
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	4.6 Safe Work Program – Fire Prevention and Protection			
	Revision Number: R0		Number of Pages: 7	
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SAFE WORK PROGRAMS

FIRE PREVENTION and PROTECTION

The safety of all employees, visitors and the public are essential components of fire safety. This ensures timely and appropriate responses to emergencies and compliance with applicable legislation. All workers must understand the fire prevention and protection regulations for all worksites.

Fire Prevention Responsibilities

Regular inspection of all worksites is done to minimize any unusual fire hazards that may be present. All measures are taken to ensure that these hazards are removed or controlled. Special emphasis is placed on housekeeping and storage practices.

At J-AAR worksites, regular monthly safety inspections are conducted.

At J-AAR offices monthly safety inspections are conducted as well as fire inspections conducted by professional third-party technicians.

J-AAR vehicles and mobile equipment are inspected daily to ensure fire extinguishers are available.

At all J-AAR worksites the necessary emergency information and documentation can be found either in binders or on a safety board including:

- Emergency contacts
- Hospital route
- First aiders

Fire Plan – Main Office and Equipment Maintenance Shop


The Ontario Fire Code requires the establishment and implementation of a Fire Safety Plan for the shop and main office. The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building, to protect people from fire.

This plan details the fire prevention and protection devices and procedures for the building, including:

- Emergency contacts.
- Procedures in case of fire.
- Fire extinguishers.
- First aid kits.
- Fire alarm system: pull stations, heat detectors, smoke detectors, hose cabinets, 24-hour monitoring, emergency lighting.
- Fire drills and logs.
- Building diagrams.

The Fire Safety Plan has been completed and is available in 2 binders each located at:

- main office front desk reception
- shop reception desk.

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It is also available in digital format.

The heat and smoke detectors, pull stations and emergency water devices (sprinklers, hoses) are monitored by a third-party 24 hours/day, 7 days a week. If an alarm signal is received, they will dispatch emergency services as required.

All employees who work at the main office and shop will be provided information from the Fire Safety Plan to ensure their safety.

The shop safety board also has important fire safety information posted for employees to use if needed.

Location of emergency equipment in the office and shop:

1. **Fire Extinguishers**- located in all hose cabinets on every office level and in various locations throughout the office and shop. All fixed locations need to have a fire plan/map for review.
2. **Carbon Monoxide alarms**- located on every level of the office. If an alarm sounds, evacuate the area and notify Supervisor. Remain outside until investigated.
4. **EXITS and Emergency Lights**- all **EXITS** are marked with an illuminated sign. Emergency lights will activate in the event of a power outage to guide you to an **EXIT**.
5. **Fire Alarm**- in the event of fire detection, the alarm bell will sound.

Please follow FIRE ALARM instructions.

Communication with Occupants / Employees

In the event of an emergency, communication can occur in the following way(s):

1. Verbally- yell loudly to all areas of the office and shop.
2. If there is a fire, use the pull station located at exits (if available).



Designated emergency meeting areas

When evacuating the office building, meet at the designated emergency meeting areas.

Remain at the location for a head count. Do not return inside the building until all clear has been given by Fire Department or Supervisor.

If you have a visitor or customer in the office, they become your responsibility during an emergency – lead them to safety.

If you know the location of an employee missing during a head count (i.e. away from office at a meeting), notify the Supervisor or Fire Department.

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Fire Extinguishers

The regulations state that every worker who may be required to use a fire extinguisher must be trained in its use.

Fire extinguishers must be:

- readily accessible in marked locations
- inspected regularly
- promptly refilled after use

Extinguishers must be located:

- where flammable materials are stored, handled, or used.
- where temporary oil or gas fired equipment is being used.
- where welding or open flame cutting is being done.
- in mobile equipment.

Fire extinguishers are classified according to their capacity to fight specific kinds of fire:

Class A – for fires in ordinary combustibles such as wood and paper where you need a quenching, cooling effect.

Class B – for flammable liquid and gas fires such as oil, gasoline, paint, and grease where you need oxygen exclusion or flame interruption.

Class C – for fires involving electrical wiring and equipment where you need a non-conductive extinguishing agent.

Class D – for fires in combustible metals such as sodium, magnesium, and potassium.

For most construction projects, a 4A40BC extinguisher is required.

Containing the Fire



All fires can be very dangerous and life-threatening. Your safety needs to always be your first priority when attempting to fight a fire.

Before deciding to fight a fire, be certain that:

1. The fire is small and not spreading. A fire can double in size within two or three minutes.
2. You have the proper fire extinguisher for what is burning.
3. The fire won't block your exit if you can't control it. A good way to ensure this is to keep the exit at your back.
4. You know your fire extinguisher works. Inspect extinguishers once a month.
5. You know how to use your fire extinguisher. There's not enough time to read instructions when a fire occurs.

How to fight a fire safely:

1. Always stand with an exit at your back.
2. Stand several feet away from the fire, moving closer once the fire starts to diminish.
3. Use a sweeping motion and aim at the base of the fire.
4. If possible, use a "buddy system" to have someone back you up or call for help if something goes wrong.

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5. Be sure to watch the area for a while to ensure it doesn't re-ignite.

NEVER fight a fire if:

1. The fire is spreading rapidly. Only use a fire extinguisher when the fire is in its early stages. If the fire is already spreading quickly, evacuate and call the fire department.
2. You don't know what is burning. Unless you know what is burning, you won't know what type of fire extinguisher to use. Even if you have an ABC extinguisher, there could be something that will explode or produce highly toxic smoke.
3. You don't have the proper fire extinguisher. The wrong type of extinguisher can be dangerous or life-threatening.
4. There is too much smoke, or you are at risk of inhaling smoke. Seven out of ten fire-related deaths occur from breathing poisonous gases produced by the fire.

