



**CITY OF WEST KELOWNA**  
 WKFR Prevention  
 2406 Drought Road West Kelowna, BC, V4T 1P6  
 Phone: 778-797-3200  
 Wkfr.prevention@westkelownacity.ca

**Construction, Demolition  
 and Renovation  
 FIRE SAFETY PLAN**

**PLEASE COMPLETE THE FOLLOWING FORM AND SUBMIT TO THE EMAIL ADDRESS ABOVE**

Project Name:

Site Address:

Property Classification:	Commercial	Residential	Number of Stories
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Zoning Designation:

<b>Construction Type</b>	Fire Resistant	Non-Combustible	Ordinary	Heavy Timber	Wood Frame
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**1. SITE PERSONNEL TO CARRY OUT FIRE SAFETY DUTIES, INCLUDING WATCHMAN DUTIES, IF APPLICABLE**

1<sup>st</sup> Contact Name:

Contact Number:	Email:
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2<sup>nd</sup> Contact Name:

Contact Number:	Email:
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**2. INSTRUCT STAFF ON THE EMERGENCY PROCEDURES TO BE USED IN THE CASE OF FIRE AS FOLLOWS:**

- Sound air horn or other alarm devices
- Call Fire Department 911
- Clear premises
- Attempt to control fire with portable fire extinguishers
- Meet Fire Department and advise them on location and details of emergency

**3. Propane Construction Heaters**

Check if not applicable	Check to acknowledge
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If propane construction heaters are being used, security will be provided as follows:

One-hour intervals	Placards will be provided at all entrances, notifying firefighters that propane is in use
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**\*Cylinders and heaters shall be in compliance with Can. 1-149.2 M91 "Installation Code for Propane." Cylinders shall be located outside the building when in use or storage.**

Please provide details of propane use on this project:

<b>4. HYDRANTS</b>		
-Fire hydrants must be in service as soon as combustible construction building materials arrive on site (BC Fire Code, Section 5.6.3.6) and the Fire Department must be notified.		
The approximate distance of the nearest hydrant from the construction site is:		
If applicable, indicate the proposed date the fire hydrant is to be installed:		
<b>5. Fire Extinguishers</b>		
Indicate the type and quantity of fire extinguishers that will be on site during demolition		
Type:	Quantity:	
Type:	Quantity:	
Type:	Quantity:	
<p>* Extinguishers with a 3A20BC rating shall be on all movable equipment.</p> <p>* Extinguishers with a 4A40BC rating shall be located on each floor, where:</p>		
- combustibles are stored	- flammable/combustible liquids are stored or handled	
- "Hot-Works" operations are carried out	- temporary fuel-fired equipment is used.	
<b>6. The following procedures will be conducted to control fire hazards in and around the building and to maintain firefighting facilities:</b>		
<ul style="list-style-type: none"> <li>- Regular removal of excess combustible materials.</li> <li>- Unobstructed access to fire protection equipment, hydrants, fire department connections and portable extinguishers.</li> </ul>		
If applicable, describe how the continuity of fire sprinkler protection systems, alarm systems, and the exiting of an occupied building under renovation will be carried out:		
<b>7. Buildings requiring standpipe systems by code shall install standpipes progressively (per construction of floor) in buildings under construction/alteration.</b>		
<b>8. Access routes to the construction site will be provided for Fire Department vehicles.</b>		
<b>If the site is fenced, a provision will be made for access by Fire Department equipment in the following manner:</b>		
Signature:	Date:	Position:
<b>*FOR COMMERCIAL/INDUSTRIAL/APARTMENT/CONDO BUILDINGS – COMPLETE PAGES 3 - 7.</b>		

**CONSTRUCTION FIRE SAFETY PLANNING GUIDELINES (Not applicable to SFR's Duplexes, or Townhouses)**

**Please review the following Fire Safety Planning information pertaining to construction:**

- [B.C. Fire Code Sections](#) 2.14, 2.8, and Part 6
- [B.C Building Code Sections](#) 8.1 up to, and including, Subsection 8.2.3

**Note:** The construction Fire Safety Plan applies to the construction area; however, where the construction is an addition, the plan must address facilities in the existing building where facilities such as exiting, fire separation, or fire systems are altered and impact the safety of occupants in the existing building.

**Prepare diagrams (8 ½" x 11" size is preferable) to support the Construction Fire Safety Plan by showing the following information:**

- Existing buildings and proposed construction
- Contractor's boarding and fences
- Fire access routes and driveways
- Firefighting equipment such as fire hydrants and Siamese connections to sprinklers or standpipes
- Temporary exiting from existing buildings where existing exits are obstructed (will be approved by the Commercial Section)
- Submit electronic copy of the plan to the Fire Prevention Office for approval to WKFR.prevention@westkelownacity.ca

The fire department will provide an approved copy of the plan to the Commercial Section and where an existing building is a school, the school's principal. All other necessary copies shall be provided by the plan preparer.

**CONSTRUCTION FIRE SAFETY PLANNING**

**Fire safety planning during construction has three objectives:**

- Fire Hazard Control
- Fire Protection Equipment Maintenance
- Emergency Evacuation

**Meeting these objectives may eliminate or control the occurrence of fire by emphasizing:**

- Good housekeeping
- Site security
- Installation of new fire protection systems as construction progresses
- Preservation of existing systems during alteration or demolition
- Rapid communication
- Consideration of special hazards

**Fire Emergency Evacuation**

During a fire emergency, a fire alarm shall be sounded throughout the building and all occupants will evacuate via the nearest safe exit. The fire department will be notified by telephone of the fire emergency, and upon arrival should be assisted by the Construction Fire Safety Director.

