



CITY OF KETTERING

**FIRE PREVENTION AND  
PREPAREDNESS  
POLICY 10**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Fire Prevention and Preparedness*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
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**PURPOSE**

The purpose of this policy is to ensure worker and public safety by preventing fires in or on City property and to ensure worker and public safety during emergencies by following accepted life safety practices, as well as enhance compliance with the Ohio Fire Code.

**SCOPE**

This program addresses the following areas:

1. Fire Prevention
2. Life Safety
3. Department Fire Plan
4. Fire Protection Equipment
5. Employee Training

**RESPONSIBILITY**

This program assigns the following general responsibilities:

1. **Individual Employees**

- Attend required training.
- Report or correct hazards.
- Promptly report any fire or hazardous condition.
- Immediately evacuate a structure upon notification of an unfriendly (unintended) fire or other hazardous situation.

2. **Department Director**

- Assure each department employee receives required training.
- Work with the City Safety Coordinator to create and post an emergency evacuation plan.
- Coordinate the correction of hazards in his/her department area.
- Ensure employees perform their work in a manner that will prevent fires and respond appropriately to a fire emergency.

**REQUIREMENTS**

1. **Fire Prevention** — Fire extinguishing equipment appropriate for the type of potential exposure shall be maintained in all City work areas. The equipment shall be inspected monthly by city-trained volunteer staff. This should be part of the normal monthly building/office area audit and inspection. An appropriate tag will be attached to each

extinguisher listing the date it was last inspected, and the initials of person performing the inspection. Public Service coordinates with a licensed fire protection contractor for the annual inspection of all fire extinguishers.

- Fire extinguishers shall be unobstructed, prominently displayed and easily accessible at all times.
- Coffee pots and other heat-producing equipment shall be turned off when not in use.
- Portable heaters shall not be used on city property except in emergency situations approved by the City Fire Marshal.
- Frayed electrical cords and faulty appliances shall be reported to supervisors immediately and shall not be used until properly repaired or replaced.
- Extension cords are for temporary use only. Extension cords shall be of sufficient size to handle the load they are to carry.
- Flammable or combustible liquids shall be stored in approved labeled containers or in the original manufacturer's container. They shall be tightly capped. When being transferred from one container to another, both containers shall be grounded and bonded.
- Gasoline shall only be stored in an approved container that is red in color and labeled "Gasoline — Flammable." Containers holding other liquids shall be of a different color and lettered with the name of the liquid contained therein and its hazard. Only approved solvents may be used to clean machinery and equipment. Gasoline is not an approved solvent. All cleaning solvents used within the work place shall be stored in the original manufacturer's container or an approved labeled metal container.
- Work areas shall be kept clean and free of excess flammable materials.
- Hazardous materials shall be stored in designated locations and in properly capped or ventilated containers, depending upon the material.
- All compressed gas cylinders shall be secured to prevent accidental tipping. They shall be closed and capped when not in use.

## 2. Life Safety

- All designated exits shall have clear access, both inside and outside, at all times, e.g., no snow or ice build-up.
- Exit doors to a stair enclosure or horizontal exit shall be provided with a reliable self-closing mechanism and shall not, at anytime, be secured in the open position.
- The emergency fire plan should identify a safe place for department workers to assemble after evacuation to facilitate the accounting of all workers.
- There should be no requirement or expectation of employees to initiate fire extinguishment actions.

The Fire Department must be notified immediately by dialing 911.

Employees should not attempt to extinguish the fire:

- If alone and can otherwise escape.
- If fighting the fire will place it between the employee and the only exit.
- If the fire could rapidly grow.
- If the fire involves high voltage equipment, hazardous materials, flammable liquids or flammable gas.
- If the employee lacks confidence in using fire extinguishers.

### 3. **Fire Protection Equipment / Portable Fire Extinguishers**

- Portable fire extinguishers shall be provided and maintained in all structures.
- The Ohio Fire Code shall establish the size and type of fire extinguisher to be provided.
- Public Service will mount the fire extinguisher in accordance with Fire Department requirements.
- Annually, each fire extinguisher will be inspected by a licensed fire protection contractor.

### 4. **Training** — All employees shall receive information on fire safety.

**Department/Fire Plan** — The City Safety Coordinator will work with Department Directors/Managers to educate them on the proper implementation of the fire safety plan as it applies to their area. Employees shall receive training in the department's emergency action plan at the time they are assigned to the department.

Fire safety training shall consist of:

- Specific department emergency plans and fire prevention plan.
- Location of copies of these plans.
- Recognition of common fire hazards.
- Fire extinguisher use.
- Specific fire hazards of their assignment and areas.

