

PERFORM BASIC FIRE FIGHTING

Learner Guide

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NQF Level:	02
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BEFORE YOU GET STARTED...

Dear Learner,

This Learner Guide contains all the information to acquire all the knowledge and skills leading to the unit standard:

Title: Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place

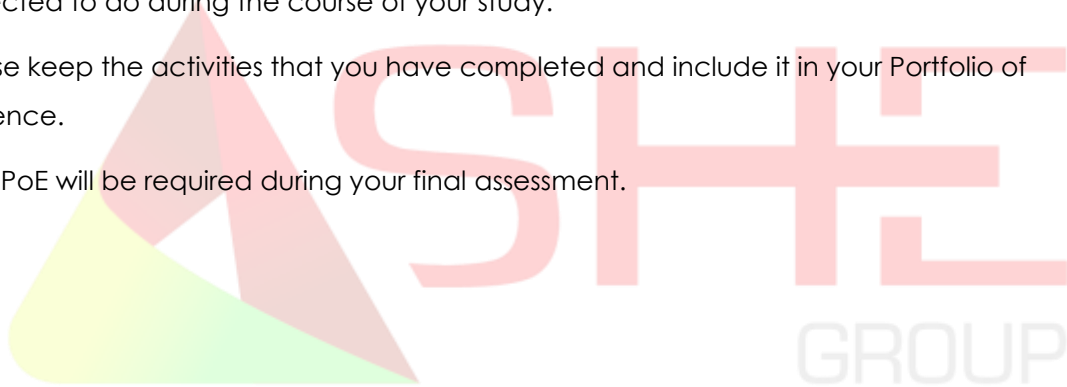
US No: 120337 NQF Level: 03 Credits: 2

The full unit standard is attached. Please read the unit standard at your own time. Whilst reading the unit standard, make a note of your questions and aspects that you do not understand, and discuss it with your facilitator.

This Learner Guide contains all the information, as well as the activities that you will be expected to do during the course of your study.

Please keep the activities that you have completed and include it in your Portfolio of Evidence.

Your PoE will be required during your final assessment.



THE LEARNING EXPERIENCE...

The Purpose: The purpose of this unit standard is to provide a safe and healthy work environment for all employees by requiring that task and behavioural observations be conducted on a routine basis. These observations help to detect and correct any at-risk acts, procedures or standards before they result in an accident as well as recognize and strengthen safe acts made by the employees.

People credited with this unit standard are able to:

Demonstrate knowledge pertaining to the preparations, conducting, recording and follow-up actions of a planned task observation at a working place.



WHAT IS THE ASSESSMENT ALL ABOUT?

Assessment takes place at different intervals of the learning process and includes various activities. Some activities will be done before the commencement (Baseline) of the program whilst others will be done during programme (Formative) delivery and other after completion (Summative) of the program.

You will be assessed during the course of your study. This is called formative assessment.

You will also be assessed on completion of this unit standard. This is called summative assessment.

Before your assessment, your assessor will discuss the unit standard with you. The assessment experience should be user friendly, transparent and fair. Should you feel that you have been treated unfairly, you have the right to appeal. Please ask your Assessor about the appeals process and make your own notes.

Your activities must be handed in from time to time on request of the facilitator and the assessor. Sources of information to complete these activities should be identified by your facilitator.

Please note that all completed activities, tasks and other items on which you were assessed must be kept in good order as it becomes part of your Portfolio of Evidence for final assessment.

Enjoy this learning experience...

MODULE 1 – AN UNDERSTANDING OF PROCEDURES FOR DEALING WITH FIRES IN THE WORKPLACE IS DEMONSTRATED

Fire Safety Procedures (SO1-AC1)



The OSHA requirements for an emergency action plan form a useful guide for the creation of fire safety procedures.

Fire safety procedures are a written set of plans describing the actions to be taken in the event of a fire emergency, and assigning responsibility for each action. Each set of plans needs to be customized; the recommended actions and responsibilities will be different depending on the facility, the type of work being done there, the types of materials used, and the people present.

The first step in creating fire safety procedures is to conduct a Fire Risk Assessment. It is impossible to make an effective and comprehensive plan without the necessary information; an assessment will provide the details that you need.

