

# HSE Management System

## Fire Prevention

### REGULATORY STANDARD:

OSHA – 29 CFR 1910.36  
 OSHA – 29 CFR 1910.38  
 OSHA – 29 CFR 1910.157  
 OSHA – 29 CFR 1926.152  
 OSHA – 29 CFR 1926.150  
 OSHA – 29 CFR 1910.165  
 WAC 296-24-567  
 Cal OSHA Title 8 Sec. 1930, 1935, 5533, 5607-5709

Prepared	Reviewed	Approved	Effective Date	Version No.
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### Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Safety Specialist – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Safety Specialist – North America.
3. This document is rendered null and void upon print.

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## **1.0 PURPOSE**

Over 150 major fires occur in workplaces on an annual basis. Fire is the third leading cause of accidental deaths in the United States. The Occupational Safety and Health Administration (OSHA) estimate that most of these accidents can be prevented if proper safety precautions at job sites are initiated. This poses a serious problem for exposed workers and their employer. The OSHA Fire Prevention Standards establish uniform requirements to ensure that fire hazards in U.S. workplaces are evaluated, safety procedures implemented, and that the proper fire prevention information is transmitted to all affected workers.

## **2.0 SCOPE**

Airswift will ensure that potential fire hazards within our facility(s) are evaluated. This program is intended to address comprehensively the issues of; evaluating and identifying potential fire hazards, providing proper exits, fire fighting equipment, emergency plans, written procedures, and communicating information concerning these hazards to employees. This program and its requirements will be communicated and made available to all affected employees their designated representatives and the Assistant Secretary upon request.

## **3.0 RESPONSIBILITY**

The Company HSE Advisor is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Company HSSE Advisor is the sole person authorized to amend these instructions and is authorized to halt any operation of the company where there is danger of serious personal injury. This policy includes respiratory hazards.

## **4.0 WRITTEN PROGRAM**

Airswift will review and evaluate this program on an annual basis, or when changes occur to 29 CFR 1910, or when facility operational changes occur that require revision. Effective implementation of this program requires support from all levels of management within this company. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

## **5.0 EMERGENCY NOTIFICATION PROCEDURES**

The following services/agencies will be requested/notified in the event of a fire that cannot be contained through the use of portable fire extinguishers.

- 5.1** Routine notification/requests for assistance will be made by Office Personnel, Company Officers, or the Company HSSE Advisor. Any employee who cannot immediately contact office personnel or the Safety Director should immediately request assistance. This person should begin word-of-mouth evacuation notification then immediately evacuate.

On-site fire and emergency services.

Type service	Location	Contact	Phone number
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Client-specific reporting system ON-SITE

Off-site fire and emergency services (Site specific list developed per each location)

Type service	Location	Contact	Phone number
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Client-specific reporting agency OFF-SITE

Federal, State, Local agency notification

Type service	Location	Contact	Phone number
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Client-specific reporting local governmental agency

## 6.0 WARNING AND EVACUATION SYSTEMS

At the time of an emergency, employees at the client work site should know what type of evacuation is necessary and what their role is in carrying out the plan. In some cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary. In some cases, only those employees in the immediate area of the fire may be expected to evacuate or move to a safe area such as when a local application fire suppression system discharge employee alarm is sounded. Employees must be sure that they know what is expected of them in all such emergency possibilities which have been planned in order to provide assurance of their safety from fire or other emergency.

### 6.1 GENERAL REQUIREMENTS

- 6.1.1 The employee alarm system shall provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both.
- 6.1.2 The employee alarm shall be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace. Tactile devices will be used to alert those employees in areas where they would not otherwise be able to recognize the audible or visual alarm.
- 6.1.3 The employee alarm shall be distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan.
- 6.1.4 This employer shall explain to each employee the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio or telephones. This employer shall post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a

means of reporting emergencies. Where a communication system also serves as the employee alarm system, all emergency messages shall have priority over all non-emergency messages.

