OSHA Fire Safety Pack

FORBES SAFETY SOLUTIONS

Complete bundle — 6 templates included

Editable Word/Excel/PowerPoint versions available at forbessafetysolutions.com/downloads/

Table of Contents

FIRE EXTINGUISHER MONTHLY INSPECTI(

Forbes Safety Solutions | 29 CFR 1910.157 / NFPA 10

Company Name: _____ **Location / Building:** _____

Inspector: _____ **Responsible Person:** _____

Instructions: Enter inspector initials and P (Pass) or F (Fail) for each monthly inspection. Refer to the 'Inspection Criteria' tab for what to check.

Ext. ID	Location	Type	Size	Exp. Date	JAN	FEB	MAR	APR	MAY
FE-001									
FE-002									
FE-003									
FE-004									
FE-005									
FE-006									
FE-007									
FE-008									
FE-009									
FE-010									
FE-011									
FE-012									
FE-013									

FE-014									
FE-015									
FE-016									
FE-017									
FE-018									
FE-019									
FE-020									

Notes / Deficiencies:

ON LOG

Year:

Review Date:

JUN	JUL	AUG	SEP	OCT	NOV	DEC

Generated: 2026-03-15

FIRE EXTINGUISHER

Monthly Visual Inspection Che

Use this checklist as a reference when performing monthly fire extinguisher visual inspections. Record Pass (P) or Fail (F) on the Monthly Inspection Log.

#	Inspection Item
1	**Accessible & Visible**
2	**Pressure Gauge**
3	**Safety Pin & Tamper Seal**
4	**Physical Condition**
5	**Inspection Tag**
6	**Hose & Nozzle**
7	**Mounting & Height**

ADDITIONAL REQUIREMENTS

- Annual professional inspection required by a certified fire pro
- 6-year maintenance: Internal examination for stored-pressure
- 12-year hydrostatic test required for applicable extinguisher t

- Immediately remove from service and replace any extinguish
- Document all deficiencies and corrective actions taken.
- Maintain records for a minimum of 1 year (check local require

R INSPECTION CRITERIA

ecklist | 29 CFR 1910.157 / NFPA 10

guisher inspections. Each item must be verified for every extinguisher. Mark

What to Check
Extinguisher is not blocked by storage, equipment, or materials. Clearly visible or location is marked with signage. Travel distance requirements met per NFPA 10.
Gauge needle is in the green/operable range. If gauge is missing, damaged, or reads outside the operable range, mark as Fail. Note: CO2 extinguishers do not have a pressure gauge — weigh instead.
Pull pin is in place and not bent. Tamper seal/indicator is intact and unbroken. If seal is broken or pin is missing, the extinguisher may have been used or tampered with.
No visible damage, dents, corrosion, or leakage on the cylinder. Check the bottom for corrosion. No chemical residue around the nozzle. Nameplate and operating instructions are legible.
Current inspection tag is attached. Previous monthly inspections are documented on the tag. Tag shows last professional service/annual inspection date. Replace tag if full or illegible.
Hose is not cracked, cut, or blocked. Nozzle is clear of debris and obstructions. Hose connections are tight and not corroded. For wheeled units, check the hose length and condition.
Extinguisher is properly mounted in bracket, cabinet, or on wall hook. Mounting height: top handle no more than 5 ft (60 in.) from floor for units ≤40 lbs; no more than 3.5 ft (42 in.) for heavier units. Cabinet door opens freely if applicable.

tection specialist (NFPA 10, Chapter 7).

e extinguishers every 6 years.

ypes.

er that fails inspection.

ements for longer retention).

HOT WORK PERMIT

Forbes Safety Solutions

Ref: 29 CFR 1926.352 | NFPA 51B

⚠️ **THIS PERMIT IS VALID FOR A SINGLE SHIFT**

Company:	
Location:	
Date:	
Time Start:	
Time End:	
Type of Hot Work:	(Welding / Cutting / Brazing / Grinding / Othe

PRE-WORK SAFETY CHECKLIST

#	Checklist Item	Yes	No	N/A
1	Fire watch assigned?			
2	Fire extinguisher within 20 ft?			
3	Combustibles removed/covered within 35 ft?			
4	Sprinkler system working?			
5	Floors swept of debris?			
6	Openings/cracks in walls/floors covered?			
7	Ventilation adequate?			

FIRE WATCH

Fire Watch Name:	
Fire Watch Duration:	
Post-Work Fire Watch (min 30 min):	
Fire Watch Completion Sign-Off:	

Note: Fire watch must continue for a minimum of 30 minutes after hot work is completed.

AUTHORIZATION SIGNATURES

Requester Name:		**Signature:**
Issuer (Safety/Supervisor):		**Signature:**
Fire Watch:		**Signature:**

THIS PERMIT EXPIRES AT THE END OF THE CURR

T ONLY ⚠️

er)

	Notes

	Date: _____
	Date: _____
	Date: _____

ENT SHIFT

rd

FORBES SAFETY SOLUTIONS

Portable Fire Extinguisher Program

Fire Prevention, Extinguisher Maintenance & Employee Training

Prepared for:

[COMPANY NAME]

Reference Standards:

29 CFR 1910.157 | NFPA 10

Date: [DATE] | Revision: [REV NUMBER]

Table of Contents

1. Purpose

This Portable Fire Extinguisher Program establishes the requirements for the selection, placement, inspection, maintenance, and employee training associated with portable fire extinguishers at [COMPANY NAME] in compliance with OSHA 29 CFR 1910.157 and NFPA 10: Standard for Portable Fire Extinguishers.

