplace safety to use as a training tool for your employees.

25 Reproducible Fire Extinguisher Self Inspection Forms – Designed to help you determine your level of compliance with OSHA’s standard (29 CFR 1910.157 (g)(1)).

25 Reproducible Training Logs - Use to help track employee attendance at training class.

25 Reproducible Course Completion Certificates - To be given to employees as proof of fulfilling their training requirement.

Frequently Asked Questions

Q: Is it mandatory for employers to have a written fire prevention plan?

A: OSHA Standard 29 CFR 1910.157 (portable fire extinguisher) would apply to employee organizations with the responsibility of fighting exterior structural or incipient stage fires. This standard exempts from coverage employers whose employees are not required to use portable fire extinguishers, and have been instructed, through a written fire safety policy, to evacuate the work site upon the sounding of a fire alarm system. Where employers have an emergency action plan that meets the requirements of OSHA's 1910.38 (Employee emergency action plans and [1910.39] fire prevention plans), which designates certain employees to perform incipient stage or interior structural fire fighting, and instructs the other employees to evacuate the affected work area, the employer is not required to provide and distribute fire extinguishers to employees for their use except for those designated to use them.

If an employer has 10 or less employees, then the plan may be communicated orally. More than 10 employees require the plan to be in writing and kept in the workplace where it is accessible to employees for review.

Q: What are the minimum elements of a fire prevention plan?

A: A fire prevention plan must include:

- (1) A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;
- (2) Procedures to control accumulations of flammable and combustible waste materials;
- (3) Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;
- (4) The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and
- (5) The name or job title of employees responsible for the control of fuel source hazards.

Q: What information is an employer required to communicate to employees?

A: An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

Q: What are OSHA's requirements for emergency fire exits?

A: Every workplace must have enough exits suitably located to enable everyone to get out of the facility quickly. Considerations include the type of structure, the number of persons exposed, the fire protection available, the type of industry involved, and the height and type of construction of the building or structure. In addition, fire doors must not be blocked or locked when employees are inside. Delayed opening of fire doors, however, is permitted when an approved alarm system is integrated into the fire door design. Exit routes from buildings must be free of obstructions and properly marked with exit signs. See 29 CFR Part 1910.36 for details about all requirements.

Q: Is it mandatory to educate employees about fire extinguishers and their use?

A: Yes. OSHA mandates that if a workplace has fire extinguishers available for employee use, the employer must notify their workers about the general principles of fire extinguisher use.

Q: What standard applies and what are the requirements?

A: OSHA 29 CFR Part 1910.157(g)(1) states, "Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting".

Q: What are the penalties for not meeting this requirement?

A: If compliance efforts are not met, employers will be subject to fines up to \$7,000 per violation. OSHA states that employers must provide an educational program at initial employment and at least annually thereafter.

Q: What are the options for complying with OSHA's standards regarding Fire Equipment Training requirements as described in 29 CFR 1910, Subpart E and L?

A: 29 CFR 1910.157(a) and (b) contemplate three possible choices which an employer may make to comply with the intent of the standard:

OPTION 1: Require total evacuation of employees from the workplace upon the sounding of a fire alarm.

This choice also implicitly requires the employer to establish an emergency action and fire prevention plan meeting the requirements of [1910.38 and 1910.39].

When an employer has in fact established and implemented a written fire safety policy and has not provided any fire extinguishers in the workplace, he is exempted from all the requirements in 1910.157.

However, if fire extinguishers are provided but not intended for employee use, he must comply with the requirements in [1910.157(e)] and (f) concerning inspection, maintenance and testing. If he has 10 or fewer employees, the emergency action and the fire prevention plans need not be in writing but may be communicated orally to employees.

OPTION 2: Provide portable fire extinguishers and designate certain employees as authorized to use them to fight fires.

When the employer has in fact established and implemented such a policy in writing, he is exempted from the distribution requirements in 1910.157(d). If he has 10 or fewer employees, the emergency action plan need not be in writing but may be communicated orally to the employees.

OPTION 3: Provide portable fire extinguishers and permit all employees to use them to fight fires.

This choice requires the employer to comply with all the requirements in 29 CFR

1910.157 for the placement, use, maintenance, testing, training and education in the use of the portable fire extinguishers.

Q: How many fire extinguishers should be provided in a workplace?

A: OSHA states that "Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use." According to standard 1910.157(d):

The employer shall distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

The employer shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

Q: What are the guidelines on maintaining extinguishers in the workplace?

A: Employers are required to do an annual maintenance check on all portable fire extinguishers. Stored pressure extinguishers do not require an internal examination. The employer must record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Assistant Secretary upon request. [1910.157(e)(3)]

Q: Does the inspection need to be done by a fire professional?

A: The annual inspection should include a thorough examination of the mechanical parts, expellant gas and extinguishing agents. This should be done by a fire equipment professional who has the appropriate tools. An inspection by a lay person should also be done every 30 days to make sure that the extinguishers are in their proper place, visible and free from damage.

OSHA General Industry Standards

OSHA General Industry Standards

Fire Prevention Plans – 29 CFR 1910.39

1910.39(a)

Application. An employer must have a fire prevention plan when an OSHA standard in this part requires one. The requirements in this section apply to each such fire prevention plan.

1910.39(b)

Written and oral fire prevention plans. A fire prevention plan must be in writing, be kept in the workplace, and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1910.39(c)

Minimum elements of a fire prevention plan. A fire prevention plan must include:

1910.39(c)(1)

A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard;

1910.39(c)(2)

Procedures to control accumulations of flammable and combustible waste materials;

1910.39(c)(3)

Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials;

1910.39(c)(4)

The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires; and

1910.39(c)(5)

The name or job title of employees responsible for the control of fuel source hazards.

1910.39(d)

Employee information. An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

[FR 67 67963, Nov. 7, 2002]

Flammable and Combustible Liquids – 29 CFR 1910.106

1910.106(a)(18)

"Combustible liquid" means any liquid having a flashpoint at or above 100 deg. F. (37.8 deg. C.) Combustible liquids shall be divided into two classes as follows:

1910.106(a)(18)(i)

"Class II liquids" shall include those with flashpoints at or above 100 deg. F. (37.8 deg. C.) and below 140 deg. F. (60 deg. C.), except any mixture having components with flashpoints of 200 deg. F. (93.3 deg. C.) or higher, the volume of which make up 99 percent or more of the total volume of the mixture.

1910.106(a)(18)(ii)

"Class III liquids" shall include those with flashpoints at or above 140 deg. F. (60 deg. C.) Class III liquids are subdivided into two subclasses:

1910.106(a)(18)(ii)(a)

"Class IIIA liquids" shall include those with flashpoints at or above 140 deg. F. (60 deg. C.) and below 200 deg. F. (93.3 deg. C.), except any mixture having components with flashpoints of 200 deg. F. (93.3 deg. C.), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

1910.106(a)(18)(ii)(b)

"Class IIIB liquids" shall include those with flashpoints at or above 200 deg. F. (93.3 deg. C.). This section does not cover Class IIIB liquids. Where the term "Class III liquids" is used in this section, it shall mean only Class IIIA liquids.

1910.106(a)(18)(iii)

When a combustible liquid is heated for use to within 30 deg. F. (16.7 deg. C.) of its flashpoint, it shall be handled in accordance with the requirements for the next lower class of liquids.

1910.106(a)(19)

"Flammable liquid" means any liquid having a flashpoint below 100 deg. F. (37.8 deg. C.), except any mixture having components with flashpoints of 100 deg. F. (37.8 deg. C.) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids. Class I liquids are divided into three classes as follows:

1910.106(a)(19)(i)

Class IA shall include liquids having flashpoints below 73 deg. F. (22.8 deg. C.) and having a boiling point below 100 deg. F. (37.8 deg. C.).

1910.106(a)(19)(ii)

Class IB shall include liquids having flashpoints below 73 deg. F. (22.8 deg. C.) and having a boiling point at or above 100 deg. F. (37.8 deg. C.).

1910.106(a)(19)(iii)

Class IC shall include liquids having flashpoints at or above 73 deg. F. (22.8 deg. C.) and below 100 deg. F. (37.8 deg. C.).

1910.106(a)(20)

Unstable (reactive) liquid shall mean a liquid which in the pure state or as commercially produced or transported will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure, or temperature.

1910.106(a)(21)

Low-pressure tank shall mean a storage tank which has been designed to operate at pressures above 0.5 p.s.i.g. but not more than 15 p.s.i.g.

1910.106(d)(7)

"Fire control" –

1910.106(d)(7)(i)

"Extinguishers." Suitable fire control devices, such as small hose or portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.

TABLE H-17 - OUTDOOR PORTABLE TANK STORAGE

1-Class	2-Max per pile	3-Distance between piles	4-Distance to Prop. Line that can be built upon	5-Distance to Street, Alley or public way
	Gallons	Feet	Feet	Feet
IA	2,200	5	20	10
IB	4,400	5	20	10
IC	8,800	5	20	10
II	17,600	5	10	5
III	44,000	5	10	5

NOTE 1: When 2 or more classes of materials are stored in a single pile, the maximum gallonage in that pile shall be the smallest of the 2 or more separate gallonages.

NOTE 2: Within 200 ft. of each portable tank, there shall be a 12ft. wide access way to permit approach of fire control apparatus.

