

P-8

Fire Prevention and Control Practices

I. Purpose

The intended purpose of this safety program is to ensure that all Department of General Services (DGS) employees are properly identifying, evaluating and controlling their work areas in regards to fire hazards, and that all work areas are provided with the proper fire protection and prevention controls. It is also the intent of this Safety program to ensure that all DGS employees follow all applicable Federal, state and/or local standards regarding fire protection and prevention.

II. Scope

The Scope of this program is for all General Services employees and all visitors on commonwealth property by the DGS' request.

III. Policy Statement

The Department of General Services shall provide and administer a Fire Protection and Prevention Program for the protection of facilities and to ensure the safety of employees.

The program shall include:

- Facility inspections.
- Provision of fire extinguishers and fire suppression systems.
- Training in the use of fire extinguishers.
- Proper storage of flammable liquids.
- Work practices such as limits on smoking areas and precautions to be used during hot work.
- A hot work permit program.

IV. Program Outline

A. Facility Inspections

The Safety Coordinator or designee shall ensure all facilities operated by the Department of General Services or occupied by DGS employees are inspected at least annually to evaluate all aspects of the fire prevention and protection program. Areas where flammable liquids are stored should be inspected at least monthly. The inspections should follow the Facility Inspection Checklist as specified in Section D of the AIPP.

The inspections shall include:

- Verification that fire extinguishers are placed so that travel of no more than 75 feet is necessary to reach a fire extinguisher.

- Verification that fire extinguishers have been serviced within the last year. Fire extinguishers that do not have a current certification must be taken out of service.
- Verification that flammable liquids are stored properly.
- Verification that fire exits are not blocked and that stored materials do not block aisles.
- Verification that combustible materials are stored properly.
- Verification that fixed fire suppression equipment such as sprinkler or Halon systems are certified/inspected as per the NFPA, OSHA or any other applicable federal state or local standard.

Deficiencies identified in the inspections shall be recorded on the inspection checklist and communicated to the department or facility manager. Minor issues that can be corrected should be corrected immediately. The facility or department manager shall ensure all other deficiencies are corrected and report progress to the Agency Safety Coordinator or designee.

B. Provision of Fire Extinguishers

Fire extinguishers shall be provided as required by NFPA and Department of General Services guidelines. Department of General Services shall ensure fire extinguishers are placed in Commonwealth owned office buildings or facilities. The Fire and Safety Division shall ensure fire extinguishers are properly placed in Commonwealth Buildings operated by Department of General Services. In leased facilities, the Agency Safety Coordinator or designee shall ensure the building owner places fire extinguishers as necessary.

All fire extinguishers shall be inspected monthly to ensure they are fully charged and secured with a wire seal. The monthly inspection shall be documented and initialed on the card attached to the fire extinguisher; this inspection shall be scheduled or performed by the Building Manager or designee in each DGS Building.

C. Fire Extinguisher Training

If DGS employees are encouraged to fight fires using fire extinguishers, the Agency Safety Coordinator, Bureau Director, or Building Manager shall ensure employees receive training in the proper use of fire extinguishers. The training shall be provided upon an employee's assignment in an area where fire extinguishers may be used, and repeated annually. The Building Manager shall maintain records of training according to DGS guidelines.

D. Flammable and Combustible Liquid Storage

Flammable liquids must be stored properly to prevent fires or to limit the potential damage if a fire occurs. Refer to the OSHA standard 29 CFR 1910.106 for storage requirements and limits.

The following definitions apply:

"Combustible liquid" means any liquid having a flashpoint at or above 100 deg. F. (37.8 deg. C.) Combustible liquids shall be divided into two classes as follows:

"Class II liquids" shall include those with flashpoints at or above 100 deg. F. (37.8 deg. C.) and below 140 deg. F. (60 deg. C.), except any mixture having components with flashpoints of 200 deg. F. (93.3 deg. C.) or higher, the volume of which make up 99 percent or more of the total volume of the mixture.

