

Quabbin, Inc.
Fire Prevention Plan
(29CFR 1910.38)

Fire Prevention Plan

General Information

In order to comply with OSHA 1910.38, Fire Prevention Plan, the following written Fire Prevention Plan has been established for Quabbin, Inc.

The written program will be Located in Quabbin's Office at 158 Gov. Dukakis Dr. Street, Orange, Massachusetts for review by any interested employee.

Plan Requirements

The fire prevention plan must be in writing unless there are 10 or fewer employees, in which case, the plan may be orally communicated to employees. The fire prevention plan must contain the following elements:

1. A list of major fire related workplace hazards as well as procedures and fire protection equipment to control fires involving them. Examples of fire hazards include welding and smoking.
2. Names or job titles of personnel responsible for maintaining fire prevention or control equipment.
3. Names or job titles of personnel responsible for control of fuel source hazards.
4. Housekeeping procedures to control accumulations of flammable and combustible waste materials and residues so they do not contribute to a fire emergency.
5. Quabbin's management will conduct fire drills at least annually.
6. Employees training in fire prevention must be conducted so that employees know of the fire hazards of materials and processes to which they are exposed. This training must be done initially and whenever there are new hazards or changes in procedures.

1. List of Fire Hazardous

Quabbin's management or designated employee will generate a list, which identifies current fire hazardous present in the work place. This list will be maintained, updated, and periodically reviewed. It is kept with this program and serves as an index to aid employees in identifying and locating necessary information.

The following is a list of all known fire hazardous at Quabbin, Inc. Procedures and fire protection equipment used to control them is also listed.

A. Smoking

Smoking in the workplace can be a major source of fire due to careless disposal of cigarettes, matches and ashes. Quabbin's policy is that smoking inside of Quabbin, Inc. facility at any time will not be allowed. Smoking is allowed in the designated area outside at the picnic tables at the rear exit. Cigarettes, matches and ashes should be disposed of in the available butt cans.

a. **Type and Class of Fire**

The most likely Class of fire that could be started by smoking in and around Quabbin's facility is a Class A Fire. A Class A fire is possible if cigarettes, matches or ashes are discarded into wood, paper, cloth, trash and other ordinary materials.

The second most likely Class of fire that could be started by smoking in and around Quabbin's facility is a Class B Fire. A Class B fire is possible if cigarettes, matches or ashes are discarded into Gasoline, oil, paint or other flammable liquids.

b. **Fire Control Procedures**

The best way to control fires is to reduce the amount of fuel available for a fire. Quabbin's management requires that employees maintain good housekeeping procedures to control accumulations of flammable and combustible waste materials and residues so they do not contribute to a fire emergency.

Flammable liquids are generally not used within Quabbin's facilities. If use of flammable liquids becomes required, employees will take the utmost care to insure that they are handled properly. Storage of flammable liquids inside of Quabbin's facility will not be allowed. Any flammable liquids that are not being used

will be stored outside of Quabbin's facility.

c. Fire Control Equipment

If the fire is small in size, there is no risk to the employee's health or safety and the employee has been trained in the proper use of fire extinguishers, then the employee may fight the fire with a portable Class A, B & C dry chemical fire extinguisher. All of Quabbin's fire extinguishers are of the dry chemical type and are rated for Class A, B & C fires.

B. Powder Coating Operation

The Powder Coating Operation produces a fine mist of powder that could cause a fire or explosion if the concentrations of powder became too high and a spark from smoking or other source made contact with the powder. The Powder Coating Booth is designed to eliminate the fire hazard associated with this operation. Quabbin's management requires that the powder booth be cleaned weekly and that it be maintained in proper working condition to prevent fires.

a. Type and Class of Fire

The most likely Class of fire that could be started by excessive amounts of powder in the air in the vicinity of the Powder Coater is a Class A Fire. A Class A fire is possible if a concentrated powder mist is somehow ignited.

b. Fire Control Procedures

The Powder Coating Booth is designed with an automatic filtering system that reduces the amount of powder overspray in the air. The automatic blow down systems removes excessive powder from the filters to insure that they are always working at peak performance. Quabbin's management requires that the blow down system be cycled a minimum of 30 minutes per day when running the Powder Coating Booth. Employees in the Powder Coating Department will be responsible for insuring that the equipment is maintained and in good working order to prevent any possible fire hazards.

c. Fire Control Equipment

If the fire is small in size, there is no risk to the employee's health or safety and the employee has been trained in the proper use of fire extinguishers, then the employee may fight the fire with a portable Class A, B & C dry chemical fire extinguisher. All of

Quabbin's fire extinguishers are of the dry chemical type and are rated for Class A, B & C fires.

