



LP 4.7

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Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance &
Administration

Affected Parties:
Employees

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Fire Extinguisher Use & Maintenance

References: OSHA 29 CFR 1910.157

1 Purpose

This Fire Extinguisher Use and Maintenance Policy has been established to ensure a safe and healthful working environment and to serve as a performance standard for all Lander University employees.

2 Scope

This policy addresses the safe use and the required inspection and maintenance of fire extinguishers in Lander University buildings and facilities.

3 Responsibilities

3.1 Safety and Regulatory Compliance Officer

The safety and regulatory compliance officer is responsible for:

- 3.1.1 Administering and ensuring compliance with this policy.
- 3.1.2 Working with managers and supervisors across the Lander University campus and managed leased properties to ensure that the policy is implemented and enforced.

3.2 Managers/Supervisors

Managers and supervisors are responsible for:

- 3.2.1 Ensuring that fire extinguishers are inspected every month.
- 3.2.2 Ensuring that fire extinguishers are fully charged and ready for use at all times.
- 3.2.3 Ensuring that relevant employees are properly trained as required by this policy.

3.3 Employees

Employees are responsible for:

3.3.1 Attending required training sessions when directed to do so.

4 Selection and Distribution

4.1 Portable fire extinguishers shall be provided for employee use, and selected and distributed based on the classes of anticipated workplace fires and on the size and degree of the hazard that would affect their use.

4.2 Fire extinguishers used by Lander University are for four classes of fires and are distributed as follows (applicable only to the interior of building):

Type of Fire Hazard	Maximum Travel Distance to an Extinguisher
Wood, cloth, paper, rubber (Class A fires)	No more than 75 feet
Liquids, grease, gases (Class B fires)	No more than 50 feet
Live electrical equipment and circuits (Class C fires)	Distribute any Class C portable fire extinguishers according to the location and size of the electrical hazard
Powder, flakes, and residue from combustible metals (e.g., magnesium and titanium) that build up (Class D fires)	No more than 75 feet

5 Availability and Accessibility

5.1 Fire extinguishers are to be mounted in easily accessible locations that are indicated by a sign stating that a fire extinguisher is available at the location.

5.2 Fire extinguishers shall not be blocked from quick access or blocked to hide the location. No equipment, boxes, product, tools, etc. may be placed (even temporarily) in the way of a fire extinguisher.

5.3 All fire extinguishers shall be mounted so that the top of the extinguisher is no higher than five (5) feet and no lower than three (3) feet from the floor.

6 Maintenance and Inspections

6.1 Fire extinguishers shall be maintained as follows:

- 6.1.1 Fully charged and in operable condition
- 6.1.2 Clean and free of defects
- 6.1.3 Readily accessible at all times
- 6.2 All fire extinguishers shall be visually inspected by a designated Lander University employee, or third party, on a monthly basis. The monthly inspection steps include:
 - 6.2.1 Locating the fire extinguisher to ensure it is in the proper location, is not blocked, and is mounted correctly.
 - 6.2.2 Ensuring that the pressure is correct by viewing the pressure gauge.
 - 6.2.2.1 This step is not applicable to CO² type extinguishers.
 - 6.2.3 Ensuring that there is no apparent damage to the fire extinguisher.
 - 6.2.4 Ensuring that the fire extinguisher is fully charged and has not been used.
 - 6.2.5 Ensuring that the fire extinguisher's safety pin and seal are in place.
- 6.3 Any fire extinguisher that shows a loss of pressure, or has apparent damage, during the monthly inspection shall be removed from service and replaced with a spare.
- 6.4 The monthly inspection shall be documented on the inspection tag attached to the fire extinguisher by identifying the date of the inspection and including the initials of the person performing the inspection.
- 6.5 An annual maintenance inspection shall be completed by a certified third party.
 - 6.5.1 Fire extinguishers shall be inspected and recharged by certified personnel after every use.
 - 6.5.2 The certified third party shall advise on hydrostatic testing requirements.

7 Use

- 7.1 In the event of a fire, the alarm will sound, and all employees and students shall evacuate the area or building.
- 7.2 Only authorized Lander University employees can fight fires and then only voluntarily.

- 7.3 If an employee chooses to use a fire extinguisher, they shall do so only under the following circumstances:
 - 7.3.1 When the employee is using the fire extinguisher to attempt escape from a fire.
 - 7.3.2 When the fire is in the incipient stage.
 - 7.3.3 When the employee can fight the fire without being exposed to the smoke.
 - 7.3.4 When the employee has an escape exit in a direction that does not cause them risk from the fire or smoke.

8 Training

The purpose of this training is to establish training procedures that are necessary for the proper use and understanding of a fire extinguisher and incipient stage firefighting.

- 8.1 Training for Lander University employees shall occur upon hire and at least annually thereafter.
- 8.2 Completion of training shall be documented.
- 8.3 Training will include the following components:
 - 8.3.1 General principles of a fire
 - 8.3.2 Hazards employed with (an) incipient stage fire(s)
 - 8.3.3 When to evacuate from (an) incipient stage fire(s)
 - 8.3.4 General principles of a fire extinguisher
 - 8.3.5 Hazards to address with the use of a fire extinguisher
 - 8.3.6 Use of a fire extinguisher

9 Policy Revision History

- First draft of policy submitted by the Vice President for Finance and Administration on 11/2/2023.
- Prepared for board review by Policy Coordinator on 11/9/2023.
- Reviewed by board of trustees Policy Committee on 11/16/2023.
- Policy Committee suggestions approved by Vice President for Finance and Administration on 11/24/2023.
- Final Draft for Policy Committee board report prepared by policy coordinator on 11/27/2023.
- Approved by the Lander University Board of Trustees on 12/12/2023.