Training Record

LOCATION NAME	PHYSICAL ADDRESS	NEARTEST CITY	STATE	ZIP

	PRINTED NAME (include company name if subcontractor) **NOMBRE EN LETRA IMPRENTA** (si es subcontratista, incluya el nombre de la compañía)	*Signature / Firma*
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use p.2 for additional participants

Check the following to indicate completion and identify any other activities or resources used or referenced.

- ☐ *Communicated the contents of this program and any applicable regulations and where and how to access both.*
- ☐ *Administered the training quiz (attached if completed individually).*
- ☐ *Identified location of nearest fire extinguisher for each person working.*
- ☐ *Visually inspected each extinguisher to ensure safe condition and obstruction-free access.*
- ☐ *Demonstrated how to follow the PASS procedure for fire extinguisher use.*
- ☐
- ☐
- ☐
- ☐

SUPERVISOR/FACILITATOR'S NAME *Signature* **DATE**

FROM OSHA'S 2002-09 Evacuation Plans and Procedures eTOOL

Fire Triangle

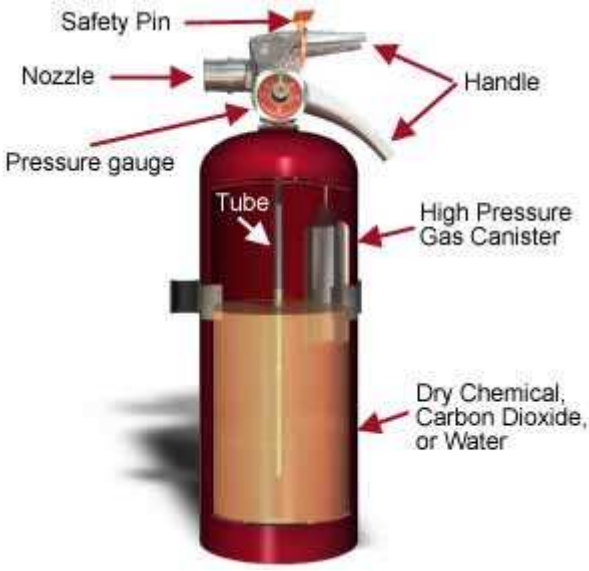
To understand how fire extinguishers work, you need to understand a little about fire. Fire is a very rapid chemical reaction between oxygen and a combustible material, which results in the release of heat, light, flames, and smoke.

For fire to exist, the following four elements must be present at the same time:

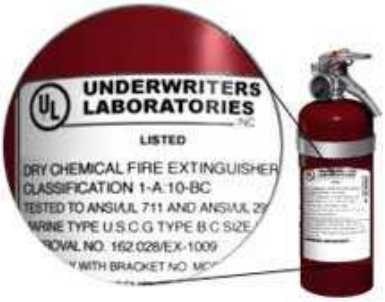
- Enough oxygen to sustain combustion.
- Enough heat to raise the material to its ignition temperature.
- Some sort of fuel or combustible material.
- The chemical reaction that is fire.

How a Fire Extinguisher Works

Portable fire extinguishers apply an extinguishing agent that will either cool burning fuel, displace or remove oxygen, or stop the chemical reaction so a fire cannot continue to burn. When the handle of an extinguisher is compressed, agent is expelled out the nozzle.



All portable fire extinguishers must be approved by a nationally recognized testing laboratory to verify compliance with applicable standards.



Equipment that passes the laboratory's tests are labeled and given an alpha-numeric classification based on the type and size of fire it will extinguish.

On the label pictured above, the classification is:

1-A:10-BC

The letters (A, B, and C) represent the type(s) of fire for which the extinguisher has been approved. The number in front of the A rating indicates how much water the extinguisher is equal to and represents 1.25 gallons of water for every unit of one. For example, a 4-A rated extinguisher would be equal to five (4 x 1.25) gallons of water. The number in front of the B rating represents the area in square feet of a class B fire that a non-expert user should be able to extinguish. Using the above example, a non-expert user should be able to put out a flammable liquid fire that is as large as 10 square feet.

Different types of fire extinguishers are designed to fight different types of fire. The three most common types of fire extinguishers are: air pressurized water, CO_2 (carbon dioxide), and dry chemical. The following table provides information regarding the type of fire and which fire extinguisher should be used.