- 6.1.5 This employer shall establish procedures for sounding emergency alarms in the workplace.
  - 6.1.6 All employee alarm systems will be restored to normal operating condition as promptly as possible after each test or alarm. Spare alarm devices and components subject to wear or destruction shall be available in sufficient quantities and locations for prompt restoration of the system.
  - 6.1.7 Maintenance and testing. This employer shall assure that all employee alarm systems are maintained in operating condition except when undergoing repairs or maintenance.
  - 6.1.8 Test frequency. This employer shall assure that a test of the reliability and adequacy of non-supervised employee alarm systems is made every two months. A different actuation device shall be used in each test of a multi-actuation device system so that no individual device is used for two consecutive tests.
- 6.2** Types of warning systems. The following types of warning systems will be used by this company to notify employees of a fire and the need to evacuate to the predesignated evacuation relocation point.

<b>Figure 1</b>				
<b>Facility Evacuation Warnings</b>				
<b>Type Warning</b>	<b>Meaning</b>	<b>Duration</b>	<b>Test</b>	<b>Notes</b>
Word-of-mouth	Any	N/A	Quarterly	All
Word-of-mouth	All Clear	N/A	Quarterly	All
Site Specific	Site Specific	Site Specific	Site Specific	
Note 1: Evacuate immediately to the evacuation relocation point. Note 2: Evacuate, begin roll call, determine injured/missing.				

## **7.0 EVACUATION PROCEDURES**

All employees will adhere to the following schedule for evacuation and relocation.

- 7.1** Facility Evacuation. The complete dispersal of all employees from the work area
- 7.2** Department Evacuation. The dispersal of all employees from the appropriate department and surrounding departments of the affected area, in the case of a chemical spill, release or other safety and health concerns.
  - 7.2.1 Fire wardens. Fire wardens will be assigned to direct employees to the nearest unobstructed exit away from the emergency. In the event it is unclear whether Facility or Department evacuation was ordered. Facility evacuation will be assumed and all

personnel evacuated. The employees selected or who volunteer to serve as wardens will be trained in the complete workplace layout and the various alternative escape routes from the workplace.

7.2.1.1 Buddy system. All wardens and fellow employees should be made aware of handicapped employees who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, wardens should check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

7.2.2 Notification of department only evacuation. Notification of department only evacuation will be accomplished by word of mouth.

7.2.3 Supervisors will ensure that adequate numbers of employees are available at all times during working hours to act as evacuation wardens so that employees can be swiftly moved from the danger location to the safe areas.

7.2.4 One warden for each twenty employees in the workplace will be designated.

7.2.5 After the desired degree of evacuation is completed, the wardens will account that all employees are in the safe areas.

**7.3** Procedures. In the event the warning system is activated or if you are advised to evacuate the facility or department, follow the below listed guidelines. Above all use your common sense.

7.3.1 Panic kills, if you're calm it will help others.

7.3.2 Move quickly in the opposite direction of known hazards towards the nearest unobstructed exit.

7.3.3 Notify co-workers along the way, talk later.

7.3.4 Once outside relocate to the nearest evacuation relocation point: (Designated for your site)

7.3.5 Report to your supervisor if he/she is present.

7.3.6 Senior employees will begin roll call immediately.

7.3.7 Notify senior management of missing, injured, deceased persons.

7.3.8 Don't forget facility visitors.

7.3.9 Refer media representatives to Company HSSE Advisor.

The designation of refuge or safe areas for evacuation should be determined and identified in the plan. In a building divided into fire zones by fire walls, the refuge area may still be within the same building but in a different zone from where the emergency

occurs. Exterior refuge or safe areas may include parking lots, open fields or streets which are located away from the site of the emergency and which provide sufficient space to accommodate the employees. Employees should be instructed to move away from the exit discharge doors of the building, and to avoid congregating close to the building where they may hamper emergency operations.

## 8.0 FACILITY/DEPARTMENT EVALUATION

This employer will evaluate our facility(s) by department to determine where the potential for fuel and ignition sources is high and where ignition sources are present. When these two components are present the criteria required for designation as an high risk fire hazard area exists.

- 8.1 Information program.** Those areas/jobs meeting the criteria for a high risk fire hazard area or having a known potential to pose a hazard will be designated as high risk fire hazard areas. This employer will inform exposed employees, by posting danger signs, conducting awareness training, or by any other equally effective means, of the existence and location of the hazard and the danger posed.
- 8.2 Equipment program.** Suitable fire protection equipment will be provided, worn, and used where machines, operations, or processes present a fire hazard. Any situation that could provide an ignition source, fuel, or a combination of these hazards will be reviewed. When information indicating limitations or precautions are received from the manufacturer concerning fire hazards associated with equipment used by or belonging to Airswift, they will be immediately transmitted to employees and care taken to see that such limitations and precautions are strictly observed.

