

# DeZavala-Shavano Veterinary Clinic

## Fire Prevention Plan

### A. Scope and Application

As required by OSHA the following Fire Prevention Plan has been developed to prevent or minimize the possibility of a fire emergency.

### B. Elements

1. Major Workplace Fire Hazards. The following is a list of a potential fire hazards within the Clinic and their proper handling and storage procedures.

- Oxygen--highly explosive. Oxygen tanks are to be turned off when not in use and to be stored in the stairwell closet with a chain around each tank. Keep oxygen away from heat sources.
- Alcohol--flammable. Keep alcohol in appropriate labeled containers and away from heat sources.
- Methanol--flammable. Keep methanol in appropriate labeled containers and away from heat sources.

2. Personnel Responsible for Maintenance of Fire and Emergency Equipment. Richard Harrison, Health and Safety (H&S) Manager and Dr. David Harrison, Owner.

3. Personnel Responsible for Control of Fuel Source Hazards. All staff members using fuel source hazards are responsible for controlling such hazards.

4. Persons to Contact for Further Information. Richard Harrison, H&S Manager and Dr. David Harrison, Owner.

### C. Housekeeping

General housekeeping is an everyday duty and helps prevent flammable material from being left in a work area. Clinic cleanliness is stressed to all staff members in all areas of the Clinic. Each staff member is expected to maintain and clean his/her area before the end of their shift. The break room is also to be cleaned each day with special attention that the coffee pot is turned off. Trash is to be removed at the end of each work day. Waste receptacles are located throughout the Clinic. In addition, equipment should be properly used and maintained with inspections for loose fittings done on a quarterly basis.

### D. Training of Emergency Action and Fire Prevention Plans

In order to ensure a safe and orderly emergency evacuation, all staff members are to be trained in emergency procedures. Certain staff members, however, will receive further training in the use of the portable fire extinguisher for use in extinguishing small, incipient fires.

1. Periodic Review of Emergency Action and Fire Prevention Plan with Staff Members. A review of

the emergency plans must be completed when the plan is first developed; whenever the staff member's responsibilities or designated actions under the plan change; and whenever the plan is revised.

2. New Staff Member Training of Emergency Action and Fire Prevention Plan. New staff member training of the emergency action and fire prevention plan must be completed with each new staff member prior to beginning his/her duties within the Clinic. Management is responsible for training new staff members. Under no circumstances should a new staff member be allowed to begin work without safety and evacuation training as well as training for fire hazards of the materials and processes used in the Clinic. A copy of the Emergency Action and Fire Prevention Plan will be located in the treatment area with the intent that it will be available to all staff members who wish to review it.

3. Designated Staff Training on Use of Portable Fire Extinguisher. Designated staff members will be trained by a member of management on the proper use of the portable fire extinguisher. Such training shall include location of the portable fire extinguisher, assessment when to evacuate or use the portable fire extinguisher, and the procedures for operating the portable fire extinguisher using the acronym **P.A.S.S.**--**P**ull (pin on fire extinguisher), **A**im (at fire), **S**queeze (handle on fire extinguisher), **S**weep (at bottom of fire). A list of designated staff members trained in the use of the portable fire extinguisher is included in the OSHA/SDS Manual located in the treatment area.