

# **Fire Prevention Program**

## **1.1 Purpose, Scope, and Policy**

### **1.1.1 Purpose**

The purpose of this fire prevention plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration standard on fire prevention. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

### **1.1.2 Scope**

A separate Emergency Action Plan spells out the procedures for responding to fires. This Fire Prevention Plan serves to reduce the risk of fires.

### **1.1.3 Policy**

COMPANYNAME is committed to minimizing the threat of fire to employees, visitors, and property. The company complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention.

## **1.2 Roles & Responsibilities**

### **1.2.1 Employer Responsibilities**

Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency. Management will ensure that:

- This fire prevention plan is made available to employees for review;
- All records pertaining to this plan are maintained;
- Fire control equipment and systems are properly maintained;
- Fuel source hazards are controlled;
- Fire risk surveys are conducted, and deficiencies are corrected in a timely manner. (This bullet does not apply to construction projects)

#### **1.2.1.1 Supervisor Responsibilities**

Supervisor's responsibilities include:

- Ensuring that employees receive appropriate fire safety training
- Notifying Management when changes in operations increase the risk of fire
- Enforcing the fire prevention and protection policies.

### **1.2.2 Employee Responsibilities**

All employees will complete the required training prior to working without supervision. Employees will conduct operations safely to limit the risk of fire and report all potential fire hazards to their supervisor. Employees will also be held responsible for following all fire emergency procedures.

## **1.3 Definitions**

See Definitions Chapter at the end of the Safety and Health Manual. <sup>i</sup>

## **1.4 Hazards**

Hazards include but are not limited to:

- Cutting, Welding, and Open Flame Work
- Electrical Fire Hazards
- Flammable and Combustible Materials
- Office Fire Hazards
- Portable Heaters
- Smoking

## **1.5 Hazard Control Measures**

### **1.5.1 Cutting, Welding, and Open Flame Work**

The following policies are in place to reduce the risk of fire related to cutting, welding, and open flame work:

- Hot work permits are required prior to beginning cutting, welding, or open flame tasks.
- Fire watch must be established prior to started cutting, welding, or open flame operations.
- Cutting and welding are to be completed by authorized personnel only.
- Cutting and welding should be performed in designated cutting and welding areas whenever possible.
- Adequate ventilation is to be in place.
- Torches, regulators, pressure-reducing valves, and manifolds must be properly listed or approved.
- Oxygen-fuel gas systems must be equipped with listed and/or approved backflow valves and pressure-relief devices.
- Cutters, welders, and helpers must wear eye protection and protective clothing as appropriate.
- Cutting or welding is prohibited in sprinklered areas while sprinkler protection is out of service.
- Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
- Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
- Confined spaces such as tanks must be tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
- Small tanks, piping, or containers that cannot be entered must be cleaned, purged, and tested before cutting or welding on them begins.

### **1.5.2 Flammable and Combustible Materials**

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling. All materials shall be stored, handled, and piled with due regard to their fire characteristics.

#### **1.5.2.1 Ordinary Combustibles (Class A)**

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

To handle Class A combustibles safely:

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
- Keep work areas clean and free of fuel paths that could allow a fire to spread.

- Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- Store paper stock in metal cabinets.
- Store rags in metal bins with self-closing lids.
- Do not order excessive amounts of combustibles.
- Make frequent inspections to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

### **1.5.2.2 Flammable Liquids (Class B)**

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
- Oily rags or rags soaked with flammable liquids shall be properly disposed of in containers with self-closing lids so designed for this purpose.
- Spills of flammable liquids shall be immediately cleaned up with appropriate absorbent materials.
- Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.
- Flammable liquids will be dispensed and stored only in approved "safety cans". These safety cans will have self-closing lids and flash screens to prevent sparks or flames from entering the can and igniting the vapors.
- Compressed gas cylinders will be properly secured in an upright position, capped, and separated when in storage.
- Flammable gasses and oxygen must be separated by a distance of twenty (20) feet, or a half-hour rated fire wall at least five (5) high.
- No more than twenty-five (25) gallons of flammable liquids shall be stored in a room outside of an approved storage cabinet. For storage of liquefied petroleum gas, see 1926.153.
- Quantities of flammable liquid in excess of twenty-five (25) gallons shall be stored in an acceptable or approved cabinet.
- Cabinets shall be labeled in conspicuous lettering, "Flammable-Keep Away from Open Flames".

Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211.