### **SPECIFIC HAZARDS**

- Employees involved with special hazards such as welding, flame processes, hot liquids, shall receive hazard-specific training by their supervisor or other qualified person.
- Department Managers and Department Directors should seek additional training to assist in the formulation of action and prevention plans.
- The Director or employee designated to inspect fire extinguishers monthly will receive training from the Fire Department in this task.
- Training must be documented and maintained in the training file.

### **FIRE EXTINGUISHER INSPECTIONS**

#### **Purpose**

The purpose of this section is to bring to the forefront the fact that the personal safety of all City employees is of primary importance and must be a part of every operation. This written program is intended to assist in the annual confirmation that all fire extinguishers available to City Staff are adequately charged and in proper working condition.

#### 1. **Responsibilities**

Primary responsibility for implementation of this program lies with Department Directors/Supervisors. Department Directors shall ensure that the designated representative performs the monthly inspection areas assigned to them.

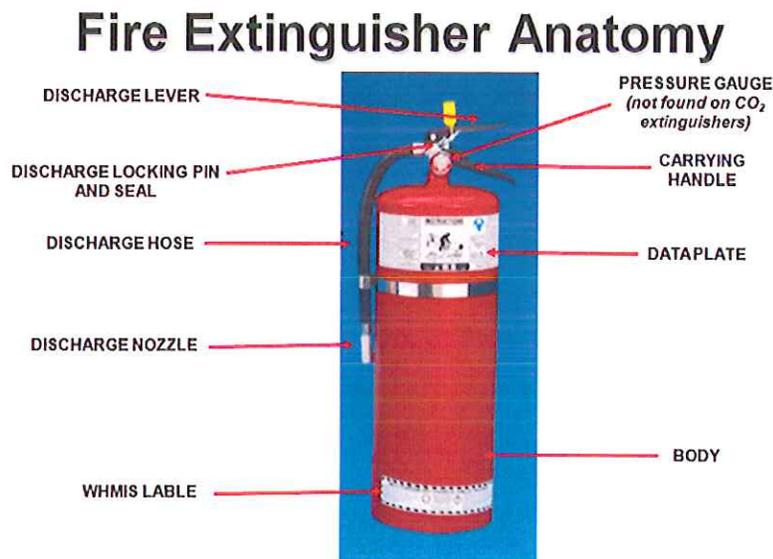
Employees must follow prescribed practices and procedures.

## 2. General Program Requirements

This program applies to the monthly inspection of Fire Extinguishers.

The following list is to be utilized for the Monthly Inspection of all Fire Extinguishers, to be performed by the designated representative:

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?
4. Is the discharge locking pin and tamper seal intact?



5. Is the extinguisher in good condition and showing no signs of physical damage, corrosion, or leakage?

NOTE: If you did not answer yes to all of these questions, contact Public Service immediately.

6. Initial and date the back of the Inspection Card that is attached to the Fire Extinguisher once your visual inspection is complete. This card is attached to the Fire Extinguisher by the vendor that performs the annual inspection.



## THE CITY OF KETTERING FIRE PROTECTION PROCEDURE GENERAL INSTRUCTIONS

When an employee detects an unfriendly (unintended) fire or smoke, the steps listed below are to be followed:

1. Ensure that all persons are removed from immediate danger.
2. Alert all other employees and call 911 from a safe location. If the facility is equipped with a fire alarm system, activate the closest manual pull station.
3. Close doors, confine fire/smoke.
4. Extinguish the fire with the proper extinguisher if possible. (There should be no requirement or expectation of employees to initiate fire extinguishment actions.)
5. Evacuate in accordance with your department evacuation plan if necessary.
6. Each Department Director or supervisor is responsible for educating staff on the following information:
  - a. General fire instruction.
  - b. Escape routes and evacuation procedures as determined by departments.
  - c. Location of fire extinguishers.
  - d. Specific assignments during a fire alert.
7. Remember the acronym R.A.C.E.
  - a. **R**emove person from immediate danger
  - b. **A**ctivate the fire alarm
  - c. **C**ontain the fire, close doors
  - d. **E**xtinguish or evacuate the fire area
8. Remember the acronym P.A.S.S. when using a fire extinguisher

- a. **Pull the pin**
- b. **Aim low at the base of the fire**
- c. **Squeeze the handle**
- d. **Sweep low at the base of the fire**

The City Manager hereby delegates the appropriate responsibility and authority to administer this Fire Safety Program to the Department Directors.

Approved:

6/19/2018  
Date

  
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Mark Schwieterman  
City Manager

Issued:

6/19/2018  
Date

  
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Sara E. Mills Klein  
Director of Human Resources

Reviewed 05/2018.