

# EMERGENCY ACTION PLAN & FIRE SAFETY– JOBSITES

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# EMERGENCY ACTION PLAN & FIRE SAFETY

Penn Fencing, Inc.

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# EMERGENCY ACTION PLAN

## Penn Fencing, Inc.

### 1.1 INTRODUCTION

This Emergency Action Program has been developed in accordance with Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1926.35. A copy of this standard is provided in Attachment A.

This plan provides employees guidance in an emergency situation (fire, tornado, hurricane, earthquake, severe storm, etc.). The personal safety of each employee is and will always be of primary importance to Penn Fencing. This written program will be maintained in the production office and may be reviewed as necessary.

### 1.2 RESPONSIBILITY

PROGRAM ADMINISTRATOR - CHAD GALBREATH

- Ensure this program is adhered to by all employees
- Review and approve any changes or revisions to this plan
- Enforce safety policies and procedures
- Conduct continual observational safety checks of work operations
- Review and/or updated this program at least annually or whenever new equipment, facility construction, or personnel changes might affect the plan's procedure

MANAGEMENT

- Provide adequate resources for employee training and materials

EMPLOYEES

- Bring any unsafe/hazardous conditions or acts to management's attention in order to prevent injury to either themselves or any other employees

### 1.3 METHODS OF COMPLIANCE

EMERGENCY ESCAPE PROCEDURES

Each jobsite must establish site-specific emergency procedures prior to starting work at that location. Penn Fencing has designated safe areas for employees to report to in case of an emergency. Escape routes and emergency procedures are shown in Attachment B.

## PROCEDURES FOR CRITICAL OPERATIONS

Critical operation shutdown procedures are not required for the office/shop. There are no employees authorized to delay evacuation for this purpose. Jobsite procedures may vary and it is the responsibility of Chad Galbreath and/or the jobsite foreman to determine and communicate them to the employees.

## PROCEDURES OF ACCOUNT FOR EMPLOYEES

After an emergency evacuation of each site location, employees are to gather at the following meeting points:	
<u>Site Location</u>	<u>Assembly Point</u>
Sales office	Front sign
Log cabin	Front sign
Warehouse 1	Front sign
Warehouse 2	Electrical pole in the yard
Jobsites	To be determined prior to the start of the job

Specific assembly points for the jobsite must be determined prior to initiation of work at that location.

Chad Galbreath and/or the jobsite foreman are responsible for specific procedures to account for employees, visitors and subcontractors after an emergency evacuation. Procedures should be designed to account for all employees, determine if an employee needs assistance in evacuating, and to determine their possible location.

## PROCEDURES FOR REPORTING EMERGENCIES

The quicker and more efficient emergencies are reported, the greater the chance for saving lives and property.

The following is the procedure for reporting an emergency in this company. This procedure should be accessible to all employees.

### **REPORTING AN EMERGENCY**

Should an employee discover a fire or other emergency, the employee must report it to the foreman immediately. The foreman must then contact the appropriate emergency services. If a fire occurs and the fire is not out of control, the employee should send someone to notify the foreman and attempt to put out the fire with appropriate fire extinguishing equipment.

The foreman must quickly assess the severity of the incident, determine the number of injured persons, and arrange for the appropriate emergency services. Use the following procedures when contacting the fire department, police department, EMT, or other emergency party.

Direct Contact with Emergency Services – If appropriate, directly contact the fire department, police department, EMT, or other appropriate party. Be calm and accurate, and be sure instructions are understood before hanging up. Give the following information:

- a) Your Name
- b) Company Name
- c) Location & GPS coordinates (if applicable)
- d) Type of incident (fire, medical emergency, spill, cave-in, or other)
- e) Call Back Number or Cell Phone Number

Contacting a Field Office – In some cases, it will be necessary to first contact a field office in order to summon emergency services. Contact the Field Office via radio or cell phone and give the following information:

- a) Ambulance is required
- b) Exact location of victim(s)
- c) A short description of the injury
- d) The nearest access road

Field Office Procedures – Contact an ambulance or rescue squad and give the following information:

- a) Contractor's Name
- b) Type of Injury/sickness
- c) Point of access to construction site
- d) The jobsite telephone number, cell phone, etc. **HANG UP LAST!**
- e) Record the time the ambulance was called

Dispatch either office or field personnel to meet the ambulance at the point of access and lead them to the accident location. Post an employee at the jobsite entrance to control access and direct emergency response personnel (i.e., fire truck, ambulance, police, haz-mat team, etc.).

If applicable, assign someone to contact neighbors, neighboring companies, or community agencies (schools, churches, or community groups such as community advisory panels, etc.) other than emergency services that could be affected by the emergency.

In NO CASE should an employee place himself/herself or other employees in danger to extinguish a fire or respond to any other type of emergency. A properly trained person may administer first aid/CPR until the ambulance service, rescue squad or other appropriate emergency service provider arrives.

Employees must report all accidents, injuries or illnesses to Chad Galbreath or the jobsite foreman who are responsible for making sure that company accident/injury/illness reporting procedures are followed.

## **FIRE**

Should an employee discover a fire, the employee must report it to the foreman. Portable fire extinguishers must be provided in the shop and for each jobsite for employee use. In the event of fire, any trained employee may use a fire extinguisher to attempt to put out the fire before evacuation. If a fire cannot be put out with the appropriate fire extinguisher, evacuate the location immediately.

If the jobsite needs to be evacuated an announcement will be made. Evacuation maps point out exit routes and assembly areas. Each employee is to report to the assembly area in order to be accounted for in a head count. Employees are to evacuate the workplace via the closest, safest, available exit in an orderly fashion and should not run, push or cause confusion. If time permits, designated employees should turn off all power to equipment and machinery.

After evacuation, employees must gather at the designated assembly areas so they can be accounted for. It is the responsibility of Chad Galbreath at the shop/office and the foreman on the jobsite to account for all employees.

## **TORNADO**

In the event a tornado is likely to hit in the area an announcement must be made. Employees should shut off all power to machinery and equipment, gas lines, etc., as long as time permits. Employees should then seek shelter in the designated shelter areas, determined prior to initiating work at a new jobsite. If an employee cannot make it to the designated shelter area, seek shelter away from doors and windows and towards the center of the building, near inside walls, corridors or support columns. Employees in the field should seek shelter in a low-lying ditch or near a structurally sound structure. Employees should not use telephones unless for emergency purposes, remain calm, walk and do not push or cause confusion. After a tornado alarm, or an actual tornado, all employees should gather at the assembly point to be accounted for. It is the responsibility of Chad Galbreath at the shop/office and the foreman on the jobsite to account for all employees.

## **FUEL OR CHEMICAL RELEASE**

Chemicals whether liquid, solid or gas can spill or leak and be harmful to both personnel and the environment. If an employee should discover a spill or leak, they should leave the area immediately and notify the jobsite foreman. The Safety Data Sheet (SDS) for the spilled or leaking material should be consulted to identify potential hazards, protective equipment required, and correct procedures for clean-up. Shut off ignition sources, flames, spark producing or heat producing equipment, and provide adequate ventilation. If the spill or leak is too big to handle with available equipment, an emergency response team should be notified.

Liquid Spills – If a container is leaking, a reasonable effort should be made to stop the leak and/or contain the spill, without compromising personal risk. Maneuver containers so that the hole is above the liquid level or try to plug the hole. If possible, confine a spill so that its contents do not enter a drain, ditch or seep into the ground.

Gas Leaks – Alert all employees, check the wind direction, and begin assessing the extent of the release.

- Evacuate and assemble upwind of the leak.
- Direct non-essential personnel and visitors to evacuate the immediate area. Ensure that the selected assembly area is upwind of the toxic gas leak. If not, evacuate all personnel to the alternate safe area outside of the facility using routes and exits that will avoid the hazard area.
- Perform a headcount.
- WARNING! Rescue of any downed personnel should be performed only by a trained, qualified person wearing SCBA with an appropriate backup/watcher. Do not attempt a rescue if the danger is too high. Contact the EMS to perform this rescue.
- Stop or contain the leak, if possible. NOTE: Careful assessment is essential before you proceed.

### **EARTHQUAKE**

Earthquakes usually occur without any type of warning. Due to the suddenness of earthquakes, employees should seek shelter in a doorway passage, under a table or desk or other structurally sound area. Although earthquakes in themselves are dangerous, other emergencies may develop as a result of the earthquake. Gas lines, water lines and power lines may all be damaged in an earthquake and present significant hazards. Therefore, after an earthquake has stopped, the workplace should be inspected for damages and preventive measures taken. It is the responsibility of Chad Galbreath at the shop/office and the foreman on the jobsite to account for all employees once an earthquake has stopped, checking for injuries and providing first aid where needed. The workplace shall also be inspected for damage, water lines, power lines and gas lines shall also be shut off. If a building has suffered major structural damage, employees will be evacuated. Management shall notify proper utility companies or other services as needed.

Emergency phone numbers should be posted near telephones, or employees' notice boards and other conspicuous locations where telephones will be used as a means of reporting emergencies.

### **ACTIVE SHOOTER EVENT**

An active shooter is a person or persons who appears to be actively engaged in harming or attempting to kill people in the facility. They may use firearms, other weapons, or improvised explosive devices. Although authorities and management are working hard to protect you, situations can arise and employees may be in danger. In most active shooter cases, warning signs may vary, motivations are different, and there may be no pattern or method for selecting victims.

The effects may be minor to devastating; always prepare for the worst.

As a facility that welcomes new and returning individuals on a daily basis, your survival may depend on if you have an effective plan in place. Remember, it doesn't have to be complicated. If you can get out, do so. It is always best to leave and evacuate to a designated location if you can do so safely. Encourage others to follow you but do not stay behind for them. You are your most important priority, not your belongings or materials.

During active shooter event, you have three options; run, hide, or fight:

1. Run	2. Hide	3. Fight
a. If there is an escape path, attempt to evacuate to the designated area.	a. Lock and/or blockade the door.	a. Attempt to incapacitate the shooter.
b. Evacuate whether others agree to or not.	b. Silence your cell phone.	b. Act with physical aggression.
c. Leave your belongings behind.	c. Hide behind large objects.	c. Improvise weapons.
d. Help others escape if possible.	d. Remain very quiet.	d. Commit to your actions.
e. Prevent others from entering the area.		
f. Call 911 when you are safe		

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- Provide as much of the following information as possible:
  - Number of shooters
  - Number of individual victims and any hostages
  - The source or type of program causing the situation
  - Type and number of weapons in possession of the shooter
  - Keys to all involved areas as well as floor plans

After law enforcement arrives and the situation is under control, uninjured employees may contact family members or leave the premises if given approval by management. Chad Galbreath shall inform emergency contacts and family members of all injured employees. Work closely with law enforcement and provide all known information to ensure the situation is fully resolved and the “All Clear” is given.