Extinguisher Type	Type of Fire
 **Water**	**Ordinary Combustibles** Fires in paper, cloth, wood, rubber, and many plastics require a water type extinguisher labeled A. 
 **CO_2**	**Flammable Liquids** Fires in oils, gasoline, some paints, lacquers, grease, solvents, and other flammable liquids require an extinguisher labeled B. 
 **Dry Chemical**	**Electrical Equipment** Fires in wiring, fuse boxes, energized electrical equipment, computers, and other electrical sources require an extinguisher labeled C. 

Extinguisher Type	Type of Fire
 **Multi-Purpose**	**Ordinary Combustibles, Flammable Liquids, or Electrical Equipment** Multi-purpose dry chemical is suitable for use on class A, B, and C. 
Class D	**Metals** Fires involving powders, flakes or shavings of combustible metals such as magnesium, titanium, potassium, and sodium require special extinguishers labeled D.
Class K	**Kitchen Fires** Fires involving combustible cooking fluids such as oils and fats.  *NOTE: Your present fire extinguishing equipment may not put out a fire involving vegetable oil in your deep fat fryer.*

Water - Air-pressurized Water Extinguishers (APW)

Water is one of the most commonly used extinguishing agents for type A fires. You can recognize an APW by its large silver container. They are filled about two-thirds of the way with ordinary water, then pressurized with air. In some cases, detergents are added to the water to produce a foam. They stand about two to three feet tall and weigh approximately 25 pounds when full.

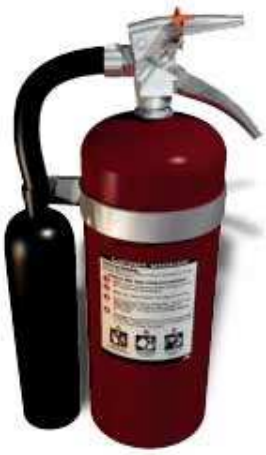
APWs extinguish fire by cooling the surface of the fuel to remove the "heat" element of the fire triangle.

APWs are designed for Class A (wood, paper, cloth, rubber, and certain plastics) fires only.

Important:

- Never use water to extinguish flammable liquid fires. Water is extremely ineffective at extinguishing this type of fire and may make matters worse by the spreading the fire.
- Never use water to extinguish an electrical fire. Water is a good conductor and may lead to electrocution if used to extinguish an electrical fire. Electrical equipment must be unplugged and/or de-energized before using a water extinguisher on an electrical fire.

CO_2 or Dry Chemical - Carbon Dioxide Extinguishers



This type of extinguisher is filled with Carbon Dioxide (CO_2), a non-flammable gas under extreme pressure. These extinguishers put out fires by displacing oxygen, or taking away the oxygen element of the fire triangle. Because of its high pressure, when you use this extinguisher pieces of dry ice shoot from the horn, which also has a cooling effect on the fire.

You can recognize this type of extinguisher by its hard horn and absent pressure gauge.

CO_2 cylinders are red and range in size from five to 100 pounds or larger.

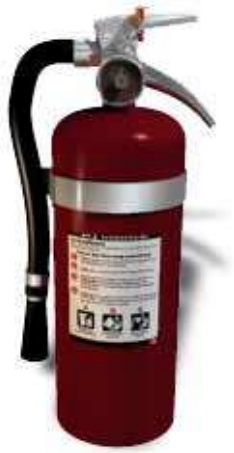
CO_2 extinguishers are designed for Class B and C (flammable liquid and electrical) fires only.

Important:

- CO_2 is not recommended for Class A fires because they may continue to smolder and re-ignite after the CO_2 dissipates.
- Never use CO_2 extinguishers in a confined space while people are present without proper respiratory protection.

Locations: Carbon dioxide extinguishers will frequently be found in industrial vehicles, mechanical rooms, offices, computer labs, and flammable liquid storage areas.

Multi-purpose - Dry Chemical Extinguishers



Dry chemical extinguishers put out fires by coating the fuel with a thin layer of fire retardant powder, separating the fuel from the oxygen. The powder also works to interrupt the chemical reaction, which makes these extinguishers extremely effective.

