

WAC 296-304-01007 Fire safety plan. (1) **Employer responsibilities.** You must develop and implement a written fire safety plan that covers all the actions that employers and employees must take to ensure employee safety in the event of a fire. (See Appendix A to this section for a model fire safety plan.)

(2) **Plan elements.** You must include the following information in the fire safety plan:

- (a) Identification of the significant fire hazards;
 - (b) Procedures for recognizing and reporting unsafe conditions;
 - (c) Alarm procedures;
 - (d) Procedures for notifying employees of a fire emergency;
 - (e) Procedures for notifying fire response organizations of a fire emergency;
 - (f) Procedures for evacuation;
 - (g) Procedures to account for all employees after an evacuation;
- and
- (h) Names, job titles, or departments for individuals who can be contacted for further information about the plan.

(3) **Reviewing the plan with employees.** You must review the plan with each employee at the following times:

- (a) By March 1, 2006, for employees who are currently working;
- (b) Upon initial assignment for new employees; and
- (c) When the actions the employee must take under the plan change because of a change in duties or a change in the plan.

(4) **Additional employer requirements.** You must also:

- (a) Keep the plan accessible to employees, employee representatives, and WISHA;
- (b) Review and update the plan whenever necessary, but at least annually;
- (c) Document that affected employees have been informed about the plan as required by this subsection; and
- (d) Ensure any outside fire response organization that the employer expects to respond to fires at the employer's worksite has been given a copy of the current plan.

(5) **Contract employers.** Contract employers in shipyard employment must have a fire safety plan for their employees, and this plan must comply with the host employer's fire safety plan.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 17-18-075, § 296-304-01007, filed 9/5/17, effective 10/6/17; WSR 07-17-034, § 296-304-01007, filed 8/7/07, effective 12/1/07; WSR 07-03-163, § 296-304-01007, filed 1/24/07, effective 4/1/07; WSR 05-19-086, § 296-304-01007, filed 9/20/05, effective 12/1/05.]