ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Responsible Administrator: Associate Superintendent, HR

1.0 RATIONALE

Each school/facility operated by Sturgeon School Division must have administrative practices in place to provide for the safety of staff and students.

2.0 PROCESS

The principal/site manager is responsible to administer in a reasonable manner this Administrative Practice.

3.0 GUIDELINES

3.1 Principals shall develop and implement an information and training program capable of achieving the following objectives:

3.1.1 All school staff will become aware of the health, safety and medical needs of those students with whom they interact.

3.1.2 School administrators will become aware of the health, safety and medical needs of teachers and other staff under their supervision.

3.1.3 All school staff will be able to utilize, in a proper manner, the safety equipment in their work stations.

3.1.4 All school administrators and staff will be aware of their rights and obligations under the Alberta Occupational Health and Safety Act, its Code and Regulations.

3.2 The information and training program shall be conducted annually, with new employees being oriented prior to commencement of duty.

3.3 The information program shall, in addition to such other matters as the principal deems necessary, identify:

3.3.1 Sites and staff members within the school from whom medical attention can be obtained.

References: *Board Policies* *G/II/02 – Health and Safety*
G/II/8 – Crisis and Critical Incidents
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3.3.2 Acceptable procedures for securing medical assistance in emergency situations.

3.3.3 Areas within the school which have high accident rates and shall, in particular, direct the attention of staff members to the following policies, regulations and recommendations:

3.3.3.1 Recommendations of Alberta Education and the Occupational Health and Safety Council regarding safety equipment and procedures to be utilized in Science and Industrial Education classrooms and work sites.

3.3.3.2 Policies and regulations of the Board related to:

- enrolment of handicapped and medication-dependent students.
- administration of medication to students.
- transportation of ill or injured students.
- extra-curricular and co-curricular activities conducted off school premises or outside the normal operating day.
- reporting accidents of students and staff.

3.4 The Principal shall ensure that at least two members on staff have formal first aid to the Standard First Aid (St. John's Ambulance) level.

3.5 An effective means of providing for health and safety is achieved through a well informed staff and student body.

3.5.1 The principal and teachers shall co-operate with the local health authority assigned to Sturgeon School Division in providing a health program that will:

3.5.1.1 Provide for student immunization and examination at appropriate grade levels as indicated by the local health authority.

3.5.1.2 Provide for student dental care and education at appropriate grade levels as indicated by the dental health representative of the local health authority.

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3.5.1.3 Provide for student educational programs, in addition to those specified by various statements in programs of studies which are deemed beneficial to students by the local health authority and the administration of the various schools in Sturgeon School Division.

3.5.2 The principal shall also ensure that:

3.5.2.1 A "medical room' is provided for the use of a health nurse assigned to the school and also for use by ill or injured students.

3.5.2.2 The staff co-operates with the ~~h~~ealth nurse and dental health representatives in obtaining Parent Consent Forms and in supplying class lists of students on request.

3.5.2.3 The principal and staff shall co-operate with local disaster services agencies. The principal shall ensure that:

3.5.2.3.1 The school staff is familiar with local government disaster services plans and procedures.

3.5.2.3.2 First Aid equipment as supplied by the Board is available and accessible to staff.

3.5.2.4 Proper evacuation procedures are established and implemented in accordance with provincial fire regulations and Board policies.

3.6 The principal shall develop, in consultation with his/her staff, a fire safety program which includes:

3.6.1 Procedures for the elimination of fire hazards within the building.

3.6.2 Provisions for the application of fire safety concepts in non-dangerous practice situations.

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3.6.3 Designation of particular staff members to perform duties relating to fire safety.

3.6.4 The principal shall:

3.6.4.1 Conduct fire drills in compliance with the Alberta Fire Code whereby evacuation drills shall be conducted a minimum of school conducted fire drills twice per school year.

3.6.4.2 Ensure that all provincial regulations pertaining to fire safety are communicated to staff and further ensure that the staff adheres to these regulations.

3.6.4.3 Develop an evacuation route for each teaching station and ensure that the route is displayed in that teaching station.

3.6.4.4 Require teachers to discuss with their students the evacuation route for their respective teaching station.

3.6.4.5 Maintain a record of all fire drills which shall include date, evacuation time and any comments relating to the fire drill.

3.6.5 Teachers are responsible for:

3.6.5.1 Discussing evacuation and fire safety procedures with their students.

3.6.5.2 Participating in fire drills along with their students.

3.6.5.3 Maintaining "good housekeeping" standards within their classroom to minimize potential fire hazards.

3.6.5.4 Ensuring that all potentially hazardous materials are properly stored and handled.

3.6.6 Custodians, in co-operation with the principal and teachers, shall:

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3.6.6.1 Ensure that all storage, mechanical and service rooms are clean and orderly.

