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			Initial Issue Date	1992
Fire Protection Policy			Revision Date:	Jan 1, 2017
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Purpose

The purpose of this program is to provide fire extinguisher procedures to ensure equipment is operable and employees have the knowledge to safely operate in case of a fire incident.

Scope

Applies to all SESAC and all SESAC locations.

Procedure

Selection and Distribution

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 the hazard which would affect their use. Fire extinguishers used by this company are for four classes of fires:

- Class A Fire Extinguishers. Use on ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics. Travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.
- Class B Fire Extinguishers. Use on flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.
- Class C Fire Extinguishers. Use on energized electrical equipment, such as appliances, switches, panel boxes and power tools. Travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.
- Class D Fire Extinguishers. Use on combustible metals, such as magnesium, titanium, potassium and sodium. Travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less.

Labelling of Fire Extinguishers


Fire extinguishers are to be mounted in easily accessible locations that are indicated by a sign that reads "Fire Extinguisher". Fire extinguishers are to be located so that no employee will ever be more than 75 feet from an extinguisher. No equipment, boxes or product may be placed (even temporarily) in the way of a fire extinguisher.

Each fire extinguisher will be assigned a unique number.

Maintenance

All fire extinguishers shall be mounted no higher and no lower than four (4) feet from the floor. All fire extinguishers shall be maintained as follows:

- Numbered to identify their proper location
- Fully charged and in operable condition

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- Clean and free of defects
- Readily accessible at all times

Inspection, Maintenance and Testing

All fire extinguishers are to be visually inspected by company employees monthly. All fire extinguishers are to receive an annual maintenance check by certified personnel from a fire extinguisher dealer. Fire extinguishers are to be inspected and re-charged by certified personnel after any use.

Any fire extinguisher that shows a loss of pressure during the monthly inspection will be inspected and re-charged by certified personnel. Completed fire extinguisher inspection logs will be maintained in the safety files and become a part of the safety records. They are to be maintained for 5 years.

Use

In the event of a fire, one employee will get the nearest fire extinguisher and use it to attempt to put the fire out. All other employees in the immediate area will prepare to evacuate if needed. All other employees in the building need to be advised that a fire is in progress.

The employee attempting to extinguish the fire will use the P.A.S.S. method. The employee will break the safety seal on the handle and pull the pin. He will then aim his extinguisher at the base of the fire and discharge it with a sweeping motion from side to side; continuing until the fire is out or the extinguisher is emptied.

Remember that a standard fire extinguisher will be emptied in about 10 to 15 seconds. If the fire is not out when the extinguisher has been completely discharged, the employees must evacuate the area.


All Company trucks and equipment such as forklifts, aerial lifts, cranes, generators and 4 packs etc., shall be equipped with fire extinguishers. In addition, all hot work areas must have an extinguisher in close proximity. OSHA considers close proximity to mean within 50' of the work area. Extinguishers shall be returned to storage areas at the end of each shift to prevent theft.

HMIS" type labels must be permanently affixed to all containers carrying flammable or otherwise hazardous materials that are not equipped with the original manufacturer's label.

All gas cans, fuel tanks etc., capable of containing 5 or more gallons of flammable liquid must be accompanied by a fire extinguisher. Plastic gas containers are not permitted on site.

It is recommended that all fuels be dispensed at the beginning of a shift and containers be returned to trucks or suitable storage areas. All fuel cans must be of the approved type with screens in place and in good working order.

Whenever cutting or welding in an enclosed space, adequate ventilation must be provided to prevent overexposure to smoke and/or fumes.

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Whenever there is a danger of sparks causing fire below, warn others of the hazard and post a fire watch if necessary. Fire blankets should be used to protect materials below from damage due to sparks or flames.

When practical, objects to be welded, cut or heated shall be moved to a designated safe location or, if the objects to be welded, cut, or heated cannot be readily moved, all moveable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.

No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds or heavy dust concentrations create a hazard.

Suitable fire extinguishers shall be immediately available in the work area within 50ft. and shall be maintained in a state of readiness for instant use.

When the welding, cutting or heating operations are conducted in areas that the flammable materials cannot be removed or protected and normal fire prevention precautions are not sufficient, a fire watch shall be assigned to guard against fire while the welding, cutting or heating operation is being performed. Fire watch shall stay in the area 30 min after hot work is completed to ensure no possibility of fire exists.

Fire watch personnel shall be trained in the specific anticipated fire hazards and how the firefighting equipment provided is to be used.

More fire prevention guidelines will be discussed in the chapters on "Daily Inspections" and "Cutting and Welding".

In case of a fire, employees are directed to contact emergency services by dialing 911, and contacting their supervisor.


Flammable and Combustible Liquid Storage

Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less.

Flammable or combustible liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

Indoor Storage

No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside an approved storage cabinet.

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Quantities of flammable and combustible liquid in excess of 25 gallons shall be stored in an acceptable or approved cabinet meeting the requirements of 1926.152(b)(2)

Storage Outside Buildings

Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one pile or area. Piles or groups of containers shall be separated by a 5 foot clearance. Piles or groups of containers shall not be nearer than 20 ft. to a building.

Within 200ft of each pile or group there shall be a 12 foot wide access way to permit approach of fire control apparatus.

Outdoor Portable Tank Storage

Storage areas shall be kept free from weeds, debris, and other combustible material not necessary to the storage area.

Portable tanks shall be placed in a secondary containment bin to prevent spills.
 Portable tanks shall not be placed on pallets unless pallets have a 1hr fire rating.

Portable tanks shall not be nearer than 20 ft. from any building.

Two or more portable tanks grouped together, having a combined capacity in excess of 2,200 gallons shall be separated by a 5ft clear area.

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


At least 1 portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25ft. or more than 75ft. from any flammable liquid storage areas located outside.

No Smoking signs shall be posted in areas of fuel storage and smoking shall be prohibited within 50 ft. of operations that constitute as a fire hazard.

Training and Education

The purpose of this section is to establish training procedures which are necessary for the proper use and understanding of a fire extinguisher and incipient stage firefighting. Training will occur prior to initial assignment and at least annually thereafter.

On even numbered years this training will be conducted by a member of the local fire department (where possible) and will include "live fire" hands on use of the extinguisher. On

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odd number years this training will be conducted by a Company Manager or Safety Consultant and will include a demonstration of the use of a fire extinguisher, without actually discharging the unit.