Here's a look at what a risk assessment should cover:

- **Identification of hazards:** e.g. Waste and combustible material being stored on site, flammable liquids and vapours, objects that generate heat, electrical equipment.
- **Sources of ignition:** e.g. combustible materials, such as wood, paper, trash and clothing; flammable liquids, such as gasoline or solvents; and flammable gases, such as propane or natural gas
- **Identification of persons at risk from fire:** You must look at where the employees are working. Also, consider who else may be at risk, e.g. customers and visitors, and where they're likely to be found. Anyone who is unfamiliar with the premises (such as new staff, contractors, and customers)
- **Means of escape from the building:** Escape routes
- **Fire warning systems:** A fire alarm system has a number of devices working together to detect and warn people through visual and audio appliances when smoke, fire, carbon monoxide (CO - is found in fumes produced any time you burn fuel in cars or

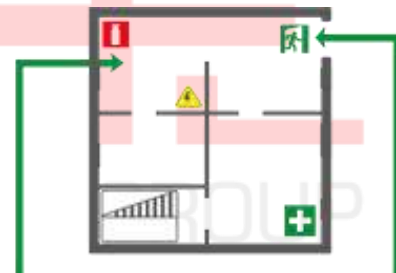
trucks, small engines, stoves) or other emergencies present. Fire alarm warning devices can also be set to different volume levels.

- **Fire-fighting facilities:** e.g. fire hydrants, hose reel systems, sprinkler systems, water mist and fogging systems, gas systems (sometimes referred to as "clean agent systems") foam systems, dry powder.
- **Review of the controls:** in place and recommendations for improvements where necessary
- **Fire safety training:** Every workplace needs a defined training process to communicate the responsibilities and essential fire safety procedures to all employees. The best communication approach starts with training in the fire alarm systems, the evacuation routes to safely exit the building, and the process to accounting for all personnel.

Procedures for Evacuations

Getting everyone safely out of the building is a major part of good fire safety procedures. OSHA requires that every workplace has enough emergency exits and that the exits are suitably located to enable everyone to get out of the building quickly. There are many factors that are considered in deciding the number and location of emergency fire exits:

- the type of structure
- the number of persons exposed
- the type and extent of the fire protection available in the building
- the type of industry involved, and
- the height and type of construction of the building



These exits will not help in an emergency if they are blocked, locked, or unknown, though.

The fire safety procedures should designate preferred exit routes, as well as secondary exit routes in case the normal exit routes are blocked. Evacuation assembly points should be established so everyone knows where they are to go during an evacuation, and so those who have successfully evacuated can be identified.

The Basic Steps In An Evacuation Procedure

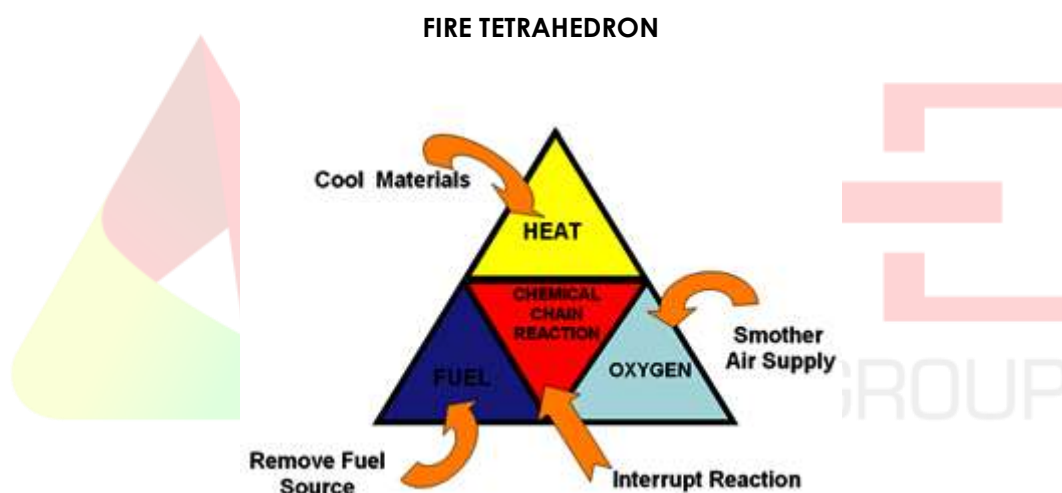


1. Get your workplace ready to be left unattended.
2. Activate the closest fire alarm system
3. Report the location of the fire

