

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Smoke Detectors/Alarms and Carbon Monoxide Detectors	Code: HS187
		Date of Issue: June 2004
		Revised: December 2013
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PURPOSE:

To define the proper placement and maintenance of smoke detectors/alarms and carbon monoxide detectors in the homes of the individuals that we support.

DEFINITIONS:

Smoke Detector/Alarm: A safety device that is installed in a home and/or workplace that detects smoke and/or temperature variants to provide early warning of fire.

Carbon Monoxide (CO): A poisonous gas that you cannot see, smell, or taste. It is produced by the incomplete burning of fuels such as natural gas, propane, heating oil, charcoal, wood, or kerosene.

Carbon Monoxide Detector: A safety device that detects levels of carbon monoxide to provide early warning of asphyxiation.

POLICY:

Smoke Detectors:

1. The **Ontario Fire Code** by law requires that every home have working smoke detectors/alarms on every storey and outside all sleeping areas. The Ministry of Community and Social Services requires them in all sleeping areas.
2. It is a Landlord's responsibility (required by law) to install smoke detectors/alarms in all rental properties as per the Ontario Fire Code, and to keep them in working condition at all times.
3. Batteries in smoke detectors/alarms and carbon monoxide detectors must be changed every six (6) months. Avenue II encourages that individuals replace batteries in the spring and fall during the daylight savings time changes. If the low-battery warning sounds, the batteries must be replaced immediately. Some detectors are wired into the home and do not require battery replacement; regular testing is still required.
4. The batteries for smoke detectors/alarms and carbon monoxide detectors **are not to be removed** from the detector unless they are being replaced immediately. It is against the law for **ANYONE** to remove the batteries or tamper with the alarm in any way.

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5. Smoke detectors/alarms and carbon monoxide detectors are to be tested a minimum of once a month (or where the manufacturer recommends more frequent testing of the carbon monoxide detector the manufacturer directions will be followed) by activating the test button located on the front of the detector. This is to be done in conjunction with monthly fire drills. (See Policy HS052 – Fire Drills in Homes) As well, smoke detectors/alarms and carbon monoxide detectors are checked during Workplace Inspections, and the results are recorded on the safety equipment logs. Carbon Monoxide detectors must be tested according to the manufacturer directions.

Smoke Detectors/Alarms Test Procedures:

1. For testing the battery of the smoke detector, activate the alarm by pressing the test button located on the front of the detector.
2. Smoke detectors will be tested monthly on the 15th of each month by staff working at the location. Results to be recorded on the Fire Drill Log.
3. Smoke detectors will be tested by Health and Safety Representatives and JHSC members while conducting workplace inspections. Date of test to be recorded on the Safety Equipment Log.

Carbon Monoxide Detectors:

1. All carbon monoxide detectors shall bear the CSA Seal of Approval.
2. To work properly, a carbon monoxide detector must not be blocked by furniture, draperies, or other obstructions to normal air flow.
3. One (1) carbon monoxide detector must be mounted in or near bedrooms and living areas according to the manufacturer directions. It is recommended a detector be present on each level of the home.
4. Carbon monoxide detectors will be tested weekly and cleaned with batteries changed semi-annually by staff working at the location. Instructions can be found in the General Information Binder with the Carbon Monoxide Log.
5. The manager of each team will ensure that new checklists are distributed and returned.