



7 Components You Must Include in Your Written Fire Plan

The Occupational Safety and Health Act requires employers to protect employees from fire and other emergencies. Code of Federal Regulations Title 29 Part 1910.38 (b), which covers most operating facilities, requires seven components:

1. A list of all the major workplace fire hazards and their proper handling and storage requirements
2. Potential ignition sources (welding, smoking, etc.)
3. Type of fire protection available to control each hazard
4. Names of personnel responsible for the maintenance of equipment installed to prevent or control fires
5. Names of personnel responsible for controlling ignition sources
6. Maintenance plan for fire equipment or systems (i.e., inspections and certifications)
7. House procedures to ensure that work area is kept free from accumulation of flammable and combustible materials

In addition, OSHA requires employers to provide employees with adequate training, which must apprise them of the fire hazards posed by the materials and processes they are exposed to, and to make the facility's written fire plan available to all employees to review.

*Excerpted from **Emergency Preparedness for Facilities: A Guide to Safety Planning and Business Continuity** by David Casavant, ISBN: 0-86587-843-9 (978-0-86587-843-3). To order this book, or to view a complete list of available compliance and management resources—including all 50 Titles of the Code of Federal Regulations—call our customer service center or visit us online.*