**NOTE:** Halon has been determined to be an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place.

### **1.5.2.3 Flammable Liquid Fuels**

- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- Equipment shall not be fueled while hot or while running.
- No Smoking signs will be posted near refueling stations and smoking shall be prohibited in these areas as well as anywhere else that flammable liquids are being dispensed.
- Portable containers shall be placed on the ground while filling or grounded with a grounding strap. They shall not be left in the rear of pickup trucks or similar vehicles while being filled.

### **1.5.3 Electrical Fire Hazards (Class C)**

To prevent electrical fires, employees shall:

- Make sure that worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Use only approved extension cords
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure that it is either properly grounded or double insulated.
- Ensure adequate spacing while performing maintenance.

### **1.5.4 Office Fire Hazards**

To prevent office fires, employees shall:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure that extension cords are not placed under carpets.
- Ensure that trash and paper set aside for recycling is not allowed to accumulate.
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### **1.5.5 Portable Heaters**

All portable heaters shall be approved by Management. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times. Portable heaters shall not be left unattended.

### **1.5.6 Smoking**

Smoking is prohibited in all facility buildings. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

### **1.5.7 Housekeeping**

Housekeeping is essential for prevention of fires. General cleanup of items such as dust, flammables, and loose scrap will not only reduce fire hazards but will also prevent from other hazards such as slips and trips. Employees will make sure doors, hallways, stairs, and other exit routes are kept free of obstructions. This is in case of an emergency; the emergency routes are kept clear.

### **1.5.8 Fire Extinguishers**

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

situation, proper selection, inspection, and maintenance are essential. All fire extinguishers must be placed in conspicuous locations, clearly visible and easily accessible. Keep all fire extinguishers fully charged and operable, and in their proper locations at all times.

There are five main types of fire extinguishers

- Class A – for ordinary combustibles
- Class B – for flammable liquids
- Class C – for electrical fires
- Class D – for fires involving flammable metals
- Class K – for fires in cooking systems such as grease fires in a fryer or on a stove

Some fire extinguishers are multi-purpose and may be indicated as ABC extinguishers or another combination of purposes.

### **1.5.8.1 Class A Fire Extinguisher**

A class 'A' fire extinguisher is used on class 'A' fires which are ordinary combustibles fires. Paper, wood, cloth, plastic, etc. Consider it equivalent to water. In fact, a 2A fire extinguisher has the same potential fire-fighting capability as 2.5 gallons of water. Each 'A' rating is equivalent to 1.25 gallons of water. A 1A is equivalent to 1.25 gallons of water, a 2A is equivalent to 2.5 gallons of water, a 3A is equivalent to 3.75 gallons of water, etc. A pump can or pressurized water can is a Class 'A' fire extinguisher.

### **1.5.8.2 Class B Fire Extinguisher**

A class 'B' fire extinguisher is used on class 'B' fires which are flammable liquid fires involving fuels such as oils, grease, gasoline, etc. The number in front of the 'B' rating refers to the amount of square footage of a flammable liquid fire that extinguisher can extinguish. A 10B rated fire extinguisher can extinguish a flammable liquids fire 10 square feet in size. Figure a 3' x 3' area. Dry powder and CO<sub>2</sub> extinguishers are examples of Class 'B' fire extinguishers.

### **1.5.8.3 Class C Fire Extinguisher**

A class 'C' fire extinguisher is intended for use on fires involving energized equipment. They are safe to use on running or connected electrical equipment. Unplugging or disconnecting the equipment from the power source turns the Class 'C' fire to a Class 'A' or Class 'B' fire. Keep in mind however that de-energized powered equipment may still have some residual electricity stored in capacitors and may still offer a shock hazard. Dry powder and CO<sub>2</sub> extinguishers are examples of Class 'C' fire extinguishers.

Therefore a fire extinguisher rated 2A:10B:C or 2-A:10-B:C is a fire extinguisher that can be used on all three main types of fires. Because it is rated 'C', it will use dry powder or CO<sub>2</sub> to extinguish the fire. These will NOT be water extinguishers. A fire extinguisher rated thusly has the fire-fighting equivalency of 2.5 gallons of water on Class 'A' fires and can fight class 'B' or 'C' fires no larger than 10 square feet in size.

### **1.5.8.4 Other Fire Extinguishers**

There are also Class 'D' (flammable metals) and Class 'K' (kitchen usage for large grease fires) fire extinguishers. These are specialty extinguishers and are not commonly found in normal usage.












Portable fire extinguishers must be available for use by employees on;

- Class A fires so that the travel distance for employees to any extinguisher is 75 feet or less.
- Class B fires so that the travel distance for employees to any extinguisher is 50 feet or less.
- Class C hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards.

