

**COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL**

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FILE UNDER SECTION: 2 – Health and Safety	EFFECTIVE DATE: September 28, 1993 REVISION DATE: August 2017

POLICY:

Community Living Brant is committed to the prevention of occupational illness and injury in the provision of human service. To achieve such compliance relevant legislation includes the Occupational Health and Safety Act, The Ontario Fire Code, the Fire Protection and Prevention Act and the Ontario Building Code.

PURPOSE:

Community Living Brant is committed to providing a safe and healthy working environment for all the employees and people receiving services. Community Living Brant recognizes the importance of ensuring a fire safe environment, by ensuring appropriate fire detection, response systems, plans for staff response to fire situations are in place, and all are tested, and inspected and practiced so they will function properly when required.

Community Living Brant is committed to reviewing, evaluating and improving the fire safety policy and procedures by annually reviewing the Policy in consultation with the Joint Health and Safety Committee.

SCOPE:

The Fire Policy and Procedure applies to all employees of Community Living Brant. Where Community Living Brant employees work in premises owned or managed by others the fundamental precautions will still apply. However, there may be site specific details which those employees will need to familiarize themselves with in order to co-operate with those site management.

DEFINITIONS:

Fire Safety Plan

A Fire Safety Plan is a document that defines the fire safety strategy for a facility, location in terms of the required levels of performance, design parameters and maintenance requirements for each physical or human measure/factor. The Fire Safety Plan includes but not limited to the following: Fire Safety Plan as Per the Ontario Fire Code, Alternative Measures, Portable Fire Extinguishers, Means of Egress.

Drill

A drill is a fire or evacuation simulation, role play conducted within a work area to train staff and people that receive services to identify alarms; procedures and methods of evacuation, the location of assembly, circumstances where evacuation may need to be modified.

RESPONSIBILITIES:

- 1.0 The responsibilities for ensuring a safe workplace rest with all employees of Community Living Brant as well as the Agency itself. Through this joint responsibility, the workplace will be made safe and healthy for all.

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1.1 Employer

- Provide resources to develop, implement, maintain the Fire Safety Policy and Procedures
- Approve the policy and procedures as required in consultation with the Joint Health and Safety Committee
- Enforce the policy, and procedures
- Provide equipment, necessary resources and initial and ongoing employee training with regards to Fire Policy and Procedures

1.2 Managers/Supervisors

- Enforce the Fire Policy and Procedures through regular monitoring strategies such as workplace inspections, auditing of worker safe practices and performance management
- Encourage employees to report hazards proactively and to report accidents and incidents to the supervisor immediately
- Respond promptly to employee reports
- Ensure that all new and existing staff review the Fire Safety and Procedures
- Take every reasonable precaution for the protection of the employee

1.3 Employees

- Participate in the review of the Fire Policy and Procedures
- Comply with policy and procedures at all times
- Use and care for equipment provided by the employer correctly
- Report any concerns, hazards, incidents or accidents to the supervisor or delegate immediately
- Co-operate with hazard, accident and incident investigations as required by management

1.4 Joint Health and Safety Committee

- At every meeting as required review any incidents/accidents related to Fire Safety
- Inspect the workplace for hazards as part of the monthly workplace inspection process
- Make recommendations in writing to management as required

PROCEDURE:

1.0 Fire Prevention

1.1 All Locations with Community Living Brant will maintain some or all of the following information based on program regulations and requirements.

- Fire Safety Plan As Per the Ontario Fire Code
- Alternative Measures
- Portable Fire Extinguishers
- Means of Egress
- Emergency Lighting –Battery Pack
- Sprinkler System Inspection
- Interconnected Smoke Alarms

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- Checking the Power Supply of Interconnected Smoke Detector
- Smoke Alarm Drill Rotation Checklist
- Special Hazards
- Fire Emergency Procedures
- Procedures for Emergency Evacuation
- Disaster Plan /Fire Safety Plan
- Orientation of Staff to all Fire and Safety Procedures
- Fire Extinguisher Location and Operation
- Using a Fire Extinguisher Flyer
- Fire Extinguisher Inspection
- Monthly Fire and Safety Report
- Fire and Safety Daily Inspection Report
- Floor Plan
- Fire Drill Assignment List
- Responsibility of Supervisor
- Propane Usage

2.0 **Training**

2.1 **Staff**

The Supervisor will ensure that new employees receive a full orientation to fire safety, equipment and location-specific procedures. All staff will receive fire safety instructions annually or more often as required. The training will include but not limited to the review of the fire plan, location of all emergency equipment, proper use of the fire extinguisher. The format of this training will include oral review as well media review as required.

2.2 **Individuals Supported**

Staff will ensure that all individuals supported are knowledgeable about fire safety, equipment and location-specific procedures. As necessary an Individual Fire Safety Report will be completed.

3.0 **Inspections**

3.1 **Fire Code Inspections**

3.1.1 The Supervisor will ensure that an annual Fire Code Inspection will occur by an officer authorized to inspect buildings under the Fire Marshall's Act in each location as appropriate.

