SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Fire Prevention Plan Checklist

Regulation: 29 CFR 1910.39(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Know the fire hazards of your area and the controls on each	
☐	Cardboard and wrap go to the baler, not the floor or corners	
☐	Keep chargers, panels, and heaters clear of combustibles	
☐	Flammables live in the cabinet, propane in the outdoor cage	
☐	Smoke only in the designated area, nowhere else on site	
☐	No hot work without a permit and a fire watch	
☐	Report damaged cords, hot plugs, and tripping breakers today	
☐	Clear your station of waste before you hand over the shift	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A fire prevention plan is maintained where an OSHA standard in Part 1910 requires one **29 CFR 1910.39(a)**	
☐	The plan is in writing, kept in the workplace, and available to employees for review, or is communicated orally where the employer has 10 or fewer employees **29 CFR 1910.39(b)**	
☐	The plan lists all major fire hazards, the proper handling and storage procedures for hazardous materials, potential ignition sources and their controls, and the type of fire protection equipment necessary to control each major hazard **29 CFR 1910.39(c)**	
☐	The plan includes procedures to control accumulations of flammable and combustible waste materials, and the stated removal cadence is actually being followed on the floor **29 CFR 1910.39(c)**	
☐	Safeguards installed on heat-producing equipment are maintained on a regular schedule to prevent accidental ignition of combustibles, and the maintenance is recorded **29 CFR 1910.39(c)**	

☐	The plan names the name or job title responsible for maintaining ignition control equipment and the name or job title responsible for each fuel source hazard, and those titles are current **29 CFR 1910.39(c)**	
☐	Employees are informed upon initial assignment of the fire hazards of their job, and the parts of the plan necessary for self-protection are reviewed with each employee **29 CFR 1910.39(d)**	
☐	The facility also maintains its emergency action plan, and the two plans name the same plan owner **29 CFR 1910.38(a)**	
☐	Battery charging areas, the propane cage, and the flammable liquid cabinet are kept clear of combustible storage, and no combustible material is stored against electrical panels, in exit routes, or against heat-producing equipment	

WARNINGS

Never stack product, pallets, or waste against a charger, electrical panel, heater, or building opening

Never bring a propane cylinder indoors except mounted on a truck in service

Never stack storage high enough to block sprinkler heads or spray patterns

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE