**Using this Template**

The following template can be used to help your organization develop a written Fire Prevention Program. This template **cannot** be used as is – you must customize the template to meet the needs of your organization. We have made this template easier for you to customize by adding visual prompts that identify some areas where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization’s needs – for example, department names, job titles and listed responsibilities and procedures.

*Example:*

<COMPANY NAME>

Fire Prevention Program

becomes

XYZ Company

Fire Prevention Program

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text and click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several “Check Your Understanding” text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select “cut.”

***Disclaimer.*** *This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. EMC does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. EMC will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.*

**<COMPANY NAME>**

**Fire Prevention Program**

|  |
| --- |
| ***Check Your Understanding.*** Do you need a Fire Prevention Program? If you have employees or property the answer is probably yes. According to the National Fire Protection Association, U.S. businesses average over 115,000 fires a year. These fires kill over 100 and injure more than 2,000 workers. They also cost businesses more than $3.1 billion in property damage. OSHA requires a written fire prevention program if you have 11 or more employees. For additional information, refer to OSHA [1910.39](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12887). |

**Revision History**

<Revision 1 – date>

**Purpose and Scope**

The purpose of <Company Name’s> Fire Protection Program is to protect employees from injury or death and prevent property damage caused by uncontrolled fire hazards in the workplace. This is accomplished by training employees to identify fire hazards and taking the appropriate actions to correct hazardous conditions before a fire results.

This Fire Prevention Program applies to all <Company Name> employees and contractors. Any deviations from this program must be immediately brought to the attention of the Program Administrator. <Company Name’s> Emergency Action Plan covers the procedures for responding to fire emergencies.

**Program Responsibilities**

**Management.** <Company Name> is responsible for providing the tools and resources necessary to implement this program and for ensuring that the requirements in this program are being followed by all employees.

**Program Administrator.** The Program Administrator is responsible for:

* Ensuring each department has a copy of the program
* Ensuring all employees are trained on the program
* Scheduling training
* Stopping any unsafe work practices
* Identifying all major fire hazards
* Identifying and controlling potential ignition sources
* Developing proper storage and handling procedures for hazardous materials
* Ensuring fire control and suppression systems are properly tested and maintained
* Maintaining records pertaining to the program
* Periodically reviewing the program and updating it as needed

**Supervisors.** Supervisors are responsible for:

* Ensuring assigned employees are trained on the program
* Notifying the Program Administrator when changes in operation increase the risk of fire, introduce a new ignition source or introduce a new hazardous material
* Identifying and correcting any unsafe acts or conditions immediately
* Identifying approved storage areas for combustible materials to employees

**Employees.** All employees are responsible for:

* Attending assigned training
* Understanding and following all procedures in this program
* Conducting operations safely to limit the risk of fire
* Controlling the accumulation of combustible materials in their work area
* Reporting potential fire hazards to their supervisor

**Housekeeping**

**Combustible Solid Materials**

At a minimum, all waste, scrap or trash shall be disposed of at the end of each shift. Waste will be placed in the provided trash receptacles or exterior dumpsters. At no time should waste, scrap or trash be left on the floor, machines or work areas overnight. Excessive amounts of combustible materials should be removed throughout the work shift to reduce the chance of fire or if it creates another hazard such as a slip or fall.

Storage of large quantities of combustible materials is allowed only in approved areas. Limited storage will be allowed at workstations with supervisor approval. All exterior trash dumpsters shall be kept a minimum of 75 feet away from any building.

**Combustible and Flammable Liquids Storage**

All combustible and flammable liquids and aerosol cans will be stored in the yellow flammable liquid storage cabinets or in the marked flammable liquid storage room when not in use. Flammable liquid storage cabinets are strategically located throughout our facilities and the flammable liquid storage room is located in the maintenance area. The doors of the flammable liquid storage cabinets must be kept closed at all times unless being accessed.

All combustible liquids will be kept in sealed containers when stored. All flammable liquids will be stored and distributed in approved safety cans. Non-liquid combustible materials (e.g. paper, wood, plastics, etc.) shall not be stored inside the flammable liquid storage cabinets or flammable liquid storage room. At no time shall gasoline-fueled equipment be refueled within any <Company Name> building.