4. Close the door to the room where the fire is located. This will confine the fire to a smaller area.
5. For fire, close the doors as you go – do not lock them.
6. Assist any person in immediate danger.
7. Leave the building via the nearest safe route.
8. Obey all directions from wardens.
9. Extinguish or Evacuate.
10. Do not re-enter the building,



The Chemical Formula For Fire, Transmission, And Types Of Fire (SO1-AC2)



Oxygen, heat, and fuel are referred to as the “fire triangle”. Add in the fourth element, the chemical reaction, and you actually have a fire “tetrahedron.”

The important thing to remember is: take any of these four things away, and you will not have a fire or the fire will be extinguished.

Methods of Fire Transmission

A fire spreads by transferring heat energy in three ways: Radiation, Convection, and Conduction. Radiation refers to the emission of energy in rays or waves. Heat moves through space as energy waves. It is the type of heat one feels when sitting in front of a fireplace or around a campfire.

- **Convection** –the most common cause of fire spreading in domestic and commercial buildings. When a fire is burning large amounts of hot gases and smoke are

produced. These will travel through the building in hot air currents often igniting more combustible materials causing the fire to spread.

- **Conduction** - refers to the spread of fire through direct contact between materials. Some materials are better conductors of heat than others, metal is a good example.
- **Radiation** - refers to the emission of energy in rays or waves. Heat moves through space as energy waves. As the fire front gets closer, the amount of radiant heat received is increased.

Types of Fire

There are actually five main types of fires.

Fires can be classified in five different ways depending on the agent that fuels them:

Class A, Class B, Class C, Class D, and Class K. Each type of fire involves different flammable materials and requires a special approach.

Class A: Suitable for wood, paper and regular combustible fires - pressurized water.



Class B: Suitable for gasoline or oil fires and is usually dry chemical.



Class C: Suitable for electrical fires and is halon or CO2.



Class D: Used for water reactive metals (laboratories) such as, burning magnesium, and is in the form of a powder that must cover the material to extinguish it.



Class K: Special purpose wet chemical agents for use in kitchen fires and deep fryers.



Many fire extinguishers will work on a combination of fire classes. We will need to decide what type of fire we have, and ensure that our fire extinguisher is compatible with the fire we are attempting to extinguish. An all-purpose ABC dry chemical (5kg extinguisher) is a safe choice for most fires on construction sites.

Causes Of Workplace Fires

Combustible dust:

Examples include: agricultural products such as egg whites, powdered milk, corn starch, sugar, flour, grain, potato, rice, etc.



Hot work:

Hot work is any work that involves burning, welding, cutting, brazing, soldering, grinding, using fire- or spark-producing tools, or other work that produces a source of ignition. Welding and cutting operations are common to drilling and servicing operations.



Flammable liquids and gasses. Generally speaking, flammable liquids will ignite (catch on fire) and burn easily at normal working temperatures. Flammable and combustible liquids are present in almost every workplace. E.g. Acetylene, ammonia, thinners, fuel gases.



Equipment and machinery. Mowers and bush cutters/trimmers can start fires by hitting rocks in dry grass. Try to avoid using machinery in hot, dry and/or windy weather. If it's unavoidable, wet down your work area and have firefighting equipment on hand. Check that your machinery has no mechanical defects that could start a fire – especially in its bearings or moving parts. Make sure it has the approved exhaust systems and spark arresters.



