

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Testing of Smoke Detectors	Code: HS188
		Date of Issue: February 2007
		Revised: October 2011
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PURPOSE: This policy will inform employees of the guidelines for safe testing of 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 annual scheduled Workplace Inspections, by pressing the test button located on the detector. Record the results on the Safety Equipment Log.

HEALTH AND SAFETY REPRESENTATIVE

The Health and Safety Representative will test the smoke detector's battery and audible alarm during their monthly inspections by pressing the test button located on the detector. Results to be recorded on the Safety Equipment Log form which is part of the monthly Workplace Inspection.