

# MONTHLY SAFETY CHECKLIST

Year: \_\_\_\_\_

**See back side of this form for work instructions**

AS APPLICABLE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Smoke detectors test</b> (Jan & June change batteries/then test)												
<b>Carbon monoxide detectors (as above)</b>												
<b>Emergency lights</b>												
<b>Flashlights</b>												
<b>First aid kits</b>	<b>House</b>											
	<b>Vehicle</b>											
<b>Exits</b>												
<b>Fire extinguishers</b>	<b>House</b>											
	<b>Vehicle</b>											
<b>Storage of combustibles</b>												
<b>Washer and dryer</b>												
<b>Furnace filters</b>												
<b>Life Line</b>												
<b>Emergency Kits</b>												
<b>Hazard Identification</b>												
<b>Evacuation Report</b> Fire monthly, Shelter in place in May & October												
<b>Windows</b>												

**If any of the above items are not as they should be, complete a Safety and Maintenance Concern Form and report to the Manager.**

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Section(s):	Health & Safety	A	Oct 24/14	R/R	Aug 23/18	R/R
Program Area(s):	Adult Disability					

**If any of the below items are not as they should be, complete a Safety and Maintenance Concern Form and report to the Manager.**

**Smoke Detectors**

1. Some smoke detectors have 2 buttons, one is a test button, and the other is a silence button to shut off the alarm.
2. **If alarm goes off, NEVER push the silence button unless you are sure there is no risk of fire.**
3. Push and hold the button marked "TEST" until the alarm sounds.  
**NOTE: {TEST ALL DETECTORS}**
4. If the alarm does not sound, change the battery.
5. If the alarm chirps continually, change the battery.
6. Each detector should have a date label on it and they should be replaced as per manufacturer's direction and minimally every 10 years.
7. Batteries are to be changed twice yearly (January & June), unless otherwise directed by the manufacture.

**Carbon Monoxide Detectors**

1. Follow manufactures instructions on the detector.
2. Test all detectors and change batteries twice yearly (January & June).

**Emergency Lights**

1. To test emergency lights, the breaker for the emergency lights is to be turned off.
2. Walk around and check every emergency light to be sure that it has turned on.
3. Turn breaker back on.

**Flashlights**

1. Check all flashlights to ensure they are working.
2. Replace batteries as required.

**First Aid Kits**

1. Follow directions on Checklist.

**Exits**

1. All exit doors open freely.
2. Exits are not to be blocked in any way.
3. Are all doors free of ice and snow?

**Fire Extinguishers**

1. Needle should be pointing in the green area only.
2. If it is, initial the appropriate month on the extinguisher label or the sticker.
3. Free from obstruction.
4. Pin still in place, seal still intact.

**Storage of Combustibles**

1. Maintain at least 24 inches (or) 60 cm of clearance around furnace and hot water heater.
2. Store flammable or combustible products in the appropriate place such as a garage or storage shed.

**Washer & Dryer**

1. Check lint trap and remove any lint with each laundry load.  
**NOTE: Dryer lint is very flammable and can be a high fire risk.**
2. Check behind washer and dryer for lint, vacuum if required.
3. Check to make sure the dryer vent is connected to the dryer as well as the wall.
4. No items are to be stored behind or near washer or dryer.
5. Check the outside vent cover for buildup and remove any lint as required.

**Furnace Filters**

1. Check monthly to see if furnace filters are clean.
2. If not, replace the filter.
3. Place old filter in the garbage immediately.

**Life Line**

1. Push button on lifeline, inform them that you are conducting a monthly test.
2. Follow their directions.

**Emergency Supply Kits**

1. Follow directions on Checklist.
2. Check twice a year in May and October.

**Hazard Identification**

1. **LOOK UP, DOWN, AND AROUND for any potential hazards.**
2. Check for tripping or slipping hazards (inside and out).
3. Report any hazards or add to Hazard Identification and Control Form as applicable.

**Evacuation Report**

1. Conduct monthly evacuation drill, fill in report, and forward as directed.
2. Fire drills must be completed monthly; shelter in place drills should be completed twice a year in May and October.

**Windows**

1. Windows must have clear access for escape at all times.
2. Windows and screens must be in good repair.
3. All window locks must be in working order.

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