

SECTION: HUMAN RESOURCES

NO: HR-HS-12

REFERENCE: Health and Safety

Date:
November 27, 2020

Next Review Date:
November 2022

TITLE: FIRE EXTINGUISHERS

1.0 POLICY STATEMENT

- 1.1 Fire extinguishers will be provided for all corporate vehicles and buildings and will be regularly inspected as required under the Ontario Fire Code O. REG. 213/07 or the National Fire Code for Airport operations.

2.0 DEPARTMENT RESPONSIBILITY

- 2.1 Departments will be responsible for funding and providing extinguishers as required in accordance to relevant legislation.
- 2.2 Departments are responsible for organizing and recording monthly inspections of extinguishers.

3.0 VEHICLES

- 3.1 All Corporate vehicles will be supplied with either Dry Chemical or Carbon Dioxide (CO₂) extinguishers, which have at least a 20BC label rating as listed by the Underwriters Laboratory of Canada.
- 3.2 The extinguishers will be properly secured in accordance with applicable Fire Codes and Regulations.

4.0 FLAMMABLE LIQUID HANDLING

- 4.1 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.

5.0 WORKSHOPS

- 5.1 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.

6.0 OTHER BUILDINGS

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

7.0 ANNUAL INSPECTIONS AND TESTING

- 7.1 A monthly visual check will be performed by the Joint Health and Safety Committee.
- 7.2 An annual check will be performed by a qualified third party which will be arranged by the Department Managers with consultation from the Health and Safety Coordinator.
- 7.3 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			
Approval Date:	January 1, 2003	Approved by:	Council Resolution
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Review/Amendment Date:	Jan 16, 2017	Approved by:	CAO E. Remillard
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