

Fire Extinguisher Toolbox Talk

SafetyVideos.com

A ready-to-run 5-minute crew talk · Portable Fire Extinguishers · OSHA 29 CFR 1910.157

Jason Hessom

How to run this talk (5 minutes): Gather the crew near one of your mounted extinguishers so you can point to it. Read each talking point aloud, then ask the discussion questions and let the crew answer. Close with the one rule, point out the extinguisher locations, alarm pulls, and exits for your area, and pass the sign-in sheet on page 2. This is an awareness refresher — it does **not** replace the fire extinguisher training your employer must provide where employees are expected to use extinguishers, and your site's policy (fight small fires vs. evacuate everyone) always comes first.

Fire Basics — the Triangle & the Classes

- **Fire needs three things at once — heat, fuel, and oxygen.** Remove any one and the fire dies. That's all an extinguisher does: break the triangle.
- **Fires come in classes, and the class decides the extinguisher:**
Class A — ordinary combustibles (wood, paper, cloth, trash); **Class B** — flammable liquids and gases; **Class C** — energized electrical equipment; **Class D** — combustible metals; **Class K** — cooking oils and grease.
- **Using the wrong type can make it worse:** water on a grease or energized electrical fire spreads the fire or electrocutes. Most workplaces mount **ABC-rated dry-chemical** units — read the label on yours.
- **Know where they are before you need one.** Extinguishers must be mounted, visible or signed, and kept clear — never blocked by pallets or parked equipment.

Should You Fight It at All?

- **Extinguishers are for small, just-started fires only.** Before you grab one, make sure: **the alarm has been raised and evacuation has started**, the fire is **small and contained** (wastebasket-size), you have the **right extinguisher**, and you have a **clear escape route at your back**.
- **Never let the fire get between you and your exit.** Fight it with an exit behind you, never from a corner.
- **When in doubt — get out.** Smoke filling the room, spreading flames, or a fire bigger than you practiced on means evacuate now. **Your site's policy decides** whether anyone fights fires at all; some workplaces are total-evacuation only.

Discussion — Ask the Crew

1. Where are the two nearest extinguishers to your workstation — and what class are they rated for?
2. Walk through PASS. Where do you aim, and why the base and not the flames?
3. Name a fire you would NOT fight — what tells you it's time to evacuate instead?
4. What do you check on the monthly visual — and what do you do with an extinguisher that's been used?

The one rule to remember today: Alarm first, and only fight a fire that's small, matched to your extinguisher, and between you and a clear exit. Aim at the base, sweep, and the moment it isn't working — get out and close the door behind you.

This talk is a refresher, not the required training. OSHA 29 CFR 1910.157 requires employers who expect employees to use extinguishers to train them **at initial assignment and at least annually**. The **Fire Extinguisher Training Kit** adds the full video (available in English or Spanish), quiz & answer key, certificates, and sign-in sheets — reusable for every new hire. [SafetyVideos.com/Fire_Extinguisher_Training_Video_p/71.htm](https://www.safetyvideos.com/Fire_Extinguisher_Training_Video_p/71.htm)

PASS — Using an Extinguisher

- **P — Pull** the pin, breaking the tamper seal.
- **A — Aim** the nozzle **at the base of the fire** — the burning fuel, not the flames.
- **S — Squeeze** the handle to discharge.
- **S — Sweep** side to side across the base until the fire is out — then watch for reflash.
- **They empty fast.** A typical unit discharges in 10–25 seconds. If the fire isn't dying quickly or the extinguisher runs out, **leave immediately** and close doors behind you to slow the spread.

Inspection & Everyday Prevention

- **Give your area's extinguishers a quick visual check monthly:** in its mounted spot, visible and accessible, **gauge needle in the green**, pin and tamper seal intact, hose and shell undamaged. Report anything wrong — annual maintenance is done by the employer's program.
- **A used or discharged extinguisher — even partially — comes out of service** for recharge. Never rehang a used unit.
- **Prevention beats suppression:** keep combustibles away from heat sources and charging equipment, keep flammable liquids in approved containers and cabinets, don't overload outlets, and keep exits, aisles, and extinguishers clear.
- **Know your alarm pulls, exits, and assembly point** — the emergency action plan is the other half of fire response.

Date

Location / Facility

Presented by

#	Name (print)	Signature	Job title / Department
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

By signing above, each attendee acknowledges they participated in this fire extinguisher toolbox talk on the date shown. Retain this sheet with your training records. **Note:** attendance at a toolbox talk is not the annual fire extinguisher training required by OSHA 29 CFR 1910.157(g) where employees are expected to use extinguishers — keep it with, not in place of, each worker's formal training records.