**Policy Name: FIRE PREVENTION POLICY**

**Policy Applies to: All Associates, contractors, temporary associates, and vendors**

| **Prepared by** | **Effective Date** |
|---|---|
| Risk Management Department | August 24, 2026 |

**Objective:**

The purpose of this Fire Prevention Policy is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The policy helps associates recognize, report, and control fire hazards.

**Background:**

PODS is committed to minimizing the threat of fire to associates, visitors, and property. PODS comply with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. Each PODS location maintains a separate Emergency Action Plan outlining procedure for responding to fires. This Fire Prevention Policy reduces the risk of fires at PODS *(**Insert Location**)* in the following ways:

- Identifies materials that are potential fire hazards and their proper handling and storage procedures
- Distinguishes potential ignition sources and the proper procedures for control of those materials
- Describes the fire protection equipment or systems
- Identifies individuals responsible for maintaining the equipment and systems installed to prevent or control ignition of fires
- Identifies individuals responsible for the control and accumulation of flammable or combustible materials
- Describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues
- Provides associate training about fire hazards they may encounter.

**Responsibilities:**

Fire safety is everyone's responsibility. Associates should know how to prevent and respond to fires and should understand that they are responsible for adhering to company policy regarding fire emergencies.

**Senior Management:**

Senior Management determines the PODS fire prevention and protection policies. Senior Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its associates to encourage fire prevention and the safest possible response in a fire emergency.

**Locations' Market Manager, Territory Manager, Production Manager, or another authorized associate:** will manage the Fire Prevention Policy for each specific location and will maintain all records pertaining to the policy.

- ensure that fire control equipment and systems are properly maintained
- control fuel source hazards
- conduct fire risk surveys (see Exhibits A, B, C and D) with the local fire department and other emergency responders and make recommendations

**Associates:**

All associates are responsible for:

- completing all required training before working without supervision
- conducting operations safely to limit fire risk
- reporting potential fire hazards to supervisor
- following fire emergency procedures

**Types of Hazards:**
The following sections address the major workplace fire hazards at PODS facilities (see procedures for controlling the hazards).

**Cutting, Welding, and Open-Flame Work**
Cutting and welding are done by authorized personnel in designated areas whenever possible

**Flammable and Combustible Materials**
Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

**Electrical Fire Hazards**
Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections; wiring with frayed insulation; or overloaded fuses, circuits, motors, or outlets.

**Portable Heaters**
All portable heaters must be approved by the Safety Manager. Portable electric heaters must have tip-over protection that automatically shuts off the unit. A portable heater may only be plugged into a wall outlet and never into an extension cord or cubicle outlet. Adequate clearance between the heater and combustible furnishings or other materials must always be maintained.

**Office Fire Hazards**
Fire risks are not limited to PODS' warehouse or HUB facilities. To prevent office fires, associates must:

- avoid overloading circuits with office equipment
- turn off and unplug nonessential electrical equipment at the end of each workday
- keep storage areas clear of trash, paper or recycling
- ensure that extension cords are not placed under carpets
- ensure extension cords are unplugged nightly
- ensure that trash and paper set aside for recycling is not allowed to accumulate

**Smoking**
Smoking is prohibited in all PODS buildings. Certain outdoor areas may also be designated as no smoking areas. The areas where smoking is prohibited outdoors are identified by NO SMOKING signs.

**Associate Training:**
Each associate shall receive training on the Fire Prevention policy and procedures. All associates will receive initial and supplementary training as needed to fully understand their responsibilities under this policy.

**Oversight and Monitoring:**
Requirements and performance under this procedure are closely monitored by the Human Resources Department, Business Unit Leaders, Safety Manager or Risk Management. Additionally, policy compliance audits will be performed by the Internal Audit Department.

**Questions/ Comments:**
Any questions or comments surrounding this policy should be forwarded to the Director of Risk Management.

**Exhibit A**

**Fire Risk Survey**

**(Location)**

Perform a walkthrough of the facility with the local fire department and other emergency responders to assess the layout of the structures, types and volume of hazardous chemical storage, and other hazards they may encounter when responding to an emergency. Provide a copy of this survey to local authorities for their records.

| Type of Fire Hazard | Location | Emergency Actions | Required PPE |
|---|---|---|---|
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Completed by:_____ Date:_____

**Exhibit B**

**General Fire Prevention Checklist**

Use this checklist to ensure that fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

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|---|---|
| ☐ Yes ☐ No | Is the local fire department acquainted with your facility, its location, and its specific hazards? |
| ☐ Yes ☐ No | If you have a fire alarm system, is it tested at least annually? |
| ☐ Yes ☐ No | If you have interior standpipes and valves, are they inspected regularly? |
| ☐ Yes ☐ No | If you have outside, private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year? |
| ☐ Yes ☐ No | Are fire doors and shutters in good operating condition? |
| ☐ Yes ☐ No | Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? |
| ☐ Yes ☐ No | Are automatic sprinkler system water-control valves, air pressure, and water pressure checked weekly or at other intervals? |
| ☐ Yes ☐ No | Has responsibility for the maintenance of automatic sprinkler systems been assigned to an associate or contractor? |
| ☐ Yes ☐ No | Are sprinkler heads protected by metal guards? |
| ☐ Yes ☐ No | Is proper clearance maintained below sprinkler heads? |
| ☐ Yes ☐ No | Are portable fire extinguishers provided in adequate number and type? |
| ☐ Yes ☐ No | Are fire extinguishers mounted in readily accessible locations? |
| ☐ Yes ☐ No | Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag? |
| ☐ Yes ☐ No | Are associates periodically instructed in the use of extinguishers and fire protection procedures? |

Completed by:_____ Date:_____

**Exhibit C**

**Exits Checklist**

Use this checklist to evaluate PODS' compliance with OSHA's standard on emergency exit routes.

☐ Yes ☐ No Is each exit marked with an exit sign and illuminated by a reliable light source?

☐ Yes ☐ No Are the directions to exits, when not immediately apparent, marked with visible signs?

☐ Yes ☐ No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or with another appropriate marking?

☐ Yes ☐ No Are exit signs provided with the word "EXIT" in letters at least 5 inches high with lettering at least 1 inch wide?

☐ Yes ☐ No Are exit doors side-hinged?

☐ Yes ☐ No Are all exits kept free of obstructions?

☐ Yes ☐ No Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

☐ Yes ☐ No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.)

☐ Yes ☐ No Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings more than four stories high)?

☐ Yes ☐ No Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal?

☐ Yes ☐ No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?

☐ Yes ☐ No Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?

☐ Yes ☐ No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent associates from stepping into the path of traffic?

☐ Yes ☐ No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by:_____ Date:_____

**Exhibit D**

## Flammable and Combustible Material Checklist

Use this checklist to evaluate PODS' compliance with OSHA's standards on flammable and combustible materials:

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| ☐Yes ☐No | Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly? |
| ☐Yes ☐No | Are approved containers and tanks used to store and handle flammable and combustible liquids? |
| ☐Yes ☐No | Are all connections tight on drums and combustible liquid piping, vapor, and liquid? |
| ☐Yes ☐No | Are all flammable liquids kept in closed containers when not in use? |
| ☐Yes ☐No | Are metal drums of flammable liquids electrically grounded during dispensing? |
| ☐Yes ☐No | Do storage rooms for flammable and combustible liquids have appropriate ventilation systems? |
| ☐Yes ☐No | Are NO SMOKING signs posted on liquefied petroleum gas tanks? |
| ☐Yes ☐No | Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite? |
| ☐Yes ☐No | Is combustible dust vacuumed rather than blown or swept whenever possible? |
| ☐Yes ☐No | Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage? |
| ☐Yes ☐No | Are fire extinguishers appropriate for the materials in the areas they are mounted?* |
| ☐Yes ☐No | Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?* |
| ☐Yes ☐No | Are extinguishers free from obstruction or blockage?* |
| ☐Yes ☐No | Are all extinguishers serviced, maintained, and tagged at least once a year?* |
| ☐Yes ☐No | Are all extinguishers fully charged and in their designated places?* |
| ☐Yes ☐No | Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment? |
| ☐Yes ☐No | Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored? |
| ☐Yes ☐No | Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used? |

☐Yes ☐No Are all spills of flammable or combustible liquids cleaned up promptly?

☐Yes ☐No Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

*(NOTE: Use of fire extinguishers is based on company policy regarding associate firefighting in your Emergency Action Plan and local fire code.)

Completed by:_____ Date:_____