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1 Purpose

To reduce the risk of fire and to ensure proper precautions are in place, Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) has established this Fire Prevention and Protection Standard. Electrical energy sources, static electricity, open flames, lightning, cigarettes, cutting and welding tools, hot surfaces, and frictional heat are all potential ignition sources. Fire may also be a hazard in offices, storage areas or on other company property. Therefore, it is the responsibility of each employee to help with fire prevention.

2 Roles and Responsibilities

2.1 Managers and Supervisors

Managers and supervisors will be responsible for ensuring that all fire protection equipment is inspected monthly and certified at least annually and in accordance with any local fire protection regulations. They will also conduct routine visual checks to ensure that fire suppression systems are not blocked, that material storage requirements in this standard are followed and that extinguishers are in their designated locations.

2.2 Employees

Employees are expected to follow the requirements of this standard and to immediately report any fire hazards or fire protection deficiencies to their supervisor.

3 Requirements

3.1 Smoking and Vaping

Smoking and vaping at all Silver Eagle Houston locations shall be limited to designated outdoor smoking areas. Smoking and vaping are strictly prohibited within fifty (50) feet of:


- Material storage,
- Refueling areas, or
- Areas designated for fuel storage.

Smoking and vaping are prohibited in Silver Eagle Houston vehicles.

To prevent fires and keep the grounds neat and orderly, all cigarette/cigar ashes and butts are to be disposed of in the provided receptacles only.

3.2 Work Areas

- All energy sources (mechanical, electrical, chemical, thermal, and radiation) should be considered as potential sources of ignition.
- Isolate combustible and flammable liquids from possible ignition sources such as open flames, heated surfaces, explosives, electrical arcs, sparks, static electricity and self-heating materials.
- Cleaning solvents with a flash point below 140 degrees shall be kept in approved, properly labeled safety containers. Use of gasoline is prohibited for cleaning solvent. Gasoline and other fuels shall be transported, stored and handled in accordance with NFPA 30 guidelines.
- Oily rags and flammable wastes shall be kept in metal containers. Rags are to be washed on a regular basis and not allowed to accumulate.

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- The fueling of any type of motorized equipment while the engine is running is prohibited.
- Flammable liquid containers need to be static grounded prior to having any product either removed or added; this includes waste barrels.
- No artificial light, except UL approved electrical flashlights will be used near escaping gasoline or other flammable vapors or when entering an enclosed area suspected of containing gas.

3.3 Fire Equipment

- Fire equipment shall be prominently displayed, labeled for usage, and kept clear for easy access.
- Employees will know the location of fire extinguishers and how to use them. If an extinguisher is used, report it to a supervisor immediately so it may be replaced/recharged.
- Fire extinguishers will be visually inspected on a monthly basis by the supervisor or HSE Department. Contract with a local company who will inspect and service all extinguishers on an annual basis.
- All forklifts and other heavy equipment, as well as fleet vehicles, are to have a “dry chemical” fire extinguisher in the cab or reasonably accessible area.

3.4 Flammable Liquids Management

3.4.1 Engineering Controls – Where possible, flammable liquids should be substituted by relatively safe materials to reduce the risk of fires. Any substituted material should be stable and nontoxic, and should either be nonflammable or have a high flashpoint. Other engineering controls include properly designed and ventilated flammable storage areas and grounding straps on drums and dispensing points

3.4.2 Administrative Controls - include:


- Designated storage areas
- Limiting amount of flammable liquids in use and storage
- Employee Training
- Limited & controlled access to bulk storage areas
- Posted Danger, Warning and Hazard Signs

3.4.3 Personal Protective Equipment - PPE may include:

- Safety Glasses/Goggles/Face Shields
- Gloves
- Respirators


3.5 Storage and Usage of Flammable Liquids

3.5.1 Flammable and combustible liquids require careful handling at all times. The proper storage of flammable liquids within a work area is very important to protect personnel from fire and other safety and health hazards.

