SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Fire Extinguisher Use and Monthly Inspection Checklist

Regulation: 29 CFR 1910.157(c)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Pull the alarm and call for help before anything else	
☐	Not trained and designated? Evacuate, do not fight the fire	
☐	Fight only a small fire, right rating, exit at your back	
☐	P: pull the pin. A: aim low at the base of the flame	
☐	S: squeeze the handle. S: sweep side to side	
☐	Back out facing the fire, watch for reflash	
☐	Not out in seconds? Drop it, close the door, get out	
☐	Any discharge means the unit comes down and gets reported	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Extinguishers are approved units, mounted, located, and identified so they are readily accessible without exposing employees to injury **29 CFR 1910.157(c)**	
☐	Extinguisher type and rating match the anticipated fire classes in each area and travel distances to a suitable unit are within the limits of the standard **29 CFR 1910.157(d)**	
☐	Every extinguisher is visually inspected at least monthly, with the inspection recorded per facility policy; the standard requires a record only for the annual maintenance check **29 CFR 1910.157(e)**	
☐	Every extinguisher receives an annual maintenance check, the date is recorded, and the record is retained and available **29 CFR 1910.157(e)**	
☐	Alternate equivalent protection is provided for the area whenever an extinguisher is removed from service for maintenance and recharging, delivered here by the facility policy of hanging a charged replacement the same day **29 CFR 1910.157(e)**	

☐	Employees provided extinguishers receive education on extinguisher use and incipient stage fire hazards on hire and at least annually, and designated users receive equipment training **29 CFR 1910.157(g)**	
☐	The emergency action plan procedure for reporting a fire is followed before any attempt to control a fire **29 CFR 1910.38(c)(1)**	
☐	Extinguisher stations are kept clear of racking, stacked product, and parked equipment, and station signage is visible from the aisle	

WARNINGS

Never fight a fire that is spreading, filling the room with smoke, or standing between you and your exit

Never re-hang a used extinguisher: even a one second discharge means it must be recharged

Never block, cover, borrow, or relocate a mounted extinguisher

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE