



FIRE PROTECTION PROGRAM

Purpose:

The purpose of the Fire Safety Plan is to prevent potential injuries and deaths, and to protect the Company's property from damage or loss due to fire. This plan includes fire prevention, building exits, fire extinguishing, emergency evacuation, and employee training.

This plan will be reviewed with all new employees when they begin their job and with all employees when the plan is changed.

RESPONSIBILITIES

The safety manager is solely responsible for all facets of this program and has the full authority to make necessary decisions to ensure the success of this program.

The safety manager will:

1. Develop, implement and maintain a detailed Fire Protection Program,
2. Design, coordinate and/or conduct required training,
3. Document all training records,
4. Document all annual inspection records,
5. Purchase, and maintain all company fire safety equipment and materials,
6. Provide assistance to jobsite supervisors in maintenance, inspection and operation of fire extinguishers,
7. Ensure all employees have been trained on the use of fire extinguishers, emergency evacuation plans and fire prevention,
8. Review and revise program as necessary, at least annually,
9. Conduct monthly inspections of fire extinguishers,
10. Coordinate annual Inspections with qualified outside service company.

Supervisors will:

1. Ensure adequate quantities of fire extinguishers are available for worksite.
2. Ensure that all heavy equipment and vehicles have a operating fire extinguisher,
3. Develop worksite fire protection plan to include;
 - a. Employee responsibilities,
 - b. Evacuation routes,
 - c. Types of fire extinguishers,
 - d. Placement of fire extinguishers,
 - e. Types of alarms,
 - f. Assembly areas.
4. Review worksite plan with employees,
5. Inspect fire extinguishers periodically,
6. Turn in fire extinguishers requiring maintenance/inspection to the safety department,
7. Designate additional fire watches when required.

Fire Prevention:

Our first line of defense against fire is to prevent it in the first place. It is the responsibility of all employees to prevent fires. All employees will be appraised of the potential fire hazards in their work area and will be trained in safe work procedures and practices. Employees are expected to follow proper procedures to prevent fires and to

notify their supervisor or other management personnel if they observe any condition that could lead to the ignition of a fire or could increase the spread of a fire.

The following are some general fire prevention practices and procedures that will be followed:

- All ignition sources (i.e., open flames, cutting torches, spark producing equipment, electric motors, heating equipment, etc.) will be controlled. All contact of ignition sources with combustible and flammable materials will be avoided. All employees will keep all combustible materials at least five feet from such ignition sources and all flammable liquids at least twenty feet away.
- Extensive use of electrical extension cords should be avoided. Any damaged or frayed electrical wiring, equipment cords, extension cords, etc. will be removed from service immediately and replaced or repaired.
- Any use of flammable liquids will be done in a manner that prevents spills, and prevents the flammable liquid or its vapor or spray from coming into contact with any ignition source. All flammable liquids will be stored in proper flammable liquid storage containers and kept in the proper storage cabinets.
- Housekeeping and storage practices are critical to preventing fires. Any combustible materials will be stored in neat stacks with adequate aisle space provided to prevent the easy spread of fire and to allow for access to extinguish any fire that may start. Trash, scrap, and other unnecessary combustibles must be cleaned up immediately and placed in proper disposal containers.
- Smoking is restricted to designated areas.

Fire Exits:

- Each area of the building/work site has at least two means of escape and are to be used in a fire emergency. The location of exits and the path of egress (escape) will be shown on maps (and posted throughout the building as necessary).
- Fire exit doors will not be blocked or locked during business hours in order to prevent their emergency use (when employees are within the building).

Exit routes from the work site will be clear and free of obstructions. All exits are marked with signs designating exits from the premises.

Fire Extinguishers

Types

The Company uses Tri-Class Monoammonium Phosphate Dry Chemical (ABC) and Class B Purple K fire extinguishers.

Inspection and Maintenance

Fire extinguishers are to be inspected periodically (Monthly at a minimum) by supervisors and the Safety Department.

Annual inspections are performed by outside Service Company they include but are not limited to;

Tri-County Fire and Safety 914 Jefferson St. Douglas, Wyoming 82633 (307) 358-3871	Action Fire Extinguisher Service 2933 CY Ave. Casper, Wyoming 82604 (307) 265-2919
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All expired and fire extinguishers that fail a period inspection shall be turned into the Safety Department. The Safety Department will coordinate repairs and service of all expired and fire extinguishers that fail a period inspection to an outside service company listed above.

Placement

All Company worksites are required to have an adequate number of 20# Class A fire extinguisher so as a maximum travel distance of an employee is 50 feet.

Fire extinguishers shall be conspicuously place

All heavy equipment and vehicles will maintain a minimum of one 10# Class A fire extinguisher

All welding operations shall have in place a minimum of two 20# fire extinguishers.

Emergency Action Plan

The worksite supervisor shall coordinate with the client representative in developing an Emergency Action Plan. This plan must include;

1. Emergency Telephone Numbers (Ambulance, Fire Dept, Police, Hazmat, etc.),
2. Key personnel and their roles and responsibilities (i.e, first aid, fire watch, etc.),
3. Evacuation procedures,
4. Specific Client Protocol.

The EAP shall be posted and made available to all employees to review.

Training

Employee training shall be conducted:

- a. New employee orientation,
- b. Annual refresher training thereafter,
- c. When changes in plan or equipment occur,
- d. When deemed necessary

Training shall include (but not limited to):

1. Hazards of Incipient fire fighting,
2. Types of fire extinguishers,
3. Proper use of fire extinguishers,
4. Escape routes,
5. Types of alarms,
6. Emergency Action Plans,
7. Worksite fire prevention

The training shall be recorded including;

1. Employees name,
2. Date, and
3. Trainers printed name and signature

Training records shall be submitted to the Safety Department.