



[FREE TEMPLATE]

FIRE PREVENTION PLAN

FOR

[NAME OF BUSINESS]

[ADDRESS]

[POST CODE]

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## **Fire Prevention Plan Free Template**

This fire prevention plan is provided only as a free template and guide to help employers and employees comply with the requirements of Canada's [Occupational Health and Safety Act](#) (OSHA) alongside the [Canadian Center for Occupational Health and Safety](#) (CCOHS). It is not intended to be an exhaustive fire prevention plan. This template contains the basic elements of a fire prevention plan. However, an employer should examine the OSHA standards that apply to its situation, company,

and facility, and tailor this plan to comply with company-specific processes and procedures. Additional modifications where necessary are encouraged.

*Provided as a public service by NuTech Fire Prevention®.*

A written copy of this fire prevention plan must be kept on the business premises at all times. The plan must also be readily available for review by employees.

## **On-Site Fire Hazards**

Outlined below are the potential on-site fire hazards and ignition sources, handling, storage, and control procedures, and the equipment for controlling them:

Fire Hazards & Ignition Sources	Handling, Storage, & Control Procedure	Fire Protection Equipment
e.g. gas tanks, sparks from machinery		e.g. fire extinguishers

## Fire Prevention Task Force

List all the people responsible for using and maintaining fire prevention and control equipment within the business premises.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Fuel Source Hazards & Task Force

Make a detailed list of all the fuel source hazards within the business and the people responsible for controlling them.

Fuel Source Hazard	Person Responsible for Control	Contact Details of Responsible Person


## In-House Procedures for Handling & Control of Combustible Waste Materials

The housekeeping procedures to be followed within this business premise are:


The person who will oversee the removal of flammable and combustible waste materials from the business premise is: \_\_\_\_\_

## Training

The person who will train both old and new employees regarding potential on-site fire hazards is \_\_\_\_\_. This person is also tasked with briefing all employees on egress procedures during an emergency.

## Maintenance of Heat-Producing Machinery

The person in charge of maintenance of heat-producing machinery and equipment, and who is also tasked to make sure that it does not ignite combustible materials is \_\_\_\_\_  
\_\_\_\_\_.

The maintenance procedures for controlling and preventing fires on this business premise are:


## Emergency Escape & Evacuation Routes

Use the space below to show the emergency escape and evacuation routes for your respective business.

Here is an example evacuation route courtesy of [edrawsoft.com](http://edrawsoft.com):