- Class D fires so that the travel distance for employees to any extinguisher is 75 feet 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.
- Soda-acid and inverted-foam fire extinguishers are not approved portable firefighting equipment.
- Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.
- Portable fire extinguishers shall be inspected periodically in intervals not to exceed thirty (30) days and maintained in accordance with Maintenance and Use of Portable Fire Extinguishers, NFPA No. 10A-1970.
- Fire extinguishers which have been listed or approved by a nationally recognized testing laboratory, shall be used to meet the requirements of this subpart.
- The table below may be used as a guide for selecting the appropriate portable fire extinguishers.



Adapted from OSHA 1926.150 Table F-1

	WATER TYPE FOAM		CO <sub>2</sub>	DRY CHEMICAL			
				Sodium or Potassium Bicarbonate		Multi-Purpose ABC	
							
	Stored Pressure	Water Pump Tank	Stored Pressure	Cartridge Operated	Stored Pressure	Stored Pressure	Cartridge Operated
<b>Class A Fires</b> 	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>
<b>Class B Fires</b> 	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Class C Fires</b> 	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Class D Fires</b> 	<b>SPECIAL EXTINGUISHING AGENTS APPROVED BY RECOGNIZED TESTING</b>						
<b>Method of Operation</b>	Pull pin, squeeze handle	Pump handle	Pull pin, squeeze lever	Rupture cartridge, squeeze lever	Pull pin, squeeze handle	Pull pin, squeeze handle	Rupture cartridge, squeeze lever
<b>Range</b>	30' – 40'	30' – 40'		5' – 20'	5' – 20'	5' – 20'	5' – 20'
<b>Maintenance</b>	Check air pressure gauge monthly	Discharge and fill with water annually	Weigh semi-annually	Weigh gas cartridge, check condition of dry chemical annually	Check gas pressure gauge and condition of dry chemical annually	Check gas pressure gauge and condition of dry chemical annually	Weigh gas cartridge, check condition of dry chemical annually

### 1.5.8.5 Proper Use of a Fire Extinguisher

When a fire starts, your first thought should be of your safety and the safety of others. Only trained workers should use fire extinguishers, and only if the fire is small enough to be extinguished by a hand-held extinguisher.

The effectiveness of fire extinguishers is dependent on the training and expertise of the user.

Users should know which fire extinguisher to use on each type of fire as well as which fire extinguishers not to use. Using the wrong fire extinguisher could be at best ineffective and at worst may actually exacerbate the problem.

When the fire is large (bigger than a garbage can), the combustible material is unknown, or you have not been trained in the proper use of extinguishers, leave the firefighting to professionals with the proper equipment. In this case, sound the fire alarm, and call for emergency help from a safe place.

In the event that you need to use an extinguisher to put out a fire, stay calm and remember these simple steps:

- P.** Pull the pin
- A.** Aim the nozzle at the base of the fire

- S.** Squeeze the trigger
- S.** Sweep the extinguisher from side to side

The concept is to lay a blanket of material over the base of the fire to cool and smother the materials that are burning.

Remember too, that most extinguishers have a very limited operation time, only 8–10 seconds, so application must be done quickly and applied correctly at the base of the fire, not at smoke or flames.

### **1.5.8.6 Inspections**

Fire extinguishers must be inspected monthly to ensure the fire extinguishers:

- are present where they're supposed to be
- are in good condition and ready for use
- do not need any service, maintenance, replacement, or annual certification

OSHA refers to NFPA 10 and its requirement that extinguishers be inspected when placed in service and thereafter at intervals not to exceed thirty (30) days in duration (monthly).

#### **1.5.8.6.1 Performing the Inspection**

1. Make sure the extinguisher is in its designated place, is easily visible, and has unobstructed access for immediate use in case of emergency
2. Check that the annual certification tag is present, and the fire extinguisher is within its service date interval. Tags indicate the last date of inspection so, if a tag is labeled with the date of the year and the October option is punched or indicated, that means it was last inspected in October of the indicated year and needs to be re-inspected by a certified testing service by the end of October of the next year.
3. Check the pressure gauge for damage and that the indicator needle is within the operating (green) range. If the needle is out of the operating range it may indicate a loss of pressure, an equipment failure, or that it has been used.
4. Remove the extinguisher from the mounting system to ensure it is easily accessible and that the mounting bracket/system is secure and in good condition.
5. Check the extinguisher body and all external metal parts for signs of damage or corrosion. If damage is found remove extinguisher from service and replace. Have extinguisher inspected by certified testing service.
6. For dry-powder extinguishers turn the extinguisher upside down and shake to loosen extinguishing media.
7. Check to ensure the safety pin is in place and secured with an easily removable retention device, usually a breakaway zip-tie or similar.
8. Check the hose and nozzle for damage.
9. Check the labels for damage and legibility. The labels should clearly indicate the extinguisher's size and capability. Ensure the correct fire extinguisher is in the designated location.
10. Record the inspection. Most annual certification tags have a grid on the reverse side for this purpose. Record the date of inspection and the initials of the person performing the inspection.