NOTE 3: The distances listed apply to properties that have protection for exposures as defined. If there are exposures, and such protection for exposures does not exist, the distances in column 4 shall be doubled.

NOTE 4: When total quantity stored does not exceed 50 percent of maximum per pile, the distances in columns 4 and 5 may be reduced 50 percent, but not less than 3 ft.

1910.106(d)(7)(i)(a)

At least one portable fire extinguisher having a rating of not less than 12-B units shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage.

1910.106(d)(7)(i)(b)

At least one portable fire extinguisher having a rating of not less than 12-B units must be located not less than 10 feet, nor more than 25 feet, from any Class I or Class II liquid storage area located outside of a storage room but inside a building.

1910.106(d)(7)(ii)

"Sprinklers." When sprinklers are provided, they shall be installed in accordance with 1910.159.

1910.106(d)(7)(iii)

"Open flames and smoking." Open flames and smoking shall not be permitted in flammable or combustible liquid storage areas.

1910.106(d)(7)(iv)

"Water reactive materials." Materials which will react with water shall not be stored in the same room with flammable or combustible liquids.

1910.106(e)(2)(iii)

"Separation and protection." Areas in which flammable or combustible liquids are transferred from one tank or container to another container shall be separated from other operations in the building by adequate distance or by construction having adequate fire resistance. Drainage or other means shall be provided to control spills. Adequate natural or mechanical ventilation shall be provided.

1910.106(e)(2)(iv)

"Handling liquids at point of final use."

1910.106(e)(2)(iv)(a)

Flammable liquids shall be kept in covered containers when not actually in use.

1910.106(e)(2)(iv)(b)

Where flammable or combustible liquids are used or handled, except in closed containers, means shall be provided to dispose promptly and safely of leakage or spills.

1910.106(e)(2)(iv)(c)

Class I liquids may be used only where there are no open flames or other sources of ignition within the possible path of vapor travel.

1910.106(e)(2)(iv)(d)

Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or portable tanks within a building only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container or portable tanks by gravity through an approved self-closing valve. Transferring by means of air pressure on the container or portable tanks shall be prohibited.

1910.106(e)(5)

"Fire control" –

1910.106(e)(5)(i)

"Portable and special equipment." Portable fire extinguishment and control equipment shall be provided in such quantities and types as are needed for the special hazards of operation and storage.

1910.106(e)(5)(ii)

"Water supply." Water shall be available in volume and at adequate pressure to supply water hose streams, foam-producing equipment, automatic sprinklers, or water spray systems as the need is indicated by the special hazards of operation, dispensing and storage.

1910.106(e)(5)(iii)

"Special extinguishers." Special extinguishing equipment such as that utilizing foam, inert gas, or dry chemical shall be provided as the need is indicated by the special hazards of operation dispensing and storage.

1910.106(e)(5)(iv)

"Special hazards." Where the need is indicated by special hazards of operation, flammable or combustible liquid processing equipment, major piping, and supporting steel shall be protected by approved water spray systems, deluge systems, approved fire-resistant coatings, insulation, or any combination of these.

1910.106(e)(5)(v)

"Maintenance." All plant fire protection facilities shall be adequately maintained and periodically inspected and tested to make sure they are always in satisfactory operating condition, and they will serve their purpose in time of emergency.

1910.106(e)(6)

"Sources of ignition" –

1910.106(e)(6)(i)

"General." Adequate precautions shall be taken to prevent the ignition of flammable vapors. Sources of ignition include but are not limited to open flames; lightning; smoking; cutting and welding; hot surfaces; frictional heat; static, electrical, and mechanical sparks; spontaneous ignition, including heat-producing chemical reactions; and radiant heat.

1910.106(e)(6)(ii)

"Grounding." Class I liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected. Where the metallic floorplate on which the container stands while filling is electrically connected to the fill stem or where the fill stem is bonded to the container during filling operations by means of a bond wire, the provisions of this section shall be deemed to have been complied with.

1910.106(e)(7)

"Electrical" –

1910.106(e)(7)(i)

"Equipment."

1910.106(e)(7)(i)(a)

All electrical wiring and equipment shall be installed according to the requirements of Subpart S of this part.

1910.106(e)(7)(i)(b)

Locations where flammable vapor-air mixtures may exist under normal operations shall be classified Class I, Division 1 according to the requirements of subpart S of this part. For those pieces of equipment installed in accordance with subparagraph (3)(v)(b) of this paragraph, the Division 1 area shall extend 5 feet in all directions from all points of vapor liberation. All areas within pits shall be classified Division 1 if any part of the pit is within a Division 1 or 2 classified area, unless the pit is provided with mechanical ventilation.

1910.106(e)(7)(i)(c)

Locations where flammable vapor-air mixtures may exist under abnormal conditions and for a distance beyond Division 1 locations shall be classified Division 2 according to the requirements of subpart S of this part. These locations include an area within 20 feet horizontally, 3 feet vertically beyond a Division 1 area, and up to 3 feet above floor or grade level within 25 feet, if indoors, or 10 feet if outdoors, from any pump, bleeder, withdrawal fitting, meter, or similar device handling Class I liquids. Pits provided with adequate mechanical ventilation within a Division 1 or 2 area shall be classified Division 2. If Class II or Class III liquids only are handled, then ordinary electrical equipment is satisfactory though care shall be used in locating electrical apparatus to prevent hot metal from falling into open equipment.

1910.106(e)(7)(i)(d)

Where the provisions of subdivisions (a), (b), and (c), of this subdivision require the installation of electrical equipment suitable for Class I, Division 1 or Division 2 locations, ordinary electrical equipment including switchgear may be used if installed in a room or enclosure which is maintained under positive pressure with respect to the hazardous area. Ventilation makeup air shall be uncontaminated by flammable vapors.

1910.106(e)(8)

"Repairs to equipment." Hot work, such as welding or cutting operations, use of spark-producing power tools, and chipping operations shall be permitted only under supervision of an individual in responsible charge. The individual in responsible charge shall make an inspection of the area to be sure that it is safe for the work to be done and that safe procedures will be followed for the work specified.

1910.106(e)(9)

"Housekeeping" –

1910.106(e)(9)(i)

"General." Maintenance and operating practices shall be in accordance with established procedures which will tend to control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up promptly.

1910.106(e)(9)(ii)

"Access." Adequate aisles shall be maintained for unobstructed movement of personnel and so that fire protection equipment can be brought to bear on any part of flammable or combustible liquid storage, use, or any unit physical operation.

1910.106(e)(9)(iii)

"Waste and residue." Combustible waste material and residues in a building or unit operating area shall be kept to a minimum, stored in covered metal receptacles and disposed of daily.

1910.106(e)(9)(iv)

"Clear zone." Ground area around buildings and unit operating areas shall be kept free of weeds, trash, or other unnecessary combustible materials.

1910.106(f)

"Bulk plants" –

1910.106(f)(1)

"Storage" –

1910.106(f)(1)(i)

"Class I liquids." Class I liquids shall be stored in closed containers, or in storage tanks above ground outside of buildings, or underground in accordance with paragraph (b) of this section.

1910.106(f)(1)(ii)

"Class II and III liquids." Class II and Class III liquids shall be stored in containers, or in tanks within buildings or above ground outside of buildings, or underground in accordance with paragraph (b) of this section.

1910.106(f)(1)(iii)

"Piling containers." Containers of flammable or combustible liquids when piled one upon the other shall be separated by dunnage sufficient to provide stability and to prevent excessive stress on container walls. The height of the pile shall be consistent with the stability and strength of containers.

1910.106(f)(2)

"Buildings" –

1910.106(f)(2)(i)

"Exits." Rooms in which flammable or combustible liquids are stored or handled by pumps shall have exit facilities arranged to prevent occupants from being trapped in the event of fire.

1910.106(f)(2)(ii)

"Heating." Rooms in which Class I liquids are stored or handled shall be heated only by means not constituting a source of ignition, such as steam or hot water. Rooms containing heating appliances involving sources of ignition shall be located and arranged to prevent entry of flammable vapors.

1910.106(f)(2)(iii)

"Ventilation."

1910.106(f)(2)(iii)(a)

Ventilation shall be provided for all rooms, buildings, or enclosures in which Class I liquids are pumped or dispensed. Design of ventilation systems shall take into account the relatively high specific gravity of the vapors. Ventilation may be provided by adequate openings in outside walls at floor level unobstructed except by louvers or coarse screens. Where natural ventilation is inadequate, mechanical ventilation shall be provided.

1910.106(f)(2)(iii)(b)

Class I liquids shall not be stored or handled within a building having a basement or pit into which flammable vapors may travel, unless such area is provided with ventilation designed to prevent the accumulation of flammable vapors therein.

1910.106(f)(2)(iii)(c)

Containers of Class I liquids shall not be drawn from or filled within buildings unless provision is made to prevent the accumulation of flammable vapors in hazardous concentrations. Where mechanical ventilation is required, it shall be kept in operation while flammable liquids are being handled.

1910.106(f)(3)

"Loading and unloading facilities" –

1910.106(f)(3)(i)

"Separation." Tank vehicle and tank car loading or unloading facilities shall be separated from aboveground tanks, warehouses, other plant buildings or nearest line of adjoining property that may be built upon by a distance of 25 feet for Class I liquids and 15 feet for Class II and Class III liquids measured from the nearest position of any fill spout. Buildings for pumps or shelters for personnel may be a part of the facility.

