

Fire Prevention	S.O.P. 3I		Page 1 of 5
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STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. To define a Standard Operating Procedure for Fire Prevention.
- B. The policy of the Company is to provide a safe and healthy place of employment. By following this S.O.P. for fire prevention this company will improve the safety of the workplace.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3D Housekeeping
- B. S.O.P. 5G Hazard Communication
- C. Fire Extinguisher Training and Use Field Training Module
- D. Hazard Communication Field Training Module

III. PERSONNEL RESPONSIBILITY

- A. Supervisor
 - 1. It shall be the responsibility of the site supervisor to ensure that all aspects of this S.O.P. are strictly adhered to.
- B. Employee
 - 1. It shall be the responsibility of the employee to know, understand and follow the directions of this S.O.P.
 - 2. Employees shall smoke only in designated areas.

IV. GENERAL REQUIREMENTS

- A. General Responsibilities:
 - 1. Each employee will be held personally responsible for preventing the accumulation of unnecessary combustible materials in the work area

- and will be held accountable for their areas at the end of their shift.
2. Combustible materials should be present in work areas only in quantities required for the job. They should be removed to a designated, safe storage area at the end of each workday
 3. Quick-burning and flammable materials should be stored only in designated locations. Such locations always should be away from ignition sources, barricaded or demarcated and have special fire-fighting provisions. Covered metal receptacles are best.
 4. Any spills of flammable liquids should be cleaned up immediately.
 5. Employees should be careful not to contaminate their clothing with flammable liquids. If contamination does occur, these individuals are required to change their clothing before continuing to work.
 6. Passageways and fire doors must be unobstructed. Stairwell doors must never be propped open, and material should never be stored in stairwells.
 7. Material must never block automatic sprinklers or be piled around fire extinguisher locations or standpipe controls.
- B. Fire Prevention Inspections vary from facility to facility, however an inspection has four basic goals:
1. Minimize the size of fires by ensuring that combustible and flammable material storage is controlled.
 2. Control ignition sources to reduce the possibility of fire.
 3. Make sure that fire protection equipment is operational.
 4. Make sure that personnel exits are maintained.
- C. Fire extinguishers must meet the following requirements
1. Be kept fully charged and in their designated places. Gages should show “charged” and seals should be in place.
 2. Be located along normal paths of travel where practical.
 3. Not be obstructed or obscured from view.
 4. Not be mounted higher than 5 feet (to the top of the extinguisher) if they weigh 40 pounds or more. If heavier than 40 pounds, extinguishers must not be mounted higher than 3 ½ feet. There shall be a clearance of at least 4 inches between the bottom of the extinguisher and the floor.
 5. Be inspected by management or a designated employee, at least monthly, to make sure that they are in their designated places, have not been tampered with or actuated, and do not have corrosion or other impairment.
 6. Be examined at least yearly and/or recharged or repaired to ensure operability and safety. A tag must be attached to show the maintenance or recharge date and the signature of the person performing the service.
 7. Be selected on the basis of type of hazard, degree of hazard, and area to be protected.
 8. Be placed so that the maximum travel distances between extinguishers, unless there are extremely hazardous conditions, do not exceed 75 feet for class A extinguishers or 50 feet where class B extinguishers are used for hazardous-area protection. The travel distance does not apply when class B extinguishers are used for spot-hazard protection.

9. A fire extinguisher rated not less than 10B shall be required within 50 feet of wherever more than 5 gallons of flammable gas are being used on the jobsite. This does not apply to apply to the integral fuel tanks of motor vehicles
 10. A fire extinguisher rated not less than 10B shall be required within 25 feet of all company owned or leased equipment powered by an internal combustion engine, i.e., compressors, fireproof pumps, cement mixers, etc.
- D. Company owned and operated materials handling, powered platforms, manlifts and vehicle-mounted work platforms shall be equipped with a minimum of a 5-lb. A.B.C. dry chemical fire extinguisher.
- E. Company owned and operated vehicles shall be equipped with a minimum of a 5- lb. A.B.C. dry chemical fire extinguisher.

