



Safe Working Procedure (SWP)

Portable Fire Extinguisher

Department	Student Development
Location	Student Development Office & at all SD Events
Supervisor/Manager	Eric Souksai
Author	HR & OD Manager
Effective Date	25 February 2013
Review Date	Every two years or as necessary
Associated Documents/SWP	Safe Working Procedure: BBQ & Gas Bottle
Associated Risk Assessment	NA

Safe Work Procedures and Basic Description

Title	Safe Working Procedure – Fire Extinguisher
Description	Safe Working Procedures to ensure the safety of Arc representatives and students when using a portable fire extinguisher
Type	Procedure

Hazards associated with equipment/machinery/technique/process

- Manual Handling
- Do not touch the metal components of the Carbon Dioxide extinguisher, due to the build-up of “dry ice” as frostbite may occur.
- Avoid pointing Carbon Dioxide extinguisher applicators at people. If the extinguisher is accidentally operated, frostbite to the face and eyes may occur.
- After Carbon Dioxide extinguishers have been operated into a confined space, the level of oxygen will be reduced and suffocation may occur if the operator remains or the area is entered prematurely.
- AFFF (Foam) extinguishers must not be used on deep seated cooking oil/fat fires, due to the water’s conversion to steam, with a possible violent ejection of burning fuel from the container.
- Do not discharge water onto suspect electrical type fires. Water is an excellent conductor of electricity and you may be electrocuted.
- Do not discharge water onto flammable liquid fires, as flammable liquid floats on water and this may cause the fire to spread.
- When a wet chemical extinguisher has been discharged in a kitchen, all people should leave the area due to the wet chemical vapours causing Broncho Constriction.

Requirements before starting – SET UP

Extinguisher	<ul style="list-style-type: none"> • The extinguisher or extinguisher sign shall be clearly visible for up to 20 metres on approach. • The size of the sign shall be determined by:
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Mounting Heights	<ul style="list-style-type: none"> ○ The location at which the sign shall be legible ○ The distance at which the sign shall be legible • A minimum of one sign must be provided above or adjacent to an extinguisher even if indicating the location of multiple or a mixed group of extinguishers. • The extinguisher and fire point location signs shall have a symbol, border and letters in white on a red field, complying with Australian Standard (AS) 2700. • Max - 1200mm from floor to top of extinguisher handle Min - 100mm from floor to bottom of extinguisher • The Australian Standard (AS) 2444 Portable Fire Extinguishers and Fire Blankets selection and location will provide comprehensive and specific information.
Extinguisher Location, Protection & Support	<ul style="list-style-type: none"> • Each extinguisher shall be located in conspicuous, readily accessible locations and have a surrounding clearance of a minimum of 1000mm. • Extinguishers must be thermally protected IF installed in locations where the temperature is outside the range of 5C to 50C. • Each extinguisher shall be supported by an appropriate support fitting or bracket, or placed in a cabinet or enclosure with the front of the extinguisher facing outwards. • Distribution of extinguishers in buildings shall be in accordance with the hazard present in the area to be protected rather than size of the area.

Checking & Inspecting the Fire Extinguisher	
WARNING!	<ul style="list-style-type: none"> • Do not check the pressure or test the fire extinguisher by operating it, even briefly. • Once used it will gradually lose pressure and will not be fully charged for use in an emergency. When the pointer drops in to the recharge area, the extinguisher may still be pressurised. You must discharge the unit completely before disposing of it.
Inspecting the extinguisher at least once a month	<ul style="list-style-type: none"> • Remove the extinguisher from the mounting bracket and inspect the gauge. If the pointer is in the GREEN area, the extinguisher is properly pressurised and ready to use. If the pointer has moved to the RECHARGE area, then the extinguisher has lost pressure and MUST be recharged or replaced. • Check for signs of damage or misuse. Make sure you can still read all the text on the label. • Carefully examine the surface of the extinguisher for corrosion. You can help prevent corrosion by cleaning the extinguisher if it gets dirty or wet. If you notice corrosion during the warranty period return the unit. • Make sure the tamper indicator (safety seal) is still intact. Make sure the nozzle is clean and unobstructed. • When you finish inspecting the extinguisher, put it back securely into the mounting bracket.

