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**Construction & Demolition site fire safety plan**

Table of Contents

[1. Site Information 1](#_Toc204162726)

[2. Scope and Objectives 1](#_Toc204162727)

[3. Emergency contact information 1](#_Toc204162728)

[4. Description of the project 2](#_Toc204162729)

[5. site access and fire department access 3](#_Toc204162730)

[6. control of combustibles and flammables 3](#_Toc204162731)

[7. Hot work procedures (welding, cutting, grinding) 3](#_Toc204162732)

[8. Fire protection equipment 3](#_Toc204162733)

[9. emergency procedures 3](#_Toc204162734)

[In the Event of Fire: 3](#_Toc204162735)

[First Aid Emergencies 4](#_Toc204162736)

[Evacuation Procedures 4](#_Toc204162737)

[Structural Collapse or Entrapment 4](#_Toc204162738)

[10. worker training and orientation 5](#_Toc204162739)

[11. smoking policy 5](#_Toc204162740)

[12. housekeeping 5](#_Toc204162741)

[13. site fire safety inspections 5](#_Toc204162742)

[14. approvals 5](#_Toc204162743)

[Appendix A – site map 6](#_Toc204162744)

[Appendix B – responsbilities 7](#_Toc204162745)

[Contractor / Site Superintendent 7](#_Toc204162746)

[Safety Coordinator 7](#_Toc204162747)

[Fire Watch Personnel 7](#_Toc204162748)

[All Site Workers 8](#_Toc204162749)

[Security Personnel (If Assigned) 8](#_Toc204162750)

[Appendix C - Fire Watch Log 9](#_Toc204162751)

[Appendix D – Worker Fire Safety Orientation Record 10](#_Toc204162752)

[Appendix E – Fire Safety Planning Checklist 11](#_Toc204162753)

# Site Information

**Project Name:**

**Site Address:**

**Legal Land Description:**

**Owner/Developer Name:**

**General Contractor:**

**Fire Safety Plan Prepared By:**

**Plan Version/Date:**

# Scope and Objectives

The purpose of this Fire Safety Plan (FSP) is to ensure the protection of life, property, and the environment from fire during construction or demolition activities. The plan is prepared in compliance with the *Alberta Fire Code, Division B, Section 5.6* and includes site-specific fire prevention and emergency response procedures.

# Emergency contact information

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact Number** |
| Police/Fire/Ambulance |  | 9-1-1 |
| Site Supervisor |  |  |
| Safety Coordinator |  |  |
| Town of Westlock Operations |  | 780-349-0178 |
| FORTIS Utilities |  | 310-9473 |
| APEX Utilities |  | 1-888-222-2068 |
| Poison Control |  |  |
| OH&S |  |  |
| First Aider |  |  |
| First Aider |  |  |
| First Aider |  |  |
| First Aider |  |  |
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# Description of the project

1. Type of construction or demolition:

[ ]  Construction [ ]  Demolition [ ]  Renovation

1. Expected duration of project:
2. Number of workers on site:
3. Materials stored on site (combustible/flammable):
4. Temporary structures (trailers, tents, etc.)

# site access and fire department access

1. Fire lanes must be maintained clear and accessible at all times.
2. Hydrant and water supply locations must be unobstructed.
3. Site fencing must allow emergency access where needed.
4. Clearly marked Site Map included in Appendix A

# control of combustibles and flammables

1. Combustible Waste:
* Removed daily from buildings and stored safely.
* Combustible materials must not block exits or access routes.
1. Flammable/Combustible Liquids:
* Stored in approved containers.
* Kept in designated areas with signage and spill control.
* Not stored in stairwells, corridors, or below exit paths.

# Hot work procedures (welding, cutting, grinding)

1. All hot work requires a Hot Work Permit.
2. Fire watch must be posted during and for 60 minutes after work.
3. Fire extinguishers must be immediately accessible.
4. Combustibles must be cleared or shielded within 5 meters.

# Fire protection equipment

1. Portable Fire Extinguishers: minimum 2A-10BC type (must include locations on site map).
2. Placed at each floor level, near exits, and near hot work.
3. Temporary Standpipes and Hydrants installed as needed for multi-storey buildings.
4. Firefighting equipment must be maintained and inspected regularly.

