

Administrative Procedures Manual	Administrative Procedure 160
	Health and Safety of Students and Staff
Page 1 of 5	APPROVED: September 1, 2013 AMENDED/REVIEWED: September 2019, November 2018, March 2023
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

Background

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and the general public.

Procedures

1. Under the Occupational Health and Safety Act and its Regulations, all staff members have the responsibility to ensure the health and safety of themselves and their colleagues.
 - 1.1 All Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals shall take a WHMIS and a Transportation of Dangerous Goods (TDG) training session.
 - 1.4 All students in laboratory courses shall have a safety training session. All teachers must be knowledgeable of Alberta Education Safety Guidelines for the courses they teach. See [School Physical Activity, Health & Education Resources for Safety \(SPHEReS\)](#) and [Legislation for Safety in the Science Classroom](#) (*Previous Edition: [Safety in the Science Classroom](#)*)
 - 1.4.1 Each teacher will teach and insist that all students acquire and practice habits of caution for their own protection and that of their classmates.
 - 1.4.2 Each teacher will institute and maintain a well-planned safety program and make the program effective by continued instruction and emphasis.
 - 1.4.3 Records of safety instructions, observations and safety test records will be kept for a period of four (4) years.
 - 1.4.4 It is the teacher's duty to see that the standard first aid kit is available and accessible in his/her area, and that the supplies it contains are kept at an adequate level to treat any minor accident. The teacher is also to know the location of other first aid facilities in the school that may be needed for more serious injuries. For additional details, see [AP 160 Appendix B – First Aid](#).
 - 1.5 Every employee of the Division shall report unsafe conditions to the Secretary-Treasurer via Public School Works – [Report a Safety Hazard in Public School Works](#)

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- 1.6 The Safety Coordinator will coordinate annual inspections of all Division facilities to ensure the safety requirements are met.
2. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
 - 2.1 Each Principal shall develop procedures and guidelines that prescribe the rules of safe operation of all laboratories within the school. Such procedures shall address:
 - 2.1.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 2.1.2 WHMIS labeling of all chemicals;
 - 2.1.3 Safe and secure storage and use of laboratory equipment;
 - 2.1.4 Safe use of natural gas and security when gas is not in use;
 - 2.1.5 Appropriate teacher supervision of students in all laboratory activities;
 - 2.1.5.1 If, for any reason, the teacher must be away from their teaching station, precautions are to be taken to maintain a safe environment.
 - 2.1.6 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
 - 2.1.6.1 All Division personnel in Career and Technology Studies and maintenance shops are to acquire and maintain certification in Intermediate First Aid.
 - 2.1.7 The training of students in any safety procedures relevant to the work they are doing;
 - 2.1.7.1 Power equipment must be equipped with guards, shields and other appropriate protective devices as specified in the Regulations.
 - 2.1.7.2 Before being permitted to operate hazardous tools or equipment, a student must be instructed in its use and safe operation, and must be warned of the hazards involved.
 - 2.1.7.3 Students may obtain permission to use machines and other hazardous equipment only after currently receiving safety

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instruction, and if, in the judgement of the teacher, the student is capable of safely operating that equipment.

2.1.7.4 Provision for review of safe and correct use of hazardous materials and equipment is to be readily available to all students in each shop or lab.

2.1.7.5 Machine operation is not obligatory.

2.1.7.5.1 No student shall be required to operate a machine if the student or the student's parents prefer that the student not do so.

2.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory.

2.1.8.1 Rubbish must not be allowed to accumulate.

2.1.8.2 Flammable materials must be kept in approved containers.

2.1.8.3 Open flames are to be used only when necessary and under the supervision of the teacher.

2.1.8.4 It is the teacher's duty to set up a proper and reasonable dress code covering clothing and footwear, based on the safety needs of the area.

2.1.8.4.1 The dress code is to be posted in the area it pertains to.

3. The development and implementation of safety and incident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.

3.1 All Division employees shall take all reasonable precautions to prevent incidents from occurring to students or others.

3.2 Each Principal/Supervisor shall maintain First Aid supplies and equipment which shall be accessible to staff at all times.

3.3 It is the teacher's and student's duty to see that tools and machines are maintained in a condition judged consistent with good safety practices.

3.3.1 Whenever possible, professional and qualified personnel are to be utilized in the repair and maintenance of equipment.

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- 3.4 Accessible and safe storage for tools and equipment is to be such that damage to the tool or injury to the user is prevented.
- 4. The provision of instruction and training to students and staff is essential in order to encourage safe working practices and to ensure appropriate response in the event of an incident.
 - 4.1 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to take an Intermediate First Aid course.
 - 4.2 Upon approval and the successful completion of an Intermediate First Aid Course, the school/site will reimburse the staff member's registration fee.
 - 4.3 Any staff member covered by worker's compensation who is involved in an incident while carrying out his/her duties to the Division shall verbally report the incident to their immediate supervisor immediately and follow up with a written Public School Works Employee Accident Report and WCB forms within 24 hours. Where an employee cannot make the report in Public School Works themselves, the supervisor shall report via [Public School Works Employee Accident Report](#). Any staff member not covered under Worker's Compensation is involved in an incident, while carrying out his/her duties to the Division, shall verbally report the incident to their immediate supervisor immediately and follow up with a written Public School Works Employee Accident Report within 24 hours. Where an employee cannot make the report in Public School Works themselves, the supervisor shall report via [Public School Works Employee Accident Report](#).
 - 4.4 The application of Universal Precautions, meaning the application of strategies for isolation precautions to prevent the spread of blood-borne infections by applying Blood and Body Fluid precautions universally to all persons regardless of their presumed infection status, is mandatory for all staff members.
 - 4.5 Universal Precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons regardless of their presumed infection status through the use of protective gloves.
 - 4.6 Staff members shall put on clean protective gloves just before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Protective gloves are to be removed promptly after use, before handling non-contaminated items or environmental surfaces. Hands are to be washed immediately to avoid transfer of micro-organisms to others or environments.

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- 4.7 The Principal or Division Office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
- 4.8 Principals shall ensure that procedures are developed for the application of Universal Precautions in the school environment.