

Fire Prevention



STANDARD



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1 Introduction

This standard describes the minimum requirements for controlling fire hazards whilst on Ericsson business to ensure that the Health and Safety aspects are properly managed.

2 Requirements

The following requirements shall apply:

- all new employees shall be given induction training on fire prevention and emergency evacuation procedures
- prior to commencement of any work at field sites, the appointed person shall ensure all workers are inducted on site.
- the responsible manager shall have emergency plans and evacuation instructions in place;
- all escape routes and assembly points shall be sign posted and kept clear;
- the location of flammable and explosive materials shall be identified in the site emergency plan;
- blocking and storage of combustible, flammable and explosive materials in escape routes (including under stairwells) are strictly forbidden;
- any work involving open flames or heat sources shall be risk assessed and be subject to a hot work permit procedure;
- in the event of a fire, any work shall immediately be stopped and the alarm be raised;
- all staff shall be made aware of assembly points;
- in case of fire the area shall immediately be evacuated to pre-agreed assembly points;
- evacuation wardens shall be appointed and trained to effect a controlled evacuation of the premises and be the liaison with the emergency services; and

Nothing listed above takes priority over the safety of any employee or contractor ensuring their continued personal safety.



3 Safe Operating Standards

3.1 Fire Evacuation Procedures

Anyone hearing the fire alarm shall:

- evacuate and assemble at the designated assembly point;
- do not stop for anything i.e. clothes, tools etc;
- if safe to do so on evacuating, close all doors and windows to hold the fire at bay;
- notify appointed person who can then put the emergency procedures in motion and contact the appropriate emergency services.

3.2 Designated Escape Routes

Ensure employees are familiar with all designated escape routes and emergency exits.

All designated escape routes and emergency exits shall be signposted and kept clear. These routes and exits shall be displayed on the information board as a minimum.

When visiting other premises, ensure employees are required to familiarise themselves with at least two designated emergency exits close to the place of work.

3.3 Assembly points

Anyone present on site shall make their way immediately to the designated assembly points. The appointed person(s) shall record the numbers of persons at each assembly point.

The appointed person shall contact security posts at each entrance to the site to stop traffic from entering.

Once all persons are located at the assembly point(s) the appointed person shall report to the emergency services.



3.4 Flammable and Explosive Materials

All flammable materials shall be stored in a designated and signed area. Location of flammable materials shall be identified and marked on the site emergency plan.

Gas cylinders (bottles) shall not be stored inside buildings; they shall be stored upright and in locked cages. Empty cylinders shall be clearly marked and separated from full ones.

3.5 Field Operations

A site emergency procedure shall be established based on the customer site and Ericsson's emergency procedures.

3.6 Disposal of Waste

All employees working on an Ericsson or customer site shall:

- ensure waste is disposed of in the correct manner and as per environmental requirements determined by the type of waste involved and in a manner that it is not a fire hazard; and
- skips, bins etc., shall be emptied to prevent them from overflowing.

3.7 Hot Work Permit System and Working

Examples of 'hot work'

- welding;
- burning (i.e. oxy-acetylene) torch; and
- other uses where naked flames are present e.g. blow torches

Prior to starting hot work, work areas shall be cleared of flammable materials and combustible dusts/waste. Once completed, the hot work permit may be issued. An example of Hot Work Permit can be found in Appendix I in this document. Particular attention shall be made if the hot work is required above ground where hot slag/sparks may fall to the ground or below floors.



A hot work permit shall be issued by a competent person before the work is started and shall only be used for the time specified which shall not exceed a maximum of one working day. Thereafter a new permit shall be obtained and issued.

Any person carrying out the hot work shall be competent.

Once the task has been completed the hot work permit shall be signed off and returned to the person in charge of work for inspection of the area.

An appropriate fire extinguisher and fire blanket shall be available during hot work. The fire extinguisher used for hot work shall not be taken from a designated fire point.