# emergency procedures

## In the Event of Fire:

1. Activate alarm or shout "Fire!"
2. Evacuate workers to designated assembly area
3. Call 9-1-1 and provide:
* Site name and address
* Nature and location of fire
1. Supervisor performs a headcount
2. Do not re-enter until cleared by fire officials

## First Aid Emergencies

1. Alert the nearest supervisor or First Aid Attendant immediately.
2. Call **9-1-1** if the injury is serious or life-threatening.
3. Do **not** move the injured person unless they are in immediate danger.
4. Provide first aid using on-site supplies until emergency responders arrive.
5. Ensure an assigned worker meets the ambulance at the access point.
6. Record the incident and notify the site safety coordinator.

***All workers must know the location of the First Aid Station and the designated First Aid Attendants.***

## Evacuation Procedures

1. Stop all work immediately and shut off equipment if safe to do so.
2. Follow posted **evacuation routes** to the designated **muster point**.
3. Do **not** use elevators or man lifts.
4. Assist others who may need help evacuating.
5. Supervisors must **account for all workers and visitors** at the muster point using current personnel lists.
6. Do **not** re-enter the site until authorized by the Site Supervisor or emergency services.

***Evacuation drills should be conducted periodically as part of routine safety meetings.***

## Structural Collapse or Entrapment

1. If a collapse occurs, evacuate the immediate area and warn others.
2. Call **9-1-1** and report a **collapse or trapped worker**, providing the site address and specific location.
3. Do not re-enter or disturb the area unless safe and directed to do so.
4. Keep access clear for rescue responders.
5. The **Site Supervisor** must coordinate with responding agencies and provide building plans or hazard information.
6. Secure the scene and restrict access to authorized personnel only.
7. Conduct a roll call to determine if anyone is missing.

# worker training and orientation

1. All workers receive fire safety orientation before beginning work.
2. Topics include:
* Evacuation routes
* Use of fire extinguishers
* Emergency contact info
* Hot work safety

# smoking policy

1. Smoking is only permitted in designated areas, clearly marked.
2. Areas are equipped with metal containers for disposal of cigarette butts.
3. No smoking near flammable/combustible materials.

# housekeeping

1. Maintain clear access to exits, extinguishers, and stairwells
2. Clean work areas daily
3. Remove waste regularly
4. Store materials in an orderly and safe manner

# site fire safety inspections

1. Conducted weekly or more frequently based on risk
2. Inspection checklist included in Appendix C
3. Corrective actions documented

# approvals

General Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Safety Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed and Approved By (Fire Department or Authority Having Jurisdiction):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# appendix a – site map

Include a site-specific map showing the following:

* Property boundaries
* Site office and trailers
* Fire access routes
* Hydrants and water supply connections
* Portable fire extinguisher locations
* Hot work zones
* Storage areas for flammable/combustible materials
* Designated smoking areas
* Designated assembly area (for evacuation)

Note: Attach an up-to-date copy of the site plan. Ensure changes are reflected as the site evolves.

# appendix b – responsbilities

## Contractor / Site Superintendent

1. Develop and implement the Fire Safety Plan.
2. Ensure the plan is posted and accessible on-site.
3. Assign a Fire Safety Coordinator.
4. Maintain up-to-date emergency contact information.
5. Coordinate fire safety training and orientation for all site personnel.
6. Enforce fire safety protocols including hot work permits, housekeeping, and fire watch.
7. Ensure fire department access routes are always unobstructed.
8. Maintain records (e.g., hot work permits, inspection logs, fire watch logs).
9. Immediately report fires or fire hazards to the fire department and relevant authorities.
10. Ensure availability and maintenance of fire protection systems (hydrants, standpipes, extinguishers).
11. Meet responding fire crews at the site entrance during an emergency.
12. Update the Fire Safety Plan as the project progresses or conditions change.

## Safety Coordinator

1. Conduct daily and weekly site inspections for fire hazards.
2. Issue and monitor hot work permits.
3. Monitor storage and handling of combustible/flammable materials.
4. Maintain fire extinguishers in proper condition and locations.
5. Lead or coordinate emergency drills and fire safety meetings.
6. Monitor adherence to designated smoking areas.
7. Ensure proper signage (e.g., muster points, no smoking, extinguisher locations) is posted.
8. Maintain the fire watch schedule and documentation.
9. Supervise proper operation and placement of construction heaters.
10. Oversee site security measures related to fire risk during off-hours.

