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|  <b>CITY OF<br/>TUCSON</b> | <b>City of Tucson</b><br>Central Safety Services<br>Number: S-021<br>Subject:                 | Page 1 of 7                           |
|   | <b>Portable Fire Extinguisher<br/>         Inspection, Maintenance &amp;<br/>         Use</b> | Effective Date:<br>January 1, 1997    |
|   |   | Reviewed/ Revised:<br>January 1, 2013 |

### 1.0 PURPOSE

The requirements of this section apply to the placement, use, maintenance and testing of portable fire extinguisher provided for the use of employees.

### 2.0 SCOPE

This section sets policy to ensure that those employees who may use portable fire extinguishers have a clear understanding of the different types of extinguishers and are trained and knowledgeable in the use of portable fire extinguishers. In addition, this policy is intended to ensure that employees who are designated to inspect portable fire extinguishers understand inspection requirements for each type of extinguisher.

The policies and procedures contained in this section are intended to assist in identifying and complying with OSHA Standards. In all cases where there is a difference between specific OSHA standards and the policies set forth in this document, the stricter of the two shall apply.

NOTE: The City of Tucson does not mandate employees to use portable fire extinguishers however it will continue to make available appropriately rated portable fire extinguishers in work areas. As such, the City of Tucson will ensure employees are trained in their proper use and maintenance of portable fire extinguishers.

### 3.0 DEFINITIONS

**Portable Fire Extinguisher:** means a hand held fire extinguisher filled with specific media for fighting a fire in the incipient stage.

1. **Building-mounted:** meaning those ABC type extinguishers mounted on or within a city building by the General Services Department, Facilities Management Division or in leased or privately managed city facilities, by the vendor.
2. **Vehicle-mounted:** meaning those ABC type extinguishers mounted in a city vehicle by General Services Department, Fleet Services Division or required by the operation of a Commercial Motor Vehicle.

**ABC Type Extinguisher:** means the typical fire extinguisher deployed in the City of Tucson.

**K-type Fire Extinguishers:** means a type of fire extinguishers required by the Tucson Fire Code to be deployed in commercial cooking operations.

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#### **4.0 RESPONSIBILITY**

##### **A. Department Directors**

1. Department Directors and Division Heads shall be responsible for ensuring that:
  - a. Approved portable fire extinguishers (normally Type ABC) are provided, located, and identified, so that they are readily accessible to employees without subjecting the employees to possible injury.
  - b. Portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use and are inspected by department staff on a monthly basis.
  - c. Portable fire extinguishers using carbon tetrachloride or chlorobomomethane extinguishing agents are not provided or made available in the workplace.

##### **B. Supervisors**

1. Supervisors and Lead Personnel have responsibility for ensuring portable fire extinguishers are inspected on a monthly basis and employees are trained in the use of portable fire extinguishers.

##### **C. Employees**

1. Employees are not expected, or encouraged to use portable fire extinguishers unless trained to perform fire watch under Hot Works conditions. However, those who choose to use portable fire extinguishers must be able to determine which portable fire extinguisher to use, when it is safe to use it, and know how to use it properly.

#### **5.0 EDUCATION & TRAINING**

##### **A. Central Safety Services**

1. Central Safety Services shall provide hands-on training to employees that are required to use fire extinguishers (Hot Works). Central Safety Services shall also provide awareness training for employees that may use fire extinguishers. Employees shall be trained by either practical (hands-on) method, or a combination of film, video, brochures, lecture, etc. upon initial assignment and at least annually.
2. Training should include proper inspection and use of portable fire extinguishers as well as the hazards involved with fighting fires that are in their incipient (beginning) stages.

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## **6.0 GENERAL REQUIREMENTS**

### **A. Location, Inspection, Maintenance**

1. Portable fire extinguishers shall be provided in all city facilities regardless of automatic sprinkler coverage, mounted and, located so that they are readily accessible to employees.
2. Portable fire extinguishers (Type K) shall be provided on all fuel islands, and shall be mounted and located in commercial cooking facilities so that they are readily accessible to employees without subjecting the employees to possible injury. A commercial cooking operation is normally defined or identified by a stove with a hood system that includes a grease collection mechanism and fire suppression system.
3. Portable fire extinguishers and extinguisher locations shall be clearly identified with signage so that employees can quickly locate and use portable fire extinguishers in the event of an emergency.
4. Only approved portable fire extinguishers shall be used to meet the requirements of this section.
5. Portable fire extinguishers shall be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.

### **B. Fire Extinguisher Selection and Rating**

1. Extinguishers shall be selected based upon the anticipated fuel load, in consultation with the Tucson Fire Department.
2. Extinguishers will normally be of Type A, B, or Type A, B, C, unless placed within a computer server room, commercial kitchen or fuel island. Specialized locations such as those previously listed will require a specific extinguisher as referenced in the Fire Code.

### **C. Extinguisher Operation - PASS Method**

1. Employees required by job title or job description shall be instructed to utilize a fire extinguisher by employing the PASS Method:
  - **PULL** the pin.
  - **AIM** the extinguisher nozzle at base of the fire.
  - **SQUEEZE** the handle.
  - **SWEEP** from side to side at the base of the fire.
2. Should the fire re-ignite, the employee shall repeat steps 2, 3 and 4.

