



## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Smoke Detectors, Carbon Monoxide Detectors and Emergency Response Pendants	<b>Code:</b> HS187
		<b>Date of Issue:</b> June 2004
		<b>Revised:</b> January 2023
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### **PURPOSE:**

To outline the use of smoke detectors, carbon monoxide detectors and Emergency Response Pendants in client homes.

### **DEFINITIONS:**

**Smoke Detector:** 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.

**Emergency Response Pendants:** A device worn by staff to call for help through a monitoring station. If the location does not require staff to wear the pendant they must still be tested monthly and returned to the storage location.

### **POLICY:**

#### **Smoke Detectors:**

1. The **Ontario Fire Code** by law requires that every home have working smoke detectors on every story and outside all sleeping areas.
2. Landlords are required by law to install smoke detectors in all rental properties as per the Ontario Fire Code, and to keep them in working condition at all times. For smoke detector units installed by Avenue II, Avenue II will maintain the units.

#### **Carbon Monoxide Detectors:**

1. A carbon monoxide detector must receive normal airflow and must not be blocked by furniture, draperies, or other obstructions.
2. Carbon monoxide detectors must be mounted as per manufacturer directions. One detector must be present on each level of the home.

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### Test Procedures:

#### Units that are not connected to a monitoring station -

1. Smoke detectors are to be tested on the 15<sup>th</sup> of every month by activating the test button located on the front of the detector and ensuring the unit sounds off appropriately. This procedure is to be completed in conjunction with monthly fire drills (see Policy SS175 – Fire Drills in Homes).
1. Carbon monoxide detectors will be tested monthly on the 15<sup>th</sup> of the month by staff working at the location. Instructions can be found in the General Information Binder.
2. Record date of test on the Monthly Fire Drill and Equipment Log.

#### Emergency pendant, smoke detectors and carbon monoxide detectors connected to a central monitoring station:

1. On the 15<sup>th</sup> of every month staff will call the monitoring station to run a system test of the smoke detectors, carbon monoxide detectors and emergency response pendant.
2. Date of test to be recorded on the Monthly Fire Drill and Equipment Test Log.

#### Battery Replacement (Where applicable):

1. Batteries in smoke detectors 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, or wirelessly tied into an external monitoring station 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.