



## **CITY POLICY & PROCEDURE**

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**SECTION: HUMAN RESOURCES**

**NO: HR – HS - 12**

**REFERENCE: HEALTH AND SAFETY**

**Date: Jan 16, 2017**

**Next Review Date:  
Jan 16, 2019**

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**TITLE: FIRE EXTINGUISHERS**

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### **POLICY STATEMENT**

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Fire extinguishers will be provided for all corporate vehicles and buildings and will be regularly inspected as required under the Ontario Fire Code or the National Fire Code for Airport operations.

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#### **1. 0 DEPARTMENT RESPONSIBILITY**

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Departments will be responsible for funding and providing extinguishers as required. Departments are also responsible for recording monthly inspections of extinguishers.

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#### **2. 0 VEHICLES**

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All Corporate vehicles will be supplied with either Dry Chemical or Carbon Dioxide (CO<sub>2</sub>) extinguishers, which have at least a 20BC label rating as listed by the Underwriters Laboratory of Canada.

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#### **3. 0 FLAMMABLE LIQUID HANDLING**

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All areas where flammable liquids are stored, handled or used and wherever a tar or asphalt kettle or tank is used, will be provided with a dry chemical or carbon dioxide extinguisher of at least a 20BC label rating as listed by the Underwriter's Laboratory of Canada.

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#### **4. 0 WORKSHOPS**

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All workshops and building areas where combustible materials are stored and locations where welding or open-flame operations are carried out, will have at least one water-type extinguisher of the stored pressure, cartridge operated or pump tank type with a minimum capacity of 5 liters and a 2A label rating listed by the Underwriter's Laboratory of Canada.

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## 5.0 OTHER BUILDINGS

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All Corporate buildings will have extinguishers provided in compliance with existing, applicable Fire Codes and Regulations. The Dryden Fire Department Inspection Office shall be consulted regarding the appropriate selection and placement of fire equipment.

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## 6.0 ANNUAL INSPECTIONS AND TESTING

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All extinguishers will be checked annually by a qualified service provider or whenever your monthly inspections indicate it may be needed. Ensure hydrostatic tests are carried out according to the manufacturer's instructions. Recharge spent extinguishers immediately and return them to their locations. Follow manufacturer's instructions for recharging.

History			
<b>Approval Date:</b>	January 1, 2003	<b>Approved by:</b>	Council Resolution
<b>Review Date:</b>	April 27, 2011	<b>Approved by:</b>	H & Safety Coordinator
<b>Review/Amendment Date:</b>	Jan 16, 2017	<b>Approved by:</b>	CAO E. Remillard
<b>Review/Amendment Date:</b>		<b>Approved by:</b>	
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