



FIRE · SECURITY

Health

&

Safety

Policy

Contents

| | |
|--|----|
| 1. Health & Safety Policy Statement and stop work authority | 4 |
| 2. Program Introduction..... | 5 |
| 3. Roles and Responsibilities | 5 |
| Executive Management..... | 5 |
| Division Manager and Project Supervisor Responsibilities | 5 |
| Engineering, Sales & Estimating | 6 |
| Field Employees and Superintendent..... | 6 |
| Safety Management & Regional Safety Managers..... | 6 |
| Employee Responsibilities..... | 7 |
| 4. Substance Abuse Program..... | 7 |
| 5. Safety Policy | 8 |
| 6. Procedure for Correcting Unsafe or Unhealthy Conditions & Work Practices..... | 8 |
| 7. Fire & Emergency Safety Plan..... | 14 |
| Fire Safety..... | 14 |
| Appendix A. Personal Protection Equipment (PPE) Safety Program..... | 25 |
| Appendix B. Hazard Communication Safety Program | 25 |
| Appendix C. Ladder Safety Program | 25 |
| Appendix D. Fall Protection Safety Program..... | 25 |
| Appendix E. Scaffolding Safety Program..... | 25 |
| Appendix F. Hand Tools/Power Tools Safety Program | 25 |
| Appendix G. Electrical Safety Program..... | 25 |
| Appendix H. Lockout/Tagout Safety Program..... | 25 |
| Appendix I. Forklift Safety Program..... | 25 |
| Appendix J. Hearing Protection Safety Program..... | 25 |
| Appendix K. Respiratory Protection Safety Program | 25 |
| Appendix L. Confined Space Safety Program | 25 |
| Appendix M. Excavation and Trenching Safety Program | 25 |
| Appendix N. Welding, Cutting, Hot Work Safety Program | 25 |
| Appendix O. Mobile Elevated Work Platforms (MEWP) Safety Program..... | 25 |
| Appendix P. Asbestos Awareness Safety Program | 25 |

| | |
|---|----|
| Appendix Q. Laser Awareness Safety Program----- | 26 |
| Appendix R. Crane and Rigging Safety Program ----- | 26 |
| Appendix S. Benzene Awareness Safety Program----- | 26 |
| Appendix T. Hydrogen Sulfide (H ₂ S) Awareness Safety Program ----- | 26 |
| Appendix U. Arc Flash Safety Program----- | 26 |
| Appendix V. Crystalline Silica (Dust) Safety Program with written exposure control plan ----- | 26 |
| Appendix W. Material Handling and Back Safety----- | 26 |
| Appendix X. Fatigue Management ----- | 26 |
| Appendix Y. First Aid Bloodborne pathogens CPR- AED ----- | 26 |
| Appendix Z. Emergency Action plan ----- | 26 |

1. Health & Safety Policy Statement

VSC Fire & Security (hereinafter "VSC") is committed to protecting the health and safety of each employee as the overriding value and priority of our organization. At VSC there will be no compromise of an individual's well-being. The implementation of actions to create a healthy and injury-free work environment is a leadership responsibility. To help ensure that policy commitments are translated into appropriate actions, we recognize the importance of employee participation. VSC is committed to continual improvement of employee health and safety. VSC will conduct operations in compliance with applicable laws and regulations, as well as in conformance with its own health and safety standard.

Employees will receive training in hazard recognition and stop work authority prior to job assignments.



Tommy
Clements
CEO/President

VSC fully supports employee's rights and federal laws protecting employees from retaliation for reporting unsafe workplace hazards or refusal to work in unsafe conditions.

To eliminate or control existing or potential hazards, VSC requires employees to contact their District Manager or VSC Risk Management to report hazards that have not been corrected on the job site.

Project site hazards resulting from unsafe acts or conditions created by the customer, other contractors or VSC's own tasks that have not been resolved by site management will initiate a stop work order and must be communicated to VSC senior management representatives.

VSC reporting procedure for Stop work authority.

For hazards that are life threatening or can cause serious injury, remove yourself from the hazard and immediately notify site co-workers and your supervisor. Work will not resume until issues and concerns have been addressed and corrected. The assigned Supervisor will verify and document who was responsible for correction of hazards and confirm stop work interventions have been initiated and closed.

