

CORPORATE POLICY, STANDARDS and PROCEDURE

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<u>POLICY TITLE</u> FIRE SAFETY		<u>NUMBER</u> TBA
<u>AUTHORIZATION</u> Vice President, Corporate Services and Facilities	<u>DATE APPROVED</u> June 2009	<u>CURRENT VERSION</u> <u>DATE</u> March 2013

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	June 2009	Initial Policy Released
2.0	March 2013	Revised

POLICY

Fraser Health is committed to providing a safe and secure environment for people. Fraser Health will strive to ensure an environment that is safe from the potential risks posed by fire and will comply with all relevant fire safety regulations in an effort to eliminate or mitigate this threat.

All Fraser Health employees, physicians, contracted workers and volunteers will ensure that they are familiar with general fire safety guidelines and response protocols and participate in fire safety education programs provided by Fraser Health.

PHILOSOPHY

Fraser Health recognizes that fire poses a significant threat to people and assets. Acknowledging that even a small fire can significantly impair or prevent its ability to provide health care services in a given facility, Fraser Health is committed to creating and maintaining a “fire safety culture” within the organization.

FIRE SAFETY PROGRAM ELEMENTS

- Documentation
- External liaison
- Facility fire plans
- Fire drills
- Fire emergency response (R.A.C.E. - Rescue/Alarm/Contain/Extinguish-Evacuate)
- Fire safety education

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- Fire safety inspection and systems verification

RESPONSIBILITIES

Executive Team, Executive Directors and Directors

- Ensures that all levels of Management are accountable for fire safety measures.
- Supports fire safety program initiatives including education and training of employees and the development of a fire safety culture.
- Regularly reviews fire safety protection measures for their area of responsibility.

Managers and Supervisors

- Ensures employees participate in fire safety orientation education sessions including online fire safety education.
- Ensures that employees are familiar with basic fire emergency response protocols.
- Ensures that their areas of responsibility are free from fire safety hazards.
- Ensures employees are aware of how to report fire safety issues.
- Supports the creation of department specific fire safety plans for their work areas.
- Monitors contracts under their responsibility to ensure contracted workers in Fraser Health facilities have received fire safety training and are familiar with the facility response plans.

Employees, Volunteers and Physicians

- Participates in fire safety orientation education sessions including on-line fire safety education.
- In the event of a fire (real or suspected) emergency, follows the established response protocols (R.A.C.E. - Rescue/Alarm/Contain/Extinguish-Evacuate).
- Knows the location and operation of all relevant fire safety equipment and features in their work areas.
- Knows the location of evacuation/relocation routes and methods of evacuating others.
- Reports all fire safety concerns and hazards to their immediate supervisor/manager and completes all relevant documentation.

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Joint Occupational Health and Safety Committee (JOSH)

- Participates in inspections, investigations and inquiries.
- Reviews incident statistics on a regular basis.
- Reviews any unsafe situation referred to the Committee and makes recommendations accordingly.
- Documents fire safety hazards as a component of the regular worksite inspection process.

Protection and Emergency Management (PEM)

- Provides prompt resolution of identified fire hazards.
- Ensures fire drills are conducted in all directly managed facilities as per British Columbia Fire Code regulations.
- Ensures regular fire safety inspections are carried out by the contracted security service provider at Fraser Health sites with dedicated 24/7 security services.
- Monitors contracted security personnel to ensure that they can function as a first responder in fire alarm response, where applicable.
- Maintains records of all required fire safety activities.
- Develops and maintains fire emergency response protocols.
- Develops fire safety education content for all staff, volunteers and physicians and manages the on-line fire safety education program.
- Provides fire safety orientation education sessions to Fraser Health staff, volunteers and physicians.
- Provides consultation to Fraser Health departments/programs regarding fire safety issues and requirements.
- Acts as a liaison with local municipal fire departments.
- Ensures that all portable fire extinguishers and hoses are inspected and maintained as required by regulations.
- Establishes and fosters a "fire safety culture" within Fraser Health.
- Develops and updates, as required, site specific fire safety plans for each directly managed acute and long term care facility.

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- Supports managers in the creation of their department specific fire safety plans.
- In conjunction with Capital Projects, Real Estate and Facilities, ensures that appropriate equipment and fire plans are in place in leased facilities and that drills are conducted and staff educated to code in these facilities.

Facilities Maintenance and Operations

- Ensures that all building fire detection and suppression systems (excluding portable fire extinguishers and fire hoses) are maintained and inspected as required.
- Ensures that fire alarm systems are externally monitored in accordance with applicable legislation, bylaws or acts.
- Provides fire emergency response personnel to all potential fire emergency situations, where possible.
- Provides a representative to act as the Fire Marshall for all fire emergency situations where applicable.
- Acts as a liaison with local municipal fire departments during the initial response to fire emergency situations, where applicable.
- Supports PEM in conducting regular fire drills by operating the building's fire alarm system.
- Ensures that all Facilities Maintenance and Operations personnel receive annual fire safety education training.
- Ensures that all contractors working within Fraser Health facilities under the supervision of Facilities Maintenance and Operations are advised of and follow fire safety protocols.

Facilities Planning

- Ensures that new design construction meets the applicable standards as required by Federal, Provincial and Municipal Codes.
- Provides leadership in ensuring that leased facilities have appropriate fire equipment and fire plans in place.

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REFERENCES

- Accreditation Canada Standards
- British Columbia Building Code
- British Columbia Fire Code
- Fire Services Act
- Fraser Health's "*Emergency Management and Business Continuity*" Policy
- Relevant Municipal Bylaws