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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Fire Inspection

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POLICY

It is the policy of Community Living Thunder Bay to inspect and document all potential fire hazards.

PURPOSE

To ensure that all equipment meets the safety standards as set out under the Ontario Fire Marshals Act and the Day Nursery Act.

RESPONSIBILITY

It is the responsibility of the Executive Director to ensure that the appropriate inspections are carried out.

GENERAL MANUAL PROCEDURE

TOPIC: Fire Inspection

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PROCEDURE:

1. On a daily basis the following items will be inspected:
 - pull boxes (replace glass if needed)
 - clearance of fire exits (free of obstruction)
 - fire exit lamps (replace as required)
 - exit doors (ensure all exit doors open easily and are unobstructed)

2. On a monthly basis:
 - fire extinguishers (sign off cards)
 - smoke detectors
 - emergency lighting
 - exhaust fans
 - electrical cords
 - equipment