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Date: July 2012  
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## **GENERAL MANUAL POLICY**

**APPROVED BY:**

  
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**Executive Director**

**CATEGORY:** Health & Safety

**TOPIC:** Heating

**Page 1 of 2**

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### **POLICY**

It is the policy of Community Living Thunder Bay to maintain the temperature of the building in accordance with Health Care and Residential Facilities made under the Occupational Health and Safety Act O.Reg 67/93, as amended O. Reg. 142/99.

### **PURPOSE**

To ensure compliance with the Occupational Health and Safety Act.  
To protect the health and safety of employees.

### **RESPONSIBILITY**

It is the responsibility of the Executive Director to ensure adherence to this policy.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: Heating**

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**Page 2 of 2**

**PROCEDURE:**

1. The Maintenance Person will ensure that temperature throughout the 3 main sites – CLTB Main Office, W.J. Griffis Children’s Centre and MPC is maintained as follows:
  - a) during winter months - no less than 18 degrees Celsius,
  - b) during summer months at a temperature that will not cause physical stress due to heat.
2. If necessary, areas used for storage of hazardous materials may be maintained at lower temperatures.
3. If an employee reports that he/she is uncomfortable due to the temperature in the building, the temperature will be checked by the Maintenance person or the Purchasing Agent to ensure it falls within the guidelines above.