C. **Wood Stoves**

The wood stoves used to heat the shop have the potential to cause a fire if the area around the stoves becomes cluttered with a fuel source (pellets or paper / wood products) and a spark or ash from the stove makes contact with that fuel source. The wood stoves are designed to eliminate the fire hazard associated with this operation, however, employees need to maintain the stoves and keep the area around them clean. Quabbin's management requires that the wood stoves be cleaned weekly and that it be maintained in proper working condition to prevent fires.

a. **Type and Class of Fire**

The most likely Class of fire that could be started by debris around the pellet stoves is a Class A Fire.

b. **Fire Control Procedures**

The wood stoves are designed to prevent fires when maintained properly. Quabbin's management requires that the area around the stoves be maintained in a clean condition without debris of combustible material. The wood stoves are also required to be cleaned on a weekly basis to insure ash does not build up.

Employees in the areas of the wood stoves will be responsible for insuring that the equipment is maintained and in good working order to prevent any possible fire hazards.

c. **Fire Control Equipment**

If the fire is small in size, there is no risk to the employee's health or safety and the employee has been trained in the proper use of fire extinguishers, then the employee may fight the fire with a portable Class A, B & C dry chemical fire extinguisher. All of Quabbin's fire extinguishers are of the dry chemical type and are rated for Class A, B & C fires.

2. Fire Prevention Equipment

Quabbin's management or designated personnel will be responsible for maintaining the fire prevention or control equipment. Quabbin's management will also insure that its portable Class A, B & C dry chemical fire extinguishers are installed, inspected, maintained and tested in accordance with the National Fire Protection Association Standard 10 "Portable Fire Extinguishers" as stated below:

A. Installation

- a. Fire extinguishers should be mounted in a clean dry area, accessible to possible fire hazards and preferably near an exit.
- b. Fire extinguishers should be mounted so that the top is from 3-1/2 to 5 feet above the floor and out of reach of small children.
- c. The fire extinguisher mounted using the mounting bracket furnished with it and must be fastened to a solid surface using a strong screw or fastener.

B. Inspection

- a. Fire extinguishers should be inspected monthly, checking for any possible damage, corrosion, leakage or obstructions in the discharge outlet.
- b. The tamper seal should be unbroken.
- c. The Fire extinguisher should be cleaned so that the instructions on the label are always clearly visible.
- d. Fire extinguisher pressure gauges should be checked. The indicator may vary slightly due to temperature, but should always be in the GREEN area if it is fully pressurized.

C. Maintenance

- a. Annual maintenance is a more complete inspection of the fire extinguisher and will be completed by professionals.
- b. Every 12 years dry chemical fire extinguishers are required to be hydrostatically tested. Hydrostatic testing requires that the fire extinguisher be emptied and subject to thorough examination of mechanical parts, extinguishing agent and expelling means and will be completed by professionals.
- c. Fire extinguishers should be recharged professionally immediately after any use.

3. Control of Fuel Source Hazards

Quabbin's management or designated personnel will be responsible for the control of fuel source hazards. Management and employees will work together to identify potential fuel source hazards and work to reduce their potential or eliminate them totally from Quabbin's facility. Fuel sources that cannot be eliminated will be controlled, handled and stored in such a way as to reduce their fire hazard.

Upon identification of a new fuel source hazard, Quabbin's management or designated employee will notify all employees of the new fuel source and provide them with information on how Quabbin will reduce or eliminate the hazard.

This information will include:

- a. Specific hazards;
- b. Control, protective and safety measures the employee can take; and
- c. Measures that Quabbin has taken to lessen the hazards including additional fire control equipment, housekeeping procedures, increased ventilation, presence of another employee (fire watch), and emergency procedures.

Quabbin's Management or designated employee will be responsible for obtaining and maintaining control of fuel source hazards.

Subcontractors working in Quabbin's facility are required to notify Quabbin's management and bring copies of all MSDSs for hazardous and fuel source materials they are bringing into Quabbin. This information will be stored in the main office so that information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and MSDSs in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving Quabbin, Inc. and removing of all hazardous and fuel source materials, they may take their information with them.

Quabbin employees who notice subcontractors bringing hazardous and fuel source materials into Quabbin's facilities are required to contact Quabbin's management to insure that they are aware.

4. Housekeeping Procedures

Quabbin's management or designated personnel will be responsible for the general housekeeping of Quabbin's facilities. Management and employees will work together to identify potential hazards to control accumulations of flammable and combustible waste materials and residues so they do not contribute to a fire emergency. Quabbin's employees are responsible for maintaining the areas around their machines in a clean orderly condition at all times.