#### **1.5.8.6.2 Periodic, Testing:**

Hydrostatic testing involves the complete disassembly of the extinguisher to check the internal parts and the tank for strength. A professional testing/certification service should be contracted to perform this task.

Refillable fire extinguishers must be hydro-tested every:

- Pressurized water or carbon dioxide extinguishers (every five years)
- Dry-chemical extinguishers (every 12 years).

Non-refillable fire extinguishers (disposable, one-time use type) must be replaced every 12 years.

## **1.5.9 Fire Protection in Construction**

### **1.5.9.1 Additional requirements.**

The employer shall be responsible for the development of a fire protection program to be followed throughout all phases of the construction and demolition work and shall provide for the firefighting equipment as specified in this subpart. As fire hazards occur, there shall be no delay in providing the necessary equipment.

- Access to all available firefighting equipment shall be maintained at all times.
- All firefighting equipment, provided by the employer, shall be conspicuously located.
- All firefighting equipment shall be periodically inspected and maintained in operating condition. Defective equipment shall be immediately replaced.
- As warranted by the project, the employer shall provide a trained and equipped firefighting organization (Fire Brigade) to ensure adequate protection to life.

### **1.5.9.2 Fire Brigade**

Employees are not permitted to fight fires, clean up major chemical spills, or participate in rescue procedures unless specifically trained, assigned, and equipped to perform those duties. Unless trained, authorized, and assigned to engage in such duties all employees are expected to contact trained and assigned employees and emergency services as the situation warrants.

### **1.5.9.3 Water supply.**

A temporary or permanent water supply, of sufficient volume, duration, and pressure, required to properly operate the firefighting equipment shall be made available as soon as combustible materials accumulate.

Where underground water mains are to be provided, they shall be installed, completed, and made available for use as soon as practicable.

### **1.5.9.4 Portable firefighting equipment**

A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.

A ½ inch diameter garden-type hose line, not to exceed 100 feet in length and equipped with a nozzle, may be substituted for a 2A-rated fire extinguisher, providing it is capable of discharging a minimum of five (5) gallons per minute with a minimum hose stream range of thirty (30) feet horizontally. The garden-type hose lines shall be mounted on conventional racks or reels. The number and location of hose racks or reels shall be such that at least one hose stream can be applied to all points in the area.

#### **1.5.9.4.1 Fire Extinguishers**

One or more fire extinguishers, rated not less than 2A, shall be provided on each floor. In multistory buildings, at least one fire extinguisher shall be located adjacent to stairway.

Fire extinguishers must be properly mounted in appropriate locations to prevent damage or relocation. In wide open areas consider using fire-extinguisher base stands to provide a stable and readily visible indication of the fire extinguisher location.

Extinguishers and water drums, subject to freezing, shall be protected from freezing.



A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the jobsite. This requirement does not apply to the integral fuel tanks of motor vehicles.

### **1.5.9.5 Fixed Fire Protection Systems**

#### **1.5.9.5.1 Sprinkler protection.**

If the facility being constructed includes the installation of automatic sprinkler protection, the installation shall closely follow the construction and be placed in service as soon as applicable laws permit following completion of each story.

During demolition or alterations, existing automatic sprinkler installations shall be retained in service as long as reasonable. The operation of sprinkler control valves shall be permitted only by properly authorized persons. Modification of sprinkler systems to permit alterations or additional demolition should be expedited so that the automatic protection may be returned to service as quickly as possible. Sprinkler control valves shall be checked daily at close of work to ascertain that the protection is in service.

#### **1.5.9.5.2 Standpipes**

In all structures in which standpipes are required, or where standpipes exist in structures being altered, they shall be brought up as soon as applicable laws permit and shall be maintained as construction progresses in such a manner that they are always ready for fire protection use. The standpipes shall be provided with Siamese fire department connections on the outside of the structure, at the street level, which shall be conspicuously marked. There shall be at least one standard hose outlet at each floor.

#### **1.5.9.5.3 Fire alarm devices.**

An alarm system, e.g., telephone system, siren, etc., shall be established by the employer whereby employees on the site and the local fire department can be alerted for an emergency.

The alarm code and reporting instructions shall be conspicuously posted at phones and at employee entrances.

