

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C097: Fire Prevention

Introduction: The threat of fire at the workplace is very real. This threat can never be completely eliminated, but there is a variety of options that can reduce the risk of fire at your job. Effective fire prevention consists of several key elements that must be used together. Safe work practices, proper material handling, housekeeping, and response equipment will help reduce the potential for fire and the damages/injuries it causes.

Employer Responsibilities:

- Develop and implement a fire prevention/protection program and provide adequate firefighting equipment.
- Place all firefighting equipment in plain view at the workplace (label the location of the equipment when appropriate).
- Inspect and maintain all firefighting equipment. Take time to inspect the workplace regularly for fire hazards that must be addressed.
- Provide thorough training in fire prevention and protection.
- Provide an adequate number of properly rated type and size fire extinguishers at each department.
- Configure an alarm system that consists of sirens, bells, whistles, or other audible alarms to alert workers in the event of a fire emergency.
- Post local fire department codes and reporting instructions in a common area and near the phone.
- Prohibit smoking at or in the vicinity of fire hazards with posted signs that read: "NO SMOKING or OPEN FLAMES."

Never store or pile material
in an area where it covers or
obstructs access to
firefighting equipment.

Employee Responsibilities:

- Never store or pile material in an area where it covers or obstructs access to firefighting equipment.
- Keep driveways located near combustible refuse piles at least 15 feet wide and free from accumulated rubbish or refuse.
- All materials must be stored, handled, and stacked with regard for each material's particular combustible characteristics.
- Pile or stack all materials in stable and orderly piles.
- Never store combustible materials within 10 feet of a building or other structure.
- Keep the entire storage area free from accumulation of unnecessary combustible materials.
- Keep weeds and grass under control and follow company policy for periodic clean-up of entire company grounds.
- Combustible scrap and debris must be properly disposed of and removed from the workplace on a regular basis.
- Use only approved containers for the disposal and/or separation of flammable or combustible refuse.
- Use only approved containers and portable tanks for storage and handling of flammable and combustible liquid.
- Locate gas engine powered equipment so that hot exhausts are well clear of combustible material.
- Avoid accumulation of oily rags or combustible/flammable scrap material.
- Evaluate work area for fire hazards prior to performing work such as welding.
- Know where all emergency exits and evacuation routes are located.
- Know where all fire extinguishers are, and how to use them.
- Make sure that the type of fire extinguishers provided (i.e. A/B/C) are suitable for the appropriate fire hazard.
- Place all firefighting equipment at convenient and accessible locations throughout the workplace.
- Inspect all firefighting equipment as required by appropriate local, state, and federal law.

Conclusion: Fire in the workplace has the potential to cause serious bodily injury and/or extensive property damage. Because of this constant risk, it is beneficial for everyone to know what to do to keep the risk of a fire to a minimum. Also notify all personnel of the appropriate evacuation procedures and emergency response procedures to take when a fire starts.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.