

Guidelines – Fire Extinguishers

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TYPES OF FIRE EXTINGUISHERS	LOCATION	SELECTION & USE
<ul style="list-style-type: none"> Comprehensive 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 be between 9.15 m and 15.25 m. 	<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.
MAINTENANCE	INSPECTION	TRAINING
<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 Defence. 	<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.