

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Smoke Detectors/Alarms and Carbon Monoxide Detectors	Code: HS187
		Date of Issue: June 2004
		Revised: October 2011
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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** requires that every home have working smoke detectors/alarms on every storey and outside all sleeping areas. It is the law.
2. It is a Landlord's responsibility (required by law) to install smoke detectors/alarms in all rental properties, 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 appropriate forms. 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 sensors will be tested monthly on the 15th of each month by staff working at the location.

Carbon Monoxide Detectors:

1. All carbon monoxide detectors should bear the CSA Seal of Approval.
2. To work properly, a carbon monoxide detector should 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. The checklist and instructions are included in the policy, page three and four.
5. Person supporting will post and document as per checklist details.
6. The manager of each team will ensure that new checklists are distributed and returned.

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TESTING & CLEANING OF CARBON MONOXIDE DETECTORS – 2009 –

LOCATION: _____ MANAGER: _____

DATES	WEEKLY TESTING	SEMI-ANNUAL CLEANING	WORKER'S NAME	WORKER'S INITIALS	REVIEWED AT INSPECTION/ SPOT CHECK
August 1 – a.m.					
August 8 – a.m.					
August 15 – a.m.					
August 22 – a.m.					
August 29 – a.m.					
September 5 – a.m.					
September 12 – a.m.					
September 19 – a.m.					
September 26 – a.m.					
October 3 – a.m.					
October 10 – a.m.					
October 17 – a.m.					
October 24 – a.m.					
October 31 – a.m.					
November 7 – a.m.					
November 14 – a.m.					
November 21 – a.m.					
November 28 – a.m.					
December 5 – a.m.					
December 12 – a.m.					
December 19 – a.m.					
December 26 – a.m.					

TESTING & CLEANING INSTRUCTIONS ARE ATTACHED – PLEASE READ & FOLLOW CAREFULLY.

IF CARBON MONOXIDE DETECTOR IS NOT WORKING PROPERLY OR IS DAMAGED/BROKEN,
REPORT TO MANAGER OR DIRECTOR OR ON-CALL IMMEDIATELY.

RETURN COMPLETED FORM TO TEAM MANAGER.

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WEEKLY TESTING OF CARBON MONOXIDE (CO) DETECTORS

All CO Detectors in every NEIGHBOURS household are to be tested each week. Refer to the Testing and Cleaning checklist for dates and times.

Follow these steps to ensure proper testing:

1. Look at the CO detector to make sure the green light is on. This indicates normal operation.
2. If the green light is not on, unplug the CO detector and then plug it in again. This clears and restarts the detector. If the green light does not come back on, the CO detector may be defective or malfunctioning. **REPORT THIS IMMEDIATELY TO A MANAGER OR DIRECTOR OR ON-CALL SUPERVISOR.**
3. If the green light is on, proceed with further testing.
4. Press and release the "Test/Reset" button. You will hear 4 quick beeps, followed by 5 seconds of silence and then 4 more quick beeps. The red alarm light will flash during this testing process.
5. The detector will then return to regular monitoring and the green light will be on.

SEMI-ANNUAL CLEANING OF CARBON MONOXIDE (CO) DETECTORS

All CO Detectors in every NEIGHBOURS household are to be cleaned twice a year. Refer to the Testing & Cleaning checklist for dates and times.

Follow these steps to ensure proper cleaning:

1. Unplug the CO detector from the electrical outlet.
2. Use the soft brush attachment of the vacuum cleaner.
3. Vacuum the cover of the detector to remove accumulated dust.
4. Never use detergents or solvents to clean the CO detector as they may damage or contaminate the sensor.
5. Plug the CO detector back into the electrical outlet and ensure that the green light is on.
6. If the green light is not on, unplug the CO detector and then plug it in again. This clears and restarts the detector. If the green light does not come back on, the CO detector may be defective or malfunctioning. **REPORT THIS IMMEDIATELY TO A MANAGER OR DIRECTOR OR ON-CALL SUPERVISOR.**