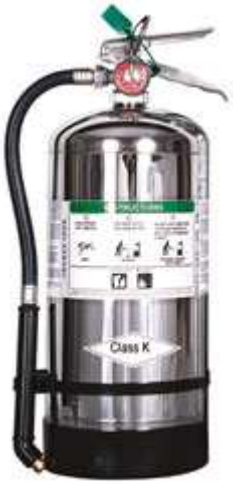
Dry chemical extinguishers are usually rated for class B and C fires and may be marked multiple purpose for use in A, B, and C fires. They contain an extinguishing agent and use a compressed, non-flammable gas as a propellant.

ABC fire extinguishers are red in color, and range in size from five pounds to 20 pounds.

Dry Chemical extinguishers will have a label indicating they may be used on class A, B, and/or C fires.

Locations: These extinguishers will be found in a variety of locations including: public hallways, laboratories, mechanical rooms, break rooms, chemical storage areas, offices, commercial vehicles, and other areas with flammable liquids.

Class K - Dry and Wet Chemical Extinguishers for Kitchen Fires



Due to the higher heating rates of vegetable oils in commercial cooking appliances, *NFPA 10 on Portable Fire Extinguishers* now includes a Class K rating for kitchen fires extinguishers, and which are now required to be installed in all applicable restaurant kitchens. Once a fire starts in a deep fryer, it cannot always be extinguished by traditional range hoods or Class B extinguishers.

- Do not attempt to use a Class A extinguisher containing water or CO_2 on a deep fat fryer fire. An explosive type reaction may result.
- Place a placard near the Class K fire extinguisher which states: "In case of appliance fire, use this extinguisher only after the fixed fire suppression system has been actuated". Class K fire extinguishers are only intended to be used after the activation of a built-in hood suppression system. If no commercial cooking system hood and fire suppression system exists, Class K extinguishers are not required.
- Extinguishing agents in many Class K extinguishers are electrically conductive and should only be used after electrical power to the kitchen appliance has been shut off. Class K extinguishers use a variety of agents. Potassium bicarbonate is used in some Class K dry chemical extinguishers, and there are also Class K wet chemical extinguishers which spray a fine mist.
- Travel distance to a Class K extinguisher shall not exceed 30 feet.
- Install a 2-A water-type extinguisher or 6L wet chemical fire extinguisher for solid fuel cooking appliances with fire boxes.
- Inspect, test and maintain Class K fire extinguishers yearly.

Locations: These extinguishers will be found in commercial cooking operations such as restaurants, cafeterias, and other locations where food would be served.

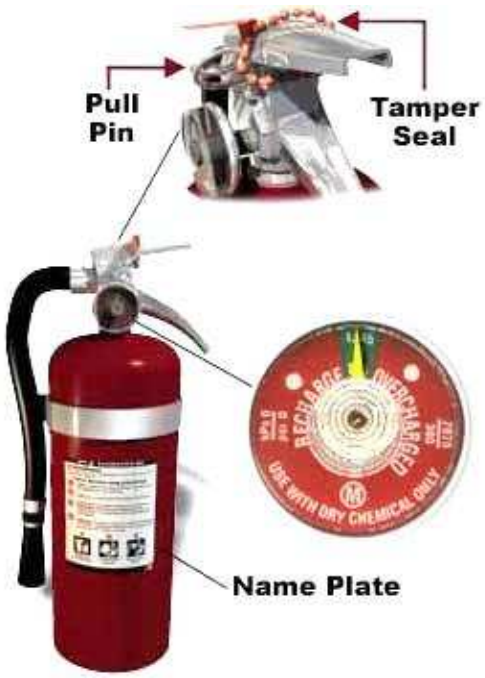
FIRE EXTINGUISHERS PLACEMENT AND INSPECTION

1. Portable fire extinguishers in offices, shops and storage buildings must be of the ABC type and be located, mounted and identified so that they are readily accessible to employees without subjecting them to possible injury. The travel distance for employees to any extinguisher must be seventy-five feet (75') or less.
2. The travel distance for employees to any extinguisher on job sites must be one hundred feet (100') or less and immediately on hand during any hot work.
3. Fire extinguishers must be located on every level.
4. Fire extinguishers should be mounted on all heavy equipment.
5. If more than five (5) gallons of a combustible or flammable liquid, or five pounds (5 lbs.) of flammable gas, is on site, then an extinguisher rated not less than 10B must be located within fifty feet (50') of the liquid.
6. All company vehicles and heavy equipment units must be equipped with fire extinguishers.
7. Every extinguisher must be subjected to monthly visual checks and an annual maintenance check.
8. The extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times except during use.
9. Extinguishers that are not fully charged, with pin and seal intact, and in operable condition must be removed from service.

