

HSE Management System

Fire Extinguisher Program

REGULATORY STANDARD:

OSHA – 29 CFR 1910.157

Prepared	Reviewed	Approved	Effective Date	Version No.
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Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Safety Specialist – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Safety Specialist – North America.
3. This document is rendered null and void upon print.

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1.0 PURPOSE

Airswift provides portable fire extinguishers for employees to use to extinguish incipient fires. The extinguishers are mounted and located so that they are easily identified and readily accessible to employees without subjecting the employees to potential injury.

2.0 SCOPE

This Plan covers the placement, use, maintenance, and testing of portable fire extinguishers to extinguish incipient fires at the workplace.

3.0 PLAN ADMINISTRATION

Table below (Figure 1) provides the personnel and contact information for the administration of the fire extinguisher plan.

Figure 1		
Program Contact Information		
Function	Name/Department	Contact Information
Safety Specialist	Carol Stallworth	Work: (713) 328-4560 Mobile: (832) 942-2010

4.0 SAFETY COORDINATOR

- Develop and revise, when necessary, the Fire Extinguisher Program
- Provide relevant training to personnel who are authorized to use fire extinguishers.
- Develop and implement a fire extinguisher maintenance and update schedule for fire extinguishers in Airswift’s fleet vehicles.
- Extinguishers available in our offices are subject to the maintenance and update schedule by the Building Owner.
- Take corrective action when needed
- Ensure that only authorized employees use fire extinguishers

5.0 PROGRAM REVIEW AND UPDATE

The Program will be reviewed annually. It will be revised when:

- New fire hazards are introduced to the workplace
- The regulations change
- Operations at the facility change that affect accessibility and use of fire extinguishers
- Near misses or accidents demonstrate a failure of the Program

6.0 DEFINITIONS

- 6.1 Incipient fire** - a fire in its beginning stage that can be controlled or extinguished with a portable fire extinguisher without the need for protective clothing or breathing apparatus.
- 6.2 Portable fire extinguisher** - a manually operated, pressurized container that contains an agent that when discharged can extinguish an incipient fire.

7.0 PORTABLE FIRE EXTINGUISHER USE

All employees will be trained and authorized to use portable fire extinguishers to fight incipient fires.

Airswift employees on client sites will follow the Client's Fire Extinguisher Program.

7.1 Selection, Types and Locations of Portable Fire Extinguishers

7.1.1 Selection

Fire extinguishers for the offices will be provided in accordance with the Building Owner's Policy.

For Airswift's fleet vehicles, Fleet Manager/Fleet Coordinator will distribute portable fire extinguishers on the basis of the types of anticipated workplace fires and on the size and degree of hazard that would affect their use.

7.1.1.1 For offices, Building Owner will maintain the Fire Extinguisher Inventory that lists each portable fire extinguisher distributed, the facility, its type, and location.

7.1.1.2 For fleet vehicles, the Fleet Manager/Fleet Coordinator will maintain the Fire Extinguisher Inventory that lists each portable fire extinguisher distributed, its type, and location.

7.1.2 Types and Ratings

7.1.2.1 Type ABC—ordinary combustibles such as wood, cloth, paper, rubber and many plastics; flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas, energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances

7.1.3 Locations

7.1.3.1 Portable fire extinguishers are located in or in close proximity to all fire hazard areas. Following is the maximum employee travel distance to any extinguisher in the facility:

7.1.3.2 Type ABC—75 feet from a hazard area

7.2 Fire Extinguisher Operating Procedures

Authorized and trained employees will implement the pull-aim-squeeze-sweep (PASS) method for extinguishing incipient fires. Each employee will determine whether he or she is capable of fighting a fire on a case-by-case basis.

7.2.1 Following are the basic required conditions under which an employee may fight an incipient fire:

- The fire is small, confined, and at its beginning stage
- Heavy smoke is not present
- An appropriate fire extinguisher is readily available
- There is an unblocked exit immediately available for evacuation

7.2.2 One or more employees are authorized to get hold of the nearest appropriate extinguisher(s), move to a position upwind of the fire if the air is moving, and operate the extinguisher following the PASS procedure:

P - Pull the pin located in the extinguisher's handle.

A - Aim the nozzle at the base of the fire.

S - Squeeze the lever or handle.

S - Sweep from side to side at the base of the fire until the fire is out or the canister is empty.

8.0 SAFETY PRECAUTIONS

Employees will evaluate the risks of fighting an incipient fire before attempting to extinguish it.

8.1 Escape if the fire grows. If employees elect to put out a fire and it grows too large to control, they will immediately escape through the nearest exit, and close—but NEVER LOCK—the door behind them if possible.

