

HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

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

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 students, themselves and their colleagues.
 - 1.1 All Division administrators, staff and contractors will comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors will 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 will take a WHMIS training course.
 - 1.4 All students in high school will have at least an introductory WHMIS training course.
 - 1.5 All students in laboratory courses will have at least an introductory WHMIS training course.
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 will develop procedures that prescribe the rules of safe operation of all laboratories within the school. Such procedures will 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;
 - 2.1.6 The training of staff in:
 - 2.1.6.1 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;
 - 2.1.7 The training of students in any safety procedures relevant to the work they are doing; and
 - 2.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory.

3. The development and implementation of safety and accident prevention programs are essential in order to develop a learning and working environment that promotes health and safety.
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 accident.
 - 4.1 In order to ensure that there are staff members proficient in administering first aid, the Division encourages staff members to take a Standard First Aid course as described by the Occupational Health and Safety Code.
 - 4.2 Upon the successful completion of the Standard First Aid Course, the school will reimburse the staff member's registration fee.
 - 4.3 Courses must be taken from a training agency, approved through the Occupational Health and Safety Code.
5. Teachers will immediately report to the principal any accident or illness which occurs to a student in their care.
 - 5.1 When a student requires medical treatment, the parents will be informed and requested to take their child for necessary medical attention.
 - 5.2 If the parents cannot be contacted, the principal will arrange for necessary medical treatment.
 - 5.3 No sick or injured student will be sent home alone.
 - 5.4 When a student is injured while attending school or during a school sponsored activity, the principal will set forth all details of the accident, including the actions taken, on the School Accident Report Form (Form 312-01) and submit it electronically.
 - 5.4.1 One copy of the form is to be sent to the Office of the Superintendent and a copy retained in the school file.
 - 5.4.2 Depending upon the severity of the injury or incident, it may be determined that a copy be forwarded to the Division's insurer.
6. Staff will immediately report to their supervisor any accident or illness which occurs to themselves or another staff member via the online reporting system.
 - 6.1 Any staff member covered by Worker's Compensation who is injured while carrying out his/her duties to the Division will, within the specified time, fill out any forms required under Workers' Compensation. Forms are available online and from Payroll staff at the Education Services Centre.
 - 6.2 Any staff member not covered under Workers' Compensation will report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor or employee will report such accident injury through the online reporting system.
 - 6.2.1 For the provisions of this Administrative Procedure, staff includes regular staff, temporary staff, substitute teachers, volunteers and contractors working on site.
 - 6.3 Depending upon the severity of the injury or incident, it may be determined that a copy be forwarded to the Division's insurer.
7. 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.

- 7.1 Universal precautions in a school setting will 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.
 - 7.2 Staff members will put on clean protective gloves just before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Staff members will remove protective gloves promptly after use, before handling non-contaminated items or environmental surfaces and wash hands immediately to avoid transfer of microorganisms to others or environments.
 - 7.3 The principal/supervisor will 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.
 - 7.4 The principal/supervisor will ensure that procedures are developed for the application of universal precautions in their work environment (See Administrative Procedure 161 – Communicable Diseases for universal precautions).
 - 7.5 Details regarding universal precautions and assessment of exposure to blood and body fluids, and Sharps' injury can be found in Administrative Procedure 161 – Communicable Diseases, Appendix A.
8. Staff members and students are required to comply with the provisions of the Public Health Act and the Communicable Diseases Regulation.
- 8.1 When the principal/supervisor is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the Communicable Diseases Regulation, the administrator will:
 - 8.1.1 Arrange for the isolation or return to their home of the student or staff member as prescribed in the Communicable Diseases Regulation;
 - 8.1.2 Notify the Medical Officer of Health as prescribed in sections 33 and 36 of the Public Health Act; and
 - 8.1.3 Notify the Office of the Superintendent.
9. This Administrative Procedure will take precedence in the application of any procedures in matters of health and safety.

Reference: Section 33,52,53,196,197,222 Education Act
Emergency Medical Aid Act
Freedom of Information and Protection of Privacy Act
Health Information Act
Occupational Health and Safety Act
Personal Information Protection Act
Public Health Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Code
Occupational Health and Safety Regulation

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