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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Preventative Maintenance

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POLICY

It is the policy Community Living Thunder Bay to ensure that all equipment and machinery is maintained in a proper working order for the protection of all employees.

PURPOSE

CLTB seeks to ensure that proper maintenance of the items listed in the Preventative Maintenance Procedure is followed, and to ensure proper working order of those items.

RESPONSIBILITY

It is the responsibility of Team Leaders/Supervisors to ensure equipment is being properly maintained.

It is the responsibility of all employees to adhere to this policy, and to report any unsafe or improperly maintained equipment for repair.

GENERAL MANUAL PROCEDURE

TOPIC: Preventative Maintenance

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PROCEDURE:

Employees working in the support locations are responsible for the following:

1. Daily Inspections:

- checking the water temperature and completing the "Daily Water Temperature Check Form"
- ensuring the support location is free from hazards and completing the "Daily General Household Checklist"
- checking the company vehicle and completing the "Company Vehicle Checklist"

2. Monthly Inspections:

Fire Systems

- checking fire extinguishers
- checking fire/smoke detectors
- ensuring the evacuation floor plans are posted
- checking carbon monoxide detectors
- completing fire drills

First Aid Station

- ensuring first aid kits are replenished and completing the "CLTB First Aid Station Checklist"

1st Aid and CPR Certificates

- ensuring up to date copies of the 1st Aid and CPR certificates of all permanent staff working in that location are included in the Health and Safety Manual.

3. Yearly Inspections:

- furnaces - check the filter, and if needed, have vents and furnaces cleaned
- batteries to be changed in the smoke detectors and carbon monoxide detectors

While doing these inspections, if there are any deviations found, they should be logged in your log book and reported to your Team Leader immediately. Once the Team Leader is aware of the situation she or he will ensure that proper actions are taken, by contacting the purchasing agent who will in turn contact the appropriate person to do repairs. All repairs should be recorded for the Team Leader and the purchasing agent.