- a. Employees are required to sweep up around their machines daily.
- b. Employee's machines are to be wiped down and cleaned daily.
- c. Employees are to empty all trash barrels daily.
- d. Employees must insure that all hazardous and fuel source materials must be stored in designated areas at all times.

5. Employee Training

Quabbin's Management or designated personnel is responsible for the employee training program. The purpose of this program is to provide a safe work environment in which Quabbin's employees are aware of what hazardous and fuel source materials they may encounter and are knowledgeable in the handling and controlling of fires from such materials. Employees will be provided information on these training requirements, any operations in their work area where hazardous fuel source chemical are present, and the location of fire control equipment and the hazardous communication program, chemical listing, and Material Safety Data Sheets. Quabbin's Management or designated personnel will ensure that all elements specified below are carried out.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous fuel source material. Information and training may be designated to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDSs. Attendance in the training will be documented.

Employees must be told of fire hazards of materials and processes to which they are exposed. This training must be done initially and whenever there are new hazards or changes in procedures.

Quabbin's Management or designated employee will be responsible for conducting and maintaining employee's training and knowledge of fire hazards and procedures. New hazards and procedures that develop over time will be passed on to the affected employees.

Prior to starting work each new employee of Quabbin, Inc. will attend a fuel source material and fire control orientation and will receive information and training on the following:

- An overview of the requirements contained in the OSHA Fire Prevention Plan, 29CFR 1910.38;
- Purpose is to make clear to all employees the dangers of hazardous fuel source materials.
- Protect employees and Quabbin facilities from potential injury caused by hazardous materials
- That employees have a "right to know" which hazardous materials they may encounter

- An explanation that the employee must share the responsibility with the employer in learning about how to safely handle hazardous fuel source materials. If an employee is instructed to use a hazardous fuel source material for which they have not been trained, it will be their responsibility to inform Quabbin's management or their supervisor prior to handling such material; so proper training can be given.
- Any operations in their work area where hazardous fuel source chemicals are present;
- Location and availability of our written Fire Prevention program;
- Physical and health hazards of the fuel source chemicals in their work area;
- A list of Hazardous Fuel Source materials found at Quabbin, Inc., this list is to be accessible to all employees
 - Point out where Hazardous Fuel Source Materials list is kept
 - Review list to insure employees know what hazardous fuel source materials are present and where they are located at Quabbin, Inc.
- Methods and observation techniques used to determine the presence or build up of fuel source substances in the work area;
- Measures employees can take to protect themselves and Quabbin's facilities from fuel source hazards in their workplace, including specific procedures the employer has implemented to prevent build up and fire hazards such as appropriate work practices, emergency procedures, and fire control equipment.

After attending the training class, each employee may be given a quiz to verify that they attended and understand the training, received our written materials, and understand Quabbin's policies on Fire Prevention.

Prior to a new hazards fuel source material being introduced into any department within Quabbin, each employee of that Department will be given information as outlined above.

6. List of Hazardous Fuel Source Chemicals

A list, which identifies current hazardous fuel source chemicals present in the work place, will be maintained, updated, and periodically reviewed. The list is cross-referenced to the MSDSs. It is kept with this program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information.

The following is a list of all known hazardous fuel source substances used at Quabbin, Inc. Further information on each noted substance can be obtained by reviewing the appropriate Material Safety Data Sheets.

Hazardous Fuel Source Substances

<u>Identity of Material</u>	<u>Class of Fire</u>	<u>Work Area and Process</u>
3M Super 77	Class A or B	Whole Shop
WD-40	Class A or B	Whole Shop
76 Super Motor Oil 10W-40	Class A or B	Machining Dept
Zep-45	Class A or B	Whole Shop
ZEP Dynablue	Class A or B	Whole Shop
Tufoil Air Tool Lube	Class A or B	Whole Shop
Vanish 6905	Class A or B	Whole Shop
Aeresol Enamel Paint All Colors	Class A or B	Powder Coating
ABC Dry Chemical	Class A or B	Whole Shop
Acculube Pump Spray	Class A or B	Machining Dept
Acetone	Class A or B	Machining Dept
Air Freshener	Class A or B	Wash Rooms

