

TITLE:	Emergency Equipment	POLICY #:	XVIII-A-10.40
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
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Emergency Equipment – POLICY #: XVIII-A-10.40

POLICY:

To ensure adequate emergency equipment is available, accessible, and properly maintained, the Manager of Building Services, under the direction of the Administrator, will develop and maintain a listing of all emergency equipment available for use in the Home.

RESPONSIBILITIES:

The Administrator or designate will:

- 1) Ensure all individuals who utilize emergency equipment are afforded proper training.
- 2) Ensure individuals responsible for inspecting emergency equipment are properly trained in how to inspect the equipment.

The Manager of Building Services or designate will:

- 1) Conduct emergency equipment inspections as required or contract external resources or agencies to inspect or otherwise approve listed equipment as per regulation or code.
- 2) Log all completed inspections.
- 3) Properly maintain, test, and verify all emergency equipment.

PROCEDURE:

- 1) The Home will maintain a listing, including location as applicable, of emergency equipment. The listing will include at a minimum:
 - Fire Extinguishers/Hoses
 - Fire Suppression System(s)
 - Emergency Power provided by Generator (e.g. outlets, lighting, equipment) and extension cords to maintain care (e.g. oxygen, air mattresses)
 - Eye Wash Stations
 - Personal Protective Equipment (PPE)
 - Spill Response Kits
 - Carbon Monoxide Detectors
 - Any other emergency equipment that is appropriate to the workplace

- 2) Emergency equipment will be inspected and maintained as required to ensure all equipment is in compliance with the applicable provincial Fire Code, Building Code, and any other municipal or relevant legislation.
- 3) All completed inspections on emergency equipment will be properly documented.
- 4) On an annual basis, each location will conduct a written review of emergency equipment to ensure the following:
 - A correct selection of equipment has been made
 - An adequate amount of equipment is available
 - The equipment is properly located for the need
- 5) Replacement and calibration of emergency equipment will be done in accordance with the provincial Fire Code, Building Code, any other relevant legislation, and the manufacturer's requirements.
- 6) Only trained and authorized personnel will utilize emergency equipment.

Attachments: XVIII-A-10.40 Emergency Equipment List(a)