



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Fire Equipment Training

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POLICY

It is the policy of Community Living Thunder Bay to ensure an in-service program is developed and presented to all staff in the use of fire equipment.

PURPOSE

To ensure all employees have a working knowledge of procedure and usage of fire apparatus.

RESPONSIBILITY

The Joint Occupational Health and Safety Committee is responsible for developing, delivering and ensuring a review is completed every three years for all staff.

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC: Fire Equipment Training

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PROCEDURE:

1. The Joint Occupational Health and Safety Committee will provide an initial fire in-service for all staff.
2. The fire in-service will include:
 - review of fire safety policy and procedures
 - review of floor plans and fire exits
 - fire extinguisher use video
3. A record of attendance will be maintained.