For any hazard that is not corrected by the VSC site supervisor, general contractor, or customer within a reasonable time frame contact: Your Regional Safety Manager

Program Introduction

This Health & Safety Program (hereinafter "Program") is a comprehensive program of policies and training documents designed to provide VSC employees with easily accessible information regarding health and safety specific to their job duties. The initial 10 sections of the Program apply to all VSC employees. These sections comprise the "core" of this Health & Safety Program. The remaining sections of the Program address hazards that are unique or specific to a role or job task. They are identified as Appendices in the Program. There are additional policies and manuals that are a part of VSC's focus on employee Health and Safety. Although they may not be identified in the Contents page of the Program, nor referenced in the text of the core or appendices, they will be recognizable to VSC employees based on the identifiable tag line "a VSC Health & Safety Program" of the policy or manuals respective cover page.

2. Roles and Responsibilities

Executive Management

VSC accepts overall responsibility for the implementation of this Program. Management will actively conduct reviews, audits, and direct actions to continually improve the Program with a focus on eliminating hazards and reducing risk in the workplace. Management will provide guidance and operational leadership as it nurtures the safety culture and oversees the ongoing implementation of this Program. This guidance and leadership will extend to all VSC facilities and operations.

To maintain focus on safety objectives proper and adequate instruction and on-going training will be provided to each employee to recognize and avoid unsafe conditions. All training will be specific to the employee's role and work environment. Training will focus on identification and elimination of workplace hazards that expose the employee to illness or injury. Where hazard elimination is not possible, the focus will be on controlling the hazard to avoid illness and injury. Training programs will address the safe handling and use of materials and equipment specific to our trade, as well as the proper performance of each involved task. Training records will be maintained by VSC's Risk & Safety Department (hereinafter "Risk-Safety"). Records will include: employee name, training topic, date of training, certifications (where applicable) and date that future training, to maintain certification, is required. To reinforce training the company maintains an employee incentive awards program to recognize safe behavior.

Employees that choose not to follow the safety instruction and policies of VSC, and/or job-site specific requirements, will be disciplined up to and including termination. Please refer to the VSC "Employee Handbook" for more information on this policy.

Division Manager and Project Supervisor Responsibilities

Safety Assignments:

- Communicate and reinforce applicable Safety Program requirements to employees, visitors, and subcontractors.
- Constantly maintain safe working conditions at every job-site.
- Complete all safety training designated for your specific supervisor role to ensure competent person status.
- Pro-actively manage training for each of your team members according to the requirements for their job title.
- Conduct risk assessments by completing pre-job & daily Job Hazard Analysis (JHA), and other Safety Audits.
- Provide job-site specific safety equipment. Examples can include personal protective equipment (PPE), ladders, mobile elevated work platform (MEWP), GFCI's, fire extinguishers and first-aid kits.
- New Hire Safety Orientation - Managers and Supervisors must ensure all new employees have completed required new hire orientation prior to job assignment and coordinate with your Regional Safety Manager to conduct the orientation before employees start work in the field.
- Safety Meetings – conduct with employees on safety topics that are relevant to hazard exposures encountered in their workplace. Conduct meetings weekly, at minimum.
- Foreman, Leads, Techs, and other workers will conduct documented safety training meetings weekly.
- Accidents - investigate, complete reports, insure injured employees receive appropriate medical treatment, and implement a corrective action plan to avoid any repeat incidents.
- Drug Testing - enforce the VSC requirement that all employees directly involved with an accident submit to a post- accident drug screen within 24 hours of the event.
- Report all accidents and non-compliant safety practices to the respective VSC corporate Field Safety Manager.
- OSHA - Immediately notify your VSC corporate Field Safety Manager of any site visit or an accident that results in an employee fatality, hospitalization, or any catastrophic incident involving a VSC jobsite, employee, or VSC sub-contractor.
- Safety Scorecards - review with Regional Safety Manager. 90% percent or higher is the target grade! Assign corrective actions and advise the Regional Safety Manager when corrections are complete.

