

USE OF FIRE EXTINGUISHERS POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

This policy sets out Cresconova Labs' position regarding the use of portable fire extinguishers within the premises. It recognises that extinguishers are provided as a first-response firefighting measure but are secondary to the primary safety objective of safe and immediate evacuation.

The overriding principle of this policy is that preservation of life takes precedence over protection of property.

2. General Principle

In the event of a fire, all occupants must prioritise raising the alarm, hitting Emergency Stop on all machinery and evacuating the premises in accordance with the Fire Evacuation Procedure.

Staff are not required to fight fires, unless trained, and must not place themselves or others at risk by attempting to do so.

3. Circumstances in Which Extinguishers May Be Used

Portable fire extinguishers may only be used where:

- i. The fire is small, contained and in its early stages;
- ii. The person using the extinguisher has received appropriate training;
- iii. The person has a clear and unobstructed escape route behind them;
- iv. There is no immediate personal risk from smoke, heat or flame spread.

If any of these conditions are not met, staff must withdraw immediately and continue evacuation procedures.

4. Training and Competency

Only staff who have received appropriate fire extinguisher awareness or practical training may attempt to use extinguishers.

Training shall cover:

- i. Types of extinguishers available on site;
- ii. Fire Blanket use;
- iii. Classes of fire;
- iv. Safe operating technique;
- v. Situations where extinguishers must not be used.

Records of training shall be maintained.

5. Maintenance

All fire extinguishers shall be maintained and serviced annually by a competent contractor. Visual inspections shall form part of routine fire safety checks.

Any extinguisher that has been discharged, even partially, must be reported immediately and replaced or serviced without delay.

6. Monitoring and Review

This policy shall be reviewed annually and following any fire-related incident.