

EQUIPMENT & SUPPLIES

HS 10

INTENT

Emergency equipment and supplies will be readily available when needed.

POLICY

All Health and Safety equipment will be regularly maintained and supplies replenished as required.

PROCEDURES

1. Fire extinguishers will be inspected during the quarterly inspection process and results recorded on the report to be returned to the Facilities Coordinator.
2. First Aid kits will be replenished if necessary (i.e. for expired items) at the time of the quarterly inspections. It is an expectation of the building health and safety contact to ensure that used supplies are immediately replaced.
3. Other safety equipment such as fire alarms, emergency lighting, and smoke detectors will be checked annually during the external fire inspection and the written report will be kept on file by the Facilities Coordinator.
4. Emergency disaster kits will be available at each work site.
5. Staff using their own vehicles for work-related activities will be supplied with a first aid kit and hazard equipment.

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Annually