Following any type of active shooter situation or event where employees are in danger, there will be repercussions. All injured/non-injured employees, bystanders, and even family members may need further assistance with completely resolving the situation. Notify employees that healthcare or counseling services can be provided if necessary.

#### RESCUE AND MEDICAL DUTIES

Chad Galbreath and/or the jobsite foreman are responsible for emergency rescue and medical operations and, if appropriate, the enlistment and training of the authorized Fire Brigade personnel or availability of site fire and rescue services.



## EMERGENCY NOTIFICATION

At this time Penn Fencing uses verbal communications (via voice, radio, Nextel phone, and/or cell phones) to alert employees of an emergency. Supervisory personnel are responsible for providing the verbal instruction for necessary emergency actions as called for by this program.

If deemed necessary in the future, an alarm system that is capable of being perceived above ambient noise or light levels by all employees may be implemented for the workplace. Tactile devices may be used to alert those employees who would not otherwise be able to recognize the audible or visual alarm.

## TRAINING AND RECORDKEEPING

Chad Galbreath and the jobsite foreman are responsible for ensuring the training of all employees covered under this program. As part of the Emergency Action Program our employees will be trained under the following circumstances:

- At the time of initial assignment and annually thereafter,
- When an employee's responsibilities change under this program.
- Any employees responsible for leading the evacuation will be trained in evacuation procedures, inspections of closed rooms, alternate escape routes, employees that may need additional assistance, buddy system, and hazardous areas to avoid during evacuation procedures.

Curriculum for training includes the following:

- Review of this plan, including how it can be accessed
- Review of 29 CFR 1926 Subpart F, including how it can be accessed
- Proper response and notification in the event of an emergency including:
  - What hazardous substances are, and the risks associated with them during an incident
  - The potential outcomes associated with an emergency created when hazardous substances are present
  - Recognizing the presence of hazardous substances in an emergency
  - Identifying the hazardous substances, if possible
  - The role of the first responder in the employer's emergency response plan, including site security and control
  - Identifying the need for additional resources
  - Making appropriate notifications to the communication center

For additional information or explanation of the duties stated under the Emergency Action Program, contact Chad Galbreath. Training records are available in Attachment H.

## EMERGENCY PHONE NUMBERS

The following page provides a list of telephone numbers and emergency contacts to be used in the event of an emergency.

In addition, Penn Fencing must establish and maintain similar lists of emergency telephone numbers applicable to each jobsite and keep them available for workers on jobsites to use in the event of an emergency. A blank page to be used for this purpose is included for copying.

**Note: Some areas may not use a 911 dispatch.** In such cases, direct emergency numbers should be posted and utilized if necessary.

## EMERGENCY CONTACTS

<u>Title</u>	<u>Name</u>	<u>Phone Number</u>
President	Chad Galbreath	(724)321-2631
General Manager	Tom Czwalga	(724)586-7906
Commercial Estimator	Matt Nebel	(724)612-9374
Police	Local Authorities	911
Fire	Local Authorities	911
Ambulance	Local Authorities	911
Poison Control	Local Authorities	1-800-222-1222
Spill Response	Local Authorities	1-800-424-8802

# EMERGENCY CONTACTS

Title

Name

Phone Number


Jobsite location: \_\_\_\_\_

GPS Coordinates: \_\_\_\_\_

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# FIRE SAFETY PLAN

## Penn Fencing, Inc.

### 2.1 OBJECTIVE

The purpose of this Fire Prevention Plan is to provide guidance for eliminating the causes of fire, help prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) requirements for fire prevention plans. This plan provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

A copy of the OSHA standards covering Fire Protection and Prevention (29 CFR 1926 Subpart F) is provided in Attachment C.

### 2.2 RESPONSIBILITIES

THE PLAN ADMINISTRATOR(S) - Chad Galbreath and the jobsite foreman

- Manage the Fire Prevention Plan for Penn Fencing
- Maintain all records pertaining to the plan.
- Developing and administering the Penn Fencing fire prevention training program.
- Ensuring that fire control equipment and systems are properly maintained
- Controlling fuel source hazards
- Conducting fire risk surveys (see Appendix D) and making recommendations.

#### MANAGEMENT AND FOREMEN

- Enforcing the fire prevention and protection policies.
- Ensuring that employees receive appropriate fire safety training.
- Administration of the program and carrying out certain tasks as described in this program in the Plan Administrator's absence.

#### EMPLOYEES

- Complete all required training before working without supervision.
- Conduct operations safely to limit the risk of fire.
- Report potential fire hazards to the foreman.
- Follow fire emergency procedures.
- Notify the Plan Administrator when changes in operation increase the risk of fire.

## 2.3 PLAN IMPLEMENTATION

### GOOD HOUSEKEEPING

To limit the risk of fires, employees shall take the following precautions.

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.)
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. Chad Galbreath and/or the jobsite foreman must ensure that any gas leaks are repaired immediately upon notification.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Ensure that required hot work permits are obtained.
15. Turn off electrical equipment when not in use.
16. Maintenance

### EQUIPMENT MAINTENANCE

Penn Fencing shall ensure that equipment is maintained according to manufacturers' specifications and will comply with requirements of the National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. equipment installed to detect fuel leaks, control heating, and control pressurized systems;
2. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
3. Detection systems for smoke, heat, or flame;
4. Fire alarm systems; and
5. Emergency backup systems and the equipment they support.

## 2.4 TYPES OF HAZARDS

The following sections address the major fire hazards at the Penn Fencing workplace, and the procedures for controlling the hazards.

### ELECTRICAL FIRE HAZARDS

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loosened ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:

1. Use only appropriately rated fuses
2. Never use extension cords as substitutes for wiring improvements
3. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label]
4. Check wiring in hazardous locations where the risk of fire is especially high
5. Check electrical equipment to ensure that it is either properly grounded or double insulated
6. Ensure adequate spacing while performing maintenance

### PORTABLE HEATERS

Chad Galbreath and/or the jobsite foreman shall approve all portable heaters. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. Make sure that there is adequate clearance between the heater and combustible furnishings or other materials at all times.

### OFFICE FIRE HAZARDS

Fire risks are not limited to the shop and jobsites. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Ensure that extension cords are not placed under carpets and that they are replaced when they become frayed or bare wire is exposed.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.

## SMOKING

It is the policy of Penn Fencing to monitor and comply with the PA Clean Indoor Air Act and all amendments. As such, Penn Fencing will prohibit smoking in all enclosed workplaces.

Smoking is only allowed in designated locations on the jobsites. Smoking is prohibited in the vicinity of operations which constitute a fire hazard (i.e., near flammables, combustibles, or when handling chemicals). These areas shall be conspicuously posted with signs stating the following: "No Smoking or Open Flame."

Any outdoor or jobsite areas where Penn Fencing prohibits smoking must be identified by NO SMOKING signs.

## CUTTING, WELDING, AND OPEN FLAME WORK

OSHA's requirements covering fire safety for welding during construction are summarized below. For complete details and exact language refer to 29 CFR 1926.352.

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

If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means must be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.

No welding, cutting, or heating may be done where the application of flammable paint, the presence of other flammable compounds, or heavy dust concentrations creates a hazard. Suitable fire extinguishing equipment must be immediately available in the work area and maintained in a state of readiness for instant use.

When the welding, cutting, or heating operation is such that normal fire prevention precautions are not sufficient, additional personnel should be assigned to guard against fire while the actual welding, cutting, or heating operation is being performed, and for a sufficient period of time after completion of the work to ensure that no possibility of fire exists. Such personnel are to be instructed as to the specific anticipated fire hazards and how the firefighting equipment provided is to be used. When welding, cutting, or heating is performed on walls, floors, and ceilings, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent area, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.

For the elimination of possible fire in enclosed spaces as a result of gas escaping through leaking or improperly closed torch valves, the gas supply to the torch shall be positively shut off at some point outside the enclosed space whenever the torch is not to be used or whenever the torch is left unattended for a substantial period of time, such as during the lunch period. Overnight and at the change of shifts, the torch and hose shall be removed from the confined space. Open end fuel gas and oxygen hoses shall



be immediately removed from enclosed spaces when they are disconnected from the torch or other gas-consuming device.

Except when the contents are being removed or transferred, drums, pails, and other containers which contain or have contained flammable liquids shall be kept closed. Empty containers shall be removed to a safe area apart from hot work operations or open flames.

Drums containers, or hollow structures which have contained toxic or flammable substances shall, before welding, cutting, or heating is undertaken on them, either be filled with water or thoroughly cleaned of such substances and ventilated and tested. For welding, cutting and heating on steel pipelines containing natural gas, the pertinent portions of regulations issued by the Department of Transportation, Office of Pipeline Safety, 49 CFR Part 192, Minimum Federal Safety Standards for Gas Pipelines, shall apply.

Before heat is applied to a drum, container, or hollow structure, a vent or opening shall be provided for the release of any built-up pressure during the application of heat.

Chad Galbreath and/or the jobsite foreman are responsible for ensuring the following:

1. All necessary hot work permits have been obtained prior to work beginning.
2. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
3. Adequate ventilation is provided.
4. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
5. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
6. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
7. Cutting or welding is prohibited in areas while sprinkler protection is out of service.
8. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
9. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
10. Confined spaces such as tanks are 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.
11. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
12. Fire watch has been established.
13. All personnel left in charge of oxygen or fuel-gas supply equipment and employees assigned to operate arc welding equipment have been properly trained on the hazards associated with and the precautions necessary for this type of work and are qualified to operate such equipment.
14. All employees who are assigned to operate or maintain equipment are familiar with OSHA's welding, cutting, and brazing requirements.
15. All cutters, welders, and their supervisors are trained in the safe operations of their equipment and the safe use of the process

16. All workers assigned to operate or maintain arc welding equipment shall be acquainted the applicable OSHA standards.

#### FLAMMABLE AND COMBUSTIBLE MATERIALS

Chad Galbreath and/or the jobsite foreman shall regularly evaluate the presence of combustible materials at the Penn Fencing (see Attachment D) workplace.