## Fire Watch Personnel

1. Monitor hot work areas during operations and for at least 60 minutes afterward.
2. Inspect hot work zones again 4 hours after completion, if required.
3. Be trained in use of extinguishers and emergency notification procedures.
4. Log findings in the Fire Watch Log (Appendix B).
5. Immediately report any fire or hazard to the Fire Safety Coordinator and initiate emergency procedures.

## All Site Workers

1. Attend fire safety orientation and drills.
2. Comply with posted fire safety procedures and policies.
3. Keep work areas clean and free from combustibles.
4. Know muster point location and evacuation routes.
5. Report any fire hazards, fuel leaks, or unsafe conditions.
6. Do not block exits, hydrants, or access roads.
7. Participate in safety toolbox talks and reviews of emergency plans.

## Security Personnel (If assigned)

1. Conduct regular after-hours patrols of the site.
2. Monitor for unauthorized access, tampering with equipment, or ignition sources.
3. Immediately report any detected fire or hazard.
4. Ensure access is available to fire responders at all hours.

# appendix c- fire watch log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Name** | **Area** | **Hazards** | **Corrective Actions** | **Signature** |
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# appendix d – worker fire safety orientation record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Worker Name** | **Company Name** | **Topics Covered** | **Trainer initials** | **Worker Signature** |
|  |  |  | [ ]  Exits [ ]  Extinguisher Use[ ]  Assembly Areas [ ]  Hot Work[ ]  Emergency Procedures[ ]  Emergency Contacts |  |  |
|  |  |  | [ ]  Exits [ ]  Extinguisher Use[ ]  Assembly Areas [ ]  Hot Work[ ]  Emergency Procedures[ ]  Emergency Contacts |  |  |
|  |  |  | [ ]  Exits [ ]  Extinguisher Use[ ]  Assembly Areas [ ]  Hot Work[ ]  Emergency Procedures[ ]  Emergency Contacts |  |  |
|  |  |  | [ ]  Exits [ ]  Extinguisher Use[ ]  Assembly Areas [ ]  Hot Work[ ]  Emergency Procedures[ ]  Emergency Contacts |  |  |
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|  |  |  | [ ]  Exits [ ]  Extinguisher Use[ ]  Assembly Areas [ ]  Hot Work[ ]  Emergency Procedures[ ]  Emergency Contacts |  |  |

# appendix E – fire safety planning checklist

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Completed (✔/✘)** | **Notes/Action Required** |
| 1. Fire Safety Plan completed and posted on-site
 |  |  |
| 1. Start and end dates recorded
 |  |  |
| 1. Civic address and legal land description posted
 |  |  |
| 1. Emergency contact names and numbers posted
 |  |  |
| 1. Muster point identified and marked
 |  |  |
| 1. Fire Safety Coordinator assigned and trained
 |  |  |
| 1. Site-specific fire safety orientation completed for all workers
 |  |  |
| 1. Fire department access routes maintained and marked
 |  |  |
| 1. Street address posted at the entrance, clearly visible
 |  |  |
| 1. Portable fire extinguishers in place and inspected (last 12 months)
 |  |  |
| 1. Fire extinguisher signage posted at required locations
 |  |  |
| 1. Hot work permit program implemented
 |  |  |
| 1. Fire watch assigned during and after hot work
 |  |  |
| 1. Combustible and flammable materials stored per Fire Code
 |  |  |
| 1. Garbage and debris removed regularly
 |  |  |
| 1. Construction heaters installed and protected properly
 |  |  |
| 1. Smoking restricted to designated areas with proper disposal
 |  |  |
| 1. Exit routes identified and unobstructed
 |  |  |
| 1. Fire hydrants and/or standpipes accessible and operational
 |  |  |
| 1. Hot tar pots located away from combustibles and monitored
 |  |  |
| 1. Refuse bins placed 3m away from buildings/overhangs
 |  |  |
| 1. Drawings/maps showing fire systems, muster points, access points available
 |  |  |
| 1. Security measures in place (locked gates, cameras, patrols, etc.)
 |  |  |
| 1. Emergency procedures posted and understood by all workers
 |  |  |
| 1. Fire drills scheduled and documented (if required)
 |  |  |
| 1. Updated contact list for after-hours/emergency personnel
 |  |  |
| 1. Site properly lit for nighttime emergency access
 |  |  |
| 1. Adjacent property protection plan implemented (e.g., fire retardant sheeting)
 |  |  |
| 1. Copy of this checklist kept on-site for review
 |  |  |

Completed By (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title / Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_