	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 1 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

CONTENTS	SUBPART
PURPOSE	A
RESPONSIBILITIES	B
HAZARDS	C
FIRE EXTINGUISHERS	D
LOCATION AND MARKING OF EXTINGUISHERS	E
CONDITION	F
MOUNTING AND DISTRIBUTION OF EXTINGUISHERS	G
INSPECTION AND MAINTENANCE	H
FIRE SAFETY INSPECTIONS & HOUSEKEEPING	I
EMERGENCY EXITS	J
EMERGENCY PLAN FOR PERSONS WITH DISABILITIES	K
EMERGENCIES INVOLVING FIRE	L
FIRE EMERGENCY PROCEDURES	M
TRAINING	N

### **SUBPART A - PURPOSE**

BBGCI's Fire Safety Plan has been developed to work in conjunction with emergency plans and other safety programs. The primary objective of this plan is to prevent the injury of and loss of life to personnel.

Property and environmental damage is considered a secondary objective. This includes reviewing all new building construction and renovations to ensure compliance with applicable state, local, and national fire and life safety standards. Fire prevention measures reduce the incidence of fires by eliminating opportunities for ignition of flammable materials.



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 2 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

## **SUBPART B - RESPONSIBILITIES**

### **Management**

- Shall provide adequate training to all employees.
- Ensure all fire prevention methods are established and enforced.
- Ensure fire suppression systems such as sprinklers and extinguishers are periodically inspected and maintained to a high degree of working order. All inspected equipment shall bear a current tag indicating when the inspection took place.
- Train supervisors to use fire extinguishers for incipient fires.
- Train employees on evacuation routes and procedures.

### **Supervisors**

- Closely monitor the use of flammable materials and liquids.
- Train assigned employees in the safe storage, use and handling of flammable materials.
- Ensure flammable material storage areas are properly maintained.

### **Employees**

- Use, store and transfer flammable materials in accordance with training.
- Do not mix flammable materials.
- Violations of this program should be mitigated and reported immediately

## **SUBPART C - HAZARDS**

Fire and explosion hazards can exist in almost any work area. Potential hazards include:

- Improper operation or maintenance of gas fired equipment.
- Improper storage or use of flammable liquids.
- Smoking in prohibited areas.
- Accumulation of trash.
- Unauthorized Hot Work operations.
- Work area hazards due to lack of awareness.



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 3 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

## Hazard Control

### Elimination of Ignition Sources

All nonessential ignition sources must be eliminated where flammable liquids are used or stored. The following is a list of some of the more common potential ignition sources:

- Open flames, such as cutting and welding torches, furnaces, matches, and heaters should be kept away from flammable liquids operations. (Flammable liquids should be moved >30ft away from any operations that that may produce an open flame such as....) Cutting or welding on flammable liquids equipment should not be performed unless the equipment has been properly emptied and purged with a neutral gas such as nitrogen, or other methods approved by a supervisor.
- Sources of ignition, such as DC motors, switched, and circuit breakers- these sources should be eliminated where flammable liquids are handled or stored. Only approved explosion-proof devices should be used in these areas.
- Mechanical sparks- these sparks can be produced as a result of friction. Only non-sparking tools should be used in areas where flammable liquids are stored or handled.
- Static sparks- these sparks can be generated as a result of electron transfer between two contacting surfaces. The electrons can discharge in a small volume, raising the temperature to above the ignition temperature. Every effort should be made to eliminate the possibility of static sparks. Also proper bonding and grounding procedures must be followed when flammable liquids are transferred or transported.

### Removal of Incompatibles

Materials that can contribute to a flammable liquid fire should not be stored with flammable liquids. Examples are oxidizers and organic peroxides, which, on decomposition, can generate large amounts of oxygen.

### Control of Flammable Gases



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 4 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

Generally, flammable gases pose the same type of fire hazards as flammable liquids and their vapors. Many of the safeguards for flammable liquids also apply to flammable gases, other properties such as toxicity and reactivity also must be taken into account. Also, a gas that is flammable could produce toxic combustion products.

## **SUBPART D - FIRE EXTINGUISHERS**

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution. All fire extinguishers are visually checked monthly (in-house) to assure that the inspection tags are current. Annually a certified third party contractor comes on site and inspects all of the fire extinguishers and services them as needed.

### **Classification of Fires and Selection of Extinguishers**

Fires are classified into five general categories depending on the type of material or fuel involved. The type of fire determines the type of extinguisher that should be used to extinguish it.

