

# **RISK** MANAGEMENT



## **FIRE SAFETY**

Factsheet: Portable fire extinguisher

# FIGHTING FIRE - THE FIRE EXTINGUISHER

For fighting fires, the three A's are the key rules to follow

## ACTIVATE



## ASSIST



## ATTEMPT



**ACTIVATE** the building alarm system or notify the fire department. Or, have someone else do this.

**ASSIST** any person in danger, or those incapable on their own, to exit the building. Don't risk yourself.

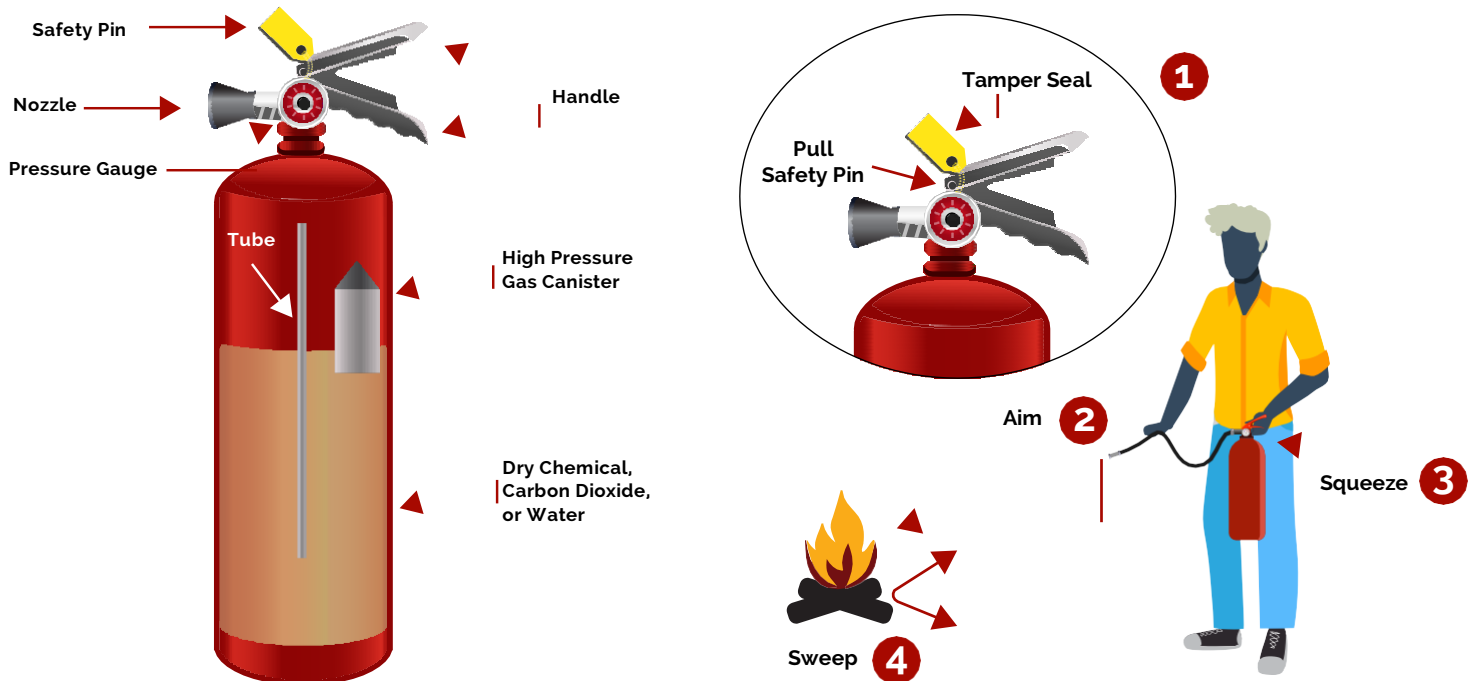
**ATTEMPT** to extinguish the fire only after the former two (Activate & Assist) are completed

### Only attempt if:

- The fire is small and contained
- You are safe from toxic smoke
- You have a means of escape
- Your instincts tell you it's OK

Portable fire extinguishers can be an effective early response to a developing fire, if they are **properly used, installed and maintained.**

## PROPER USE OF FIRE EXTINGUISHER



When it is time to use the extinguisher on a fire, remember **PASS**

**P**ull the safety pin

**A**im the nozzle at the base of the fire from the recommended safe distance.

**S**queeze the operating handle to discharge the fire extinguishing agent.

**S**weep the nozzle (starting at the recommended distance) from side to side until the fire is out. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.

# PROPER INSTALLATION OF FIRE EXTINGUISHER

To prevent portable fire extinguishers from being moved or damaged, they should be mounted on brackets or in wall cabinets. The placement is depending on the type of extinguisher.

**Extinguisher of 40 pounds / 19 kg and under:** need to be mounted with their carrying handles no higher than 5 feet /1.5 meter from the floor. The clearance between their bottoms and the floor should be at least 4 inches / 10 cm.

**Extinguisher of over 40 pounds / 19 kg:** need to be mounted at lower heights, with their carrying handles no more than 3,5 feet / 1 meter from the floor. The clearance between their bottoms and the floor should be at least 4 inches / 10 cm.

## FIRE EXTINGUISHER MOUNTING HEIGHT

**40 Pounds/19 kg & under**  
Not higher than 5 feet/1.5 meter

**Over 40 Pounds/19 kg**  
Not higher than 3,5 feet/1 meter



4 in

4 in

Both at least 4 inches/10 cm

Floor

# PROPER MAINTAINENCE OF FIRE EXTINGUISHERS

A regular maintenance and inspection of fire extinguishers provides assurance that they will operate effectively and safely if they are needed. The following aspects are important to consider:

1. Is each extinguisher in its designated place, clearly visible, and not blocked by equipment, coats or other objects that could interfere with access during an emergency?
2. Is the nameplate with operating instructions legible and facing outward?
3. Is the pressure gauge showing that the extinguisher is fully charged (the needle should be in the green zone)?
4. Is the pin and tamper seal intact?
5. Is the extinguisher in good condition and shows no signs of physical damage, corrosion, or leakage?
6. Have all dry powder extinguishers been gently rocked top to bottom to make sure the powder is not packing?
7. Are all fire extinguisher inspected according legal requirements (annual inspection within the past 12 month)?