### **D. Vehicle-mounted Extinguishers or Extinguishers Carried in Vehicles**

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1. Fire extinguishers are required in all Commercial Motor Vehicles as defined by the Arizona Department of Transportation.
2. Fire extinguishers are required in city vehicles where any job task requiring Hot Work is performed (Example: Welder, Roofer, Plumber, HVAC mechanic, etc) while the employee is working in the field. Employees are required to utilize the vehicle extinguisher in the performance of Hot Work.
3. Fire extinguishers are required to be mounted on a forklift, or shall be securely mounted and readily available at the point of fueling (gas, diesel, propane, or battery charging station) for the forklift.
4. Portable fire extinguishers kept in Commercial Motor vehicles shall be securely mounted. Fire extinguishers utilized for Hot Work shall be mounted or nested to prevent movement. All vehicle fire extinguishers shall be maintained in good condition, and kept fully charged, and inspected monthly by the vehicle operator.
5. Employees shall not use a portable fire extinguisher to fight any vehicle fire **unless** a life is in danger.

#### **E. Inspection**

1. All Portable fire extinguishers in the workplace and mounted in vehicles shall be inspected monthly. The inspecting employee shall record the date of the inspection and the initials of the person performing the inspection on the service tag attached to the extinguisher.
2. The inspection of fire extinguishers shall include a check of the following items:
  - a. Located in designated place and identification sign or label is present;
  - b. No obstruction to access or visibility of the extinguisher;
  - c. Seals or tamper indicators (plastic tie) not broken or missing;
  - d. Examine for obvious physical damage, corrosion, leakage or clogged nozzle;
  - e. Pressure gauge reading or indicator in the operable safe (green) range or position;

#### **F. Inspection Responsibility**

1. Each extinguisher shall have a durable tag securely attached to record the monthly inspection. The designated employee shall sign or initial the tag and date when the inspection is accomplished.

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2. Inspection of fire extinguishers on Commercial Motor Vehicles shall be documented by the operator on the pre-trip inspection report.
3. Monthly inspection of fire extinguishers mounted on or in city vehicles other than Commercial Motor Vehicles may be kept in a log and the log shall be kept in the cab of the vehicle.

#### **G. Fire Extinguisher Maintenance**

1. Maintenance, service or replacement of building-mounted fire extinguishers shall be coordinated through General Services Department, Facilities Management Division by executing a Facilities Work Order.

Facilities will require the following information to generate the Work Order:

- a. Extinguisher equipment number
  - b. Extinguisher location
  - c. Extinguisher type and size
  - d. Identification of problem (missing tag, missing pin, etc.)
2. The replacement and/or disposition of damaged building- mounted fire extinguishers shall be in direct consultation of General Services Department, Facilities Management Division.
  3. The replacement and/or disposition of damaged vehicle- mounted fire extinguishers shall be in direct consultation of General Services, Fleet Services Division.

#### **H. Discharged or Damaged Building-mounted Fire Extinguishers**

1. Replacement of discharged building fire extinguishers should be accomplished within two (2) working days of extinguisher use.
2. Fire extinguishers that are dropped from the wall mount, found to be leaking or are otherwise damaged shall be reported to General Services, Facilities Management.
3. A work order for extinguisher replacement shall be executed by contacting General Services Department, Facilities Management Division.

#### **I. Discharged or Damaged Vehicle-mounted Fire Extinguishers**

1. Replacement of discharged vehicle-mounted fire extinguishers for commercial motor vehicles shall be accomplished prior to the next pre-trip safety inspection. Lack of a working fire extinguisher shall cause the vehicle to fail the pre-trip safety inspection and require extinguisher replacement prior to vehicle roadway operation.

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2. Maintenance, service or replacement of discharged or damaged vehicle-mounted fire extinguishers shall be coordinated by General Services Department, Fleet Service Division by completing a Vehicle Deficiency Report.

**J. Annual Vendor Testing**

1. All fire extinguishers shall be visually checked on an annual basis and shall be replaced or tested as required by Fire Code.

**K. Hydrostatic Testing**

1. Extinguishers shall have a hydrostatic test performed at intervals not exceeding those specified in Table 1.

**7.0 ADVICE AND COUNSEL**

Central Safety Services, in conjunction with the Tucson Fire Department shall provide further guidance and or clarification of this policy.

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## TABLE 1

### HYDROSTATIC TEST INTERVAL FOR EXTINGUISHERS

| EXTINGUISHER   | TEST INTERVAL (YEARS) |
|--|-----------------------|
| Water: Stored Pressure   | 5                     |
| Carbon Dioxide   | 5                     |
| Dry Chemical Cartridge or Cylinder Operated,<br>with Milled Steel Shells | 12                    |
| Dry Chemical Stored Pressure, with Milled Steel<br>Shells                | 12                    |
| Halon 1211   | 12                    |
| Dry Powder, Cartridge or Cylinder Operated                               | 12                    |