	POLICY Number: 7311-20-020 Title: Carbon Monoxide Monitoring and Reporting – Overnight Stay Facilities
Authorization <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services	Source: Director, Enterprise Risk Management Cross Index: Date Approved: June 28, 2013 Date Revised: Date Effective: July 17, 2013 Date Reaffirmed: Scope: SHR and Affiliates

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DEFINITIONS

Carbon Monoxide (CO) is an odorless, colorless gas that can cause sudden illness and death.¹

Instant Reading means is the number displayed on the unit and visible at all times (this reading should be zero (0)).

Site Leader/Manager means SHR or affiliate employee responsible for the site (for acute care urban sites these individuals are now known as Property Managers (Facilities Management personnel)).

1. PURPOSE

The purpose of this policy is to establish Saskatoon Health Region's (SHR's) requirements for monitoring, recording and reporting carbon monoxide (CO) level readings at all SHR owned, operated and affiliated sites that provide overnight stays.

2. PRINCIPLES

2.1 Carbon monoxide levels are monitored, recorded and reported at sites that provide overnight stays to maintain a safe environment for our patients, clients, residents and staff.

2.2 In the event CO levels exceed zero, an investigative process and emergency preparedness procedures exists to support sites to deal with this situation and ensure everyone's safety.

¹ Centre for Disease Control Fact Sheet, April 2009 <http://www.cdc.gov/co/faqs.htm>

3. POLICY

- 3.1** CO monitoring and recording will be conducted daily in each site owned, operated and affiliated with SHR that provides overnight stays.
 - 3.1.1 CO monitoring and recording will be conducted once every twenty four (24) hours.
 - 3.1.2 All CO monitoring and recording will be documented on a standard weekly log (see Appendix A).
 - 3.1.3 Standard weekly logs will be retained on file at each site for twelve (12) months.
- 3.2** All sites providing overnight stays must submit monthly CO monitoring compliance reports (see Appendix B).
 - 3.2.1 Reports must be submitted electronically by the last calendar of day of each month.
 - 3.2.2 CO monitoring compliance reports are submitted to the SHR Emergency Planner.
- 3.3** CO monitoring, recording and reporting will be audited (see procedure).

4. ROLES AND RESPONSIBILITIES

- 4.1 All Staff**
 - 4.1.1 All Staff must be informed of the requirements related to CO monitoring and reporting for their site and have a comprehensive understanding of their response duties in a Code Brown (procedures for Immediate Response to Carbon Monoxide Exposure).
- 4.2 Maintenance Staff (or designate)**
 - 4.2.1. Conduct and execute all tasks associated with CO monitoring and recording.
- 4.3 Site Leaders/Managers**
 - 4.3.1 Assign, coordinate and/or conduct all tasks associated with CO monitoring, recording, and response.
 - 4.3.2 Conduct source investigations if at any time an excessive instant reading has been recorded.
 - 4.3.2.1 This includes following Code Brown procedures for Immediate Response to Carbon Monoxide Exposure and the Carbon Monoxide Detector Reading Instructions.
 - 4.3.3 Conduct random audits of standard weekly logs and report non-compliance.
 - 4.3.4 Submit monthly CO monitoring compliance reports (see Appendix B, accessible from: Infonet homepage, Fire Drill and CO Detector Readings).
- 4.4 Directors**
 - 4.4.1 Ensure the facility(s) they are responsible for are complying with these requirements.

5. POLICY MANAGEMENT

The management of this policy is a collaborative responsibility. Implementation is the responsibility of Site Leaders/Managers; monitoring and amendment is the responsibility of the Director, Enterprise Risk Management and policy education is the responsibility of the Director, Facilities Management.

6. NON-COMPLIANCE/BREACH

Non-compliance is promptly communicated to and reviewed by the Director, Enterprise Risk Management as well as the Director and Vice President for the site.

Non-compliance may result in disciplinary action, up to and including termination of employment and/or privileges with SHR.

