



Audit Condition #3

Fire Safety Inspection Plan, & No Smoking

Recommended Board Policy

OSBIE Human Element Loss Prevention (H.E.L.P.) Program

Fire Safety Inspection Plan

Fire Safety Inspections are important to ensure that the safety features that are in your buildings are always *able to respond to any emergency*. General wear and tear resulting from normal usage can result in equipment failure when you need it the most. Changes in the occupancy of a building or a room can result in inadequate fire protection, or situations where the safety equipment is blocked or over-ridden (e.g. fire doors that are propped open for ventilation, or boxes stacked to the ceiling which block sprinkler heads). Periodic safety inspections can point out these human element factors before they result in preventable losses.

The Fire Safety Inspection Program must include the following:

1. Inspections must be conducted on a monthly basis;
2. Documentation must be kept of inspections of fire doors and fire extinguishers;
3. No combustible materials can be stored in mechanical/electrical rooms;
4. Visible evidence of good housekeeping practices.

No Smoking

Although many school boards have “No Smoking” policies in effect, OSBIE continues to experience fire losses resulting from careless smoking. Often the problem with most “No Smoking” policies is in the lack of enforcement.

The following recommendations are made to provide guidelines to school boards in developing a Fire Safety Inspection Program including a “No Smoking” policy. An audit of board policy that shows it meets these recommendations as minimum criteria will contribute towards the HELP risk management credit.

The No Smoking policy should include the following:

1. Board-wide “No Smoking” policy applicable to all board premises.
2. Prominent posting of proper No Smoking signs on all school premises.
3. Visible evidence of compliance/enforcement.