A fire watch is required for a minimum of one hour after the hot works have been completed.

4 Risk Assessments and Planning

All premises shall be subject to a full fire risk assessment initially and upon a material change to the premises.

In addition due consideration shall be given to the risk of fire occurring from the activities on site and as identified in the risk assessment and method statement. All control measures shall be implemented fully and all provisions for hot work permits shall be in place before commencing work.

5 Monitoring and Review

Adherence to this standard shall be monitored by reviewing and keeping records of:

- employee inductions;
- training records;
- risk assessment;
- fire and evacuation drills;
- hot work permits; and
- incident statistics.



6 Change information

Revision	Description
A	Initial release

APPENDIX I –HOT WORK PERMIT

See next page



HOT WORK PERMIT –
Before initiating Hot Work: Can this job be avoided? Is there a safer way?

THIS HOT WORK PERMIT IS REQUIRED FOR ANY TEMPORARY OPERATION INVOLVING OPEN FLAMES OR PRODUCTION OF HEAT AND/OR SPARKS. THIS INCLUDES, BUT IS NOT LIMITED TO: BRAZING, CUTTING, GRINDING, HARD SOLDERING, THAWING PIPE, TORCH APPLIED ROOFING AND WELDING.

REQUIRED PRECAUTIONS CHECKLIST

General

- Shutting off the fire alarm due to Hot Work should only be done by authorized person. This person is also responsible for switching on the fire alarm as soon as the Hot Work is completed. During fire alarm impairment fire watch must be in place.
- Person to do the hot work have the necessary training and experience.
- Available sprinklers, hoses and extinguishers in service/operable.
- Hot Work equipment in good condition. Welding equipment has flashback arrestors and non-return valves.
- Gas bottles handled so they are not exposed to blows and impacts.
- When gas bottles are used the person to do the hot work has tools and a protective glove, to close off the gas in an emergency.

Requirements within 10 m (33 feet) of work

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistive sheets
- Other combustibles removed where possible. Otherwise protected with fire-resistive tarpaulins or metal shields.
- All wall and floor openings covered.

Other precautions taken: _____

- Fire-resistive tarpaulins suspended beneath work.
- Ducts and conveyers that might carry spark to distant combustibles protected or shut down.

Work on walls, ceilings or roofs

- Construction is non-combustible and without combustible covering or insulation.
- Combustibles on other side of walls, ceilings or roofs moved away.

Work on enclosed equipment

- Enclosed equipment cleaned of all combustibles.
- Container purged of flammable liquids/vapors.
- Pressurized vessels, piping and equipment removed from service, isolated and vented.

Fire watch/Hot Work area monitoring

- Fire watch provided during and for 1 hour after the Hot Work completed, lunch brake etc. included.
- Fire watch supplied with appropriate extinguishers, and, where practical, charged small hoses.
- Fire watch trained in use of this equipment and in sounding alarm.
- Fire watch may be required for adjoining areas, above and below.
- Monitor Hot Work area for 4 hours after job is completed.

DATE	TIME	WORK BEING DONE BY <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR	
EXPECTED START	EXPECTED COMPLETION	LOCATION	
NAME OF PERSON DOING HOT WORK (SIGNATURE/BLOCK LETTERS)		TYPE OF JOB	
Hot Work has been determined to be the only method available to complete this job. I verify that precautions listed on the <i>Required Precautions Checklist</i> have been taken, the location above has been examined and permission is authorized for this hot work.			
AREA SUPERVISOR (SIGNATURE/BLOCK LETTERS)	PERMIT EXPIRES	DATE	TIME
FIRE WATCH SIGNOFF Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period (Hot Work + following 1 hour) and were found fire safe.	FINAL CHECK-UP Work area was monitored for 4 hours following Hot Work and found fire safe.		
FIRE WATCH (SIGNATURE/BLOCK LETTERS)	FIRE WATCH (SIGNATURE/BLOCK LETTERS)		

