City of Crystal Lake
Department of Public Works
Fire Extinguisher Policy

Original Date:	**1-1-2006**
Revised Date:	**12-15-2020**
Approved Date:	**12-19-2024**
Approved By:	**M. Magnuson**

Next Required Review Date: 12-19-2026

PURPOSE

To provide detailed safety guidelines and instructions for the inspection, locations, and employee training of portable fire extinguishers.

RESPONSIBILITIES

Management

- Provide fire extinguishers, mount, locate and identify them so that they are readily accessible to employees.
- Assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.
- Maintain an effective Portable Fire Extinguisher inspection, annual maintenance, and contracted professional testing program.
- Conduct corrective action for deficiencies found with any fire extinguisher, equipment or inspection tag.
- Ensure compliance with this policy.

Employees

- Report any missing fire extinguisher.
- Report any use or discharge of fire extinguisher.
- Report any fire extinguisher with a seal broken, missing inspection tag, or an unacceptable gauge reading.

SCOPE

Location, use, maintenance and inspections of portable fire extinguishers provided for the use of employees.

Fire extinguishers are classified by fire type. The A, B, C rating system defines the kinds of burning materials each fire extinguisher is designed to fight. The number in front of the A, B, or C indicates the rating size of fire the unit can extinguish.

ABC Type Fire Extinguishers are utilized by the City of Crystal Lake's Public Works Division. They use monoammonium phosphate which is a dry chemical that is able to quickly put out the fire. It is a pale yellow powder that is able to put out all three classes of fire; Class A for trash, wood and paper, Class B for liquids and gases, and Class C for energized electrical sources.

TRAINING

All new employees shall receive safety orientation training covering the elements of the Portable Fire Extinguisher Program and annually thereafter.

This training will consist of general training covering:

- Locations of portable fire extinguishers.
- Familiarize employees with the general principles of fire extinguisher use and the hazards with incipient stage fire.
- Inspection procedures.

FIRE EXTINGUISHER INSPECTION PROCEDURES

Facility Wall Mounted Fire Extinguishers:

- Division Supervisors will assign a designated employee(s) to conduct monthly inspections of facility wall mounted Fire Extinguishers in order to evaluate for the following:

- Fire extinguishers located in the designated areas
- Not blocked, obstructed, or hidden
- Properly mounted to walls or in a designated fire extinguisher cabinet
- Pressure gauges in the "Green Zone"
- Pin, seal, and inspection tag in place, and current
- No evidence of damage
- Nozzles are not blocked
- Initial and date inspection tag

The employee conducting the inspection will initial and date the inspection log, and save the completed form to the appropriate Divisional file (paper or electronic).

Vehicle Stored Fire Extinguishers:

- Division Supervisor's will assign a designated employee(s) to conduct monthly inspections of Fire Extinguishers in order to be evaluated for the following:

  - Properly located in vehicle
  - Evidence of damage
  - Pressure gauge in the "Green Zone"
  - Pin, seal, and inspection tag in place, and current
  - Nozzles are not blocked
  - Initial and date inspection tag

The employee conducting the inspection will initial and date the inspection log, and save the completed form to the appropriate Divisional file.

  - The paper copy will be recycled after scanning

POLICY REVIEW

The Public Works Department will review the "Fire Extinguisher Policy" on a 2-year cycle and update the policy as needed.