The program ensures that fire extinguishers are properly maintained, accessible, and that employees are trained to respond appropriately to incipient-stage fires.

2. Scope

This program applies to all [COMPANY NAME] facilities, job sites, and operations where portable fire extinguishers are provided. It covers:

- All permanent and temporary structures
- Construction job sites
- Maintenance shops and storage facilities
- Company vehicles equipped with fire extinguishers
- Hot work operations

3. Responsibilities

3.1 Management

- Provide an adequate number and type of fire extinguishers
- Fund inspection, maintenance, and training programs
- Ensure compliance with this program

3.2 Safety Manager

- Develop and maintain this program
- Conduct or coordinate annual employee training
- Oversee monthly inspections and annual maintenance
- Contract with certified fire protection service providers
- Maintain all inspection and maintenance records

3.3 Supervisors

- Ensure fire extinguishers in their areas are accessible and unobstructed
- Perform or assign monthly visual inspections
- Report any missing, damaged, or discharged extinguishers immediately

3.4 Employees

- Know the locations of fire extinguishers in their work areas
- Do not obstruct access to fire extinguishers
- Report missing, damaged, or used fire extinguishers to their supervisor
- Complete required fire extinguisher training

4. Fire Classes and Extinguisher Types

4.1 Fire Classifications

Fire Class	Fuel Type	Examples	Extinguisher Type
Class A	Ordinary combustibles	Wood, paper, cloth, rubber, many plastics	Water, foam, dry chemical, wet chemical
Class B	Flammable liquids/gases	Gasoline, oil, grease, paint, propane	CO2, dry chemical, foam, clean agent
Class C	Energized electrical	Motors, switchgear, wiring, panels	CO2, dry chemical, clean agent (de-energize first if possible)
Class D	Combustible metals	Magnesium, titanium, sodium, lithium	Dry powder (specific to metal type)
Class K	Cooking oils/fats	Deep fryers, commercial cooking	Wet chemical (potassium acetate)

4.2 Common Extinguisher Types and Ratings

Extinguisher Type	Fire Classes	Typical Rating	Effective Range	Discharge Time
ABC Dry Chemical	A, B, C	4-A:80-B:C (10 lb)	10–20 ft	15–25 sec
CO2 (Carbon Dioxide)	B, C	10-B:C (10 lb)	3–8 ft	8–30 sec

Water (stored pressure)	A only	2-A (2.5 gal)	30–40 ft	60 sec
Class K Wet Chemical	K	Per NFPA 10	10–12 ft	30–85 sec
Dry Powder (Class D)	D (specific metals)	Per metal type	3–8 ft	Varies
Clean Agent (Halotron)	A, B, C	1-A:10-B:C	6–10 ft	8–15 sec

5. Placement Requirements

5.1 Travel Distance Requirements

Fire extinguishers shall be distributed so that the travel distance for employees to any extinguisher does not exceed the following maximums per 29 CFR 1910.157(d) and NFPA 10:

Fire Class	Maximum Travel Distance	Maximum Spacing (Approx.)	Minimum Rating
Class A	75 feet (22.9 m)	One per 3,000 sq ft (typical)	2-A minimum
Class B	50 feet (15.2 m)	Based on hazard level	Varies by hazard
Class C	Based on Class A or B hazard present	N/A	N/A (rated for A or B)
Class D	75 feet (22.9 m)	Based on work area	Per metal type
Class K	30 feet (9.1 m)	Within kitchen area	Per NFPA 10

5.2 Mounting Requirements

Per 29 CFR 1910.157(c) and NFPA 10:

- Extinguishers weighing 40 lbs or less: top of extinguisher not more than 5 feet above the floor
- Extinguishers weighing more than 40 lbs: top of extinguisher not more than 3.5 feet above the floor
- Bottom of extinguisher shall be at least 4 inches above the floor
- Extinguishers shall be mounted in conspicuous locations along normal paths of travel
- Locations shall be marked with signage visible from a distance

- Extinguishers shall not be obstructed or obscured from view

5.3 Environmental Considerations

- Protect from freezing where temperatures may drop below 40°F (use freeze-rated or antifreeze types)
- Protect from physical damage in high-traffic areas (use cabinets or recessed mounts)
- Corrosive environments may require special coatings or stainless steel units

6. Inspection and Maintenance Schedule

6.1 Monthly Visual Inspection

A designated person shall visually inspect all fire extinguishers monthly per NFPA 10, Section 7.2. The monthly inspection shall verify:

- Extinguisher is in its designated location
- Access and visibility are not obstructed
- Operating instructions are legible and facing outward
- Tamper seal is intact
- Pressure gauge is in operable range (green zone)
- No visible physical damage, corrosion, or leakage
- Fullness verified by hefting or weighing (CO2 and halogenated types)

Document inspections using the Monthly Inspection Log (Appendix A). Attach the inspection tag to each extinguisher.

6.2 Annual Maintenance

All fire extinguishers shall receive a thorough annual maintenance examination by a certified fire protection technician per NFPA 10, Section 7.3. This includes:

- Complete external and internal examination
- Verification of correct agent type and charge
- Mechanical parts examination and lubrication
- Replacement of worn or damaged components
- Recharging if necessary
- New annual maintenance tag applied

6.3 Extended Service Intervals

Service Type	Frequency	Extinguisher Types	Requirements
6-Year Maintenance (Internal Exam)	Every 6 years	Stored-pressure types with dry chemical, dry powder, or halogenated agents	Empty, internally examine, recharge
12-Year Hydrostatic Test	Every 12 years	All types requiring hydrostatic testing per NFPA 10	DOT/TC hydrostatic test of cylinder, recharge
5-Year Hydrostatic Test	Every 5 years	CO2 and stored-pressure water types	Hydrostatic test per DOT requirements

Extinguishers that fail inspection, maintenance, or hydrostatic testing shall be removed from service, condemned, and replaced.

