Fire extinguishers

For the start of the shift: where the area's extinguishers are, how to use them, when to give up and why nothing goes in front of them.

DURATION
5 minutes

WHO LEADS IT
The supervisor, the safety lead or someone from the fire brigade

WHEN TO USE IT
At the start of the shift, after a layout change or before an evacuation drill

WHAT TO BRING
One of the area's extinguishers, not discharged, and the map of exit routes

Read it out loud

Good morning, everyone. Today we talk about the fire extinguishers in our area: where they are, how to use them and, above all, when not to.

An extinguisher is for a fire that is just starting, a small one. If the fire is bigger than you, if smoke is filling the space or if you don't have a clear way out behind you, the right call is to leave and sound the alarm.

Picture a common scene. Someone parks a pallet in front of the extinguisher, just for five minutes. In those five minutes a fire starts in the electrical panel next to it, and the person who runs to put it out loses seconds moving the pallet.

Let's agree on how to use one, with the word PASS: pull the pin, aim at the base of the fire, squeeze the handle and sweep from side to side, keeping your distance and with the exit behind you.

Each extinguisher works on the fire classes shown on its label. Water on a live electrical panel is a shock hazard. If you are not sure, leave and report it.

And remember: nothing goes in front of an extinguisher, nobody uses one to prop a door open and, if one was used, even a little, report it so it gets recharged.

To wrap up: today, each of you finds the extinguisher closest to your workstation and the exit closest to it.

What OSHA says

- Where portable extinguishers are provided for employee use, 29 CFR 1910.157 requires an educational program on the general principles of extinguisher use and the hazards of fighting a fire in its early stage (1910.157(g)(1)), upon initial employment and at least annually thereafter (1910.157(g)(2)).
- Extinguishers are mounted, located and identified so that they are readily accessible (1910.157(c)(1)) and visually inspected monthly (1910.157(e)(2)).

Source: OSHA, 29 CFR 1910.157 (Portable fire extinguishers), current text. Reviewed on October 29, 2026.

Questions for the crew

1. **When do we try to put out a fire and when do we leave?**
   Expected answer: We try only if the fire is small, the extinguisher is the right class and the way out is clear behind us. Otherwise we leave and sound the alarm, following the plant's emergency action plan (1910.38).
2. **Where do you aim the extinguisher?**
   Expected answer: At the base of the fire, sweeping side to side and keeping your distance. Aiming at the flames wastes the agent.
3. **What do you do if an extinguisher is blocked or has been used?**
   Expected answer: Clear it right away if it is safe to do so and tell your supervisor; if it was used, report it for recharge. Extinguishers must be readily accessible (1910.157(c)(1)) and are visually inspected monthly (1910.157(e)(2)).

Sign-in sheet

Date _____ **Area** _____ **Led by** _____

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