



Fire Protection Equipment Program

Inspection Procedure

1. Every month, members of the Joint Health & Safety Committee will conduct an inspection of the fire extinguishers and emergency equipment in his/her area. They will examine the overall condition of each fire extinguisher looking for signs of leakage, rust or damage and ensure that the gauge on every fire extinguisher indicates that it is in good working order. All emergency equipment will be inspected for signs of wearing or damage. The audit team member will then initial the tag for the month of inspection and remove any defective items from service.
2. Any fire extinguishers that appear to not be in good working order are to be taken out of service and reported to the head of the Joint Health and Safety Committee.
3. The committee will also audit the location of each fire extinguisher to make sure that access to them is not blocked. Any items found to be stored blocking access are to be removed immediately.
4. Fire hoses are also to be inspected and the tag initialed on a monthly basis. Obstructions to these and all other fire protection equipment are to be removed immediately. Any defective fire protection equipment is to be reported to the Joint Health & Safety Committee so it can be repaired or replaced.
5. On a yearly basis, an outside agency will come and inspect all of the fire protection equipment at our facility.
6. Records of all audits and inspections are to be kept by the Joint Health & Safety Committee for a period of up to two years as per the Ontario Fire Code.
7. Any employee who may be expected to use a fire extinguisher must be trained by a competent person. Universal Mechanical will arrange for that training through one of the businesses in the area. Every two years, refresher training will be provided to those employees.