

2007 REPORT OF THE ADMINISTRATOR
FIRE PROTECTION & SAFETY LEGISLATIVE COMPLIANCE REPORT LTC FACILITY PROGRAM
LOCATION: NEWMARKET HEALTH CENTRE

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STATUS REPORT RATING SCALE:**1 = Full Compliance****2 = Partial Compliance****3 = Non-Compliance****4 = Not Applicable**

STANDARDS REGULATION 17(1)	COMPLIANCE STATUS	COMMENTS, ACTION TAKEN AND/OR FOLLOW-UP ACTIVITIES PLANNED
A) All fire hazards in the facility are eliminated, the centre is inspected at least once a year by an officer authorized to inspect buildings under the Fire Marshals Act and the recommendations of the officer are carried out.	1	Annual Inspection: Nov 28, 2007 by Newmarket Fire Dept. All recommendations completed and follow up inspection-Dec 10, 2007
B) There is adequate protection from radiators or other heating equipment.	1	Full Compliance
C) The water supplies are adequate for all normal needs, including those of fire protection.	1	Full Compliance
D) The fire protection equipment, including the sprinkler system, fire extinguishers, hose and stand pipe equipment are visually inspected at least once a month and serviced at least once a year.	1	Annual Service – July 24, 2007 Hydrants-Jan 07, Jun 22, 2007 Inspections 2007 - Jan 06, Feb 03, Mar 06, Apr 04, May 01, Jun 02, Jul 14, Aug 01, Sept 11, Oct 02, Nov 07, Dec 02.
E) The fire detection and alarm system is inspected at least once a year by qualified fire alarm maintenance personnel, and tested at least every month.	1	Annual Inspection – July 24, 2007 Testing 2007 Jan , Feb , Mar , Apr , May , Jun , Jul , Aug , Sept , Oct , Nov , Dec . completed
F) At least once a year the heating equipment is serviced by qualified personnel and the chimneys are inspected and cleaned if necessary.	1	Annual Boiler Inspection – Oct 2007 Annual Chimney Inspection – Oct 2007
G) A written record is kept of each inspection and test of fire equipment, fire drill, the fire detection and alarm system, the heating system, chimneys and smoke detectors, and each record shall be retained for at least two years from the date of the inspection test.	1	Records kept on file in Administrators Office for the period prescribed by the regulations.
H) The staff and residents are instructed in the method of sounding the fire detection and alarm system.	1	Staff Inservices – Mar 28, Apr 12, May 10, June 14, July 12, Aug 9, Sept 5, Oct 11, Nov 8 & Dec 6. Residents and families-informed annually through Organizational Update (February) and through participation in monthly fire drills. As of 2008, procedures will also be reviewed annually at Resident's Council. Volunteers – Included in formal orientation program for volunteers; as of 2008 will be reviewed annually with volunteer group and information posted in Volunteer Office.
I) The staff are trained in the proper use of the fire extinguishing equipment.	1	Staff Inservices – Oct 2 & Oct 3, 2007
J) A directive setting out the procedures that must be followed and the steps that must be taken by the staff and residents when a fire alarm is given is drawn up and posted in conspicuous places in the centre.	1	Full Compliance - Fire alarm procedures developed in consultation with and approved by Fire Department. Fire alarm procedures posted throughout the Facility.

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STANDARDS REGULATION 17(1)	COMPLIANCE STATUS	COMMENTS, ACTION TAKEN AND/OR FOLLOW-UP ACTIVITIES PLANNED
K) The staff and residents are instructed in the procedures set out in the directive referred to in clause (j) and the procedures are practiced by staff and residents at least once a month using the fire alarm to initiate the drill.	1	Fire Drills 2007 - Jan 17,30, Feb 27,28, Mar 6,27,28, Apr 12,18, May 1,10, Jun 12,21,22, Jul 18,31, Aug 21,28, Sept 25,27, Oct 17,31, Nov 6,8,10, Dec 6,12,19. Fire drills occur on each shift every month (i.e. 3 drills per month) Staff In-services - New staff instructed during orientation, which is offered on a monthly basis.
L) Where matches are used, only safety matches are issued to the staff and residents.	1	Full Compliance.
M) An inspection of the building, including the equipment in the kitchen and laundry, is made each night to ensure that there is no danger of fire and that all doors to stairwells, all fire doors and all smoke barrier doors are kept closed.	1	Inspection completed and documented on a daily basis.
N) Adequate supervision is provided at all times for the security of the residents and the Centre.	1	Staffing levels meet or exceed MOHLTC guidelines.
O) Oxygen is not used or stored in the centre in a pressure vessel.	1	Full Compliance
P) Combustible rubbish is kept to a minimum Inspected by qualified personnel and the chimneys inspected and cleaned as necessary	1	Combustible rubbish is collected and removed on a regular basis. Annual Chimney Inspection – Oct 2007
Q) All exits are clear and unobstructed at all times.	1	Full Compliance
R) Combustible draperies, mattresses, carpeting, curtains, decorations and similar materials are suitably treated to render them resistant to the spread of flame and are retreated when necessary.	1	Purchasing specifications for all combustible furnishings require that materials be retardant in accordance with the Ontario Fire Marshall's regulations governing same. Materials are retreated as necessary.
S) Receptacles into which electric irons or other small appliances are plugged are equipped with pilot lights which glow when the appliance is plugged in.	1	All small appliances are equipped with an automatic shut-off or are equipped with appliance specific pilot lights.
T) Lint traps in the laundry are cleaned out after each use of the equipment.	1	Laundry completed off-site, small domestic dryers on resident units are checked regularly and cleaned as required.

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U) Flammable liquid and paint supplies are stored in suitable containers in non-combustible cabinets.	1	Full Compliance
V) Suitable non-combustible ashtrays are provided where smoking is permitted.	1	All ashtrays are made of non-combustible materials.
W) No portable electric heaters are issued in the centre that are not in accordance with standards of approval set down by the Canadian Standards Association.	1	LTCF purchasing policies require that all electrical equipment purchased and used in the facility must meet/exceed applicable E.S.A. standards.
X) No vaporizing liquid fire extinguishers are kept or used in centre.	1	Full Compliance
Y) No sprinkler heads, fire or smoke detector heads are painted or otherwise covered with any material or substance that is likely to prevent them from functioning normally.	1	Full Compliance