



ESTVOLD OILFIELD SERVICES

FIRE PROTECTION POLICY

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 Title: Fire Protection Policy
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Policy Control Item	Policy Information
Company	Estvold Oilfield Services
Document Type	Policy / Program Manual / Field Forms / Fire Protection and Audit Package
Applies To	All employees, temporary workers, supervisors, managers, contractors under company direction, all locations, shops, yards, offices, vehicles, customer sites, fuel storage areas, and field operations
Program Intent	Fire prevention, ignition source control, emergency response readiness, fire protection awareness, hot work control, employee protection, and continuous improvement
Regulatory Alignment	OSHA fire prevention expectations, fire extinguisher requirements, emergency action planning principles, hot work controls, and client safety requirements
Revision	Comprehensive V2 - Editable Master

INCLUDED IN THIS PACKAGE

- Expanded fire protection policy manual
- Roles, responsibilities, and accountability expectations
- Fire hazard recognition, ignition control, and combustible material management
- Hot work, fire watch, and emergency equipment readiness expectations
- Fire extinguisher inspection, evacuation, and emergency response guidance
- Trend analysis, KPIs, audit expectations, and management review
- Stop Work Authority and serious fire hazard escalation process
- Contractor and third-party fire protection expectations
- Comprehensive forms package and inspection logs

DOCUMENT CONTROL			
Revision	Date	Description of Change	Approved By
0	Initial Release	Original controlled document issue	Management
1	Current Draft	Expanded fire protection manual and forms package	Management
2	Current Revision	Comprehensive program language, implementation requirements, field forms, tracking logs, and audit tools expanded	Management / HSE / Operations

This document is considered a controlled safety management document. Printed copies are considered uncontrolled unless verified current through the company safety management system or authorized document control location.

DISTRIBUTION AND CONTROL

Controlled copies may be distributed to HSE, operations management, field supervision, training coordinators, company shared safety systems, client-required safety documentation platforms, and field locations where fire protection requirements are implemented.

HOW TO USE THIS MANUAL

- Use Sections 1-26 as the governing program standard.
- Use the Supervisor Quick Response Guide during fire hazard review, hot work planning, fire watch assignments, emergency readiness checks, and field observations.
- Use Forms A-L as field-ready documentation tools.
- Review fire protection trends monthly and assign corrective actions with accountable owners and due dates.
- Use emergency readiness and fire prevention reviews as proactive tools, not only after incidents occur.

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1. PURPOSE AND POLICY STATEMENT

Estvold Oilfield Services is committed to protecting employees, contractors, visitors, client representatives, property, equipment, and the public from fire hazards during company operations. Fire hazards may result in serious injury, fatality, environmental incidents, property damage, equipment loss, business interruption, and emergency response exposure.

The Fire Protection Program is intended to reduce fire risk by identifying ignition sources, controlling combustible and flammable materials, verifying emergency equipment readiness, supporting hot work planning, assigning fire watch requirements, improving housekeeping, and strengthening emergency response preparedness.

No production expectation, operational pressure, schedule demand, customer request, or client expectation shall take priority over employee safety, ignition control, or emergency readiness. Employees are expected to stop, reassess, and correct fire hazards before work continues.

2. SCOPE AND APPLICATION

This policy applies to all Estvold Oilfield Services employees, temporary workers under company supervision, supervisors, management personnel, contractors, company vehicles, and company-controlled worksites.

The Fire Protection Program applies to shops, yards, offices, fuel storage areas, vehicles, field operations, maintenance activities, hot work, welding, grinding, cutting, electrical work, fueling operations, combustible storage areas, and any activity involving ignition sources, flammable liquids, combustible materials, or emergency response readiness.

This process complements existing company safety systems including emergency response, hot work, hazard assessment, inspections, audits, incident investigation, corrective action, Stop Work Authority, and leadership engagement activities.

3. REGULATORY ALIGNMENT AND REFERENCES

This policy is written to align with recognized fire prevention and emergency response principles including OSHA fire prevention expectations, fire extinguisher requirements, emergency action planning principles, hot work controls, client safety requirements, and company safety management expectations.

