

# FIRE PREVENTION SAFETY POLICY

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Staff Review

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## **1.0 PURPOSE**

The 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.

## **2.0 APPLICABILITY**

This policy 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.

## **3.0 RESPONSIBILITIES**

### **3.1 Safety Officer**

- 3.1.1** Manage the Fire Prevention Safety Policy.
- 3.1.2** Update the policy when necessary.
- 3.1.3** Ensure that training records are maintained in a consistent manner.
- 3.1.4** Ensure monthly/annual inspections are being conducted.

### **3.2 Supervisors/Managers**

- 3.2.1** Ensure all policy requirements are adhered to
- 3.2.2** Replace used and damaged fire extinguisher(s).
- 3.2.3** Report to either the Safety Officer or Purchasing that the fire extinguisher has been used or damaged and needs to be replaced.
- 3.2.4** Ensure all fire extinguishers are accessible.
- 3.2.5** Schedule the proper training for employees.
- 3.2.6** Ensure employees are aware of where extinguishers are located.
- 3.2.7** Make sure extinguishers are clean and are free from obstructions.
- 3.2.8** Investigate and provide a written report on the use of or damage to the fire extinguisher, except as otherwise use for training purposes.

### **3.3 Employees**

- 3.3.1** Adhere to the requirements of this policy
- 3.3.2** Complete all required training
- 3.3.3** Notify supervisor/manager of any areas where this policy can be improved

## **4.0 GENERAL FIRE PREVENTION**

- 4.1** The Casitas Municipal Water District (CMWD) expects each employee to do everything possible to safeguard CMWD facilities and surrounding environments from damage by fire. Each and every employee can help prevent such a disaster by keeping his or her work area clean and free of rubbish, and by observing all rules regarding fire prevention.

- 4.2 Identify the address and phone number of the public fire department and other emergency units which may be summoned. Post this information and the emergency procedure for summoning assistance in the strategic locations.
- 4.3 Communicate with other employees about the presence of an emergency, need to evacuate, need for assistance in the event of a fire. Due to the proximity of the staff in various areas, verbal and telephonic communication is considered essential in providing warning of a fire emergency.
- 4.4 Mobile Hot Work permits shall be used when performing temporary hot work at locations throughout Ventura County. The requirements of the Ventura County Fire Protection District Mobile Hot Work/Welding Permit shall be complied with.
- 4.5 Personnel shall follow the procedures 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.
- 4.6 Control personnel smoking in hazardous areas.
- 4.7 Follow CMWD procedures for timely reporting and investigating fire and other incidents.
- 4.8 The training in the use of fire extinguishers shall occur on an annual basis.
- 4.9 Access of emergency vehicles shall be considered in regard to facilities' layouts. Parking of cars or other obstructions shall be restricted as necessary.
- 4.10 Fire drills shall be carried out in accord with a regular yearly schedule.
- 4.11 Proposed changes in facilities' layouts, materials, operations, and constructions shall be reviewed by unit safety and fire prevention personnel, engineers, and/or architect as early in the planning stage as possible in order to establish the necessary fire prevention measures.

## **5.0 FIRE SAFETY INSPECTIONS**

- 5.1 Employees shall be responsible for recognizing fire potential and taking the necessary steps to remove the fire hazard, safeguard against fire, and report situation to their Manager/Supervisor.
- 5.2 Inspections of fire extinguishers shall be conducted monthly to identify and correct recognizable fire hazards.
- 5.3 Padlocking of a designated fire exit door is prohibited.
- 5.4 Building fire alarms that are powered by battery shall be inspected and have the batteries changed semi-annually by assigned personnel.

## **6.0 MOBILE HOT WORK PERMIT REQUIREMENTS**

- 6.1 A Mobile Hot Work 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.