## 9.0 MEANS OF EGRESS

All facilities belonging to this company will meet as a minimum the basic building codes required for safety and health. This section details general fundamental requirements essential to providing a safe means of egress from fire and like emergencies.

### 9.1 Fundamental requirements.

- 9.1.1 Basic egress premise. Every building or structure, new or old, designed for human occupancy owned by this company will be provided with exits sufficient to permit the prompt escape of occupants in case of fire or other emergency. The design of exits and other safeguards will be such that reliance for safety or life in case of fire or other emergency will not depend solely on any single safeguard. Where required additional safeguards will be provided for life safety in case any single safeguard is ineffective due to some human or mechanical failure.
- 9.1.2 Design criteria. All buildings or structures will be so constructed, arranged, equipped, maintained, modified, and operated as to avoid undue danger to the lives and safety of our employees from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure in case of fire or other emergency.

- 9.1.3 Exit requirements. All buildings or structures will be provided with exits of kinds, numbers, location, and capacity appropriate to the individual building or structure, with due regard to the character of the occupancy, the number of persons exposed, the fire protection available, and the height and type of construction of the building or structure, to afford all occupants convenient facilities for escape.
- 9.1.4 All exits will be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. It is understood that no lock or fastening device designed to prevent free escape from the inside of any building will be installed except in mental, penal, or corrective institutions where supervisory personnel is continually on duty and effective provisions are made to remove occupants in case of fire or other emergency.
- 9.1.5 Egress marking. Every exit will be clearly visible or the route to reach it will be conspicuously indicated in such a manner that every occupant of every building or structure who is physically and mentally capable will readily know the direction of escape from any point, and each path of escape, in its entirety, will be so arranged or marked that the way to a place of safety outside is unmistakable. Any doorway or passageway not constituting an exit or way to reach an exit, but of such a character as to be subject to being mistaken for an exit, will be so arranged or marked as to minimize its possible confusion with an exit and the resultant danger of persons endeavoring to escape from fire finding themselves trapped in a dead-end space, such as a cellar or storeroom, from which there is no other way out.
- 9.1.6 Illumination requirements. In every building or structure equipped for artificial illumination, adequate and reliable illumination will be provided for all exit locations. Exit signs will be installed at the point of exit from the building.
- 9.1.7 In every building or structure of such size, arrangement, or occupancy that a fire may not itself provide adequate warning to occupants, fire alarm facilities will be provided where necessary to warn occupants of the existence of fire so that they may escape, or to facilitate the orderly conduct of fire exit drills.
- 9.1.8 Every building or structure, section, or area thereof of such size, occupancy, and arrangement that the reasonable safety of numbers of occupants may be endangered by the blocking of any single means of egress due to fire or smoke, will have at least two means of egress remote from each other, so arranged as to minimize any possibility that both may be blocked by any one fire or other emergency conditions.
- 9.1.9 It is understood that compliance with these requirements will not be construed as eliminating or reducing the necessity for other provisions for safety of persons using a structure under normal occupancy conditions, or requiring or permitting any condition that may be hazardous under normal occupancy conditions.
- 9.1.10 Protection of employees exposed by construction and repair operations.
- 9.1.10.1 No building or structure owned by this company under construction will be occupied in whole or in part until all exit facilities required for the part occupied are completed and ready for use.



- 9.1.10.2 No existing building will be occupied during repairs or alterations unless all existing exits and any existing fire protection are continuously maintained, or in lieu thereof other measures are taken which provide equivalent safety.
- 9.1.10.3 No flammable or explosive substances or equipment for repairs or alterations will be introduced in a building of normally low or ordinary hazard classification while the building is occupied, unless the condition of use and safeguards provided are such as not to create any additional danger or handicap to egress beyond the normally permissible conditions in the building.

**9.2** Maintenance. All required exits, ways of approach thereto, and ways of travel from the exit into the street or open space, will be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.

- 9.2.1 Every automatic sprinkler system, fire detection and alarm system, exit lighting, fire door, and other item of equipment, where provided, will be continuously in proper operating condition.

