



CITY OF KETTERING

FIRE SAFETY PROGRAM

CITY OF KETTERING
Safety & Health Program

Responsibility for Safety

All City employees are responsible for safety. However, we all have different roles in assuring that the City of Kettering is a safe place to work.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

Responsibilities of Supervisors

As a supervisor, you are responsible for being sure work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Enforcing safety regulations and City safety policy.
- Taking care of hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety officer (may be Director or others) to run departmental safety operation and participate on safety committee.

CITY OF KETTERING
Safety & Health Program
Fire Safety Program
OSHA - 29 CFR 1910

PURPOSE

To ensure worker and public safety by preventing fires in or on City property and ensure worker and public safety during emergencies by following accepted life safety practices, as well as enhance compliance with the City of Kettering Unified Fire Code.

SCOPE

This program addresses the following areas:

1. Fire Prevention
2. Life Safety
3. Department Fire Plan
4. Fire Protection Equipment
5. Employee Training

REVIEW/REVISION

This program will be reviewed at least:

- On an annual basis.
- When new facilities or processes are introduced.
- After a significant fire incident.
- When changes occur that affect this document.

RESPONSIBILITY

This program assigns the following general responsibilities:

1. **Individual Employees**
 - Attend required training.
 - Report or correct hazards.
 - Promptly report any fire or hazardous condition.
 - Immediately evacuate a structure upon notification of a fire or other hazardous situation.

2. **Department Director**

- Assure each department employee receives required training.
- Work with the City Safety Officer to create and post an emergency evacuation plan.
- Coordinate the correction of hazards in his/her department area.
- Ensure employees perform their work in a manner that will prevent fires and respond appropriately to a fire emergency.

REQUIREMENTS

1. **Fire Prevention** — Fire extinguishing equipment appropriate for the type of potential exposure shall be maintained in all City work areas. The equipment shall be inspected monthly by city-trained volunteer staff. This should be part of the normal monthly building/office area audit and inspection. An appropriate tag will be attached to each extinguisher listing the date it was last inspected, and the initial of person performing the inspection. The Fire Department will provide an annual inspection of fire extinguishers.

- Fire extinguishers shall be unobstructed, prominently displayed and easily accessible at all times.
- Coffee pots and other heat-producing equipment shall be turned off when not in use. Portable heaters shall be unplugged at the end of the workday.
- Frayed electrical cords and faulty appliances shall be reported to supervisors immediately and shall not be used until properly repaired or replaced.
- Extension cords shall be of sufficient size to handle the load they are to carry. Extension cords are for temporary use only.
- Flammable or combustible liquids shall be stored in approved labeled containers or in the original manufacturer's container. They shall be tightly capped. When being transferred from one container to another, both containers shall be grounded and bonded.
- Gasoline shall only be stored in an approved container that is red in color and labeled "Gasoline — Flammable." Containers holding other liquids shall be of a different color and lettered with the name of the liquid contained therein and its hazard. Only approved solvents may be used to clean machinery and equipment. Gasoline is not an approved solvent. All cleaning solvents used within the work place shall be stored in the original manufacturer's container or an approved labeled metal container.
- Work areas shall be kept clean and free of excess flammable materials.
- Hazardous materials shall be stored in designated locations and in properly capped or ventilated containers, depending upon the material.
- All compressed gas cylinders shall be secured to prevent accidental tipping. They shall be closed and capped when not in use.

2. **Life Safety**

- All designated exits shall have clear access, both inside and outside, at all times, e.g., no snow or ice build-up.
- Exit doors to a stair enclosure or horizontal exit shall be provided with a reliable self-closing mechanism and shall not, at anytime, be secured in the open position.

3. **Department/Fire Plan** — The City Safety Officer will work with Department Directors/Managers to develop a written fire safety plan which identifies the action their employees should take in event of a fire emergency; the fire safety plan shall be located in the Safety Program and Procedure manual for employee review. Employees shall receive training in the department's emergency action plan at the time they are assigned to the department.