INSPECCIÓN Y COLOCACIÓN DE EXTINTOR DE INCENDIOS

1. Extintores portátiles en oficinas, talleres y edificios de almacenamiento deberán estar situados, montados e identificados de manera que sean fácilmente accesibles a los empleados sin someterlos a posibles lesiones. La distancia de trayecto para los empleados hacia cualquier extintor debe ser de setenta y cinco pies (75') o menos.
2. La distancia de trayecto para los empleados hacia cualquier extintor en lugares de trabajo de construcción debe ser de cien pies (100') o menos e inmediatamente a la mano durante cualquier trabajo en caliente.
3. Los extintores deben estar ubicados en todos los niveles.
4. Los extintores deben ser montados en todos los equipos pesados.
5. Si más de cinco (5) galones de un líquido combustible o inflamable, o cinco libras (5 lbs.) de gas inflamable, está en el sitio, entonces un extintor no inferior a 10B debe estar ubicado a menos de cincuenta pies (50') del líquido.
6. Todos los vehículos y las unidades de equipo pesado de la compañía deberán estar equipados con extintores.
7. Todos los extintores deben ser sometidos a inspecciones visuales mensuales y una revisión anual de mantenimiento.
8. Los extintores deben conservar su carga plena y condición de operación, y deben mantenerse siempre en los lugares designados excepto cuando estén en uso.
9. Extintores que no están totalmente cargados, con pasador y sello intacto y en condiciones operables deben ser retirados del servicio.

- Make sure each extinguisher in its designated place, clearly visible, and not blocked by equipment, tools, coats or other objects that could interfere with access during an emergency.
- Make sure the nameplate with the operating instructions is legible and facing outward.
- Make sure extinguisher is fully charged (the needle should be in the green zone)
- Make sure pin and tamper seal are intact
- Inspect extinguisher's general condition (no signs of physical damage, corrosion, or leakage)
- Check the hose/nozzle for obstructions
- Gently rock top to bottom to make sure the powder is not packing



- Asegúrese de que cada extintor en su lugar designado, claramente visible y no bloqueado por equipo, herramientas, capas u otros objetos que podrían interferir con el acceso durante una emergencia.
- Asegúrese de que la placa de identificación con instrucciones es legible y frente hacia fuera.
- Asegúrese de que el extintor esté completamente cargado (la aguja debe estar en la zona verde).
- Asegúrese de que el sello Perno y manipulaciones está intacto.
- Inspeccione las condiciones generales del extintor (no hay signos de daño físico, corrosión o fugas).
- Revise la manguera y la boquilla de obstrucciones.
- Muévalo suavemente de arriba a abajo para asegurarse de que el polvo no hace las maletas.

FIRE RESPONSE

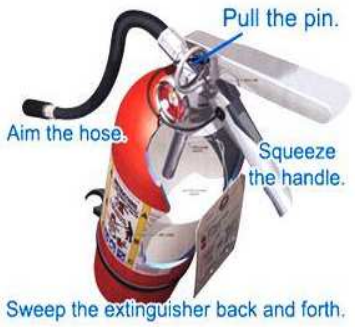
1. The fire department should be immediately notified at the first sign of a fire, regardless of its size or an employee's ability to control it with a fire extinguisher.
2. Employees must be instructed in the types of fire extinguishers for particular types of fires and in the use of fire extinguishers upon initial assignment and at least annually thereafter.
3. Employees are not expected to risk their safety in an attempt to control a fire. The primary purpose of the fire extinguisher is to control a small fire when it is safe to do so, but only after the fire department has been called, or to facilitate escape if a pathway or exit is blocked by a fire.
4. Employees should remember the basic steps of fire extinguisher use with the P-A-S-S acrostic.

