

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.