3.1.2 A copy of the completed inspection Report will be maintained in each location.

3.2 **Fire Extinguisher Inspections**

3.2.1 The Supervisor will ensure that all fire extinguishers are checked monthly by staff and where applicable, will ensure an annual inspection by a qualified Inspector.

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3.2.2 Staff must complete appropriate documentation monthly, and a copy of any completed Annual Inspection Report will be maintained at the location.

3.3 Furnace and Chimney Inspection

3.3.1 Where applicable, the Supervisor will ensure that all fuel-fired furnaces and chimneys are serviced and inspected annually by a qualified Inspector.

3.3.2 A copy of the completed Inspection Report will be maintained at the program location.

3.4 Smoke Alarm Inspection

3.4.1 Where applicable, the Supervisor/designate will ensure that all smoke detectors are inspected weekly to ensure that there is power going to each smoke detector. This can be accomplished by checking each smoke detector for a green light.

3.4.2 Staff must complete appropriate documentation weekly on the "Checking the Power Supply" form.

3.4.3 A copy of the annual inspection report will be maintained at the location.

3.5 Fire Equipment Inspection

3.5.1 Where applicable, the Supervisor will ensure availability and proper functioning of all fire safety and prevention equipment, for example.

- Interconnection smoke detectors (must receive annual maintenance.)
- Battery operated smoke detectors (batteries to be changed at least two times per year.)
- Automatic dialing systems
- Exit lights
- Emergency lighting
- Fire doors
- Heat detectors
- Sprinkler systems
- Automated door closures

3.5.2 Any required documentation will be maintained at the program location.

4.0 Fire Drills

4.1 The Supervisor/ designate will ensure that each location area will conduct appropriate fire drills at least once a month. The fire drill will be completed on a rotation bases that

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is posted at the beginning of the year. The Fire drill Assignment List will be used to assign fire drill responsibilities. Fire drills should be planned and scheduled at varying times and under varying conditions, **and completed by the designate by the 15th of each month.**

- 4.2 The Fire Drill will be conducted using scenario based drill. The person assigned to complete the drill will develop a scenario and then set off the alarm. The scenario is to assist staff in planning and thinking what they would do or could do to ensure safety for all if there were a real emergency. When completing the scenario identify the exits and supports that you gave to get everyone out safely. The scenario is used to make sure people supported realize there are different exits to use if there were an emergency. The Monthly Fire and Safety report will be used to document the drill.
- 4.3 A different inter connected smoke alarm should be used every month to set off the alarm. The smoke alarm used to run the drill must be documented on the smoke Alarm Drill Rotation Checklist.

5.0 **Daily Fire Safety and Inspection**

- 5.1 The Fire and Safety Daily Inspection Report is used to document a thorough inspection of the home for hazards in the morning and in the evening.
- 5.2 The water temperature will be checked in the a.m. and p.m. Each location will post a listing of all the taps in the home with a corresponding number. The water testing must involve using different taps. Using a digital thermometer record the water temperature on the Fire and Daily Inspection Report a.m. and p.m.

6.0 **Relocation**

- 6.1 If relocation is necessary, each location will follow the Disaster Plan in place specific to the location.

7.0 **Paint Storage**

- 7.1 Paint must not be stored on site
- 7.2 Prior to taking the paint to the Dunn for storage record the paint color, number, type of paint and the purchase location and file

8.0 **Propane Usage**

- 8.1 Propane, also called LPG or LP gas is a widely used fuel
- Propane in its natural form is colorless and odorless
 - To make propane easier to detect in the event of a leak or spill
 - Manufactures deliberately add a chemical compound to give it a distinctive smell – rotten eggs, skunk spray or a dead animal

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8.2 Complete three step safety check before using propane barbecue:

- 1) Clean: Use a pipe cleaner or wore to make sure the burner ports and the tubes leading to the burner are free of rust, dirt, spider webs or other debris
- 2) Check: Examine the hose leading from the fuel supply to the burners. Replace if cracked or damaged
- 3) Test: Find leaks by applying a 50/50 solution of water and dish soap to all fuel and hose connections. If bubbles appear, tighten the connections and/or replace the damaged parts and always re-test.

Barbeques are approved for outside use only, they emit carbon monoxide, an odorless, colorless poisonous gas that can lead to serious health affects even death

8.3 Light Right: Make sure barbeque is outdoors and on level ground

- Have barbeque away from windows and flammable
- Surfaces
- OPEN THE LID

8.4 Transporting Propane: when transporting propane cylinders always keep it upright, do not put the cylinder in a closed vehicle or in the trunk. The preferable method to transport the cylinder is on the floor of the passenger compartment.

8.5 Safety:

- Always turn off the cylinder valve tightly when your barbeque is not in use
- Never connect an unregulated LP gas cylinder to your barbeque
- Never store a spare cylinder under or near your barbeque
- Never bring propane tanks indoors
- Always keep your in use cylinder securely fastened in an upright position
- Never use cigarettes, lighters, or matches near your propane barbeque whether it is in use or not. You can't be sure that there is not a slight gas leak somewhere in the unit.

9.0 **Fire Forms**

9.1 All Fire and Safety forms and Fire Plan Template will be available on the Agency web site in the Policy and Procedure Section.