

Author	Status	Effective Date
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## 1.0 Purpose

The purpose of this document is to ensure that all personnel utilize fire extinguishers correctly, consistently, and safely when needed. Any deviations from the procedures could affect the safety of our employees. In case a fire occurs, Gemini has supplied all facilities with necessary fire extinguishers for the safety of its employees. The purpose of a fire extinguisher is to:

- \* Control or extinguish small or incipient stage fires.
- \* Protect evacuation routes that a fire may block directly or indirectly with smoke or burning/smoldering materials.

## 2.0 Scope

Generally speaking, the most prevalent hazard in any Gemini facility is fire hazard. The majority of Gemini's manufactured products, along the raw materials to produce them, are highly flammable. Gemini has invested in many different types of fire prevention and fire suppression systems to help minimize the risk. However, the hazard cannot be eliminated.

This document covers the standard procedures to be followed for all employees when using Fire Extinguishers.

## 3.0 Safety



**\*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

**\*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

## 4.0 Fire Extinguisher Information and Procedures

### 4.1 Fire Extinguisher Types and Ratings

Portable fire extinguishers have been selected and distributed at the facility based on the types of anticipated workplace fires and on the size and degree of hazard that would affect their use.

This facility maintains approved extinguishers for the following types of potential fires:

- 4.1.1 **Type A**—ordinary combustibles such as wood, cloth, paper, rubber and many plastics.
- 4.1.2 **Type B**—flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas.
- 4.1.3 **Type C**—energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances.
- 4.1.4 **Type D**—combustible metals such as magnesium and potassium (uncommon).

### 4.2 Locations of Fire Extinguishers

Fire extinguishers are required to be conspicuously located where they will be readily accessible and immediately available in the event of fire. Preferably, they shall be located along normal paths of travel, including exits from areas. Extinguisher placement must fulfill both distribution and travel distance requirements. Fire extinguishers must not be obstructed or obscured from view. In large rooms, and in certain locations where visual obstructions cannot be completely avoided, means shall be provided to indicate the extinguisher location.

Scattered or widely separated hazards must be individually protected. A fire extinguisher in the proximity of a hazard shall be carefully located to be accessible in the presence of a fire without undue danger to the operator. Portable fire extinguishers must be installed securely on the hanger, or in the bracket supplied by the extinguisher manufacturer, or in a listed bracket approved for such purpose, or placed in cabinets or wall recesses.

Portable fire extinguishers are in or in close proximity to all fire hazard areas. Following is the maximum employee travel distance to any extinguisher in the facility:

- 4.2.1 **Type A** – 75 feet from a hazard area
- 4.2.2 **Type B** – 50 feet from a hazard area
- 4.2.3 **Type C** – Applicable Type A or B distance
- 4.2.4 **Type D** – 75 feet from the combustible metalworking area

### 4.3 Fire Extinguisher Operating Procedures

Authorized and trained employees will implement the pull-aim-squeeze-sweep (**PASS**) system for extinguishing incipient fires. Each employee will determine whether he or she can fight a fire on a case-by-case basis.

#### 4.3.1 Employee may fight an incipient fire IF:

Following are the basic required conditions under which an employee may fight an incipient fire:

1. The fire is small and at its beginning stage
2. Heavy smoke is **not** present
3. An appropriate fire extinguisher is readily available
4. There is an unblocked exit immediately available for evacuation or an extinguisher is required to safely reach an exit.

#### 4.3.2 PASS System

One or more employees are authorized to get hold of the nearest appropriate extinguisher(s), move to a position upwind of the fire if the air is moving, and operate the extinguisher following the **PASS** procedure:

1. **P—Pull** the pin located in the extinguisher's handle.
2. **A—Aim** the nozzle at the base of the fire.
3. **S—Squeeze** the lever or handle.
4. **S—Sweep** from side to side at the base of the fire until the fire is out, or the canister is empty.

### 4.4 Safety Precautions

Employees will evaluate the risks of fighting an incipient fire before attempting to extinguish it.

4.4.1 **Escape if the fire grows.** If employees elect to put out a fire and it grows too large to control, they will immediately escape through the nearest exit, and close—but **NEVER LOCK**—the door behind them if possible.

4.4.2 **Keep away from hazardous substances.** When hazardous substances are involved, smoke and gases released from a fire can be toxic, so employees should never attempt to put out a fire if they have any doubts about their own safety and health. If they have any doubts, employees will evacuate the area and wait for emergency responders who have the proper equipment and are trained in fire-

fighting procedures.

**5.0 References**

<b>Reference</b>	<b>Title</b>
1	None