Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	C	After Controls	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
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	
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.

TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
• Poor Site Planning	C	• Ensure there is a fire extinguisher easily accessible where needed	C
• Lack of training	C	• 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
• Lack of inspections	C	• Every month a competent person needs to complete an inspection of each fire extinguisher	C