Tools and Equipment
Emergency Safety Equipment


Personal Protective Equipment



Maintain personnel hygiene throughout work processes



Keep aisle and work area clean

Before you fight any fire:

- Make sure everyone is leaving or has left the building
- Follow Arc's Emergency Management Procedure
- Make sure the fire is confined to a small area and is not spreading
- Make sure you have a clear, unobstructed escape route
- Make sure you know how to properly use your fire extinguisher
- If you are fighting the fire and the fire begins to spread or burn out of control GET OUT IMMEDIATELY! Don't fight the fire yourself.

Task/Procedure	Potential Hazard	Controls
<p>Procedure/Task Step</p> <p>The acronym PASS is used to describe the following four basic steps.</p> <ul style="list-style-type: none"> • PULL • AIM • SQUEEZE • SWEEP 		
<p>Pull or Remove the Safety Pin:</p> <p>Hold Upright.</p> <p>Remove the safety pin by pulling it sharply (this also breaks the plastic seal). Test to ensure that the extinguisher is operable immediately after removing from mounting bracket</p> <p>When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test the extinguisher. (Aiming away from the operator) This is to ensure the extinguisher works and also shows the operator how far the stream travels</p>	<p>Burns</p> <p>Poorly maintained extinguisher</p>	<p>Always try to work in pairs for safety.</p> <p>Always test the extinguisher before proceeding to the fire.</p> <p>Never stand in an open doorway when attempting to extinguish a fire. This is usually the ventilation point for smoke, heat and steam, and could cause injury to the operator.</p> <p>Always back away from a fire</p> <p>Always lay the extinguisher down on its side when empty.</p>
<p>Carry or drag extinguisher to the scene of the fire.</p>	<p>Burns</p> <p>Poorly maintained extinguisher</p> <p>Manual Handling</p>	<p>Always try to work in pairs for safety.</p> <p>Always test the extinguisher before proceeding to the fire.</p> <p>Never stand in an open doorway when attempting to extinguish a fire. This is usually the ventilation point for smoke, heat and steam, and</p>

		<p>could cause injury to the operator.</p> <p>Always back away from a fire</p> <p>Always lay the extinguisher down on its side when empty.</p>
<p>Aim at Fire Base:</p> <p>Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire. Hold the hose near the nozzle or hold any moulded handles.</p>	<p>Burns</p> <p>Poorly maintained extinguisher</p>	<p>Always try to work in pairs for safety.</p> <p>Always test the extinguisher before proceeding to the fire.</p> <p>Never stand in an open doorway when attempting to extinguish a fire. This is usually the ventilation point for smoke, heat and steam, and could cause injury to the operator.</p> <p>Always back away from a fire</p> <p>Always lay the extinguisher down on its side when empty.</p>
<p>Squeeze: Squeeze the handles together to discharge the extinguishing agent inside onto the seat of the fire. To stop discharge, release the handles.</p>	<p>Burns</p> <p>Poorly maintained extinguisher</p>	<p>Always try to work in pairs for safety.</p> <p>Always test the extinguisher before proceeding to the fire.</p> <p>Never stand in an open doorway when attempting to extinguish a fire. This is usually the ventilation point for smoke, heat and steam, and could cause injury to the operator.</p> <p>Always back away from a fire</p> <p>Always lay the extinguisher down on its side when empty.</p>
<p>Sweep: Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames.</p> <p>After an A Class fire is extinguished, probe for smouldering hot spots that could reignite the fuel.</p>	<p>Burns</p> <p>Poorly maintained extinguisher</p>	<p>Always try to work in pairs for safety.</p> <p>Always test the extinguisher before proceeding to the fire.</p> <p>Never stand in an open doorway when attempting to extinguish a fire. This is usually the ventilation point for smoke, heat and steam, and could cause injury to the operator.</p> <p>Always back away from a fire</p> <p>Always lay the extinguisher down on its side when empty.</p>