7. Employee Training

7.1 General Training Requirements

Per 29 CFR 1910.157(g), where the employer has provided portable fire extinguishers for employee use, the employer shall provide an educational program to familiarize employees with:

1. The general principles of fire extinguisher use
2. The hazards involved in incipient-stage fire fighting
3. Locations of fire extinguishers in their work area
4. How to activate the fire alarm and call emergency services
5. The PASS technique (Pull, Aim, Squeeze, Sweep)
6. When to fight a fire and when to evacuate

7.2 Training Frequency

- Initial training: upon hire and upon assignment to a new work area
- Annual refresher: provided at least annually per 29 CFR 1910.157(g)(2)
- Hands-on training: recommended annually, required where employer policy dictates employees may use extinguishers

7.3 Hands-On Training Components

- Live fire training with actual extinguisher discharge (or approved simulator)

- Practice with the PASS technique
- Recognition of different extinguisher types and their uses
- Understanding of extinguisher limitations (range, duration, appropriate fire class)

7.4 Exemptions from Training

Per 29 CFR 1910.157(g)(4), where the employer has established an emergency action plan and a fire prevention plan that designate certain employees to use fire extinguishers, only those designated employees require training.

If the employer's emergency action plan requires total evacuation and does not permit any employees to use extinguishers, the employer is exempt from the training requirements. However, extinguishers must still be provided and maintained per the standard.

8. Fire Prevention Integration

This program integrates with [COMPANY NAME]'s overall fire prevention efforts:

- Hot work operations require a fire watch with a minimum 20-lb ABC extinguisher within 25 feet
- Flammable storage areas shall have appropriate Class B extinguishers within 10 feet of the storage area
- Emergency exit routes shall not be blocked by extinguisher placement
- Fire extinguisher locations shall be incorporated into the site emergency action plan

9. Recordkeeping

The following records shall be maintained:

- Monthly inspection logs (retain for minimum 1 year)
- Annual maintenance records (retain for life of extinguisher)
- 6-year and 12-year service records (retain for life of extinguisher)
- Employee training records (retain for duration of employment plus 3 years)
- Extinguisher inventory list (type, location, serial number, manufacture date)

10. Program Review

This program shall be reviewed at least annually and updated as needed based on:

- Changes to facilities, processes, or hazard types
- Results of fire incidents or near-misses
- Regulatory changes to OSHA or NFPA standards
- Findings from insurance inspections or fire marshal visits

Appendix A: Monthly Fire Extinguisher Inspection Log

Building / Job Site: _____

Inspector Name: _____

Month / Year: _____

Ext. #	Location	Type/Size	Date	Accessible?	Seal Intact?	Gauge OK?	Condition	Initials

Action Required:

_____

_____

Inspector Signature: _____

Date: _____

Appendix B: Annual Maintenance Record

Company: _____

Service Provider: _____

Technician Name / Certification #: _____

Date of Service: _____

Ext. #	Serial #	Type/Size	Mfg Date	Agent Condition	Parts Replaced	Recharged?	Next Service Due	Tech Initials

Certification:

I certify that the above fire extinguishers have been inspected, maintained, and serviced in accordance with NFPA 10 requirements.

Service Technician Signature: _____

Certification Number: _____

Date: _____

Received By (Company Representative): _____

Date: _____

FORBES SAFETY SOLUTIONS

Fire Prevention Plan

OSHA Compliance Program

Prepared for:

[COMPANY NAME]

Regulatory References:

29 CFR 1910.39 | *29 CFR 1926.150-155* | *NFPA 10* | *NFPA 51B*

Date: [DATE] | Revision: [REV NUMBER]

Prepared by: [SAFETY MANAGER NAME / TITLE]

Table of Contents

1. Purpose and Scope

This Fire Prevention Plan (FPP) has been developed to comply with OSHA requirements under 29 CFR 1910.39 (General Industry) and 29 CFR 1926.150-155 (Construction). The purpose of this plan is to prevent fires from occurring at [COMPANY NAME] work sites and facilities, and to provide procedures for fire safety in the event of a fire emergency.

This plan applies to all employees, subcontractors, and visitors at [COMPANY NAME] facilities, offices, work sites, and storage areas. It is intended to be used in conjunction with the company's Emergency Action Plan.

1.1 Regulatory References

- 29 CFR 1910.39 – Fire Prevention Plans (General Industry)
- 29 CFR 1910.157 – Portable Fire Extinguishers
- 29 CFR 1926.150 – Fire Protection (Construction)
- 29 CFR 1926.151 – Fire Prevention
- 29 CFR 1926.152 – Flammable Liquids
- 29 CFR 1926.153 – Liquefied Petroleum Gas (LPG)
- 29 CFR 1926.154 – Temporary Heating Devices
- 29 CFR 1926.155 – Definitions Applicable to Fire Protection
- NFPA 10 – Standard for Portable Fire Extinguishers
- NFPA 51B – Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

2. Fire Hazard Identification

[COMPANY NAME] shall conduct a fire hazard assessment for each work site, facility, and storage area. The assessment shall identify potential fire hazards and the controls necessary to mitigate them.

