

# Spotless

clean is beautiful



## FIRE EXTINGUISHER USE AND FIRE EMERGENCY PROCEDURES FOR VANS

Date of training: \_\_\_\_\_

Trainer name: \_\_\_\_\_

Trainee name: \_\_\_\_\_

Demonstrate and explain each point in the list of training items below. Trainee and trainer should both sign the bottom of the training document on completion.



## 1. Elements of fire

This is the Fire Triangle. Actually it's a tetrahedron, because there are four elements that must be present for a fire to exist. There must be Oxygen to sustain combustion, Heat to raise the material to its ignition temperature, Fuel to support the combustion and a Chemical Reaction between the other three elements. The concept of Fire Prevention is based upon keeping these four elements separate.



## 2. Types of fire

Not all fires are the same. Different fuels create different fires and require different types of fire extinguisher agents. **Class C** fires are fires in **flammable gases** such as **propane (used for oven cleaning) and butane**.

Some type of fire extinguishing agents can be used on more than one class of fire. Others have warnings where it would be dangerous for the operator to use a particular fire extinguisher agent.



### 3. Extinguisher type

**Powder** fire extinguishers extinguish the fire primarily by interrupting the **chemical reaction** of the fire triangle. This is appropriate in the context of oven cleaning where Propane is involved.

It is important to use the correct extinguisher for the type of fuel! Using the incorrect agent can allow the fire to reignite after apparently being extinguished successfully.



### 4. When to tackle a fire

**Remember the three A's:**

**Activate** any nearby building alarm system (if working near a commercial premises) or notify the fire brigade by calling 999. Or, have someone else do this for you (remember to tell them that Propane is being carried in the vehicle.)

**Assist** any persons in immediate danger, or those incapable on their own, to exit the area, without risk to yourself.

**Only after these two are completed, should you Attempt to extinguish the fire.**

The time to use a fire extinguisher is in the early, or incipient, stage of a fire. Once the fire starts to grow or spread, it is best to evacuate the area.

If the fire is producing large amounts of thick, black smoke or chemical smoke, it may be best not to try to extinguish the fire. If possible, approach the fire with the wind at your back. Remember that all fires will produce carbon monoxide and many fires will produce toxic gasses that can be fatal, even in small amounts.

If safe to do so ensure the engine is switched off. If an established fire is in the load bay of the van and the doors are closed DO NOT OPEN THEM. Get far away from the vehicle and stay away, keeping onlookers and others away also. If safe to do so warn nearby/oncoming traffic.

You should always fight a fire with an exit or other means of escape at your back. If the fire is not quickly extinguished, you need to be able to get out quickly and avoid becoming trapped.

If you do not feel comfortable attempting to extinguish the fire, don't try - get out and let the fire brigade do their job.

## 5. How to use a fire extinguisher

**It is important to know the locations and the types of extinguishers in your workplace prior to actually using one.**

It's a good idea to practice picking up and holding an extinguisher to get an idea of the weight and feel.

Take time to read the operating instructions and warnings found on the fire extinguisher label. Not all fire extinguishers look alike.

Practice releasing the discharge hose or horn and aiming it at the base of an imagined fire. Do not pull the pin or squeeze the lever. This will break the extinguisher seal and cause it to lose pressure.



**When it is time to use the extinguisher on a fire, Just remember to P.A.S.S. (see next page)**



**P.**  
**Pull the pin from the fire extinguisher handle**



**A.**  
**Aim the nozzle or hose at the base of the fire from the recommended safe distance.**



**S.**  
**Squeeze the operating lever to discharge the fire extinguisher agent.**



**S.**  
**Sweep. Starting at the recommended distance, Sweep the nozzle or hose from side to side until the fire is out. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.**

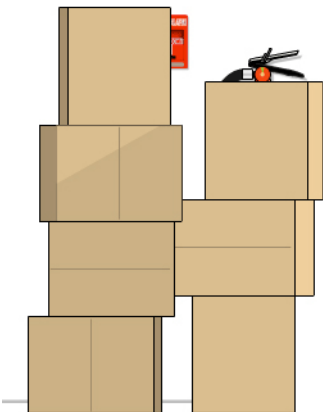
## 6. Fire extinguisher inspection

It is essential that you check your fire extinguisher **every 30 days** to ensure it will be effective in the event of a fire. Follow these steps:



### A. Location

Check the extinguisher is in the correct location. For vehicle extinguishers also check that the bracket remains in place and is not damaged.



### B. Visible and accessible

Check nothing blocks your path to the extinguisher and that you can easily see it at all times.



### C. Check the pressure

Check the extinguisher pressure gauge to ensure that the extinguisher is neither under pressure or over pressure. The gauge needle should be in the green zone. If it is either side of the green zone inform Spotless management immediately so that the extinguisher can be replaced.

I, the employee and trainee of Spotless Cleaning sign to confirm that I have received and fully understand the training outlined in this document. I agree to follow the procedures and checks required to ensure my personal safety, as well as the safety of clients and the wider public.

Trainee name: \_\_\_\_\_

Trainer name: \_\_\_\_\_

Trainee signature: \_\_\_\_\_

Trainer signature: \_\_\_\_\_

Date of training: \_\_\_\_\_