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Safety Plan Review Sign-In Sheet
For: Emergency Preparedness Plans

Our Plan has been reviewed by:

<table>
<thead>
<tr>
<th>Reviewer’s Name (print)</th>
<th>Title</th>
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<th>Signature of Reviewer</th>
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Sign below to indicate that you have read and reviewed the Emergency Preparedness Plans listed above and that you have been given the opportunity to ask questions to management to ensure a complete understanding of the employer’s plans.

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**Are employers required to have Emergency Action Plans and/or Fire Prevention Plans?**

Although employers are required to have an Emergency Action Plan (EAP) and/or a Fire Prevention Plan (FPP) only when an applicable OSHA Standard specifically requires them, OSHA strongly recommends that all employers have an EAP and/or an FPP. If you have 10 or fewer employees, you may communicate your plan(s) orally. If you have more than 10 employees, however, your plan(s) must be written, kept in the workplace, and be available for employee review. Another instance in which an EAP and an FPP are required is if it is your facility’s policy that employees will not use fire extinguishers. Whether an EAP and an FPP are strictly required or not, it takes only a few moments to create them and it is a best practice for all facilities to do so.

**Useful Information – Important Names and Phone Numbers**

<table>
<thead>
<tr>
<th>Our Workplace Emergency Coordinator</th>
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<tr>
<td>Fire/Rescue</td>
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<tr>
<td>Police</td>
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<tr>
<td>Local Emergency Shelter</td>
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<td>Hospital or Emergency Clinic</td>
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<td>Facility Manager</td>
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<td>Facility Security</td>
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<td>Hazardous Material Removal</td>
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<td>First Aid Kit Location</td>
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<tr>
<td>Emergency Eyewash Location(s)</td>
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<tr>
<td>Fire Extinguisher Location(s)</td>
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<tr>
<td>Electric Company</td>
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<tr>
<td>Gas Provider</td>
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Facility Policy Concerning Portable Fire Extinguisher Use by Employees

When portable fire extinguishers are present in a workplace, the employer must ensure that they are properly mounted, identified, inspected, tested, and maintained. OSHA recognizes several options for employers to follow concerning the use of such portable fire extinguishers by employees:

**Option 1**
Employees may not be permitted to use portable fire extinguishers under any circumstances.

**Option 2**
Some designated employee(s) may be permitted to use portable fire extinguishers.

**Option 3**
Any employee(s) may be permitted to use portable fire extinguishers.

**Option 4**
Portable fire extinguishers, if permitted by relevant codes, are not provided in this workplace.

Any employee who is permitted to use portable fire extinguishers, however, must also be provided with annual training in their use.

Whichever option the employer selects should be stated in three places:
- In a fire safety policy
- In an Emergency Action Plan
- In a Fire Prevention Plan

The option selected by our employer is indicated in our Portable Fire Extinguisher Use Safety Policy.
Emergency Action Plan

Establish procedures and train employees on when and how to sound an alarm and notify emergency personnel. In addition, you must designate and train employees to assist in a safe and orderly evacuation of other employees. You must also review the Emergency Action Plan with each employee covered when the following occur:

- When the plan is developed or an employee is assigned initially to a job
- When an employee’s responsibilities under the plan change
- When the plan is changed

How will fires and other emergencies be reported?

In an emergency, how will employees be informed?

In an emergency, our evacuation will be ( ) full or ( ) partial?

We will evacuate through the following primary and alternate exit routes:

Primary evacuation route:

Alternate evacuation route:

Which employee(s), if any, will stay behind and perform critical plant operations?

We will evacuate to the following safe location:

Primary safe location:

Alternate safe location:

How will every employee be accounted for?

Which employee(s), if any, may perform rescue or medical duties?

How frequently will drills be performed for the above procedures?

Who is your contact person for communicating with fire, police, media, etc?

What is the name or job title of the individual for employee(s) to contact for detailed plan information?

This Emergency Action Plan’s Policy for Portable Fire Extinguisher use by our employees is found in the following Fire Prevention Plan.
Fire Prevention Plan

When you assign employees to a job, you must inform them of any fire hazards they may be exposed to. You must also review with each employee those parts of the fire prevention plan necessary for self-protection.

What are the major fire hazards in our workplace?
List any fire hazards such as flammable or combustible liquids, gases, etc. If no special hazards are present, write “No special hazards use present; general office materials only” or other suitably descriptive information.

What are the proper handling and storage procedures for hazardous materials in our workplace?
If no hazardous materials requiring proper handling and storage procedures are present, write “Does not apply-no hazardous materials present.”

What potential ignition sources exist, and how are they controlled?
If no potential ignition sources exist, write “No potential ignition sources exist.”

What type of fire protection equipment is available to control each major hazard?
List any fire protection equipment such as portable fire extinguishers, sprinkler system, etc., that are available. If none is available, write “No fire protection equipment available.”

What are the procedures to control accumulations of flammable and combustible waste materials?
If no heat producing equipment is present, write “No heat producing equipment present.”