2.1 Common Fire Hazards

Hazard Category	Examples	Control Measures
Flammable/Combustible Liquids	Gasoline, diesel, solvents, paints, adhesives	Approved storage cabinets, proper labeling, grounding/bonding, limited quantities
Compressed Gases	Acetylene, propane, oxygen	Upright storage, separation of fuel/oxidizer, valve protection caps, ventilated storage
Electrical Hazards	Overloaded circuits, damaged cords, temporary wiring	GFCI protection, regular inspections, proper amperage, no daisy-chaining
Hot Work Activities	Welding, cutting, brazing, grinding	Hot work permits, fire watch, 35-ft clearance, fire extinguisher at point of operation
Combustible Materials	Wood, paper, cardboard, rags, insulation	Proper housekeeping, designated storage, separation from ignition sources
Temporary Heating	Salamanders, propane heaters, portable heaters	Clearance from combustibles, ventilation, fuel storage separation, tip-over protection
Smoking	Cigarettes, lighters, matches	Designated smoking areas only, minimum 25 ft from flammables/combustibles

2.2 Fire Hazard Assessment Frequency

- Initial assessment before work begins at each new site or facility
- Updated whenever conditions change (new materials, new tasks, weather changes)
- Annual review of all standing facilities
- Documented using the Fire Hazard Assessment Form (Appendix A)

3. Roles and Responsibilities

3.1 Program Administrator

[SAFETY MANAGER NAME / TITLE] is responsible for:

- Developing, implementing, and maintaining this Fire Prevention Plan
- Conducting or overseeing fire hazard assessments
- Ensuring fire extinguishers are properly placed, inspected, and maintained
- Coordinating employee fire safety training
- Investigating fire incidents and near-misses
- Issuing and managing hot work permits

3.2 Supervisors

- Enforce fire prevention procedures at the work site
- Ensure housekeeping standards are maintained to prevent fire hazards
- Verify fire extinguishers are accessible and current inspections are documented
- Ensure employees are trained on emergency procedures and extinguisher use
- Assign fire watch personnel during and after hot work operations

3.3 Employees

- Follow all fire prevention procedures and housekeeping requirements
- Report fire hazards and unsafe conditions immediately
- Know the location of fire extinguishers and how to use them (if trained)
- Know the emergency evacuation routes and assembly areas
- Perform fire watch duties when assigned

4. Housekeeping for Fire Prevention

Proper housekeeping is one of the most effective methods of fire prevention. [COMPANY NAME] requires the following housekeeping practices:

1. Maintain work areas free of unnecessary accumulations of combustible materials (scrap wood, paper, oily rags, cardboard, packaging).
2. Dispose of oily or solvent-soaked rags in approved, self-closing metal containers. Empty containers daily or at the end of each shift.
3. Keep exits, stairways, aisles, and access to fire extinguishers clear and unobstructed at all times.
4. Store combustible materials at least 10 feet away from any building under construction (per 29 CFR 1926.151).
5. Remove combustible waste from enclosed areas at regular intervals during construction operations.
6. Clean up spills of flammable or combustible liquids immediately.
7. Ensure trash and debris dumpsters are located a safe distance from structures.

5. Hot Work Controls

Hot work (welding, cutting, brazing, soldering, grinding, and other spark-producing operations) is a leading cause of workplace fires. [COMPANY NAME] implements the following controls:

5.1 Hot Work Permit System

A Hot Work Permit is required before any hot work is performed outside of designated welding/cutting areas. The permit system ensures:

- The area has been inspected and combustibles removed or protected within a 35-foot radius
- A fire extinguisher (minimum 20-lb ABC) is immediately available at the point of operation
- A trained fire watch person is assigned
- Fire detection/suppression systems in the area are operational
- Flammable vapors, dusts, or gases have been tested for and eliminated

5.2 Fire Watch Requirements

A fire watch is required during all hot work operations and for a minimum of 30 minutes (60 minutes recommended) after hot work is completed. Fire watch personnel shall:

- Have fire-extinguishing equipment readily available and be trained in its use
- Be familiar with the facility/site and the procedures for sounding a fire alarm
- Watch for fires in all exposed areas and attempt to extinguish only fires clearly within the capability of the available equipment
- Have no other duties that would conflict with fire watch responsibilities
- Maintain a Fire Watch Log (Appendix B) for each hot work operation

NOTE: Where hot work is performed on walls, ceilings, or floors, a fire watch shall be maintained on the opposite side if combustible materials are present.

6. Flammable and Combustible Liquid Storage

6.1 General Requirements

- Store flammable and combustible liquids in approved, properly labeled containers only.
- Do not store more than 25 gallons of flammable liquids outside of an approved storage cabinet or storage room.
- Approved flammable storage cabinets shall hold no more than 60 gallons of Class I or II liquids, or 120 gallons of Class III liquids.
- Storage areas shall be well-ventilated and located away from ignition sources, exits, and stairways.
- Grounding and bonding shall be used when transferring flammable liquids between containers to prevent static discharge.

6.2 Quantity Limits in Work Areas

Container Type	Maximum Capacity	Maximum Quantity in Work Area
Safety cans (approved)	5 gallons	25 gallons total of flammable liquids
Original manufacturer containers	As received	One day's supply or 25 gallons (whichever is less)
Flammable storage cabinet	60 gallons Class I/II	Per approved cabinet rating

7. Fire Suppression Equipment

7.1 Portable Fire Extinguishers

[COMPANY NAME] shall provide and maintain portable fire extinguishers in accordance with 29 CFR 1910.157, 29 CFR 1926.150, and NFPA 10.