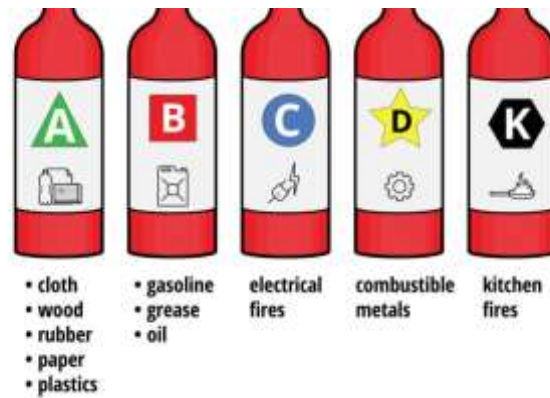
Electrical fire causes

Faulty outlets, appliances. Most electrical fires are caused by faulty electrical outlets and old outdated appliances, e.g. light fixtures, extension cords and heaters.



Types, Uses And Operation Of Firefighting And Safety Equipment (SO1-AC3)

Types and uses of firefighting equipment



Firefighting Equipment

Firefighting Equipment is the main firefighter equipment used to extinguish fires, including fire hydrants, hose couplings, fire hose, hose reels, fire monitors and firefighting nozzles.



Firefighter **PPE** (Personal Protective Equipment) are products designed to aid and protect firefighters during emergencies and include personal gas monitors, safety torches etc.



A **fire bucket** is a bucket filled with water or sand which is used to prevent or extinguish fires. Typically, fire buckets are painted bright red and have the word fire stencilled on them. Often they have a surface that curves outwards rather than inwards.



A **fire hose reel** is a first attack piece of fire-fighting equipment. It is designed to be used as a quick-response method by any member of the general public for fighting fires in their early stages. Hose Reels are suitable for Class A fires: Paper, Textiles, Wood, Most Plastics and Rubber.



The control nozzle attached to the end of the hose enables the operator to control the direction and flow of water to the fire. The fire hose reels are connected to the mains water supply and can therefore provide an unlimited supply of water.

Fire blankets can be used to extinguish small fires in the home, caravan, boat or garage. They can also be used to wrap around a person whose clothes have caught alight. It is best to store fire blankets in or adjacent to a kitchen but not too close to a potential hazard for example above a stove.



Fire Hazards Are Isolated (SO1-AC4)

There is a risk of fire in every workplace. Fire hazards can arise in a variety of environments or while undertaking certain activities. Of course, the risk of fire is more likely in situations when flammable chemicals or combustible materials are being used, but even in offices and other lower risk environments, the risk of fire is always prevalent. That's why fire safety and emergency procedures in the workplace are so important.

You must be aware of the fire hazards in your workplace and take all reasonable steps to eliminate or reduce the risk of a fire or explosion. Not only is this important for the safety of your workers, you also have a legal obligation to do so under health and safety legislation.

Follow these steps to reduce the fire risk in your workplace:

- Identify fire hazard in your workplace, e.g. presence of ignition sources (heaters, lighting, electrical equipment, etc.) and fuel (packaging, plastics, rubber, petrol, chemicals, etc.).
- Assess the risks posed by the hazards that you've identified – this will determine which hazards need the most urgent attention.
- Put measures in place to control the risks – the hierarchy of control is a useful tool to use here, e.g. eliminate work processes that could generate an explosive atmosphere, service and clean all machinery as recommended by manufacturers, switch off electricity points when the business is unattended, remove waste material (e.g. fuel) that could act as fuel, store and dispose of flammable substances correctly.
- Monitor the hazards and review the controls – this will ensure that the controls are minimising the risks effectively.

Heat Safeguards

- Control sources of ignition
- Treat independent building uses, such as an office over a shop as separate purpose groups and therefore compartmentalise from each other
- Ensure cooking food is always attended

Smoking

- Provide no-smoking signs at appropriate locations
- Ensure smoking area(s) are away from flammable materials
- Arrange for cigarettes and matches to be disposed of safely and away from other combustible rubbish



Plant and Equipment

- Ensure all work equipment protects against catching fire or overheating
- Ensure proper housekeeping, such as preventing ventilation points on machinery becoming clogged with dust or other materials - causing overheating
- Have electrical equipment serviced regularly by a competent person to prevent sparks and fires
- Properly clean and maintain heat producing equipment such as burners, heat exchangers, boilers (inspected and tested yearly), ovens, stoves, and fryers. Require storage of flammables away from this equipment.
- Use a planned maintenance programme to properly maintain plant and equipment. Review your programme if you already have one.