What are the procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials?

What is the name or job title of the individual responsible for maintaining equipment to prevent or control sources of ignition or fires?

What is the name or job title of employee(s) responsible for the control of fuel source hazards?
If no fuel source hazards are present, write “No fuel source hazards present.”

The policy of this Fire Prevention Plan concerning portable fire extinguisher use by our employees follows.
Emergency Action Plan, Fire Prevention Plan, and Facility Policy Concerning Portable Fire Extinguishers

The safety policy of our workplace concerning the use of portable fire extinguishers by employees is designated below with a checkmark:

- **Option 1**
  Although portable fire extinguishers are provided in our workplace, they are NOT intended for employee use. Upon the sounding of a fire alarm, all employees are to evacuate the workplace immediately.

- **Option 2**
  The following designated employees will be permitted to use a portable fire extinguisher in the event of a fire in our workplace.

  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

  The above designated employees will be provided with annual training in the use of portable fire extinguishers.

  All other employees are NOT to use portable fire extinguishers and are to evacuate the workplace immediately upon the sounding of a fire alarm.

- **Option 3**
  All employees are permitted to use a fire extinguisher in the event of a fire in our workplace and will be provided with annual training in the use of portable fire extinguishers.

- **Option 4**
  Portable fire extinguishers are not present in our workplace. (Although OSHA permits this option in many general duty workplaces, be sure that you have also checked with your local building and safety codes, your insurance providers, and any applicable professional associations such as Joint Commission, etc., to ensure that your policy is in compliance.)
Fire Safety

How do Fires Start?
Fire is a chemical reaction involving rapid oxidation or burning of a fuel and needs three elements to occur - fuel, oxygen, and heat (ignition source). The chemical chain reaction that occurs between the three basic elements represents the fourth component of the fire equation.

Fuel - can be any combustible material - solid, liquid, or gas.

Oxygen - the air we breathe is about 21 percent oxygen. Fire only needs an atmosphere of 14 percent oxygen to burn.

Heat - heat is the energy necessary to increase the temperature of the fuel to a point where sufficient vapors are given off for ignition to occur.

Take any one of the three factors away, and the fire either cannot occur, or it will be extinguished if it was already burning.

How are Fires Classified?
Fires are classified by the types of materials that are burning.

Class A - Ordinary combustibles or fibrous material, such as wood, paper, cloth, rubber, and some plastics.

Class B - Flammable or combustible liquids such as gasoline, kerosene, paint, paint thinners, and propane.

Class C - Energized electrical equipment, such as appliances, switches, panel boxes, and power tools.

Class D - Combustible metals, such as magnesium, titanium, potassium, and sodium. These metals burn at high temperatures and create their own oxygen to support combustion. They may react violently with water or other chemicals.

Fire Extinguisher Ratings
Fire extinguishers have the same ratings as fires (A,B,C,D). They can also carry multiple ratings such as AB, BC, or ABC. These extinguishers are capable of putting out more than one class of fire. There is also a Class K Fire that may occur with kitchen cooking oils and grease and that requires a type K fire extinguisher.
How to Identify Fire Extinguisher Types

All ratings are shown on the extinguisher faceplate.

**ABC-rated multipurpose dry powder extinguishers** - are the most commonly found fire extinguishers. They are almost always RED in color and have either a long narrow hose or no hose (just a short nozzle). These extinguishers are fairly light (5-25 lbs total weight).

**Water extinguishers** - are not often used in a commercial setting and are usually silver in color, have a flat bottom, and a long narrow hose.

**CO₂ (carbon dioxide) extinguishers** - are generally red, have a LARGE “tapered” nozzle (horn), are very heavy (15-85 lbs.). Care should be used not to drop a CO₂ cylinder; if it is damaged, it can explode due to high pressure.

Fire extinguishers containing either compressed gas or any type of hazardous chemical require a Material Safety Data Sheet (MSDS) to be available just as would be required for any other hazardous chemical in the workplace.

How to Use a Portable Fire Extinguisher

Remember the acronym, “P.A.S.S.”

P … Pull the Pin.

A … Aim extinguisher nozzle at the base of the flames.

S … Squeeze the trigger while holding the extinguisher upright.

S … Sweep the extinguisher from side to side, covering the affected area with the extinguisher agent.

Remember:

- Should your path of escape be threatened
- Should the extinguisher run out of agent
- Should the extinguisher prove to be ineffective
- Should you no longer be able to safely fight the fire

...LEAVE THE AREA IMMEDIATELY!
How to Extinguish Small Fires

Class A Extinguisher - Uses pressurized water, foam or multi-purpose (ABC-rated) dry chemical extinguishers. Extinguishes ordinary combustibles by cooling the material below its ignition temperature and soaking the fibers to prevent further ignition. DO NOT USE carbon dioxide or ordinary (BC-rated) dry chemical extinguishers on Class A fires.