7.1.1 Extinguisher Placement – Travel Distance Requirements

Hazard Class	Extinguisher Type	Maximum Travel Distance
Class A (ordinary combustibles)	2-A rated minimum	75 feet (23 m)
Class B (flammable liquids)	10-B rated minimum	50 feet (15 m)
Class C (electrical equipment)	Rated for electrical use	Based on Class A or B hazard present
Class D (combustible metals)	Specific to metal type	75 feet (23 m)
Class K (cooking oils/fats)	Wet chemical type	30 feet (9 m)
Multi-purpose (ABC)	Per rating	50-75 feet depending on hazard

7.1.2 Construction Site Requirements

Per 29 CFR 1926.150, the following fire protection requirements apply to construction operations:

- A fire extinguisher rated not less than 2A shall be provided for each 3,000 square feet of building area.
- A fire extinguisher rated not less than 10B shall be provided within 50 feet of wherever more than 5 gallons of flammable liquids or 5 pounds of flammable gas are being used.
- Fire extinguishers shall be conspicuously located and readily accessible at all times.
- Fire extinguishers shall be inspected monthly and maintained annually per NFPA 10.

7.2 Inspection and Maintenance

Inspection Type	Frequency	Performed By	Requirements
Visual Inspection	Monthly	Designated employee	Verify location, access, pressure gauge, physical condition, pin/tamper seal
Annual Maintenance	Annually	Certified fire extinguisher technician	Full inspection per NFPA 10, tag and record
Hydrostatic Testing	Per NFPA 10 schedule (5-12 years)	Certified technician	Pressure test per extinguisher type
6-Year Internal Exam	Every 6 years (stored pressure)	Certified technician	Internal examination of stored-pressure extinguishers

8. Electrical Fire Prevention

Electrical hazards are a significant source of workplace fires. [COMPANY NAME] implements the following controls:

- All temporary wiring shall comply with OSHA requirements and the National Electrical Code (NEC).
- Extension cords shall be used only as temporary wiring and shall be of adequate gauge for the load.
- Do not daisy-chain extension cords, power strips, or surge protectors.
- Damaged or frayed electrical cords, plugs, and equipment shall be removed from service immediately.
- Ground Fault Circuit Interrupters (GFCIs) shall be used on all temporary power circuits.
- Electrical panels and disconnect switches shall have minimum 36-inch clearance at all times.
- All electrical work shall be performed by qualified personnel only.
- Space heaters, if permitted, shall be UL-listed, have tip-over protection, and maintain 3-foot clearance from combustibles.

9. Smoking Policy

[COMPANY NAME] restricts smoking (including e-cigarettes and vaping) to designated smoking areas only.

- Designated smoking areas shall be clearly marked and located a minimum of 25 feet from buildings, flammable/combustible storage, trash containers, and vegetation.
- Appropriate receptacles for disposal of smoking materials shall be provided at all designated areas.
- Smoking is strictly prohibited near flammable liquid storage areas, fueling operations, compressed gas cylinders, and areas posted with "No Smoking" signs.
- Smoking is prohibited inside all company buildings, vehicles, and enclosed structures.

10. Emergency Procedures

10.1 In the Event of a Fire

1. Activate the fire alarm or alert all personnel in the area by voice if no alarm system is available.
2. Call 911 (or the local emergency number) immediately.
3. If the fire is small and you are trained, attempt to extinguish it using the nearest appropriate fire extinguisher. Use the P.A.S.S. technique: Pull the pin, Aim at the base of the fire, Squeeze the handle, Sweep side to side.
4. If the fire cannot be controlled quickly, evacuate the area immediately using the nearest safe exit.
5. Close doors behind you as you evacuate to slow the spread of fire and smoke.
6. Proceed to the designated assembly area and report to the supervisor or site safety representative.
7. Do not re-enter the building or area until the fire department has declared it safe.

10.2 Assembly Areas

[COMPANY NAME] shall designate assembly areas at each work site and facility. Assembly areas shall be:

- Located a safe distance from the building/work area (minimum 100 feet recommended)
- Upwind of the fire location when possible
- Clear of emergency vehicle access routes
- Communicated to all employees during orientation and toolbox talks

10.3 Accountability

Supervisors shall account for all employees at the assembly area. A headcount shall be conducted and reported to the site safety representative and/or the fire department incident commander.

11. Training

[COMPANY NAME] shall provide fire prevention and fire safety training to all employees as follows:

11.1 Initial Training

All new employees shall receive fire prevention training during orientation, covering:

- This Fire Prevention Plan and how to access it
- Fire hazards associated with their specific job duties
- Proper handling and storage of flammable/combustible materials
- Location and proper use of fire extinguishers
- Emergency procedures and evacuation routes
- Reporting fire hazards and incidents

11.2 Annual Refresher Training

All employees shall receive annual refresher training on fire prevention topics. Additional training shall be provided when:

- An employee's job duties change and introduce new fire hazards
- New materials, equipment, or processes are introduced
- This plan is revised or updated

11.3 Specialized Training

- Hot Work Permit Holders: Training on hot work procedures, fire watch duties, and permit requirements
- Fire Watch Personnel: Training on fire watch responsibilities, extinguisher use, and alarm activation
- Fire Extinguisher Use: Hands-on training for employees expected to use portable fire extinguishers (per 29 CFR 1910.157(g))

12. Recordkeeping

[COMPANY NAME] shall maintain the following fire prevention records:

- Fire Hazard Assessment Forms (Appendix A)
- Hot Work Permits
- Fire Watch Logs (Appendix B)
- Fire extinguisher monthly inspection tags and annual maintenance records
- Employee fire prevention training records (date, topics, attendees, trainer)
- Fire incident investigation reports

Records shall be maintained for a minimum of three (3) years, or longer if required by applicable regulations.