Managing Employee Safety:

- Accountability - hold employees accountable for safe performance and compliance with safety requirements established by VSC, Owner, or General Contractor.
- Provide safety related training. Post-training, verify competency by assessing job task implementation.
- Haz-Com - ensure employee compliance with the safe use, containment, and storage of hazardous chemicals.
- Fully comply with all job-sites specific procedures pertaining to PPE, fall protection, ladder safety, caught in-between and struck-by, electrical hazards, and confined space safety standards.
- Ensure employees, subcontractor, and temp workers participate in identifying hazards and corrective actions.
- Secure work zones established in active residential areas by erecting barricades or warning signs to avoid

- interference from residents/public. Post a spotter to provide additional direction and warnings.
- Ensure daily inspections of equipment and tools to ensure safe condition. Tag damaged tools and equipment “out of service.” and promptly remove from the jobsite.
- Ensure documented daily safety inspections of MEWP, excavators, and forklifts. Complete weekly vehicle inspections.
- Ensure employees dispose of damaged tools and equipment or return to VSC warehouse for repair.
- Correct workplace hazards as they arise.
- Complete weekly fleet vehicle inspections, assessing general conditions and internal and external housekeeping.
- Hold employees accountable for implementing water loss prevention methods when working on sprinkler systems.

Engineering, Sales & Estimating

As indicated on the “Pre-Project Safety Assessment Form”, found in Exhibit 1 of this Program, assess the health and safety impact of the process, equipment and/or material, and incorporate appropriate controls to address hazards identified. Communicate all high-risk factors to Risk-Safety.

Field Employees & Superintendents

- Keep and update the hazardous chemicals inventory list with SDS of new chemicals introduced to any VSC workplace. Modify chemical inventory and SDS log if supplier has discontinued, altered, or replaced a chemical-based product. Retain manufactures instructional (operators) manual for new equipment, tools, or materials.

Safety Management & Regional Safety Managers

- Establish and/or review methods and procedures for correcting unsafe and unhealthy conditions and work practices.
- Ensure Field Management and Employees receive training on general and specific safety and health practices for their job task(s).
- Instruct safety training in OSHA 10- & 30-hour programs, confined space, trenching & excavation, fall protection, electrical safety, and other safety training specific to the Fire Sprinkler and Alarm industry.
- Conduct and document jobsite and VSC facility safety inspections.
- Effectively communicate to all employees VSC rules and procedures for health and safety.
- Identify and evaluate workplace hazards and facilities to ensure compliance with all health and safety requirements.
- Evaluate the effectiveness of the Program and revise as indicated.
- To comply with customers EHS contractual agreements, work with field personnel to write site specific safety plans.
- Provide guidance and technical assistance to VSC managers, field supervisors, sales staff, and estimators to identify, evaluate and correct health and safety hazards.
- Respond immediately to OSHA visits, fatalities, employee hospitalizations, or a catastrophic incident occurring on VSC property or jobsites. Document and record each incident to comply with VSC, OSHA, and customer requirements.
- Document noncompliance with established safety requirements and work with District Managers to enforce corrective actions.
- Maintain training, inspection, and corrective action records required by VSC and federal, state, and local regulatory bodies.
- Conduct and document all accident investigations inclusive of first aid and near miss incidents.
- Maintain database recording all incidents to include description of accident, location, cause of loss, time of day, day of week, and involved employee(s) name, title, and years of service.
- Identify trends through ongoing analysis of injury and illness data and implement action plans to address issues.
- Monthly, share trend information with executive management team and district management.

Employee Responsibilities

- Adhere to all safety instruction, training and established PPE requirements.
- Abide by all safety practices and procedures and perform all actions in a safe and prudent manner so as not to endanger anyone. Failure to do so can result in disciplinary action, up to and including termination of employment.
- Use all safety equipment and PPE required for the task at hand.
- Inspect all tools and equipment prior to each use and discontinue use of any defective or unsafe tools and equipment. Employees must turn in worn out safety equipment before new items will be issued. The employee may be expected to pay for any lost or intentionally damaged PPE.
- Do not allow other trades to use VSC equipment or 'borrow' to use other trades equipment located at jobsites.
- Wear appropriate clothing for each job assignment. At minimum, clothing will include: Long pants, shirts with sleeves, safety toed over-the-ankle type construction shoes, hard hats and safety glasses. Other job specific clothing will be identified for the specific task at hand.
- Inform your supervisor if you are taking any medication that can impair your ability to stay alert and work safely.
- Immediately report to your supervisor all accidents and injuries, whether or not an injury occurs, or how minor an injury may appear.
- Regardless of who was at fault for the accident or the amount of damages incurred, every employee involved in the accident must complete a post-accident drug test at a company approved facility **within 24 hours** of the date and time of the accident.
- Immediately report to your supervisor all unsafe conditions or acts committed by you, a co-worker, or another trade.
- DO NOT CONSUME ANY ALCOHOLIC BEVERAGES prior to, during work, or at lunch. DO NOT bring open containers of alcohol, illegal drugs or firearms onto a jobsite, VSC facility, or VSC vehicle.
- DO NOT USE ILLEGAL DRUGS.
- Do not participate in Horseplay, Violent or Offensive Behavior of any kind.

