

JOB PROCEDURES

PORTABLE FIRE EXTINGUISHER

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

APPROVED BY:	REVIEWED REVISIONS DATE:
MATERIAL & EQUIPMENT REQUIRED	PERSONAL PROTECTIVE EQUIPMENT
	Eye Protection/Foot Protection
JOB STEPS	
1. <i>Always keep your back to an exit when extinguishing a fire.</i>	
2. Stand 10 to 20 feet away from the fire (depending on the size of the extinguisher).	
3. Pull the pin. Slam the bottom of the extinguisher on the floor to dislodge sediment which can prevent the extinguisher from discharging.	
4. Aim hose or nozzle at the base of the fire.	
5. Squeeze the lever above the handle.	
6. Sweep from side to side, moving carefully toward the fire if safe to do so.	
7. Sweep the spray back and forth until the flames appear to be out.	
8. Once the fire appears to have been extinguished, watch the fire area closely until you are certain the fire will not re-ignite.	
9. If the fire re-ignites, repeat process.	
10. Maintain a fire watch until you are absolutely sure the fire has been extinguished.	
11. If there is a possibility the fire may re-ignite, call the fire department and have them inspect the fire site.	
12. Ensure the extinguisher is recharged as soon as possible after use and returned to its proper location.	
WARNING: Portable fire extinguishers discharge faster than you think – many within 15 to 30 seconds. See “Portable Fire Equipment & Use” in Emergency Preparedness section for approximate discharge times for various types of portable fire extinguishers.	