



County of Henrico Human Resources

Verification	Originator	Revised	Issued
Initials	Risk Management		Risk Management
Date	05/01/2015		05/20/2016

Safety/Loss Prevention Manual Chapter 16 Portable Fire Extinguishers

Area of Application:	Henrico County General Government & Schools
Document Location:	http://employees.henrico.us/info/safety-manual/
Revisions	
Rev. No.	Date Description
001	
002	

Purpose:

Provide guidance for the safe selection and use of portable fire extinguishers by County of Henrico employees and visiting contractors ensuring compliance with VOSH/OSHA Portable Fire Extinguisher Standard 29 CFR 1910.157

Scope:

This policy applies to all employees and contractors while working on any site maintained by the County of Henrico; and County vehicles equipped with portable fire extinguishers.

Program Administration:

Through the guidance of Risk Management, each affected agency will establish written protocol that will outline how the requirements of this policy will be met.

General Requirements:

- A. A fire extinguisher rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof.
- B. Travel distance from any protected area to the nearest fire extinguisher shall not exceed 75 feet.
- C. One or more fire extinguishers rated not less than 2A, shall be provided on each floor.
- D. In multi-story buildings, at least one fire extinguisher will be located adjacent to the stairways.
- E. A fire extinguisher rated less than 10B will be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids; or 5 lbs. of flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.
- F. Fire extinguishers used to provide suppression for Class B type fires will be located so as the travel distance from any protected area to the fire extinguisher shall not exceed 50 feet.
- G. Fire extinguishers used to provide suppression for K-Class fires shall be placed in each commercial kitchen facility.

Classes of Fires

Class A Fires – Fires involving ordinary combustible materials. (wood, cloth, rubber, etc.)

Class B Fires - Fires involving flammable liquids (oils, grease, paints, etc.)

Class C Fires –Fires involving energized electrical equipment.

Class D Fires - Fires involving combustible metals. (magnesium, sodium, etc.)



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Procedures:

- A. Portable fire extinguishers will be mounted, located and identified, so that they are readily accessible without subjecting personnel to possible injury.
- B. Extinguishers having a gross weight greater than 40 lbs. will be installed so that the top of the extinguisher is no more than 5 feet above the floor.
- C. Extinguishers having a gross weight greater than 40 lbs. will be so installed so the top of the extinguisher is no more than three and one-half (3 ½) feet above the floor.
- D. Portable fire extinguishers will be maintained in a fully charged and operable condition.
- E. Extinguishers shall be kept in their designated place at all times, except during use.
- F. Portable fire extinguishers shall be located so as to be easily identified from a reasonable distance.
- G. Portable fire extinguishers will be placed within all Construction and Maintenance vehicles in a safe position, out of the way of the driver.
- H. Portable fire extinguishers shall be inspected monthly.
 1. The inspection shall include a check of at least the following items:
 - a. Located in a designated space.
 - b. No obstruction to access or visibility; a minimum 3 foot clearance must always be maintained.
 - c. Operating instruction on nameplate legible and facing outward.
 - d. Seals and tamper indicators not broken or missing.
 - e. Determine fullness by weighing or "lifting".
 - f. Examine for obvious physical damage, corrosion, leakage or clogged nozzle.
 - g. Pressure gauge reading or indicator in the operable range or position. (in the green area).
 2. This inspection will be recorded on the inspection tag and kept with the extinguisher.
- G. Extinguishers will be subject to an annual maintenance inspection; a thorough visual, annual maintenance check by certified personnel as defined in NFPA-10 7.1.2.1; a six year hydrostatic test and recharge; and a twelve year hydrostatic test and recharge or replacement.

Training and Education:

A. General

1. Where portable fire extinguishers are provided for employee's use in the workplace, a basic education program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting will be in place.
2. Fire extinguisher training will be provided upon initial employment and at least annually thereafter.

B. Emergency Team Members

1. Shall be provided with hands on training in extinguishing an incipient stage fire.
2. Training will be coordinated through the Henrico County Fire Training Center; performed by Fire Department training staff.
3. Training Programs will include, but are not limited to the following:
 - a. Classification of A, B and C fires.
 - b. Types of fire extinguishers.



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- c. How to operate fire extinguishers.
- d. How to extinguish fires (**hands-on training for emergency team members only**)

Disclaimer:

Although every effort has been made to ensure this Policy addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed