

Fire Prevention

Fire Prevention

1 Purpose

To prevent injuries to personnel and property loss associated with fire.

2 Prevention

- Any fire, no matter how small, must be reported immediately to the supervisor. The formal report should include all known or reasonably surmised details as an additional report may be required by governmental agencies.
- Good housekeeping and equipment maintenance shall be practiced to keep fire hazards at a minimum.
- Smoking will be confined to areas specifically designated by management.
- Matches and cigarette lighters should not be carried into any area that may have an explosive atmosphere. In operating areas with non-explosive atmospheres, only safety matches and approved double-action cigarette lighters may be carried.
- Because paint, insect sprays, aerosol sprays and most paint removers are usually flammable, they should not be used near open flames or other sources of ignition. Read labels on the containers.
- Flammable liquids shall be kept in flame proof storage cabinets.
- A fire watch will be present with a CO2 or ABC-type of dry chemical fire extinguisher during welding and cutting operations if required in the Hot Work Permit.

3 Fire Fighting Equipment

- Fire fighting and all other safety equipment should only be used for their specific purpose.
- All fire protection equipment shall be located in designated areas clearly identified with appropriate markings. This equipment should be located near likely fire hazards and shall be accessible to personnel.
- Partially used fire extinguishers shall be discharged of pressure and recharged or replaced immediately.
- Extinguishers removed to be recharged shall be replaced with spare extinguishers.
- Fire extinguishers should be kept filled and maintained according to manufacturer's instructions to ensure operation at top efficiency the instant they are used. An empty, used or defective fire extinguisher shall not be re-hung until it has been serviced or repaired.
- Instruction labels on fire extinguishers should be protected.

4 Inspection and Maintenance

Inspection and maintenance of all fire equipment shall be performed in accordance with

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applicable regulatory and Company requirements. Records of inspection and maintenance should be maintained. The following general guidelines should be observed:

- All portable extinguishers shall be inspected monthly to ensure that they are in their designated places, that they have not been tampered with, and to detect any obvious physical damage, corrosion or other impairments. In addition, all portable extinguishers shall be inspected annually for maintenance.
- Each extinguisher shall have a durable tag securely attached to show the maintenance and recharge date.
- Records of inspections and tests shall be maintained.

5 Drills and Training

- Fire drills should be held at regular intervals to familiarize personnel with the location and operation of fire extinguishing equipment.
- All employees shall be instructed in the proper use of available firefighting equipment and hazards involved in incipient stage fire fighting prior to initial assignment and at least annually thereafter.
- If an area requires special precautions against fire, employees at that location shall be instructed in those precautions.