**9.3 Discharge from exits.**

- 9.3.1 This employer will ensure that all exits will discharge directly to the street, or to a yard, court, or other open space that gives safe access to a public way. The streets to which the exits discharge will be of width adequate to accommodate all persons leaving the building. Yards, courts, or other open spaces to which exits discharge will also be of adequate width and size to provide all persons leaving the building with ready access to the street.
- 9.3.2 Stairs and other exits will be so arranged as to make clear the direction of egress to the street. Exit stairs that continue beyond the floor of discharge will be interrupted at the floor of discharge by partitions, doors, or other effective means.

**9.4** Headroom. Means of egress will be so designed and maintained as to provide adequate headroom, but in no case will the ceiling height be less than 7 feet 6 inches nor any projection from the ceiling be less than 6 feet 8 inches from the floor.

**9.5** Changes in elevation. Where a means of egress is not substantially level, such differences in elevation will be negotiated by stairs or ramps.

**9.6 Maintenance and workmanship.**

- 9.6.1 Doors, stairs, ramps, passages, signs, and all other components of means of egress will be of substantial, reliable construction and will be built or installed in a workmanlike manner.
- 9.6.2 Means of egress will be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
- 9.6.3 Any device or alarm installed to restrict the improper use of an exit will be so designed and installed that it cannot, even in cases of failure, impede or prevent emergency use of such exit.

## **9.7 Furnishings and decorations.**

- 9.7.1 No furnishings, decorations, or other objects will be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.
- 9.7.2 No furnishings or decorations of an explosive or highly flammable character will be used in any occupancy.

## **9.8 Fire retardant paints.** Fire retardant paints or solutions will be renewed at such intervals as necessary to maintain the necessary flame retardant properties.

## **9.9 Exit marking.**

- 9.9.1 Exits will be marked by a readily visible sign. Access to exits will be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.
- 9.9.2 Any door, passage, or stairway which is neither an exit nor a way of exit access, and which is so located or arranged as to be likely to be mistaken for an exit, will be identified by a sign reading "Not an Exit" or similar designation, or will be identified by a sign indicating its actual character, such as "To Basement," "Storeroom," "Linen Closet," or the like.
- 9.9.3 Every required sign designating an exit or way of exit access will be so located and of such size, color, and design as to be readily visible. No decorations, furnishings, or equipment which impair visibility of an exit sign will be permitted, nor will there be any brightly illuminated sign (for other than exit purposes), display, or object in or near the line of vision to the required exit sign of such a character as to so detract attention from the exit sign that it may not be noticed.
- 9.9.4 Every exit sign will be distinctive in color and will provide contrast with decorations, interior finish, or other signs.
- 9.9.5 A sign reading "Exit", or similar designation, with an arrow indicating the directions, will be placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.
- 9.9.6 Every exit sign will be suitably illuminated by a reliable light source giving a value of not less than 5 foot-candles on the illuminated surface. Artificial lights giving illumination to exit signs other than the internally illuminated types will have screens, discs, or lenses of not less than 25 square inches area made of translucent material to show red or other specified designating color on the side of the approach.
- 9.9.7 Each internally illuminated exit sign will be provided in all occupancies where reduction of normal illumination is permitted.
- 9.9.8 Every exit sign will have the word "Exit" in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three fourths of an inch wide.

## 10.0 EMERGENCY ACTION PLAN

This employer has 10 or fewer employees. The plan will be communicated orally to employees and a written plan will not be maintained.

- 10.1 Natural Disaster operations. Examples are: fire; toxic chemical releases; hurricanes; tornadoes; blizzards; flood; acts of terror; etc.
- 10.2 Buildings with several places of employment. In buildings with several places of employment, the company emergency action plan will be coordinated with other plans within the building to assure that conflicts and confusion are avoided during times of emergencies.
- 10.3 Multi-story buildings. In multi-story buildings where there are other employer's on a single floor, it is essential that this company coordinate with other employers to avoid conflicts and confusion.
- 10.4 The preferred means of reporting fires and other emergencies.

