

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting \_\_\_\_\_ USING THE FIRE EXTINGUISHER \_\_\_\_\_

Not all fire extinguishers operate in the same way. You should receive instruction on their correct use in fighting different types of fires. Instructions for operating fire extinguishers can be found on the front of the fire extinguisher. More detailed information can be found in the instruction manual that is supplied with the fire extinguisher.

The first action that must be taken when a fire is discovered is to evacuate the area. After the hazard area has been evacuated the fire department must be called. All employees should know how to call the fire department and should do so for every fire no matter how small.

Use your training and the information on the extinguisher to determine if you can deal with the type and size of the fire.

There are basic steps necessary to put all fire extinguishers into operation.

The first step is the recognition of the extinguisher. Fire extinguishers will be easy to recognize if they are properly labeled. Additional markings that help identify the location of the fire extinguisher should be displayed. These markings should be the same throughout the facility.

Second, the proper fire extinguisher should be selected.

Third, the fire extinguisher must be transported to the fire. The fire extinguisher should be mounted and located so it can be easily removed and taken to the fire as quickly as possible.

Fourth, the fire extinguisher must be prepared for operation. The fire extinguisher must be in the correct operating position. The position for operation is sometimes marked on the fire extinguisher.

Once in the proper operating position the restraining or locking device must be removed. The most common device is a lock or ring pin. Other locking devices could be clips, cams, levels, or hose and nozzle restrainers.

Next, the discharge of the extinguisher agent must be started. The discharge is started by inverting, bumping, turning, pushing, or squeezing a valve, handle or lever. Some extinguishers may require pumping.