# Risk Management Plan: Fire Prevention

| **Step** | **Description** | **Resources** |
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| **1** | Workplace fire safety should begin by identifying fire hazards and conducting a fire hazard assessment. All fires need three elements to burn -fuel, oxygen, and a source of ignition. Your hazard assessment should focus on identifying the three elements needed for a fire and ensuring that sources of fuel and ignition are kept apart. Some common hazards to pay especially close attention to include electrical fire hazards, portable heaters, office fire hazards, cutting, welding, open flame work, flammable and combustible materials, and smoking. | [Fire Prevention and Safety Checklist](https://myshield.federatedinsurance.com/content/fde8f470-8cea-250e-ac8b-489f1a470808) (F70-722) |
| **2** | Once you have the results from your fire hazard assessment the next step is to review your findings and act on them by implementing the necessary fire protection practices and procedures needed to keep your property, assets, and people safe. Have a clear plan of how to prevent fire and how you will keep people safe in case of fire.  Federated has developed material to help you develop practices and policies that can prevent common fire hazards. | [Controlling the Fire Risk](https://myshield.federatedinsurance.com/content/bcbd23c8-fa1c-1aff-3d6a-4ff2f61268f6) (F70-638 Series)   * Fire Prevention Planning - *page 1* * Flammable and Combustible Liquids - *page 2* * Gas or Electric Welding or Cutting - *page 3* * Heating Appliances - *page 4-5* * Housekeeping - *page 6* * Propane and Other Flammable Gases - *page 7* * Smoking - *page 8* * Spontaneous Combustion - *page 9* * Spray Painting - *page 10* * Automatic Sprinkler Systems - *page 12* * Chemical Hazards - *page 14* * Electrical Systems - *page 16* * Fire Extinguishers - *page 18* * Electric Space Heaters - *page 20*   [Restaurant Hoods and Ducts (F70-772)](https://myshield.federatedinsurance.com/content/e2f7c26b-36d5-735d-f5b2-9770e33ad8a2) |
| **3** | Communicate your program and company expectations to every employee so they learn what behaviors or performance changes are necessary to help prevent fires and what to do if a fire occurs. Give employees a copy of your fire prevention program and your emergency action plan and make a reference copy accessible at work. |  |
| **4** | Train your employees on the causes of fire, what can they do to reduce fire risks, and their roles and responsibilities in the event a fire occurs. Federated has training resources available to you. The first link provides you access to J. J. Keller® safety videos. The BLR® Training Resources link provides you access to our Seven Minute Safety Trainer (Mobile App) and Training Today (LMS). | J. J. Keller®:   * [Discounted Materials](https://myshield.federatedinsurance.com/content/discounted-material-j.j.-keller-) * [Video on Demand](https://myshield.federatedinsurance.com/content/videos-on-demand)   BLR®:   * [Seven Minute Safety Trainer](https://myshield.federatedinsurance.com/content/seven-minute-safety-trainer) * [Training Today](https://myshield.federatedinsurance.com/content/training-today) - Interactive Online Training (LMS) * [OHSA 10-Hour and 30 Training](https://myshield.federatedinsurance.com/content/osha-10-hour-and-30-hour-training-1) |
| **5** | Document and record employee training for at least five years. | [Sample Safety Program](https://myshield.federatedinsurance.com/content/ab5865e5-e6d1-09cb-9149-6545494684c2) (F70-400)   * Employee Safety Orientation Checklist - *page 71* * Safety Activity Log - *page 77* * Safety Meeting Sign-up Sheet - *page 75* |
| **6** | Monitor results and update your program annually, or as needed. Continually verify employees’ understanding of proper policies and procedures. Evaluate your program to make sure the controls implemented are effective, workplace hazards have been controlled, and additional hazards have not been created.  The following is a list to get you started:   * Ensure that employees are aware of their responsibilities in the event of a fire. * Reinforce safe work habits. * Conduct routine inspections. | [Fire Prevention Poster](https://myshield.federatedinsurance.com/content/3e03bd69-a522-b7ba-d355-27294db13a55) (F70-741) |

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| **Sample**  **Form**  F70-711.2 Ed. 07-20 | *The information provided in this plan is intended to be general in nature. It may include recommendations, suggestions or ideas that are not applicable to the unique conditions and operations of your business. Obtain the advice of an independent legal or business advisor in developing forms and procedures tailored to your specific business. This publication may also provide information on services offered by companies wholly independent from Federated Mutual Insurance Company, Federated Service Insurance Company\*, and Federated Reserve Insurance Company\* (Not licensed in all states). Federated provides its clients with access to these services with the understanding that neither Federated nor its employees provide legal or employment advice. Some services may be subject to regulations or restrictions in your state. The recommendations provided may help reduce the risk of loss, but should not be construed as eliminating any or all risk of loss nor is it an exhaustive list of all risk exposures. Qualified counsel should be sought regarding questions specific to your circumstances.* |