

HAZARD ASSESSMENT AND CONTROL PLAN

FIRE PREVENTION

OSHA REGULATION

29 CFR 1910.39

IN SUPPORT OF

WASHOE COUNTY WORKPLACE SAFETY PROGRAM

SCOPE

This document shall apply to all Washoe County employees, Volunteers, temporary staff, and Contractors working on behalf of Washoe County. For simplification only, employees, Volunteers, temporary staff and Contractors will be referred to collectively within this document as “employees”.

Contractors

It is the responsibility of the Washoe County employee who is in charge of a project to:

1. Obtain information from the Contractor about chemicals and tasks they will be performing that could result in a fire, and obtain a copy of their written plan to control those hazards.
2. Provide the Contractor with information about potential fire hazards within the worksite that the Contractor’s employees may be exposed to, Washoe County’s plan to control those hazards, and emergency actions to take should a fire develop. This orientation should include the location of available water hook-ups, fire extinguishers, pull stations, shut off panels, and emergency exits.
3. Ensure Contractor’s compliance with both control plans.

The goal of this document is to eliminate the possibility of a fire or explosion by educating employees on how to avoid hazardous conditions and take appropriate actions before those conditions result in a fire emergency.

EXPOSURE RISK ANALYSIS

Fire may occur as a result of personal actions, work tasks, chemical reaction, ~~or~~ equipment overheating, sparks, or malfunction. The threat of a fire or explosion may also come from neighboring businesses or members of the public.

WORK ACTIVITIES INVOLVING POTENTIAL FOR A FIRE OCCURRENCE

Any employee may be exposed to conditions that could lead to a fire while performing their job duties at Washoe County facilities, or at sites other than Washoe County facilities.

Due to the varying Washoe County facilities and job tasks, there are significant differences in the probability of a fire occurring. Each department is to work with Risk Management to identify their processes and document their hazards and controls within their DEPARTMENT CONTROL PLANS.

Red Flag days. When the weather conditions contain low humidity and high winds, there is a greater possibility of fires igniting and becoming quickly engulfing. In Red Flag conditions, extra precautions should be taken for any activity where flames are used, or sparks could be generated. If possible, these activities should be delayed until better conditions exit. This includes off-road travel by vehicles.

CONTROL METHODS

To comply with 1910.39, the following elements are required to be included within the Fire Prevention Plan:

- A list of all major fire hazards,
- The proper handling and storage procedures for hazardous materials,
- A list of potential ignition sources and their control,
- The type of fire protection equipment necessary to control each major hazard,
- Procedures to control accumulations of flammable and combustible materials,
- Procedures for maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials,
- The names or job titles of employees responsible for maintaining equipment to prevent or control sources of ignition or fires and controlling fuel sources,
- Employee training requirements.

In addition to training that employees will receive from their department about their specific controls, the following **GENERAL WORK PRACTICES** are applicable to all employees and include, but are not limited to:

Housekeeping

- Facilities are to be maintained so that areas are clean and orderly
- Material that is not needed is to be removed
- Exit paths must always be kept clear without any objects protruding into exit paths
- Material is not to be stored in stairwells
- A 3 foot area around ~~automatic sprinklers~~, fire extinguishers, fire pull boxes, fire risers, and electrical panels is to be kept clear at all times

- An 18" area around automatic sprinklers is to be kept clear at all times
- Combustibles such as paper, wood, cloth, plastic, etc. must be kept away from heat sources, air ducts, and lights
- Cords are not to be placed near water, through walls, ceilings, floors or doorways; and can be across walking areas only if needed for a temporary task, properly secured and rated for the intended use

Chemicals

- EMPLOYEES MUST ALWAYS USE PRODUCTS IN ACCORDANCE WITH THAT PRODUCT'S SAFETY DATA SHEET
- Employees must be read the Safety Data Sheets on products they are using and be trained on proper chemical handling
- Ensure there is proper ventilation and flammables are not used near heat sources
- Clean up spills immediately
- Abide by the signs placed near chemical use areas
- Use the safest chemical agents (nonflammable and nontoxic) whenever possible
- Do not use gasoline to clean
- Place oily or chemically contaminated rags in covered metal containers and dispose of daily
- Follow established procedures for refueling or recharging equipment
- Ensure all containers clearly identify the products they contain and that the containers are in good condition – not old, rusted, contaminated, etc.
- If an employee's clothing becomes contaminated with flammable liquids, they are to change their clothing before continuing work
- Products are not mixed other than as directed on the Safety Data Sheets
- Store chemicals properly per the products Safety Data Sheet

