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SAFE OPERATING PROCEDURES

Fire Safety

SOP 10-7

Buildings

1. All employees should know escape routes and locations of fire exits.
2. All fire exits must be unobstructed, unlocked and marked.
3. Fire/smoke alarms should be tested and fire drills conducted regularly.
4. All employees should know the location of and how to use fire extinguishers.
5. Facilities should be periodically inspected to ensure fire extinguishers are charged and to identify and eliminate fire hazards. Fire extinguisher locations should be properly marked.
6. Wiring and/or extension cords used for office machines or other appliances should be checked periodically.

Job Sites

1. When refueling vehicles, turn off engines. No smoking or open flames are permitted in the area.
2. Use extra caution when working with flammable materials on job site. Refer to MSDS.
3. Use only approved marked safety containers for storing and transporting flammable materials.
4. After refueling portable tools/equipment with gasoline engines, move at least 25 feet from refueling site to start engine.
5. Operator should know the location of and how to use the fire extinguishers. Fire extinguishers should be inspected to ensure that they are charged.
6. Allow space for fuel expansion in fuel tanks and containers.

Related SOP's

General SOP's Chapter 10