

Policy & Procedure Manual

PREVENTATIVE MAINTENANCE PROGRAM – HR-XI-20

POLICY:

OPTIONS NORTHWEST will have a Preventative Maintenance Program in place to ensure that agency equipment is inspected as specified.

PURPOSE:

- To ensure that equipment is in safe operable condition at all times.
- To protect the health and safety of all employees and people receiving services.
- To ensure compliance with all applicable legislation.

PROCEDURE:

GROUP HOME LOCATIONS:

Employee Responsibilities:

1. Employees working in group home locations are responsible for carrying out equipment inspections as directed by the Supervisor.

Daily Inspections:

- Checking the water temperature, follow the procedure outlined in Policy R-VII-4 – Nightly Hot Water Check
- Performing a vehicle circle check each time the vehicle is driven. Employees are to follow the procedures outlined in policy R-IX-3 – Vehicle Usage and Circle Check and referenced in policy HR-XI-28 – Safe Driving Policy

Monthly Inspections:

- Checking the fire extinguishers/emergency lighting.
- Checking the smoke alarms (follow policy R-VII-3 – Fire Safety/Fire Drill).
- Checking the carbon monoxide detectors (where applicable).
- Checking the lifting equipment.
- Checking filters and cleaning and/or replacing furnace filters as necessary.
- Completing and recording the fire drills.
- Ensuring first aid boxes are checked and supplies ordered as needed.

Employee Responsibilities (continued):

Well Water Testing (locations reliant on well water only):

- Designated employees will be responsible for obtaining, submitting and responding to well water testing in compliance with Drinking Water Systems Regulation O.Reg. 170/03. Completed test results shall be filed at the group home as a record of inspection.
2. Employees will be responsible for documenting such inspections on the monthly inspection checklist and other applicable forms.

Management Responsibilities:

1. Management personnel are responsible for ensuring that all employees have conducted inspections listed under Employee Responsibilities, and that documentation and filing has been completed.
2. Management personnel are responsible for ensuring that site equipment is maintained according to the manufacturer's specifications.
3. If any repairs are required, Management personnel are responsible for following the procedure set out in Finance Policies – Section VIII. Management will follow up on repairs to ensure that repairs have been completed and that a new hazard has not been created.
4. Documentation for such maintenance and related repairs shall be retained by Management personnel and/or Finance department, as applicable.
5. Management personnel are responsible for ensuring all electrical equipment used in the home is CSA approved.
6. Management personnel are responsible for checking first aid box contents on a quarterly basis, per policy HR-XI-3.

Director, Community Services Responsibilities:

1. The Director, Community Services is responsible for coordinating the following inspections:
As required for:
 - Water testing

Director, Community Services Responsibilities (continued):

Semi-Annually for:

Ventilation systems which includes:

- Air conditioners
- Heat Recovery Ventilator (HRV)
- Furnace/Vents

Annually for:

- Fire extinguishers/smoke alarms
- All lifting equipment including hydraulic lifts on vans, and lifts in use by the agency, located outside of the group homes
- Generators (if applicable)
- Agency vehicles safety checks
- Barbeques

2. The Director, Community Services will be responsible for ensuring that all inspections completed have documentation completed by the service provider and maintained on file.

The Director, Community Services will forward copies of Ventilation and Lifting Equipment Inspection reports to the applicable Supervisor, who will file them in the appropriate section of the Fire Drill Binder.

NOTE: Inspection Reports must be filed with the two most recent reports available for review.

3. If any deficiencies are identified by the inspector, the Director of Community Services will ensure that reports have been completed and the deficiencies have been addressed.
- 4a). The Director, Community Services is responsible for coordinating inspections as follows:

Annually for:

- Elevator
 - Annual License
 - Annual maintenance contract and adherence
- Fire Alarm System
 - Annual maintenance contract and adherence
- Back Flow Prevention System

- 4b). The Director, Community Services is responsible for coordinating inspections as follows:

Semi-Annually:

Ventilation systems which includes:

- Air conditioners
- Heat Recovery Ventilator (HRV)
- Furnace/Vents

5. The appropriate Director will be responsible for ensuring that all inspections completed have documentation completed by the service provider and maintained on file.

The Director, Community Services will forward copies of the Ventilation Inspection reports to the applicable Health and Safety representative or committee via a co-chair.

NOTE: Inspection Reports must be filed with the two most recent reports are available for review.

6. If any deficiencies are identified by the inspector, the appropriate Director will ensure that reports have been completed and the deficiencies have been addressed.

Executive Director/Designate Responsibilities:

1. The Executive Director/Designate will be responsible for reviewing the water testing reports and if the water levels exceed recommended counts, will be responsible for completing a Serious Occurrence Form according to procedure in Policy AD-I-7 - Serious Occurrence Reporting and Follow-Up.

ADMINISTRATIVE LOCATION:

Directors and Coordinator Health and Safety/Designate Responsibilities:

1. The appropriate Director and the Coordinator of Health and Safety/Designate are responsible for ensuring that site equipment is maintained according to manufacturer's specifications, and that any repair work completed does not create a new hazard.
2. If any repairs are required, procedures in the Finance Section VIII shall be followed. Documentation for such maintenance and related repairs shall be retained by the Finance Department.

Coordinator Health and Safety/Designate:

1. The Coordinator, Health and Safety/Designate is responsible for coordinating inspections as follows:

Annually:

- Fire extinguishers

Semi-Annually:

- Fire drills

Monthly:

- Fire alarm and emergency light testing

2. The Coordinator, Health and Safety/Designate shall ensure all fire extinguishers have been properly tagged on an annual basis.
3. The Coordinator, Health and Safety/Designate will retain a log of all completed fire drills, which shall be kept in an accessible location.

RECOMMENDED BY: Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: November 2003

AUTHORIZED BY: Executive Director

SIGNATURE:



