**(Name of Company)**

**Fire Safety Plan**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 1 Purpose**

The purpose of this Fire Safety Plan is to establish practices for identifying fire hazards in the workplace for the prevention of fires. The employees of (name of company) are expected to understand their responsibilities in executing the plan for their safety as well as the safety of their coworkers and visitors to the facility. This plan will be updated annually on (date to be determined by plan administrator) or when changes in responsibilities arise. All employees will be trained annually on their responsibilities to ensure clear understanding when called upon to respond in a fire emergency. Newly hired employees will be trained during the New-Hire Safety Orientation process.

**Section 2 Responsibility**

A. General Statement

It is the responsibility of every employee at (company name) to actively **prevent** fires   
 by reporting to management any conditions that could potentially cause a fire. Only   
 **designated and trained** employees may attempt to fight an incipient stage fire, only   
 after sounding the alarm to warn other employees of the impending danger.

B. Management

The management of (company name) will ensure the Fire Safety Plan provides   
 adequate controls, resources, and training in order to provide a safe workplace for all   
 employees. It will actively support the plan by participating in the training, setting the   
 example, and enforcing all sections.

C. Plan Administrator

The Fire Plan Administrator will be (Name of individual and/or Title). The Plan   
 Administrator will be responsible for performing the following:

1. Ensuring the plan is updated annually, when responsibilities change, and/or   
 when sections of the plan are added or deleted

2. Developing, implementing, and facilitating the training program for the plan

3. Ensuring all firefighting equipment, fire alarm systems, and fire safety systems   
 are properly maintained and inspected on a regular basis

4. Providing for facility inspections to assess plan compliance and reporting   
 to management any obstacle preventing compliance

5. Maintaining documentation of training and inspections on file for regulatory   
 verification

6. Scheduling periodic meetings and table top exercises with the local fire   
 department to ensure a clear understanding of the company’s operation when   
 called to respond to an emergency. The following will be covered and   
 documented during the meetings:

1. Strategic map of the facility and its operations
2. Designated responsibilities
3. Lines of communications
4. Water supplies
5. Support personnel and equipment
6. Medical support;
7. Designated company spokesperson
8. Environmental protection (spills) procedures
9. Vessel stability and dewatering plans

D. Supervision

Supervisors are charged with ensuring the following:

1. All employees under his/her direction receive fire safety training

2. Immediately report to the Plan Administrator any changes in operation that   
 increases the risk of fires in the workplace

3. He/she enforces fire safety at all times

4. All firefighting equipment in his/her area is inspected on a regular basis

5. The area(s) where hot work is performed is inspected to ensure all flammable   
 and combustible materials are removed or protected

6. A trained Firewatch is posted in the immediate area where hot work is being   
 performed and the threat of a fire could exist

7. When an emergency arises, he/she reports to the Muster Area and be prepared   
 to provide a headcount of his/her workers to management

E. Employees

Employees will perform the following:

1. Complete the required fire safety training before starting work and annually

2. Comply with all requirements stated in this plan to ensure a safe workplace

3. Stop all operations when there is a threat for a potential fire and immediately   
 report the condition to your supervisor

4. Know how to sound the alarm in the event of an emergency

5. Know where to report to when an alarm is sounded

**Section 3 Alarms**

The following fire alarm systems are installed, functional, and tested to ensure early detection in the event of a fire: (to be completed be Plan Administrator along with a facility map showing the location of each alarm should be included in this plan)

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Alarm System | Number of Alarms | Test Frequency | Responsible Person |
| Smoke Alarms |  |  |  |
| CO2 Monitors |  |  |  |
| Heat Sensors |  |  |  |
| Infrared Sensor |  |  |  |
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**Section 4 Maintenance and Inspection Program**

The following is a list of fire control equipment, the frequency of inspection, and the designated person or title assigned to maintain equipment is as follows: (to be completed be Plan Administrator along with a facility map showing the location of each firefighting apparatus should be included in this plan.)

|  |  |  |  |
| --- | --- | --- | --- |
| List of Fire Equipment | Number of Fire Equipment | Inspection Frequency | Responsible Person |
| Fire Extinguishers |  |  |  |
| Fire Stations (50ft hose) |  |  |  |
| Fire Stations (100ft hose) |  |  |  |
| Bunker Suits |  |  |  |
| SCBA’s |  |  |  |
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**Section 5 Types of Fire Hazards**

The following information is an assessment of the potential fire hazards associated with the different types of areas and operations performed at the facility along with the preventive measure:

A. Office Fire Hazards – (Name of individual or Title of Responsible Person).

1. Avoid overloading electrical circuits

2. Turn off all nonessential electrical equipment at the end of the work day or shift

3. Keep storage areas neat and clean at all times

4. Inspect all extension cords for damage and immediately remove defective cords   
 from service (never run extension cords under boxes, carpet, or pinched in   
 doorways)

5. Keep the office clean of trash, clutter and other materials cable of catching fire

6. Burning scented candles and other fragrance items is prohibited

7. Smoking inside of company buildings is prohibited

8. Portable heater must have safety tipping devices, not placed on carpet, near   
 flammable materials (i.e. trash cans, curtains, chemicals, etc.), and must be   
 turned off when left unattended

B. Kitchen Fire Hazards – (Name of individual or Title of Responsible Person)

1. Individuals using the stove must stay in the kitchen at all times while the stove is   
 in use

2. Coffee pots and food warmers will be turned off when not in use

3. All kitchen appliances are turned off at the end of each day

4. Flammable materials (i.e. paper, towels, containers, grease, cleaning supplies,   
 etc.) will not be placed near heat sources

