

# SAMPLE FIRE SAFETY PLAN

**Your plan must be posted at the construction site in a visible location**

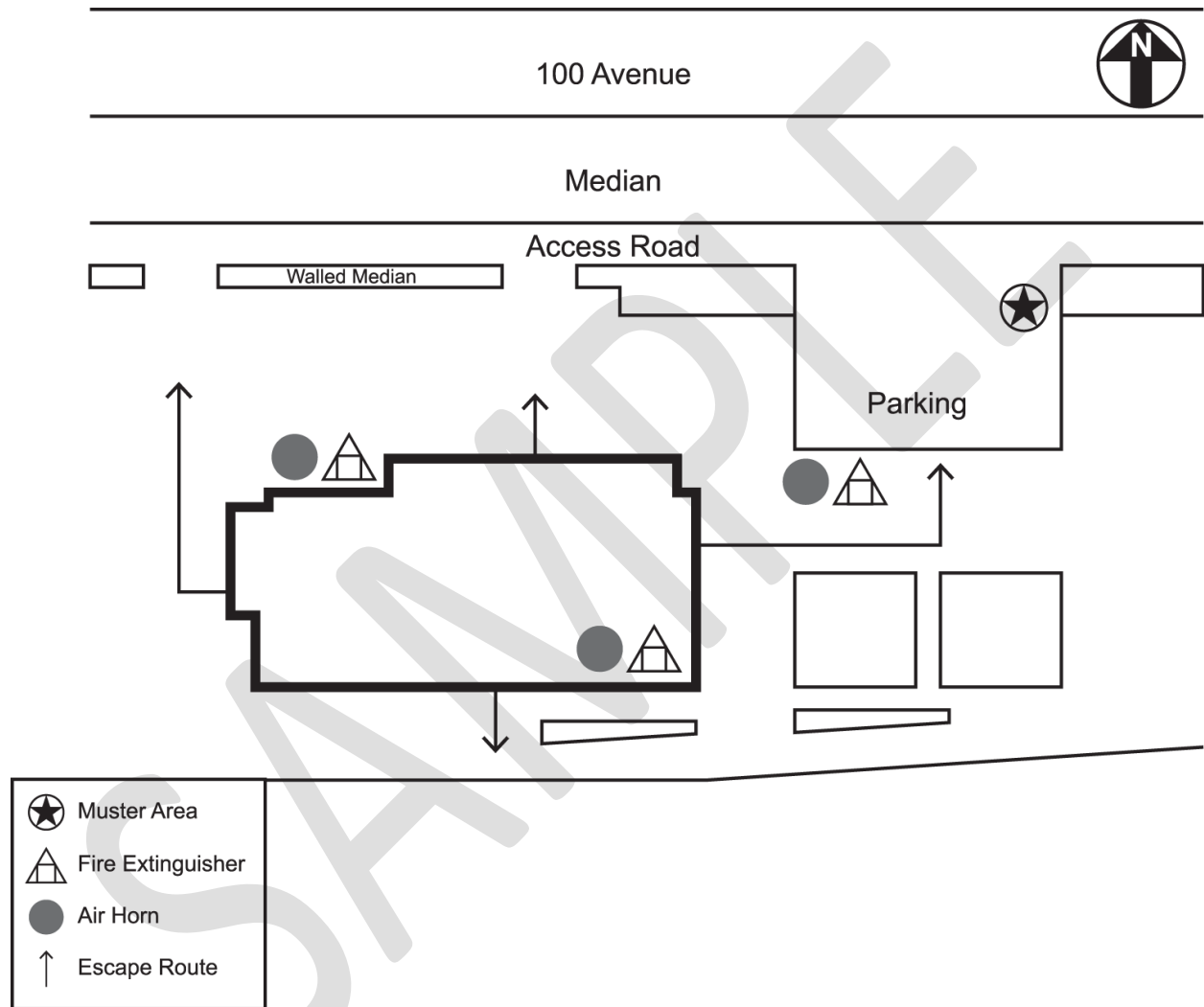
**Job #** 123-4567

**Address:** 12345-100 Avenue, Rocky View County, AB

**Building Name/Site Name:** ABC Services

**Description of Project:** Renovation

## Site Map



### Your site map must show:

- Muster areas
- Escape routes
- No parking areas
- Air horn locations
- Fire extinguisher locations

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## 1. Contact Personnel

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations.

