



Portable Fire Extinguisher Education and Awareness

Many workplace fires can be quickly extinguished or controlled until help arrives if trained personnel have access to working fire extinguishers. [Fire extinguishers](#) should be placed in areas that are quickly accessible or susceptible to fire, such as in vehicles, mobile equipment, kitchens, near large equipment, mechanical rooms, or near other electrical or combustible hazards. In larger buildings, consider placing a fire extinguisher on each floor, in hallways, or near evacuation routes to keep them clear. A fire extinguisher is only useful when they are available, work correctly, and employees know where they are and how to use them. Consider the following tips for fire extinguishers at your entity:



Inspection:

- The National Fire Protection Association (NFPA) requires extinguishers to be inspected when they are initially installed and once a month thereafter.
- [Service or replace extinguishers](#) if needed.
- Ensure extinguishers are easily accessible and the pressure gauge is in the operable range.



Training:

- Your local fire department can assist with training to ensure employees are confident using extinguishers.
- Remember the acronym **PASS, Pull, Aim, Squeeze, and Sweep** or Take a Lesson in Fire Extinguisher Training video from SORM-TX [here](#).
- Download NFPA's [Fire Extinguisher Location and Placement fact sheet](#).
- Create a free profile to access [NFPA 10 \(Standard for Portable Fire Extinguishers\)](#) online or purchase a copy.



Recordkeeping:

- Keep records of monthly inspections by putting a tag or label on the extinguisher, recording it on paper, or keeping electronic records.
- Record the month/year of the inspection and the person conducting the inspection.



Maintenance:

- Maintenance should be performed by an NFPA 10 certified individual.
- Recharge or replace an extinguishers after every use.

Additional Resources

[TMLIRP Media Library](#)

- Fire Extinguishers at Work, Disk 455
- Fire Safety for Industrial Workers, Disk 473
- Fire Safety for Office Workers, Disk 474