



Fire Prevention Plan



☐ Corporate ☒ Local

Number:	008.FPP	Branch:	St Paul
Effective Date:	12/20/2019	Approved By:	Corporate Safety Manager
Previous Revision Date:		Responsible Department:	St. Paul Operations
Type of Plan:	Site Specific Procedure (SSP)	Applicable Roles:	Managers and Employees

1. INTRODUCTION

1.1. This Fire Prevention Plan is specific to the Harcros, St. Paul facility. It addresses the requirements for a Fire Prevention Plan in accordance with OSHA requirements [29 CFR 1910.39].

- 1.1.1. Major workplace fire hazards and their proper handling and storage procedures;
- 1.1.2. Potential ignition sources of fires and how they are controlled;
- 1.1.3. Type of fire protection equipment present at the site;
- 1.1.4. Responsibilities for maintenance of equipment to prevent or control fires;
- 1.1.5. Training requirements for Harcros employees.

2. RESPONSIBILITY

2.1. Managers

- 2.1.1. Include this plan in the employee's site specific training.
- 2.1.2. Helps update this Fire Prevention Plan and related procedures.
- 2.1.3. Ensures fire extinguisher, fire sprinkler and fire alarm inspections are completed as required.
- 2.1.4. Enforces contractor safety requirements and Harcros policies as they pertain to Hot Work permits for applicable construction activities.

2.2. Employees

- 2.2.1. Follow this Fire Prevention Plan for preventing fires to include proper storage and handling requirements for flammable and combustible products.
- 2.2.2. Reports to their Supervisor or Manager any unusual conditions that could potentially cause a fire.

3. POTENTIAL FIRE HAZARDS, IGNITION SOURCES AND CONTROL MEASURES

3.1. When identifying potential hazards at the site consider the following information (Appendix A):

- 3.1.1. Hazardous locations
- 3.1.2. Proper handling and storage of hazardous chemicals
- 3.1.3. Potential ignition sources
- 3.1.4. Controls in place to minimize or prevent ignition sources
- 3.1.5. Type of fire extinguisher to be used in case of fire

4. HOUSEKEEPING REQUIREMENTS

- 4.1.1. Keep the work areas neat and clean to prevent accumulation of combustible materials such as wood pallets, plastic wrap, paper products, etc. ;
- 4.1.2. Maintain clear access to sprinklers, fire extinguishers and emergency exits.
- 4.1.3. Store aerosols and other small quantity consumer use products in approved flammable cabinets.

5. INSPECTIONS



Fire Prevention Plan



☐ Corporate ☒ Local

Number:	008.FPP	Branch:	St Paul
Effective Date:	12/20/2019	Approved By:	Corporate Safety Manager
Previous Revision Date:		Responsible Department:	St. Paul Operations
Type of Plan:	Site Specific Procedure (SSP)	Applicable Roles:	Managers and Employees

- 5.1. Monthly inspections are conducted to identify and correct potential fire hazards. The main focus of the inspections is on housekeeping, electrical equipment, extension cords and office heaters. In addition, fire extinguishers, fire alarms and emergency exits and lighting are also checked.

6. RESPONSIBILITIES FOR FIRE CONTROL EQUIPMENT

- 6.1. The St. Paul facility has both fixed and portable fire control equipment. The fixed sprinkler system is located in the Flammable room. Inspection and maintenance is performed through contract service provided by Johnson Controls Inc..
- 6.2. It is also necessary to conduct hydrostatic tests of fire extinguishers. This testing is provided by an approved vendor. Any fire extinguishers that have to be removed for testing are replaced with fully charged extinguishers of the same type and size. If an extinguisher fails the hydrostatic test it is replaced with a new one.

7. FIRE ALARM DRILLS

- 7.1. Fire alarm drills take place annually at a minimum. The drill may be announced or unannounced. Following the drill there is a written critique prepared to help identify any improvements needed or answer questions about the drill.

8. MAINTENANCE OF HEAT PRODUCING EQUIPMENT

- 8.1. Boiler and steam lines are regularly maintained and inspected by Corporate Mechanical.
- 8.2. All Hot Work related equipment is maintained by contractors that may perform work on site. A comprehensive Contractor Safety program is enforced to ensure contractors are using only approved equipment and devices inside the building.

9. FIRE SPRINKLER SYSTEM IMPAIRMENT

- 9.1. Fire system impairment is defined as:
- 9.1.1. A planned shutdown of fire protection equipment;
 - 9.1.2. Emergency impairment; or,
 - 9.1.3. Concealed impairment which cannot be immediately restored (e.g. underground supply lines).
- 9.2. Any impairment regardless of length of time must be reported to Harcros' property carrier. Starr Technical Risk Agency, Inc., shall be notified of the occurrence of any fire system impairment at 877-STARR50 (877-782-7750). This number is available 24/7. The Harcros representative will need to provide the following information when calling:
- 9.2.1. Name of caller and address
 - 9.2.2. Call back number
 - 9.2.3. Type of impairment and area affected
 - 9.2.4. Estimated time until restoration
 - 9.2.5. Necessary precautions taken – Fire watch, valve isolation, etc.

- 9.3. System impairment will also require notification to the alarm company and local fire department.

10. Employee Training



Fire Prevention Plan



☐ Corporate ☒ Local

Number:	008.FPP	Branch:	St Paul
Effective Date:	12/20/2019	Approved By:	Corporate Safety Manager
Previous Revision Date:		Responsible Department:	St. Paul Operations
Type of Plan:	Site Specific Procedure (SSP)	Applicable Roles:	Managers and Employees

10.1. All employees shall be trained regarding workplace fire hazards and related control measures. All new employees receive new-hire orientation that covers fire prevention and the site's Emergency Action Plan.

- Fire Prevention training covers the potential fire hazards at the site;
- Protecting oneself from fire hazards;
- Proper housekeeping practices;
- Types of fire extinguishers, how to inspect them and how to use them.

10.2. At least annually, employees are trained on the Emergency Action Plan. Retraining occurs whenever the Fire Prevention Plan changes or the Employee's responsibilities under the plan change. Training emphasizes that portable fire extinguishers are to be used only for very small incipient stage fires and are not to be used on a fire involving warehouse chemicals. For all site emergencies refer to the Emergency Action Plan.

Appendix A: Potential Fire Hazards at Harcos St. Paul

Fire Hazards	Location	Potential Ignition Sources	Type of Extinguisher	Controls
Accumulation of plastic stretch wrapped drums, containers, bags, etc.	Warehouse	None	ABC	Awareness training and regular inspections
Idle pallet storage	Warehouse	None	ABC	Idle pallets are kept to a minimum and do not exceed storage configurations as specified in NFPA
Potential storage of paper and cardboard packaging	Offices/Warehouse	Heat sources such as space heaters or electrical cabinets	ABC	Inspections of all areas for trash and housekeeping. Space heaters are UL listed and approved with automatic safety shut offs.
Large Recycling and Trash bins	Warehouse	None	ABC	Containers are metal construction with lids
Propane bottles for forklifts	Outside	None	ABC	Propane bottles are stored in approved cylinder cage with appropriate signage. American Gas is the supplier
Hot Water Heaters	Office/Warehouse	Electrical heaters on breaker panels	NA	Electrical breakers