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| ***Check Your Understanding.*** A safety can is a container no larger than five gallons that has a self-closing lid, internal-pressure relief and flame arrestor. Plastic cans without these features are not approved. Color-coding your cans helps differentiate various types of liquids and helps avoid misuse when more than one type of liquid is present at a worksite.   * Red cans are used to store flammable liquids (such as gasoline). * Blue cans are typically used for kerosene. * Yellow cans are used for diesel fuel. |

**Combustible and Flammable Liquid Spill Clean-up**

All spills of flammable or combustible liquids shall be cleaned up immediately. Rags, paper towels or other spill clean-up materials shall be disposed of immediately in the approved red metal containers located in the <maintenance area>. All oily rags or paper towels shall be disposed of at the end of each shift in the approved red metal containers located in the <maintenance area>. These containers will be emptied into the trash dumpsters only on the morning of trash pick-up.

**Smoking**

Smoking is prohibited in all <Company Name> buildings. Outdoor designated smoking areas are identified with signage and Fire-safe metal receptacles are available for disposal of all ash and buds. Non-smoking areas will be checked periodically for evidence of discarded smoking materials.

**Combustible Dust Cleaning Frequency**

All production floors, counters, workbenches and equipment will be swept or vacuumed at least nightly to maintain safe working conditions. At no time shall dust be blown into the air using air hoses or other devices. All other high horizontal surfaces such as cabinet tops, ducts, pipes, hoods, ledges and beams will be cleaned annually to minimize dust accumulation. High dust production areas and working surfaces will be cleaned as needed to reduce the potential for fire, slip and falls and other potential injuries. All other high horizontal surfaces in high dust production areas will be cleaned at the frequency listed below.

|  |  |
| --- | --- |
| **LOCATION** | **CLEANING FREQUENCY** |
| Packaging Area | Quarterly |
| Woodworking Shop | Monthly |
| Electrical Rooms | Quarterly |
| Metal Grinding | Monthly |
|  |  |

**Combustible Dust Collection Systems**

All dust collection systems will be located on the exterior of our buildings and designed to minimize leakage. Isolation devices designed to prevent fire propagation will be installed between each piece of equipment connected to the dust collection system. The dust collection system will be equipped with spark detection and explosion suppression systems and be grounded and bonded to dissipate all electrostatic charges. Dust collection systems will be inspected annually or upon identification of a leak.

**Spray Booths**

Overspray on the spray booths walls, floors, ceilings and ventilation ducts shall be removed at least every six months during normal operations. In the event of above average spray volume, the Program Administrator will determine the need for additional cleanings. When spray booth filters require changing, they will be removed from the building immediately and placed in the exterior dumpsters.

**Ignition Sources**

<Company Name's> buildings contain a wide variety of ignition sources and heat producing equipment that could start a fire if not properly maintained and guarded. These ignition sources will be reviewed annually to determine if all safeguards are in place and regular maintenance has been performed to reduce the potential for a fire. The Program Administrator will perform the review using the form in **Appendix A.**

**Electrical Sources**

All employees will follow <Company Name's> Electrical Safety Program to reduce the possibility of an electrical fire. No storage is allowed in electrical distribution closets at any time. All electrical distribution closets will remain locked at all times. A three-foot clearance must be maintained around all electrical panels. All electrical panel covers and access doors must remain closed and secured from unauthorized access.

All electrical equipment must be kept clean. Grease and dust is to be removed annually unless the equipment is located in a high dust production area (see frequency chart above).

**Heating and Water Heating Units**

All water heaters will be inspected annually by a trained and knowledgeable individual to ensure proper operation and that all safety devices are functioning. Heating units will be inspected in the third quarter of each year. No storage is allowed within four feet of any heating unit.

**Portable Heaters**

All portable heaters shall be approved by the Program Administrator. Portable electric heaters shall have tip-over protection that automatically shuts the unit off when it is tipped over. There shall be adequate clearance between the heater and any combustible materials at all times. Employees must turn off portable heaters when leaving their work areas.

**Open Flames**

All employees will follow <Company Name’s> Hot Work Program to reduce the possibility of sparks, slag or open flames starting a fire. Torches shall be placed so that the flames are at least 18 inches away from combustible surfaces. They will not be used in the presence of dusts, vapors, flammable or combustible liquids, paper or other combustible materials. Torches shall never be left unattended while they are burning.

