

## 1.1 PURPOSE

- 1.1.1 The purpose of this policy is to protect TERRY R PITT CONSTRUCTION workers, facilities, and the general public from the dangers of fire and reduce the risk of potential injuries, death, and property damage by identifying and controlling fire hazards.

## 1.2 RESPONSIBILITIES

### 1.2.1 Supervisor

- 1.2.1.1 Provide and maintain portable fire extinguishers at the facility
- 1.2.1.2 Ensure that designated employees are trained in extinguisher use
- 1.2.1.3 Schedule fire drills to provide opportunity for employees to practice orderly evacuation
- 1.2.1.4 Monitor the effectiveness of the program frequently and make suggestions as needed to improve the overall effectiveness of the program

### 1.2.2 Safety department

- 1.2.2.1 Develop a written program for the safety of employees, facilities, and the general public
- 1.2.2.2 Change, revise, or update program as needed
- 1.2.2.3 Ensure all operations are in compliance with relevant rules and regulations
- 1.2.2.4 Ensure workers are properly trained for their positions and responsibilities
- 1.2.2.5 Ensure appropriate emergency equipment is available
- 1.2.2.6 Ensure annual extinguisher maintenance is conducted according to schedule
- 1.2.2.7 Monitor worker compliance to the provisions of the policy
- 1.2.2.8 Ensure that proper housekeeping is maintained at all times
- 1.2.2.9 Initiate orderly evacuation from the facility in the event of a fire or emergency
- 1.2.2.10 Account for workers in the designated staging/assembly area(s)
- 1.2.2.11 Coordinate worker accountability with management or customer safety representatives at the assembly area

### 1.2.3 Employee

- 1.2.3.1 Maintain proper housekeeping at the worksite
- 1.2.3.2 Participate in drills and other training exercises conducted by TERRY R PITT CONSTRUCTION or client
- 1.2.3.3 Report existing or potential fire hazard conditions to the safety department immediately

- 1.2.3.4 Adhere to the requirements of the written program
- 1.2.3.5 Assemble in designated staging/assembly areas as instructed
- 1.2.3.6 Keep routes of egress unobstructed and easily accessible to emergency evacuation
- 1.2.3.7 Keep fire extinguishers unobstructed and properly mounted
- 1.2.3.8 Clean up spills promptly and control other sources of ignition in the work place
- 1.2.3.9 Properly dispose of trash and other refuse and ordinary combustibles
- 1.2.3.10 Periodically observe fire extinguishers to determine if recharging is necessary
- 1.2.3.11 Smoke only in those areas designated for smoking
- 1.2.3.12 Understand and comply with applicable procedures including, but not limited to, incipient firefighting, emergency action plans, risk assessment, and stop work authority

### 1.3 CLASSIFICATION OF FIRES AND METHODS OF EXTINGUISHMENT

- 1.3.1 *Class A fires* - Involves ordinary combustibles such as wood, cloth, paper, rubber, and some plastics. Water is the preferred extinguishing method because it is a cooling, soaking, and penetrating agent. Any extinguisher can be used with a reasonable degree of success.
- 1.3.2 *Class B fires* - Involves flammable or combustible liquids, gases, greases, and similar materials. Fires of this nature must be blanketed or smothered by an agent such as foam, carbon dioxide, dry chemical, water fog, or sand.
- 1.3.3 *Class C fires* - Involves energized electrical equipment. If possible, de-energize or cut power to the energy source. Use a non-conductive extinguisher, such as a dry chemical, or carbon dioxide (CO<sub>2</sub>). This is preferred because it leaves no residue.
- 1.3.4 *Class D fires* - Involves certain combustible metals such as magnesium, sodium, potassium, etc. Use dry chemical because it is a smothering and coating agent.

### 1.4 FIRE PREVENTION

- 1.4.1 All personnel will be familiar with the nearest fire exit or escape route.
- 1.4.2 Good housekeeping will be maintained at all times to reduce the threat of fire and ensure clear access for emergency response.
- 1.4.3 Fire watches will be provided and trained in accordance with local requirements.
- 1.4.4 Smoking will be prohibited in areas with *No Smoking* signs posted.
- 1.4.5 Smoking approved areas will be provided with proper ashtrays; waste bins are not to be used.

- 1.4.6 No hot work (ex. grinding, welding, oxy-cutting, open flame activity) will be performed without first checking the immediate area, areas below, and direction of wind for potential flammable material and clearance of personnel.
- 1.4.7 Hot work permits are required in accordance with the permit to work scope.
- 1.4.8 Hot work and paint products will be separated by 35 feet. Where this is not practicable, the activity will be supported by a risk assessment.
- 1.4.9 All flammable products will be stored in approved containers, *No Hot Work* warning signs posted, and fire extinguishers will be provided nearby.
- 1.4.10 Report gas leaks immediately to supervision and the safety department for evaluation and action.
- 1.4.11 Waste bins will be located at a safe distance from hot work activities.
- 1.4.12 Where service manifolds are positioned in areas where hot work is being performed, overhead work will be covered with suitable material for protection of lower areas.
- 1.4.13 Mobile cranes and forklifts will be provided with fire extinguishers.
- 1.4.14 All fuel and oxygen gas hoses will be checked for leaks. Use only approved hose connections.
- 1.4.15 All fire alarms will be reported in accordance with the local emergency response procedures.
- 1.4.16 All personnel will be familiar with the procedure for initiating an alarm.