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- 3.5.2 Storage of Flammable liquids shall be in NFPA-approved flammable storage lockers or in low value structures at least 50 feet from any other structure. Do not store other combustible materials near flammable storage areas or lockers.
- 3.5.3 Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.
- 3.5.4 Safety cans used for dispensing flammable or combustible liquids shall be kept at a point of use.
- 3.5.5 Appropriate fire extinguishers are to be mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
- 3.5.6 Bulk storage of gasoline or diesel are kept in above ground tanks. Tank areas are diked to contain accidental spills. Tanks shall be labeled IAW NFPA guidelines. All tank areas shall be designated no smoking - no hot work - no open flame areas.
- 3.5.7 No flames, hot work or smoking is permitted in flammable or combustible liquid storage areas.
- 3.5.8 Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured or applied. Remove only enough liquid from storage containers for the particular task.
- 3.5.9 When not in use flammable liquids shall be kept in covered containers.
- 3.5.10 Maintenance and operating practices shall be in accordance with established procedures which will tend to control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up promptly.
- 3.5.11 Storage Inside Buildings - Where approved storage cabinets or rooms are not provided, inside storage will comply with the following basic conditions:
 - 3.5.11.1 Rooms where flammable or combustible liquids are stored or handled by pumps shall have exit facilities in place to allow occupants to escape in the event of fire. The storage of any flammable or combustible liquid shall not physically obstruct a means of egress from the building or area.
 - 3.5.11.2 Any storage rooms for flammable or combustible liquids must have explosion-proof light fixtures.
 - 3.5.11.3 Combustible waste material and residues in a building or unit operating area shall be kept to a minimum, stored in covered metal receptacles and disposed of daily.
 - 3.5.11.4 If a flammable and combustible liquid storage building is used, it will be a one-story building devoted principally to the handling and storing of flammable or combustible liquids. It will have 2-hour fire-rated exterior walls having no opening within 10 feet of such storage.
 - 3.5.11.5 Ventilation

Every inside storage room will be provided with a continuous mechanical exhaust ventilation system. To prevent the accumulation of vapors, the location of both the makeup and exhaust air openings will be arranged to provide, as far as practical, air

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movement directly to the exterior of the building and if ducts are used, they will not be used for any other purpose.

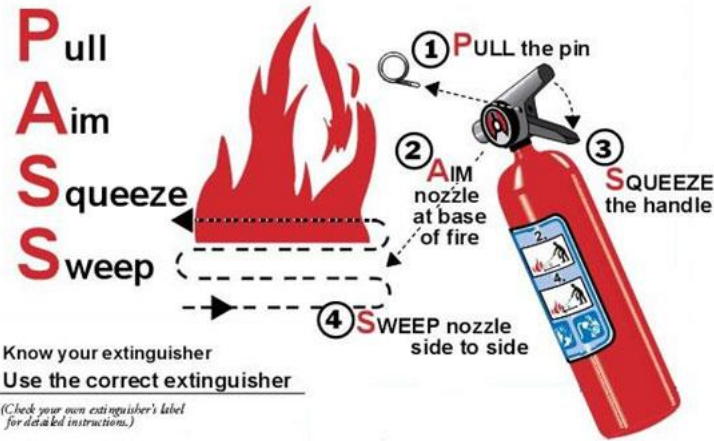
3.6 Firefighting

- 3.6.1 Silver Eagle Houston employees will be trained to bring a minor (insipient) stage fire under control using a wall-mounted or vehicle-supplied fire extinguisher. Employees are not responsible or expected to fight larger fires or to use any equipment they have not been trained on.
- 3.6.2 The first concern of the employee will be his/her own personal safety as well as the safety of others. This can be achieved by evacuating the area and immediately notifying a member of management and proper authorities (i.e. Fire Department). In the event of a fire, follow the facility's Emergency Action Plan Fire Procedure - SED-CORP-HSE-3-006, including:
- Immediately evacuate personnel and contact the fire department.
 - Never enter a building or room that is fully engulfed in flames.
 - If the trained employee determines that the fire is small enough to be brought under control using a portable fire extinguisher, and a portable fire extinguisher is within close proximity, they may attempt to extinguish the fire.
 - Do not attempt to fight a fire that cannot be extinguished with the use of one extinguisher.
 - Beware of entrapment. Do not enter a room where fire may engulf personnel who are attempting to extinguish a fire.
 - Beware of hazardous fumes. Immediately evacuate in the presence of hazardous fumes.
 - Beware of heat. Fires can quickly reach dangerous temperatures.

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3.6.3 When extinguishing fires, select the correct type of extinguisher for the type of fire. Use the PASS method to dispense the extinguishing agent.

To operate an extinguisher:



4 Training

Upon initial assignment, the employee will be trained on the fundamentals of fire extinguisher types and their applications, and how to use the extinguisher. Employees will receive annual refresher training thereafter.

5 References

- OSHA 29 CFR 1950
- NFPA 30
- NFPA 321
- OSHA 29 CFR 1910.106
- OSHA 29 CFR 1926.150
- SED-CORP-HSE-3-006 – Fire Procedure

6 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue