

Policy & Procedure Manual

HOT WATER CHECK – R-VII-4

POLICY:

The hot water from each tap will be tested and recorded on a regular basis at each residence in order to protect all people supported from scalding injuries.

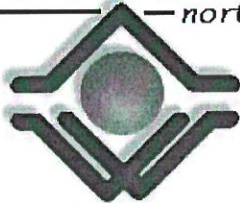
All hot water tanks will not be set higher than 49 degrees Celsius and each tank must be equipped with an antiscald device.

PURPOSE:

1. To provide a method of hot water temperature control by implementing a process for monitoring and documentation.
2. To ensure, in each residence, water from a faucet is not hotter than 49 degrees Celsius.
3. To identify a process to be implemented if the water temperature fluctuates above 49 degrees Celsius.

PROCEDURE:

1. The location of every tap in the home will be identified and noted on the Hot Water Check form (see Appendix A) located in the Fire Manual. The testing shall be done twice in a 24 hour period on night shift and once during the day before 4:30pm.
2. Using a digital thermometer that records temperature in Celsius, check the hot water temperature of all taps in the residence after the taps have been running for at least 2 minutes uninterrupted. At the hottest setting, staff are to fill up a cup or glass with hot water. Test the temperature while allowing the water to continuously flow from the cup/glass. For safety precautions, please ensure the cup/glass is resting on a flat surface in the sink.
3. If the temperature registers above 49 degrees Celsius staff will attach a lock-out tag on the affected tap(s) according to Lock-Out of Equipment Policy HR-XI-17, an incident report will be completed and the information will be noted in the communication book. The locked-out tap(s) will not be used except to retest the temperature until the issue is resolved and direction to do so is given from the supervisor.



4. Retest the affected tap(s) every hour for the next three hours. The results of these tests will be indicated on the incident report. The supervisor/supervisor designate of the location will be informed of the situation as soon as possible.
5. The supervisor will retest the affected tap(s), and take the necessary actions to resolve the issue.
6. Once the issue has been resolved the supervisor will retest the affected tap(s) and if registering at 49 degrees or less will direct staff to remove the lock out tags. The supervisor will document results and corrective action taken on the back of the Hot Water Check form.
7. At the end of each month, the completed Hot Water Check form will be left on the supervisor's desk. The supervisor will review the form ensuring appropriate follow up occurred for each incident that temperature registered above 49 degrees Celsius. Once reviewed, the form will be placed in the Hot Water Check section of the Fire Manual for two years. Forms older than two years will be placed in the appropriate area in the filing cabinet.

RECOMMENDED BY: Director, Personal Support Services

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Personal Support Services
Administration, Personal Support Services

ORIGINAL POLICY DATE: January 2000

AUTHORIZED BY: Executive Director

SIGNATURE:

- OPTIONS northwest -
HOT WATER CHECK

**** If HOT WATER TESTS ABOVE 49°C (120°F), CONTACT SUPERVISOR OR SUPERVISOR ON CALL IMMEDIATELY****

WORK AREA: _____ MONTH: _____

TAP	LIST THE LOCATION OF EACH HOT WATER TAP BELOW	PLEASE INDICATE THE TEMPERATURE IN THE SQUARES BELOW EACH DATE COLUMN																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1																																	
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	
INSPECTOR'S INITIALS																																	

For all temperatures registering above 49°C (120°F), see 'Supervisor Follow Up' on the back of this sheet