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.

Class A Combustibles - 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:

1. Dispose of waste daily.
2. Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
3. Keep work areas clean and free of fuel paths that could allow a fire to spread.
4. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
5. Store paper stock in metal cabinets.
6. Store rags in metal bins with self-closing lids.
7. Do not order excessive amounts of combustibles.
8. Make frequent inspections to anticipate fires before they start.
9. Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

Class B Combustibles - 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:

1. Use only approved safety cans or Department of Transportation approved containers to handle or flammable liquids in quantities of 5-gallons or less.
2. 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.
3. Does not use, handle, or store in locations used for exits, stairways, or normally used for the safe passage of people.
4. Bulk storage of portable containers of flammable or combustible liquids shall be in a separate, constructed building detached from other important buildings or cut off in a standard manner.
5. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
6. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
7. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

8. 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.
9. 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 may be kept in place.)
10. Indoor Storage –
  - a) No more than 25 gallons may be stored in a room outside of an approved storage cabinet.
  - b) No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one storage cabinet. (Only 3 such cabinets allowed in a storage area).
  - c) Storage cabinets must be conspicuously labeled “Flammable-Keep Fire Away.” - Inside storage rooms must be designed and constructed to meet the standards in 1926.152(b).
  - d) Every inside storage room shall be provided with either a gravity or a mechanical exhausting system.
  - e) In every inside storage room there shall be maintained one clear aisle at least 3 feet wide.
  - f) Containers with a greater than 30-gallon capacity shall not be stacked one upon the other.
  - g) The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum required for operations and should ordinarily not exceed a supply for 1 day or one shift.
  - h) See 1926.152(b) of the OSHA Standards for specific details.
11. Outdoor Storage (outside buildings) –
  - a) Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one pile or area.
  - b) Piles or groups of containers shall be separated by a 5-foot clearance.
  - c) Piles or groups of containers shall not be nearer than 20 feet to a building.
  - d) Within 200 feet of each pile of containers, there shall be a 12-foot-wide access way to permit approach of fire control apparatus.
  - e) The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures, or shall be surrounded by a curb or earth dike at least 12 inches high.
  - f) When curbs or dikes are used, provisions shall be made for draining off accumulations of ground or rain water, or spills of flammable or combustible liquids.
  - g) Drains shall terminate at a safe location and shall be accessible to operation under fire conditions.
  - h) See Section 1926.152(c) of the OSHA Standards for specific language all details.
12. Outdoor Storage Tanks -
  - a) Portable tanks shall not be nearer than 20 feet from any building.
  - b) Two or more portable tanks, grouped together, having a combined capacity in excess of 2,200 gallons, shall be separated by a 5-foot-clear area.
  - c) Individual portable tanks exceeding 1,100 gallons shall be separated by a 5-foot-clear area.
  - d) Within 200 feet of each portable tank, there shall be a 12-foot-wide access way to permit approach of fire control apparatus.

- e) Storage areas shall be kept free of weeds, debris, and other combustible material not necessary to the storage.
  - f) Portable tanks, not exceeding 660 gallons, shall be provided with emergency venting and other devices, as required by chapters III and IV of NFPA 30-1969, The Flammable and Combustible Liquids Code.
  - g) Portable tanks, in excess of 660 gallons, shall have emergency venting and other devices, as required by chapters II and III of The Flammable and Combustible Liquids Code, NFPA 30-1969.
  - h) See Section 1926.152(c) of the OSHA Standards for specific language all details.
13. Fire Control for Flammable & Combustible Liquid –
- a) At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.
  - b) At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.
  - c) When sprinklers are provided, they shall be installed in accordance with the Standard for the Installation of Sprinkler Systems, NFPA 13-1969.
  - d) Within 200 feet of each portable tank, there shall be a 12-foot-wide access way to permit approach of fire control apparatus.
  - e) At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.
  - f) See Section 1926.152(d) of the OSHA Standards for specific language all details.
14. Dispensing Liquids –
- a) Areas in which flammable or combustible liquids are transferred at one time, in quantities greater than 5 gallons from one tank or container to another tank or container shall be separated from other operations by 25-foot distance or by construction having a fire resistance of at least 1 hour.
  - b) Drainage or other means shall be provided to control spills.
  - c) Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.
  - d) Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact (by a bonding wire). Either the tank or container must be grounded.
  - e) When sprinklers are provided, they shall be installed in accordance with the Standard for the Installation of Sprinkler Systems, NFPA 13-1969.
  - f) Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or tanks within a building or outside only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container, or portable tanks, by gravity or pump, through an approved self-closing valve.
  - g) Transferring by means of air pressure on the container or portable tanks is prohibited.