- 6.2 Under no circumstances shall permits be authorized by other than company supervisory personnel.
- 6.3 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.
- 6.4 Departments shall duplicate and use the fire permit form, having a form for such work on site during the performance of the work.
- 6.5 The hot work permit must be visible at the work site.
- 6.6 Additional fire protection equipment such as extinguishers will be applied to the work area. A fire watch may be provided as necessary.
- 6.7 Floors and surrounding areas should be swept clean and may be wetted down as necessary.
- 6.8 A hot work permit does not authorize smoking privileges in any area.
- 6.9 A copy of Mobile Hot Work Permit and its instructions can be found in the Google Drive / Shared Drives / District Wide / SAFETY / FORMS / Hot Work folder

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

- 7.1 It is the responsibility of every manager and supervisor of the CMWD 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.
- 7.2 Each location shall establish procedures to be followed regarding the evacuation of buildings in emergencies.
- 7.3 Each location shall have an alarm system or other suitable means to alert the occupants to the need for evacuation.
- 7.4 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.
- 7.5 Fire drills shall be held on an annual schedule.
- 7.6 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.
- 7.7 As applicable, location procedures should include the following minimum personnel actions after the alarm has sounded:
  - 7.7.1 Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended.

- 7.7.2 Assemble at a predetermined safe location for attendance check.
- 7.7.3 Do not reenter building until the "all clear" signal sounds or similar verbal instructions are given by responsible authority.
- 7.7.4 Supervisors shall direct the evacuation of your area and account for personnel.
- 7.7.5 Supervisors shall advise the responding authority of the situation and warn of potentially hazardous conditions.
- 7.8 Fire Emergency Procedures
  - 7.8.1 If you discover a fire:
    - 7.8.1.1 Activate the nearest fire alarm.
    - 7.8.1.2 Notify the fire department by dialing **911**. Give your location, the nature of the fire, and your name.
    - 7.8.1.3 Notify other occupants and your manager and/or supervisor.
  - 7.8.2 Fight the fire ONLY if:
    - 7.8.2.1 The fire department has been notified of the fire, AND
    - 7.8.2.2 The fire is small and confined to its area of origin, AND
    - 7.8.2.3 You have a way out and can fight the fire with your back to the exit, AND
    - 7.8.2.4 You have the proper extinguisher, in good working order, AND know how to use it.
  - 7.8.3 If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.
  - 7.8.4 If you hear a fire alarm:
    - 7.8.4.1 Evacuate the area. Close windows, turn off gas jets, and close doors as you leave.
    - 7.8.4.2 Leave the building and move away from exits and out of the way of emergency operations.
    - 7.8.4.3 Assemble in a designated area.
    - 7.8.4.4 Report to a predetermined monitor so he or she can determine that all personnel have evacuated your area.
    - 7.8.4.5 Remain outside until competent authority (Safety Officer, manager, or your supervisor) states that it is safe to re-enter.
  - 7.8.5 Evacuation Routes:
    - 7.8.5.1 Learn at least two escape routes, and emergency exits from your area.
    - 7.8.5.2 Never use an elevator as part of your escape route.
  - 7.8.6 Learn to activate a fire alarm.
  - 7.8.7 Learn to recognize alarm sounds.
  - 7.8.8 Take an active part in fire evacuation drills.

## 8.0 FIRE EXTINGUISHER PROGRAM FOR INCIPIENT FIRES

- 8.1 Written Program.** Casitas will review and evaluate this standard practice instruction:
- 8.1.1** Every three years
  - 8.1.2** When changes occur to 29 CFR, that prompt revision of this document
  - 8.1.3** When facility operational changes occur that require a revision of this document
  - 8.1.4** When there is an accident or close-call that relates to this area of safety
  - 8.1.5** Review the program any time these procedures fail
  - 8.1.6** Effective implementation of this program requires support from all levels of employees within this company. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.
- 8.2 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 the hazard which would affect their use. Fire extinguishers used by this company are for four classes of fires:
- 8.2.1 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.
  - 8.2.2 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.
  - 8.2.3 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.
  - 8.2.4 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.
- 8.3 Labeling Of Fire Extinguishers.** All fire extinguishers used by this company will be labeled in accordance with NFPA 10, Standard for Portable Fire Extinguishers. Locations where fire extinguishers are mounted will also comply with NFPA 10 for labeling purposes.
- 8.4 General Requirements** Casitas has provided portable fire extinguishers for employee use in the event of an incipient fire. All fire extinguishers shall be mounted no higher and no lower than four (4) feet from the floor. **All fire extinguishers shall be maintained as follows:**

