

OPS-SC-0016

Safety Equipment Requirements Policy

Revision History				
Rev	Date	Document Owner	Approved By	Issue Purpose
0	09/12/2022	R. Courtney	JC	Create std policy
1	08/26/2026	R. Strahan	NR, RS, RG	Update to separate by topic and content
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1 Purpose

The purpose of this policy is to establish minimum requirements for fire extinguishers, first aid supplies, and Automated External Defibrillators (AEDs) in order to protect employees, contractors, visitors, and property, as well as ensure prompt response to emergencies.

2 Scope

This policy applies to all company-owned or leased facilities, field location, job sites, warehouses, and offices. It also applies to all employees, contractors, and authorized visitors.

3 Responsibilities

3.1 Management

- Ensure appropriate fire extinguishers, first aid kits, and AEDs are provided and maintained.
- Ensure employees receive required training.
- Allocate resources for inspections, servicing, and replacements.

3.2 HSE & Safety Department

- Assess hazards to determine required equipment.
- Conduct and document inspections.
- Coordinate servicing and training.
- Maintain compliance records.

3.3 Employees

- Know the locations of fire extinguishers, first aid kits, and AEDs.
- Report missing, damaged, or depleted equipment.
- Use equipment only if trained and only when safe to do so.

4 Fire Extinguishers

4.1 Fire Extinguisher Requirements

- Approved types of fire extinguishers are as follows:
 - Only UL listed or FM approved fire extinguishers shall be used.
 - Extinguishers shall be selected based on the fire hazards present:
 - Class A – Ordinary combustibles.
 - Class B – Flammable liquids/gases.
 - Class C – Energized electrical equipment.
 - Class D – Combustible metals (where applicable).
 - Class K – Cooking oils and fats (commercial kitchens).

4.2 Placement and Accessibility

- Extinguishers must be:
 - Clearly visible and unobstructed.
 - Mounted on walls, brackets, or in cabinets.
 - Located along normal paths of egress.
 - Maximum travel distances:
 - Class A - 75 feet.
 - Class B - 50 feet.
 - Class C - Based on Class A or B hazard.
 - The top of the extinguisher shall not be more than:
 - 5 feet above the floor (≤ 40 lb. units).
 - 3.5 feet above the floor (> 40 lb. units).

4.3 Signage

- Fire extinguisher locations shall be clearly marked with signage.
- Signs must remain visible even if the extinguisher is temporarily removed.

4.4 Monthly Inspections

- Monthly inspections must be conducted by trained personnel and verify the following:
 - Extinguisher is in designated location.
 - Pressure gauge is in the operable range.
 - Pin and tamper seal are intact.
 - No physical damage, corrosion, or leakage.
- Inspections must be documented (tag or electronic record).

4.5 Annual Maintenance

- Annual inspections must be performed by a certified fire extinguisher service provider. The inspection shall include internal examination and verification of operability.
- Maintenance records must be retained.

4.6 Hydrostatic Testing

- Hydrostatic testing must be conducted at intervals required by the manufacturer and applicable standards.
- Extinguishers failing tests shall be removed from service.

4.7 Training Requirements

- All employees shall receive fire extinguisher awareness training, including:
 - Types of fires and extinguishers.
 - Limitations of fire extinguishers.
 - Emergency evacuation procedures.
- Employees expected to use extinguishers shall receive hands-on training.
- Training shall be provided:
 - Upon initial assignment.
 - When equipment or hazards change.
 - At refresher intervals as determined by HSE.

4.8 Use of Fire Extinguishers

- Employees may use a fire extinguisher only if:

- The fire is small and contained.
 - The correct extinguisher type is available.
 - They have been trained.
 - A clear escape route is maintained.
 - Emergency services have been notified or will be notified immediately.
- Employees must evacuate immediately if any of the above conditions are not met.

4.9 Prohibited Actions

- Using an extinguisher that is damaged, discharged, or overdue for service.
- Blocking or obstructing access to fire extinguishers.
- Fighting fires beyond initial incipient stage.
- Returning a discharged extinguisher to service without proper servicing.

5 First Aid Supplies

5.1 Availability

- Adequate first aid supplies shall be readily available during all shifts.
- Supplies must be:
 - Accessible without obstruction.
 - Appropriate for the size of the workforce and hazards present.
 - Located in clearly marked, designated areas.

5.2 First Aid Kits

- First aid kits shall meet or exceed ANSI/ISEA Z308.1 requirements or the equivalent.
- Kit type (Class A or Class B) shall be selected based on:
 - Nature of work activities.
 - Number of employees.
 - Potential injury risks.
- Kits shall be:
 - Clearly labeled.
 - Kept clean and dry.
 - Mounted or stored for easy access.

5.3 Maintenance and Inspection

- First aid kits shall be inspected at least monthly.
- Inspections shall verify:
 - Required supplies are present.
 - Expired items are removed and replaced.
 - Containers are intact and sanitary.
- Inspection records shall be documented.

6 Automated External Defibrillators (AEDs)

6.1 Provision and Placement

- AEDs shall be provided where:
 - Required by state/local regulations.
 - Risk assessment identifies potential cardiac emergency exposure.

- Large numbers of employees or visitors are present.
- AEDs shall be:
 - Highly visible and clearly marked.
 - Accessible within a reasonable response time (recommended 3 minutes or less).
 - Located near high-traffic or high-risk areas where feasible.

6.2 Signage

- AED locations shall be clearly identified with standardized signage.
- Directional signs shall be installed where necessary.

6.3 Inspection and Maintenance

- AEDs shall be inspected monthly or per manufacturer instructions to ensure:
 - Device is operational.
 - Battery and electrode pads are within expiration date.
 - No visible damage exists.
- AEDs shall be maintained according to manufacturer specifications.
- Inspection and maintenance activities shall be documented.

6.4 Post-Use Procedure

- Following AED use:
 - Emergency services must be notified immediately (if not already activated).
 - AED shall be removed from service until inspected, restocked, and cleared for use.
 - Incident shall be reported per company incident reporting procedures.

6.5 Prohibited Actions

- Blocking or obstructing access to fire extinguishers, first aid kits, or AEDs.
- Using expired, damaged, or uninspected equipment.
- Returning used first aid kits or AEDs to service without proper replenishment or inspection.

7 Recordkeeping

- The following records shall be maintained:
 - Fire extinguisher inspections and servicing.
 - First aid kit inspections.
 - AED inspections and maintenance.
 - Employee training and certifications.

8 References

ANSI/ISEA Z308.1