

Portable Fire Suppression Equipment (Fire Extinguishers and Blankets)

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Owner: Manager OHS

- 1 The University's general recommendation when a fire occurs or is identified is immediate evacuation of staff and students to a safe location. The first responsibility of anyone identifying a fire is the safety of themselves and others and raising the alarm. However there may be occasions where the prompt use of fire suppression equipment is appropriate to control or suppress small fires.
- 2 Any use of fire suppression equipment must fully comply with its instruction for use. This is particularly important with fire extinguishers where the use of the wrong extinguishers type may lead to injury and further damage. Managers of critical areas such as laboratories, workshops, theatres and warehouses must instruct staff and other users on fire safety and establish a local policy on use of fire suppression equipment.
- 3 Any use of fire suppression equipment must be reported to the OHS Unit through an [Accident and Hazard Report](#).
- 4 Fire suppression equipment includes fire extinguishers and fire blankets.
- 5 In considering the locations, numbers and types of portable fire suppression equipment in specialised workplaces such as laboratories, theatres, warehouses and workshops, the designated workgroup (DWG) representative ([Health and Safety Representative](#)) of the workplace concerned shall be consulted.

Standards

- 6 Portable fire suppression equipment including extinguishers are selected and located in accordance with [Australian Standard 2444 Portable Fire Extinguishers and Fire Blankets—Selection and Location](#).

Maintenance of Existing Equipment

- 7 Facilities Management Services Division is responsible for the cost of inspecting, maintaining, replacing and signage of all existing extinguishers. If used, faulty or damaged equipment is identified, a [work request](#) should be raised by the local supervisor to replace the equipment.

Additional Equipment

- 8 Where an area identifies the need for additional extinguishers or other fire suppression equipment, they should seek advice from the [Fire Safety Officer](#) in Human Resources Division.
- 9 Deficiencies in the distribution of portable fire extinguishers in existing workplaces are assessed by the [Fire Safety Officer](#) using the criteria recommended in [AS 2444](#).
- 10 The costs associated with the purchase and installation of new fire suppression equipment due to the purchase of new plant or minor change to an area is the responsibility of the area concerned. These requirements should be identified before purchase or changes are made and incorporated into the budget proposal.
- 11 Where an existing location or process does not meet current or updated Australian Standards or Building Code requirements for portable fire suppression equipment, Facilities Management Services Division is responsible for carrying out any upgrades and any associated costs.
- 12 When requested, Facilities Management Services Division is responsible for advising the [Fire Safety Officer](#) or the area concerned of the cost of fire suppression equipment including installation costs.
- 13 Where the costs associated with the provision of additional fire suppression equipment, application for additional funding over \$10,000 may be made to Chief Operating Officer through the University OHS Subcommittee.

New Buildings and Refurbishment Projects

- 14 The types and locations of portable fire suppression equipment in new buildings and refurbishment projects will be identified during the design certification process.
- 15 The cost of portable fire suppression equipment will be part of the overall cost of the project. Any subsequently identified deficiency will be remedied by Facilities Management Services Division as part of the project cost.

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Fire Extinguishers in Vehicles

- 16 Where a faculty, institute or other area has assessed the need for a fire extinguisher in a vehicle, the provision and maintenance of the extinguisher will be a cost to the area concerned.