**Fire Prevention Program**

**PURPOSE - 1910.39**

This is a written Fire Prevention Plan for Masters Electrical Services Corporation to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Fire Prevention Plan Standard 29 CFR 1910.39. This plan helps employees recognize, report, and control fire hazards.

**SCOPE – 1910.39(a)**

This Fire Prevention Plan supplies information to employees about fire hazards at work and covers the following:

**A. Program Administration and Responsibilities.**

**B.  Program Specific Elements.**

1. **Major Fire Hazards.**
2. **Control of Combustible and Flammable Materials.**
3. **Maintenance of Heat producing Equipment.**

**C. Information and Training.**

**D.  Program Evaluation & Updates.**

**Attachments**

**A. PROGRAM ADMINSTRATION & RESPONSIBILITIES**

**Plan Administrator – 1910.39(c) (1)- 1910.39(c)(5)**

Masters Electrical Services Corporation assigned President / Vice President as the plan administrator of the Fire Prevention Plan. President / Vice President keeps all records about the plan. The Plan Administrator also:

1. Develops and administers the fire prevention training program.
2. Verifies that President / Vice President monitors fire control equipment and systems for proper maintenance.
3. Verifies that President / Vice President monitors the methods to control fuel source hazards are appropriate and in place.
4. Assists the President / Vice President with fire risk surveys (see Attachment A) and makes recommendations.

**Supervisors – 1910.39(d)**

Supervisors are responsible for ensuring that employees receive appropriate fire safety training and for notifying President / Vice President when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing the Masters Electrical Services Corporation fire prevention and protection policies.

**Employees**

All employees complete all required training, conduct operations safely to limit risk of fire, report potential fire hazards to supervisors, and follow fire emergency procedures.

**B. PROGRAM SPECIFIC ELEMENTS**

1. **Major Fire Hazards 1910.39(c)(1)** \*Attachment A & B

The President / Vice President performs an assessment of the facility and operations of Masters Electrical Services Corporation. Attachment A is the facility inventory 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. Attachment B is a checklist that offers guidance ongeneral fire preventionmeasures.

The following sections address the major workplace fire hazards at Masters Electrical Services Corporation facilities and the procedures for controlling the hazards.

Electrical Fire Hazards includes:

* 1. Electrical system failures, misuse of electrical equipment, loose ground connections, wiring, frayed insulation, overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:
     1. Replace worn or damaged wires.
     2. Use only appropriately rated fuses.
     3. Never use extension cords as substitutes for wiring improvements.
     4. Use properly rated extension cords for the environment.
     5. Check wiring in hazardous locations where the risk of fire is especially high.
     6. Check electrical equipment to ensure that it is either properly grounded or double insulated.
     7. Ensure adequate spacing while performing maintenance.

Portable Heaters includes:

1. President / Vice President approves all portable heaters.
2. Portable electric heaters shall have tip-over protection that automatically shuts off the unit.
3. There is always adequate clearance between the heater and combustible furnishings or other materials.

Office Fire Hazards includes:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Limit/prohibit use of extension cords.
5. Power strips are not daisy chained or used with extension cords.
6. Ensure that trash and paper set aside for recycling does not accumulate.

Cutting, Welding, and Open Flame Work:

1. Hot work permits are in place before work beginning.
2. Cutting and welding by authorized personnel in designated cutting and welding areas whenever possible.
3. Suitable fire extinguishing equipment is in the immediate work area for instant use.
4. Use of positive-pressure shut off torches, regulators, pressure-reducing valves, and manifolds when not in use.
5. Oxygen-fuel gas systems have approved backflow valves and pressure-relief devices.
6. Cutters, welders, and helpers wear eye protection and protective clothing as appropriate.
7. Cutting or welding in sprinklered areas while sprinkler protection is out of service requires additional personnel to guard against fire.
8. Do not conduct cutting or welding in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
9. Prohibit cutting or welding on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
10. Test permit required confined spaces such as tanks to ensure that the atmosphere is not over 10% of the lower explosion limit (LEL) before cutting or welding in or on the tank.
11. Clean, purge, and test small tanks, piping, or containers that cannot be entered before cutting or welding on them begins.

Insert additional most common major fire hazards and methods to control them here.

1. **Control of Flammable and Combustible materials- 1910.39(c) (2) \***Attachment C

Using Attachment C, Flammable and Combustible Materials Checklist, the President / Vice President conducted a facility review to identify the presence of flammable and combustible materials and methods to control accumulations of flammable and combustible waste materials, as listed in Attachment A.

