



PURPOSE:

The purpose of this policy is to prevent fires and provide guidelines for action in the event that a fire does occur. This policy will include, but not limited to:

- Evacuation Procedures
- Extinguisher Training
- Basic Process Safety Training

POLICY:

Employees shall be informed of the proper actions to take in the event of a fire. It is STRESSED that at no time does the task of fighting a fire supersede an employee's primary duties of:

- Ensuring their own personal safety and the safety of others.
- Reporting the incident to the proper authority and ensuring personnel accountability for yourself and all subordinates at the jobsite, in accordance with company and client policy.

PROCEDURE:

Fire Prevention/Protection

- All employees are responsible for good housekeeping practices to enhance fire prevention methods. Supervisors will be held accountable for the housekeeping of their job sites.
- Only approved containers will be used during fueling operations. These shall be of the self-closing type and clearly marked for content.
- Flammable material shall be stored in compliance with OSHA and client regulations. The quantity of flammable/combustible material shall be kept to a minimum on the job site.
- Used/oily rags shall be immediately disposed of in a designated hazardous waste container.
- Report all spills or suspicious odors immediately (refer to Spill Response Plan).
- Fire extinguishers are to be easily accessible to employees. Each vehicle brought to the jobsite will be equipped with a fully charged and inspected extinguisher. Only approved fire extinguishers are to be used. They are to be maintained in a fully charged, ready to operate state and inspected/documented annually. Training is provided to all employees who use or may use fire extinguishers.
- **NEVER** put yourself or others at risk while attempting to extinguish a fire.
- **DO NOT USE** water to fight a fire of unknown origin.
- **NEVER** attempt to extinguish a pressurized fuel fed fire.
- **DO NOT** direct a fire nozzle with a straight stream at any type of LPG fire. This action could extinguish the fire, producing an LPG vapor cloud capable of detonation.

In the Event of Fire:

- Remain calm, remove any unnecessary personnel and call the fire department.
- Only attempt to extinguish a fire when it is clearly within your abilities, the equipment available is right for the type of fire and you have a clear, unobstructed escape route.
- Know the location of the nearest alarm and how to activate any emergency systems.
- Know the evacuation routes and collection points of your job site.