## 11.0 FIRE PREVENTION PLAN

The following elements, at a minimum, will be included in the fire prevention plan and apply to all WISHA standards that have a fire prevention plan:

- 11.1 A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them.
- 11.2 Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires.
- 11.3 Names or regular job titles of those personnel responsible for control of fuel source hazards.
- 11.4 Housekeeping for fire prevention. Supervisors will control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures will be included in the written fire prevention plan.
- 11.5 **Training.**
  - 11.5.1 This employer will apprise employees of the fire hazards of the materials and processes to which they are exposed.
  - 11.5.2 This employer will review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency.
- 11.6 Plan location. The written plan will be kept in the workplace and made available for employee review.

**NOTE:** For employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

- 11.7** Maintenance. This employer will regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures will be included in the written fire prevention plan.
- 11.8** Equipment control devices. Employees and supervisors will be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturers' recommendations should be followed to assure proper maintenance procedures.

## **12.0 PORTABLE FIRE SUPPRESSION EQUIPMENT**

The requirements of this section apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees of Airswift (this section does not apply to extinguishers provided for use on the outside of workplace buildings or structures).

- 12.1** General requirements. this employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.
- 12.2** Only approved portable fire extinguishers shall be used to meet the requirements of this section.
- 12.3** This employer shall not provide or make available in the workplace portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents. Any employee finding such an extinguisher should report the find to the Company HSSE Advisor.
- 12.4** This employer shall assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.
- 12.5** This employer shall permanently remove from service all soldered or riveted shell self-generating soda acid or self-generating foam or gas cartridge water type portable fire extinguishers which are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent. Any employee finding such an extinguisher should report the find to the Company HSSE Advisor.
- 12.6** Selection and distribution. Portable fire extinguishers shall be provided for employee use and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use.
- 12.6.1** Class A fires. Class A fires are classed as ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics. Portable fire extinguishers for use by employees on Class A fires will be distributed so that the travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.

- 12.6.2 Class B fires. Class B fires are classed as flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Portable fire extinguishers for use by employees on Class B fires will be distributed so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.
- 12.6.3 Class C fires. Class C fires are classed as energized electrical equipment, such as appliances, switches, panel boxes and power tools. Portable fire extinguishers for use by employees on Class C fires will be distributed so that the travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.
- 12.6.4 Class D fires. Class D fires are classed as certain combustible metals, such as magnesium, titanium, potassium and sodium. Portable fire extinguishers or other containers of Class D extinguishing agent used by employees will be distributed so that the travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less.
- 12.7** Inspection, maintenance and testing. The supervisor shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers used by this company.
- 12.7.1 Monthly inspections. Portable extinguishers or hoses used in lieu thereof will be visually inspected monthly and documented.
- 12.7.2 Annual maintenance check. Portable fire extinguishers will be subjected to an annual maintenance check and documented.
- 12.7.2.1 This employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less.
- 12.7.3 Hydrostatic testing. This employer shall assure that hydrostatic testing is performed by trained persons with suitable testing equipment and facilities. Alternate equivalent protection will be provided when portable fire extinguishers are removed from service for maintenance and recharging.
- 12.7.3.1 Test records. This employer shall maintain and provide upon request, evidence that the required hydrostatic testing of fire extinguishers has been performed at the time intervals shown in Table 1. Such evidence shall be in the form of a certification record which includes the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records shall be kept until the extinguisher is hydrostatically retested at the time interval specified in Table 1 or until the extinguisher is taken out of service, whichever comes first.
- 12.7.4 Dry chemical extinguishers. This employer shall assure that stored pressure dry chemical extinguishers that require a 12 year hydrostatic test are emptied and subjected to applicable maintenance procedures every six (6) years. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the six-year requirement begins from that date.

- 12.7.5 In addition to an external visual examination, an internal examination of cylinders and shells will be made prior to being tested or subjected to hydrostatic tests.
- 12.7.6 9.7.6 Portable extinguishers will be hydrostatically tested at the intervals listed in Figure 2 of this section, except under any of the following conditions:
- 12.7.6.1 When the unit has been repaired by soldering, welding, brazing, or use of patching compounds.
  - 12.7.6.2 When the cylinder or shell threads are damaged.
  - 12.7.6.3 When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies.
  - 12.7.6.4 When the extinguisher has been burned in a fire.
  - 12.7.6.5 When a calcium chloride extinguishing agent has been used in a stainless steel shell.