Appendix A: Fire Hazard Assessment Form

[COMPANY NAME]

Fire Hazard Assessment Form

Site / Facility Name: _____

Address / Location: _____

Assessment Date: _____

Assessed By: _____

Job / Project Number: _____

Fire Hazard Identification

Identify all fire hazards present at this location:

☐ Flammable liquids (gasoline, diesel, solvents, paints)
☐ Combustible materials (wood, paper, cardboard, insulation, vegetation)
☐ Compressed gases (acetylene, propane, oxygen)
☐ Electrical hazards (temporary wiring, overloaded circuits, damaged cords)
☐ Hot work operations (welding, cutting, brazing, grinding)
☐ Temporary heating devices
☐ Cooking equipment
☐ Smoking areas near combustibles
☐ Other: _____

Fire Prevention Controls in Place

☐ Fire extinguishers provided and accessible (type/location): _____
☐ Flammable storage cabinet(s) in use
☐ Housekeeping procedures established
☐ Hot work permit system in effect
☐ No Smoking signs posted
☐ Designated smoking area established (location): _____
☐ Emergency evacuation routes identified
☐ Assembly area designated (location): _____
☐ Employees trained on fire prevention and emergency procedures

☐ Fire alarm / notification system available

Additional Controls Needed

_____

_____

_____

Fire Extinguisher Inventory

Location	Type / Rating	Size	Last Inspection Date	Condition

_____ _____

Assessor Signature **Date**

_____ _____

Site Supervisor Signature **Date**

Appendix B: Fire Watch Log

[COMPANY NAME]

Fire Watch Log

Date: _____

Project / Site Name: _____

Location of Hot Work: _____

Hot Work Permit Number: _____

Hot Work Operator Name: _____

Fire Watch Person Name: _____

Pre-Hot Work Checklist

☐ Combustible materials moved or protected within 35-foot radius
☐ Floor / ground swept clean of combustible debris
☐ Flammable vapor / dust test conducted (if applicable) – Result: _____
☐ Fire extinguisher (minimum 20-lb ABC) at point of operation
☐ Fire alarm / notification method established
☐ Wall / floor / ceiling openings covered or protected
☐ Opposite side of wall / ceiling checked for combustibles (if applicable)
☐ Sprinkler / fire suppression system operational (if applicable)

Fire Watch Time Log

Time	Activity / Observation	Initials
	Hot work started	
	Hot work completed	
	Post-hot work monitoring started	

Time	Activity / Observation	Initials
	Fire watch completed (minimum 30 min after hot work)	

Post-Hot Work Inspection

☐ Area inspected – No evidence of fire, hot spots, or smoldering materials

☐ Area re-inspected 30 minutes after hot work completion

☐ Area re-inspected 60 minutes after hot work completion (recommended)

Comments / Observations:

_____

_____

_____ _____

Fire Watch Person Signature **Date**

_____ _____

Hot Work Operator Signature **Date**

_____ _____

Supervisor Signature **Date**

HOT WORK PERMIT PROGRAM

Written Safety Program

Per 29 CFR 1910.252 & NFPA 51B

[COMPANY NAME]

[Company Address]

Effective Date: _____
Revision Date: _____

Prepared by Forbes Safety Solutions

Table of Contents

1.0 Purpose and Scope

The purpose of this Hot Work Permit Program is to establish procedures and requirements for the safe performance of hot work operations at [Company Name] facilities and jobsites. This program is designed to prevent fires, explosions, and injuries resulting from welding, cutting, brazing, soldering, grinding, and other spark-producing operations.

This program applies to all employees, contractors, and subcontractors who perform or supervise hot work operations. It complies with the requirements of:

- OSHA 29 CFR 1910.252 — General Requirements for Welding and Cutting
- OSHA 29 CFR 1926.352 — Fire Prevention (Construction)
- NFPA 51B — Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
- NFPA 241 — Standard for Safeguarding Construction, Alteration, and Demolition Operations

2.0 Definitions

Hot Work: Any operation that involves open flames, produces sparks, or generates sufficient heat to ignite flammable or combustible materials. This includes, but is not limited to, welding, cutting, brazing, soldering, grinding, thermal spraying, and thawing pipes with open flames.

Hot Work Permit: A written authorization issued by a designated authority that documents the fire safety precautions in effect for a specific hot work operation at a specific location and time.

Fire Watch: A trained individual stationed at or near a hot work operation to watch for fires and be ready to use fire-extinguishing equipment. Required during hot work and for a minimum of 30 minutes after work is completed.

Designated Hot Work Area: A permanent or semi-permanent location specifically designed, maintained, and approved for hot work operations, where combustible materials are controlled.

Prohibited Area: A location where hot work is not permitted under any circumstances, including areas with flammable atmospheres, near explosive materials, or in areas not authorized by management.

Competent Person: An individual who is capable of identifying hot work hazards, has the authority to take corrective action, and is designated to authorize hot work permits.

Permit Authorizing Individual (PAI): The person responsible for reviewing fire safety conditions at the hot work site, issuing the hot work permit, and verifying that all safety precautions are in place.