This program does not replace task-specific regulatory standards, customer site rules, equipment manufacturer instructions, permit requirements, emergency action plans, or local fire code requirements. Where another requirement is more protective, the more stringent requirement shall apply.

4. DEFINITIONS

Hot work: Work involving open flames, sparks, heat generation, welding, cutting, grinding, brazing, or other ignition source exposure.

Fire watch: A trained individual assigned to monitor the work area during and after hot work activities for ignition hazards, smoldering conditions, changing conditions, and emergency response readiness.

Combustible material: Material capable of burning or contributing to fire conditions, including paper, wood, packaging, oily rags, debris, vegetation, absorbents, and other combustible storage.

Ignition source: Any source of heat, spark, flame, electrical energy, static discharge, friction, hot surface, or other energy source capable of igniting combustible or flammable material.

Emergency readiness: The condition of having communication methods, evacuation routes, emergency contacts, fire extinguishers, spill response supplies, and response roles understood before work begins.

5. PROGRAM PHILOSOPHY AND CORE PRINCIPLES

The Estvold Oilfield Services Fire Protection Program is based on the principle that most fires can be prevented through planning, housekeeping, ignition source control, equipment inspection, employee awareness, and supervisor accountability. Fire protection shall be integrated into normal work planning rather than treated as a separate or after-the-fact activity.

Fire prevention is most effective when employees understand how small conditions can combine into significant exposure. Poor housekeeping, uncontrolled hot work, damaged electrical equipment, fuel leaks, inadequate fire watch, missing extinguishers, and weak communication may each appear minor individually but can create serious fire potential when combined.

6. ROLES AND RESPONSIBILITIES

Employees are responsible for recognizing fire hazards, controlling ignition sources, maintaining housekeeping, using fire protection equipment properly when trained and safe to do so, reporting unsafe conditions, following hot work requirements, and stopping unsafe work.

Supervisors are responsible for ensuring fire hazard assessments are completed, hot work controls are implemented, fire extinguishers and emergency equipment are available, combustible materials are controlled, fire watches are assigned when required, and unsafe fire conditions are corrected.

Management is responsible for providing resources, supporting emergency readiness, reviewing fire protection trends, removing barriers, reinforcing accountability, and ensuring fire prevention requirements are implemented consistently.

HSE personnel are responsible for supporting training, inspections, forms, audit review, corrective action tracking, incident learning, and program consistency across departments.

7. FIRE HAZARD RECOGNITION

Potential fire hazards may include hot work activities, fuel storage, flammable liquids, electrical failures, combustible materials, welding operations, smoking exposure, poor housekeeping, damaged wiring, leaking equipment, and uncontrolled ignition source exposure. Employees shall recognize that fire hazards may escalate rapidly and require immediate response.

- Welding, cutting, grinding, and other spark-producing work
- Fueling operations, fuel storage, and flammable liquid handling
- Electrical panels, temporary power, damaged cords, and overloaded circuits
- Combustible debris, oily rags, vegetation, packaging, and poor housekeeping
- Vehicles or equipment with leaks, hot surfaces, damaged wiring, or missing fire extinguishers
- Work near tanks, vessels, production equipment, vapors, or flammable atmospheres

8. FIRE PREVENTION AND IGNITION CONTROL REQUIREMENTS

Fire prevention measures shall include ignition source control, housekeeping, combustible material management, hot work controls, smoking restrictions, fire extinguisher availability, and emergency equipment readiness. Supervisors shall ensure controls are in place before work begins and reassess conditions when work scope, weather, materials, or site conditions change.

Control Area	Expected Control	Verification Method
Ignition Sources	Identify, remove, isolate, or control potential ignition sources before work begins.	Hazard assessment / pre-job review
Housekeeping	Maintain work areas free of combustible debris, oily rags, trash, and unnecessary materials.	Inspection / field observation
Flammable Liquids	Store, label, handle, and separate flammable materials properly.	Storage inspection
Emergency Equipment	Verify extinguishers and emergency equipment are available and accessible.	Equipment inspection
Smoking / Open Flame	Follow site restrictions and prevent uncontrolled flame exposure.	Supervisor observation

9. HOT WORK AND SPARK-PRODUCING ACTIVITY EXPECTATIONS

Hot work activities shall be planned and controlled to minimize ignition exposure. Hot work may require permits, fire watches, combustible material removal, barricades, atmospheric monitoring, emergency equipment availability, and post-work monitoring. Hot work shall not begin until the work area has been reviewed and controls are confirmed.

Hot Work Control	Minimum Expectation	Examples
Pre-Job Review	Identify ignition sources, combustibles, weather, vapors, and emergency access.	Welding, grinding, torch cutting
Combustible Control	Remove, shield, wet down, or otherwise protect combustible materials.	Trash, absorbents, vegetation, packaging
Fire Watch	Assign trained fire watch when required by hazard assessment, permit, or site rule.	Welding near combustible material
Post-Work Monitoring	Monitor for smoldering, hot surfaces, or delayed ignition after work ends.	Fire watch extension period
Emergency Equipment	Ensure fire extinguishers and communication methods are immediately available.	Extinguishers staged at work area

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10. COMBUSTIBLE AND FLAMMABLE MATERIAL STORAGE REQUIREMENTS

Combustible and flammable materials shall be stored, labeled, handled, and protected according to company requirements, applicable regulations, manufacturer recommendations, and client expectations. Storage areas shall be inspected periodically for leaks, container condition, separation, access, ventilation, labeling, and housekeeping.

- Keep combustible materials away from ignition sources and hot work areas.
- Store flammable liquids in approved containers or designated areas when required.
- Remove oily rags, absorbents, and contaminated waste from work areas promptly.
- Maintain access to fire extinguishers, exits, emergency equipment, and electrical panels.
- Correct leaking containers, damaged storage areas, or uncontrolled accumulation immediately.

11. FIRE EXTINGUISHER AND PROTECTION EQUIPMENT REQUIREMENTS

Fire extinguishers and fire protection equipment shall be inspected, maintained, accessible, and appropriate for the expected fire hazards. Employees shall not rely on fire extinguishers as the primary control for preventable fire hazards. Extinguishers are emergency equipment and shall be used only when employees are trained, the fire is incipient, evacuation remains possible, and conditions are safe.

Equipment Item	Inspection Focus	Action if Deficient
Fire Extinguishers	Inspection current, pressure acceptable, pin/seal intact, access clear.	Correct immediately / replace if needed
Fire Blankets / Fire Watch Supplies	Available, clean, accessible, and suitable for work.	Stage replacement supplies
Emergency Communications	Radios, phones, alarms, or communication methods available.	Stop or delay high-risk work
Evacuation Routes	Routes clear, assembly areas identified, access maintained.	Correct obstruction immediately
Spill Kits / Absorbents	Available where flammable liquid or fuel exposure exists.	Restock or stage materials

12. EMERGENCY EVACUATION AND RESPONSE EXPECTATIONS

Emergency response planning shall address evacuation routes, assembly areas, communication methods, emergency contact procedures, fire response coordination, and accountability. Employees shall evacuate when directed and report to designated assembly areas for accountability. Supervisors shall verify personnel status and communicate with emergency responders when necessary.

13. FIRE WATCH AND MONITORING REQUIREMENTS

Fire watches shall monitor work areas during and after hot work activities for ignition hazards, smoldering conditions, changing conditions, and uncontrolled heat exposure. Fire watch personnel shall have communication capability, access to emergency equipment, authority to stop work, and clear understanding of the area being monitored.

- Remain in position for the required monitoring duration.
- Watch adjacent areas where sparks, heat, or slag may travel.
- Maintain communication with the work crew and supervision.
- Stop work if conditions change or controls become ineffective.
- Document fire watch activities when required by permit, client, or company expectations.

