

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

Page 1 of 1

TITLE: FACILITIES	SECTION: LAND AMBULANCE
DATE: July 3, 2001	POLICY NO.: KDSB-LAS-IV-03
APPROVED BY: DIRECTOR OF EMERGENCY SERVICES	REVISED:

1. POLICY STATEMENT

Facilities owned or leased by the Kenora District Services Board for Land Ambulance Services will be cleaned, maintained and utilized in a manner that reflects a professional standard for the service and promotes a safe and healthy working environment.

2. PROCEDURE

2.1 Cleanliness

- a) Staff will be assigned daily duties that will involve sweeping, damp mopping, and wiping of exposed surfaces in the ambulance facility.
- b) Garbage will be removed from crew areas at the end of each shift and placed in appropriate storage/pickup area.
- c) Crew room desks, shelves, windows, doors, and furniture must be cleaned on a regular basis.
- d) All memos, reports, forms, etc. must be filed or placed in a designated area.
- e) All cleaning supplies and hazardous materials must be stored in accordance with legislation, policy and procedures.

2.2 Safety

- a) Vehicle storage areas will be equipped with an automatic carbon dioxide detection and exhaust system or a carbon dioxide detector with operator controlled exhaust fan mounted in accordance with Building Code requirements.
- b) Driveway approaches and sidewalks must be kept clear of snow, sand and other hazards.

2.3 Maintenance

- a) Any observed hazard must be repaired immediately or reported for corrective action.
- b) Minor maintenance items will be assigned by the Ambulance Service Manager or Coordinator to ensure appropriate upkeep of the facility.

2.4 Utilization

- a) Personal use of the facilities is not permitted and disregard of this policy is grounds for disciplinary action. Personal vehicles must not be housed in the ambulance bays at any time.
- b) The presence of a television in the department is at the discretion of the Ambulance Service Manager or Coordinator. All related ambulance duties will be completed before television viewing will be allowed. Volume will be maintained at a reasonable level.

Reviewed: March 21, 2007