<b>Figure 2</b>	
<b>Type of Extinguishers</b>	<b>Test Intervals (years)</b>
Soda acid (soldered brass shells) (until 1/1/82)	1
Soda acid (stainless steel shell)	5
Cartridge operated water and/or antifreeze	5
Stored pressure water and/or antifreeze	5
Weeting agent	5
Foam (soldered brass shells) (until 1/1/82)	1
Foam (stainless steel shell)	5
Aqueous Film Forming foam (AFFF)	5
Loaded stream	5
Dry chemical with stainless steel	5
Carbon dioxide	5
Dry chemical, stored pressure with mild steel, brazed brass or aluminum shells	12
Dry chemical, cartridge or cylinder operated with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

**12.8** Training and education. Where portable fire extinguishers for employee use are provided in the workplace, this employer will also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

12.8.1 Training intervals. This employer shall provide the education upon initial employment and at least annually thereafter.

12.8.2 Company specific training schedule.

## 13.0 AIRSWIFT FIRE PREVENTION POLICY

- 13.1 Supervisors will ensure that the identity, address and phone number of the public fire department and other emergency units to be summoned in the event of a fire will be posted in strategic locations within their respective departments. See Company HSSE Advisor for the appropriate information to be posted.
- 13.2 Supervisors will ensure that alarm systems are tested on a quarterly basis to ensure the system is in working order. A written record of alarm tests shall be maintained.
- 13.3 A monthly self-inspection shall be conducted to identify and correct recognizable fire hazards.
- 13.4 Inspections of fire extinguishers and hose stations shall be conducted on a monthly basis to identify and correct recognizable fire hazards.
- 13.5 Exit doors, approved hardware and lock devices, exit signs, passageways, and means of emergency exit shall be inspected on a daily basis to ensure their working condition and unobstructed access. Padlocking of a designated fire exit door is prohibited.
- 13.6 Procedures shall be established to control the receipt, storage, handling, and use of flammable liquids. The use of safety cans for handling separate storage of flammables, minimizing concentrations, and proper identification of containers are typical procedures which shall be enforced.
- 13.7 Regulations shall be established to control smoking in hazardous areas. See Airswift Corporate Policy for specific guidelines on smoking.
- 13.8 Procedures shall be established for reporting and investigating fire and other incidents.
- 13.9 The training of selected personnel in the use of fire extinguishers shall be accomplished on a periodic schedule.
- 13.10 Procedures to accomplish after-hours notification of key personnel when the facility is operating at less than normal complement or shutdown shall be maintained and kept current.
- 13.11 Access of emergency vehicles shall be considered in regard to facilities' layouts. Parking of cars or other obstructions shall be restricted as necessary.
- 13.12 Fire drills shall be carried out in accord with a regular yearly schedule.
- 13.13 Proposed changes in facilities' layouts, materials, operations, and constructions shall be reviewed by unit safety and fire prevention personnel as early in the planning stage as possible in order to establish the necessary fire prevention measures.
- 13.14 All personnel will:
  - 13.14.1 Evacuate immediately when told to do so.

- 13.14.2 Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended.
- 13.14.3 Not use elevators for evacuation purposes.
- 13.14.4 Assemble at a predetermined safe location for attendance check.
- 13.14.5 Not reenter building until the "all clear" signal sounds or similar verbal instructions are given by responsible authority.

**13.15 Supervisors will:**

- 13.15.1 Direct the evacuation of your area and account for personnel.
- 13.15.2 Advise the responding authority of the situation and warn of potentially hazardous conditions.

**14.0 LOCATIONS/TYPES OF PORTABLE FIRE EXTINGUISHERS**

Location	Extinguisher (circle type)	Number	Last Annual Check	Remarks
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____
_____	A B C D H	_____	_____	_____

- 14.1 Class A Fire Extinguishers. Use on ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber and some plastics. Travel distance for employees to any extinguisher is 75 feet (22.9 m) or less.
- 14.2 Class B Fire Extinguishers. Use on flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners and propane. Travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.
- 14.3 Class C Fire Extinguishers. Use on energized electrical equipment, such as appliances, switches, panel boxes and power tools. Travel distance from the Class C hazard area to any extinguishing agent is 50 feet (15.2 m) or less.
- 14.4 Class D Fire Extinguishers. Use on combustible metals, such as magnesium, titanium, potassium and sodium. Travel distance from the combustible metal working area to any extinguishing agent is 75 feet (22.9 m) or less.