1910.106(f)(3)(ii)

"Class restriction." Equipment such as piping, pumps, and meters used for the transfer of Class I liquids between storage tanks and the fill stem of the loading rack shall not be used for the transfer of Class II or Class III liquids.

1910.106(f)(3)(iii)

"Valves." Valves used for the final control for filling tank vehicles shall be of the self-closing type and manually held open except where automatic means are provided for shutting off the flow when the vehicle is full or after filling of a preset amount.

1910.106(f)(3)(iv)

"Static protection."

1910.106(f)(3)(iv)(a)

Bonding facilities for protection against static sparks during the loading of tank vehicles through open domes shall be provided:

1910.106(f)(3)(iv)(a)(1)

Where Class I liquids are loaded, or

1910.106(f)(3)(iv)(a)(2)

Where Class II or Class III liquids are loaded into vehicles which may contain vapors from previous cargoes of Class I liquids.

1910.106(f)(3)(iv)(b)

Protection as required in (a) of this subdivision (iv) shall consist of a metallic bond wire permanently electrically connected to the fill stem or to some part of the rack structure in electrical contact with the fill stem. The free end of such wire shall be provided with a clamp or equivalent device for convenient attachment to some metallic part in electrical contact with the cargo tank of the tank vehicle.

Fire Brigades and Equipment – 29 CFR 1910.155-156

1910.155(a)

Scope. This subpart contains requirements for fire brigades, and all portable and fixed fire suppression equipment, fire detection systems, and fire or employee alarm systems installed to meet the fire protection requirements of 29 CFR Part 1910.

1910.155(b)

Application. This subpart applies to all employments except for maritime, construction, and agriculture.

1910.155(c)

Definitions applicable to this subpart.

1910.155(c)(1)

"After-flame" means the time a test specimen continues to flame after the flame source has been removed.

1910.155(c)(2)

"Aqueous film forming foam (AFFF)" means a fluorinated surfactant with a foam stabilizer which is diluted with water to act as a temporary barrier to exclude air from mixing with the fuel vapor by developing an aqueous film on the fuel surface of some hydrocarbons which is capable of suppressing the generation of fuel vapors.

1910.155(c)(3)

"Approved" means acceptable to the Assistant Secretary under the following criteria:

1910.155(c)(3)(i)

If it is accepted, or certified, or listed, or labeled or otherwise determined to be safe by a nationally recognized testing laboratory; or

1910.155(c)(3)(ii)

With respect to an installation or equipment of a kind which no nationally recognized testing laboratory accepts, certifies, lists, labels, or determines to be safe, if it is inspected or tested by another Federal agency and found in compliance with the provisions of the applicable National Fire Protection Association Fire Code; or

1910.155(c)(3)(iii)

With respect to custom-made equipment or related installations which are designed, fabricated for, and intended for use by its manufacturer on the basis of test data which the employer keeps and makes available for inspection to the Assistant Secretary.

1910.155(c)(3)(iv)

For the purposes of paragraph (c)(3) of this section:

1910.155(c)(3)(iv)(A)

Equipment is listed if it is of a kind mentioned in a list which is published by a nationally recognized testing laboratory which makes periodic inspections of the production of such equipment and which states that such equipment meets nationally recognized standards or has been tested and found safe for use in a specified manner;

1910.155(c)(3)(iv)(B)

Equipment is labeled if there is attached to it a label, symbol, or other identifying mark of a nationally recognized testing laboratory which makes periodic inspections of the production of such equipment, and whose labeling indicates compliance with nationally recognized standards or tests to determine safe use in a specified manner;

1910.155(c)(3)(iv)(C)

Equipment is accepted if it has been inspected and found by a nationally recognized testing laboratory to conform to specified plans or to procedures of applicable codes; and

1910.155(c)(3)(iv)(D)

Equipment is certified if it has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner or is of a kind whose production is periodically inspected by a nationally recognized testing laboratory, and if it bears a label, tag, or other record of certification.

1910.155(c)(4)

"Assistant Secretary" means the Assistant Secretary of Labor for Occupational Safety and Health or designee.

1910.155(c)(5)

"Automatic fire detection device" means a device designed to automatically detect the presence of fire by heat, flame, light, smoke or other products of combustion.

1910.155(c)(6)

"Buddy-breathing device" means an accessory to self-contained breathing apparatus which permits a second person to share the same air supply as that of the wearer of the apparatus.

1910.155(c)(7)

"Carbon dioxide" means a colorless, odorless, electrically nonconductive inert gas (chemical formula CO₂) that is a medium for extinguishing fires by reducing the concentration of oxygen or fuel vapor in the air to the point where combustion is impossible.

1910.155(c)(8)

"Class A fire" means a fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.

1910.155(c)(9)

"Class B fire" means a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

1910.155(c)(10)

"Class C fire" means a fire involving energized electrical equipment where safety to the employee requires the use of electrically nonconductive extinguishing media.

1910.155(c)(11)

"Class D fire" means a fire involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.

1910.155(c)(12)

"Dry chemical" means an extinguishing agent composed of very small particles of chemicals such as, but not limited to, sodium bicarbonate, potassium bicarbonate, urea-based potassium bicarbonate, potassium chloride, or monoammonium phosphate supplemented by special treatment to provide resistance to packing and moisture absorption (caking) as well as to provide proper flow capabilities. Dry chemical does not include dry powders.

1910.155(c)(13)

"Dry powder" means a compound used to extinguish or control Class D fires.

1910.155(c)(14)

"Education" means the process of imparting knowledge or skill through systematic instruction. It does not require formal classroom instruction.

1910.155(c)(15)

"Enclosed structure" means a structure with a roof or ceiling and at least two walls which may present fire hazards to employees, such as accumulations of smoke, toxic gases and heat, similar to those found in buildings.

1910.155(c)(16)

"Extinguisher classification" means the letter classification given an extinguisher to designate the class or classes of fire on which an extinguisher will be effective.

1910.155(c)(17)

"Extinguisher rating" means the numerical rating given to an extinguisher which indicates the extinguishing potential of the unit based on standardized tests developed by Underwriters' Laboratories, Inc.

1910.155(c)(18)

"Fire brigade" (private fire department, industrial fire department) means an organized group of employees who are knowledgeable, trained, and skilled in at least basic fire fighting operations.

1910.155(c)(19)

"Fixed extinguishing system" means a permanently installed system that either extinguishes or controls a fire at the location of the system.

1910.155(c)(20)

"Flame resistance" is the property of materials, or combinations of component materials, to retard ignition and restrict the spread of flame.

1910.155(c)(21)

"Foam" means a stable aggregation of small bubbles which flow freely over a burning liquid surface and form a coherent blanket which seals combustible vapors and thereby extinguishes the fire.

1910.155(c)(22)

"Gaseous agent" is a fire extinguishing agent which is in the gaseous state at normal room temperature and pressure. It has low viscosity, can expand or contract with changes in pressure and temperature, and has the ability to diffuse readily and to distribute itself uniformly throughout an enclosure.

1910.155(c)(23)

"Halon 1211" means a colorless, faintly sweet smelling, electrically nonconductive liquefied gas (chemical formula CBrC1F(2)) which is a medium for extinguishing fires by inhibiting the chemical chain reaction of fuel and oxygen. It is also known as bromochlorodifluoromethane.

1910.155(c)(24)

"Halon 1301" means a colorless, odorless, electrically nonconductive gas (chemical formula CBrF(3)) which is a medium for extinguishing fires by inhibiting the chemical chain reaction of fuel and oxygen. It is also known as bromotrifluoromethane.

1910.155(c)(25)

"Helmet" is a head protective device consisting of a rigid shell, energy absorption system, and chin strap intended to be worn to provide protection for the head or portions thereof, against impact, flying or falling objects, electric shock, penetration, heat and flame.

1910.155(c)(26)

"Incipient stage fire" means a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

1910.155(c)(27)

"Inspection" means a visual check of fire protection systems and equipment to ensure that they are in place, charged, and ready for use in the event of a fire.

1910.155(c)(28)

"Interior structural fire fighting" means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

1910.155(c)(29)

"Lining" means a material permanently attached to the inside of the outer shell of a garment for the purpose of thermal protection and padding.

1910.155(c)(30)

"Local application system" means a fixed fire suppression system which has a supply of extinguishing agent, with nozzles arranged to automatically discharge extinguishing agent directly on the burning material to extinguish or control a fire.

1910.155(c)(31)

"Maintenance" means the performance of services on fire protection equipment and systems to assure that they will perform as expected in the event of a fire. Maintenance

differs from inspection in that maintenance requires the checking of internal fittings, devices and agent supplies.

1910.155(c)(32)

"Multipurpose dry chemical" means a dry chemical which is approved for use on Class A, Class B and Class C fires.

1910.155(c)(33)

"Outer shell" is the exterior layer of material on the fire coat and protective trousers which forms the outermost barrier between the fire fighter and the environment. It is attached to the vapor barrier and liner and is usually constructed with a storm flap, suitable closures, and pockets.

1910.155(c)(34)

"Positive-pressure breathing apparatus" means self-contained breathing apparatus in which the pressure in the breathing zone is positive in relation to the immediate environment during inhalation and exhalation.

