06. Fire Prevention

Fire prevention is not handling a fire emergency, but rather preventing a fire in the first place. To reduce the likelihood of a fire, employees shall adhere to the following rules:

06.01. Smoking is allowed only in designated areas and smoking materials shall be totally extinguished and placed in the appropriate receptacles.

06.02. All chemical products shall be handled and stored in accordance with the procedures noted on their individual safety data sheet.

06.03. Heat producing equipment shall be properly maintained and operated per the manufacturer’s instructions to prevent unintended ignition of combustible materials.

06.04. Precautions shall be taken when working with an open flame and those areas shall be made fire safe by removing or protecting combustibles from ignition.

06.05. Combustible liquids shall be stored in approved containers.

06.06. Chemical spills shall be cleaned up immediately. This is particularly important for combustible and reactive liquids. Damaged chemical containers and cleanup materials shall be properly disposed.

Note: Information on appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation, etc. is found on the product’s safety data sheet.

06.07. Combustible liquids and trash shall be segregated and kept from ignition sources.

06.08. Keep clear access to fire hydrants as well as portable fire extinguishers.

06.09. Employees shall notify their Supervisor of any unusual fire hazard conditions existing in the workplace.

06.10. If a fire should occur, all personnel and the local fire department shall be notified. As in all emergency situations, employees calling the fire department shall:

  06.10.01. Remain calm.
  06.10.02. Speak clearly and slowly.
  06.10.03. Give the exact location.
  06.10.04. Describe the situation.
  06.10.05. Give the phone number from where you are calling.
  06.10.06. Do not hang up until told to do so.