

Fire Protection System Disruption

I PURPOSE

This procedure assures that when a Fire Protection System is disabled, interrupted, or damaged that proper steps are taken to reduce possible loss during an emergency while the system is impaired.

2 SCOPE

This procedure applies to all functional areas, operations, offices, including employees, vendors, visitors and contractors within the scope of the Integrated Management System (IMS).

3 DEFINITIONS AND ACRONYMS

Definitions

Contractor/Maintenance is any person or organization responsible for assuring that all Fire Protection Systems are functioning and in proper working condition or those who perform fire system installation, maintenance, testing, repair or other operation which requires impairment of a fire system.

Fire Protection Systems shall include automatic fire sprinklers, standpipe systems, fire alarms and detection systems, under/above ground water supply mains, chemical fire suppression systems, fire doors, stench systems and other alarms used to warn employees of a potential hazard.

Facility Owner is the person responsible for the facility that is being protected. This person is responsible for the up keep and maintenance of the fire protection system.

Impairment is any situation in which all or part of a Fire Protection System is turned off, damaged, interrupted, disabled, or otherwise temporarily rendered inoperable. Impairment includes maintenance, repair, or alteration of a Fire Protection System.

Site refers to a COMPANY location.

Acronyms

HMR HSLP Management Representative

HSLP Health, Safety and Loss Prevention

MS Integrated Management System

PPE Personal Protective Equipment

4 ROLES AND RESPONSIBILITIES

Document Owner

HMR

Responsible Roles and Position-Holders

Contractors/Vendors are businesses performing a service for the COMPANY. They are responsible for ensuring their employees working on COMPANY sites understand and comply with the requirements as outlined in this procedure.

Employees and Contracted Employees are all employees in any position whether COMPANY or contracted employees working on any COMPANY site. They are responsible for complying with the requirements as outlined in this procedure.

Visitors are anyone not employed by the COMPANY in any capacity but are traveling or touring on a COMPANY site. They are responsible for complying with the requirements as outlined in this procedure.

HSLP is any COMPANY employee working under and including the Regional Director of HSLP. They are responsible for periodically auditing for compliance to this procedure.

Supervisor/Foreman or Designee can be a COMPANY employee or a contractor/vendor working or traveling on any COMPANY site. They are responsible for enforcement of all requirements, rules, and established guidelines as outlined in this procedure. They ensure personnel are provided with the necessary and proper training and instructions for this procedure.

Facility Owner can be any Supervisor/Foreman or Designee in charge of or responsible for the area or building being impacted by the disruption. They are responsible for complying with the requirements as outlined in this procedure.

Maintenance Group is an Employee or Contractor qualified to perform required work on fire protection system. They are responsible for complying with the requirements as outlined in this procedure.

5 DIRECTION

All employees, vendors, contractors, and visitors traveling/working on site shall comply with and ensure personnel accountable to them comply with the following requirements of this procedure.

Control Rooms, Security, and Mine Dispatch

Keep an active log of all Fire Protection Systems shutdowns.

Facility Owner

Assure this standard is followed when any Fire Protection System is to be worked on.

Shall perform the activities required for a fire protection system disruption if HSLP is unavailable.

HSLP Prevention

Audit this standard to assure it is being followed.

Assist in the training and communication of this standard.

Site Emergency Response Coordinator shall maintain all completed Fire Disruption Permits.

Insure that Emergency Response is notified of Fire System impairment and ensure adequate controls are in place.

Maintenance Group

Before repairing or when disabling any Fire Protection System assure that this standard has been followed.

Inspect area before Fire Protection Systems are deactivated.

Conduct ongoing inspections during the shutdown of any Fire Protection Systems.

After work has been completed conduct an inspection to assure that all Fire Protection Systems are back in service.

Notification/Coordination/Authorization

The following departments shall be notified by Facility Owner or Maintenance for all Fire Protection System impairments:

- a** Site HSLP
- b** Control Room and Mine Dispatch.
- c** Site Security.
- d** Security Communication Center.
- e** Site Emergency Response Coordinator.

Site HSLP shall distribute the completed Fire Disruption Permit to those effected.

Written notification of Fire Protection System impairments is required 5 days in advance when substantial risk to life or property is involved, critical operations are affected, numerous occupants are affected or the impairment is for an extended period of time (in excess of 24 hours). All coordination and scheduling of impairments shall be completed a minimum of 48 hours prior to the impairment, except for minor and emergency outages which are addressed below.

Minor and emergency fire system impairments may be accomplished with less than 48 hours notice, provided that all notification and coordination is complete. Minor fire system impairments may ONLY be serviced by qualified. Fire system impairments considered to be minor in nature include:

- a** Fire system testing
- b** Maintenance and repairs which are of a short duration
 - 24 hours or less
 - Do not impact critical operations
 - Do not include substantial risk for loss of life or property

Emergency impairments may be conducted by trained personnel to minimize property damage and/or risk to life or property. A qualified person must be notified and respond within 24 hours to render the system operable.

The person or department requesting to schedule a fire system impairment is responsible for contacting HSLP to request approval for the impairment.

Coordination of fire system impairments with substantial risks shall start approximately 5 working days prior to the anticipated impairment date.

A Fire Protection System Disruption Permit shall be completed for all fire system impairment requests.

HSLP shall notify the Facility Owner of all fire system impairments greater than 24 hours or if multiple systems are impaired at the same time.

HSLP shall also notify, coordinate and schedule all fire system impairments with building occupants who will be affected.

When a fire system is placed back in service, all personnel who were previously notified of the system impairment shall be notified that the fire system is back in service.

Responsibility for notifying occupants and other appropriate entities when the fire system is placed back in service shall rest with HSLP. This notification may be verbal.

Restrictions

No automatic fire sprinkler system shall be turned off or otherwise rendered inoperable while welding, cutting or other open flame work is in progress.

No contractor or COMPANY employee shall operate or impair any Fire Protection System unless they are qualified.

System Impairment

Before the scheduled impairment of any Fire Protection System, the HSLP department shall be notified. HSLP shall ensure adequate Emergency Response capability.

All work on a Fire Protection System shall, when possible, be continuous until the system is restored to operational status. All work on a Fire Protection System shall be completed as quickly as possible to minimize downtime.

Upon completion of all Fire Protection System work, all affected components of the system shall be inspected and tested by a qualified person to ensure they are operating correctly.

All fire systems shall be mechanically secured when they are placed back in service (fire alarm system panels shall be locked, fire sprinkler system valves shall be locked open, etc.)

Any unauthorized fire system impairment shall be reported to HSLP for immediate follow-up and initiation of appropriate action.

The Facility Owner shall perform the activities mentioned above if HSLP is unavailable.