Employee participation

VSC recognizes that non-supervisory employees are a valued asset to our company because they are often those closest to the hazard, and often have the most intimate knowledge of workplace hazards. Employees performing the work can contribute valuable insight given their hands on perspective and we encourage employee participation in the design, implementation, and ongoing operation of VSC's Health & Safety Program.

3. Substance Abuse Program

VSC is committed to protecting the safety, health and well-being of all employees. We recognize that alcohol abuse and drug use have no place in the workplace. In addition, the Federal Drug-Free Workplace Act of 1988 requires all federal contractors to establish comprehensive, programmatic steps to achieve a workplace free of drugs. To achieve that goal, VSC has established a Drug-Free Workplace policy that is more fully detailed in the VSC "Employee Handbook". Strict adherence to this policy is required of every VSC employee!

4. Safety Policy

Although VSC will provide training on safety regulations, each employee is ultimately responsible for his/her own safety. As such, every employee is expected to adhere to the following guidelines:

- Report for duty fully prepared, alert, and ready to work.
- Wear clothing that is appropriate for each job assignment.
- Use PPE and other safety equipment described throughout this Program, or that is required by your supervisor to provide protection for the immediate hazard or task at hand.
- Be fully trained and experienced to complete the task at hand.
- Be qualified through documented training and hands on experience before operating equipment or machinery, performing any service or inspections on fire pump and alarm panels, or entering confined spaces, ditches or trenches.
- Comply with all requirements outlined in the VSC Hazard Communication Safety Program.
- Never use cell phones or text when operating a vehicle in the course of any VSC business!
- Do not possess or use alcohol and/or illegal drugs or prescription drugs not prescribed to the individual employee, or use prescribed drugs not described as safe for use when working, operating equipment or a motorized vehicle.
- Do not bring firearms, weapons, explosives, ammunition, drug paraphernalia or stolen property onto company premises, including in and on company vehicles. Such items are strictly prohibited!
- Immediately report any unsafe condition or act to your supervisor. Accident prevention is every

Employee's responsibility!

- Report all accidents and injuries to your supervisor immediately.
- Regardless of who was at fault for the accident or the amount of damages incurred, every employee involved in the accident must complete a post-accident drug test at a company approved facility **within 24 hours** of the date and time of the accident.

Specific procedures described throughout this Program will provide more detailed safety requirements for hazards known to be associated with typical job duties identified with the installation, inspection or service of fire protection or alarm systems. As such, it is expected that each employee will follow all safety requirements outlined throughout this Program.

5. Procedure for Correcting Unsafe or Unhealthy Conditions & Work Practices

VSC is committed to providing a safe, healthy, and productive workplace. To achieve that objective, all unsafe or unhealthy work conditions and work practices identified will be evaluated and corrected in a timely manner, as determined by the severity of the hazard. Under no condition will VSC employees be required to, or permitted to, work in situations that pose an immediate threat of injury or death.

Correction of identified conditions will come either in the form of hazard elimination or training to enable the employee to work safely in the presence of the hazard. Problems that cannot be corrected immediately will be assigned to a competent responsible person to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be completed by the responsible person and reported to Risk-Safety. All corrective actions will be communicated to each VSC District Manager by Risk-Safety.

Unsafe work practices engaged in by an employee will be addressed by management with correction coming in the form of discipline and/or retraining provided to the involved employee(s).

