



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – FIRE SAFETY & FLAMMABLE LIQUIDS:

1.0 Scope and Application

This policy has been developed to provide safe work practices and procedures for fire safety and using flammable liquids and applies to all County facilities. This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services.

2.0 Responsibilities

Risk Management: Support and management of this policy.

Department Heads: Implementation of policy.

Supervisors: Ensure policy is adhered to by all employees, exits are clear from obstruction and inspections of the workplace are performed.

Employees: Follow requirements contained in this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents minimum building fire safety requirements and procedures for the use of flammable liquids. Department Heads may develop departmental procedures that are more inclusive of the requirements contained in this policy.

4.0 Definitions

None.

5.0 Training

All employees will receive instruction in this policy at their time of assignment and whenever this policy is revised. Instructional material on proper fire extinguisher use will be posted in appropriate locations.

6.0 Documentation Requirements

Individual departmental procedures should be followed. Documentation of planned fire drills and fire extinguisher inspections must be maintained by scheduling department.

7.0 Fire Plans and Evacuation Maps

Each county facility must have in place an emergency action plan specific to their building. See the Dane County Emergency Plan for more details. Evacuation maps, showing both primary and secondary exit routes out of the building must be prominently displayed within the building to allow employees and visitors to exit the building quickly in the event of an emergency. Department Heads will be responsible for developing these maps.



ADMINISTRATIVE PRACTICES MANUAL

8.0 Exits

Exits will not be locked (chained or otherwise) so as to impede proper evacuation. Exits will be marked/illuminated in accordance with state statutes and local ordinances.

9.0 Storage of Fire Equipment

Fire equipment will be prominently displayed, labeled for usage, and kept clear for easy access at all times.

10.0 Fire Extinguisher Use

Employees are not required to use a fire extinguisher and should exit the work area immediately upon an evacuation notice. Employees may use a fire extinguisher to attempt to extinguish a fire in the incipient stage only (beginning stage of a fire) and should be prepared to exit the area immediately if the fire cannot be extinguished. Report all fire extinguisher use to your Supervisor immediately.

11.0 Vehicle Fire Extinguishers

Vehicles and equipment as designated by the Department Head will be equipped with fire extinguishers.

12.0 Reporting Equipment Problems

If you notice an extinguisher with a low pressure gauge reading or an expired inspection tag, notify your Supervisor at once.

13.0 Monthly Inspections

Department Heads or their designate shall ensure that all fire extinguishers are inspected on a monthly basis and that a tag indicating the date of the inspection is affixed to the unit.

14.0 Storage of Flammable and Combustible Liquids

Flammable and combustible liquids must be stored in accordance with the Flammable and Combustible Liquids Code as promulgated by the Wisconsin Department of Safety and Professional Services and at the directive of all applicable fire codes. No storage of flammable or combustible liquids will be allowed in furnace or boiler rooms.

15.0 Use of Safety Containers

Flammable or combustible liquids shall be stored in an approved liquid storage cabinet in safety cans. Gasoline must be stored in (Red) safety cans at all times and labeled accordingly. Kerosene (Yellow), Diesel Fuel (Blue), or Fuel Oil (Green) must be stored in safety containers and labeled accordingly.



ADMINISTRATIVE PRACTICES MANUAL

16.0 Refueling and Filling Operations

The transfer of flammable liquids between to metal containers shall be grounded by the use of a metal bonding strap to prevent the buildup and discharge of static electricity. Gasoline containers may not be filled on the back of pickup trucks or in the trunks of vehicles and must be placed firmly on the ground during filling operations.

17.0 Use of Non-Flammable Cleaners

Never use gasoline or other flammable solvents to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

18.0 Smoking, Sparks and Open Flames

Smoking, sparks and open flames are absolutely prohibited in areas where flammable or combustible liquids are present.

19.0 Burning

Burning must be done in strict compliance with local ordinances. No flammable liquids should be used to start a fire. All burning activities must be approved by your Supervisor.

20.0 Welding and Cutting Operations

See policy section # 15 for welding, cutting, brazing operations for details.

End Policy