Equipment

- EQUIPMENT IS TO BE USED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS
- Inspect equipment and cords prior to use looking for worn or damaged insulation, or missing or broken parts, and remove from use should an unsafe condition exist
- Report hot, misaligned, broken, or static electricity producing equipment
- Keep equipment clean and in good working order
- Turn off equipment at the end of the work day when possible
- Follow established procedures for refueling or recharging equipment
- Do not use gasoline-powered equipment in a confined space and ensure proper ventilation when using any equipment
- Use the proper equipment for tasks and according to the training received
- Extension cords are for temporary use only and must be properly rated
- Power strips and extension cords may not be linked together (daisy-chained, piggybacked) and may not exceed their proper capacity rating

- Personal space heaters, electric fans, coffee pots, hot plates, and other personal appliances within work areas are not allowed
- Don't overload electrical outlets
- Tampering with, or unauthorized use of, fire extinguishers, or other safety equipment, is strictly prohibited
- Welding, cutting, brazing and any other open flame or spark producing tasks are only to be performed by trained and authorized personnel and according to established procedures
- Trailer chains are to be secured so they do not drag on roadways

Open flames

- Smoking is allowed in permissible areas only. Matches and smoking materials are to be fully extinguished and placed within fire-safe receptacles or a container of water
- Torches or other tools with open flames are not to be used in the proximity of dusts, vapors, or flammable materials
- Burning of candles for personal use are not allowed within facilities
- Burning items are never to be left unattended and are to be extinguished according to department procedures
- Extinguishing equipment is required to be immediately available when there are any activities being performed using an open flame
- A Fire Watch is required to be established for welding, cutting, brazing, weed burning, or other tasks utilizing flames

INCIDENT REPORTING, EVALUATION AND FOLLOW UP

Employees are to follow the directions for notification and evacuation as given on their Department Emergency Action Plans if they:

- cause a fire,
- notice a fire or strong smell of smoke within, or immediately adjacent to, a work site,
- receive a bomb threat

Employees trained in the use of portable fire extinguishers may attempt to extinguish a fire if it is small. If employees are not trained in the use of portable fire extinguishers, or the fire is large, they are (if safe to do so) to close the door to the area where the fire is, to pull the fire alarm, and initiate an evacuation according to their Department Emergency Action Plan. When in a safe location, Department management is to send a notification to the "Emergency" contact on Outlook describing the incident and the buildings and employees involved.

Reports of the incident are to be completed by the department and sent to Risk Management immediately.

The ability to re-enter a worksite damaged by fire, smoke, or an explosion will be directed by Washoe County management following clearance from Fire and possibly Building officials. The Continuity of Operations Plan (COOP) may need to be used until such clearance is received.

LABELS / SIGNS

Warning signs will be posted near operations that could result in a fire or explosion.

Storage containers are to be properly labeled.

TRAINING

Awareness level training for fire prevention is conducted at New Employee Orientation.

Departments will provide all employees with training that will include, but not be limited to:

- The **GENERAL WORK PRACTICES** for fire prevention listed within this document
- A review of the Department Emergency Action Plan, including the locations of emergency equipment such as fire extinguishers, alarms, shut off switches, etc.
- A review of the Safety Data Sheets for chemicals in the area, and safe chemical use and storage
- A review of the specific fire hazards within the area and the procedures to be used as identified on the DEPARTMENT CONTROL PLAN

When indicated on the DEPARTMENT CONTROL PLAN that a higher level of training is required for employees participating in activities that have a high fire or explosion danger, those employees will be provided additional training that will include, but not be limited to:

- A copy of the applicable OSHA standard(s)
- An explanation of Washoe County's and their responsibilities under the DEPARTMENT CONTROL PLAN and supporting documents

Fire extinguisher training will be mandatory for employees who will be participating in fire watches or activities using open flames, and presented as voluntary for other employees, upon management's approval.

Training on the Fire Prevention Hazard Assessment and Control Plan will be conducted and documented by the department upon its publication, and periodically, to address items in future revisions, or at department or Risk Management's discretion.

Training on the DEPARTMENT CONTROL PLAN for Fire Prevention will be conducted and documented by the department upon an employee's initial assignment to an area or task where there is fire risk, and whenever there are any changes to the DEPARTMENT CONTROL

PLAN regarding Fire Prevention. Employees may obtain additional information, an explanation of their duties for Fire Prevention, or copies of the control plans from their department.

Risk Management will assist with development of training materials.

RECORDKEEPING

Training documentation will become part of the department employee's personnel records.