14. WORKSITE FIRE HAZARD ASSESSMENT

Before work begins, supervisors and employees shall evaluate ignition sources, combustible exposure, environmental conditions, emergency equipment availability, evacuation access, communication methods, and emergency response readiness. The assessment shall be updated when scope, weather, materials, location, or work methods change.

15. VEHICLE AND EQUIPMENT FIRE PROTECTION EXPECTATIONS

Vehicles and equipment shall be inspected for leaks, electrical deficiencies, combustible accumulation, damaged wiring, hot surface exposure, and fire extinguisher availability. Equipment with fire potential shall be removed from service until corrected when the condition creates immediate exposure.

16. CONTRACTOR AND THIRD-PARTY EXPECTATIONS

Contractors working on company-controlled sites are expected to comply with fire prevention expectations, hot work controls, fire watch requirements, emergency response expectations, and site-specific rules. Contractor fire hazards shall be addressed promptly and coordinated with contractor supervision when appropriate.

- Contractor hot work shall be communicated and controlled before work begins.
- Immediate fire hazards shall be stopped regardless of employer.
- Contractor trends may be reviewed with operations, customer representatives, or contractor management as appropriate.

17. DOCUMENTATION AND RECORDKEEPING

The company shall maintain fire inspections, hot work documentation, fire watch records, corrective action records, audit documentation, training records, incident review documentation, and emergency equipment inspection records according to company retention requirements, client requirements, or applicable regulatory expectations.

Record Type	Minimum Content
Fire Hazard Assessment	Task, location, fire hazards, controls, emergency equipment, action needed.
Fire Extinguisher Inspection	Inspection date, condition, access, pressure, deficiencies, corrective action.
Hot Work / Fire Watch Checklist	Combustible controls, extinguisher availability, fire watch assignment, post-work monitoring.
Corrective Action Log	Action, owner, due date, completion date, verification.
Fire Incident Review	Event description, contributing factors, response effectiveness, corrective actions.

18. INCIDENT REPORTING AND INVESTIGATION

Fires, ignition events, hot work incidents, uncontrolled heat exposure, electrical fires, extinguisher use, fire watch failures, or unsafe fire conditions shall be reported immediately. Incident reviews shall identify contributing factors, communication issues, housekeeping concerns, work planning deficiencies, equipment condition, emergency response effectiveness, and corrective actions.

19. STOP WORK AUTHORITY

All employees and contractors have the authority and responsibility to stop work when fire hazards exist, ignition sources cannot be controlled, emergency equipment is unavailable, or serious injury exposure exists. Employees shall not face retaliation for exercising Stop Work Authority in good faith.

Stop Work Trigger	Required Action
Uncontrolled ignition source	Stop work, isolate or remove ignition source, notify supervisor.
Combustible materials exposed to hot work	Pause work, remove or protect materials, reassess permit.
Missing or inaccessible fire extinguisher	Stop hot work or high-risk activity until corrected.
Flammable vapor or fuel leak concern	Stop work, secure area, initiate response and reassessment.
Emergency route blocked	Correct access/egress before work continues.

20. TRAINING REQUIREMENTS

Training may include fire hazard recognition, fire extinguisher awareness, hot work expectations, emergency evacuation procedures, ignition source control, fire watch responsibilities, combustible storage controls, emergency communication, incident reporting, and Stop Work Authority.

Training Audience	Training Topics
All Employees	Fire hazard recognition, evacuation, reporting, Stop Work Authority.
Supervisors	Hazard assessment, hot work review, fire watch assignment, corrective actions.
Fire Watch Personnel	Monitoring expectations, emergency communication, post-work watch, stop work triggers.
Managers	Trend review, barrier removal, program review, accountability.
HSE	Program administration, audit, trend analysis, training support.

21. TREND ANALYSIS, KPIS, AND DATA REVIEW

Fire protection data shall be reviewed periodically to identify recurring unsafe conditions, positive performance trends, training gaps, communication issues, housekeeping concerns, equipment deficiencies, and work planning weaknesses. Review shall focus on prevention and improvement rather than blame.

Metric	Purpose
Fire Hazard Assessments Completed	Confirms fire exposure is being evaluated before work begins.
Hot Work / Fire Watch Compliance	Confirms ignition controls and monitoring are being used.
Fire Extinguisher Deficiencies	Identifies emergency equipment readiness concerns.
Combustible Storage Findings	Identifies housekeeping and storage control trends.
Corrective Action Closure	Confirms actions are assigned, completed, and effective.
Fire / Ignition Events	Identifies recurring operational exposures before major incidents occur.

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22. LEADERSHIP AND SUPERVISOR ACCOUNTABILITY

Leadership personnel shall participate visibly in the Fire Protection Program through field interaction, communication, hazard review, emergency readiness verification, trend evaluation, and corrective action support. Leadership engagement is essential because employees judge the value of fire protection expectations by what leaders do, not what the program says.

Leadership Expectation	Evidence of Completion
Field Presence	Documented leadership observations and crew conversations.
Barrier Removal	Corrective actions completed and resources provided.
Trend Review	Monthly summaries reviewed with operations and HSE.
Emergency Readiness	Fire protection equipment and evacuation readiness verified.
Accountability	Repeat findings addressed through supervision and system improvement.

23. SAFETY MEETINGS AND COMMUNICATION EXPECTATIONS

Fire protection findings, inspection trends, emergency readiness lessons learned, and improvement opportunities should be communicated during safety meetings, crew discussions, leadership reviews, and pre-job planning discussions. Communication shall focus on learning and prevention.

- Share trend summaries by fire hazard category and exposure.
- Discuss positive examples and good catches related to ignition control.
- Review fire protection corrective actions and closure status.
- Use real field examples without embarrassing employees.
- Invite employee suggestions for improving controls and emergency readiness.

24. AUDITING AND PROGRAM REVIEW

The company shall periodically review fire prevention practices, emergency readiness, fire extinguisher condition, hot work control, fire watch documentation, corrective action completion, documentation quality, incident trends, employee feedback, and program consistency.

Audit Item	Satisfactory Evidence
Fire Hazard Assessments	Assessments are complete, task-specific, and based on actual work conditions.
Hot Work Controls	Permits/checklists show combustible control, fire watch, and emergency equipment review.
Fire Extinguisher Readiness	Extinguishers are inspected, accessible, and appropriate for area hazards.
Emergency Readiness	Evacuation routes, communication methods, and emergency equipment are verified.
Corrective Action Closure	Actions have owners, due dates, and verification.
Employee Understanding	Employees understand evacuation, reporting, and Stop Work Authority expectations.

25. SUPERVISOR QUICK RESPONSE GUIDE

Situation	Immediate Action	Key Documentation / Control
Fire hazard identified	Stop work and reassess controls. Correct exposure before work continues.	Hazard assessment / corrective action
Hot work concern identified	Suspend activity until controls are verified.	Hot work fire watch checklist
Combustible exposure identified	Remove, protect, or isolate materials before work continues.	Combustible storage inspection
Fire extinguisher issue identified	Correct immediately or replace equipment.	Fire extinguisher inspection
Fire incident occurs	Initiate emergency response, secure area, report event.	Incident review form
Contractor issue observed	Stop immediate fire hazards and coordinate with contractor supervision.	Audit form / site communication



26. FORMS PACKAGE

The following forms are provided as editable templates. The company may convert these forms into electronic format, fillable PDF, shared drive logs, or safety management software entries as needed.

FORM A - FIRE HAZARD ASSESSMENT FORM

Date	Jobsite / Location	Supervisor	Task / Activity
Hot Work Planned	Combustible Materials Present	Flammable Liquids Present	Fire Extinguisher Available
Fire Watch Required	Emergency Access Verified	Communication Method	Additional Controls Required

FORM B - FIRE EXTINGUISHER INSPECTION CHECKLIST

Item	Acceptable	Needs Correction	Comments
Inspection current	<input type="checkbox"/>	<input type="checkbox"/>	
Pressure acceptable	<input type="checkbox"/>	<input type="checkbox"/>	
Access unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	
Pin and seal intact	<input type="checkbox"/>	<input type="checkbox"/>	
Damage not observed	<input type="checkbox"/>	<input type="checkbox"/>	
Correct extinguisher type	<input type="checkbox"/>	<input type="checkbox"/>	