It is the policy of VSC to encourage its employees to report hazards that exist at the work-site to their Supervisor, Field Superintendent, District Manager or corporate Field Safety Manager. Employees who report such conditions will not be disciplined or retaliated against for their action.

6. Fire Safety FIRE PREVENTION

Safety Begins with Prevention! This prevention section focuses on fire emergencies reasonably anticipated to occur at jobsites through all phases of construction, repair, alteration, or demolition, as well as in the course of business being carried out in VSC warehouse and office space.

Fire can be represented by a simple equation: Fire = Ignition Source + Fuel + Oxygen. Without any one of these three elements, a fire cannot start. Likewise, during a fire, if you take away any one of these three elements, you can successfully put out a fire. It is VSC's intention to prevent these three elements from reacting to produce a fire

This VSC "Fire Prevention Plan" (FPP) is in place to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. It strives to comply with OSHA's Fire Prevention regulations found at 29 CFR 1926.24, to include Subpart F, which ensures the availability of fire protection and suppression equipment.

The FPP addresses the following issues:

- *Identification of the major workplace fire hazards.*
- *Proper handling and storage procedures for hazardous materials.*
- *Potential ignition sources and their control.*
- *Housekeeping to control accumulations of flammable and combustible waste materials.*
- *Procedures for regular maintenance of safeguards installed on heat producing equipment to prevent the accidental ignition of combustible materials.*
- *Maintaining equipment to prevent or control sources of ignition or fires.*

Fire Hazards

- *Trash and Other Combustible Material*

Given the nature of our work at a typical jobsite, the main fire hazard that poses a risk to VSC employees is the ignition of discarded materials, generally described as trash. This includes scraps of paper, cardboard and other combustible papers and materials.

- *Jobsite Specific Hazards*

Fire hazards specific to a jobsite will need to be identified through the general contractor or jobsite owner after a contract is awarded. Each jobsite foreman will need to identify these additional hazards and review the exposure with Risk-Safety. If, based on the identified hazard, additional training is necessary to properly prepare VSC personnel, the training will be provided.

- **Hazardous Materials**

Jobsites: The nature of VSC operations at jobsites does not typically include any materials that fall into this category. However, if such materials are located at a jobsite, the foreman and crew must:

- *Ensure that the SDS is reviewed, and the exposed employees have been properly trained on hazards and are prepared to work around such hazards.*
- *Properly handle and store all flammable & combustible chemicals, to include ensuring that container lids and caps are secure when the chemical(s) is not in use.*
- *Safely and securely store any chemicals that are no longer needed on VSC vehicles and return them to the VSC warehouse.*

VSC Facilities: Propane stored for use as forklift fuel is recognized as an energy source and can be a significant fire hazard which must be monitored and controlled. Propane that is stored in any VSC warehouse will be properly stored in a chained area with the control valve in the off position. Each warehouse manager is trained to ensure that propane is properly stored away from a heat source or other non-compatible materials and is stored in such a way to avoid tipping, falling, or rolling. Propane and other flammable chemicals must be kept at a safe distance from workstations with grinding, cutting or welding operations. At the end of each workday and during long periods of down time, propane tanks connected to the forklifts must have the control valve in the off position.

Ignition Sources

Flammable or combustible materials and other fuel sources may not ignite on their own without an external source of ignition. The following procedures are to be followed to control ignition sources that are identified with VSC workflows:

Jobsite:

- *Smoking at a jobsite is prohibited except in those areas designated as "Smoking Area" by the General Contractor or building owner.*
- *Ignition sources related to Hot Work are addressed in Appendix N. "Welding, Cutting, Hot Work Safety Program" of this Program. All safety procedures therein described must be followed to control identified ignition sources.*

VSC Facilities:

- *Smoking is prohibited within any VSC facility, including warehouse areas. Smoking is only permitted in external areas that are designated as "Smoking Area".*
- *Torch or open flame will be used in accordance with the safety procedures outlined in Appendix N. "Welding, Cutting, Hot Work Safety Program". All safety procedures therein described must be followed.*

Housekeeping Procedures

The importance of good housekeeping is tied closely with fire prevention. When debris or flammable material is allowed to accumulate, or is improperly stored, the risk of starting a fire increases. It is every employee's responsibility to keep work areas clutter-free and safe from the accumulation of flammable and combustible waste materials and residues so that they do not contribute to a fire. We have identified the following potential hazards at jobsites and within VSC offices, warehouses and vehicles:

Jobsites: trash, cardboard, combustible materials, equipment.

