



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:05

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 05

FIRE SAFETY

Page 1 of 3

Purpose	To ensure safety during any event of fire	Scope	ISG
Responsibility	Concerned HODs / Head/SOX		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	ISO 14001, OHSAS 18001		

PPEs and Precautions

	Ensure working Fire Extinguisher of correct type near work area		Insulated rubber gloves		Appropriate insulated rubber footwear
	Protective clothing must be worn		Mandatory requirements are specified and must be followed. Report any accidents.		

Procedures and Controls

S. No.	Activity	Responsibility
1.	Ensure safe access to and means of escape from all site locations	Site Incharge
2.	Construct temporary building like site offices and materials stores with non-combustible materials.	Site Incharge
3.	Keep adequate safe distance between temporary buildings. Recommended safe distance of temporary sheds from main buildings is approx. 15M and 9M from each other	Site Incharge
4.	Provide free space between each section of the stored materials to allow access for fire fighting	Concerned HOS
5.	Store inflammable materials separately	Concerned HOS
6.	Avoid using combustible materials for form work and scaffolding.	Concerned HOS
7.	Remove combustible packing material from the site periodically to avoid accumulation of fire load.	Concerned HOS
8.	Clean site frequently at least once a week.	Concerned HOS
9.	Display 'No smoking' Posters in areas where inflammable materials are stored.	Supervisor
10.	Don't light any fire in or around storage areas for cooking or any other purpose.	Concerned HOS
11.	Inspect the work place thoroughly where welding and gas cutting operations are to be carried out and remove any inflammable materials around, before starting work	Concerned HOS
12.	Ensure that welding and gas cutting sparks do not fall on combustible materials. In case it cannot be avoided, cover the materials with metal sheet	Supervisor
13.	In case, welding or gas cutting has to be done on a vessel, pipe or container, which contains or had earlier contained flammable liquids; ensure purging inserting and issue work permit before starting work	Concerned HOS
14.	Ensure that there is no leakage of gases from hoses or hose connections fitted with the gas cylinders before starting gas cutting.	Supervisor



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Page 2 of 3

15.	In case of electric welding, check that there are no loose connections in welding cables and earth connection.	Supervisor
16.	Do not leave electric circuits on or gas cutting torches burning when not in use.	Supervisor
17.	Inspect the area for smouldering materials after gas cutting/welding. If found extinguish them.	Supervisor
18.	Remove gas cylinders to stores when not in use.	Operator
19.	Place fire extinguishers in conspicuous locations as near as possible to escape routes	Site HSE Coordinator
20.	Ensure that the fire extinguishers are clearly visible & easily accessible and passage leading to them is free	Site HSE Coordinator
21.	Mark the type of extinguishers and the class of fire for which these are meant, conspicuously at each location	Site HSE Coordinator
22.	Maintain the fire extinguishers in fully charged and operable condition	Site HSE Coordinator
23.	Inspect the extinguishers monthly to ensure that they have not been actuated or tampered with and to detect any physical damage or corrosion	Site HSE Coordinator
24.	Recharge the extinguishers on expiry	Site HSE Coordinator
25.	Maintain effective communication system to site in charge and fire safety officer from all fire hazard areas	Site Incharge
26.	Display telephone numbers and residential addresses of site in charge, Fire safety officer, security officer, Fire brigade, doctor and police near each telephone	Site HSE Coordinator
27.	Post round the clock guards trained in fire fighting, at vulnerable locations	Site Incharge
28.	Form fire-fighting teams with site supervisors, sub-contractors, personnel and security guards. Impart adequate training to the fire-fighting teams	Site Incharge
29.	Conduct fire-fighting drills at least once in a quarter	Site HSE Coordinator
30.	Keep informed all the personnel at site in respect of i) Raising an alarm in case of fire. ii) Action to be taken in the event of fire. iii) Safety measures for fire risk operations. iv) Location of fire extinguishers and their use for different kinds of fire. • Prepare emergency plan indicating individual's responsibility in the event of fire and keep the individual properly informed. Guideline for selection of type, size and quantity of fire extinguishers is annexed. However, exact requirement may be determined in consultation with local fire authority and or the underwriters	Site HSE Coordinator

Site Safety department to identify all possible Fire Hazard Areas and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.



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Page 3 of 3

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)