1910.155(c)(35)

"Pre-discharge employee alarm" means an alarm which will sound at a set time prior to actual discharge of an extinguishing system so that employees may evacuate the discharge area prior to system discharge.

1910.155(c)(36)

"Quick disconnect valve" means a device which starts the flow of air by inserting of the hose (which leads from the facepiece) into the regulator of self-contained breathing apparatus, and stops the flow of air by disconnection of the hose from the regulator.

1910.155(c)(37)

"Sprinkler alarm" means an approved device installed so that any waterflow from a sprinkler system equal to or greater than that from single automatic sprinkler will result in an audible alarm signal on the premises.

1910.155(c)(38)

"Sprinkler system" means a system of piping designed in accordance with fire protection engineering standards and installed to control or extinguish fires. The system includes an adequate and reliable water supply, and a network of specially sized piping and sprinklers which are interconnected. The system also includes a control valve and a device for actuating an alarm when the system is in operation.

1910.155(c)(39)

"Standpipe systems".

1910.155(c)(39)(i)

"Class I standpipe system" means a 2 1/2" (6.3 cm) hose connection for use by fire departments and those trained in handling heavy fire streams.

1910.155(c)(39)(ii)

"Class II standpipe system" means a 1 1/2 inch (3.8 cm) hose system which provides a means for the control or extinguishment of incipient stage fires.

1910.155(c)(39)(iii)

"Class III standpipe system" means a combined system of hose which is for the use of employees trained in the use of hose operations and which is capable of furnishing effective water discharge during the more advanced stages of fire (beyond the incipient stage) in the interior of workplaces. Hose outlets are available for both 1 1/2" (3.8 cm) and 2 1/2" (6.3 cm) hose.

1910.155(c)(39)(iv)

"Small hose system" means a system of hose ranging in diameter from 5/8" (1.6 cm up to 1 1/2" (3.8 cm) which is for the use of employees and which provides a means for the control and extinguishment of incipient stage fires.

1910.155(c)(40)

"Total flooding system" means a fixed suppression system which is arranged to automatically discharge a predetermined concentration of agent into an enclosed space for the purpose of fire extinguishment or control.

1910.155(c)(41)

"Training" means the process of making proficient through instruction and hands-on practice in the operation of equipment, including respiratory protection equipment, that is expected to be used and in the performance of assigned duties.

1910.155(c)(42)

"Vapor barrier" means that material used to prevent or substantially inhibit the transfer of water, corrosive liquids and steam or other hot vapors from the outside of a garment to the wearer's body.

1910.156(a)

Scope and application –

1910.156(a)(1)

Scope. This section contains requirements for the organization, training, and personal protective equipment of fire brigades whenever they are established by an employer.

1910.156(a)(2)

Application. The requirements of this section apply to fire brigades, industrial fire departments and private or contractual type fire departments. Personal protective equipment requirements apply only to members of fire brigades performing interior structural fire fighting. The requirements of this section do not apply to airport crash rescue or forest fire fighting operations.

1910.156(b)

Organization –

1910.156(b)(1)

Organizational statement. The employer shall prepare and maintain a statement or written policy which establishes the existence of a fire brigade; the basic organizational structure; the type, amount, and frequency of training to be provided to fire brigade members; the expected number of members in the fire brigade; and the functions that

the fire brigade is to perform at the workplace. The organizational statement shall be available for inspection by the Assistant Secretary and by employees or their designated representatives.

1910.156(b)(2)

Personnel. The employer shall assure that employees who are expected to do interior structural fire fighting are physically capable of performing duties which may be assigned to them during emergencies. The employer shall not permit employees with known heart disease, epilepsy, or emphysema, to participate in fire brigade emergency activities unless a physician's certificate of the employees' fitness to participate in such activities is provided. For employees assigned to fire brigades before September 15, 1980, this paragraph is effective on September 15, 1990. For employees assigned to fire brigades on or after September 15, 1980, this paragraph is effective December 15, 1980.

1910.156(c)

Training and education.

1910.156(c)(1)

The employer shall provide training and education for all fire brigade members commensurate with those duties and functions that fire brigade members are expected to perform. Such training and education shall be provided to fire brigade members before they perform fire brigade emergency activities. Fire brigade leaders and training instructors shall be provided with training and education which is more comprehensive than that provided to the general membership of the fire brigade.

1910.156(c)(2)

The employer shall assure that training and education is conducted frequently enough to assure that each member of the fire brigade is able to perform the member's assigned duties and functions satisfactorily and in a safe manner so as not to endanger fire brigade members or other employees. All fire brigade members shall be provided with training at least annually. In addition, fire brigade members who are expected to perform interior structural fire fighting shall be provided with an education session or training at least quarterly.

1910.156(c)(3)

The quality of the training and education program for fire brigade members shall be similar to those conducted by such fire training schools as the Maryland Fire and Rescue Institute; Iowa Fire Service Extension; West Virginia Fire Service Extension; Georgia Fire Academy, New York State Department, Fire Prevention and Control; Louisiana State University Firemen Training Program, or Washington State's Fire Service Training Commission for Vocational Education. (For example, for the oil refinery industry, with its unique hazards, the training and education program for those fire brigade members shall be similar to those conducted by Texas A & M University, Lamar University, Reno Fire School, or the Delaware State Fire School.)

1910.156(c)(4)

The employer shall inform fire brigade members about special hazards such as storage and use of flammable liquids and gases, toxic chemicals, radioactive sources, and water reactive substances, to which they may be exposed during fire and other emergencies. The fire brigade members shall also be advised of any changes that occur in relation to

the special hazards. The employer shall develop and make available for inspection by fire brigade members, written procedures that describe the actions to be taken in situations involving the special hazards and shall include these in the training and education program.

1910.156(d)

Fire fighting equipment. The employer shall maintain and inspect, at least annually, fire fighting equipment to assure the safe operational condition of the equipment. Portable fire extinguishers and respirators shall be inspected at least monthly. Fire fighting equipment that is in damaged or unserviceable condition shall be removed from service and replaced.

1910.156(e)

Protective clothing. The following requirements apply to those employees who perform interior structural fire fighting. The requirements do not apply to employees who use fire extinguishers or standpipe systems to control or extinguish fires only in the incipient stage.

1910.156(e)(1)

General.

1910.156(e)(1)(i)

The employer shall provide at no cost to the employee and assure the use of protective clothing which complies with the requirements of this paragraph. The employer shall assure that protective clothing ordered or purchased after July 1, 1981, meets the requirements contained in this paragraph. As the new equipment is provided, the employer shall assure that all fire brigade members wear the equipment when performing interior structural fire fighting. After July 1, 1985, the employer shall assure that all fire brigade members wear protective clothing meeting the requirements of this paragraph when performing interior structural fire fighting.

1910.156(e)(1)(ii)

The employer shall assure that protective clothing protects the head, body, and extremities, and consists of at least the following components: foot and leg protection; hand protection; body protection; eye, face and head protection.

1910.156(e)(2)

Foot and leg protection.

1910.156(e)(2)(i)

Foot and leg protection shall meet the requirements of paragraphs (e)(2)(ii) and (e)(2)(iii) of this section, and may be achieved by either of the following methods:

1910.156(e)(2)(i)(A)

Fully extended boots which provide protection for the legs; or

1910.156(e)(2)(i)(B)

Protective shoes or boots worn in combination with protective trousers that meet the requirements of paragraph (e)(3) of this section.

1910.156(e)(2)(ii)

Protective footwear shall meet the requirements of 1910.136 for Class 75 footwear. In addition, protective footwear shall be water-resistant for at least 5 inches (12.7 cm) above the bottom of the heel and shall be equipped with slip-resistant outer soles.

1910.156(e)(2)(iii)

Protective footwear shall be tested in accordance with paragraph (1) of Appendix E, and shall provide protection against penetration of the midsole by a size 8D common nail when at least 300 pounds (1330 N) of static force is applied to the nail.

1910.156(e)(3)

Body protection.

1910.156(e)(3)(i)

Body protection shall be coordinated with foot and leg protection to ensure full body protection for the wearer. This shall be achieved by one of the following methods:

1910.156(e)(3)(i)(A)

Wearing of a fire-resistive coat meeting the requirements of paragraph (e)(3)(ii) of this section in combination with fully extended boots meeting the requirements of paragraphs (e)(2)(ii) and (e)(2)(iii) of this section; or

1910.156(e)(3)(i)(B)

Wearing of a fire-resistive coat in combination with protective trousers both of which meet the requirements of paragraph (e)(3)(ii) of this section.

1910.156(e)(3)(ii)

The performance, construction, and testing of fire-resistive coats and protective trousers shall be at least equivalent to the requirements of the National Fire Protection Association (NFPA) standard NFPA No. 1971-1975, "Protective Clothing for Structural Fire Fighting," which is incorporated by reference as specified in Sec. 1910.6, (See Appendix D to Subpart L) with the following permissible variations from those requirements:

1910.156(e)(3)(ii)(A)

Tearing strength of the outer shell shall be a minimum of 8 pounds (35.6 N) in any direction when tested in accordance with paragraph (2) of Appendix E; and

1910.156(e)(3)(ii)(B)

The outer shell may discolor but shall not separate or melt when placed in a forced air laboratory oven at a temperature of 500 deg. F (260 deg. C) for a period of five minutes. After cooling to ambient temperature and using the test method specified in paragraph (3) of Appendix E, char length shall not exceed 4.0 inches (10.2 cm) and after-flame shall not exceed 2.0 seconds.

