

## Ingersoll Support Services Inc.

### **Policy: Safety on the Premises: Inspection and Maintenance of Equipment**

**Policy # QAM 23**  
Section: Quality Assurance

Approved by the Board of Directors: *Sept. 22 2011*  
Procedure Revision: September 26 2016  
Review Date: March 22 2019

Ministry requirement –  
**QAM II.11.3**

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*The safety and well-being of persons supported will be ensured by inspection and routine maintenance of all equipment on premises owned or operated by ISSI.*

#### **Procedure:**

1. The agency demonstrates its commitment to safety by ensuring that pertinent equipment and maintenance inspections are conducted routinely. These include, but are not limited to: fire extinguishers, smoke and carbon monoxide detectors, alarm systems, mechanical lifts and lift systems, appliances, heating and cooling equipment, and agency vehicles.
2. Copies of evidence of routine inspections will be filed in the Health and Safety binder at the location and in the central office file. These may include: Certificates of Inspection, letters, Service Invoices, Billing Statements, or other detailed documentation confirming regular maintenance.
3. Where possible the actual equipment may be tagged and/or service sticker affixed confirming regular maintenance.
4. Drinking water filtration equipment is maintained in accordance with the Ontario Safe Drinking Water Act, 2002, by a Licensed Operator, where required by the Regulations.
5. Items determined to require maintenance can be dealt with by the tenant or homeowner, the support staff, landlord, or referred to the Supervisor as required.