3.0 Responsibilities

3.1 Management

- Designate Permit Authorizing Individuals (PAIs) for all work areas
- Ensure adequate resources for fire prevention equipment and training
- Review and update this program annually or when conditions change
- Establish and maintain designated hot work areas

3.2 Permit Authorizing Individual (PAI)

- Inspect the hot work area before issuing permits
- Verify all fire prevention measures are in place
- Issue and post hot work permits at the work location
- Assign qualified fire watch personnel
- Cancel permits if conditions change or precautions are not maintained

3.3 Hot Work Operators

- Obtain a valid hot work permit before beginning any hot work
- Inspect equipment before use and report defects
- Comply with all permit conditions and fire prevention measures
- Stop work immediately if unsafe conditions develop

3.4 Fire Watch Personnel

- Maintain continuous observation during hot work and for a minimum of 30 minutes after completion
- Have fire-extinguishing equipment immediately available and know how to use it
- Know how to activate the fire alarm and contact the fire department
- Have no other duties that would prevent effective monitoring
- Be trained in the use of fire extinguishers

4.0 Hot Work Permit System

A Hot Work Permit must be issued before any hot work is performed outside of designated hot work areas. The permit system includes the following requirements:

4.1 Permit Issuance

- Permits are valid for one shift only (maximum 12 hours) and must be renewed for continued work.
- A new permit is required any time the work location changes.
- The PAI must physically inspect the hot work area and surrounding spaces (including floors above and below, and adjacent rooms) before issuing the permit.
- The completed permit must be posted at the hot work location for the duration of the work.

4.2 Pre-Hot Work Checklist

The PAI must verify the following before issuing a permit:

- Fire detection/sprinkler systems are operational (or alternative protection provided if impaired)
- Combustible materials within 35 feet have been relocated or protected with fire-resistant covers/shields
- Flammable liquids and gases are removed from the area or properly secured
- Floor and wall openings within 35 feet are covered to prevent spark passage
- Atmospheric testing has been conducted if flammable gases/vapors may be present (results must be below 10% LEL)
- Fire extinguisher(s) appropriate for the hazard are immediately available at the work area
- Fire watch personnel are assigned and briefed

4.3 Permit Completion

Upon completion of hot work, the fire watch must remain on duty for a minimum of 30 minutes. The PAI or fire watch must conduct a final inspection of the area. The completed permit must be returned to the site safety office for recordkeeping.

5.0 Designated Hot Work Areas

Designated hot work areas are permanent locations specifically set up and maintained for hot work. A hot work permit is NOT required for work performed in these areas, provided they meet all of the following criteria:

- Floors are non-combustible (concrete, metal, or equivalent)
- Walls and ceilings are non-combustible construction
- No combustible materials are stored within 35 feet
- Adequate ventilation is provided

- Fire extinguishing equipment is readily accessible
- The area is clearly marked as a "Designated Hot Work Area"
- The area is inspected regularly and kept free of combustible accumulations

6.0 Prohibited Areas

Hot work is strictly prohibited in the following areas:

- Areas with explosive or flammable atmospheres (above 10% LEL)
- In or adjacent to areas storing large quantities of flammable or explosive materials
- On or inside containers that have held flammable substances, unless properly cleaned, purged, and tested
- Areas with dust accumulations that could create an explosive atmosphere
- Near sprinkler system risers, fire suppression system components, or fire alarm equipment (unless coordination with the fire alarm monitoring company is completed)
- Any area where the PAI determines conditions are unsafe

7.0 Fire Watch Requirements

A fire watch is required in all of the following situations:

- Hot work is performed in locations where other than a minor fire might develop
- Combustible material in building construction or contents is within 35 feet of the hot work operation and cannot be removed
- Wall or floor openings within 35 feet expose combustible material in adjacent areas
- Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs

7.1 Fire Watch Duration

The fire watch must continue for a minimum of 30 minutes after hot work operations are completed. If conditions warrant (large amounts of combustible material, confined spaces, or adverse conditions), the fire watch period should be extended to 60 minutes or longer as determined by the PAI.

7.2 Fire Watch Qualifications

Fire watch personnel must be trained in the use of fire-extinguishing equipment, familiar with the facility's emergency alarm procedures, and able to identify fire hazards. Fire watch individuals must have no other assigned duties during the fire watch period that would distract from their monitoring responsibilities.

8.0 Fire Prevention Measures

The following fire prevention measures must be implemented for all hot work operations:

- **Combustible Material Control:** Remove all combustible and flammable materials within 35 feet of the hot work operation. Where removal is not practical, protect materials with fire-resistant covers, curtains, or shields.
- **Floor Protection:** Sweep floors clean of combustible debris. If floors are combustible, wet them down or cover with fire-resistant material.
- **Opening Protection:** Seal or cover all openings in floors, walls, and ducts within 35 feet to prevent sparks from traveling to other areas.
- **Fire Suppression Equipment:** A minimum of one portable fire extinguisher (minimum 2A:10BC rating) must be within immediate reach at the work area. For large-scale operations, additional extinguishers, fire hoses, or standpipes may be required.
- **Sprinkler Systems:** Do not impair fire sprinkler systems or automatic fire detection systems for hot work. If impairment is necessary, notify the fire alarm monitoring service and implement alternative protective measures.
- **Ventilation:** Ensure adequate ventilation to prevent the accumulation of flammable vapors and to maintain safe atmospheric conditions.
- **Atmospheric Monitoring:** Conduct atmospheric testing before and during hot work in areas where flammable gases, vapors, or dust may be present. Work must stop immediately if readings exceed 10% LEL.

