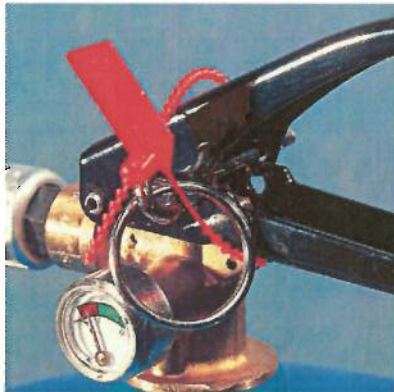


## Procedure

1. Ensure access to extinguishers is not blocked and a clear path to the extinguishers is being maintained.
2. The pressure should be within the recommended level on extinguishers equipped with a gauge. The needle should be in the green zone. If the needle is not in green zone, the extinguisher requires professional maintenance (call your annual inspection company)



3. Verify the locking pins are intact and the tamper seals are not broken.



4. Visually inspect the hoses and nozzles to ensure they are in good condition and show no signs of cracking or dry rot.



5. Visually inspect the extinguishers for dents, leaks, rust, chemical deposits or other signs of abuse/wear. If an extinguisher is damaged report this information to your OHC co-chair/s.



6. Check the inspection tags for previous and required inspections. Initial the cards to record your inspections. If a card is full, replace with a new 3 year card (kept with OHC materials at your location) and retain the full card for 1 year after the last recorded inspection.

FIRE EXTINGUISHER INSPECTION RECORD			
Extinguisher No. _____			
	YEAR		
MONTH			
JAN.			
FEB.			
MAR.			
APRIL			
MAY			
JUNE			
JULY			
AUG.			
SEPT.			
OCT.			
NOV.			
DEC.			

## Communication and Training

This procedure will be communicated to the OHC's upon implementation and when a new member joins a committee, to all staff at regularly scheduled safety meetings, and to new hires during orientation.