

Safe Work Practice (SWP)

Name of Task Fire Extinguisher	
Department/Unit: All Staff	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved safety boots, rubber gloves, and respiratory protection.	
Hazards: Inhalation of smoke/chemicals/toxins/carbon monoxide, and burns	
Required Training:	Training in-house by individuals, experienced and knowledgeable with the tool.
Steps to be taken to complete task safely:	
1	Wear specified Personal Protective Equipment.
2	Remove applicable extinguisher from hanger.
3	Carry extinguisher in upright position to fire.
4	Pull pin of extinguisher, hold hose in one hand.
5	Pull trigger, aiming at the base of fire, squeeze the handle and use a sweeping motion across fire.
6	Report use of extinguisher.
7	Take extinguisher out of service and have it re-charged.
If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.