9.0 Contractor Requirements

All contractors performing hot work on [Company Name] premises or jobsites must:

- Comply with all requirements of this Hot Work Permit Program
- Obtain a hot work permit from the designated PAI before beginning any hot work
- Provide proof that their employees have completed hot work safety training
- Provide their own fire-extinguishing equipment, unless otherwise arranged
- Designate their own fire watch personnel who meet the qualifications in Section 7.2
- Immediately stop work and notify the PAI if unsafe conditions are observed
- Submit completed hot work permits to the site safety office at the end of each shift

10.0 Training Requirements

All personnel involved in hot work operations must receive training on this program. Training must be provided:

- Upon initial assignment to hot work duties
- Annually thereafter

- When changes are made to this program
- When observations indicate that retraining is needed

Training must cover the following topics:

- Fire hazards associated with hot work operations
- The hot work permit system and procedures
- Fire prevention measures and combustible material control
- Fire watch duties and responsibilities
- Proper use of fire extinguishers
- Emergency procedures and alarm activation
- Atmospheric monitoring and testing procedures

11.0 Recordkeeping

The following records must be maintained:

- Completed hot work permits — retained for a minimum of 1 year (or per company/project requirements)
- Hot work training records for all employees and contractors
- Documentation of designated hot work areas and their inspections
- Any incident reports related to hot work operations

HOT WORK PERMIT

[Company Name] — Per 29 CFR 1910.252 / NFPA 51B

Permit #:		**Date:**	
Start Time:		**End Time:**	

Location / Area:	
Building / Floor:	
Work Description:	
Type of Hot Work:	☐ Welding ☐ Cutting ☐ Brazing ☐ Grinding ☐ Soldering ☐ Other: _____

FIRE PREVENTION CHECKLIST — Verify BEFORE Issuing Permit

☐	Sprinklers in service / operable? If impaired, notify fire alarm service.
☐	Combustibles removed or protected within 35 feet
☐	Flammable liquids/gases removed or properly secured
☐	Floor/wall openings covered within 35 feet
☐	Fire-resistant covers/shields in place over immovable combustibles
☐	Fire extinguisher(s) available at work area (min. 2A:10BC)
☐	Fire watch assigned and briefed
☐	Floors swept clean of combustible debris

ATMOSPHERIC TESTING (If Required)

LEL Reading:	_____ %	**O_2 Reading:**	_____ %
Instrument:		**Calibration Date:**	

PERSONNEL

Hot Work Operator:	
Fire Watch Name:	
Fire Extinguisher Location:	

AUTHORIZATION

Issued By (PAI):	Signature:	Date/Time:
Operator:	Signature:	Date/Time:
Fire Watch:	Signature:	Date/Time:

POST-WORK FIRE WATCH COMPLETION

Fire Watch End Time:	(minimum 30 minutes after hot work completion)
Area Inspected By:	
Signature:	
Conditions Satisfactory?	☐ Yes ☐ No — If No, describe: _____

FORBES SAFETY SOLUTIONS

Fire Prevention on the Jobsite

Ref: 29 CFR 1926.150–155 — Fire Protection and Prevention

[Company Name]

[Date]

TOOLBOX TALK

WHY THIS MATTERS

4,000+

Structure fires at construction sites reported annually in the United States

$300M+

Annual property damage from fires on construction and renovation sites

37%

Of construction fires are caused by hot work operations (cutting, welding, brazing)

Common Fire Causes on Construction Sites

IGNITION SOURCES

- Hot work: welding, cutting, brazing, soldering — sparks can travel 35+ feet
- Electrical faults: overloaded circuits, damaged cords, temporary wiring
- Temporary heating devices placed too close to combustibles
- Smoking in unauthorized areas
- Improperly discarded rags soaked with solvents or oils

FUEL SOURCES & CONDITIONS

- Flammable liquids: gasoline, solvents, adhesives, paints stored improperly
- Combustible construction materials: lumber, insulation, packaging
- Accumulated trash, sawdust, and debris on site
- Compressed gas cylinders stored near heat sources
- Poor housekeeping is the #1 contributing factor to fire spread

Fire Extinguisher Use & Response

P.A.S.S. TECHNIQUE

- P — PULL the pin to unlock the extinguisher
- A — AIM the nozzle at the base of the fire, not the flames
- S — SQUEEZE the handle to release the extinguishing agent
- S — SWEEP side to side at the base until the fire is out
- Stand 6–8 feet from the fire; back away facing the fire area

FIGHT OR EVACUATE?

- ONLY fight a fire if: it is small (trash can size), you have a clear escape route, the extinguisher is rated for the fire type, and you are trained
- EVACUATE if: fire is spreading, room fills with smoke, you are unsure, or extinguisher is empty/ineffective
- Always alert others and call 911 before attempting to fight
- Know your site evacuation routes and assembly points

Hot Work Permit & Housekeeping Requirements

Requirement	Standard	Key Details
Hot Work Permit	Required	Written permit for all welding, cutting, brazing operations
Fire Watch	30 min minimum	Trained person monitors area during and 30 min after hot work
Extinguisher distance	Within 25 ft	Fully charged, correct type extinguisher within travel distance
Flammable storage	Approved cabinets	Max 25 gallons per cabinet; away from ignition sources
Combustible clearance	35 ft radius	Remove or cover combustibles within 35 ft of hot work
Daily cleanup	End of shift	Remove trash, oily rags, and debris daily; rags in metal containers with lids

QUIZ / DISCUSSION

1

What does P.A.S.S. stand for when using a fire extinguisher?

Answer: Pull the pin, Aim at the base of the fire, Squeeze the handle, Sweep side to side.

2

How long must a fire watch be maintained after hot work is completed?

Answer: A minimum of 30 minutes after hot work operations have ended to ensure no smoldering material remains.

3

Name two conditions where you should evacuate rather than fight a fire.

Answer: Any two of: the fire is spreading rapidly, the room is filling with smoke, you don't have a clear escape route, the extinguisher is empty or ineffective, or you are untrained.

ATTENDANCE SIGN-OFF

Fire Prevention on the Jobsite

#	Print Name	Signature	Company	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

By signing above, I confirm that I attended this toolbox talk and understand the material presented.