

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0400 (SF)  
Effective Date: 06-29-94  
Person Responsible: Health & Safety Coordinator

Subject: Fire Extinguishers  
Last Revision: 02-27-2025

Approvals/Date: Brent Olson 2/27/2025 Scott M. Kern 2/27/2025  
Superintendent, WCBDD Date Department Director/Coordinator Date

The following definitions will apply: <b>Class A Extinguishers</b> – To be used on ordinary trash, paper, and wood fires <b>Class B Extinguishers</b> – To be used on flammable liquid fires <b>Class C Extinguishers</b> – To be used on electrical fires <b>Class K Extinguishers</b> – To be used on vegetable oils or fat in cooking appliances
1. The employer shall distribute portable fire extinguishers for use by employees on Class A fires, so that the travel distance for any employee to any extinguisher is 75 feet.
2. The employer shall distribute portable fire extinguishers for use by employees on Class B fires, so that the travel distance from the Class B hazard area to any extinguisher is 50 feet or less.
3. The basis for the Class C hazards is the same pattern for Class A or B hazards.
4. Class K extinguisher is one that is designed specifically to extinguish cooking fires only.
5. Class K extinguisher must be located within 30 feet of any cooking appliance.
6. Individual Departments will provide training to employees that must know the use and care of fire extinguisher as needed.
7. Certified employee to assure that the portable fire extinguishers are inspected, maintained and tested monthly, as required by OSHA.
8. Portable fire extinguisher must be visually inspected monthly and maintenance logs shall be retained and reviewed annually.
9. Certification of employee shall be retained and noted with employee signature or initials of trainer and dates. Certification records shall be available for inspection by employees and their authorized representatives.
10. All employees will receive annual training on class and usage of fire extinguishers.

References: 29 CFR Part 1910.157

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Reviewed: 02/27/25