Class B Extinguisher - Extinguishes flammable liquids, greases, or gases by removing the oxygen, preventing the vapors from reaching the ignition source, or inhibiting the chemical chain reaction. Foam, carbon dioxide, ordinary (BC-rated) dry chemical, or multi-purpose (ABC-rated) dry chemical may be used to fight Class B fires.

Class C Extinguisher - Extinguishes energized electrical equipment by using an extinguishing agent that is not capable of conducting electrical currents. Carbon dioxide, ordinary (BC-rated) dry chemical, or multi-purpose (ABC-rated) dry chemical extinguishers may be used to fight Class C fires. DO NOT USE water extinguishers on energized electrical equipment.

Class D Extinguisher - Extinguishes combustible metals such as magnesium, titanium, potassium, and sodium with dry powder extinguishing agents specially designated for the material involved. In most cases, they absorb the heat from the material, cooling it below its ignition temperature.

When not to Fight a Fire

Never fight a fire:

- If the fire is spreading beyond the area where it started
- If you can’t fight the fire with your back to an escape route
- If the fire can block your only escape route
- If you don’t have adequate fire-fighting equipment
- If you have not received proper training on fighting fires and using fire-fighting equipment

If any of these situations exist: DO NOT FIGHT THE FIRE YOURSELF. CALL FOR HELP!
Fire Extinguisher Inspection

All fire extinguishers must have a current certification tag in accordance with state and local regulations.

OSHA also requires fire extinguishers to be inspected monthly by the employer.

When conducting your inspection:

- Make sure the class of the extinguisher is safe to use on fires likely to occur in the area.
- Extinguishers should be mounted in an area where they are readily accessible.
- Check the plastic seal holding the pin in the extinguisher handle. Has the extinguisher been tampered with or used?
- Make sure the pin, nozzle, and nameplate are intact.
- Look at the gauge (or feel the weight if it does not have a gauge). Is the extinguisher full? Does it need to be recharged?
- Today, most extinguishers have gauges indicating the pressure inside the extinguisher. The pressure needle should be in the “green”.
- CO₂ (carbon dioxide) extinguishers are high-pressure cylinders with pressures ranging from 1500 lb. to 2150 lb. These extinguishers DO NOT have gauges and must be weighed to determine the amount of contents remaining.

Minimum Number of Fire Extinguishers

Check with your local fire department for information to determine the correct minimum number of fire extinguishers. It is recommended that you have fire extinguishers no greater than 50 feet from another fire extinguisher or an exit.
Medical Services and First Aid

*What are the OSHA Requirements for Medical Services and First Aid for Our Employees?*

OSHA requires that all workplaces have readily available access to emergency medical care. While OSHA has never defined “readily available,” it recommends that no more than a 3-4 minute response time for life threatening emergencies and 15 minutes for non-life threatening emergencies. In the absence of readily available medical care within those time frames, employers must ensure that someone on site is adequately trained to render first aid.

*First Aid Requirements*

In addition to the availability of trained medical or first aid personnel, our site also needs to ensure that adequate first aid supplies are readily available.

All personnel who are expected to render first aid must be included in our site’s Exposure Control Plan which includes offering a hepatitis B vaccination. If it is reasonably anticipated that the employee will be exposed to blood or body fluids while using first aid supplies, the employer is required to provide appropriate personal protective equipment. Refer to your Exposure Control Plan for information about PPE selected for your facility.

*Eye Wash/Shower Requirements*

When there is a possibility of a splash while handling corrosive materials, OSHA requires as a first line of defense appropriate eye or face protection. They also require a suitable eyewash and/or quick drenching facility. Federal OSHA does not provide specific instructions regarding the installation and operation of emergency eyewash and shower equipment. They leave it up to the employer to assess the need and to determine what attributes the eyewash/shower unit would need. Factors such as, how injurious is the chemical, in addition to flow rate and duration of water supply that the eyewash/shower unit would need to provide must be considered.
ANSI/Requirements for Eye Wash/Shower Units

The American National Standards Institute, ANSI, has published a Standard with recommendations for eyewashes and showers, ANSI Z358.1. In this Standard ANSI recommends among other things:

- Eyewash units need to be capable of providing a continuous supply of flushing liquid to the eyes for 15 minutes at a velocity low enough to be non-injurious to the user. Portable eye wash bottles do not meet this requirement.
- Shower units need to be capable of providing a continuous supply of a flushing fluid at a minimum of 20 gallons per minute at a velocity low enough to be non-injurious to the user.
- Some State OSHA Plans have “incorporated by reference” various editions of the ANSI Z358.1 Standard. When any such consensus Standard is incorporated by reference, its mandatory requirements also become mandatory by OSHA. If your facility is in a State OSHA Plan state, then be sure to check your state’s individual requirements concerning eyewashes and drench showers.

You should assess the entire work site for areas where employees potentially handle corrosive materials. Include the healthcare setting in addition to the maintenance, kitchen, laundry, and mechanical areas. Refer to your Material Safety Data Sheets (MSDS) for proper handling, storage, Personal Protective Equipment (PPE), and eyewash/shower requirements for the materials being used at your facility.