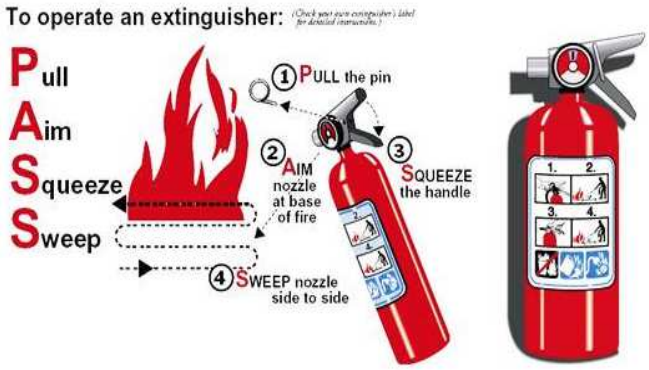
   Pull the pin

   Aim at the base of the fire

   Squeeze the handle

   Sweep the stream from the nozzle back and forth across the base of the fire





RESPUESTA CONTRA INCENDIOS

1. El departamento de bomberos debe ser notificado inmediatamente a la primera señal de incendio, sin importar el tamaño o la capacidad del empleado para controlarlo con un extintor contra incendios.

2. Los empleados deben ser instruidos en los tipos de extintores para tipos particulares de incendios y en el uso de extintores en la asignación inicial y por lo menos anualmente a partir de entonces.

3. Los empleados no deben exponer su seguridad para intentar controlar un incendio. La finalidad principal del extintor contra incendios es controlar un incendio menor siempre y cuando sea seguro hacerlo, pero sólo después de haber llamado al departamento de bomberos, o facilitar una ruta de escape si las vías o rutas de salida están bloqueadas por el incendio.

4. Los empleados deben recordar los pasos básicos de extintor de incendios con el sistema de "PASS". Conozca el sistema "PASS":

   Primero: remueva el seguro

   Apunte a la base del fuego

   Sostenga el gatillo con firmeza (compresión)

   Sofoque el fuego de lado a lado; *moviendo el brazo extendido*

Housekeeping

1. The shop, storage facilities, yard and job sites must be kept clean and orderly. Scrap lumber, pallets, materials, and all other debris must be removed at regular intervals.
2. Containers must be maintained for the collection and separation of waste, trash, oily and used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. must be equipped with covers.
3. Garbage and other waste must be disposed of at frequent and regular intervals.

Smoking

Smoking is restricted to designated smoking areas and is prohibited:

1. Where flammable or combustible liquids are being stored or used;
2. Where easily ignitable materials or substances are present (e.g. paper, wood, dusts, etc.);
3. In the vicinity of charged natural gas lines;
4. Anywhere else expressly prohibited.

PROTECCIÓN Y PREVENCIÓN CONTRA INCENDIOS

Orden Y Limpieza

1. El taller, las instalaciones de almacenamiento, el patio y las áreas de trabajo deben mantenerse limpias y ordenadas. Desechos de madera, pallets, materiales, y todos los otros residuos deben ser eliminados en intervalos regulares.
2. Los contenedores deben ser mantenidos para el recojo y separación de residuos, basura, trapos con aceite y usados, y otros desechos. Los contenedores usados para la basura y otros residuos aceitosos, inflamables o peligrosos, tales como cáusticos, ácidos, polvos nocivos, etc. deben estar equipados con cubiertas.
3. La basura y otros desechos deben ser eliminados a intervalos frecuentes y regulares.

Fumar

Fumar está restringido a áreas designadas para fumadores y está prohibido:

1. Donde líquidos inflamables o combustibles estén siendo almacenados o usados;
2. Donde materiales o sustancias fácilmente inflamables estén presentes (por ejemplo: papel, madera, polvos, etc.);
3. Cerca de líneas cargadas de gas natural;
4. En cualquier otro lugar prohibido.

TRAINING PLAN

A. *Communicate the contents of this program and any applicable regulations and explain where and how to access both.*

B. *Administer the following quiz and make sure all participants know and understand the correct answers.*
This can be a group exercise, or the blank quiz on following page can be used by individual participants.