3.6.6.2 Ensure that all potentially hazardous materials are properly stored and handled.

3.6.6.3 Ensure that all exit and emergency lights in the school are operable.

3.6.6.4 Ensure that doors are not propped open, obstructed, or secured by unapproved means.

3.6.6.5 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.).

3.6.6.6 Participate in fire drills.

3.6.6.7 Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

3.7 FIRE SAFETY PROCEDURES

The guide below outlines those items which should be evaluated for fire safety. Some of these items to be checked daily, some weekly, others monthly or yearly. The frequency is indicated in brackets following the item.

3.7.1 Section One

3.7.1.1 Fire Protection Equipment

3.7.1.1.1 Fire Extinguishers (M)

- are they fully charged
- are they date-tagged
- are all extinguishers in their proper locations

3.7.1.1.2 Fire Hoses (M)
- are all hoses in good repair
- are nozzles and wrenches located at each hose station

3.7.1.1.3 Fire Alarm System (M)
- is the alarm operative
- when was the alarm last tested

3.7.1.1.4 Emergency Lighting (M)
- is it operative
- when was it last maintained

3.7.1.2 General Maintenance

3.7.1.2.1 are corridors free from obstruction (D)

3.7.1.2.2 are fire exits clear (D)
- do doors operate freely
- does panic hardware operate properly

3.7.1.2.3 are all rooms free from litter (D)

3.7.1.3 Electrical

3.7.1.3.1 are all electrical wires, conduit and lighting fixtures properly supported and connected (M)

3.7.1.3.2 are any motors, fuse boxes, or control equipment overheating (D)

3.7.1.3.3 are covers missing from fuse boxes, junction boxes, etc. (W)

3.7.1.3.4 are all circuit breakers operational (W)

3.7.1.3.5 are all exit lights operational (D)

3.7.1.3.6 are all emergency lights operational (M)

3.7.1.4 Heating Units

3.7.1.4.1 are all heating units in good condition and operating properly (W)

3.7.1.4.2 are all combustible materials removed from these areas (D)

3.7.1.4.3 are furnace room doors closed? locked? (D)

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3.7.1.5 Doors

3.7.1.5.1 do fire doors close automatically (M)

3.7.1.5.2 are manual fire doors kept closed (D)

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3.7.2 Section Two

3.7.2.1 Laboratories

3.7.2.1.1 do gas shut-off valves work properly (D)
3.7.2.1.2 is a fire extinguisher available (W)
3.7.2.1.3 is the ventilation system operating properly (M)
3.7.2.1.4 are dangerous chemicals and flammable liquids properly stored (D)

3.7.2.2 Industrial Arts/Home Economics

3.7.2.2.1 are welding areas free of combustible or flammable liquids (D)
3.7.2.2.2 are refuse containers supplied (0)
3.7.2.2.3 is equipment free of excessive accumulations of oil, grease, and other debris (D)
3.7.2.2.4 are paints and solvents properly stored (D)
3.7.2.2.5 is a dry chemical extinguisher supplied (W)
3.7.2.2.6 is the ventilation system operating properly (M)

3.7.2.3 Art Room/Printing Shop

3.7.2.3.1 are flammable liquids properly stored (D)
3.7.2.3.2 is kiln area free from combustibles (D)
3.7.2.3.3 are proper refuse containers supplied (D)
3.7.2.3.4 are posters and paper work located in such a manner as to not interfere with heating equipment (D)

3.8 Laboratory Safety

3.8.1 Teachers shall wear and require students to wear safety and protective equipment recommended by Alberta Education and the Occupational Health and Safety Council for use in their instructional programs and other school approved activities.

3.8.2 Teachers shall ensure that all students are adequately informed of proper operating techniques for any equipment that students are required to operate as part of their educational program.

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3.8.3 Teachers shall stress the importance of safety in handling dangerous chemicals and apparatus.

3.8.4 Teachers shall provide adequate, safe storage of all potentially hazardous chemicals or failing this, notify the principal of their inability to provide such storage.

3.8.5 The Principal, upon notification of inadequate storage facilities, shall make recommendation to the Deputy Superintendent with the view to rectifying the existing situation.

3.8.6 Teachers shall ensure that all equipment in these areas is properly inspected and maintained to ensure their proper operation.

3.8.7 Teachers shall ensure that all supplies and materials are stored, handled and disposed of, in accordance with procedures outlined by Workplace Hazardous Materials Information System (WHMIS).

3.8.8 Only chemicals approved by Alberta Education shall be used for instructional purposes.

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