

# SAFETY

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Meeting Date

Employees Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT OF THE MONTH: FIRE PROTECTION PROGRAM

The house you're building (or your shop or your office) catches on fire. What are you going to do? Who calls 911? Do you want your employees to try to fight the fire or leave immediately? Who's in charge at the site? Who's responsible for removing the flammable materials from the building? What's your plan? This month's topic covers the requirements for fire protection programs. *The best* time to plan is *before* an emergency!

## CHECKLIST ITEMS

- \_\_\_\_\_ Electrical Cords Checked & GFCI's to protect employees
- \_\_\_\_\_ Required Jobsite Postings:  
(Emergency Phone #'s and "Safety & Health Protection on the Job" Poster
- \_\_\_\_\_ Fall Protection
- \_\_\_\_\_ Emergency Medical Plan
- \_\_\_\_\_ Fire Protection/Prevention
- \_\_\_\_\_ Hazard Communication Program
- \_\_\_\_\_ Tool Guards
- \_\_\_\_\_ First Aid Kit

JOBSITE REVIEW: Inspection Notes/Concerns/Action Plan

\_\_\_\_\_  
\_\_\_\_\_

Company Safety Officer: \_\_\_\_\_

### NOTICE OF RESPONSIBILITY

The Oregon Home Builders Association Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents. Full and active monthly participation in safety meetings using the OHBA Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.



**Safety Committee**

This page is one of an ongoing series of pages, which will be provided each month to Oregon Home Builders Association members. Please use this page to add to (or start) either a Safety Committee file or manual for your company.

## FIRE PROTECTION PROGRAMS

by Doug Plemons, *Risk Management Consultant*  
BWI, Inc.

The State of Oregon requires a fire protection plan from all employers in the construction industry. Employers with 10 or fewer employees are required to communicate their plan orally to their employees, and those with 11 or more employees are required to have a *written* plan.

There are general requirements for fire protection plans, as well as specific elements that must be included in written plans. (The OAR sections covering these requirements are cited at the end of this article.)

**General Requirements:** The employer is responsible for the development of a fire protection program to be followed throughout all phases of the construction or demolition work.

Access to all firefighting equipment shall be maintained at all *times*.

All firefighting equipment shall be maintained at all times.

All firefighting equipment shall be periodically inspected and maintained in operating condition. Defective equipment shall be immediately replaced.

**Regarding fire extinguishers:** A fire extinguisher, rated not less than 2A shall be provided for each 3,000 sf of the protected building area.

The following five elements must be included in written plans:

1. A list of the major work place fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking, etc.) and their control procedures, and the type of fire protection equipment or systems, which can control a fire involving them.
2. Names or regular job titles of those personnel responsible for maintenance of equipment or systems installed to prevent or control ignitions of fires; and the names or regular job titles of those personnel responsible for control of fuel source hazards.
3. The housekeeping procedures by which the employer shall control accumulations of flammable and combustible waste material and residues so that they do not contribute to a fire emergency.
4. Employee Training
  - a. The employer shall advise employees of the fire hazards of the materials and processes to which they are exposed.
  - b. The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the work place and made available for employee review.
5. The maintenance procedures by which the employer regularly and properly maintains, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials.

The bottom line is that everyone on your jobsite(s) or in your office or shop needs to know his or her responsibility in case of fire. (And the full plan needs to be written if you have 11 or more employees.) Make your plan now—*the* time you'll save in an emergency could mean fewer injuries!

*(Taken from OAR, Div. 3, Subdivision F and section c(1)I, and Div. 2, Subdivision E.)*

