

(Workplace) Fire Prevention SWP-006B

1.0 Purpose

- 1.1 To provide workers with guidelines to help control or eliminate fire hazards in the workplace; and, how to respond in the event of a fire or fire alarm.

2.0 Guidelines

- 2.1 Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time.
- 2.3 Store flammables in approved containers and/or cabinets.
- 2.3 Keep flammable liquids and gases away from ignition sources (smoking, welding, open flame or other sources).
- 2.4 Keep combustible material away from heaters, and other potential sources of ignition.
- 2.5 Store flammable liquids in approved safety cans and identify with proper labels.
- 2.6 Inspect electrical cords for damage. Immediately replace, repair, or discard a damaged cord.
- 2.7 Avoid placing electrical cords where they can be stepped on. This will damage the cord.
- 2.8 Do not overload electrical circuits.
- 2.9 Turn off electrical appliances at the end of each day.
- 2.10 Keep heat producing equipment (copiers, coffee makers, computers, etc.) away from anything that might ignite.
- 2.11 Smoke in designated smoking areas only; and, discard butts in approved containers.
- 2.12 Know where fire extinguishers, fire alarm pull stations, emergency exits, and muster points are located.
- 2.13 Read and understand the 'Building Emergency and Evacuation Plan' for your area.

3.0 Types of Fires

Class A - Ordinary combustible materials; such as, wood, paper, rags, garbage and other ordinary combustibles.

Class B - Flammable liquids, oil and grease

Class C - Electrical equipment

Class D - Flammable metals (not typically encountered at YEC)

Class K - Fires involving cooking media (fats, grease, and oils) in commercial cooking sites (not typically encountered at YEC).

4.0 In the Event of a Fire

- 4.1 Leave the fire area immediately.
- 4.2 Activate the fire alarm and/or alert other staff.
- 4.3 Leave the building immediately. Close doors when exiting to help limit the spread of smoke and fire throughout the building.
- 4.4 Do not use elevator during an evacuation.
- 4.5 Follow the posted evacuation route(s) and meet at the designated muster point.
- 4.6 Call 911; and, don't hang up with the emergency responder until instructed to do so.
- 4.7 If designated with fire emergency duties, carry out pre-planned procedures if safe to do so. Conduct a headcount to ensure all of the staff has evacuated.
- 4.8 Do not re-enter the building until the fire department official determines that it is safe to do so.

5.0 If you hear a fire alarm

- 5.1 Shutdown process/equipment (if part of pre-planned procedures, where applicable).
- 5.2 Leave the building immediately. Follow the posted evacuation route(s) and meet at the designated muster point.

- 5.3 Close doors when exiting to help limit the spread of smoke and fire throughout the building.
- 5.4 Do not use elevator during an evacuation.
- 5.5 If designated with fire emergency duties, carry out pre-planned procedures if safe to do so. Conduct a headcount to ensure all of the staff has evacuated.
- 5.6 Do not re-enter the building until the fire department official determines that it is safe to do so.

6.0 Reference documents

- SWP-006; Use of (Portable) Fire Extinguishers
- SWP-006A; Fire Extinguisher Inspection
- SWP-102; LNG – Fire Safety
- Yukon OH&S Regulations; Part 1 – General; 1.70
- National Fire Protection Association; NFPA 10 – Standard for Portable Fire Extinguishers