PROCEDURE

Number: 7311-20-020

Title: Carbon Monoxide Monitoring, Recording and Reporting Procedure

Authorization

President and CEO
 Vice President, Finance and Corporate Services

Source: Director Enterprise Risk Management

Cross Index:

Date Approved: June 28, 2013

Date Revised:

Date Effective: July 17, 2013

Date Reaffirmed:

Scope: SHR and Affiliates

1. PURPOSE

The purpose of this procedure is to establish the process for carbon monoxide monitoring, recording, reporting and response at all SHR owned, operated and affiliated sites that provide overnight stays.

2. PROCEDURE

General

- 2.1** Maintenance staff (or designate) conduct daily CO monitoring and recording (see Appendix C) according to Carbon Monoxide Detector Reading Instructions (see Appendix D).
- 2.2** Following activation of Code Brown and implementing procedures for Immediate Response to Carbon Monoxide Exposure the Site Leader/Manager notify the SHR Emergency Planner who will arrange for a debriefing meeting.

Audit Procedure

- 2.3** Site Leaders/Managers conduct random audits of standard weekly logs.
- 2.3.1 Site Leaders/Managers randomly select standard weekly logs for auditing purposes (frequency and timeframe of audit are at the discretion of the Site Leader/Manager).
- If records are incomplete, not available as requested and/or non-compliance identified, advise the Director, Enterprise Risk Management as well as the Director and Vice President responsible for the site.
- 2.4** The Emergency Planner monitors submission of the CO monitoring compliance reports.
- 2.4.1 If non-compliance is found, the SHR Emergency Planner contacts the Site Leader/Manager, Director, Enterprise Risk Management and Director and Vice President responsible for the site.

3. PROCEDURE MANAGEMENT

The management of this procedure is a collaborative responsibility. Implementation is the responsibility of Site Leaders/Managers.

Monitoring of this procedure and amendment is the responsibility of the Director, Enterprise Risk Management and procedure education is the responsibility of the Director, Facilities Management.


4. NON-COMPLIANCE/BREACH


Non-compliance is promptly communicated to and reviewed by the Director, Enterprise Risk Management as well as the Director and Vice President for the site.

Non-compliance may result in disciplinary action, up to and including termination of employment and/or privileges with SHR.

Weekly Carbon Monoxide Log Sheets								Weekly Test Date:				
								Printed Name:				
Site												
Carbon Monoxide	CO #1	CO #2	CO #3	CO #4	CO #5	CO #6	CO #7	CO #8	CO #9	CO #10	CO #11	
Detector Location												
Monday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											
Tuesday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											
Wednesday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											
Thursday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											
Friday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											
Saturday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											
Sunday	Instant Reading											
	Peak Level Reading											
	Time											
	Recorder											

Note: These weekly logs MUST be kept as maintenance records and retained for 12 months -
 Must adhere to Code Brown Protocol

 Saskatoon Health Region Fire Drill & CO Reading Submission Form			
Fire Drill Submission	CO Monitor Reading Acknowledgement	Compliance Reports	Sites Required To Use These Forms
CO Reading Acknowledgment Details			
Site Name <input type="text"/>			
Month and Year You Are Submitting This Form For April 2013			
Please Answer The Following Questions			
Are you reading your CO Monitors Daily?	<input type="button" value="Yes"/> <input type="button" value="No"/>		
Are you recording the readings on the daily log sheets?	<input type="button" value="Yes"/> <input type="button" value="No"/>	Access Printable Log Sheets Here	
Did you record an excessive reading on any of the monitors?	<input type="button" value="Yes"/> <input type="button" value="No"/>		
Did you activate a Code Brown as a result of this excessive reading?	<input type="button" value="Yes"/> <input type="button" value="No"/>		
Did you identify the source?	<input type="button" value="Yes"/> <input type="button" value="No"/>		
Was the situation resolved?	<input type="button" value="Yes"/> <input type="button" value="No"/>		
Submit Information			

	Name of Activity: Carbon Monoxide Detectors Reading Instructions For SHR Owned, Operated and Affiliate Sites		
	Role performing Activity: Employee/Manager/Supervisor or designate of affected department/facility		
STANDARD WORK	Location: SCH-Main Level Administration		Department: Risk Management
	Document Owner: Lori Frank		
	Date Prepared: January 8, 2013	Last Revision: November 16, 2017	Date Approved:

Standard Work Summary: This process is to support staff when reading Carbon Monoxide Detectors within SHR Owned, operated and affiliate sites providing overnight stays. These steps are to support actions required if an excessive CO reading is discovered and/or reported. This occurrence may or may not result in a disruption to the day to day operation and/or activation an EPP Code Brown (see Appendix D-Carbon Monoxide Detectors Reading Instructions for SHR Owned, Operated and Affiliate Sites).