A planned maintenance programme should deal with:

- frictional heat (caused by loose drive belts, bearings which are not properly lubricated or other moving parts)
- electrical malfunction
- flammable materials used in contact with hot surfaces
- leaking valves or flanges which allow seepage of flammable liquids or gases
- static sparks (perhaps due to inadequate electrical earthing)

Portable Heaters

- Do not use portable heaters unnecessarily.
- They should have emergency tip-over switches, and thermostatic limiting controls.
- Turn them off if people leave the room or are going to sleep
- Ensure they are 1M away from anything that can burn
- Do not use them to dry clothes

Hot Work

Hot work often arises from construction and/ or maintenance activities. Hot work includes welding, flame cutting, soldering, grinding and other equipment incorporating a flame. Hot work can be very dangerous and stringent controls must be in place.

- Identify all hot work

- Only allow hot work if no satisfactory alternative
- Ensure relevant contractors are aware of hot work procedures and controls

Use a hot work permit system including:

- fire-resistant protective clothing
- clear responsibility
- routine checking and supervision
- item to be worked on removed to safe area
- remove or protect combustible or flammable materials
- prevent, suppress and control sparks
- prevent, suppress and control heat
- provision of and training on suitable fire-fighting equipment
- provision of a separate person to fire-watch and use fire-fighting equipment – the fire watcher
- particular precautions for special risks, e.g. confined space
- leave workplace clean and safe
- final check of area at least 60 minutes after completed job and certainly prior to premises being vacated

Electrical Safety

- Get a qualified electrical contractor to carry out installation and repairs to electrical equipment and fittings
- Maintain proper pest control to avoid rodent damage to electric wiring and equipment
- Check electrical equipment and remove defective equipment
- Ensure electrical cords are in good condition
- Plug appliances and lights into separate electrical outlets
- Avoid using extension cords. If you require an outlet in an area where there is none, have one installed by a qualified electrician.
- Use extension cords safety - not under carpets or across walking areas
- Use only one device per outlet

Oxygen

Oxygen gas is used

- in welding, flame cutting and other similar processes
- in steelworks and chemical plants

Changes In The Fire Are Monitored And Responded To (SO1-AC5)

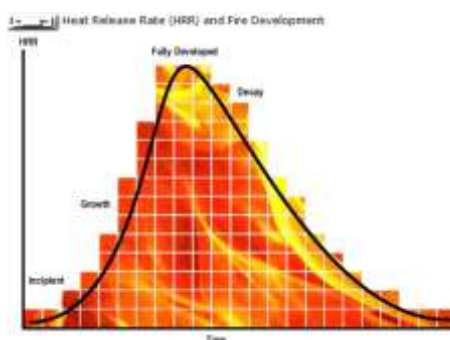
Fire monitoring

It is important to monitor and respond to changes in a fire. Changes include changes in wind direction, backdraft, ventilation, release of hazardous substances, radiation.

- Wind direction: it is important to monitor the wind direction, as this will show you the direction the fire is burning towards. Wind blows flames to the direction it is blowing to.
- Backdraft: If the wind is very strong and it is impossible to stop the fire by direct beating, back-burning may be considered as a last resort. Back-burning can be very dangerous. A backdraft is a new fire from the opposite direction to meet the fire that is already burning. It is very important to ensure that no-one comes between the fire and the backdraft. This applies to fires on grass and vegetation e.g. when you are clearing for construction.
- Ventilation: it is advisable to close windows and any other ventilation channels that bring in air as air holds oxygen that will fuel the fire. Closing ventilation deprives the fire of oxygen making firefighting easier as the fire is 'choked'.
- Release of hazardous substances: as fire burns it releases substances that are hazardous. These are mainly gases such as carbon monoxide, hydrogen cyanide and carbon dioxide which will cause fire fighters to inhale more thus in turn inhaling more hazardous substances.

Stages of a Fire

There are 4 stages of a fire. These stages are incipient, growth, fully developed, and decay.



The following is a brief overview of each stage.