- **Class A** fires involve materials such as wood, paper, and cloth which produce glowing embers or char.
- **Class B** fires involve flammable gases, liquids, and greases, including gasoline and most hydrocarbon liquids which must be vaporized for combustion to occur.
- **Class C** fires involve fires in live electrical equipment or in materials near electrically powered equipment.
- **Class D** fires involve combustible metals, such as magnesium, zirconium, potassium, and sodium.
- **Class K** fires were recently assigned to cooking media fires often referred to as grease fires.



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 5 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

Extinguishers will be selected according to the potential fire hazard, the construction and occupancy of facilities, hazard to be protected, and other factors pertinent to the situation.

### **SUBPART E - LOCATION AND MARKING OF EXTINGUISHERS**

Extinguishers will be conspicuously located and readily accessible for immediate use in the event of fire. They will be located along normal paths of travel and egress. Wall recesses and/or flush-mounted cabinets will be used as extinguisher locations whenever possible.

Extinguishers will be clearly visible. In locations where visual obstruction cannot be completely avoided, directional arrows will be provided to indicate the location of extinguishers.

If extinguishers intended for different classes of fire are located together, they will be conspicuously marked to ensure that the proper class of extinguisher selection is made at the time of a fire. Extinguisher classification markings will be located on the front of the shell above or below the extinguisher nameplate. Markings will be of a size and form to be legible from a distance of 3 feet.


### **SUBPART F - CONDITION**

Portable extinguishers will be maintained in a fully charged and operable condition. They will be kept in their designated locations at all times when not being used. When extinguishers are removed for maintenance or testing, a fully charged and operable replacement unit will be provided.

Fire Extinguishers that are kept with company vehicles are to be inspected when doing Vehicle inspection forms. These Extinguishers are subject to more damage when located in the bed of the truck, therefore the driver of the truck must be attentive to not block the extinguisher in case of an emergency.

These Extinguishers are also subject to more movement and knocking from debris in the bed of the truck. Pins and levers should be checked thoroughly for anything that may prohibit the extinguisher from working properly. If there is noted damage to the extinguisher that may prevent the proper use of the device, it is to be replaced immediately and documented accordingly.



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 6 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

**SUBPART G - MOUNTING AND DISTRIBUTION OF EXTINGUISHERS**

Extinguishers will be installed on hangers, brackets, in cabinets, or on shelves. Extinguishers having a gross weight not exceeding 40 pounds will be so installed that the top of the extinguisher is not more than 3-1/2 feet above the floor. Extinguishers mounted in cabinets or wall recesses or set on shelves will be placed so that the extinguisher operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in a contrasting color, which will distinguish it from the normal decor.

Extinguishers must be distributed in such a way that the amount of time needed to travel to their location and back to the fire does not allow the fire to get out of control.

OSHA requires that the travel distance for Class A and Class D extinguishers not exceed 75 feet. The maximum travel distance for Class B extinguishers is 50 feet because flammable liquid fires can get out of control faster than Class A fires. There is no maximum travel distance specified for Class C extinguishers, but they must be distributed on the basis of appropriate patterns for Class A and B hazards.

The company provides fire extinguishers at Berry Bros.' yard and marine equipment; however, when on an offshore or inland job, fire extinguishers are either provided by the Client or by a third party fire watch source.

**SUBPART H - INSPECTION AND MAINTENANCE**

Berry Bros. shall assure that portable fire extinguishers are subjected to monthly visual checks **by using punch cards attached to the extinguishers**. A certified 3<sup>rd</sup> party contractor shall perform the annual inspection of all fire extinguishers. All records shall be maintained in the corporate office in Berwick, Louisiana. Records shall be maintained for one year after the last entry of life of the inspection.

Once an extinguisher is selected, purchased, and installed, it is the responsibility of the **supervisor** to oversee the inspection, maintenance, and testing of fire extinguishers to ensure that they are in proper working condition and have not been tampered with or physically damaged. This accomplished by completing and turning in the monthly fire extinguisher report.



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 7 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

## **SUBPART I - FIRE SAFETY INSPECTIONS & HOUSEKEEPING**

First line supervisors and foremen are responsible for conducting work site surveys that include observations of compliance with the Fire Safety Program. These surveys should include observations of worksite safety and housekeeping issues and should specifically address proper storage of chemicals and supplies, unobstructed access to fire extinguishers, and emergency evacuation routes. Also, they should determine if an emergency evacuation plan is present in work areas and that personnel are familiar with the plan.

