Appendix D

Fire safety inspections

Definitions

*Fire inspections* - are regulatory inspections by the Fire Prevention Office of the Winnipeg Fire Department to assess regulatory compliance with the Manitoba Fire Code as well as applicable By-laws.

*Life safety system inspections* – are inspections of fire protection systems, e.g. alarms, extinguishers, electronic controls, sprinklers, conducted by Physical Plant.

*Workplace fire safety inspections* – are inspections conducted by University staff which may include fire wardens, local area safety and health committees and the Environmental Health and Safety Office (EHSO).

Requirements

For each building at the University of Manitoba:

- Life safety systems will be inspected in compliance with the City of Winnipeg Fire Prevention By-law
- Regular workplace fire safety inspections will be conducted and documented. Copies of workplace fire safety inspection reports will be provided to the faculties/units in the building, the Chief Fire Warden, the local area safety and health committee and EHSO.

Implementation

Physical Plant will be responsible for inspecting and maintaining life safety systems in all University buildings.

The Environmental Health and Safety Office will:

- provide a workplace fire safety checklist that can be used to document workplace fire safety inspections and note any issues
- recommend the frequency of workplace fire safety inspections for a building in cooperation with the Chief Fire Warden based on several factors including the type of occupancy of a building, occupant loads, the fire hazards of the building and the safety features of the building
- establish a yearly risk-based priority list of buildings for more detailed workplace fire safety inspections to be conducted by the EHSO Life Safety Consultant

The Chief Fire Warden for a building will:

- conduct, with the Fire Wardens’ assistance, regular workplace fire safety inspections
- document these inspections and provide copies to:
  - the faculties and units within a building
  - the local area safety and health committee
  - EHSO
  - Physical Plant
- cooperate with local area safety and health committees in conducting workplace fire safety inspections

Deans, Directors and Department Heads will:

- give fire wardens the time to conduct and document regular workplace fire safety inspections
- respond to issues raised in the course of workplace fire safety inspections