

Fire Extinguisher Training Record: Annual Competency Verification

1.0 Objective & Intent

The objective of this SOP is to establish a standardized, auditable process for conducting and recording annual fire extinguisher training for all employees at the cabinet and millwork manufacturing facility. This procedure ensures compliance with WorkSafeBC Regulation 4.20 (Fire Extinguisher Training) and mitigates the risk of fire-related injuries, property damage, and business interruption by ensuring every employee can correctly select and operate the appropriate extinguisher during a workplace fire emergency.

2.0 Operational Scope

This procedure applies to all personnel employed at the facility, including production workers, maintenance staff, office administrators, and management. Training must be conducted annually for every employee, with a documented record retained for a minimum of three years. The training covers all fire extinguishers located within the facility, including those in the main production floor, finishing room, warehouse, and administrative offices.

3.0 Hazard Identification & Mandatory PPE

- Fire Hazards: Combustible dust from sanding operations, flammable finishes and solvents, electrical fires from machinery, and stored wood products.
- Training Hazards: Accidental discharge of extinguisher during demonstration, slip/trip hazards from training area setup, and inhalation of dry chemical agent during live fire demonstration.
- Mandatory PPE for Live Fire Demonstration: CSA-approved safety glasses with side shields, flame-resistant lab coat or coveralls, leather work gloves, and steel-toed boots.
- Mandatory PPE for Classroom Session: No specific PPE required, but closed-toe shoes and long pants are recommended.

4.0 Required Safety Equipment & Tools

- Training fire extinguisher (dry chemical, CO2, or water mist) with current inspection tag
- Live fire training pan (metal pan with propane or diesel fuel) or approved fire simulator
- Fire blanket (for backup suppression)
- Backup ABC-rated fire extinguisher (fully charged, inspected)
- Training record forms (paper or digital via SafeDesk)
- Stopwatch or timer for PASS technique timing
- First aid kit (nearby, accessible)
- Communication device (radio or phone) for emergency contact

5.0 Step-by-Step Safety Procedure

1. Schedule the annual training session at least two weeks in advance. Notify all employees via posted notice and email. Confirm attendance roster with department supervisors. Ensure training area is clear of combustible materials and has

adequate ventilation.

2. Conduct a pre-training safety briefing. Review the location of all fire extinguishers in the facility, the types of fires (Class A, B, C, D, K) and the corresponding extinguisher ratings. Emphasize the PASS technique: Pull the pin, Aim at the base, Squeeze the handle, Sweep side to side.
3. Set up the live fire demonstration area in a designated outdoor location or well-ventilated indoor space with fire-resistant flooring. Position the training pan on a non-combustible surface. Ensure all participants are at least 10 meters upwind of the fire pan. Have the backup extinguisher and fire blanket within arm's reach of the instructor.
4. Ignite the training pan fuel using a long-handled lighter or torch. Instruct participants one at a time to approach the fire with the training extinguisher. Verify each participant demonstrates the PASS technique correctly: pull pin, aim at base of flames, squeeze handle fully, and sweep from side to side until the fire is extinguished.
5. After each participant completes the live fire demonstration, inspect the training extinguisher to ensure it is still charged and functional. If the extinguisher was discharged, replace it with a fully charged unit before the next participant. Record the participant's name, date, and pass/fail status on the training record form.
6. For participants who fail the live fire demonstration (e.g., improper technique, failure to extinguish fire, or unsafe approach), provide immediate corrective coaching. Allow a second attempt after a 10-minute review. If the participant fails again, schedule a one-on-one remedial session within one week and document the failure on the training record.
7. After all participants have completed the live fire demonstration, conduct a classroom review of fire prevention practices specific to the cabinet shop: proper storage of flammable finishes, housekeeping to control combustible dust, and electrical safety for machinery. Answer any questions from participants.
8. Complete the training record for each participant. Include: full name, employee ID, date of training, type of extinguisher used, pass/fail status, and instructor signature. For digital records, enter data directly into SafeDesk. For paper records, ensure forms are legible and stored in a locked fire-resistant cabinet in the safety office.
9. Within five business days of the training session, compile a summary report listing all trained employees, any remedial actions required, and the total number of participants. Submit the report to the Plant Safety Officer and the Human Resources department for inclusion in employee training files.
10. Retain all training records for a minimum of three years from the date of training. Conduct an annual audit of the training records to ensure 100% of employees have completed the training. If any employee is found to have missed the training, schedule a make-up session within 30 days and document the reason for the gap.

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