**14.5** H - Indicates hoses system.

## **15.0 FIRE PREVENTION SAFETY POLICY**

Our fire prevention policy is designed to ensure that all reasonable steps are taken to preserve life and property from exposure to fire hazards. The requirements listed here identify the basic elements of our fire prevention program. They should be a part of every manager's day-to-day responsibilities. While they generally apply to all company locations, they are especially important in those facilities that do not have full-time safety and fire prevention personnel.

Fire prevention is one of the considerations that must receive first priority in the design of a new building, or in the occupancy of an existing building. Safety and fire prevention specialists make a study of the building and the materials used in its construction. All necessary steps should be taken to ensure that fire prevention is an integral part of the design and construction of a new building or of an existing structure. The same scrutiny regarding potential fire hazards should be exercised in any future changes to the structure.

This policy is not intended to deal with the complexities of fire prevention in building design, fire protection systems, high-hazard exposures, compliance with legal ordinances, or the many technical details of fire prevention. It is meant to serve as an outline of the various aspects of our fire prevention program and as a helpful resource for managers and supervisors who must carry out the program's specific procedures.

### **15.1 FIRE PERMIT REQUIREMENTS**

- 15.1.1 A fire permit is required in operations involving flame- or spark-producing equipment when the degree of fire hazard is above normal due to the possible presence of flammable liquids, vapors, gases, combustible materials, and physical conditions of contraction.
- 15.1.2 Under no circumstances shall fire permits be authorized by other than company supervisory personnel.
- 15.1.3 The person issuing fire permits will explain the requirements to the personnel involved, including any outside contractor, at the time the permit is issued and before the work is started.
- 15.1.4 Departments shall duplicate and use the fire permit form included in this standard or one of similar design which equals or exceeds the intent.
- 15.1.5 Cutting or welding will not be done while sprinklers are out of service. Any exceptions must be approved by location management and safety and fire prevention personnel..
- 15.1.6 The fire permit must be visible at the work site.
- 15.1.7 Additional fire protection equipment such as extinguishers will be provided. A fire watch may be provided as necessary.

15.1.8 Floors and surrounding areas should be swept clean and may be wetted down as necessary.

15.1.9 A fire permit does not authorize smoking privileges in any area.

## **15.2 FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURES**

It is the responsibility of every manager and department head in the facility to ensure that the employees under their supervision know how to get out of the building in the event of a fire emergency. An orderly evacuation depends on both an early warning and employee awareness of the proper procedures to follow. While the procedures below apply to all company facilities managers in small locations with few employees must use their own judgment in implementing them.

15.2.1 Each location shall establish procedures to be followed regarding the evacuation of buildings in emergencies.

15.2.2 Where possible, key emergency instructions shall also be highlighted in the location phone directory.

15.2.3 Each location shall have an alarm system or other suitable means to alert the occupants to the need for evacuation.

15.2.4 Concise emergency instructions shall be posted at strategic locations throughout the premises, including a floor plan drawn to indicate the emergency exits, the procedure for sounding an alarm, and evacuation instructions.

15.2.5 Fire drills shall be held in accordance with a regular schedule. In general, all locations should have not less than one fire drill annually.

15.2.6 Emergency exits and routes leading to them shall be clearly identified by signs. Current standards on construction, dimensions, lighting, and number of exits required by safety codes shall apply in designating exits.

15.2.7 As applicable, location procedures should include the following minimum personnel actions after the alarm has sounded:

### 15.2.7.1 All Personnel

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended.
- Do not use elevators for evacuation purposes.
- Assemble at a predetermined safe location for attendance check.
- Do not reenter building until the "all clear" signal sounds or similar verbal instructions are given by responsible authority.

### 15.2.7.2 Supervisors

- Direct the evacuation of your area and account for personnel

- Advise the responding authority of the situation and warn of potentially hazardous conditions.