"Class III liquids" shall include those with flashpoints at or above 140 deg. F. (60 deg. C.) Class III liquids are subdivided into two subclasses:

"Class IIIA liquids" shall include those with flashpoints at or above 140 deg. F. (60 deg. C.) and below 200 deg. F. (93.3 deg. C.), except any mixture having components with flashpoints of 200 deg. F. (93.3 deg. C.), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

"Class IIIB liquids" shall include those with flashpoints at or above 200 deg. F. (93.3 deg. C.). This section does not cover Class IIIB liquids. Where the term "Class III liquids" is used in this section, it shall mean only Class IIIA liquids. When a combustible liquid is heated for use to within 30 deg. F. (16.7 deg. C.) of its flashpoint, it shall be handled in accordance with the requirements for the next lower class of liquids.

"Flammable liquid" means any liquid having a flashpoint below 100 deg. F. (37.8 deg. C.), except any mixture having components with flashpoints of 100 deg. F. (37.8 deg. C.) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids. Class I liquids are divided into three classes as follows:

Class IA shall include liquids having flashpoints below 73 deg. F. (22.8 deg. C.) and having a boiling point below 100 deg. F. (37.8 deg. C.).

Class IB shall include liquids having flashpoints below 73 deg. F. (22.8 deg. C.) and having a boiling point at or above 100 deg. F. (37.8 deg. C.).

Class IC shall include liquids having flashpoints at or above 73 deg. F. (22.8 deg. C.) and below 100 deg. F. (37.8 deg. C.).

This program refers in particular to the following classes of materials:

- Class IB flammable liquids such as gasoline.
- Class IC flammable materials such as paint thinner, mineral spirits, and turpentine.
- Class II combustible liquids such as fuel oil and kerosene.

1. Storage of Flammables and Combustibles Inside Buildings

The following guidelines shall be followed for the storage of flammable and combustible liquids inside buildings:

- A maximum of 120 gallons of Class IB, Class IC, Class II or Class III liquids may be stored inside one fire area of a maintenance building or shop, and outside of a flammable storage cabinet or storage room. Such materials should not be stored in office buildings, except for the materials that are necessary for the operation of the building. Quantities in excess of 120 gallons must be stored inside a flammable storage cabinet or inside a storage room. Refer to 29 CFR 1910.106 for the requirements of storage rooms.
- Liquids must be stored in metal cans, safety cans, or drums. The containers must be labeled according to Hazard Communication Requirements. Class IB liquids may be stored in safety cans or metal cans of 5 gallons capacity or less. No more than one quart of a Class IB liquid may be stored in glass or approved plastic containers.
- The storage area must be kept free of trash and other combustible materials.
- Aisles and access to the storage area must be kept free of stored materials.
- Class IB, Class IC, Class II or Class III liquids should not be stored inside the basement of any building.
- A fire extinguisher must be placed no less than 10 feet and no more than 25 feet from a Class I or Class II storage area.
- No Smoking signs shall be posted in Class I and Class II storage areas.

2. Storage of Flammables and Combustibles in Outside Storage Areas

The following guidelines shall be followed for the storage of flammable and combustible liquids outside buildings:

- Fuel oil and gasoline tanks in outside aboveground storage areas shall be diked to capacity using concrete curbs or other enclosures.
- Tanks shall be protected from vehicle damage by barriers or high curbs.
- There shall be no combustible materials, empty or full drums, or barrels inside the diked area.
- The distance between flammable or combustible storage tanks shall be at least three feet.

- There shall be a clear zone around tanks and the zone shall be free of weeds, trash and other combustible materials.
- Liquid petroleum gas (LPG) tanks shall be placed at least 20 feet from flammable or combustible storage tanks.
- Class I liquids may only be dispensed when the nozzle from the tank and the container are electrically connected.
- Smoking shall be prohibited within 50 feet of fuel storage areas.

3. Storage of Ammunition

Ammunition may be stored only in approved storage areas. The storage area shall be protected from sources of heat or fire, and away from combustible and flammable materials. A specific person shall be assigned the responsibility for the control and storage of ammunition. A positive control and inventory system shall be put in place and maintained by the responsible person.

E. Fire Protection and Prevention Work Practices

1. Smoking

Smoking shall be **prohibited** in areas where flammable and combustible materials are stored or dispensed.

