



Compliance Made Simple Presents:

Take 10... Effective Safety Committee Meetings in just 10 Slides

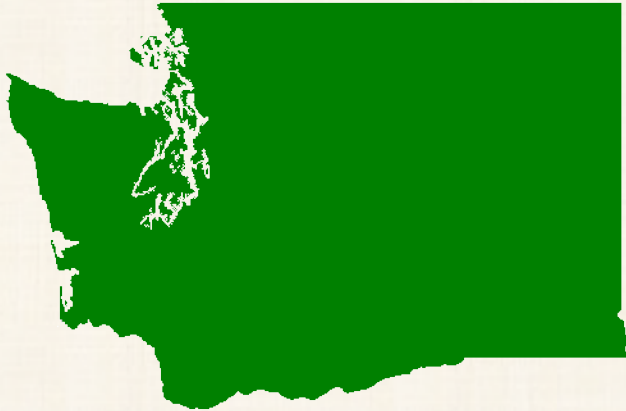
Topic of the month:
Fire Safety



First things First:

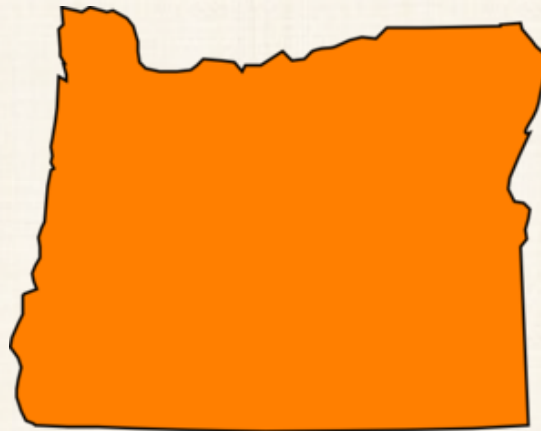
Document Your Meeting Per Your States Requirements

Washington



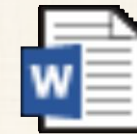
Safety Committee
- Fire

Oregon



Safety Committee
- Fire

Montana



Safety Committee
- Fire

Alaska & Idaho: There are currently no federal and/or state-specific requirements for safety committees in these states.

Why fire safety matters...

- There are approximately **6,000** office fires each year in this country;
- Of those, about **150** workers are killed in fire related accidents every year;
- Accounting for more than **3%** of all fatal occupational injuries every year in the U.S.;
- According to the Bureau of Labor Statistics this % has remained almost unchanged since **2007**, despite industry and regulatory efforts.



Note: Reviewing actual/recent accidents is a proven effective method for getting employee buy-in with safety measures.

To view recent fire related accidents, open [OSHA's Weekly Accident/Catastrophe Reports](#). Click on **FY16 To Date**, then, type "fire" in the **Hazard Description** filter tab.

The Top Causes of Workplace Fires

- **Faulty Electrics** – Fires caused by electrical equipment are one of the most common types of fire in the workplace. Look out for any signs of loose cabling, damaged plugs and replace any faulty equipment.
- **Heating Equipment:** Prohibit the use temporary heating units in public buildings.
- **Mechanical Friction:** Some electrical equipment and machinery warms up when used providing the potential for a fire to start. Make sure you keep combustible materials such as paper away from heat sources and remember to unplug any equipment that is not being used if possible.
- **Overloading Power Sockets:** Daisy chaining surge protectors is not only a fire hazard, but a common OSHA citation.
- **Housekeeping:** Sawdust build up is a major cause of fires. Make sure to stay on top of housekeeping in and around your saws.
- **Proximity Hazards:** Stay extra vigilant about fire safety where your buildings are less than 100 feet from fuel tanks, dumpsters, and nearby brush.
- **Smoking:** If you permit smoking at work, make sure to have a designated spot away from flammable materials.