#### **1.5.9.5.4 Fire cutoffs.**

Fire walls and exit stairways, required for the completed buildings, shall be given construction priority. Fire doors, with automatic closing devices, shall be hung on openings as soon as practicable.

Fire cutoffs shall be retained in buildings undergoing alterations or demolition until operations necessitate their removal.

#### **1.5.9.6 Ignition hazards.**

Electrical wiring and equipment for light, heat, or power purposes shall be installed in compliance with the requirements of Subpart K of this part.

Internal combustion engine powered equipment shall be so located that the exhausts are well away from combustible materials. When the exhausts are piped to outside the building under construction, a clearance of at least 6 inches shall be maintained between such piping and combustible material.

Smoking shall be prohibited at or in the vicinity of operations which constitute a fire hazard and shall be conspicuously posted: "No Smoking or Open Flame."

Portable battery powered lighting equipment, used in connection with the storage, handling, or use of flammable gases or liquids, shall be of the type approved for the hazardous locations.

The nozzle of air, inert gas, and steam lines or hoses, when used in the cleaning or ventilation of tanks and vessels that contain hazardous concentrations of flammable gases or vapors, shall be bonded to the tank or vessel shell. Bonding devices shall not be attached or detached in hazardous concentrations of flammable gases or vapors.

#### **1.5.9.7 Temporary buildings.**

No temporary building shall be erected where it will adversely affect any means of exit.

Temporary buildings, when located within another building or structure, shall be of either noncombustible construction or of combustible construction having a fire resistance of not less than 1 hour.

Temporary buildings, located other than inside another building and not used for the storage, handling, or use of flammable or combustible liquids, flammable gases, explosives, or blasting agents, or similar hazardous occupancies, shall be located at a distance of not less than 10 feet from another building or structure. Groups of temporary buildings, not exceeding 2,000 square feet in aggregate, shall, for the purposes of this part, be considered a single temporary building.

#### **1.5.9.8 Open yard storage.**

Combustible materials shall be piled with due regard to the stability of piles and in no case higher than 20 feet.

Driveways between and around combustible storage piles shall be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways shall be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.

The entire storage site shall be kept free from accumulation of unnecessary combustible materials. Weeds and grass shall be kept down, and a regular procedure provided for the periodic cleanup of the entire area.

When there is a danger of an underground fire, that land shall not be used for combustible or flammable storage.

Method of piling shall be solid wherever possible and in orderly and regular piles. No combustible material shall be stored outdoors within 10 feet of a building or structure.

Portable fire extinguishing equipment, suitable for the fire hazard involved, shall be provided at convenient, conspicuously accessible locations in the yard area. Portable fire extinguishers, rated not less than 2A, shall be placed so that maximum travel distance to the nearest unit shall not exceed 100 feet.

#### **1.5.9.9 Indoor storage.**

Storage shall not obstruct, or adversely affect, means of exit.

All materials shall be stored, handled, and piled with due regard to their fire characteristics.

Noncompatible materials, which may create a fire hazard, shall be segregated by a barrier having a fire resistance of at least 1 hour.

Material shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.

Clearance of at least 36 inches shall be maintained between the top level of the stored material and the sprinkler deflectors.

Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.

A clearance of 24 inches shall be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material shall not be stored within 36 inches of a fire door opening.

## **1.6 Training**

Each employee will be trained on the procedures and policies of the fire prevention plan. Employees designated and authorized to use portable fire extinguishers to extinguish incipient fires shall be trained to understand the hazards and how to properly use the fire extinguisher.

### **1.6.1 Initial**

Employees will receive initial training at time of hire and prior to their working assignment and will consist of topics required to comply with industry standards and regulations and to perform selected work.

### **1.6.2 Refresher**

Refresher training will be administered annually and when the following situations occur:

- Changes in the workplace or type of work being performed renders previous training obsolete
- When company policies and procedures are added or revised
- Employee demonstrates inadequacies in their compliance, knowledge, understanding, or skill in performing the tasks properly

## **1.7 Reference**

OSHA Standard 29 CFR 1910.39

OSHA Standard 29 CFR 1926.150-152

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### ***Fire Prevention Program***

**Class A** – “Ash” Common combustible materials (wood, paper, cloth, rubber, and plastics)

**Class B** – “Boil” Flammable liquids, gases and greases

**Class C** – “Current” Electrical fires

**Class D** – Combustible metals, such as magnesium, titanium, zirconium and sodium

This program is a component of the FCA Safety Manual. Visit [www.finishingcontractors.org/resources/](http://www.finishingcontractors.org/resources/) to request your company's complimentary Safety Manual if your company has not yet done so.