- h) The dispensing units shall be protected against collision damage.
  - i) 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).
  - j) See Section 1926.152(e) of the OSHA Standards for specific language all details.
15. Handling Liquids at Point of Final Use –
- a) Flammable liquids shall be kept in closed containers when not actually in use.
  - b) Leakage or spillage of flammable or combustible liquids shall be disposed of promptly and safely.
  - c) Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.
  - d) See Section 1926.152(f) of the OSHA Standards for specific language all details.
16. Servicing & Refueling Areas –
- a) Areas in which flammable or combustible liquids are transferred at one Flammable or combustible liquids shall be stored in approved closed containers, in tanks located underground, or in aboveground portable tanks.
  - b) The tank trucks shall comply with the requirements covered in the Standard for Tank Vehicles for Flammable and Combustible Liquids, NFPA No. 385-1966.
  - c) The dispensing hose shall be an approved type.
  - d) When sprinklers are provided, they shall be installed in accordance with the Standard for the Installation of Sprinkler Systems, NFPA 13-1969.
  - e) The dispensing nozzle shall be an approved automatic-closing type without a latch-open device.
  - f) Underground tanks shall not be abandoned.
  - g) Clearly identified and easily accessible switches shall be provided at a location remote from dispensing devices to shut off the power to all dispensing devices in the event of an emergency.
  - h) Heating equipment of an approved type may be installed in the lubrication or service area where there is no dispensing or transferring of flammable liquids, provided the bottom of the heating unit is at least 18 inches above the floor and is protected from physical damage.
  - i) Heating equipment installed in lubrication or service areas, where flammable liquids are dispensed, shall be of an approved type for garages, and shall be installed at least 8 feet above the floor.
  - j) There shall be no smoking or open flames in the areas used for fueling, servicing fuel systems for internal combustion engines, receiving or dispensing of flammable or combustible liquids.
  - k) Conspicuous and legible signs prohibiting smoking shall be posted
  - l) The motors of all equipment being fueled shall be shut off during the fueling operation.
  - m) Each service or fueling area shall be provided with at least one fire extinguisher having a rating of not less than 20-B:C located so that an extinguisher will be within 75 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service area.
  - n) See Section 1926.152(g) of the OSHA Standards for specific language and all details.

## 2.5 FIRE EXTINGUISHER RULES

### FIRE PROTECTION

Fire extinguishers will be provided in the following locations:

- 1) A fire extinguisher, rated not less than 2A, must be provided for each 3,000 square feet of building area. Travel distance from any point to a fire extinguisher should not exceed 100 feet. The following may be provided in place of a 2A-rated fire extinguisher:
  - a. One 55-gallon open drum of water with two fire pails may be substituted for a fire extinguisher having a 2A rating.
  - b. One hundred feet, or less, of 1 1/2-inch hose, with a nozzle capable of discharging water at 25 gallons or more per minute, provided that the hose line can reach all points in the area.
- 2) 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.
- 3) 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.
- 4) Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.

### FIRE PREVENTION

Open Yard Storage - 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.

### FLAMMABLE & COMBUSTIBLE LIQUIDS

- 1) At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.
- 2) At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.
- 3) At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.
- 4) Each service or fueling area shall be provided with at least one fire extinguisher having a rating of not less than 20-B:C located so that an extinguisher will be within 75 feet of each pump, dispenser, underground fill pipe opening, and lubrication or service area.

## LIQUEFIED PETROLEUM GAS

Storage locations shall be provided with at least one approved portable fire extinguisher having a rating of not less than 20-B:C.

## INSPECTION

Portable fire extinguishers shall be inspected periodically and maintained in accordance with Maintenance and Use of Portable Fire Extinguishers, NFPA No. 10A-1970.

## TRAINING

Where portable fire extinguishers have been provided for employee use in the workplace, employees will be trained and educated on the general principles of fire extinguisher use and the hazards involved in incipient stage fire fighting. Training will be conducted prior to initial assignment and at least annually.

### **2.6 TRAINING**

Chad Galbreath and the jobsite foreman shall ensure that basic fire prevention training is provided to all employees upon employment and shall maintain documentation of the training, which includes:

- 1) review of applicable OSHA standards, including how they can be accessed;
- 2) this Fire Prevention Plan, including how it can be accessed;
- 3) good housekeeping practices;
- 4) proper response and notification in the event of a fire;
- 5) instruction on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan); and
- 6) recognition of potential fire hazards.

The foremen are responsible for training employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

- 1) at their initial assignment;
- 2) annually; and
- 3) when changes in work processes necessitate additional training.

### **2.7 PROGRAM REVIEW**

Chad Galbreath and foreman shall review this Fire Prevention Plan at least annually to check for necessary updates and changes.

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ATTACHMENT A: OSHA EMERGENCY ACTION PLAN  
STANDARD

- 29 CFR 1926.35



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ATTACHMENT B: EMERGENCY ESCAPE ROUTE(S) &  
EMERGENCY PROCEDURES

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## ATTACHMENT B: EMERGENCY EXITS

<u>Location</u>	<u>Exit(s)</u>
Sales office	3
Log cabin	2
Warehouse 1	3
Warehouse 2	2
Jobsites	Varies

## **Emergency Procedures**

**Insert copies of Location Specific Emergency Procedures and GPS coordinates on the following pages**

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**ATTACHMENT C: OSHA FIRE PROTECTION STANDARD  
FOR CONSTRUCTION**

- 29 CFR 1926 Subpart F

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ATTACHMENT D: FIRE RISK SURVEY & HOT WORK  
PERMIT

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## ATTACHMENT D: FIRE RISK SURVEY