1 Identify the designated smoking area at this location
_____
and identify two other possible sources of ignition, or heat, in your work area.
_____
_____

2 What kind of fire is water most appropriate for?
- **a** Electrical
- **b** Metals
- **c** Flammable liquids
- ✓ **d** Ordinary combustibles (e.g. wood, paper, cloth)
- **e** Kitchen grease

3 How frequent are visual extinguisher inspections?
- **a** Annually
- **b** Every 6 months
- ✓ c Every month

4 If the break-away seal on the pin is missing, it is okay to replace it with a zip-tie.
- **a** True
- ✓ **b** False

5 Where is the "A" in PASS telling you to aim?
- **a** Across the top of the fire
- **b** 10 feet in front of the fire
- ✓ **c** At the base of the fire
- **d** At the tallest flame

6 Which of the following is NOT true?
- **a** The fire extinguisher is only for putting out incipient, or early stage, fires if safe to do so.
- **b** Fire extinguishers can help make a path when an escape route is blocked by fire.
- ✓ **c** You are expected to risk your life to fight fires and save life and property.
- **d** A fire extinguisher will be of no use if you cannot find it or access it.

1 Identificar el área de fumadores en esta ubicación
_____
e identificar otras fuentes de ignición o de calor en el área de trabajo.
_____
_____

2 *¿Qué tipo de fuego es agua más apropiado para?*
- **a** Eléctrica
- **b** Metales
- **c** Líquidos inflamables
- ✓ **d** Combustibles ordinaries (madera, papel, tela, etc.)
- **e** Grasa de cocina

3 ¿con qué frecuencia debe usted inspeccionar su extintor?
- **a** Anualmente
- **b** Cada 6 meses
- ✓ **c** Cada mes

4 Si falta el sello de ruptura en el pasador, está bien para sustituirla por una fuerte plástico-amarra.
- **a** Verdadero
- ✓ **b** Falso

5 ¿Dónde está la "A" en la pase diciendo que apuntar?
- **a** En la parte superior del fuego
- **b** 10 pies frente al fuego
- ✓ **c** Apunte a la base del fuego
- **d** En la llama más alta

6 ¿Cuál de las siguientes NO es cierto?
- **a** El extintor es sólo para poner hacia fuera incipiente, o fase temprana, los fuegos si es seguro hacerlo.
- **b** Extinguidores de fuego pueden ayudar a hacer una ruta de acceso cuando una ruta de escape está bloqueada por el fuego.
- ✓ **c** Se espera que para arriesgar tu vida para combatir los incendios y salvar vida y propiedad.
- **d** Un extintor de incendios será de ninguna utilidad si no puede encontrar o acceder a él.

C. *Identify location of nearest fire extinguisher for each person working.*

D. *Visually inspect each extinguisher to ensure safe condition and obstruction-free access.*

E. *Complete the training report.*
Identify additional topic(s) and training resources (if any), check the training steps to verify completion, and include the date and location of the training and the supervisor/facilitator name and signature.

BLANK quiz for individual participant completion.

PARTICIPANTS NAME – PRINTED ***DATE***

1 Identify the designated smoking area at this location

_____

and identify two other possible sources of ignition, or heat, in your work area.

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_____

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- **a** Electrical
- **b** Metals
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- **d** Ordinary combustibles (e.g. wood, paper, cloth)
- **e** Kitchen grease

3 How frequent are visual extinguisher inspections?
- **a** Annually
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4 If the break-away seal on the pin is missing, it is okay to replace it with a zip-tie.
- **a** True
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1 Identificar el área de fumadores en esta ubicación

_____

e identificar otras fuentes de ignición o de calor en el área de trabajo.

_____

_____

2 *¿Qué tipo de fuego es agua más apropiado para?*
- **a** Eléctrica
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- **c** Líquidos inflamables
- **d** Combustibles ordinaries (madera, papel, tela, etc.)
- **e** Grasa de cocina

3 ¿con qué frecuencia debe usted inspeccionar su extintor?
- **a** Anualmente
- **b** Cada 6 meses
- **c** Cada mes

4 Si falta el sello de ruptura en el pasador, está bien para sustituirla por una fuerte plástico-amarra.
- **a** Verdadero
- **b** Falso

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- **c** Se espera que para arriesgar tu vida para combatir los incendios y salvar vida y propiedad.
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Signature