

MANUAL OF ADMINISTRATION

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| TOPIC: HEALTH AND SAFETY | SUBJECT: Smoke Detectors/Alarms and Carbon Monoxide Detectors | Code: HS187 |
| | | Date of Issue: June 2004 |
| | | Revised: December 2017 |
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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.

Test Procedures:

1. Smoke detectors/alarms are to be tested a minimum of once a month by activating the test button located on the front of the detector. This procedure is to be completed in conjunction with monthly fire drills (see Policy HS052 – Fire Drills in Homes).
2. For testing the battery, activate the alarm by pressing the test button located on the front of the detector.
3. 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.

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4. 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.

Test Procedures:

1. Carbon monoxide detectors will be tested and cleaned weekly by staff working at the location. Instructions can be found in the General Information Binder with the Carbon Monoxide Log.
2. Carbon monoxide detectors will also be tested by the Health and Safety Representatives/JHSC members while conducting workplace inspections.
3. The manager of each team will ensure that new checklists are distributed and returned.

Battery Replacement:

1. Batteries in smoke detectors/alarms and carbon monoxide detectors must be changed every six (6) months. Batteries should be changed 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 in and will require a different process to change the batteries; please consult the unit's manual in the General Information Binder for this procedure.
2. 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 anyway.