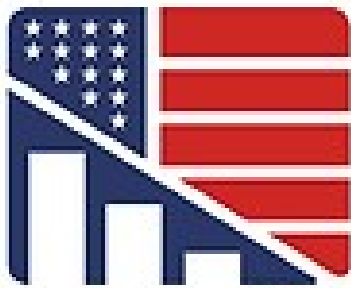

(Insert your Company Name Here)

Flammable Liquids Safety Plan

Provided By:



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INTRODUCTION

This policy is designed to provide drivers, employees, and all other concerned parties with information regarding the policies and general practices of this company. Written information is provided herein. However, it is not the intent of the company to list all aspects of its programs, policies and or procedures within this policy. It is also understood that the information contained herein is subject to change at the discretion of the company. Additional policies and directives may be issued at any time.

It is the intent of this company to operate a Safe Workplace and in accordance with the regulations set forth by all applicable Regulatory Agencies. Nothing in this policy is designed to supersede these regulations.

All drivers are expected to operate drug-free, safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.

Flammable Liquids

Purpose

Proper Storage and use of flammable liquids can significantly reduce the possibility of accidental fires and injury to employees. To minimize risk to life and property, the requirements of NFPA 30 & 321 and OSHA Standard 1910.106 have been implemented. MSDS for flammable liquids are kept in the _____ office and at each storage location.

Responsibilities

Management

- Provide proper storage for flammable liquids
- Ensure proper training is provided to employees who work with flammable liquids
- Ensure containers are properly labeled

Supervisors

- Provide adequate training in the use and storage of flammable liquids
- Monitor for proper use and storage
- Keep only the minimum amount required on hand
- Ensure MSDS are current for all flammable liquids

Employees

- Follow all storage and use requirements
- Report deficiencies in storage and use to supervisors
- Immediately report spills to supervisors

Hazard Control

Engineering Controls

- Properly designed flammable storage areas
- Ventilated Storage areas
- Grounding Straps on Drums and dispensing points

Administrative Controls

- 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

Definitions

Flammable Liquid - a liquid with a flashpoint below 100⁰F

Class IA - flashpoint below 73⁰F and boiling point below 100⁰F

Class IB - flashpoint below 73⁰F and boiling point above 100⁰F

Class IC - flash at or above 73⁰F and below 100⁰F

Combustible Liquids - a liquid having a flash point at or above 100⁰ F.

Class II Combustibles - Flashpoint above 100⁰F and below 140⁰F

Class III Combustibles - Flashpoint at or above 140⁰F

Subclass IIIA - flashpoint at or above 140⁰F and below 200⁰F

Subclass IIIB - flashpoint at or above 200⁰F

Substitution

Flammable liquids sometimes may be substituted by relatively safe materials in order to reduce the risk of fires. Any substituted material should be stable and nontoxic and should either be nonflammable or have a high flashpoint.

Storage & Usage of Flammable Liquids

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

- 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.
- Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.
- Portable containers of gasoline or diesel are not to exceed 5 gallons.
- Safety cans used for dispensing flammable or combustible liquids shall be kept at a point of use.
- 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.
- Storage rooms for flammable and combustible liquids must have explosion-proof light fixtures.
- 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.
- No flames - hotwork or smoking is be permitted in flammable or combustible liquid storage areas.
- The maximum amount of flammable liquids that may stored in a building are
 1. 20 gallons of Class IA liquids in containers
 2. 100 gallons of Class IB, IC, II, or III liquids in containers
 3. 500 gallons of Class IB, IC, II, or III liquids in a single portable tank.

- Flammable liquid transfer areas are to be separated from other operations by distance or by construction having proper fire resistance.
- When not in use flammable liquids shall be kept in covered containers.
- Class I liquids may be used only where there are no open flames or other sources of ignition within the possible path of vapor travel.
- Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or portable tanks within a building only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container or portable tanks by gravity through an approved self-closing valve. Transferring by means of air pressure on the container or portable tanks shall be prohibited.
- 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.
- 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.
- Rooms in which flammable or combustible liquids are stored or handled by pumps shall have exit facilities arranged to prevent occupants from being trapped in the event of fire.
- Inside areas in which Class I liquids are stored or handled shall be heated only by means not constituting a source of ignition, such as steam, hot water or forces central systems located away from the area.

Cabinets

Not more than 120 gallons of Class I, Class II, and Class IIIA liquids may be stored in a storage cabinet. Of this total, not more than 60 gallons may be Class I and II liquids. Not more than three such cabinets (120 gallons each) may be located in a single fire area except in an industrial area.

Containers

The capacity of flammable and combustible liquid containers will be in accordance with the above tabel.

Maximum allowable capacity of containers and portable tanks

Container	Flammable Liquids		Combustible Liquids		
	1A	1B	1C	II	III
Glass or approved plastic ¹	1 pt ²	1 qt ²	1 gal	1 gal	1 gal
Metal (Other than DOT drums)	1 gal	5 gal	5 gal	5 gal	5 gal
Safety Cans	2 gal	5 gal	5 gal	5 gal	5 gal
Metal drums (DOT specifications)	60 gal	60 gal	60 gal	60 gal	60 gal
Approved portable tanks	660 gal	660 gal	660 gal	660 gal	660 gal

(1) Nearest metric size is also acceptable for the glass and plastic
(2) One gallon or nearest metric equivalent size may be used if metal and labeled with their contents.

Storage Inside Buildings

Where approved storage cabinets or rooms are not provided, inside storage will comply with the following basic conditions:

The storage of any flammable or combustible liquid shall not physically obstruct a means of egress from the building or area.

Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured or applied. Remove only that portion of liquid in the storage container required to accomplish a particular job.

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. The building will have 2-hour fire-rated exterior walls having no opening within 10 feet of such storage.

Flammable paints, oils, and varnishes in 1 or 5 gallon containers, used for building maintenance purposes, may be stored temporarily in closed containers outside approved storage cabinets or room if kept at the job site for less than 10 calendar days.

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

Designated Flammable Storage Areas are:

1. _____
2. _____
3. _____