



Portable Fire Extinguishers – Make Sure They Remain Ready for Use

Toolbox Talks are intended to facilitate health and safety discussions on the job site.

It is not enough to know how to use a portable fire extinguisher—it must also be ready and easy to access when needed. We can all help keep portable fire extinguishers ready for immediate use by following these steps:

- ✓ Do not place pallets, toolboxes, trash cans, equipment, or materials in front of a portable fire extinguisher. Always keep the path to extinguishers clear and unobstructed.
- ✓ Never use a portable extinguisher as a coat rack or hang items such as extension cords or air hoses on it. While this may seem convenient, it can delay someone who needs quick access to the extinguisher during a fire.
- ✓ Each year, our extinguishers receive a detailed maintenance inspection and are tagged by an outside inspection company. Make sure inspection tags stay attached, and report any extinguisher without a tag to your supervisor so we can confirm it has been inspected.
- ✓ We must also visually inspect each extinguisher at least once a month. Help by occasionally checking extinguishers in your area for damage or deterioration. For pressure-activated extinguishers, make sure the needle points to the green “FULL” area of the dial, and report any that do not so they can be recharged.
- ✓ After an extinguisher is used to fight a fire, it must be turned in for inspection and recharging. Turn it in even if only the retaining pin was pulled and the extinguisher was not discharged. Pulling the pin may break the seal that maintains pressure, which could cause the extinguisher to lose pressure and fail to work properly later.

If you see a portable fire extinguisher that is blocked, not fully charged, damaged, or missing from its designated location, correct the issue if you can or notify your supervisor right away so it can be addressed.

Toolbox Attendance

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____