



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.18

DEPARTMENT: Maintenance

SUBJECT: *Electrical Equipment and Appliances*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

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PURPOSE:

All electrical equipment and appliances that are in use at the home will be:

- Canadian Standards Association (C.S.A.) (UL Approved) approved;
- checked, tested, and inspected by the facilities staff on delivery and before being put into use;
- checked, tested, and/or inspected in accordance with the established audit/preventative maintenance schedule for the home.

The Facilities will keep all work orders, operating instructions, and warranty notices on file at the home for each piece of equipment.

A copy of the Manufacturers' Instructions will be maintained and available to staff at point of care for all equipment.

PROCEDURE:

1. All electrical equipment will be C.S.A. approved/ UL Approved before use – must be labelled accordingly by the manufacturer.
2. Each piece of equipment or appliance will be checked, tested, and inspected upon purchase and at least every six months or more often (depending on the audit and preventative maintenance schedule for each particular piece of equipment or appliance) by a facilities staff person or designate.
3. Any piece of equipment or appliance found to be non-CSA/UL approved, unsafe, or malfunctioning will be locked out/tagged out of circulation, until safe for return to service.
4. Staff who will be using a newly acquired piece of equipment or appliance will be given instruction to the safe operation before operating and on introduction to the home.