**Static Electricity**

<Company Name> recognizes that it is impossible to completely prevent the generation of static electricity, but realizes it can be reduced by preventing the buildup of static charges. One or more of the following preventive methods will be used to reduce static buildup for static-accumulating equipment:

* Grounding
* Bonding
* Maintaining a specific humidity level (usually 60-70 percent)
* Ionizing the atmosphere

When a static-accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location.

**Office Hazards**

Drop cords or multi-plug strips must be authorized and provided by the Program Administrator. Extension cords must never be placed under carpets, through doorways or across walkways. Personal appliances (e.g. fans, microwaves, coffee makers) may not be used without prior approval of the Program Administrator. All non-essential electrical equipment must be turned off at the end of the workday.

**Fire Detection & Protection**

Every <Company Name> building is equipped with automatic fire sprinkler systems, heat and/or smoke detection systems, and manually-operated fire alarm systems. When activated, these systems will sound alarms that can be heard throughout the building(s). All fire detection or suppression systems will automatically transmit an alarm notification to the fire department.

**Sprinkler System Requirements**

Automatic sprinkler systems and fire alarm systems will adhere to:

* NFPA 13 (Standard for the Installation of Sprinkler Systems)
* NFPA 20 (Installation of Stationary Pumps for Fire Protection)
* NFPA 25 (Inspection, Testing and Maintenance of Water-Based Fire Protection Systems)
* NFPA 72 (National Fire Alarm Code)
* NFPA 70 (National Electric Code)

**Sprinkler System Inspections**

<Company Name> maintenance staff will perform the inspections listed below on the sprinkler systems. The form in **Appendix B** will be used for documentation.

Monthly Inspections

* Gauge inspection
* Control valve inspection
* Sprinkler clearance

Quarterly Inspections

* Hydraulic nameplate inspection
* Fire department connection inspection

The following inspections and tests will be performed on the sprinkler systems by <Fire Sprinkler Contractor's Name>.

Monthly Inspections

* Fire pump start test

Annually Inspection

* Alarm inspection
* Hanger and bracing inspection
* Piping inspection
* Sprinkler inspection
* Alarm test
* Main drain test
* Fire pump performance test
* Valve maintenance

**Fire Extinguishers**

<Company Name> buildings are all equipped with portable fire extinguishers. The type and size of extinguishers will be determined by the Program Administrator in cooperation with the local fire department. These extinguishers are wall mounted and marked with signage above their location. All <Company Name> vehicles are also equipped with fire extinguishers. All employees should be aware of the fire extinguisher locations, especially those nearest to their normal workstation. <Company Name> does not require employees to extinguish fires. Members of the security team will be trained to evaluate and safely attempt to extinguish fires at their discretion.

Security team members will be trained in the PASS method of extinguishing fires.

***P*** *—Pull the pin on the extinguisher*

***A*** *—Aim the nozzle at the base of the fire*

***S*** *—Squeeze the handle*

***S*** *—Sweep the nozzle side to side*

All fire extinguisher will be inspected monthly using **Appendix C** to ensure it is in its designated location, has not been tampered with and is clearly visible with nothing obstructing access. All fire extinguishers will be inspected annually by <Fire Extinguisher Company> and recharged or repaired to ensure they are operational. A tag will be attached to show the inspection date and the signature of the person who performed the inspection. A map indicating the locations of all fire extinguishers is located in **Appendix D**.

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| ***Check Your Understanding.*** Different types of fire extinguishers are designed to put out different types of fires. Selecting the wrong extinguisher can actually make a fire worse.  Fires extinguishers are classified as A, B, C, D or K based on the type of fuel for the fire.   * Class A—fires involving ordinary combustibles, such as paper, trash, some plastics, wood or cloth * Class B—fires involving flammable gases or liquids, such as propane, oil or gasoline * Class C—fires involving energized electrical components * Class D—fires involving metal, such as aluminum, magnesium, titanium, sodium, lithium or potassium * Class K—fires involving vegetable or animal cooking oils or fats |

**Fire Detection**

<Company Name> buildings are equipped with integrated smoke or heat detection, illuminated emergency exit signage and emergency lighting. These devices will be inspected annually by <Fire Alarm Company> and records will be maintained by the Program Administrator. Security staff will document and communicate any damaged, non-working or missing devices during their daily patrols to the Program Administrator. Repairs to these devices will be completed as soon as practical.