Task Sequence (Order in which tasks occur)	Task Definition (Brief summary of task)	Task Cycle Time (Define unit of measure - seconds, minutes etc.)
	All Detectors must be read and levels recorded daily;	
1.	Record the digital display daily on the weekly log sheet in the instant reading column. <i>Instant Reading: This reading is the number displayed on the unit and visible at all times. This reading should be zero (0).</i>	1-2 minutes
2.	If the digital display reading is 30 PPM or higher follow the instructions according to the; <u>Carbon Monoxide Detector Reading Instructions For SHR Owned, Operated and Affiliated Sites.</u>	10 minutes
3.	Record the Peak Level Memory Reading on the weekly log sheet in the peak level reading column. <i>Peak Level Reading: This reading is displayed when the peak level reading button is pressed & held. This reading indicates the highest CO level in memory since the unit was last reset.</i>	2 minutes
4.	If the Peak Level Reading is 30 PPM or higher follow the instructions according to the; <u>Carbon Monoxide Detector Reading Instructions For SHR Owned, Operated and Affiliated Sites.</u>	5 minutes
5.	Determine if Code Brown needs to be activated?	5 minutes
6.	Activate Code Brown immediately according to your site Code Brown Plan section titled: <u>Immediate Response For Exposure To Carbon Monoxide</u>	15 minutes
7.	Follow direction from Facilities and/or Risk Management	Next Business Day

**CARBON MONOXIDE DETECTORS READING
INSTRUCTIONS FOR SHR OWNED, OPERATED and AFFILIATE SITES**

ALL DETECTORS ARE TO BE CHECKED DAILY

DAILY READING INSTRUCTIONS

(This is the digital number displayed during normal operations)

<input type="checkbox"/> Record the digital number displayed on the weekly log sheet in the instant reading column
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If the digital number displayed is 30 PPM

<input type="checkbox"/> Return to the detector in 1 hour and check the reading again

<input type="checkbox"/> If it reads 30 PPM or higher, Activate Code Brown procedures for Immediate Response to Carbon Monoxide Exposure immediately
--

<input type="checkbox"/> Call:
<ul style="list-style-type: none"> • Monday to Friday, 0700-1630: 306-655-2535 • After hours and weekends: 306-221-0303

DAILY PEAK LEVEL MEMORY READING INSTRUCTIONS

(This reading indicates the highest CO level in memory since the detector was last reset)

How to obtain a peak level memory reading

<input type="checkbox"/> Press and hold the Peak Level Memory button. The digital number displayed will be the highest CO reading taken since the last reset
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<input type="checkbox"/> Record this reading on the weekly log sheet in the peak level reading column
<ul style="list-style-type: none"> • If the reading is 0, no action is required • If the reading is 30 PPM or higher, reset the detector as per below

To reset the Peak Level Memory Reading:

<input type="checkbox"/> Press the Peak Level Memory button

<input type="checkbox"/> While still pressing the button, press the Test/Reset button for two seconds and release.
<ul style="list-style-type: none"> • The number on the display will turn to "0" • The memory will be cleared and the alarm will begin monitoring for CO

If the Peak Level Memory Reading is 30 PPM or higher

<input type="checkbox"/> Reset the detector

<input type="checkbox"/> Return to the detector and check the Peak Level Memory Reading again in 1 hour

<input type="checkbox"/> If the detector reading is still 30 PPM or higher , activate Code Brown and follow the Immediate Exposure to Carbon Monoxide section immediately
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<input type="checkbox"/> Call:
<ul style="list-style-type: none"> • Monday to Friday, 0700-1630: 306-655-2535 • After hours and weekends: 306-221-0303

Note: The Kidde Night Hawke 900-0230 detectors will not display below 10 ppm. Always assume the reading is correct. Note: Detectors have a +/- 30% reading accuracy.

Note: The facility's maintenance staff is to check and record the readings. If maintenance staff is not available, a designate would check.