<p>IMPORTANT: Always test the extinguisher before proceeding to the fire.</p> <p>Remember that you only have seconds to extinguish the fire, not minutes, but only do so if it is safe and you are trained to.</p> <p>The rule of thumb is if you cannot put a fire out with one extinguisher then the fire is too big to fight</p>		<p>Always try to work in pairs for safety.</p> <p>Always test the extinguisher before proceeding to the fire.</p> <p>Never stand in an open doorway when attempting to extinguish a fire. This is usually the ventilation point for smoke, heat and steam, and could cause injury to the operator.</p> <p>Always back away from a fire</p> <p>Always lay the extinguisher down on its side when empty.</p>
<p>After use requirements</p> <ul style="list-style-type: none"> • Lay the extinguisher down out of the way after use. • Do not place empty extinguisher/s back on the hook. • Replace with the same type of extinguisher (should a spare be available). • Arrange empty extinguisher/s to be serviced / refilled as soon as possible. • Report the use of the fire extinguisher to the Fire safety Officer or Supervisor. 		

CAUTION!

- This extinguisher is designed for use against small fires that just started and are small enough to fight safely. It is not designed to fight large fires that are burning out of control.
- If the fire is too hot or smoky for you to get within 2 metres of it, do not try to fight it by yourself. Warn everyone, evacuate the premises, and have someone call your local Fire brigade (dial 000) from outside the building. Trying to fight a large fire yourself can result in injury and death.
- Do not puncture or burn any fire extinguisher. The contents are under pressure, and the extinguisher may explode.
- Never locate this extinguisher close to an engine, stove or other source of heat. It is pressurized and could rupture or explode if exposed to temperatures over 66C.
- This extinguisher contains a dry powder extinguishing agent. The agent/powder is not toxic, but can irritate skin. When using this unit, avoid breathing the powder. Always ventilate the area after use.

Emergency Procedure

- All emergencies call 56666.
- Display emergency procedures in the area.
- See medical assistance if required.

Clean up procedures for task

- Lay the extinguisher down out of the way after use.
- Do not place empty extinguisher/s back on the hook.
- Replace with the same type of extinguisher (should a spare be available).

- Arrange empty extinguisher/s to be serviced / refilled as soon as possible.
- Report the use of the fire extinguisher to the Fire safety Officer or Supervisor.
- For information on recycling fire extinguishers see [Fire Safety Factsheet # 40B](#)

Waste Disposal Procedures

- For information on recycling or disposing of fire extinguishers see [Fire Safety Factsheet # 40B](#).

Resources

- Family First 1kg ABE Dry Powder Fire Extinguisher Information Sheet
- Fire & Rescue NSW – Safe Operating of Fire Extinguishers (<http://www.fire.nsw.gov.au/page.php?id=80>)

List legislation, standards and codes of practice used in development of the SWP

- Australian Standard 2444 (AS 2444) Portable Fire Extinguishers and Fire Blankets
- Family First 1kg ABE Dry Powder Fire Extinguisher Model FF1010:Instructions For Use
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2011 (NSW)

Approval, training and review

Approval	HR & OD Manager	Signature	
Training	All persons operating this equipment or following this procedure/task must have training and instruction on the safe use of the equipment and they must be assessed as competent		
Review Date	February 2015	Responsibility of Review	HR & OD Manager
Current SWP will be available from the HR Department or from the WHS Website			

Version	Date	Author	Approval	Sections modified	Details of amendments
[1.0]	08.02.2013	HR & OD Manager	HR & OD Manager	N/A	This is a new guideline.