1910.156(e)(4)

Hand protection.

1910.156(e)(4)(i)

Hand protection shall consist of protective gloves or glove system which will provide protection against cut, puncture, and heat penetration. Gloves or glove system shall be tested in accordance with the test methods contained in the National Institute for Occupational Safety and Health (NIOSH) 1976 publication, "The Development of Criteria for Fire Fighter's Gloves; Vol. II, Part II: Test Methods," which is incorporated by reference as specified in Sec. 1910.6, (See Appendix D to Subpart L) and shall meet the following criteria for cut, puncture, and heat penetration:

1910.156(e)(4)(i)(A)

Materials used for gloves shall resist surface cut by a blade with an edge having a 60 deg. included angle and a .001 inch (.0025 cm.) radius, under an applied force of 16 lbf (72N), and at a slicing velocity of greater or equal to 60 in/min (2.5 cm./sec);

1910.156(e)(4)(i)(B)

Materials used for the palm and palm side of the fingers shall resist puncture by a penetrometer (simulating a 4d lath nail), under an applied force of 13.2 lbf (60N), and at a velocity greater or equal to 20 in/min (.85 cm./sec); and

1910.156(e)(4)(i)(C)

The temperature inside the palm and gripping surface of the fingers of gloves shall not exceed 135 deg. F (57 deg. C) when gloves or glove system are exposed to 932 deg. F (500 deg. C) for five seconds at 4 psi (28 kPa) pressure.

1910.156(e)(4)(ii)

Exterior materials of gloves shall be flame resistant and shall be tested in accordance with paragraph (3) of Appendix E. Maximum allowable afterflame shall be 2.0 seconds, and the maximum char length shall be 4.0 inches (10.2 cm).

1910.156(e)(4)(iii)

When design of the fire-resistive coat does not otherwise provide protection for the wrists, protective gloves shall have wristlets of at least 4.0 inches (10.2 cm) in length to protect the wrist area when the arms are extended upward and outward from the body.

1910.156(e)(5)

Head, eye and face protection.

1910.156(e)(5)(i)

Head protection shall consist of a protective head device with ear flaps and chin strap which meet the performance, construction, and testing requirements of the National Fire Safety and Research Office of the National Fire Prevention and Control Administration, U.S. Department of Commerce (now known as the U.S. Fire Administration), which are contained in "Model Performance Criteria for Structural Firefighters' Helmets" (August 1977) which is incorporated by reference as specified in Sec. 1910.6, (See Appendix D to Subpart L).

1910.156(e)(5)(ii)

Protective eye and face devices which comply with 1910.133 shall be used by fire brigade members when performing operations where the hazards of flying or falling materials which may cause eye and face injuries are present. Protective eye and face

devices provided as accessories to protective head devices (face shields) are permitted when such devices meet the requirements of 1910.133.

1910.156(e)(5)(iii)

Full facepieces, helmets, or hoods of breathing apparatus which meet the requirements of 1910.134 and paragraph (f) of this section, shall be acceptable as meeting the eye and face protection requirements of paragraph (e)(5)(ii) of this section.

1910.156(f)

Respiratory protection.

1910.156(f)(1)

General.

1910.156(f)(1)(i)

The employer must ensure that respirators are provided to, and used by, fire brigade members, and that the respirators meet the requirements of 29 CFR 1910.134 and this paragraph.

1910.156(f)(1)(ii)

Approved self-contained breathing apparatus with full-facepiece, or with approved helmet or hood configuration, shall be provided to and worn by fire brigade members while working inside buildings or confined spaces where toxic products of combustion or an oxygen deficiency may be present. Such apparatus shall also be worn during emergency situations involving toxic substances.

1910.156(f)(1)(iii)

Approved self-contained breathing apparatus may be equipped with either a "buddy-breathing" device or a quick disconnect valve, even if these devices are not certified by NIOSH. If these accessories are used, they shall not cause damage to the apparatus, or restrict the air flow of the apparatus, or obstruct the normal operation of the apparatus.

1910.156(f)(1)(iv)

Approved self-contained compressed air breathing apparatus may be used with approved cylinders from other approved self-contained compressed air breathing apparatus provided that such cylinders are of the same capacity and pressure rating. All compressed air cylinders used with self-contained breathing apparatus shall meet DOT and NIOSH criteria.

1910.156(f)(1)(v)

Self-contained breathing apparatuses must have a minimum service-life rating of 30 minutes in accordance with the methods and requirements specified by NIOSH under 42 CFR part 84, except for escape self-contained breathing apparatus (ESCBAs) used only for emergency escape purposes.

1910.156(f)(1)(vi)

Self-contained breathing apparatus shall be provided with an indicator which automatically sounds an audible alarm when the remaining service life of the apparatus is reduced to within a range of 20 to 25 percent of its rated service time.

1910.156(f)(2)

Positive-pressure breathing apparatus.

1910.156(f)(2)(i)

The employer shall assure that self-contained breathing apparatus ordered or purchased after July 1, 1981, for use by fire brigade members performing interior structural fire fighting operations, are of the pressure-demand or other positive-pressure type. Effective July 1, 1983, only pressure-demand or other positive-pressure self-contained breathing apparatus shall be worn by fire brigade members performing interior structural fire fighting.

1910.156(f)(2)(ii)

This paragraph does not prohibit the use of a self-contained breathing apparatus where the apparatus can be switched from a demand to a positive-pressure mode. However, such apparatus shall be in the positive-pressure mode when fire brigade members are performing interior structural fire fighting operations.

1910.156(f)(2)(iii)

[Removed]

Portable Fire Extinguishers – 29 CFR 1910.157

1910.157(a)

Scope and application. The requirements of this section apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees. Paragraph (d) of this section does not apply to extinguishers provided for employee use on the outside of workplace buildings or structures. Where extinguishers are provided but are not intended for employee use and the employer has an emergency action plan and a fire prevention plan that meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, then only the requirements of paragraphs (e) and (f) of this section apply.

1910.157(b)

Exemptions.

1910.157(b)(1)

Where the employer has established and implemented a written fire safety policy which requires the immediate and total evacuation of employees from the workplace upon the sounding of a fire alarm signal and which includes an emergency action plan and a fire prevention plan which meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, and when extinguishers are not available in the workplace, the employer is exempt from all requirements of this section unless a specific standard in part 1910 requires that a portable fire extinguisher be provided.

1910.157(b)(2)

Where the employer has an emergency action plan meeting the requirements of 1910.38 which designates certain employees to be the only employees authorized to use the available portable fire extinguishers, and which requires all other employees in the fire area to immediately evacuate the affected work area upon the sounding of the fire alarm, the employer is exempt from the distribution requirements in paragraph (d) of this section.

1910.157(c)

General requirements.

1910.157(c)(1)

The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.

1910.157(c)(2)

Only approved portable fire extinguishers shall be used to meet the requirements of this section.

1910.157(c)(3)

The employer shall not provide or make available in the workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents.

1910.157(c)(4)

The employer shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

1910.157(c)(5)

The employer shall remove from service all soldered or riveted shell self-generating soda acid or self-generating foam or gas cartridge water type portable fire extinguishers which are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent.

1910.157(d)

Selection and distribution.

1910.157(d)(1)

Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.

1910.157(d)(2)

The employer shall distribute portable fire extinguishers for use by employees on Class A fires so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

1910.157(d)(3)

The employer may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of 1910.158 or 1910.159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use.

1910.157(d)(4)

The employer shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.

1910.157(d)(5)

The employer shall distribute portable fire extinguishers used for Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

1910.157(d)(6)

The employer shall distribute portable fire extinguishers or other containers of Class D extinguishing agent for use by employees so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less. Portable fire extinguishers for Class D hazards are required in those combustible metal working areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks.

1910.157(e)

Inspection, maintenance and testing.

1910.157(e)(1)

The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace.

1910.157(e)(2)

Portable extinguishers or hose used in lieu thereof under paragraph (d)(3) of this section shall be visually inspected monthly.

1910.157(e)(3)

The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Assistant Secretary upon request.

1910.157(e)(4)

The employer shall assure that stored pressure dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.

1910.157(e)(5)

The employer shall assure that alternate equivalent protection is provided when portable fire extinguishers are removed from service for maintenance and recharging.

1910.157(f)

Hydrostatic testing.

1910.157(f)(1)

The employer shall assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities.

1910.157(f)(2)

The employer shall assure that portable extinguishers are hydrostatically tested at the intervals listed in Table L-1 of this section, except under any of the following conditions:

1910.157(f)(2)(i)

When the unit has been repaired by soldering, welding, brazing, or use of patching compounds;

1910.157(f)(2)(ii)

When the cylinder or shell threads are damaged;

1910.157(f)(2)(iii)

When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies;

1910.157(f)(2)(iv)

When the extinguisher has been burned in a fire; or

1910.157(f)(2)(v)

When a calcium chloride extinguishing agent has been used in a stainless steel shell.

1910.157(f)(3)

In addition to an external visual examination, the employer shall assure that an internal examination of cylinders and shells to be tested is made prior to the hydrostatic tests.

