



GENERAL MANUAL POLICY

APPROVED BY:

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Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Safe Water Policy

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POLICY

The W. J. Griffis Children's Centre (Centre) and the Griffis School-age Program are committed to ensuring that water provided to children is safe for drinking, and safe from scalding. All plumbing for drinking water, installed prior to 1990, must have the system flushed daily and be tested for lead on an annual basis. All plumbing for drinking water that was installed in 1990 or after must have the system flushed once per week (Ontario Regulation 243/07).

GENERAL MANUAL PROCEDURE

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PROCEDURE:

GRIFFIS SCHOOL AGE PROGRAM AT ALGONQUIN SCHOOL:

1. The water in the School-age Program, housed in Algonquin school will have the water tested annually for lead. The school board will take the annual water samples before October 31 of each year, to a licensed laboratory. The Centre agrees to pay the total costs for conducting the test. The Centre will notify the Ministry of Children and Youth Services of the results of the test, before October 31 annually.
2. The first staff member to arrive in the morning at the Griffis School-age program will flush the cold water tap in the designated classroom daily, for a minimum of five minutes.
3. The daily flushing will be recorded on a chart, with the following information:
 - The date
 - The time of every flushing
 - The name of the person performing the flushing
4. All records will be kept for at least six years.
5. The hot water temperature will be tested daily to ensure that the water does not exceed 43 degrees Celsius. This will be recorded on a daily chart, and kept for two years.

THE W.J. GRIFFIS CHILDREN'S CENTRE:

1. The first staff member to arrive in the morning at the Centre will flush the cold water tap for a minimum of five minutes at the start of each week.
2. The weekly flushing will be recorded on a chart, in the kitchen, with the following information:
 - The date
 - The time of every flushing
 - The name of the person performing the flushing
3. All records pertaining to lead and flushing will be kept for at least six years.
4. The Centre will use a reverse osmosis water system. The filters for the system are on an automatic replacement schedule of every six months.
5. The temperature gauge on the hot water tank is to be kept turned down, below 130 degree F (43 degrees C) to prevent scalding, and checked monthly by the Supervisor.
6. The water temperatures will be recorded on a chart, and kept for at least two years.