Air Tool Oil	Class A or B	Machining Dept
Press Air Tool Oil	Class A or B	Press Area
Ammonia	Class A or B	Wash Rooms
AW Hydraulic Oil	Class A or B	Whole Shop
Chain Grease	Class A or B	Assembly Area
Clorox Bleach	Class A or B	Whole Shop
Clorox Clean-Up	Class A or B	Whole Shop
<u>Identity of Material</u>	<u>Class of Fire</u>	<u>Work Area and Process</u>
Closed Cell Sponge Rubber	Class A	Die Cutting Dept
Comet	Class A	Wash Rooms
Durabond Epoxy Adhesive	Class A or B	Whole Shop
Elmer's Carpenters Wood Glue	Class A or B	Whole Shop
Gasket Eliminator 515 Flange Seal	Class A or B	Whole Shop
GOJO Orange Pumice	Class A or B	Whole Shop
Harvey's Industrial Degreaser	Various Class A or B	Whole Shop
Klean-Strip	Class A or B	Assembly Area
Laundry Detergent	Class A or B	Wash Rooms
Lubriplate	Class A or B	Whole Shop
Mobilith AW-2	Class A or B	Whole Shop
Mobil Vactra Oil No. 2	Class A or B	Whole Shop
Paint Thinner	Class A or B	Assembly Area
PB Penetrating Catalyst	Class A or B	Powder Coating Dept

Powder – New Black	Class A	Powder Coating Dept
Powder – Rim Gray	Class A	Powder Coating Dept
Powder – Sky White	Class A	Powder Coating Dept
Powder- Clear	Class A	Powder Coating Dept
Powder – Wheel White	Class A	Powder Coating Dept
Powder – Zinc Rich Gray	Class A	Powder Coating Dept
Aeresol Enamel Paint All Colors	Class A or B	Powder Coating Dept
Rustoleum Spray Paint	Class A or B	Powder Coating Dept
Rust Lick Grinding Fluid	Class A or B	Machining Area
Rubbing Alcohol	Class A or B	Whole Shop
Sherwin-Williams Paint	Class A or B	Powder & Receiving Depts
Ace Paint	Class A or B	Maintenance area

Identity of Material

Class of Fire

Work Area and Process

Silver Grade Anti-Seize Lubricant	Class A or B	Assembly Area
Silicone Spray	Class A or B	Whole Shop
Spray Paint	Class A or B	Whole Shop
Stencil Ink	Class A or B	Die Cutting Dept
Tap Magic	Class A or B	Machining Dept
Tree Pruning Sealer	Class A or B	Whole Shop
Trim E206	Class A or B	Whole Shop
Trim SC 230 ND	Class A or B	Whole Shop
Ultra Coolant	Class A or B	Machining Area

VP800 Metal Working Fluid	Class A or B	Machining Dept
Dykem Remover	Class A or B	Whole Shop
Loctite	Class A or B	Whole Shop
Dykem Stain	Class A or B	Whole Shop
Lubibrite #1 to #8	Class A or B	Whole Shop
PB Penetrating Catalyst	Class A or B	Whole Shop
Prestone Silicone Lubricant	Class A or B	Whole Shop
Prestone Silicone Spray	Class A or B	Whole Shop
Rigid Dark Thread Cutting oil	Class A or B	Whole Shop
Sigma Air Compressor Fluid	Class A or B	Whole Shop
STP Brake Fluid	Class A or B	Whole Shop
Tech Col 35052CF	Class A or B	Whole Shop
Cequin 2014	Class A	Die Cutting Area
Cequin 3000	Class A	Die Cutting Area

7. **Hazardous Non-Routine Tasks**

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by Quabbin's Management or their supervisor about hazardous fuel source chemicals to which they may be exposed during such activity. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs; instruct employees in the associated fire hazards and assure all essential personal protective and fire control equipment is available and operational. Quabbin's management or designated employee will notify all other employees working in the area that non-routine tasks are scheduled or being performed.

This information will include:

- Specific fire hazards;
- Protective/safety measures the employee can take; and
- Measures that Quabbin has taken to lessen the hazards including ventilation, respirators, presence of another employee, fire control equipment and emergency procedures.

Non-routine tasks performed by the employees of Quabbin, Inc. are:

Task

Toxic and Hazardous Substances

This Section is Currently Not Applicable For Quabbin, Inc.

If employees do not understand any aspect of the above information, they should not perform the task. Quabbin's Management or the employee's supervisor should be contacted for additional training.

8. Informing Contractors

It is the responsibility of Quabbin's Management or designated employee to provide contractors the following information:

- Notify contractors of the written Fire Prevention Plan. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.
- Notify contractors of the hazardous fuel source substances to which they may be exposed while on the job site and how the appropriate MSDS can be obtained,
- Precautionary measures that need to be taken to protect contracted employees during the workplace's normal operating conditions and in foreseeable emergencies,

If anyone has questions or does not understand this plan, contact Mark LeBoeuf, President of Quabbin, Inc. The Fire Prevention Plan will be monitored by Quabbin's Management to ensure that the policies are carried out and the plan is effective.

Mark LeBoeuf
President
Quabbin, Inc.

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