Fire Prevention Plan



Employers must have a written (and current) Fire Prevention Plan:

At a minimum, your fire prevention plan must include:

- 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. [[29 CFR 1910.39\(c\)\(1\)](#)]
- Procedures to control accumulations of flammable and combustible waste materials. [[29 CFR 1910.39\(c\)\(2\)](#)]
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials. [[29 CFR 1910.39\(c\)\(3\)](#)]
- The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires. [[29 CFR 1910.39\(c\)\(4\)](#)]
- The name or job title of employees responsible for the control of fuel source hazards. [[29 CFR 1910.39\(c\)\(5\)](#)]
- 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. [[29 CFR 1910.39\(d\)](#)]

Note: An employer with 10 or fewer employees may communicate their Fire Prevention Plan orally rather than putting it in writing.

In the event of an fire, do we have...



A designated assembly area where employees know to gather after evacuating?



All emergency exits properly marked?



Doors that are not emergency exits (e.g. lead into warehouse or fenced in area) clearly marked "Not An Exit"?

Compliance Focus: Fire Extinguishers



Did you know?: Portable fire extinguisher violations are a perennial Top 10 safety citation from OSHA and all 5 WBMA states.

What do you need to do?

- Ensure that all fire extinguishers are free of obstructions (like inventory stacked in front of them).
- In addition to the required yearly inspection, you are required to do a monthly visual inspection of all portable fire extinguishers to verify that they are charged and still in the green.
- IF you decide that in the event of a fire all employees are permitted to use a fire extinguisher, you must then provide and document fire extinguisher training to all employees; otherwise, your Fire Prevention Plan should designate who is allowed to use them in the event of a fire.
- Locations that contain Class B flammables, such as workshops, storage areas, research operations, garages, warehouses, or service and manufacturing areas requires that all employees have access to, must have an extinguisher within 50 feet travel-distance. [[29 CFR 1910.157\(d\)\(4\)](#)]. For offices (i.e. Class A, the distance requirement is every 75 feet).

Properly Storing Flammable Liquids

The Requirements:

Do we need a flammable liquid storage cabinet for gas cans?

- 29 CFR 1910.106(e)(2)(ii)[b] limits the quantity of liquids that may be kept outside of an inside storage room or storage cabinet in a building or in any one fire area of a building. These limits are only applicable to those portions of an industrial plant where the use and handling of flammables is only incidental to the principal business. The quantity of liquid that may be stored outside of an inside storage room or storage cabinet in a building or in any one fire area of a building cannot exceed:
 - **25 gallons** of Category 1 liquids in containers
 - 120 gallons of Category 2, 3 or 4 liquids in containers
 - 660 gallons of Category 2, 3 or 4 liquids in a single portable tank

What constitutes a compliant storage cabinet?

- Storage cabinets:
 - Shall be labeled in conspicuous lettering, "Flammable Keep Fire Away"
 - Must be fire resistant
 - Contain no more than 60 gallons of Class I or Class II nor contain no more than 120 gallons of Class III liquids
 - Note: There are Specific requirements for metal vs. wood cabinets.



Basic Fire Safety Practices to Revisit With all Employees

Accidents Cost. Safety Pays.



- Do not use electrical equipment that is in poor condition or that has a damaged cord.
- Do not overload circuits or extension cords, read producers specifications.
- Use approved power bars instead of circuit splitters.
- Keep all heat-producing appliances away from the wall and away from anything that might burn.
- Leave plenty of space for air to circulate around equipment that normally gives off heat.
- Ensure small appliances such as heaters, fans etc. are shut off before exiting the building.
- Make sure all machines, such as trucks and forklifts, are turned off when not in use.
- Toasters and microwave ovens should be located in kitchen areas only.
- Keep all combustible materials, such as sawdust, paper towels and cloths, at a safe distance from heat sources.
- Keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, dirty rags and other material that could fuel a fire.
- Ensure office doors and ancillary office doors, for example, file room and hallway doors, are closed when exiting the building.
- Ensure heat registers are clear of combustible items such as paper at all times.

Resources:

[OSHA Fire Safety Standards](#)

[OSHA Fire Prevention Plan Basics](#)

[OSHA Portable Fire Extinguishers Guide](#)

[Forklift Safety Video: Safe Fueling Practices: \(4:52\)](#)

[Sample Fire Prevention Plan](#)



Example