## 1.5 CONTROL OF FIRE-RELATED HAZARDS

- 1.5.1 Employees are restricted to smoking only in designated smoking areas. Observe and obey posted *No Smoking* signs.
- 1.5.2 Only approved matches or lighters will be used to ignite tobacco products.
- 1.5.3 Designated smoking areas will remain clean and orderly at all times. Butts will be extinguished (not left to burn out) in the proper receptacle. Ordinary combustibles will not be allowed to accumulate.
- 1.5.4 Ensure that atmospheric conditions are safe prior to initiating sources of ignition even in designated smoking areas, especially on temporary jobsites.
- 1.5.5 All flammables in containers for immediate use should not be left open and unattended and should be returned to their original container or placed in proper storage after use.
- 1.5.6 All spills of flammable substances at the jobsite should be neutralized (in accordance with label and SDS guidelines) with an inert absorbent material. Consult supervisor for disposal procedures.

- 1.5.7 Boxes, packaging material, and other paper products should be properly disposed of whenever the item it contained has been removed for use (unless the container is designed for reuse).
- 1.5.8 Avoid the accumulation of candy wrappers, newspapers, magazines, food wrapping, and other combustible materials in the work area.
- 1.5.9 Flashback arrestors will be provided and maintained through the main fuel gas distribution lines.

## 1.6 EXITS AND ROUTES OF EGRESS

- 1.6.1 Employees are to remain aware of the location of exits and routes of escape in case of fire or other emergency, whether on company property or on a temporary jobsite location.
- 1.6.2 Designated discharge exits are marked with visible self-illuminating exit signs. Avoid going into alleys, dead end streets, or other areas as to not get trapped. Escape paths must remain unobstructed at all times, whether at the company or on client property.

## 1.7 USE OF FIRE EXTINGUISHERS

- 1.7.1 Portable fire extinguishers will be provided for worker use. Where TERRY R PITT CONSTRUCTION provides portable fire extinguishers for employee use at the worksite, they will also provide training of general principles for fire extinguisher use and the hazards involved in incipient stage firefighting.
- 1.7.2 Extinguishers are selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard that would affect their use.
- 1.7.3 Fire extinguisher locations will be clearly marked. Fire extinguishers will be maintained in the correct locations and will be kept clear for access.
- 1.7.4 Fire extinguishers will be used only for their designed purpose.
- 1.7.5 Any person tampering with fire extinguishers will be subjected to disciplinary action.
- 1.7.6 Work trucks and mobile heavy equipment are equipped with ABC rated fire extinguishers.
- 1.7.7 Fire extinguishers found to be unfit for service will be removed from service and immediately replaced with an extinguisher in suitable working order.
- 1.7.8 Fire extinguisher use should be restricted to fighting fires in the incipient stage. Even trained employees should never attempt to fight a fire in an area where explosives or flammables are used or stored. The first observing employee should sound a general alarm to evacuate the area.
- 1.7.9 A discharged fire extinguisher must be turned in to the safety department. A replacement will be provided as soon as practical after the removal of a discharged extinguisher.

## 1.8 FIRE EXTINGUISHER INSPECTION AND MAINTENANCE

- 1.8.1 Extinguishers will be inspected and tested in accordance with manufacturer's recommendations and local regulatory requirements.
- 1.8.2 Discharged or empty fire extinguishers will be removed from mount and replaced with a charged one. Fire extinguishers removed for recharge or repair should be turned in to the safety department.
- 1.8.3 Fire extinguishers will be visually inspected at least once per month to ensure that they are properly charged, located, and accessible. It will be the responsibility of the onsite safety department to ensure that this inspection is performed.
- 1.8.4 At a minimum, the following should be noted during the inspection:
  - 1.8.4.1 Presence of tag applied by the vendor who serviced and/or sold the fire extinguisher
  - 1.8.4.2 Presence of the plastic retainer ring and pin through the handle
  - 1.8.4.3 Presence of the gauge which measures chemical level
  - 1.8.4.4 No visible damage to the nozzle, regulator, or connections
  - 1.8.4.5 The fire extinguisher must remain visible and easily accessible
- 1.8.5 TERRY R PITT CONSTRUCTION will ensure that portable fire extinguishers are subjected to an annual maintenance check, will be inspected at least monthly, will record the maintenance date, and will retain this record for one year after the last entry or the life of the shell, whichever is less.
- 1.8.6 Inspections and maintenance must be documented and available upon request.

## 1.9 TRAINING

- 1.9.1 Employees selected to handle fire extinguishers and assist with incipient firefighting will be trained in associated hazards, general fire principles, and general use of equipment. Only employees who have been trained will be allowed to operate fire extinguishers.
- 1.9.2 Training will be conducted prior to initial assignment and at least annually thereafter.
- 1.9.3 Personnel designated as the emergency fire team will receive extensive initial and ongoing training to meet all standards and regulations.