<u>Fire Hazard</u>	<u>Location</u>
Welding	Warehouse 1 & 2
Smoking	Office, warehouses & jobsites
Torch cutting	Designated areas

<u>Ignition Source</u>	<u>Control</u>
Welding	Designated areas
Smoking	Smoking policy
Torch cutting	Designated areas

**Completed by:**

Chad Galbreath

**Date:**

03/01/2019

# ATTACHMENT D: HOT WORK PERMIT

Permit Number:	Date:	Time:
Issued by:	Position:	

Note: Hot Work Permits are only valid for 24 hours)

### DETAILS OF WORK

Period of Work:	
Exact Location:	
Equipment for the operation:	
Fire Hazard:	
Other Hazards:	
Comments:	
Name(s) of Fire Watch:	
Name(s) of persons performing hot work:	

### HOT WORK SUPERVISOR CHECKLIST

SUBJECT	SATISFACTORY	UNSATISFACTORY
Sprinklers and hose streams in service/operable		
Hot Work Equipment in good condition		
Multi-purpose fire extinguisher and/or water source		

#### **REQUIREMENTS WITHIN 35 FEET OF WORK**

Dust, Lint, Debris, Flammable Liquids and oily deposits removed.		
Explosive atmosphere in area eliminated.		
Combustible floors are wet down, covered with damp sand or fire blankets.		
Remove flammable and combustible material where possible.		
All wall and floor openings covered.		
Walkways protected beneath hot work		

#### **WORK ON WALLS OR CEILINGS**

Combustibles moved away from other side of wall.		
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#### **WORK IN CONFINED SPACES**

Confined space cleaned of all combustibles (grease, oil, dusts, flammables)		
Containers purged of flammable liquids/vapors.		
Follow confined space guidelines.		

#### **FIRE WATCH/HOT WORK AREA MONITORING**

Fire watch will be provided during and for 30 minutes after work.		
Fire watch is supplied with an extinguisher, and/or water pump.		
Fire watch is trained in use of this equipment and familiar with emergency action plans.		
Fire watch may be required for opposite side of walls, above, and below floors and ceilings.		

OTHER PRECAUTIONS:

<b>Foreman Signature:</b>	<b>Date:</b>
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ATTACHMENT E:      GENERAL FIRE PREVENTION CHECKLIST  
                                 & EXITS CHECKLIST



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## ATTACHMENT E: GENERAL FIRE PREVENTION

Use this checklist to ensure fire prevention measures conform to the general fire prevention requirements found in OSHA standards.

- Yes  No Is the local fire department acquainted with your facility, its location, and specific hazards?
- Yes  No If you have a fire alarm system, is it tested at least annually?
- Yes  No If you have interior standpipes and valves, are they inspected regularly?
- Yes  No If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?
- Yes  No Are fire doors and shutters in good operating condition?
- Yes  No Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Yes  No Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically?
- Yes  No Has responsibility for the maintenance of automatic sprinkler systems been assigned to an associate or contractor?
- Yes  No Are sprinkler heads protected by metal guards?
- Yes  No Is proper clearance maintained below sprinkler heads?
- Yes  No Are portable fire extinguishers provided in adequate number and type?\*
- Yes  No Are fire extinguishers mounted in readily accessible locations?\*
- Yes  No Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?\*
- Yes  No Are associates periodically instructed in the use of extinguishers and fire protection procedures?\*

\*(NOTE: Use of fire extinguishers is based on company policy regarding associate fire fighting in your Emergency Action Plan and local fire code.)

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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# ATTACHMENT E: EXITS CHECKLIST

Use this checklist to evaluate compliance with OSHA's standard on emergency exit routes.

- Yes  No Is each exit marked with an exit sign and illuminated by a reliable light source?
- Yes  No Are the directions to exits, when not immediately apparent, marked with visible signs?
- Yes  No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?
- Yes  No Are exit signs provided with the word "EXIT" in letters at least six inches high and with lettering at least 3/4 inch wide?
- Yes  No Are exit doors side-hinged?
- Yes  No Are all exits kept free of obstructions?
- Yes  No Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Yes  No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.)
- Yes  No Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)?
- Yes  No Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal?
- Yes  No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
- Yes  No Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?
- Yes  No Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- Yes  No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent associates from stepping into the path of traffic?
- Yes  No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

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ATTACHMENT F:      FLAMMABLE & COMBUSTIBLE  
MATERIALS CHECKLIST & MONTHLY  
FIRE EXTINGUISHER INSPECTION  
CHECKLISTS

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# ATTACHMENT F: FLAMMABLE & COMBUSTIBLE MATERIALS CHECKLIST

Use this checklist to evaluate compliance with OSHA's standards on flammable and combustible materials:

- Yes  No Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly?
- Yes  No Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Yes  No Are all connections on drums and combustible liquid piping vapor and liquid tight?
- Yes  No Are all flammable liquids kept in closed containers when not in use?
- Yes  No Are metal drums of flammable liquids electrically grounded during dispensing?
- Yes  No Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
- Yes  No Are NO SMOKING signs posted on liquefied petroleum gas tanks?
- Yes  No Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- Yes  No Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Yes  No Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
- Yes  No Are fire extinguishers appropriate for the materials in the areas where they are mounted?\*
- Yes  No Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?\*
- Yes  No Are extinguishers free from obstruction or blockage?\*
- Yes  No Are all extinguishers serviced, maintained, and tagged at least once a year?\*
- Yes  No Are all extinguishers fully charged and in their designated places?\*
- Yes  No Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- Yes  No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
- Yes  No Are safety cans utilized for dispensing flammable or combustible liquids at the point of use?
- Yes  No Are all spills of flammable or combustible liquids cleaned up promptly?
- Yes  No Are storage tanks adequately vented to prevent the development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

\*(NOTE: Use of fire extinguishers is based on company policy regarding associate fire fighting in your Emergency Action Plan and local fire code.)

