

EHS Guidance Notes



GN # 22 – Fire Extinguishers

Environment, Health and Safety
Ports, Customs & Free Zone Corporation

<p>TYPES OF FIRE EXTINGUISHER</p>	<p>LOCATION</p>	<p>SELECTION & USE</p>
<ul style="list-style-type: none"> ▪ Compressive risk assessment (RA) must be undertaken for site, labour camp & office fire risks. ▪ Risk assessment must identify sources of fire & detail adequate control measures. ▪ Key findings of the assessment must be briefed out during the site & office induction. ▪ Inspection checklist should be prepared to ensure risk assessment requirements are complied with. 	<ul style="list-style-type: none"> ▪ Install fire fighting equipment / extinguishers in the area where fire hazard is present. ▪ Maintain location plan of fire extinguishers installed. ▪ Access to all available fire extinguishers shall be maintained at all times. ▪ Portable fire extinguishers must be provided on each floor. ▪ In multi-story buildings, at least one fire extinguisher shall be located adjacent to the staircase on each level. ▪ Travel distance to the nearest fire extinguisher should not exceed 100 feet (30 meter) 	<ul style="list-style-type: none"> ▪ Select the correct fire extinguisher depending on the type of fire. ▪ Use PASS method to extinguish small fire. (P – Pull, A-Aim, S- Squeeze, S- Swipe) ▪ Do not use carbon-tetrachloride fire extinguishers which are prohibited. ▪ Only trained personnel should be allowed to use fire extinguisher to extinguish fires. ▪ Workers must be instructed not to take risks when tackling fire.
<p>MAINTANANCE</p>	<p>INSPECTION</p>	<p>TRAINING</p>
<ul style="list-style-type: none"> ▪ Fire extinguisher type, capacity & number as required by Civil Defence shall be maintained. ▪ Check the pressure and contents of your extinguisher recommended by the manufacturer. ▪ Fire extinguishers must be maintained in good usable condition. ▪ Examine fire extinguishers for any physical damage, corrosion or leakage, defective equipment must be replaced immediately. 	<ul style="list-style-type: none"> ▪ Carry out weekly inspection of fire extinguishers and maintain records. ▪ Carry out annual service of fire extinguishers & maintain records. ▪ Ensure that the tag is present on all the fire extinguishers with the date of servicing done. ▪ Do hydraulic testing of fire extinguishers as prescribed by Civil Defense. 	<ul style="list-style-type: none"> ▪ The main contractor shall provide adequate fire fighting training to all employees. ▪ Maintain a list of people trained in fire fighting. ▪ Basic fire safety arrangements must be included as part of the site & office induction. ▪ Appoint adequate numbers of Fire Marshals at the site. ▪ Display names of Fire Marshals, preferably near the fire extinguishers.