

SOP: Fire Prevention and Extinguisher Usage

This SOP provides comprehensive guidelines on **fire prevention and extinguisher usage**, focusing on identifying potential fire hazards, implementing preventive measures, proper maintenance and placement of fire extinguishers, and detailed instructions on the correct operation of different types of extinguishers. The goal is to minimize fire risks, ensure a safe environment, and enable prompt and effective response to fire emergencies to protect lives and property.

1. Purpose

To outline procedures for preventing fires and ensuring safe and effective use of fire extinguishers within the facility.

2. Scope

This SOP applies to all employees, visitors, and contractors present within company premises.

3. Responsibilities

- **Management:** Provide necessary resources, schedule regular training, and ensure maintenance of equipment.
- **Employees:** Comply with preventive measures, attend fire safety training, and understand extinguisher operations.
- **Fire Wardens/Safety Officers:** Conduct inspections, report hazards, and assist during emergencies.

4. Fire Hazard Identification

- Conduct routine inspections to identify fire hazards (e.g., overloaded outlets, flammable storage, blocked exits).
- Report all hazards immediately to the safety officer or management.
- Maintain clear access to firefighting equipment and emergency exits at all times.

5. Fire Prevention Measures

- Properly store flammable materials in designated areas away from heat sources.
- Regularly inspect electrical equipment and wiring for defects or overloading.
- Ensure good housekeeping practices; remove combustible waste frequently.
- Prohibit open flames unless specifically required and authorized.

6. Fire Extinguisher Placement & Maintenance

- Install fire extinguishers in visible, unobstructed, and easily accessible locations.
- Select extinguisher types suitable for the potential hazards (see chart below).
- Conduct monthly visual inspections and annual professional servicing.
- Immediately replace or repair any extinguisher that is damaged or used.

Extinguisher Types & Use

Type	Class of Fire	Typical Use
Water (APW)	A	Ordinary combustibles (wood, paper)
Foam	A, B	Combustibles & flammable liquids
CO ₂	B, C	Flammable liquids, Electrical
Dry Chemical (ABC)	A, B, C	Multipurpose

7. Fire Extinguisher Operation - PASS Method

1. **P**ull the pin.
2. **A**im at the base of the fire.
3. **S**queeze the handle.
4. **S**weep side to side.

Important:

- If the fire cannot be contained immediately, evacuate the area and alert emergency services.
- Only use the extinguisher if it's safe to do so and you know how to operate it.
- Report all fire incidents to management, regardless of size.

8. Training

- All personnel must undergo annual fire safety training, including hands-on extinguisher use.
- Refresher sessions to be conducted following any changes in equipment or procedures.

9. Documentation & Records

- Maintain records of inspections, maintenance, training, and incident reports for audit and compliance purposes.

10. Review

This SOP shall be reviewed annually or following any incident, equipment changes, or updates to regulations.