

TOPIC: HEALTH AND SAFETY	SUBJECT: TESTING OF SMOKE DETECTORS	Code: HS188
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PURPOSE: This policy will inform employees of the guidelines for safe use of Smoke Detector Tester (canned smoke check) – to be used while testing smoke alarms in NEIGHBOURS homes.

RESPONSIBILITIES:

JOINT HEALTH AND SAFETY COMMITTEE

1. The Joint Health and Safety Committee members will perform the smoke detector tests, using the canned Smoke Detector Tester, during regular bi-yearly scheduled Workplace Inspections. The joint Health and Safety Committee worker member will be responsible to arrange to bring the kit to the workplace inspection.
2. Smoke Detector Tester kit (which includes protective equipment, including a mask and gloves, MSDS sheet and this policy) will be kept in the office of the Human Resources/Financial Assistant.

MANAGERS

1. Manager's will test the smoke detector's battery and audible alarm during their regular scheduled inspections and spot checks, by pressing the test button.

PROCEDURE:

1. Before using the Canned Smoke Detector Tester, put on your personal protective equipment.
2. Remove the lid and stand 2 to 4 feet from the smoke detector. Aim spray to the side or vents of the detector and spray for approximately 1 to 2 seconds. Alarm will sound within 10 seconds of spray being fired. Once the detector is activated, it should alarm for 10 to 15 seconds. Some detectors may require 2 or 3 sprays to activate alarm, however this is rare.
3. Replace lid and remove personal protective equipment and discard.
4. Please note that excessive spraying may affect the detector's sensitivity.

MANUAL OF ADMINISTRATION

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TRAINING:

1. New JHSC members will be trained on the use of smoke detector tester by the Human Resources/Financial Assistant.
2. The procedure will be reviewed annually at the first JHSC meeting of each year.