***NOTE:** *See the attached guidelines sheet for establishing the required fire protection procedure for individual offices and areas.*

- The emergency fire plan should identify a safe place for department workers to assemble after evacuation to facilitate the accounting of all workers.
- There should be no requirement or expectation of employees to initiate fire extinguishment actions.

The Fire Department must be notified immediately by dialing 911 or calling the Fire Department dispatch using the City radio system — Base #3.

Employees should not attempt to extinguish the fire:

- If alone and can otherwise escape.
- If fighting the fire will place it between the employee and the only exit.
- If the fire could rapidly grow.
- If the fire involves high voltage equipment, hazardous materials, flammable liquids or flammable gas.
- If the employee lacks confidence in using fire extinguishers.

4. **Fire Protection Equipment / Portable Fire Extinguishers**

- Portable fire extinguishers shall be provided and maintained in all structures.
- The Fire Department shall establish the size and type of fire extinguisher to be provided.
- Facility will mount the fire extinguisher in accordance with Fire Department requirements.
- Fire extinguishers will be inspected monthly by the Facilities staff.
- Annually, each fire extinguisher will be inspected by a member of the Fire Department.

5. **Training** — All employees, including volunteers, shall receive information on fire safety.

Fire safety training shall consist of:

- Specific department emergency plans and fire prevention plan.
- Location of copies of these plans.
- Recognition of common fire hazards.
- Fire extinguisher use.
- Specific fire hazards of their assignment and areas.

Annual Review

- All employees will receive annual refresher training.
- Use of extinguisher.
- Department evacuation plan.

SPECIFIC HAZARDS

- Employees involved with special hazards such as welding, flame processes, hot liquids, shall receive hazard-specific training by their supervisor or other qualified person.
- Department Managers and Department Directors should seek additional training to assist in the formulation of action and prevention plans.
- The Director or employee designated to inspect fire extinguishers monthly will receive training from the Fire Department in this task.
- Training must be documented and maintained in the training file.

RESPONSIBILITY

- All City employees.

REFERENCE

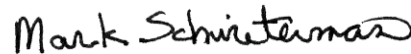
- OSHA 29 CFR 1910 NIOSH General Safety, Part 9 National Fire Protection Association (NFPA) and the City of Kettering Fire Department

The City Manager hereby delegates the appropriate responsibility and authority to administer this Fire Safety Program to the Department Directors.

Approved:

1/4/07

Date

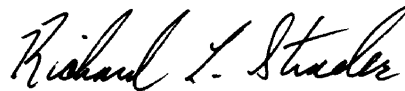


Mark Schwieterman
City Manager

Issued:

1/4/07

Date



Richard L. Strader
Director of Human Resources

— Formulated 3/01; Reviewed 3/02; Revised 5/03; Reviewed 4/04; Revised 4/05; Revised 12/05; Reviewed 12/06; Reviewed 12/07

THE CITY OF KETTERING FIRE PROTECTION PROCEDURE
GENERAL INSTRUCTIONS

When an employee detects fire or smoke, the steps listed before are to be followed:

1. Ensure that all persons are removed from immediate danger.
2. Alert all other employees and call 911.
3. Close doors, confine fire/smoke.
4. Extinguish the fire with the proper extinguisher if possible. (There should be no requirement or expectation of employees to initiate fire extinguishment actions.)
5. Evacuate following your department evacuation plan if necessary.
6. Lights are to remain on.
7. In the event evacuation becomes necessary, employees are to follow the department's fire evacuation plan.
8. Each Department head or supervisor is responsible for educating staff on the following information:
 - a. General fire instruction.
 - b. Escape routes and evacuation procedures as determined by departments.
 - c. Location of fire extinguishers.
 - d. Specific assignments during a fire alert.
9. Remember the ACRONYM R.A.C.E.
 - **R**emove person from immediate danger
 - **A**ctive the fire alarm
 - **C**ontain the fire, close doors
 - **E**xtinguish or evacuate the fire area
10. Remember the acronym P.A.S.S. when using a fire extinguisher
 - **P**ull the pin
 - **A**im low at the base of the fire
 - **S**queeze the handle
 - **S**weep low at the base of the fire