- 8.4.1** Numbered to identify their proper location (see attached master list)
- 8.4.2** Fully charged and in operable condition
- 8.4.3** Clean and free of defects
- 8.4.4** Readily accessible at all times

Note: Casitas will not use portable fire extinguishers using carbon tetrachloride or chlorobromomethane extinguishing agents. Portable fire extinguishers that have 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 shall be removed from the facility permanently.

## **8.5 Inspection, Maintenance and Testing**

- 8.5.1** The District is responsible for the inspection, maintenance, and testing for all fire extinguishers on the premises.
- 8.5.2** The District will assure that all portable fire extinguishers are subject to the following:
  - 8.5.2.1** Monthly visual inspections
  - 8.5.2.2** Annual maintenance check
  - 8.5.2.3** Six (6) year tear down maintenance
  - 8.5.2.4** Twelve (12) year hydrostatic test
  - 8.5.2.5** Extinguishers are promptly recharged
  - 8.5.2.6** Extinguishers are compatible
- 8.5.3** The assignment of the monthly inspection of the fire extinguishers are as follows:
  - 8.5.3.1** The Administration's Purchasing Agent will perform monthly inspections of the main office building.
  - 8.5.3.2** The Distribution section will perform monthly inspections at the maintenance buildings, garage, reservoirs, and warehouse.
  - 8.5.3.3** The Treatment staff will perform monthly inspections at the treatment facilities, dam and chlorination stations.
  - 8.5.3.4** The Electrical/Mechanical section will perform monthly inspections at the pump plants.
  - 8.5.3.5** The Recreation staff will perform monthly inspections at the Lake Casitas Recreation Area facilities.
  - 8.5.3.6** The vehicle fire extinguishers shall be inspected and documented by the person that is assigned the vehicle and/or responsible for the monthly vehicle maintenance inspection.
- 8.5.4** Monthly inspections of the fire extinguisher shall be documented in written form on the fire extinguisher tag. Records of the inspections will also be recorded in the form "Equipment Inspection: Fire Ext/Eye Wash/First Aid Kit/AED" found in SiteDocs.



## **9.0 TRAINING AND EDUCATION**

The purpose of this section is to establish training procedures which are necessary for the proper use and understanding of a fire and extinguishing the fire. Selected employees will be provided with an educational program to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage fire-fighting. Training will require annual updating to ensure the proper procedures are being followed.

### **9.1 Initial Training Outline**

- 9.1.1** General principles of a fire.
- 9.1.2** Hazards employed with an incipient stage fire(s).
- 9.1.3** When to "back off" (evacuate) of an incipient stage fire(s).
- 9.1.4** General fire principles of a fire extinguisher.
- 9.1.5** Hazards employed with the use a fire extinguisher.
- 9.1.6** Use of a fire extinguisher (hands-on).

### **9.2 Retraining**

- 9.2.1** Retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary. Retraining shall be provided for all authorized and affected employees whenever there is:
  - 9.2.1.1** A change in job assignment.
  - 9.2.1.2** A change in machines, equipment or processes that present a new potential fire hazard.
  - 9.2.1.3** There is a change in the fire prevention procedures.
  - 9.2.1.4** This employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of fire extinguishers or fire prevention procedures.

### **9.3 Training Documentation**

- 9.3.1** All training will be documented and each employee's understanding will be subject to a "hands-on" test. Documentation will consist of, as a minimum, the employee's name, the trainer's name, the date of the training, and an outline of training provided.
- 9.3.2** Documentation will be stored in Target Solutions
- 9.3.3** Certification - CMWD shall certify that employee training has been accomplished and is being kept up to date.