Site Supervisor: Joe Blow                      Phone #: 1-888-888-8888 after hours

Safety Coordinator: Joe Blow                  Phone #: 1-777-777-7777 cell phone

Fire/Police/Ambulance: Phone #:911

## 2. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY

- The site supervisor or worker shall sound an air horn in case of emergency. Air horns are located at each exit door and have a sign indicating where they are located.
- All employees will go to the designated muster area located at the North East corner of parking lot towards 100 Avenue upon notification of alarm.
- The site supervisor or designate shall Notify the fire department (911).
- Once 911 has been notified and it is safe to do so, trained workers may attempt to extinguish small fires. All fires need to be reported to the fire department by site supervisor.
- When the site has been evacuated a head count shall be done by the site supervisor accounting for all workers and sub trades on site including those who may be trying to extinguish the fire.
- A List of personnel on site, updated and current will be kept in the construction office.
- The site supervisor is responsible to ensure that a worker meets the fire department and gives all pertinent information.
- The site supervisor is the assigned site fire warden and will represent all various trades working on location.

## 3. Training of site personnel on evacuation procedures including:

- Site orientation and company safety guidelines will be given to each new worker on site by the safety coordinator.
- Regular fire safety meetings incorporated into regular safety meetings(tailgate meetings).
- Simulated fire drills as applicable and warranted will be given by the safety coordinator.

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## 4. Assigned site personnel responsible to install and maintain fire safety duties such as:

- The site supervisor and safety coordinator shall ensure Control of combustibles on the site and around the buildings.
- All workers and contractors are responsible for general site housekeeping.
- Removal of excess garbage material on a regular basis. Notify site supervisor when bins require to be emptied.
- Maintain separation of combustibles from open flame devices.
- Maintaining and operation of at least one exit from every floor.
- Separation of access routes from materials stored on site, combustibles, etc.
- Parking of vehicles or delivery trucks, directed so as not to obstruct fire department access to the site and buildings. Contact site supervisor if you are not sure of parking.
- Fabrics and films used to temporarily enclose buildings shall be securely fastened to prevent them from being blown against heaters or other ignition sources. Safety coordinator will inspect all fabrics and films (eg. Tarps).
- Propane bottles will not be stored in a building. All devices that use propane shall be used properly and follow Alberta Building Code, Fire Code and manufacturers requirements. Site supervisor will ensure all devices are used properly.

## 5. Firefighting Services – hydrant, siamese, sprinkler, temporary access route

- Installed, tested and activated at the start of construction.
- Maintained and accessible for fire fighters.
- Site plan shows Access to the building – listing primary and secondary access points.
- Floor plan shows the location of firefighting systems as they are operational.
- The site properly addressed and the sign visible and legible to emergency crews.
- Maintain clear unobstructed access for fire department apparatus and unobstructed access to hydrants and connections.
- Site supervisor shall contact the fire department prior to temporally shutting down fire alarm for permission.

## 6. Fire Extinguishers:

- Certificate showing extinguishers are Up to date, serviced within the last year shall be retained on site by site supervisor.
- At or near gas or propane fuel operated equipment (minimum rating 2A-10BC on moveable equipment).
- Extinguishers will be identified with proper signage, at exit locations or required travel distance (every 50 feet on site).
- Adjacent to areas where flammable liquids or gases are stored or handled (minimum rating 4A-40BC fire extinguisher).

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## 7. Hot works operations:

- The area shall be clear of flammable and combustible materials.
- Fire watch assigned during hot works operation and for a period of 60 minutes after its completion to the person responsible for the hot works.
- A final inspection of the hot works area 4 hours after completion will be completed by site supervisor or designate.
- All work shall be performed by trained or certified personnel.
- Adjacent to any hot works operations – cutting torch, welding, torching and or hot tar pots a minimum rating 4A-40BC fire extinguisher shall be provided.
- Proper ventilation, as required.
- Safety coordinator shall issue a hot works permit prior to any work.

## 8. Flammable and Combustible Storage

- Storage area separated from combustible material by 3m.
- Storage area locked and vented.
- Storage area protected from vehicular/ industrial motorized traffic.
- Portable pressurized (full or empty) cylinders secured when not in use.
- Area have proper signage or placard in place.
- A current or updated list of dangerous goods on site in construction trailer.
- A portable extinguisher in close proximity to storage and work areas (minimum rating 4A-40BC fire extinguisher).
- Storage area away from egress and access routes to the site.
- The site supervisor and or safety coordinator shall be responsible for all flammable and combustible storage.

## 9. Security

- The construction site will have a security fence. A gate will be provided at each end of the site to allow emergency vehicles to access all portions of the site.

**Note:** The site supervisor and safety coordinator are responsible for all safety items on the construction site. It is expected that all workers and sub trades be familiar with the fire safety plan and work safely. All workers shall wear proper Personnel protection for specific jobs. Minimum on site PPE includes CSA steel-toed boots and hard hat.