

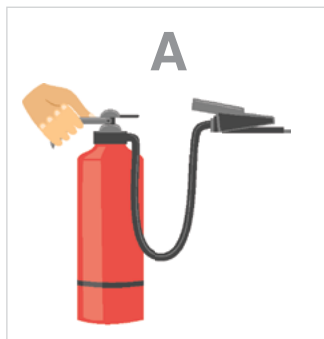
Portable Fire Extinguishers

Portable fire extinguishers are often used as the first line of defense against small, incipient fires and are an important protection feature for your business. The following are some basic extinguisher guidelines.

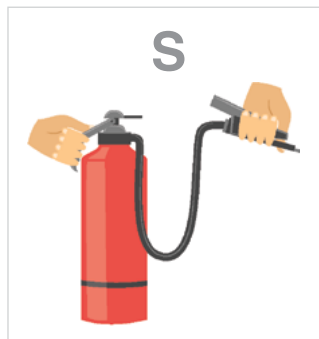
- Fire extinguishers should be selected and distributed based on the type of occupancy and combustible materials present at your business or work location.
- Extinguishers should be positioned so that they are always readily accessible.
- Extinguishers should not be blocked by storage, equipment, or other objects.
- Extinguishers should be properly mounted, and should not protrude into traffic paths.
- Extinguishers should only be used by trained employees. Any employee required to use an extinguisher should be trained on use at the time of assignment and annually thereafter.
- Extinguishers should be inspected monthly by staff to ensure that they are fully charged and operable, and should be tagged annually by a qualified contractor to ensure operating reliability.
- Damaged extinguishers should be removed from service and immediately replaced.
- A K-rated extinguisher should be provided in each commercial cooking area to supplement the wet chemical fire suppression system. Signage should be posted indicating that the extinguisher should be used as a back-up to the suppression system only after the suppression system has been activated.
- If you choose to use an extinguisher, remember PASS.



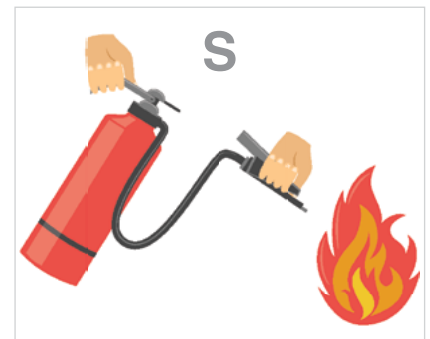
P Pull – Pull the pin.



A Aim – Aim low, pointing the extinguisher nozzle at the base of the fire.



S Squeeze – Squeeze the handle to release the extinguisher agent.



S Sweep – Sweep from side-to-side at the base of the fire.

Evacuate immediately if the fire grows too large in size or you have the slightest doubt about your ability to fight the fire.

NFPA 10 Standard for Portable Fire Extinguishers establishes requirements for portable fire extinguishers. Additional information on portable fire extinguishers can also be found on the OSHA website: <https://www.osha.gov/SLTC/etools/evacuation/portable.html>

Sources: National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA)

Date of Safety Talk _____

Company _____

Talk given by _____

Signature _____

Attending Employees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes:

This information is provided solely as an insurance risk management tool. It is provided with the understanding that the member insurance companies of the Utica National Insurance Group are not providing legal advice, or any other professional services or advice. Utica shall have no liability to any person or entity with respect to any loss or damages alleged to have been caused, directly or indirectly, by the use of this information. You are encouraged to consult an attorney or other professional for advice on these issues.



Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413
www.uticanational.com • 1.800.598.8422