TABLE L-1

Type of extinguishers	Test interval (years)
Soda acid (soldered brass shells) (until 1/1/82)	(1)
Soda acid (stainless steel shell)	5
Cartridge operated water and/or antifreeze	5
Stored pressure water and/or antifreeze	5
Wetting agent	5
Foam (soldered brass shells) (until 1/1/82)	(1)
Foam (stainless steel shell)	5
Aqueous Film Forming foam (AFFF)	5
Loaded stream	5
Dry chemical with stainless steel	5
Carbon Dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells	12
Dry chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

¹Extinguishers having shells constructed of copper or brass joined by soft solder or rivets shall not be hydrostatically tested and shall be removed from service by January 1, 1982. (Not permitted)

1910.157(f)(4)

The employer shall assure that portable fire extinguishers are hydrostatically tested whenever they show new evidence of corrosion or mechanical injury, except under the conditions listed in paragraphs (f)(2)(i)-(v) of this section.

1910.157(f)(5)

The employer shall assure that hydrostatic tests are performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval shall be the same as specified for the extinguisher on which the hose is installed.

1910.157(f)(6)

The employer shall assure that carbon dioxide hose assemblies with a shut-off nozzle are hydrostatically tested at 1,250 psi (8,620 kPa).

1910.157(f)(7)

The employer shall assure that dry chemical and dry powder hose assemblies with a shut-off nozzle are hydrostatically tested at 300 psi (2,070 kPa).

1910.157(f)(8)

Hose assemblies passing a hydrostatic test do not require any type of recording or stamping.

1910.157(f)(9)

The employer shall assure that hose assemblies for carbon dioxide extinguishers that require a hydrostatic test are tested within a protective cage device.

1910.157(f)(10)

The employer shall assure that carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers are tested every 5 years at 5/3 of the service pressure as stamped into the cylinder. Nitrogen cylinders which comply with 49 CFR 173.34(e)(15) may be hydrostatically tested every 10 years.

1910.157(f)(11)

The employer shall assure that all stored pressure and Halon 1211 types of extinguishers are hydrostatically tested at the factory test pressure not to exceed two times the service pressure.

1910.157(f)(12)

The employer shall assure that acceptable self-generating type soda acid and foam extinguishers are tested at 350 psi (2,410 kPa).

1910.157(f)(13)

Air or gas pressure may not be used for hydrostatic testing.

1910.157(f)(14)

Extinguisher shells, cylinders, or cartridges which fail a hydrostatic pressure test, or which are not fit for testing shall be removed from service and from the workplace.

1910.157(f)(15)(i)

The equipment for testing compressed gas type cylinders shall be of the water jacket type. The equipment shall be provided with an expansion indicator which operates with an accuracy within one percent of the total expansion or .1cc (.1mL) of liquid.

1910.157(f)(15)(ii)

The equipment for testing non-compressed gas type cylinders shall consist of the following:

1910.157(f)(15)(ii)(A)

A hydrostatic test pump, hand or power operated, capable of producing not less than 150 percent of the test pressure, which shall include appropriate check valves and fittings;

1910.157(f)(15)(ii)(B)

A flexible connection for attachment to fittings to test through the extinguisher nozzle, test bonnet, or hose outlet, as is applicable; and

1910.157(f)(15)(ii)(C)

A protective cage or barrier for personal protection of the tester, designed to provide visual observation of the extinguisher under test.

1910.157(f)(16)

The employer shall maintain and provide upon request to the Assistant Secretary evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in Table L-1. Such evidence shall be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records shall be kept until the extinguisher is hydrostatically retested at the time interval specified in Table L-1 or until the extinguisher is taken out of service, whichever comes first.

1910.157(g)

Training and education.

1910.157(g)(1)

Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

1910.157(g)(2)

The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.

1910.157(g)(3)

The employer shall provide employees who have been designated to use fire fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.

1910.157(g)(4)

The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.

Automatic Sprinkler Systems – 29 CFR 1910.159

1910.159(a)
Scope and application.

1910.159(a)(1)
The requirements of this section apply to all automatic sprinkler systems installed to meet a particular OSHA standard.

1910.159(a)(2)
For automatic sprinkler systems used to meet OSHA requirements and installed prior to the effective date of this standard, compliance with the National Fire Protection Association (NFPA) or the National Board of Fire Underwriters (NBFU) standard in effect at the time of the system's installation will be acceptable as compliance with this section.

1910.159(b)
Exemptions. Automatic sprinkler systems installed in workplaces, but not required by OSHA, are exempt from the requirements of this section.

1910.159(c)
General requirements –

1910.159(c)(1)
Design.

1910.159(c)(1)(i)
All automatic sprinkler designs used to comply with this standard shall provide the necessary discharge patterns, densities, and water flow characteristics for complete coverage in a particular workplace or zoned subdivision of the workplace.

1910.159(c)(1)(ii)
The employer shall assure that only approved equipment and devices are used in the design and installation of automatic sprinkler systems used to comply with this standard.

1910.159(c)(2)
Maintenance. The employer shall properly maintain an automatic sprinkler system installed to comply with this section. The employer shall assure that a main drain flow test is performed on each system annually. The inspector's test valve shall be opened at least every two years to assure that the sprinkler system operates properly.

1910.159(c)(3)
Acceptance tests. The employer shall conduct proper acceptance tests on sprinkler systems installed for employee protection after January 1, 1981, and record the dates of such tests. Proper acceptance tests include the following:

1910.159(c)(3)(i)
Flushing of underground connections;

1910.159(c)(3)(ii)
Hydrostatic tests of piping in system;

1910.159(c)(3)(iii)

Air tests in dry-pipe systems;

1910.159(c)(3)(iv)

Dry-pipe valve operation; and

1910.159(c)(3)(v)

Test of drainage facilities.

1910.159(c)(4)

Water supplies. The employer shall assure that every automatic sprinkler system is provided with at least one automatic water supply capable of providing design water flow for at least 30 minutes. An auxiliary water supply or equivalent protection shall be provided when the automatic water supply is out of service, except for systems of 20 or fewer sprinklers.

1910.159(c)(5)

Hose connections for fire fighting use. The employer may attach hose connections for fire fighting use to wet pipe sprinkler systems provided that the water supply satisfies the combined design demand for sprinklers and standpipes.

1910.159(c)(6)

Protection of piping. The employer shall assure that automatic sprinkler system piping is protected against freezing and exterior surface corrosion.

1910.159(c)(7)

Drainage. The employer shall assure that all dry sprinkler pipes and fittings are installed so that the system may be totally drained.

1910.159(c)(8)

Sprinklers.

1910.159(c)(8)(i)

The employer shall assure that only approved sprinklers are used on systems.

1910.159(c)(8)(ii)

The employer may not use older style sprinklers to replace standard sprinklers without a complete engineering review of the altered part of the system.

1910.159(c)(8)(iii)

The employer shall assure that sprinklers are protected from mechanical damage.

1910.159(c)(9)

Sprinkler alarms. On all sprinkler systems having more than twenty (20) sprinklers, the employer shall assure that a local waterflow alarm is provided which sounds an audible signal on the premises upon water flow through the system equal to the flow from a single sprinkler.

1910.159(c)(10)

Sprinkler spacing. The employer shall assure that sprinklers are spaced to provide a maximum protection area per sprinkler, a minimum of interference to the discharge pattern by building or structural members or building contents and suitable sensitivity to possible fire hazards. The minimum vertical clearance between sprinklers and material below shall be 18 inches (45.7 cm).

1910.159(c)(11)

Hydraulically designed systems. The employer shall assure that hydraulically designed automatic sprinkler systems or portions thereof are identified and that the location, number of sprinklers in the hydraulically designed section, and the basis of the design is indicated. Central records may be used in lieu of signs at sprinkler valves provided the records are available for inspection and copying by the Assistant Secretary.

Fire Prevention Plan

Fill-in-the-blanks Fire Prevention Plan

Written Fire Prevention Plan

(Company Name)

The purpose of the Fire Prevention Plan is to provide a workplace free from fire hazards and to reduce or eliminate fire in the workplace. It complies with OSHA's Fire Prevention Plan regulation, found at 29 CFR 1910.39 and Subpart E which requires a written plan that contains specific program elements. The goal of our company is to provide all employees with the information necessary to recognize hazards and take the appropriate action before such condition results in a fire emergency. The person with primary responsibility for the plan is _____

Fire Exits or evacuation plans are located in the following areas:

Procedures In Case of a Fire:

In the case of an emergency, employees will be alerted by:

- Sounding of alarm
- Public address system announcement
- Verbal announcement
- Other

The emergency notification signal is:

- The same in all situations
- Distinctive for several different emergency situations

This company's policy for reporting an emergency is:

- Talk to a supervisor
- Sound an alarm
- Make an announcement over a paging system

It is the policy of this company, that in an emergency, all employees evacuate the building immediately.