V. STORAGE & DISPENSING COMBUSTABLE/FLAMMABLE PRODUCTS

- A. Combustible or flammable *materials*.
1. Outdoor storage:
 - a. No combustible material may be stored within 10 feet of a building or structure.
 - b. Combustible materials shall be piled with due regard to stability but in no case higher than 20 feet.
 - c. Driveways between and around combustible storage piles shall be at least 15 feet wide and maintained free from rubbish, equipment, or other articles, or materials.
 - d. Maximum size of combustible material piles shall not exceed 50 feet by 150 feet.
 2. Indoor storage:
 - a. A barrier having a fire resistance of at least one-hour shall separate non-compatible materials, which may create a fire hazard.
 - b. Material shall not be stored in a manner that would block access or exit, nor within 36 inches of a fire door opening or within 24 inches of the travel path of a fire door.
 - c. Flammable or combustible material shall not be stored in areas used for exits stairways or the safe passage of people.
- B. Storage of combustible or flammable *liquids*.
1. Indoor storage:
 - a. No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. (See 29CFR 1926.1 52(b)(2)(i)(ii)(iii))
 - b. No more than 60 gallons of flammable liquids or 120 gallons of combustible liquid shall be stored in any one storage cabinet. No more than three such cabinets may be located in a single storage area.
 - c. Materials that will react with water and create a fire hazard shall not be stored in the same room with flammable or combustible

- materials.
2. Outside storage
 - a. Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallon in any one pile or area. (Separated by a minimum of 5 feet.)
 - b. Piles, groups or tanks shall not be nearer than 20 feet to a building.
 - c. Storage area shall be kept free of weeds, debris, and other combustible or flammable materials, not necessary to the storage.
 - d. Portable tanks shall meet the requirements of 29CFR 1926.152(c)(4)(5)(6) and (7).
 - C. Dispensing of combustible or flammable liquids.
 1. Areas in which flammable or combustible liquids are transferred in quantities of greater than 5 gallons at one time from one tank or container to another tank or container shall be:
 - a. Separated from other operations by a minimum of 25 feet.
 - b. Provided with drainage or other means to control spills.
 - c. Supplied with adequate ventilation to maintain concentration of flammable vapor at or below 10 percent of the lower flammable limit.
 - d. Protected from collision damage of vehicular traffic.
 - e. Posted with conspicuous and legible signs prohibiting smoking and open flame within 50 feet.
 2. Transferring of flammable or combustible liquids from one container to another shall be done only when the containers are electrically interconnected to prevent the build up and sudden release of static electricity.

VI. TRAINING

- A. All employees shall receive training upon initial hire and at least annually thereafter.
- B. All employees shall be instructed on:
 1. Alarm systems (Site Specific)
 2. Reporting procedures (Site Specific)
 3. Recognition of types of fires (A,B,C,D)
 4. Proper use of the type of extinguishers available on the jobsite.
- B. Fire Extinguisher Training. All personnel who may be expected to use an extinguisher on small class' "A" fires (wood, rags, paper, etc.) shall be trained how to operate the extinguisher.
- C. Only employees directly assigned the duty of fire brigade or fire watch shall attempt to fight larger fires. Typically, the facility Owner provides the fire brigade.
- D. Fire Watch Training.
 1. All training and instruction shall be documented by signature of the employee.
 2. Certification cards shall be issued to all persons assigned the duty of fire watch and shall be in the possession of that person while performing as a

fire watch.

3. Any employee assigned the duty of fire watch shall be fully instructed, trained, and certified in the following:
 - a. Proper method of using all fire fighting equipment assigned.
 - b. Reporting procedures including alarm activations (phone, radio, button, etc.)
 - c. Proper use of and limitations of applicable P.P.E.
 - d. Rescue procedures
4. An employee who is assigned to fire watch duty shall:
 - a. Stay alert.
 - b. Be observant.
 - c. Be aware of changes in surroundings.
 - d. Not leave post without notifying supervisor first.
 - e. Not perform any other task that will compromise their ability to perform as a fire watch.