When using an extinguisher remember...

P - Pull the pin

A - Aim the nozzle low at base of fire

S - Squeeze the handle

S – Sweep back and forth at base of fire

Once you've discharged an extinguisher, report it immediately to your supervisor.

Inspections:

A competent worker must inspect the fire extinguishers at least monthly and shall record the date of the inspection on the tag attached to it. Annual maintenance inspections will be completed by a 3rd party technician.

Check that:

- it is well supported; all hangers are fastened solidly;
- it is properly charged (read pressure gauge);
- the discharge opening is clear;
- the ring pin is attached properly;
- the inspection tag is attached and current and
- there are no apparent defects





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Emergency Procedures

If you discover fire:

- Leave the fire area immediately.
- Close all doors behind you, if in a building.
- Sound the fire alarm system by using a pull station, air horn or paging system.
- Call 911. Give location of fire.
- Leave a building via the nearest exit.
- Meet outside at the designated meeting area(s).
- Give the Supervisor all the information.
- Stay outside until all clear to return is given by Fire Department or Emergency Supervisor.

Only those trained in fire extinguisher use may attempt to put out a small fire with an extinguisher. If the fire cannot be contained or the smoke is too hazardous, leave the area, close all doors, and evacuate using the instructions above.

If you hear the fire alarm:

- Leave a building immediately using the nearest exit.
- Close all doors behind you.
- Meet outside at the designated meeting area(s).
- Check with the Supervisor for instructions.

If you are in a room:

- Before opening the door, feel the door and doorknob for heat.
- If not hot, brace yourself against the door and open it slightly.
- If you feel air pressure or hot draft, close the door quickly.
- If you find no fire or smoke in the corridor, close the door behind and leave the building by the nearest exit.
- If you encounter smoke in the corridor or stairwell, consider taking another route or returning to your room.

If you cannot leave your area or have returned because of fire or heavy smoke:

- Close the door(s)
- Unlock door for possible entry of firefighters.
- Call 911 and tell them where you are located. Wait to be rescued.
- Seal all cracks where smoke can enter (using something wet if possible).
- Crouch low to the floor if smoke enters the room.
- If a window is available, partially open for air. Close the window if smoke comes in and remain calm. **Do not** panic or jump.



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Supervisors:

1. Clear the area of all other personnel and visitors, instruct all employees and visitors to evacuate the area.
2. Delegate a responsible person to call 911 if not done already.
3. Ensure that all employees and visitors have evacuated the area and assembled at the predetermined muster point.
4. Take count of all employees and visitors to ensure that everyone is present.
5. Act as a liaison to emergency service personnel.
6. Wait for instruction by emergency authorities before re-entering the work area.
7. Complete any required documentation.

Equipment Maintenance Shop

Flammable Liquids (Industrial Regulations):

Sec. 22.

- (1) Subject to subsections (2), (3) and (4), where not required for immediate use, flammable liquids shall be,
- 1) in sealed containers; and
 - 2) located,
 - a) outdoors and remote from any means of egress,
 - b) in a building not used for any other purpose, or
 - c) in a room,
 - i) separated from the rest of the building with partitions having,
 1. at least a one-hour fire-resistance rating, and
 2. self-closing doors, hinged to swing outwardly on their vertical axes,
 - A. equipped with,
 1. a drain connected to a dry sump or holding tank, and
 2. liquid-tight seals between interior walls and floor and a liquid-tight ramped sill at any door opening, which is not in an exterior wall, and
 - B. having natural ventilation to the outdoors by upper and lower exterior wall gravity louvres.

(2)

Where not required for immediate use, flammable liquids,

- (a) in opened containers; or
- (b) having a flash point below 22.8° Celsius and a boiling point below 37.8° Celsius, shall,
- (c) comply with the requirements of clause (1) (b);
- (d) be stored in facilities having no potential source of ignition; and
- (e) when located in a room, be located in a room equipped with,
 - (i) explosion venting to the outdoors, and
 - (ii) a spark resistant floor.

(3)



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A maximum of 235 litres of flammable liquids may be stored,

- (a) in sealed containers of not more than twenty-three litre capacity each; or
- (b) in a metal cabinet of double walled construction with a 3-point door latch and a liquid-tight door sill raised at least fifty millimetres above the floor.

(4)

An area where flammable liquids are dispensed shall have,

- (a) mechanical ventilation from floor level to the outdoors at the rate of eighteen cubic metres per hour per square metre of floor area; and
- (b) containers and dispensing equipment bonded and grounded when flammable liquid is dispensed.

Sec. 23.

A portable container used for dispensing flammable liquid in a work area shall be made of material suitable to provide for the safety of all workers and have,

- (a) a spring-loaded cap; and
- (b) a flame arrestor.

Gasoline engines on mobile or portable equipment shall be refueled,

- (a) outdoors;
- (b) with the engine on the equipment stopped;
- (c) with no source of ignition, within three metres of the dispensing point; and
- (d) with an allowance made for expansion of the fuel, the equipment may be exposed to a higher ambient temperature.

REQUIREMENTS

Training:

- All workers will review this section during new worker orientations. Office staff will also review the building "Fire Safety Plan".
- Every worker who may be required to use a fire extinguisher will be trained in its use. This section of the program will be reviewed with all workers.