Evacuate through the nearest available marked exit. Employees are to gather at the following locations:

Employees will be accounted for after evacuation by:
(describe the means for which employees will be accounted for)

In the event of a fire, the policy for employees being authorized to use a portable fire extinguisher to attempt to extinguish the fire before evacuating is:

- Any employee may do so
- Only designated employees
- Employees are not authorized to fight fires

The following employees are trained to perform medical duties in the case of an emergency:

The following materials could provide fuel for the fire if ignited:

Material	Location
<hr/>	<hr/>

Potential Ignition Sources

Flammable or combustible materials will generally not ignite without an external source of ignition. The following procedures shall be used to control known ignition sources:

<u>Ignition Source</u>	<u>Control Procedure</u>
Smoking	Allowed in designated areas only. Dispose of matches and cigarette butts only in designated receptacles.
Flammable Material	Do not store flammable and combustible materials in close proximity to energized electrical equipment.
Electrical	Do not overload electrical outlets or use extension cords without managerial approval.
Space Heaters	Do not use space heaters at your workstations or without the knowledge of the IT Department or Human Resources.
Open Fires	Open fires, such as candles, are not permitted.
Coffee Makers	Coffee makers and food warming equipment should be shut off when not in use and at the end of the day. These items should only be placed on surfaces that are not easily combustible.
Housekeeping	Keep work areas clean and free from trash or scrap materials. Make sure that fire extinguishers, exits and walkways are free from clutter.
Flammable Liquids	Only approved containers or tanks are permitted for storing flammable materials or combustible liquids. Clean up flammable liquid spills immediately.
Heat Producing Equipment	Follow the manufacturer's recommendations for heat or flame producing equipment use and maintenance. Keep flammable and combustible materials away from equipment. Never refuel equipment while running or hot.

Employer Guide to Fire Hazards

Employer Information Guide

Fire Hazards in the Workplace

The most common causes of workplace fires are:

- Improper use or maintenance of electrical equipment
- Negligent smoking
- Negligent use of space heaters
- Improperly used or stored flammable liquids
- Inadequate housekeeping

There are many potential fire hazards in the workplace. Most fall into one of three categories:

- Electrical Hazards
- Natural Gas Hazards
- Flammable Liquids

Electrical Hazards

Electrical hazards are often caused by electrical overloads and faulty electrical appliances. Examples of potential hazards include:

- Overloaded electrical outlets.
- "Daisy-chained" power strips (one plugged into another).
- Use of adapters to plug 3-prong cords into 2-prong outlets.
- Extension cords used as permanent wiring.
- Electrical cords under carpets or across high-traffic areas.
- Broken or frayed electrical cords.
- Electrical appliances left on (e.g., stove, oven, etc.).

Mitigating electrical hazards involves eliminating potentially dangerous situations. The following are examples:

- Maintain electrical appliances properly. Repair or replace faulty appliances. Replace broken or frayed cords.
- Don't run electrical cords under carpets.
- Don't overload outlets.
- Use extension cords only for temporary purposes.
- If you have too few outlets for your electrical needs, take the time to use them properly to avoid overloading. If you have other concerns about wiring, you may need an electrician to do a safety inspection and recommend improvements.
- Emergencies sometimes occur despite our best efforts. In the event of an electrical emergency, you may have to shut off electricity at the electrical box.
- Know where the main fuse or circuit breaker box is.
- Label power shutoffs for electrical appliances and different parts of your worksite so that you can turn off specific items or areas if necessary.
- If you must shut off power to the building, do so in the proper order (individual switches before the main switch).

Gas Hazards

Natural gas leaking into a workplace presents two types of hazards:

- **Asphyxiant:** Gas is an asphyxiant that robs the body of oxygen.
- **Explosive:** Gas is an explosive that can easily ignite.

You can take the following measures to reduce natural gas hazards:

1. Install a natural gas detector near the furnace and hot water tank.
2. Test the detector monthly to ensure that it works.
3. Locate and label the gas shutoff valve(s). There may be multiple valves inside a worksite in addition to the main shutoff.
4. Know how to shut off the gas, and keep a shutoff wrench nearby.

In a disaster, look for the following indicators of a natural gas problem:

- Odor of gas
- Natural gas detector indicates the presence of gas
- Indicator on the gas meter shows that gas is flowing

In these situations, do not use the phone, light switch, or anything that could ignite the gas. Turn off the meter from outside of the building. Remember your safety and never enter the basement of a structure that is on fire to turn off any utility. After service is turned off, it can be restored only by a trained technician.

Flammable Liquid Hazards

Many office products are flammable or combustible. Flammable liquids have a flashpoint below 100°F and burn easily at normal working temperatures. Combustible liquids have a flashpoint at or above 100°F and are less hazardous than flammable liquids but still pose a risk.

Flammable liquids can ignite with explosive force. The vapors—not the liquid itself—can be ignited by any open flame (a match, cigarette, or pilot light), a spark, or even static electricity. The volatility of these products requires special storage and handling.

Flammable and combustible liquids require cautious storage and handling regardless of their flashpoint. Examples include:

- Gasoline
- Kerosene
- Oil
- Charcoal lighter
- Paint thinners and removers
- Acetone
- Spot removers, cleaning fluids
- Solvents
- Cleaning products

To minimize hazards associated with flammable liquid products:

- Read labels to identify flammable products.
- Store them properly in approved safety containers, away from living areas.
- Use flammable liquids in a well-ventilated area.
- In case of fire, use a portable fire extinguisher rated for Class B fires.

To ensure safe storage of flammable liquids, remember the acronym L.I.E.S.:

- **L**imit: Limit the amount of flammable liquids in storage.
- **I**solate: Isolate products in approved containers stored in enclosed cabinets. Protect them from ignition sources. Don't store flammables in a mechanical room. Never bring gasoline indoors.
- **E**liminate: Eliminate products that are no longer necessary by disposing of them properly. Reduce fumes by practicing good housekeeping—wipe up spills immediately.
- **S**eparate: Separate incompatible materials (e.g., don't store flammables near corrosives).

>>>> **Fire Protection Checklist**

This form is designed to help you determine your level of compliance with OSHA's standard (29 CFR 1910.157(g)(1)). These questions follow guidelines to the standard. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on an annual basis, you can assure your ongoing compliance.

- Is your local fire department familiar with your facility, its location and specific hazards?
- If you have a fire alarm system, is it certified as required and tested annually?
- If you have interior standpipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire doors and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressure checked periodically as required?
- Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards if exposed to potential physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type and mounted in readily accessible locations?
- Are fire extinguishers recharged regularly with this noted on the inspection tag?
- Are employees periodically instructed in the use of fire extinguishers?

>>>> **Flammable and Combustible Materials**

- Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and promptly removed from the worksite?
- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Are all connections on drums and combustible liquid piping, vapor and liquid tight?

>>>>> **Flammable and Combustible Materials Continued**

- Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Do storage rooms for flammable and combustible liquids have explosion-proof lights and mechanical or gravity ventilation?
- Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?
- Are "NO SMOKING" signs posted on liquefied petroleum gas tanks and in areas where flammable or combustible materials are used or stored?
- Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are firm separators placed between containers of combustibles or flammables that are stacked one upon another to ensure their support and stability?
- Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers while in storage?
- Are fire extinguishers selected and provided for the types of materials in the areas where they are to be used?
Class A - Ordinary combustible material fires.
Class B - Flammable liquid, gas or grease fires.
Class C - Energized-electrical equipment fires.
- Are appropriate fire extinguishers mounted within 75 feet (22.86 meters) of outside areas containing flammable liquids and within 10 feet (3.048 meters) of any inside storage area for such materials?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?

››››› **Flammable and Combustible Materials Continued**

- Are safety cans used for dispensing flammable or combustible liquids at the point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are rules enforced in areas involving storage and use of hazardous materials?

››››› **Extinguisher Maintenance**

Fire extinguishers must be maintained annually in accordance with local, state and national codes. This includes a thorough examination of the mechanical parts, expellant gas and extinguishing agents. This should be done by a fire equipment professional who has the appropriate tools.

Fire extinguishers should be inspected every 30 days by a lay person to ensure proper operation. The following questions should be addressed:

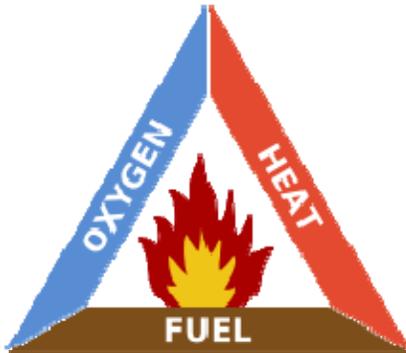
- Is the fire extinguisher in the proper location?
- Is the fire extinguisher visible and accessible?
- Is the pin in place?
- Is the pressure gauge showing the correct pressure?
- Is the fire extinguisher the weight that is posted on the label?
- Are all hazard and instruction labels attached and legible?
- Is there visible damage, corrosion or leakage?

Employee Information Guide

Employee Guide to Fire Hazards

Fire Tetrahedron

In order for a fire to ignite and burn there must be four necessary elements. This concept used to be explained using what is called the Fire Triangle. The triangle illustrates the fact that a fire requires the 3 elements of: Heat, Fuel and Oxygen. If any one of these elements is removed from the fire, the fire could not exist and would thereby be extinguished.