**Fire Protection Systems**

Existing fire protection systems such as fire alarms, sprinklers or standpipes will remain in operation during the construction period (YES/NO): \_\_\_\_\_

If NO, explain when the systems will be down and what precautions will be taken to offset the hazard to the occupants:

**CONSTRUCTION FIRE SAFETY PLAN**

<b>Phase:</b>	<b>Effective Date Range:</b>
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**After-Hours Fire Emergency Phone:**

<b>Building Name:</b>	<b>Building Address:</b>
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<b>Plan Preparer:</b>	<b>Date:</b>
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**PROJECT PERSONNEL**

	Company Name	Phone Number
<b>Building Owner/Rep</b>		
<b>Architect</b>		
<b>Structural Engineer</b>		
<b>Mechanical Engineer</b>		
<b>Electrical Engineer</b>		

**APPOINTMENT OF THE CONSTRUCTION FIRE SAFETY DIRECTOR ANNOUNCEMENT**

<b>Date:</b>	<b>Name:</b>	<b>Title:</b>
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**Work Address:**

**Home Address:**

<b>Work Hours:</b>	<b>Cell Phone:</b>	<b>Work Phone:</b>
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**APPOINTING OFFICER (BUILDING OWNER)**

<b>Name:</b>	<b>Phone:</b>
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**Address:**

I hereby appoint \_\_\_\_\_ as Construction Fire Safety Director, responsible for fire safety at the construction site as specified in the BC Fire and Building Code Regulations, and authorized to fulfil the duties outlined in the Construction Fire Safety Plan for:

<b>Signature:</b>	<b>Dated:</b>
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## FIRE EMERGENCY PROCEDURES

### IF YOU DISCOVER A FIRE

- FIGHT the fire ONLY if it is SMALL and you are NOT alone.
- EVACUATE via the nearest safe exit.
- NOTIFY other persons of the fire emergency on-route.
- SOUND fire signal (3 blasts with air horn) outside the construction areas.
- PROCEED to the existing building and activate a fire alarm pull station located in a safe location or ENSURE that occupants in existing areas are aware of incident.
- PHONE 9-1-1 to report a fire at your address.
- REPORT to the fire department officer at scene.

### IF YOU HEAR A FIRE ALARM

- EVACUATE via the nearest safe exit.
- ASSIST disabled persons to reach the nearest safe exit.
- ASSEMBLE clear of the building and arriving fire apparatus.
- PHONE 9-1-1 to report a fire at your address.
- ENSURE that the ALARM SYSTEM in the existing building is operating by ACTIVATING a fire alarm pull station or ENSURE that occupants in existing areas are aware of fire.

# Notice of Project

Before starting work activity on certain projects, owners, prime contractors, and/or employers are required by the Occupational Health and Safety Regulation to send written notice to WorkSafeBC. You can do this online with the Notice of Project (NOP) form.

Not sure if you need to submit an NOP? You can learn more about the requirements on the WorkSafeBC website. Below are the two most common types of projects that we see that will need to be registered.

## Construction

If your project is estimated to cost more than \$100,000 (including labour and materials) OR is designed (in whole or part) by a professional engineer (excluding pre-engineered or pre-manufactured components) AND includes erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery, you need to submit an NOP- Construction (NOP-C). At least 24-hour notice is required.

For more information, or to learn about projects that may require an NOP-C that are not listed above, read OHS Regulation 20.2.

## Asbestos, lead, or other hazardous substances

If your construction project involves work with or in proximity to hazardous substances, including asbestos, lead, mould, radiation, or other biological or chemical agents that may expose workers to a significant risk of occupational disease, you generally need to file a Notice of Project - Asbestos, lead, or other similar exposure work activity (NOP-A). At least 48 hours notice is required.

For more information or to learn about the specific requirements for filing an NOP-A, read OHS Regulation 20.2.1 (1), Guideline G20.2.1(2)(c) and Guideline G20.2.2.1(2)(d)

## Contact

For more information visit the WorkSafeBC website at [www.worksafebc.com](http://www.worksafebc.com) or contact the Prevention Information Line at 604-276-3100 or 888-621-7233.

# 10 simple steps to complying with asbestos abatement

Many homes built up until 1990 used products containing asbestos. Before you begin renovations or start demolishing an older home, follow these guidelines below to ensure the safe detection and removal of asbestos.

- 1 A pre-1990 house/building is to be demolished or renovated.
- 2 The building owner (or owner's representative) or the employer (e.g., builder, demolition contractor) retains a qualified person (usually a consultant) to perform a risk assessment and asbestos survey before conducting work where asbestos may be disturbed.
- 3 The qualified person inspects the house/building, collects representative bulk samples, and has the samples analyzed by a qualified laboratory.
- 4 The qualified person prepares a report that identifies all inspection results (including drawings, plans, or specifications), risk assessment, and scope of work for the abatement of the asbestos.
- 5 The report containing the inspection results is provided to the owner/employer. The inspection results must be available at the worksite whenever workers are on site.
- 6 The owner or employer retains trained asbestos abatement workers. A notice of project (NOP) with written work procedures is submitted to WorkSafeBC before commencement of asbestos removal work.
- 7 Safe removal and disposal of identified asbestos occurs.
- 8 After the asbestos removal the owner or employer receives written confirmation that the asbestos specified for removal on the NOP has been removed. A copy of the inspection results is on site.
- 9 The owner authorizes demolition of the house/building to proceed. The demolition employer proceeds to demolish house using safe work procedures. Copies of inspection results and post-abatement reports are on site.
- 10 If any asbestos is found during demolition, all work is to cease until a risk assessment is done and the asbestos is safely contained or removed. In this case, go back to step 7.



Find additional industry resources at [worksafebc.com/safetyatwork](https://www.worksafebc.com/safetyatwork).

**WORK SAFE BC**