FORM C - HOT WORK FIRE WATCH CHECKLIST

Date	Location	Work Description	Fire Watch Assigned
Combustibles Removed / Protected	Extinguisher Available	Emergency Communication Available	Area Monitored After Work
Post-Work Watch Completed	Supervisor Review		

FORM D - COMBUSTIBLE STORAGE INSPECTION FORM

Date	Area Inspected	Combustible Materials Controlled	Flammable Storage Acceptable
Oily Rags / Waste Removed	Housekeeping Acceptable	Access / Egress Clear	Corrective Actions

FORM E - EMERGENCY EVACUATION CHECKLIST

Date	Location	Assembly Area Identified	Evacuation Routes Clear
Personnel Accounted For	Emergency Contacts Available	Communication Maintained	Follow-Up Required

FORM F - EMERGENCY EQUIPMENT INSPECTION CHECKLIST

Date	Location	Fire Extinguisher Available	First Aid Supplies Available
Emergency Communication Available	Spill Kit Available	Lighting / Access Acceptable	Deficiencies Corrected

FORM G - SUPERVISOR AUDIT AND OBSERVATION FORM

Date	Supervisor / Auditor	Location	Fire Hazards Controlled
Hot Work Controls Verified	Extinguishers Accessible	Housekeeping Acceptable	Emergency Readiness Verified
Corrective Actions Assigned	Employee Feedback		

FORM H - FIRE PROTECTION CORRECTIVE ACTION FORM

Action ID	Source	Fire Protection Concern	Immediate Controls
Corrective Action Required	Owner	Due Date	Completion Date
Verified By	Status		

FORM I - FIRE INCIDENT REVIEW FORM

Incident Date	Location	Event Description	Ignition Source
Materials Involved	Emergency Response Actions	Personnel Impact	Property / Equipment Impact
Contributing Factors	Corrective Actions		

FORM J - FIRE PROTECTION TRAINING ACKNOWLEDGMENT

Employee Name	Department	Training Date	Topics Reviewed
Stop Work Authority Reviewed	Emergency Procedures Reviewed	Trainer / Supervisor	Employee Signature

FORM K - VEHICLE AND EQUIPMENT FIRE PROTECTION INSPECTION

Unit / Equipment	Inspection Date	Leaks Observed	Wiring Condition
Combustible Accumulation	Fire Extinguisher Available	Deficiencies	Corrective Action



FORM L - FIRE PROTECTION PROGRAM REVIEW SUMMARY

Review Period	Reviewer(s)	Departments Included	Top Fire Hazard Trends
Top Corrective Actions	Emergency Readiness Concerns	Program Improvements Needed	Management Review Notes

APPENDIX A - FIRE PROTECTION REFERENCE SUMMARY

This program is intended to support fire prevention expectations, ignition source control practices, hot work management principles, fire extinguisher readiness, emergency response readiness, and continuous improvement. Fire protection principles recognize that fire events are often influenced by housekeeping, uncontrolled ignition sources, poor communication, inadequate planning, emergency equipment deficiencies, and operational pressure.

APPENDIX B - MINIMUM FIRE PROTECTION EQUIPMENT EXPECTATIONS

- Fire extinguishers appropriate for the area hazard.
- Fire blankets or hot work protection equipment when required.
- Emergency communication equipment.
- Evacuation maps or posted emergency instructions where applicable.
- Spill response supplies where flammable liquids or fuels are present.
- Fire watch tools and inspection checklists when hot work is performed.

APPENDIX C - HOT WORK CONTROL EXPECTATIONS

Hot work activities should include hazard assessment review, combustible control, permit review where required, fire watch assignment, emergency equipment verification, environmental condition evaluation, post-work monitoring, and documented supervision expectations. Supervisors and employees should avoid assumptions that short-duration or routine hot work creates low risk without completing the required review.