

Fire Safety Planning

What is Fire Prevention Planning?

Fire prevention planning includes all of the actions you take to reduce the chance of a fire occurring in your imaging lab. Given the flammability of some film cleaners, matte sprays, inkjet inks and printhead cleaners, along with all of the combustible packaging found in an imaging lab, fire prevention planning is a critical element of protecting workers and the business. If your fire prevention planning is effective, your imaging lab may never experience a fire.

A fire prevention plan must be written, kept in the workplace and be made available to employees for their review. While workplaces with 10 or fewer employees are not required to have a written plan, we recommend that you commit the plan to writing.

What's in a Fire Prevention Plan?

A fire prevention plan is a plan to *prevent* a fire in your imaging lab. Below we've listed *8 Steps to Fire Prevention Planning*. If you follow each of these steps, you'll have an effective fire prevention plan for your imaging lab.

Step 1 Create a list of all significant fire hazards in your imaging lab. These hazards include flammable/combustible chemicals and accumulated combustible packaging.

Step 2 Identify and list all sources of ignition in your imaging lab such as electrical equipment, tacking irons, dry mount press and heaters.

Step 3 Identify appropriate preventive measures for each fire hazard, such as proper storage and handling procedures for flammable and combustible materials, a requirement to empty the trash daily, and specific procedures to ensure all electrical equipment is turned off or unplugged when the lab is shut down.

Step 4 Identify appropriate fire protection equipment to control a fire, as in the following examples:

- Fire extinguishers are located throughout the imaging lab:
 - Class A (or ABC) fire extinguisher for wood and paper (including corrugated packaging)
 - Class B (or ABC) fire extinguisher for flammable liquids such as solvents
 - Class C (or ABC) fire extinguisher for fires involving electricity
- The building is equipped with a sprinkler system. The alarm for the sprinkler system is connected to the fire department.

Assign responsibility to someone for checking all fire protection equipment monthly.

Step 5 Institute on-going good housekeeping activities to ensure there is no accumulation of flammable or combustible waste. Assign housekeeping responsibilities to employees as part of their on-going jobs.



Step 6 Train employees to recognize the fire hazards in your imaging lab and the methods used to control fires. Employees must be trained *before* they are

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assigned to work that exposes them to fire hazards. Keep a log of all training activities. (Note: Only trained employees may operate a fire extinguisher. Training is typically available from the local fire department, your insurance company or a private provider.)

Step 7 Maintain all equipment that produces enough heat to cause a fire. Don't use frayed electrical cords or damaged power strips. Institute preventive maintenance procedures for all electrical equipment. Assign responsibility to someone for all preventive maintenance procedures.

Step 8 Put all these elements into a written document. Assign someone the responsibility of reviewing and updating this fire prevention plan annually.

What's the Next Step?

Once your fire safety plan is complete, use the compliance checklist on page 3 to find out whether you meet all of OSHA's requirements.

Where Can I Find More Information?

Use the following PMA and OSHA resources to help you implement fire safety measures. Click on any of the links below.

OSHA Resources

Fire Prevention Plan Standard	(html)
Fire Safety Advisor	(html)
Fact Sheet: Fire Safety in the Workplace	(pdf)
OSHA Fire Safety Website	(html)

Publications

Emergency Preparedness and Response	(html)
Small Business Handbook	(pdf)
Flammable and Combustible Liquids	(html)
Sample Fire Prevention Plan	(pdf)

PMA Resources

Safety and Environmental Answerline	(800) 267-7550
PMA Environmental Activities	environmental@pmai.org
PMA Regulatory website	PMAregs.org



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Fire Safety Checklist

Print a copy of this checklist and complete it at least once each year to verify compliance with OSHA's fire safety requirements.

Requirement or Activity	Yes	No	Don't Know
1. We have identified and made a list of each of the significant fire hazards in the imaging lab.			
2. We have identified and listed every source of ignition in the imaging lab.			
3. We have identified appropriate preventive measures for each fire hazard.			
4. We have identified appropriate fire protection equipment to control a fire.			
5. Only trained employees are allowed to operate a portable fire extinguisher.			
6. We have on-going good housekeeping activities to ensure there is no accumulation of flammable or combustible waste.			
7. We have trained our employees to recognize the fire hazards in our imaging lab and the methods used to control fires.			
8. We have a routine maintenance program for all equipment that produces enough heat to cause a fire.			
9. We have a written fire prevention plan that includes all the items in statements 1 through 8, above.			
10. We review our fire prevention plan annually, and update it as needed.			

Signature of person who completed the checklist

Date