Flammable and Combustible Materials includes:

* 1. Flammables - These include flammable liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. To handle flammables safely:
     1. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
     2. Dispense flammable liquids into containers only when the nozzle and container are electrically interconnected by contact or by a bonding wire. Ground either the tank or container.
     3. Store, handle, and use flammables only in approved locations to prevent vapors from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
     4. Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
     5. Do not use, handle, or store flammables near exits, stairs, or any other areas normally used as exits.
     6. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near flammables.
     7. Do not generate heat, allow an open flame, or smoke near flammables.
     8. Know the location of and how to use the nearest portable fire extinguisher.
     9. Do not use water to extinguish flammable liquid fires. Water can cause the burning liquid to spread, making the fire worse.
  2. Combustibles - These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel found in non-specialized areas such as offices. To handle combustibles safely:
     1. Dispose of waste daily.
     2. Keep trash in receptacles designed for that purpose.
     3. Keep work areas clean and free of fuel paths that could allow a fire to spread.
     4. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat – or spark-producing devices.
     5. Store paper stock away from ignition sources (heat producing).
     6. Store soiled rags in metal bins with self-closing lids.
     7. Do not order excessive amounts of combustibles.
     8. Make frequent inspections to anticipate fires before they start.

Housekeeping procedures include:

1. Make sure that doors, hallways, stairs, and other exit routes are free of obstructions.
2. Dispose of combustible waste (oil-soaked rags or paper) in covered, airtight, metal containers.
3. Use and store flammable materials in well-ventilated areas away from ignition sources.
4. Use only nonflammable cleaning products.
5. Keep incompatible (i.e., chemically reactive) substances away from each other.
6. Perform “hot work” (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
7. Keep equipment in good working order (i.e. inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
8. Ensure that heating units are safe.
9. Report all gas leaks immediately.
10. Repair and clean up flammable liquid leaks immediately.
11. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
12. Ensure that required hot work permits are followed.
13. Turn off electrical equipment when not in use.

**Insert additional housekeeping procedures and schedules here**

1. **Maintenance of Heat Producing Equipment 1910.39(c)(3) & (c)(4)**

The President / Vice President manages the preventative maintenance plan for all heat producing equipment to prevent the accidental ignition of combustible materials. Maintenance procedures include:

Insert preventative maintenance schedules and responsibilities here.

Designated employees maintain equipment according to manufacturers' specifications. Only trained individuals perform maintenance work. The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Equipment installed to detect fuel leaks.
2. Control methods to ensure heating ventilation and air conditioning.
3. Control monitors for pressurized systems.
4. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
5. Detection systems for smoke, heat, or flame.
6. Fire alarm systems.
7. Emergency backup systems and the equipment they support.

Insert additional heat producing equipment and methods to control them here.

**C.** **INFORMATION & TRAINING -** 1910.39(d) \*Attachment D

The President / Vice President provide employees with information and training on fire hazards upon initial assignment and annually thereafter. Employees receive information and training for new fire hazards as they occur.

Employee information and training includes:

1. Requirement of the Fire Prevention Plan Standard (29 CFR 1910.39).
2. A list of all major fire hazards.
3. Proper handling and storage procedures for hazardous materials.
4. Potential ignition sources and their control.
5. The type of fire protection equipment necessary to control each major hazard.
6. Procedures to control accumulations of flammable and combustible waste material.
7. Procedures for regular maintenance of safeguards.
8. Responsibilities for maintaining equipment to prevent or control sources of ignition.
9. Responsibilities and methods for control of fuel sources.
10. Proper response and notification in case of a fire.

We provide employee training and information through formal classroom training, handouts, signs and placards, and periodic safety meetings. The President / Vice President documents all training and keeps sign-in sheets.

**D. PROGRAM EVALUATION & UPDATES** \*Attachment E

The President / Vice President conducts annual reviews of the Masters electrical Services Corporation written Fire Prevention Plan for compliance with federal regulations and our internal requirements to assure quality and effectiveness.

This review includes:

1. Employee awareness of all major fire hazards.
2. Use of fire extinguishers.
3. Employee response to a fire.
4. Documentation of an Annual Evaluation on Attachment E

The President / Vice President keeps the findings of the review and the plans to correct faults in the program.

**ATTACHMENTS**

Included here are forms, training documents, checklists, and evaluations.

Attachment A - Fire Risk Survey

Attachment B - General Fire Prevention Checklist

Attachment C - Flammable and Combustible Material Checklist

Attachment D - Training Documentation

Attachment E­ - Annual Evaluation Report