



**NEW MEXICO JUDICIAL BRANCH
ACKNOWLEDGEMENT FORM**

**OSHA TRAINING TUTORIAL ON
PORTABLE FIRE EXTINGUISHERS**

<https://humanresources.nmcourts.gov/fire-safety.aspx>

I, _____, an employee or a Judge of the New Mexico Judicial Branch (NMJB)
(print name)

Administrative Office of the Courts hereby certify I have viewed the OSHA Training Tutorial on Portable Fire Extinguishers located at: <https://humanresources.nmcourts.gov/fire-safety.aspx>.

I understand that OSHA Regulation 1910-157 (general industry) require this training if staff have access to a fire extinguisher in their building or facility, and prior to their use. I have listened to the OSHA tutorial and have a basic understanding of the general principles of portable extinguisher use, the PASS method (listed below), and the hazards of incipient or early-stage firefighting.

The PASS method consists of four steps:

- Pull the pin
- Aim at base of fire (not at the flames above the base)
- Squeeze the handle
- Sweep the canister side to side

Any fire extinguishers whose pin has been removed, must immediately be reported, and even if it was not used, they may need to be repaired or reset.

I understand that in the event of a fire, it is not my responsibility to try and put out the fire, rather, the use of a fire extinguisher is to help clear the path so that I, my peers, and coworkers may safely and immediately exit the building.

I accept responsibility for contacting the AOC Human Resources Division (HRD), at (505) 827-4810, with any questions or concerns regarding the training, NMJB Rules, or Policies. I understand it is my responsibility to inform management and the AOC HRD of any violation of the NMJB or Personnel Policies.

Judge or Employee Name (Please Print)

Judicial Entity / Court / Division

Judge or Employee Signature

Date

Original: Judge or Employee Personnel File

Copy: Judge or Employee