CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION

DATE: 2002-10-01

APPROVED BY: Corporate Management Team

Procedure # COH-RQ-WI-007

FIRE PREVENTION, PROTECTION AND RELATED EMERGENCIES

I. PURPOSE:

To ensure adequate protection for all workers in the event of fire and other related emergencies and to ensure compliance with applicable legislation - Occupational Health and Safety Act, Industrial Regulations and Fire Code.

This procedure covers four KEY AREAS of Fire Prevention - Protection

KEY AREA # 1: EMERGENCY PREPAREDNESS
KEY AREA #2: FIRE EXTINGUISHERS/HARDWARE
KEY AREA #3: STORAGE, USE AND HANDLING OF FLAMMABLE MATERIALS
KEY AREA #4: HOT WORK PERMITS

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton facilities, operations and work practices where City of Hamilton workers work.

Also refer to procedures – WHMIS (COH-RQ-WI-019); FIRST AID (COH-RQ-WI-016)

Corporate Workplace Safety Section:

FOR ALL KEY AREAS

Provide information and assistance in all areas of fire prevention and protection and emergency response capabilities to allow line departments to initiate and maintain proper procedures to ensure worker health and safety and compliance with applicable legislation.

Departments:

FOR ALL KEY AREAS

Line Management must ensure that all workers who may be involved in such emergency plans or operations are properly trained in all aspects of the programs and have received the required Workplace Hazardous Materials Information System training as may be required.
KEY AREA # 1: EMERGENCY PREPAREDNESS

To develop a suitable and effective, Fire Department approved, "emergency response plan" to ensure a prompt and co-ordinated response to any possible emergency involving fire or the release of flammable liquids, other chemicals, and/or dangerous materials into the work environment. Such a plan shall ensure the protection of the workers, the public and the work environment should an emergency event occur.

Departments occupying rented/leased facilities may be required to co-ordinate emergency response and evacuation plans with the Owner/Lessor of the building occupied.

KEY AREA #2: FIRE EXTINGUISHERS/HARDWARE

To ensure that required fire extinguishers are available and adequate for the operation. That the Fire extinguishers are ULC approved, properly labelled and meet current standards as outlined in the Fire Code.

To ensure that the fire extinguishers are inspected visually at least once every month by a competent worker or workers, appointed by the department for that purpose, and that the date of the last inspection and the inspecting worker's initials are recorded on the tag attached to the extinguisher.

NOTE: Departments occupying rented or leased facilities are responsible to ensure that the above procedure is in force unless otherwise specified under the rental, leasing or similar arrangement. If under such an arrangement the Owner or Lessor accepts responsibility to maintain the fire extinguishers/other specialized equipment, the tenant Department remains responsible to ensure that the Owner or Lessor fulfils the agreed upon arrangement.

KEY AREA #3: STORAGE, USE AND HANDLING OF FLAMMABLE MATERIALS

The line department is responsible to ensure that flammable and combustible materials are stored, handled and used according to O.H.S.A. and Sections 22 and 23 of the Regulations for Industrial Establishments and Part 4 of the Fire Code.

KEY AREA #4: HOT WORK PERMITS

The line departments are required to ensure that Hot Work Permits are properly generated and utilised for all welding and soldering projects in buildings/facilities occupied by workers/public.

III. PROCEDURE:

KEY AREA # 1: EMERGENCY PREPAREDNESS

Management shall develop and implement specific Fire Emergency Evacuation Preparedness Plans or utilise existing Plans for a Building, if under a leasing arrangement with a Lessor/Owner, in which they operate.

All such plans shall:

- Be approved by the Local Fire Department and the Joint Health and Safety Committee.
- Be reviewed with all staff regularly working in the building.
- Require an annual drill to ensure effectiveness.
KEY AREA #2: FIRE EXTINGUISHERS/HARDWARE

MONTHLY VISUAL INSPECTION OF FIRE EXTINGUISHERS, BY A COMPETENT PERSON, MUST INCLUDE THE FOLLOWING:

1) Checking the gauge, if there is one, for proper charge;
2) Checking the locking pin to ensure it is in place and has not been tampered with;
3) Checking for obvious physical damage such as dents or leaks, in which case the unit must be sent for service;
4) Tilting the unit upside down twice to prevent compaction of contents;
5) Replacing the unit to its proper designated location; and,
6) Date and Initials of inspector entered on tag.

That, after use, the equipment shall be;

1. Immediately sent out to be recharged; and
2. A replacement is made available until it is returned to its marked station

Furthermore:

1) Be fully inspected annually by a competent service provider and that the date of the annual inspection and the name of the firm or person conducting the inspection be recorded on the tag attached thereto and in a permanent log (contact Purchasing Dept.)

2) Be kept orderly and accessible at all times

OTHER FIRE FIGHTING HARDWARE (SPRINKLERS/STANDPIPES ETC.):

Specialized fire prevention hardware such as sprinkler systems, available emergency lighting systems and fire alarm systems must also be maintained according to the Fire Code. Systems installed by the employer shall be maintained by the employer.

KEY AREA #3: STORAGE, USE AND HANDLING OF FLAMMABLE MATERIALS

FLAMMABLE AND COMBUSTIBLE MATERIALS:

Shall not be stored in any work area unless;

1. In sealed containers of not more than 23 litre capacity each, and not exceeding a maximum of 235 litres, or
2. Stored in an appropriate metal cabinet or part of a building specifically designed for that purpose

Shall not be dispensed in an enclosed work area unless;

From a portable container made of material suitable to provide for the safety of workers and have

a) A spring loaded cap
b) A flame arrestor spout

NOTE: The use of plastic "jerry cans" is acceptable for exterior use only. If dispensing indoors, metal containers must be properly grounded and bonded to eliminate the possibility of static discharge.
KEY AREA #4: **HOT WORK PERMITS**

**WELDING AND RELATED ACTIVITIES:**

Hot Work Permits are required for all welding and soldering projects in buildings/facilities occupied by workers and/or the public. The only exception includes facilities such as welding shops and garages that are adequately ventilated and equipped for that purpose. The issuance of hot work permits and the subsequent inspections are the direct responsibility of the maintenance departments performing the work.

This procedure requires the use of the "hot work permit" form available under the e-Net/You Should Know/Workplace Safety and WSIB/forms directory:

**NOTE:**

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.