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

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# ATTACHMENT F: FIRE EXTINGUISHER MONTHLY INSPECTION CHECKLIST

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Fire extinguishers shall be inspected before being placed in service and yearly thereafter. Fire extinguishers are tagged with the month and year of the last annual inspection.

All fire extinguishers are required to be visually inspected monthly. If the unit is in satisfactory condition for use, the inspector shall write the date and his or her initials on the monthly inspection tag provided on the extinguisher.

If the fire extinguisher is missing, used, or damage is found, it must be replaced with an operable extinguisher.

Use the following checklist when performing monthly fire extinguisher inspections:

		Y	N	N/A
1	Is the extinguisher in a designated location and identified with a sign?			
2	Is the extinguisher free from obstructions to access or visibility?			
3	Are operating instructions are facing out and legible?			
4	Are safety seals and tamper indicators broken or missing?			
5	Is the extinguisher full? (Check fullness by lifting or weighing)			
6	Is there any obvious physical damage? (Corrosion, cracked or dry-rotted hoses, bent or cracked hose couplings, etc.)			
7	Is the pressure gauge indicator in the operable range or position?			
8	For dry chemical units, check the crimped sleeves connecting the hose line to the handle and the hose to the cylinder. Are these sleeves bent, deformed, or cracked?			
9	For wheeled units, are the tires, wheels, carriage, hose, and nozzle in operable condition?			

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**ATTACHMENT G:      EMERGENCY EVACUATION DRILLS**



## EMERGENCY EVACUATION DRILL COMPLETION FORM

<b>Date:</b> _____		<b>Type of Drill Performed:</b>		
<b>Affected Department(s):</b> _____ _____		<input type="checkbox"/> Fire <input type="checkbox"/> Tornado <input type="checkbox"/> Earthquake <input type="checkbox"/> Spill/Release <input type="checkbox"/> Active Shooter <input type="checkbox"/> Other: _____		
		YES	NO	N/A
Did the alarm system appropriately alert all employees of the emergency/was it able to be heard above ambient noise?				
Were all employees aware of where to seek shelter and appropriately evacuate to the designated area?				X
Was a head count taken to account for all evacuated employees?				X
Were all employees accounted for?				X
Did any personnel not evacuate?				X
Were first aid kits located in the designated areas and appropriately stocked?				
Were fire extinguishers located in the designated areas and inspected?				
Identified Deficiency	Details	Corrective Action		Completion Date
<input type="checkbox"/> Faulty equipment				
<input type="checkbox"/> Failure to evacuate				
<input type="checkbox"/> Blocked Exits				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<b>Drill Effectiveness:</b> It took _____ minutes for all employees to assemble at the meeting area.				
<input type="checkbox"/> <b>Success</b> <input type="checkbox"/> <b>Failure</b> (Re-attempt the drill once corrective actions have been implemented.)				

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



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ATTACHMENT H: TRAINING DOCUMENTATION

## OSHA's Employee Responsibilities

- Read the OSHA Poster at the workplace.
- Comply with all applicable OSHA standards.
- Follow all lawful employer safety and health rules and regulations and wear or use prescribed protective equipment while working.
- Report hazardous conditions to the supervisor.
- Report any work-related injury or illness to the employer, and seek treatment promptly.
- Exercise rights under the Act in a responsible manner.

## New Hire Training Summary:

*The following items must be reviewed with employees upon hire.*

- Review of the OSHA standards pertaining to fire safety and evacuation, including how it can be accessed
  - OSHA requires that all companies have an evacuation program and/or a fire prevention program
  - The OSHA regulations are kept inside the Company Fire Safety & Evacuation Program.
- Review of the Fire Safety & Evacuation Program, including how it can be accessed
  - Company-specific emergency evacuation procedure including exit routes, alarm systems, and assembly points
  - Location of the Fire Safety & Evacuation Program and that it is readily available for review.
- Proper response and notification in the event of an emergency
  - Talk about the company-specific procedures for alerting fellow co-workers, using fire extinguishers to fight a fire, and who to notify in the event of an emergency.
- Recognition of potential fire hazards
  - Convey the different company-specific fire hazards dealing with fuel sources (flammable and combustible liquids, combustible material, etc.) and any ignition sources (welding, cutting, grinding, etc.)
- Housekeeping practices
  - Proper storage of flammable and combustible liquids and material.
  - Any ignition sources need to be in an area away from any fuel source.
  - Work area cleanliness needs to be stressed.
- Instruction on the use of portable fire extinguishers (as determined by company policy)

*Upon completing the review of the above information, have new employees sign the new hire training log on the following page.*