- Incipient/Ignition – This first stage begins when heat, oxygen and a fuel source combine and have a chemical reaction resulting in fire. This is usually represented by a very small fire which often goes out on its own. Recognizing a fire in this stage provides your best chance at containing/extinguishing it.

- Growth – The growth stage is where the structures fire load and oxygen are used as fuel for the fire. There are numerous factors affecting the growth stage including where the fire started, what combustibles are near it, ceiling height and the potential for “thermal layering”. It is during this shortest of the 4 stages when a deadly “flashover” can occur; potentially trapping, injuring or killing fire-fighters.
- Fully Developed – When the growth stage has reached its maximum and all combustible materials have been ignited, a fire is considered fully developed. This is the hottest phase of a fire and the most dangerous for anybody trapped within.
- Decay – Usually the longest stage of a fire, the decay stage is characterized a significant decrease in oxygen or fuel, putting an end to the fire. Two common dangers during this stage are first – the existence of non-flaming combustibles, which can potentially start a new fire if not fully extinguished. Secondly, there is the danger of a backdraft when oxygen is reintroduced to a volatile, confined space.



MODULE 2 – FIRES ARE CONTAINED AND/OR EXTINGUISHED

The Basic Methods For Extinguishing A Fire Are To Suffocate It By Ensuring That It Cannot Have Access To Oxygen (SO2-AC1)

Fire in a building or on a truck is a very dangerous situation. Whenever you encounter a fire, make sure that you can get away from the fire and in a safe area. However, many fires can be contained and extinguished prior to them getting out of control if fire extinguishers are available and used properly.

First it is important that extinguishers are checked regularly for the proper charge and all employees are familiar with their locations. Extinguishers should be placed in easy to see and reach places and should be distinguished by a sign.

There Are Three Main Types Of Extinguishers That Are Commonly Used

Dry Chemical extinguishers are usually rated for multipurpose use. They contain an extinguishing agent and a compressed gas, they are effective from 2m to 3m from the fire. Water extinguishers contain water and compressed gas and should only be used on class A fires.

Carbon Dioxide (CO₂) extinguishers are most effective on class B and C fires. Since the gas disperses quickly they are only effective from 1m to 2.4m

How to Use a Fire Extinguisher

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner.

Here's an easy acronym for fire extinguisher use **P.A.S.S.** --- **P**ull, **A**im, **S**queeze, and **S**weep.

P	A	S	S
PULL and turn THE PIN Break the seal and test extinguisher.	AIM AT THE BASE OF THE FIRE Ensure that you have a means of escape	SQUEEZE THE HANDLE To operate extinguisher and discharge the agent	SWEEP FROM SIDE TO SIDE Completely extinguish the fire.



Always have any fire extinguisher checked after use. Even if the fire extinguisher was only partial used, they needed to be checked and completely recharged after each use. With the proper use of a fire extinguisher many times a small fire can be contained, which will substantially reduce damage and life. Every fire is a risk of personal injury; do not put yourself in danger. If the fire is out of your control do not hesitate to call the fire department immediately.



MODULE 3 – HAND OVER THE SITE TO THE FIRE BRIGADE PERSONNEL

The Fire And/Or The Site Are Handed Over To The Appropriate Personnel (SO3-AC1)

Retreat From The Fire And Hand Over To The Fire Brigade

When a fire breaks out and you do not have the capacity to contain/extinguish it, it is important to call the fire brigade immediately to deal with it. When you handover the fire brigade remember to brief them on the fire.

- Location of the fire (where it started)
- Source of fuel (is it paper, wood, chemicals)
- Number of people still in the burning area.
- Entrances and exists
- Any firefighting equipment in the burning area.



MODULE 4 – REPORTS ON STATUS OF THE FIRE AND EQUIPMENT

Perform a Fire Extinguisher Inspection in 3 Minutes (SO4-AC1)

A fire extinguisher inspection is conducted monthly to ensure that fire extinguishers are in good working condition. Fire extinguisher maintenance and monitoring is covered under the inspection and is conducted by external professionals.

When performing a monthly fire extinguisher inspection, it is important to follow these 5 key steps.

