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| <i>HEALTH AND SAFETY MANUAL</i> | |  |
| Title: Portable Fire Extinguishers | | |
| Approved by: Greg Savoy | | Rev. 1/1/08 |

1 Purpose/Scope:

This program provides employees with information and requirements that apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for their use.

Applies to all Company employees work in the area where portable fire extinguishers are provided. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Managers/Supervisors are responsible to ensure that employees are trained on the use and care of portable fire extinguishers as provided in this program.

2.1.2 Managers/supervisors are responsible to see that all provisions of this program are followed, that portable fire extinguisher inspections are performed and that the equipment is in good operating condition.

2.1.3 Employees are responsible to follow the requirements of this program.

3 Requirements:

3.1 General:

3.1.1 Portable fire extinguishers shall be mounted with consideration for ease of access for employees.

- They shall be identified with signs that can be seen from any direction approaching the fire extinguisher location.

3.1.2 Portable fire extinguishers shall be of classification adequate for potential fire hazards in each work area. (Refer to the Fire Prevention Program for guidance.)

- 3.1.3 Portable fire extinguishers shall be maintained in a fully charged and operable condition kept in their designated places at all times except during use.
- 3.1.4 Portable fire extinguishers shall be located within a 50 feet traveling distance for all work areas.

3.2 Minimum sizes of portable fire extinguishers:

- 3.2.1 The following standards for fire extinguishers define the accepted classification and the minimum accepted sizing for the listed application.

| <i>Fire Extinguisher Application</i> | Minimum Size |
|---|---|
| Company owned passenger vehicles | 5 lb ABC |
| Forklifts and other motorized lifting equipment | 5 lb ABC |
| Office – general area | 5 lb ABC |
| Office – Electrical or Electronics area | 10 lb CO ₂ , HALON or equivalent |
| Company owned service vehicles | 10 lb ABC |
| Shop areas | 10 lb ABC |
| Paint booth and Paint storage areas | 20 lb ABC |
| Bulk flammable liquid storage areas | 20 lb ABC |
| Compressor stations operated by Company | 20 lb ABC |

3.3 Inspections:

- 3.3.1 A visual inspection to assure proper signage, fire extinguisher presence and condition shall be made at least monthly for all locations.
- 3.3.2 Portable fire extinguishers shall be inspected annually by a competent third party inspector.
 - The annual maintenance date shall be recorded on the fire extinguisher tag.
 - All portable fire extinguishers found with a tag missing or a tag date more than one year previous shall be removed from service and replaced with one that is current.
- 3.3.3 Portable fire extinguishers shall be removed from service immediately when any of the following is found during inspections:
 - Repairs made by soldering, welding, brazing, or the use of patching compounds.
 - Cylinder or shell threads are damaged.
 - Corrosion to the surface.

- Extinguisher found to have been burned in a fire.
 - Calcium chloride extinguishing agents found to be used in a stainless steel shell.
- 3.3.4 All stored pressure dry chemical extinguishers shall be emptied and required maintenance performed every six years by a competent third party.
- 3.3.5 Hydrostatic testing:
- Shall be performed by trained persons with suitable testing equipment and facilities.
 - In addition to an external visual examination, an internal examination of cylinders and shells to be tested shall be performed prior to the hydrostatic tests.
 - Hydrostatic testing requirements shall be performed as per the following table:

| Type of Extinguishers: | Test Interval (years) |
|---|-----------------------|
| Soda acid (stainless steel shell) | 5 |
| Cartridge operated water and/or antifreeze | 5 |
| Stored pressure water and/or antifreeze | 5 |
| Wetting agent | 5 |
| Foam (stainless steel shell) | 5 |
| Aqueous Film Forming foam (AFFF) | 5 |
| Loaded stream | 5 |
| Dry chemical with stainless steel | 5 |
| Carbon Dioxide | 5 |
| Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells | 12 |
| Dry chemical, cartridge or cylinder operated, with mild steel shells | 12 |
| Halon 1211 | 12 |
| Halon 1301 | 12 |
| Dry powder, cartridge or cylinder operated with mild steel shells | 12 |

3.4 Training:

- 3.4.1 Initial and annual fire extinguisher training shall include:
- Fire extinguisher use and the hazards involved with incipient stage fire fighting.
 - Documentation of employee name, date of training and subject matter covered, including the method used to test employee's knowledge of the material.

4 References:

4.1 Fire Prevention Plan.

4.2 29 CFR 1910.157 Portable Fire Extinguishers.

5 Exhibits:

None.