5. Fire extinguisher will be readily available in the kitchen area

6. Smoke alarms will be mounted in the kitchen area and tested monthly

C. Welding and Cutting

Each **supervisor** will be responsible for enforcing the following:

1. All hot work permits, Marine Chemist Certificates, and/or Shipyard Competent Persons Documents must be obtained **prior** to beginning hot work
2. Cutting and welding operations will only be performed in designated hot work areas
3. Adequate ventilation will be provided during hot work operations
4. Torches, torch lines, regulators, manifolds, and other equipment used during burning operations will be tested for leaks and inspected for damage prior to use on each shift
5. Oxygen-fuel gas systems are equipped with backflow valves and pressure-relief devices
6. Individuals performing hot work are trained in the use of fire extinguishers prior to starting work
7. Cutting, welding, or other spark producing operation is prohibited in areas where flammable or combustible atmospheres from gases, vapors, or dusts could be present due to residues or accumulations
8. Cutting, welding, or other spark producing operation is prohibited on metal walls, ceilings, floors, or roofs built of combustible sandwich-type panel construction or having combustible covering
9. Cutting, welding, or other spark producing operation is prohibited on metal walls, ceilings, floors, or roofs having a form type insulation or insulation made of flammable materials
10. Confined spaces such as tanks, voids, double bottoms, etc. are tested to   
     ensure the atmosphere is below ten percent of the lower flammable limit before   
     cutting, welding, or other spark producing operations are performed in or on   
     the tank(s)
11. Enclosed spaces such as bulwarks, towbits, skegs, rudders, and other similar   
     spaces that cannot be entered are cleaned, purged, and tested before cutting,   
     welding, or other spark producing operations are performed
12. In areas where flammable materials cannot be removed to a safe distance,   
     then the material(s) will be protected, isolated, and a trained Firewatch posted   
     in the immediate area
13. All flammable or combustible containers will be properly stored in fire-proof   
     cabinets with appropriate warning signs and labels
14. Special precautions must be taken when employees are working in spaces   
     protected by the ship or vessel’s fire suppression system to prevent   
     accidental discharge in the space or spaces where work is being performed

D. Flammable and Combustible Materials – Each **supervisor** will be responsible for   
 enforcing the following:

Combustible Materials – wood, paper, plastic, vinyl tubing, cardboard, rubber, etc.

1. All trash containers will be emptied on a daily basis

2. All combustible material will be removed from work areas prior to the start   
 of hot work

3. All oily or chemical soaked rags will be disposed of in a covered metal   
 receptacle

4. Files, blue prints, and other types of paper products will be properly stored away   
 from any ignition sources

5. File storage rooms will be kept neat and order with stacks kept 2 feet from   
 the source of lighting in the storage rooms

6. Receiving Department will properly dispose of shipping by-products (pallets,   
 cardboard, wooden covers, etc.) as it is generated

7. Frequent inspections of storage areas will be performed with the intent of   
 identifying potential ignition sources and fire hazards.

Flammable Materials – fuels (liquids & gases), oils, paints, aerosol cans, thinners,   
 resins, preservatives coatings, chemicals, etc.

1. No ignition sources will be allowed in bulk fuel or oil storage facilities and   
 portable fuel transfers sites

2. All fuel and oil transfers will be electrically interconnected by bonding cable   
 prior to the start of transfers

3. Warning signs will be posted at the gangway or access to boats, barges, and   
 other vessels identifying when fuel is onboard

4. A Marine Chemist Certificate will be required on boats, barges, and other vessel   
 when hot work is to be performed on, within, or adjacent to tanks, spaces, or   
 piping systems that contain or have contained flammable or combustible liquids   
 or gases

5. All torches and hoses will be tested and inspected prior to use on each shift for   
 leaks and damage, with defective torches and/or hoses removed from service   
 until properly repaired

6. An inspection will be performed to identify and remove any flammable materials   
 prior to hot work being performed at the facility

7. All aerosol cans and other pressurized container will be stored in a fire-proof   
 cabinet when not in use

8. Warning signs will be posted in the areas were paints, thinners, resins, and   
 solvents are stored to maintain the area free of any ignition sources

9. Pneumatic drills and mixers will be used when mixing paints or other flammable   
 liquids

10. Fire extinguishers will be readily available in the immediate area during   
 painting operations

11. All fuel, oil, paint, and chemical spills will be immediately cleaned up with   
 the cleaning materials properly disposed

**Section 6 Training**

(Name of individual or Title of Responsible Person) will be responsible for the training   
 of employees on the Fire Safety Plan and maintaining training documents for the   
 purpose of regulatory verification. Employees will be retrained annually or when   
 changes in plan are made. The training will include the following:

1. Management’s commitment to prevent fires

2. The different level of responsibilities of this plan

3. How to report a fire

4. How to sound the alarms

5. Evacuation routes

6. Muster areas and the responsibilities

7. How to use designated firefighting equipment

8. How to inspect for fire hazards in the workplace

9. Who to contact for further information on the plan or firefighting

**Section 7 Subcontractors**

(Name of individual or Title of Responsible Person) will be responsible for meeting with   
 a representative from each subcontracting company prior to starting work, to review   
 the Fire Safety Plan to ensure clear understanding of actions to be taken in the event   
 of an emergency, to discuss the fire hazards associated with the subcontractor’s   
 operations, and exchange contact information should a fire emergency occur. All   
 subcontractor employees will be trained on the Fire Safety Plan prior to going to work.   
 The training will be documented and kept on file for the purpose of regulatory   
 verification.

**Section 8 Plan Review**

The Plan Administrator and upper management will review the plan for effectiveness,   
 responsibility updates, training performance, and other necessary changes on (date to   
 be determined by Plan Administrator)