2. Hot Work

Hot work such as welding or brazing shall include consideration of fire protection and prevention work practices, such as:

- Hot work may be done only in approved areas.
- The areas where hot work will be done must be free of combustible and flammable materials, trash and dry weeds.
- Fire extinguishers must be available at the work location when hot work is conducted.
- Protect wood floors and other materials in the area with noncombustible tarps or fire blankets.
- Install barricades or barrier tape to prevent unauthorized personnel from entering the hot work area.
- All sources of heat or fire must be eliminated before the responsible employee leaves the area.
- For Areas in the Harrisburg area the Hot Work procedures that are stated on the form below will be followed.
- For DGS employees that are in leased buildings follow the accepted building hot work request procedures.

****24 HOUR NOTICE****
FIRE/SAFETY WORK PERMIT

Date of Request:		Work Order # DGS Project #:	
Building:		Floor/Room:	
Exact location:			
Work description: (Note) select from drop down list		Choose an item.	
Explanation of Work to be done:			
Contractor/Agency:			
Date of Work: Start:	End:	Start time:	End Time:
Person Filling out Permit:		Contact Email:	
Person Conducting Work:		Fire Watch:	
On-site Supervisor		Contact Phone #:	
<u>THE FOLLOWING ITEMS ARE REQUIRED AND MUST BE ADHERED TO ACCORDINGLY OR WORK WILL BE DENIED OR RESCHEDULED</u>			
PERSONS CONDUCTING WORK THAT REQUIRES A FIRE/SAFETY PERMIT SHALL:			
<ul style="list-style-type: none"> • Notify the DGS Building Manager and the DGS fire Safety office of any intended work via this form. NOT LESS THAN 24 HOURS NOTICE – UNLESS DEEMED AN EMERGENCY • SUBMIT THIS FORM ELECTRONICALLY TO GS-firesafetyenv@pa.gov, the Building Manager and the Regional Manager. ONCE IT IS COMPLETED. • Be responsible for fire protection in the work areas and staging areas. <i>Supply and maintain all necessary fire protection equipment.</i> • Provide a minimum of two APPROVED working fire extinguishers rated at 10 lb. ABC within each work/event area 75ft. apart. • Utilize a flame resistant pad to protect all adjacent surfaces from open flame. • Provide a smoke/dust elimination device(s) or negative air enclosure at work site. • Provide a fire watch at all times while open flame, hot work and spark producing operations are taking place <u>and for ONE HOUR after</u> completion of work. • Not permitted to leave the work area until the materials have reached a temperature where it can be touched with a non-gloved hand. 			
<p>Contact information for DGS Fire safety Phone (717-772-4545 or 717-705-2213) E-Mail to: GS-firesafetyenv@pa.gov, the Building Manager & Regional Manager</p>			
For Fire Safety Division Use Only		HOT WORK CHECKLIST	
<input type="checkbox"/> There is NO risk of Activation of Fire Alarm.			
<input type="checkbox"/> The area is swept clean of combustibles.			
<input type="checkbox"/> All movable combustible items have been moved away from Hot Work area.			
<input type="checkbox"/> All non-movable combustible flooring, building material, adjacent surfaces are covered with flame resistant blankets.			
<input type="checkbox"/> Flame resistant pads/tarpaulins suspended beneath work if working on walls or ceilings.			
<input type="checkbox"/> Hot Work is being conducted on Non-combustibles and without Combustible Covering or Insulation.			
<input type="checkbox"/> Enclosed equipment (If at or adjacent to the Hot Work areas) is cleaned of all combustibles.			
<input type="checkbox"/> Containers adjacent to Hot Work area purged of ALL Combustible Materials.			
<input type="checkbox"/> Fire Watch is trained in use of Portable Fire Extinguishers and sounding the Fire Alarm.			
<input type="checkbox"/> Fire alarm system is disabled			
Disabled Point(s) or Loop(s)			
Approval date:		Approval Time:	
Date Posted:		Time Posted:	
DGS FIRE/SAFETY APPROVAL:			