**Exit Doors and Routes**

All exit routes and doors shall be kept clear at all times. Exit doors must be able to open from the inside at all times without the use of keys, tools or special knowledge. Exit routes will be maintained during periods of construction, repairs or building alterations.

**Contractors**

All contractors performing work at <Company Name> facilities must adhere to this program. Additional requirements include:

* Flammable and combustible liquids must be removed from the facilities at the end of each day or arrangements must be made to store them within a <Company Name> flammable liquid storage cabinet.
* Flammable and combustible waste must be removed from the facilities at the end of each workday.
* Fire doors must not be blocked or fastened open.
* Wires, cables and hoses shall not pass through a doorway, preventing the door from closing completely.
* Compressed gas cylinders must be securely fastened and stored in an upright position.

**Employee Training**

Every employee will be trained on recognizing general fire hazards, the specific fire hazards associated with their job and the procedures to follow in the event of a fire emergency (fire response information can be found in the Emergency Action Plan). Training will consist of the following:

* Proper housekeeping practices
* Ignition source identification
* Information on fire detection and suppression systems
* Fire notification systems
* Proper response in the event of a fire

Supervisors must review the Fire Prevention Program with their employees whenever:

* The employee's responsibilities under the program change
* Approved changes are made to the program
* There is a change in the type of fire protection equipment or notification system
* A known fire hazard is added to the work environment
* A fire protection procedure fails

All training will be recorded in the Employee Training Record located in **Appendix E**.

**Periodic Program Review**

The Program Administrator will conduct an annual review to assess the program’s effectiveness. The review will consider the following:

* General safety observations
* Lessons learned from fire incidents
* Changes in operations or equipment
* New technology
* Regulatory changes

The annual review will be submitted to senior management using the form in **Appendix F**.

**Record Retention**

<Company Name> will maintain Fire Prevention Program training records for <3> years. All Fire Prevention Program records will be kept by the Program Administrator.

**Appendix A - Ignition Source Survey**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Ignition Source** | **Location** | **Control Method** | **Responsible Persons** |
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Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B - Sprinkler System Inspection**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monthly Inspections**

Are pressuregauges operational? **YES NO**

Is the control valve open?  **YES NO**

Is the control valve chained and locked?  **YES NO**

Do sprinkler heads have 18 inches of clearance?  **YES NO**

If no to any of these questions, contact the Program Administrator immediately.

**Quarterly Inspections**

Is the hydraulic nameplate attached to the riser? **YES NO**

Are the fire department connection covers in place?  **YES NO**

If no to any of these questions, contact the Program Administrator.

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

**Appendix C - Fire Extinguisher Inspection**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **Extinguisher Location** | **Is the extinguisher properly charged?** | **Is the inspection tag in place?** | **Is the extinguisher securely mounted?** | **Is the safety pin in place?** | **Is the extinguisher accessible?** |
| West Stairway - 1st floor | YES | YES | YES | YES | YES |
| South Entrance - basement | YES | NO | YES | YES | NO |
| Kitchen | YES | YES | NO | YES | YES |
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Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix D - Fire Extinguisher Location Map**

**Insert a map indicating fire extinguisher locations**

**Appendix E – Annual Program Evaluation Report**

|  |  |
| --- | --- |
| Date of Evaluation: | Evaluated By (list all present): |
| Written Program Reviewed: Yes No | |
| Do injury records indicate a need for additional employee training on the Fire Prevention Program? Yes No | |
| Have any jobs, processes or areas produced a high incidence of fire incidents or near misses? Yes No  If yes, list: | |
| Is there any record of failure to correct reported fire hazards in a timely manner?  If yes, what corrective action is needed? | |
| The following content was added/modified/removed from the written program: | |
| Comments: | |

**Appendix F – Training Record - Fire Prevention Program**

The following individuals received training on the Fire Prevention Program.

|  |  |
| --- | --- |
| **Print Name** | **Sign Name** |
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The undersigned conducted training in accordance with <Organization’s> Fire Prevention Program.

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| --- | --- |
| Print Instructor’s Name |  |
| Instructor’s Signature |  |
| Instructor’s Title |  |
| Date of Training |  |