8.2 Keep away from hazardous substances. When hazardous substances are involved, smoke and gases released from a fire can be toxic, so employees should never attempt to put out a fire if they have any doubts about their own safety and health. If they have any doubts, employees will evacuate the area and wait for emergency responders who have the proper equipment and are trained in fire-fighting procedures.

9.0 INSPECTION, MAINTENANCE, AND TESTING

All portable fire extinguishers will be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

9.1 Inspection and Maintenance

9.1.1 Fire extinguishers in the offices will be visually inspected following Building Owner's schedule and procedures.

- 9.1.2 Fire extinguishers in fleet vehicles will be visually inspected by drivers on a monthly basis according to the following guidelines:
 - 9.1.2.1 Extinguishers must be located in their designated location, secured properly and the proper type for the hazard area.
 - 9.1.2.2 Access to extinguishers is not obstructed.
 - 9.1.2.3 Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
 - 9.1.2.4 Legible operating instructions are on the extinguisher nameplate facing outward.
 - 9.1.2.5 Seals and tamper indicators are not broken or missing.
 - 9.1.2.6 Pressure-gauge readings or indicators are in the operable ranges.
 - 9.1.2.7 Inspection tags must be initialed and dated
- 9.1.3 Airswift will engage a qualified third party to conduct a maintenance check at least annually according to the following guidelines:
 - 9.1.3.1 Conduct all annual inspection checks.
 - 9.1.3.2 Inspect the hose and nozzle for cracks, blockages, or other damage.
 - 9.1.3.3 Inspect the extinguisher shell for corrosion, dents, or other damage.
 - 9.1.3.4 Weigh carbon dioxide extinguishers to ensure no weight deviation greater than 10%.

10.0 CORRECTIVE ACTIONS

- 10.1 For offices, any corrective actions will be carried out by Building Owner in accordance with OSHA regulations.
- 10.2 For Airswift fleet vehicles, defective extinguishers will be removed, marked or tagged with information about the defect, and placed in a designated location until repair and/or recharging is performed.
- 10.3 The inspector will replace extinguishers when portable fire extinguishers are removed from service for maintenance and recharging.

11.0 RECORDKEEPING

- 11.1 For offices, recordkeeping maintained by Building Owner in accordance with OSHA regulations.
- 11.2 For Airswift's fleet vehicles, Fleet Manager/Fleet Coordinator will retain a record of the annual inspection and maintenance date for each extinguisher for at least one year after the last entry or the life of the extinguisher shell, whichever is less.
- 11.3 For Airswift's fleet vehicles, fire extinguisher inspection forms will be emailed on a monthly basis by Fleet Manager/Coordinator. Fleet Manager/Coordinator will retain record of the monthly inspection for each extinguisher for at least one year after the last entry or the life of the extinguisher shell, whichever is less.

- 11.4** Records of inspections and maintenance procedures performed under contract by outside vendors must be submitted to Fleet Manager/Fleet Coordinator at the end of each contract year.

12.0 HYDROSTATIC TESTING

All portable fire extinguishers will be hydrostatically tested at regular intervals and whenever they show evidence of corrosion or mechanical damage.

Airswift will use a qualified third party to conduct hydrostatic testing in accordance to OSHA regulations. For example, dry chemical extinguishers that require a 12-year Hydrostatic Test will be tested.

- 12.1 Fleet Manager/Fleet Coordinator** will ensure that portable extinguishers are hydrostatically tested at the intervals required by OSHA regulations except when:

- The unit has been repaired by soldering, welding, brazing, or use of patching compounds
- The cylinder or shell threads are damaged
- There is corrosion that has caused pitting, including corrosion under removable name plate assemblies
- The extinguisher has been burned in a fire
- A calcium chloride extinguishing agent has been used in a stainless steel shell

Extinguishers subject to the exceptions described above will be tested or replaced immediately upon discovery of damage.

An internal examination of cylinders and shells will be made prior to the hydrostatic tests.

12.2 Extinguisher hose assemblies

Hydrostatic tests will be performed on extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval will be the same as specified for the extinguisher on which the hose is installed.

12.3 Recordkeeping

Fleet Manager/Fleet Coordinator will retain a certified record of hydrostatic testing for each portable extinguisher according to the time intervals required per OSHA regulations. Each record will include the date of the test, the signature of the person who performed the test, and the serial number, or other identifier, of the fire extinguisher that was tested. Such records will be kept until the extinguisher is hydrostatically retested at the specified time interval, or until the extinguisher is taken out of service, whichever comes first.

13.0 TRAINING

Airswift will provide employees authorized to use portable fire extinguishers with an educational program upon initial employment and annually thereafter to familiarize them with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.