### 15.3 FIRE EXTINGUISHERS

Fire extinguishers are classified on the basis of what types of fires they are most effective in handling:

- 15.3.1 CLASS A extinguishers should be used for fires involving ordinary combustible materials such as paper, wood, and textiles.
- 15.3.2 CLASS B extinguishers should be used for fires in flammable materials such as gasoline, oils, lacquer, thinner, paints, and greases.
- 15.3.3 CLASS C extinguishers should be used for fires in electrical equipment.
- 15.3.4 CLASS D extinguishers should be used for fires involving metals.

Fire extinguishers are provided for use within specific areas and are considered "first aid" to control fire in the early stages.

### 15.4 COMBUSTIBLE & FLAMMABLE LIQUIDS HANDLING

Handling of liquids requires the use of approved containers and portable tanks. Metal containers and portable tanks meeting the requirements of and containing products authorized by Chapter I, Title 49, of the Code of Federal Regulations (DOT Regulations), shall be deemed to be acceptable.

- 15.4.1 Containers and portable tanks must conform to Title 8 Cal OSHA and OSHA 1910.39 General Industry plus 1926.152 Construction Standards.
- 15.4.2 Flammable liquids shall be kept in covered containers when not actually in use.
- 15.4.3 There shall be no open flames or other sources of ignition within the vapor path of any flammable or combustible chemical used on company premises.
- 15.4.4 Transfer of liquids shall be accomplished by using a closed piping system, by gravity through a self-closing valve, or by safety cans.
- 15.4.5 The quantity of flammable and combustible liquids in any area should not exceed the amount required for one day or one shift or 120 gallons (NFPA 33).
- 15.4.6 \*NO SMOKING\* signs shall be posted in all locations where flammable or combustible liquids are used or stored. Supervisors shall strictly enforce this policy.
- 15.4.7 The transfer of flammable liquids shall be done using appropriate bonding and grounding of containers. Containers supplying spray nozzles (i.e., spray guns, etc.) shall be kept closed.

- 15.4.8 There shall be no sources of ignition (flame or spark producing) in any area where flammable liquids are used, nor within 20 ft. unless separated by a partition.
- 15.4.9 Hot surfaces (steam pipes, etc.) shall not be located in areas where combustible residues may accumulate without approved fire protection controls.
- 15.4.10 Electrical equipment located within areas where combustible residues may accumulate shall be approved for Class I Div 1 locations. Electrical equipment adjacent to a spraying area in areas where combustible residues may accumulate and not separated by a partition shall be approved for Class I Div 2 locations.
- 15.4.11 Portable lamps shall not be used in any spraying area unless it is specifically designed for a maintenance operation. If used for maintenance, they must be intrinsically safe and conform to Class I Div 1 locations.
- 15.4.12 Areas using Class I liquids shall be ventilated at a rate of not less than one cubic foot per minute per sq. ft. of floor area.
- 15.4.13 Maintenance operations involving hot work or the use of spark producing tools may be done if the area has been proven safe (see hot work/welding safety procedures) and the work is supervised.
- 15.4.14 Housekeeping, i.e., cleaning of spills and leakage control. These requirements shall be closely monitored. Supervisors shall strictly control housekeeping in areas where flammable and combustible liquids are used or stored.
- 15.4.15 Waste or residue shall be stored in approved covered metal containers.

## **16.0 EMPLOYEE TRAINING**

- 16.1** All employees whose duties involved them with flammable and combustible liquids will receive annual training applicable to their areas of responsibility as outlined in the Airswift Corporation Training Manual.
- 16.2** Initial Training. The purpose and function of this program is understood by employees and that the knowledge and skills required for the safe usage of flammable and combustible liquids is acquired by employees.
  - 16.2.1 Each affected employee shall be instructed in the purpose and use of these procedures.
  - 16.2.2 Each affected employee shall receive training by a Supervisor in the recognition and control of applicable hazards.
  - 16.2.3 Each affected employee shall receive training by a Supervisor in the usage of personal protective equipment.

16.2.4 All other employees whose work operations are or may be in an area where storage and dispensing is conducted, shall be instructed about the procedures, and prohibitions relating to usage of flammable and combustible liquids.

### **16.3 Refresher Training.**

16.3.1 Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in equipment or processes that present a new hazard, or when there is a change in these procedures.

16.3.2 Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of these procedures.

16.3.3 The retraining shall reestablish employee proficiency and introduce new or revised hazard control methods and procedures, as necessary.

**16.4** Certification. This employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.