VSC Facilities: propane, acetylene, paint, gasoline, other flammable solutions, trash, equipment. Vehicles: trash cardboard, flammable & combustible chemicals, and material.

The following procedures have been developed to eliminate or minimize the risk of fire due to improperly stored or disposed of materials:

- *Trash, combustible materials, and out of service equipment must be properly stored and disposed of as outlined in The terms of the contract or by the building owner. Great care should be taken to ensure all items are kept clear of any source of ignition identified at the jobsite. Jobsite foremen are responsible to ensure that good housekeeping practices are followed.*
- *Propane, compressed fuel cylinders, and other flammable gases must be properly secured and stored in a container recommended by the manufacturer/distributor.*
- *Flammable solutions (i.e. gasoline, cleaning fluids) must be stored in approved safety containers and then stored in an approved fire cabinet. When used during fueling operations, only metal self-closing type containers shall be used.*
- *Liquid paint and aerosol spray cans are to be stored in their original labeled containers and then in an approved Fire cabinet.*
- *Electrical and IT computer rooms will not be used to store flammable chemicals.*
- *No flammable chemicals or materials are to be stored in office spaces. This includes personal items.*

Maintenance of Equipment & Fire Suppression Systems

It is VSC's intention to assure the reliability of equipment and systems installed on heat-producing equipment designed to

prevent the accidental ignition of combustible materials, as well as fire suppression systems designed to prevent or control sources of ignition or fire.

Responsibility:

The following employees are responsible for maintaining equipment and systems installed to prevent or control sources of ignition or fire:

- Jobsites (for VSC equipment): Job Foreman & Field Superintendent.
- VSC Facilities: On-site Purchasing Agent and/or designated warehouse employees.

Schedule for maintaining fire suppression equipment:

- Fire Alarm/Sprinkler components located in VSC facilities are tested quarterly.
- Fire Extinguishers:
 - Visually inspected at least monthly, maintenance check completed annually, and fully tested every 6 years.
 - Extinguishers must include an inspection tag. Because the extinguisher can be exposed to the elements, a plastic tag, or weather resistant tag must be used on extinguishers placed on VSC fleet vehicles.
 - Extinguishers must be properly mounted with unobstructed access to them.
 - *Measures to contain fire. (e.g., closing office doors, windows, dampers in the immediate vicinity)*
 - *Head count procedures. (see VSC "Emergency Action Plan" for details)*
 - *Returning to building after the "all-clear" signal.*

If the Trainer has reason to believe an employee does not have the understanding required, the employee must be retrained. A record of employee training will be maintained by Risk-Safety. Records will include: employee name, training topic-to include course content and level of training, date of training, certification (where applicable), and date of future training to maintain certification. Any employee who does not comply with this training will be subject to discipline, up to and including termination of employment.

Fire Protection Equipment

Fire protection equipment in use at VSC includes the following:

- Jobsites: 10 lb. Class ABC Extinguishers are located on each fleet vehicle. At least 1 fleet vehicle is at each jobsite when VSC employees are present. Other fire protection equipment may be available as provided by the General Contractor or building owner. Identification of and training on General Contractor or owner equipment will be on a case specific basis.
- VSC Facilities: 10 lb. Class ABC Extinguishers are located in each building, on every floor, and at each stairwell. Separate fire extinguishers will be designated for workstations where hot work is performed. In addition, VSC facilities may be equipped with state-of-the-art automated fire protection systems to include: fire suppression, fire sprinklers, fire detection, alarms and security systems.

Employees shall not use fire protection equipment without appropriate training. Training, before an individual is assigned responsibility to fight a fire, will include:

- Types of fires.
- Types of fire prevention equipment.
- Location of fire prevention equipment.
- How to use fire prevention equipment.
- Limitations of fire prevention equipment.
- Proper care and maintenance of assigned fire prevention equipment.

Employees must demonstrate an understanding of the training and the ability to properly use the equipment, before they will be allowed to perform work requiring the use of the equipment. If the trainer has reason to believe an employee does not have the understanding or the skill required, the employee must be retrained.

