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| Date Revised: | May 2019 | Overall Task Risk Rating: C |
| Description: | Use of a fire extinguisher. | |
| Location(s): | Office, Shop, Asphalt Plant & Construction Projects | |
| Associated Documents: Hazardous Agents WTS | | |

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- Do not try to fight a large fire, use the extinguisher to assist in evacuating the dangerous location
- Do not complete hot work if you do not have a fire extinguisher – or if the fire extinguisher that you have has not been inspected or is showing any signs of defects

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

| | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
|  |  |  |  |  |  |  |  |  |  |
| Head Protection | Foot Protection | High-Vis Protection | Hearing Protection | Hand Protection | Eye Protection | Respiratory Protection | Skin Protection | Face Protection | Fall Protection |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)

SAFE WORK PRACTICES (SWP)

General Fire Extinguisher Practices:

- Fire extinguishers are to be used to assist in evacuation, not to attempt to put out a large fire
- Fire extinguishers of the proper type and size for the exposure shall be readily available
- Fire extinguishers shall be in a known location & accessible
- Debris / equipment / material shall not be piled in front of fire extinguishers preventing access
- Never turn your back to the fire
- Ensure compliance with OHSA & Ontario Fire Code requirements

In the case of a fire:

- Notify everyone on site
- Shut down all equipment (if possible)

- Leave the location of the fire and assemble at the Muster Point
- Call 911 from a safe area (know the exact location of the emergency – addressed on the daily GAZZ card)
- Consider using a fire extinguisher (to assist with evacuation or to fight a small fire)
- A roll-call will take place when all workers are assembled

Use of a Fire Extinguisher (PASS):

- PULL – Pull the safety pin on the fire extinguisher
- AIM – Aim the hose and nozzle of the fire extinguisher at the base of the fire
- SQUEEZE – Squeeze the trigger handle on the fire extinguisher
- SWEEP – Sweep the nozzle from side to side

When / Where a Fire Extinguisher is needed:

- During hot work, grinding, welding, brazing, etc...
- In commercial vehicles and maintenance areas
- In site trailers

Inspections:

- Fire extinguishers shall be serviced by a qualified technician on a yearly basis
- Every month a competent person needs to complete an inspection of each fire extinguisher
- One should be looking to see that the fire extinguisher:
 - Is in the proper location, and still secured on the bracket
 - Has no apparent physical damage (ex. Dents)
 - Has the pin in place
 - Has the hose securely attached
 - Is charged (the yellow arrow is within the green region of the indicator dial)
- If the fire extinguisher is in good condition, the person who completed the inspection is to sign and date the attached inspection tag
- If the fire extinguisher is not in the proper location, has been deployed or has damaged or missing components, exchange it for an operational fire extinguisher at the shop

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Every worker who may be required to use fire extinguishing equipment shall be trained in its use



| JOB HAZARD AND RISK ANALYSIS | | RISK RATING SYSTEM | | | | | | |
|---|---|---|---|---|---|---|---|--|
| | | <table border="1"> <tr> <td style="background-color: red; color: white;">A</td> <td>High risk of injury or equipment / property damage.</td> </tr> <tr> <td style="background-color: yellow;">B</td> <td>Medium risk of injury or equipment / property damage.</td> </tr> <tr> <td style="background-color: green;">C</td> <td>Low risk of injury or equipment / property damage.</td> </tr> </table> | A | High risk of injury or equipment / property damage. | B | Medium risk of injury or equipment / property damage. | C | Low risk of injury or equipment / property damage. |
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| TASK HAZARDS | TASK CONTROLS | RATING | | | | | | |
| <ul style="list-style-type: none"> • Poor Site Planning | <ul style="list-style-type: none"> • Ensure there is a fire extinguisher easily accessible where needed | C | | | | | | |
| <ul style="list-style-type: none"> • Lack of training | <ul style="list-style-type: none"> • Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.) • Every worker who may be required to use fire extinguishing equipment shall be trained in its use | C | | | | | | |
| <ul style="list-style-type: none"> • Lack of inspections | <ul style="list-style-type: none"> • Every month a competent person needs to complete an inspection of each fire extinguisher | C | | | | | | |