

CVS POLICY & PROCEDURE MANUAL

Policy Area: Health & Safety

Policy # & Name: 4.3 Emergency Equipment

Group: All Staff, Volunteers, Practicum Students, Consumers, Families

Purpose:

To ensure that emergency equipment is always up-to-date and that staff are orientated to it's use.

Policy Statement:

All program and residential facilities and vehicles owned and operated by CVS contain a stocked First Aid Kit and fire suppression equipment. All outreach staff carry a personal first aid kit. All programs and residential facilities maintain a stocked kit for the purposes of emergency or evacuation.

Practice Standards:

First Aid Kits

- ? Each site shall maintain a First Aid Kit as outlined in WCB Regulations – Basic Kit. Keeping first aid kits fully stocked is the responsibility of the House Supervisor / Program Coordinator.
- ? Each vehicle shall maintain a First Aid Kit as required by WCB regulations. Keeping first aid kits fully stocked is the responsibility of the House Supervisor/Program Coordinator.
- ? All outreach staff will carry the personal first aid kit provided to them at all times and will keep it fully stocked. The House Supervisor/Program Coordinator will periodically call in the kits to ensure they are fully stocked.
- ? All staff transporting clients will carry a personal first aid kit which will be kept fully stocked.
- ? Outdated supplies will be disposed of in the manner consistent with provincial and municipal health and safety standards.

Fire Suppression Equipment

- ? All employees of the Association will be oriented as to the location of fire suppression equipment and trained on appropriate and safe use in the program(s) where they work.
 - ? The House Supervisor/Program Coordinator will ensure that all fire suppression equipment is checked and serviced regularly. Any discharged units will be replaced and/or refilled. All fire suppression equipment will be tagged with the date when it is replaced or filled. If the equipment is used then it will be replaced or filled immediately after.
 - ? All staff transporting clients in their vehicle will carry fire suppression equipment.
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Emergency Kits

- ? All programs are equipped with Emergency kits, including non-perishable foods, water, emergency lights, clothing, blankets, etc. House Supervisors / Program Coordinators are responsible for keeping kits stocked.
- ? The House Supervisor/Program Coordinator will ensure that the Emergency kits are kept stocked according to the list provided in the kit.
- ? The Health and Safety Committee will provide annual inspection of the Emergency kits.

Policy Audit: As per Health & Safety Committee Work Plan

Date Issued: June 2004

Date Revised:

Position

Responsible: Executive Director, Health & Safety Committee

References:

- ☞ BPA 8.1.A – Monthly Safety Checklist
 - ☞ BPA 8.1.B – Semi-Annual Safety Checklist
 - ☞ BPA 8.1.D – Health & Safety Follow Up
 - ☞ WCB Regulation – Basic Kit
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