HOW TO PERFORM A FIRE EXTINGUISHER INSPECTION IN 3 MINUTES

- 1. Check accessibility.**
 - Identify if a fire extinguisher is present in the area and take note if it is easily visible.
 - It should not be blocked by any equipment or other objects that would make it difficult to be accessed during an emergency.
 - Fire extinguishers must also be secured in a specific location (e.g. inside a glass cabinet or a wooden box) to prevent them from being moved. If there's none, a recommended action prompt shall appear.
- 2. Examine the physical state.**
 - Look for the fire extinguisher's serial number, and check if the fire extinguisher label is readable.
 - Check if the cylinder and other external metal parts are free of corrosion, dents, and other signs of damage.
 - Inspect if there are cracks in the hose or leak in the nozzle.
 - Check if the locking pin is intact in between the operating lever and handle, and if it is secured well by the seal.
- 3. Check the pressure gauge.**

Examine where the gauge needle is. A needle within the green zone is good. A needle in the **left red zone** means that the fire extinguisher is depressurized and warrants a recharge, while a needle in the **right red zone** signals a danger of over pressure.
- 4. Notice the inspection tag.**

Note if an inspection tag is available. The tag should indicate the last inspection date of a fire extinguisher.
- 5. Generate report and recommend action plan/s.**

Once done with the inspection, summarize observations/action plan. Make sure to sign off on the fire extinguisher inspection tag (if available) with your name/signature and date of inspection. That's it!

ACTION PLAN

- Replace label
- Install locking pin
- Replace seal

Five Most Common Issues Identified During Fire Extinguisher Inspections And What To Do (SO4-AC2)

While it is important to know how to identify a proper-functioning fire extinguisher, it is equally important to be aware of the common issues that arise and how to respond:

Fire Extinguisher Location Obstructed

Issue: When a fire extinguisher is obstructed, it could mean the difference between life and death. Pay attention to instances where a portable fire extinguisher may be behind furniture, office equipment, and doors, or hidden under office desks and sink cabinets.

Action: You should immediately remove obstructions, or reposition the fire extinguisher. Make sure it is easily seen by everyone. Place it along a natural path of travel, such as a hallway or an entrance/exit. Post it under a clear fire extinguisher signage.

Cylinder Has Dents And/Or Rust

Issue: As fire extinguishers often remain unused, they can experience physical deterioration due to humid or corrosive environment, constant transfers, or accidental bumps. Physical defects can lead to malfunction or dangerous explosions.

Action: Immediately forward the cylinder to the manufacturer for replacement.

Fire Extinguisher Overcharged Or Undercharged

Issue: An extinguisher with a good charge will have sufficient velocity to spur the chemical 3 – 6m. An overcharged fire extinguisher can cause leakage or worse, a cylinder explosion. An undercharged one can be equally dangerous and be unable to extinguish fire.

Action: Immediately forward the cylinder to the manufacturer for replacement /recharge.

Locking Pin Missing/Broken Seal

Issue: Locking pins and seals can go missing when they have not been replaced after training exercises, have been tampered, or were simply not installed in the first place. These two must always go together as they prevent accidental pressing of the lever and release of the fire extinguisher's contents.

Action: Whichever is missing, immediately get replacements from your supplies. Pins and seals are either made of metal or plastic. If not in stock, contact your fire extinguisher provider or go to your nearest hardware store.

Fire Extinguisher Not Elevated From The Floor

Issue: A fire extinguisher directly on the floor may cause others to accidentally bump it off, which can further cause dents to the body.

The changing temperature of the floor can also directly affect the fire extinguisher, which can cause change in pressure.

Action: Depending on the cylinder size, the standard practice is to mount it via metal brackets on a wall, 1m – 1.5m above the floor. Alternatively, you could also use wooden or steel fire extinguisher stands.

Check the Pressure Gauge

Examine where the gauge needle is. A needle within the green zone is good. A needle in the left red zone means that the fire extinguisher is undercharged and warrants a recharge, while a needle in the right red zone signals a danger of being overcharged.



Generate Report And Recommend Action Plan/S (SO4-AC3)

Once done with the inspection, summarize observations/ action plan. Make sure to sign off on the fire extinguisher inspection tag (if available) with your name/signature and date of inspection.