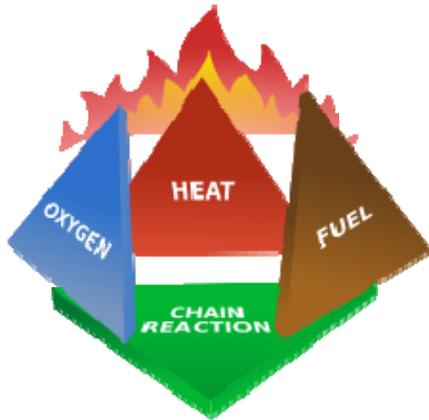


When a fire runs out of fuel it will stop burning. The fuel can be removed naturally in which the fire has burnt out all the fuel or it can be removed manually by removing the fuel through chemicals or physical separation.

Fires also need a sufficient amount of heat to begin burning and need to sustain that heat to continue. Some fires can be doused with water thereby creating steam which reduces the heat of the fire. However, water can actually make some types of fires increase and spread. Another method of extinguishing the fire is to separate the burning fuels from one another. For example, in a forest fire, they take the burning logs to an area that has no other fuel. Or in the case of an electrical fire, by turning off the electricity the source of heat is removed, although other fuel (such as paper, wood, etc...) may continue to burn until it is extinguished as well.

The third element, oxygen, can be removed from the equation by smothering it with foam, dry chemicals, inert gas or by closing the fire in so that it will use all the oxygen in that space and then die out.

While these three elements that make up the triangle all need to be present in order for a fire to ignite and sustain, the triangle fails to reflect a fourth essential element which is chemical reaction. Incorporating this fourth element led to the development of a triangular pyramid having four sides (including the bottom) known as a fire tetrahedron.



Classes of Fires

Fires are classified based on the source that is fueling the fire. This helps the person fighting the fire to know what agents are needed to extinguish it.



Class A Ordinary Combustibles

Class A – Ordinary combustibles such as wood, paper, cloth, plastic or trash.

Class A fires are the most common. This is the kind of controlled fire that is used by people all over the world for campfires, candles and fireplaces. These fires are usually fairly easy to control and can be put out with water or by smothering it with carbon dioxide or nitrogen.



Class B Flammable Liquids

Class B - Fires in flammable liquids such as gas, paint or petroleum oil. This includes flammable gases such as propane and butane.

Class B fires require different methods for fighting than a Class A fire. If water is applied to a Class B fire which fuel is lighter than water (i.e. gasoline or oil) the fire would end up spreading. The fuel which is on fire, would float to the top of the water and continue to burn. Methods of extinguishing a Class B fire include spraying a chemical retardant on the fire (usually done from a plane), using a carbon dioxide fire extinguisher or most commonly, using a protein-based foam which cuts off the fire's oxygen. Fighting a Class B fire is generally a logistics issue as the elements needed to extinguish it are not always readily available.



Class C Electrical Equipment

Class C – Involve energized electrical equipment such as motors, appliances and transformers. When the electricity is turned off, the fire becomes a Class A fire.

Class C fires are a big hazard to firefighters if water is applied. The stream of water hits the fire which has an electrical charge and the water acts as a conductor back to the firefighter. Electrical charges have caused many firefighter deaths. To extinguish a Class C fire, a carbon dioxide or dry chemical substance should be used.

Class D - Fires in combustible metals such as aluminum, magnesium potassium and sodium. Generally, metals can conduct heat away from hot spots, and therefore it may take a great source of heat to create combustion. The greatest risk results when another fuel source is present such as sawdust or paper. Class D fires should be extinguished by using a dry powder made up of sodium chloride.



Class K Cooking Oil & Greases

Class K – Fires in cooking oil and greases. Class K fires should be extinguished using a low PH wet chemical that prevents grease splash and fire reflash while cooling the appliance and the flame.

What to do in case of a fire

1. Remain calm.
2. If you smell smoke, activate fire alarm.
3. Follow exit route procedures for your location. Make sure to feel a door before opening it to feel if it is hot to the touch. If it is hot, do not open it. Look for an alternate exit. If there is none, remain in room and call for help. If it is not hot, proceed through the door. Close the door on your way out to help isolate the fire.
4. Assist those who are unable to exit the building on their own if it will not put you at additional risk.
5. Do not use elevators.
6. If the area you are in fills with smoke, drop to the floor and crawl to nearest exit or smoke free area.
7. Once you are in a safe area, call for help.

You should only attempt to fight a fire if the following conditions exist:

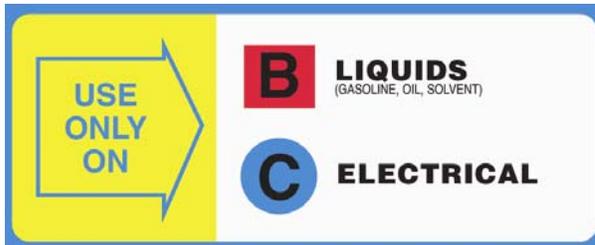
- If fire is small and contained
- You are safe from toxic smoke
- You have a means of escape
- Your instincts tell you it is ok

You should flee a fire if:

- If the fire is spreading rapidly or is a large fire
- You are unsure of how to operate the extinguisher
- The fire could block your escape route

Understanding Fire Extinguishers

It is important to know the source of a fire before you attempt to extinguish it. Different fire extinguishers are used for different kinds of fires. Using the wrong extinguisher could make the fire worse and lead to disaster. Extinguishers are labeled according to the type of fire that they extinguish. Some can be used to put out more than one kind of fire. For example, if an extinguisher can be used to extinguish class A fires, it will be marked with the letter A. If it can be used for multiple classes of fires, it may be marked ABC.



Water, foam and carbon dioxide extinguishers work by cooling the fire and thereby taking the heating element out of the fire triangle. Foam and carbon dioxide also separate the oxygen from the other elements.



Water extinguishers should only be used on class A fires. If they are used on a class B fire they may spread the flammable liquid. If used on a class C fire, the water may act as a conductor back to the user and cause an electrical shock that could be fatal.

Foam extinguishers are to be used on type A or B fires. They carry the same risk of shock if used on a class C fire.



Carbon dioxide extinguishers are for use on a class B or C fire. These extinguishers are not effective on class A fires.

Dry chemical extinguishers are today's most widely used extinguisher. They work by eliminating the chemical reaction necessary to ignite a fire. While some dry chemical extinguishers are made for only class B and C fires, if they contain a multipurpose agent then they are effective on class A fires as well.

Wet chemical extinguishers remove heat and create a barrier between the oxygen and the fuel. They are for use on class K fires.



Dry powder extinguishers also remove heat and create a barrier between the oxygen and the fuel but are only for use on class D fires. They are ineffective on all other classes of fire.

Extinguisher use

If you are not in danger and you feel that you can safely attempt to extinguish the fire, remember the acronym PASS to help you activate the extinguisher successfully.

- **P**ull the pin at the top of the extinguisher that prevents the handle from being pressed
- **A**im the nozzle at the base of the fire
- **S**queeze the handle to release the extinguishing agent
- **S**weep foam from side to side at the base of the fire

Watch for re-ignition and repeat steps if necessary.

Preventing Fires

Electrical equipment causes the largest number of workplace fires. Reduce the risk of electrical hazards by observing the following safety precautions:

- Have wires replaced when insulation becomes frayed or worn.
- Use the correct fuse for the job.
- Use extension cords that are in good condition and adequate for the task.
- Check that ground connections are sound.
- Keep combustible material away from lights and machinery.
- Don't use temporary wiring or overload motors, circuits, and outlets.

- Don't leave heating equipment or machinery running unattended or overnight.

Common sense and good housekeeping also help prevent fires. Make sure that you:

- Keep equipment free of dust and grease.
- Check chemical labels and MSDS's so you don't use or store incompatible substances together.
- Keep aisles and hallways clear and free from trash.
- Make sure that fire extinguishers and exits are not obstructed.
- Store flammable liquids only in approved containers.
- Don't store flammable or combustible materials near electrical equipment.
- Don't store oxygen cylinders near combustible materials.
- Don't use space heaters or have an open flame such as a candle.
- Obey no smoking policy.
- Put cigarettes and matches out before throwing them away.
- Dispose of cigarettes and matches in receptacles designated for that purpose.
- Smoke only in designated smoking areas.

Fire Extinguisher Self Inspection

Fire Extinguisher Self-Inspection Checklist

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This form is designed to help you determine your level of compliance with OSHA's standard (29 CFR 1910.157(g)(1)). These questions follow guidelines to the standard. If your answer to any of these questions is "no", it may indicate that you have an area of compliance in question that needs addressing. By using this checklist on a monthly basis, you can assure your ongoing compliance.

- Do you have a continuing education program in place to inform employees about extinguisher use?
- Do you feel that your employees would know what to do in case of a fire emergency?
- Are all extinguishers properly mounted?
- Is the pin in place on extinguishers?
- Are extinguishers easily accessible?
- Is the pressure gauge showing the correct pressure?
- Are the inspection tags legible and up to date?
- Are all instruction and hazard labels attached and legible?
- Are extinguishers inspected on a monthly basis?
- Have all extinguishers had an annual inspection by a fire professional?
- Are extinguishers properly charged?
- Are extinguishers free from corrosion or damage?
- Are the extinguishers the proper type and class for your facility?
- Do you have a master list of all fire extinguishers and their location?
- Is your local fire department familiar with your facility and its specific hazards?

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Training Log

Completion Certificate

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Fire Prevention

Fire Prevention Completion Certificate

Fire prevention training participant

Signature of fire prevention training participant

Date

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