

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Testing of Smoke Detectors	Code: HS188
		Date of Issue: Feb 2007
		Revised: Nov 2009
		Reviewed: Sept 2009
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PURPOSE: This policy will inform employees of the guidelines for safe testing smoke alarms in NEIGHBOURS homes.

RESPONSIBILITIES:

JOINT HEALTH AND SAFETY COMMITTEE

The Joint Health and Safety Committee members will perform the smoke detector tests, during their regular bi-yearly scheduled Workplace Inspections, by pressing the test button located on the detector. Record the results on the Safety Equipment Log.

MANAGERS

Manager's will test the smoke detector's battery and audible alarm during their regular scheduled inspections and spot checks, by pressing the test button located on the detector. Record the results on the Manager's Spot Check form or on the Safety Equipment Log form for the bi-yearly Manger Workplace Inspections.

TRAINING:

The procedure will be reviewed annually at the first JHSC meeting of each year.

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