General Rule

Should a fire start, try not to panic. Although fire is a panic situation, when one panics, dangerous mistakes can be made.

Your first thought should be your safety and the safety of others.

You should never attempt to extinguish a fire unless:

- You have been trained in the use of fire extinguishers.
- The fire is small and tame enough to be extinguished by the proper hand-held extinguisher.
- The proper extinguisher is immediately at hand.
- You can keep your back to your escape route at all times.
- Never attempt to extinguish a fire within close proximity to compressed fuel cylinders.

Never spend more than 20 seconds attempting to extinguish a fire. Should the fire spread during the 20 second time limit you shall cease and exit the premises immediately and gather at the designated assembly point, as predetermined by the Host's fire safety plan.

Classification of Fires

The National Fire Protection Association (NFPA) identifies fire in four general types:

Class A: Ordinary combustibles, such as paper, cloth, wood, rubber and some plastics. The common extinguishing agent is water; however, foam and dry chemical extinguishers can be used. Do not use a carbon dioxide (CO₂) extinguisher!

Class B: Flammable liquids, gasoline and similar products, paint, thinners, animal fats, greases, and gases such as propane. The proper extinguisher to use is foam, dry chemical and carbon dioxide (CO₂)

Class C: Energized electrical, such as wiring, panel boxes, electrical tools and equipment. The proper extinguishers to use are dry chemical and carbon dioxide (CO₂).

Class D: Combustible metals, such as magnesium, titanium and sodium. These fires require special extinguishers. None of the common extinguishers (i.e. Class A, B, and C) should be used; they can increase the intensity of these fires!

All fire extinguishers will be labeled with the proper classification (AB, BC, ABC or D) for the type of fire on which they are intended to be used. Be sure to read the label before use. Extinguishers must be visually inspected monthly and are subject to an annual maintenance check.

Proper use of Extinguishers

When using an extinguisher, remember the PASS method:

- Pull the pin, stay 8 feet away from the fire and always keep your back to an escape route.
- Aim at the base of the fire.
- Squeeze the handle.
- Sweep at the base of the fire with the extinguishing agent.

RESPONDING TO A FIRE

IMPORTANT - Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to rescue.

In the case of a fire employees should know what type of evacuation is necessary and their role in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. For smaller fires within VSC facilities a partial evacuation of nonessential employees, with a delayed evacuation of others, may be necessary for continued operation.

Training

We must be sure that employees know what is expected of them during a fire to assure their safety. Please refer to the VSC "Emergency Action Plan" for additional detail, procedures, and training information.

VSC will train employees via a training presentation followed by a drill. Training topics will include:

- Identification of fire hazards to which an employee is exposed.
- "REMAIN CALM" - What to do when an employee discovers a fire.
- Demonstration of fire alarms and how to activate in case of fire.
- How to recognize fireexits.
- Evacuation routes & location of assembly area.
- Assisting employees with disabilities.

Appendix A. Personal Protection Equipment (PPE) Safety Program

Appendix B. Hazard Communication Safety Program

Appendix C. Ladder Safety Program

Appendix D. Fall Protection Safety Program

Appendix E. Scaffolding Safety Program

Appendix F. Hand Tools/Power Tools Safety Program

Appendix G. Electrical Safety Program

Appendix H. Lockout/Tagout Safety Program

Appendix I. Forklift Safety Program

Appendix J. Hearing Protection Safety Program

Appendix K. Respiratory Protection Safety Program

Appendix L. Confined Space Safety Program

Appendix M. Excavation and Trenching Safety Program

Appendix N. Welding, Cutting, Hot Work Safety Program

Appendix O. Mobile Elevated Work Platforms (MEWP) Safety Program

Appendix P. Asbestos Awareness Safety Program

Appendix Q. Laser Awareness Safety Program

Appendix R. Crane and Rigging Safety Program

Appendix S. Benzene Awareness Safety Program

Appendix T. Hydrogen Sulfide (H₂S) Awareness Safety

Program Appendix U. Arc Flash Safety Program

Appendix. V. Crystalline Silica Dust Safety Program w/ written exposure control

plan Appendix. W. Material Handling and Back Safety

Appendix. X. Fatigue Management

Appendix. Y. First Aid CPR-AED

Appendix. Z. Emergency Action Plan