



# FOCUS on Safety

OCTOBER 2013

RISK CONTROL SERVICES

VOLUME 5 • ISSUE 10

## Fire Prevention Plan

### Introduction

A fire prevention plan must be in writing, be kept in the workplace and be made available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees [29 CFR 1910.39(b)].

At a minimum, your fire prevention plan must include:

1. A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.
2. Procedures to control accumulation of flammable and combustible waste materials.
3. Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.
4. The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
5. The name or job title of employees responsible for the control of fuel source hazards.

An employer must inform employees upon initial assignment to a job of the fire hazards to which they are exposed. An employer must also review with each employee those parts of the fire prevention plan necessary for self-protection.

### Fire Prevention Best Practices

Good housekeeping is essential in reducing fire potential, as it reduces excess fuel sources. When implemented, the following precautions will help reduce the risk of fires.

- ✓ Ensure the doors, hallways, stairs, other exit routes and work areas are kept free from obstructions, debris, trash, etc.



- ✓ Minimize storing flammable and combustible materials. Purchase them in quantities that are utilized in a reasonable period of time.
- ✓ Use and store flammable materials in well-ventilated areas away from ignition sources.
- ✓ Flammable liquids should be stored only in approved cabinets, rooms or areas.
- ✓ Dispose of combustible waste in covered, airtight, metal containers.
- ✓ Use nonflammable cleaning products when possible.
- ✓ Keep incompatible substances (chemically reactive) away from each other.
- ✓ Perform "hot work" in controlled and well-ventilated areas, under the guidelines of the Hot Work Program.
- ✓ Keep equipment in good working order (inspect electrical wiring cords, report damage to any equipment, and ensure motors and machines are free of dust and grease).
- ✓ Ensure heating units are safeguarded.
- ✓ Report gas leaks immediately.

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- ✓ Report flammable liquid leaks immediately and ensure that a procedure for cleanup is followed.
- ✓ Keep work areas free from dust, lint, sawdust, scraps and similar material.
- ✓ Ensure that extension cords are not used for permanent power and are, are in good condition, and that electrical circuits are not overloaded.
- ✓ Turn off electrical equipment when not in use.

## Types of Common Hazards

This is an incomplete list of common hazards provided as examples. A complete review of your operations is recommended to identify common hazards and their controls. The National Fire Protection Association (NFPA) Fire and Life Safety Inspection Manual is a good reference for common hazards based on occupancy and operations.

- Electrical Fire Hazards
- Portable Heaters
- Office Fire Hazards
- Cutting, Welding and Open Flame Work
- Flammable and Combustible Materials
- Combustible Dust
- Smoking

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### REFERENCES:

- OSHA Standard: Fire Prevention Plan - 1910.39
- NFPA 101, Life SafetyCode®
- OSHA Standard: Emergency Action Plan - 1910.38
- <http://www.nfpa.org/assets/files/PDF/Evacuation.pdf>
- [http://www.osha.gov/OshDoc/data\\_General\\_Facts/FireSafetyN.pdf](http://www.osha.gov/OshDoc/data_General_Facts/FireSafetyN.pdf)

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### LIBERTY MUTUAL RESOURCES:

- Liberty Mutual's OSHA Customizable Program: Fire Prevention LC 4511
- Fire Prevention Safety Leadership PowerPoint SLT 12
- Liberty Mutual Property's Fire Prevention Records PE 1006B
- Liberty Mutual's OSHA Customizable Program: Portable Fire Extinguishers LC 4513

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### FOR MORE INFORMATION

Liberty Mutual's Risk Control Consulting Center:

Phone: 1-866-757-7324

E-mail: [RCCConsultingCenter@LibertyMutual.com](mailto:RCCConsultingCenter@LibertyMutual.com)