ID No	FIRE EXTINGUISHERS	Yes	No	COMMENTS
	Equipment due for service.			
	Corroded or damaged.			
	Label missing or damaged.			
	Damaged symbolic signs.			
	Unit correctly located.			
	Wrong type fire extinguisher			
	Equipment obstructed or inaccessible.			
	Seal missing or broken.			
	Hose / nozzle missing or damaged.			
	Pressure low gauge upright.			
	Other.			
	Are air horns in place			

HOSE REELS				
	Due for annual service.			
	Corroded or damaged.			
	Label missing or damaged.			
	No or damaged symbolic signs.			
	Incomplete. Nozzle/stop valve/run-out guide.			
	Hose through run-out guide and sealed.			
	Reel obstructed or inaccessible.			
	Used for non-fire activities.			
	Not rolled up.			
	Other.			
	Date Inspected:			
	Inspected by:			
	Manager name			
	Manager signature			

Fire Incident Reporting (SO4-AC4)

Preliminary Reports

The following format can be used to construct fire scene investigation reports. Reports should answer all questions concerning the incident as well as paint a picture.

I. Description

Date	
Time of alarm	
Address/Location	
Who?	
Discovered the fire.	
Requested the response (alarm)	
Extinguished the fire.	

Provided scene security.	
What?	
Happened that may have contributed to the fire.	
Actions were taken.	
Was there any damage.	
Describe physical characteristics of what burned (structure, vehicle identification, wildland). Give dimensions when possible and detailed descriptions.	
Ascertain if safety devices were present (smoke detectors, security bars, sprinklers, etc.)	
List the existence of evidence observed of partially burns so as to blacken the surfaces.	
If multiple fires, describe each fire in detail.	
Establish if structure was locked /unlocked.	
Describe conditions (construction type, weather, etc.) that may have contributed to the fire.	
Determine if any crimes were involved.	
Write all information completely and thoroughly.	
Obtain witness identification	
Identify witnesses as to their involvement with fire.	
Take down witnesses' statements exactly as they were given to you.	
Use an interpreter when necessary.	
Write all information completely and thoroughly.	
Fire scene diagrams should be required in the event of a fatality or a serious burn that could result in death.	
List number of photographs and attach the photographer's log sheet	
List all items of evidence separately on the evidence report. Give location where items were recovered and attach the evidence log.	
Give physical description of items of evidence.	
If a natural fire, give reason(s) for your conclusion.	

Fire Fighter Appointment

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
FIRE FIGHTER
ENVIRONMENTAL REGULATIONS FOR WORKPLACES 9(1) AND GENERAL SAFETY REGULATION 2.

(Appointee's Name)

I, **(Appointer's Full Name)** the **(Legislative reference of appointment)** appointee of **(Appointer's Area)** hereby appoint you **(Appointees Name)** as the **Section 8(2)(i)** appointee for **(Responsible Area)**.

A) In terms of this designation you are required to ensure that the duties as follows being carried out:

1. In case of an emergency where the building has to be evacuated due to fire you are responsible for:
 - the classification of the fire to ensure that the correct method of extinguishing being used
 - assess the situation to determine when and what actions to take
2. Only respond on command of the Evacuation team leader to re-enter a building.
3. Identification of correct fire equipment and places where the likelihood of fire occurs.
4. Ensure and maintain good housekeeping.
5. Ensure that you familiarize yourself with the operation of the fire-fighting equipment in your department.
6. Carry out inspections of the emergency escape routes to make sure that they are not obstructed.
7. Report any unserviceable or damaged fire-fighting equipment in your area to your supervisor.
8. Basic fire awareness within your department.

The evacuation procedure will be practiced twice a year, the dates and times of such practices will be communicated to you.

You are required to report any deviations of the above-mentioned instructions to **(Section 16(2) Appointee or the CEO)**.

You will be required to undergo training in order to ensure that you can complete your tasks successfully.

Your appointment is valid from **(Start Date)**.

..... **(Date)**
(Appointer's Signature)

Kindly confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, **(Appointee's Full Name)** understand the implications of the appointment as detailed above and confirm my acceptance.

..... **(Date)**
(Appointee's Signature)