## **SUBPART J - EMERGENCY EXITS**

Every exit will be clearly visible, or the route to it conspicuously identified in such a manner that every occupant of the building will readily know the direction of escape from any point. At no time will exits be blocked.

Any doorway or passageway which is not an exit or access to an exit but which may be mistaken for an exit will be identified by a sign reading "Not an Exit" or a sign indicating its actual use (i.e., "Storeroom"). A readily visible sign will mark exits and accesses to exits. Each exit sign (other than internally illuminated signs) will be illuminated by a reliable light source providing not less than 5 foot candles on the illuminated surface.

## **SUBPART K - EMERGENCY PLAN FOR PERSONS WITH DISABILITIES**

The first line supervisor is assigned the responsibility to assist Persons with Disabilities (PWD) under their supervision. The supervisor will choose an alternate assistant. The role of the two assistants is to report to their assigned person, and to either assist in evacuation or assure that the PWD is removed from danger.

- Supervisors, alternates, and the person with a disability will be trained on available escape routes and methods.
- A list of persons with disabilities is kept in the HSE Department Office.
- Visitors who have disabilities will be assisted in a manner similar to that of company employees. The Host of the person with disabilities will assist in their evacuation.



	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 8 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

## **SUBPART L - EMERGENCIES INVOLVING FIRE**

### **Fire Alarms**

In the event of a fire emergency, a fire alarm (Smoke Detectors or an over head page) will sound for the building. Each location is different and all employees and visitors should make themselves aware of the various alarms for the different sites and locations.

### **Evacuation Routes and Plans**

Each facility shall have an emergency evacuation plan. All emergency exits shall conform to NFPA standards.

Should evacuation be necessary, go to the nearest exit or stairway and proceed to an area of refuge outside the building. Most stairways are fire resistant and present barriers to smoke if the doors are kept closed.

Do not use elevators. Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire.

### **Emergency Coordinators/Supervisors**

Emergency Coordinators/Supervisors will be responsible for verifying personnel have evacuated from their assigned areas.

## **SUBPART M - FIRE EMERGENCY PROCEDURES**

### **If you discover a fire**

- Activate the nearest fire alarm.
- Notify your Supervisor and other occupants **immediately**.

### **Fight the fire ONLY if**

- The fire department has been notified of the fire.
- The fire is small and confined to its area of origin.
- You have a way out and can fight the fire with your back to the exit.





	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
Issue Date: 06/04/2009		Section # 26
Page: 9 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

- You have the proper extinguisher, in good working order, and know how to use it.
- If you are not sure of your ability or the fire extinguisher's capacity to contain the fire, leave the area.

**If you hear a fire alarm**

- Evacuate the area. Close windows, turn off gas jets, and close doors as you leave.
- Leave the building and move away from exits and out of the way of emergency operations.
- Assemble in a designated area. Report to the monitor so he/she can determine that all personnel have evacuated your area.
- Remain outside until competent authority states that it is safe to re-enter.

**Evacuation Routes**

- Learn at least two escape routes, and emergency exits from your area.
- Never use an elevator as part of your escape route.
- Learn to activate a fire alarm.
- Learn to recognize alarm sounds.
- Take an active part in fire evacuation drills.
- If we are working on a platform that has a heliport, never evacuate to the heliport because of the inherent dangers of the heat, smoke, and fire.

**SUBPART N - TRAINING**

Berry Bros. has provided portable fire extinguishers for employees' use in the facility, Berry Bros. shall also provide an educational program annually to familiarize employees with the general principles of fire extinguisher use and the hazards involved in **incipient stage fire fighting**. If it is determined that the fire is beyond the incipient stage, **BBGCI** personnel are to immediately evacuate / leave the area and leave the fire-fighting to the professionals who will employ the use of the Incident Command System.



	<p style="text-align: center;"><b>Berry Bros. General Contractors, Inc.</b> <b>Corporate Policy Procedure</b></p> <p style="text-align: center;"><b>(HSE) Health, Safety &amp; Environmental</b> <b>Policies and Procedures Manual</b></p>	
Issue Date: 06/04/2009		Section # 26
Page: 10 of 10		Doc # SWP - 26
Approver: Joe Berry		Revision: 3
<b>FIRE SAFETY AND PREVENTION</b>		

Revision Date: 06-04-09, 11-04-14 3/21/18

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Approved By: Joe Berry & Safety Committee

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