

In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss and a major one. If fire extinguishers are provided for employee use in the work place, it's critical that employees understand when and how to use them.

Fire Extinguisher Basics

- Most fire extinguishers provide 10-15 seconds of extinguishing media.
- Fire extinguishers must be well maintained, adequately charged and readily accessible.
- Two types of inspections are required for extinguishers: 1) Monthly visual inspections (typically documented on the attached tag); and 2) Annual maintenance checks.
- Fire extinguishers must be accessible within 75-feet in the work area in general industry, and within 100-feet in construction.
- Fire extinguishers must be accessible within 50-feet of flammable liquids.

Fire Extinguisher Use

Do not attempt to fight a fire with a fire extinguisher unless:

1. You have been trained to use a fire extinguisher correctly and feel comfortable using one.
2. The fire is still in the incipient (beginning) stage. If the fire gets too large or out of control, evacuate.
3. You know the type of combustible material burning. There are 5 classes of fires.
 - Class A fires involve ordinary combustibles, such as paper, wood, cloth, rubber or plastics. Common extinguishing media includes water or dry chemical.
 - Class B fires involve flammable liquids, greases or gases. Common extinguishing media includes foam, carbon dioxide or dry chemical.
 - Class C fires involve live electrical equipment. Common extinguishing media includes CO₂ or dry chemical. However, the actual burning product may belong to the Class A category.
 - Class D fires involve combustible metals such as magnesium and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these materials.
 - Class K fires involve cooking oils and greases. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these materials.

When using an extinguisher, remember the acronym **P-A-S-S**:

- **P - Pull.** Pull the locking pin (usually attached with a zip tie) before using the fire extinguisher.
- **A - Aim.** Aim the fire extinguisher at the base of the fire. Not at the flames or smoke.
- **S - Squeeze.** Squeeze the lever of the fire extinguisher to operate and discharge.
- **S - Sweep.** Stand 8-10 ft. back and sweep the fire extinguisher back and forth at the base of the fire to extinguish, moving closer as it starts to diminish.

Signature of Employees in Attendance:

DATE:
