

Administrative Procedure 102

OCCUPATIONAL HEALTH AND SAFETY

Background

The division has a responsibility to provide a safe and healthy working environment for students, employees, volunteers and visitors.

Procedures

1. The Superintendent shall develop and implement safety procedures necessary to provide a safe and healthy working environment in all divisional facilities.
2. The Principal shall be responsible for:
 - 2.1 Providing for educational programs and resources that assist in the development of good safety practices and attitudes in the school.
 - 2.2 Appointing a staff member to coordinate health and safety programs and resources in the school.
 - 2.3 Maintaining accurate records of accidents at school, the treatment provided and the reporting of all accidents to the Secretary-Treasurer.
 - 2.4 Providing direction and support to teachers regarding student safety, supervision and incidents of violations.
 - 2.5 Identifying potentially hazardous conditions and/or materials and ensuring that safe practices and procedures are in place to correct conditions or dispose of hazardous materials.
 - 2.6 Conducting and/or facilitating regular safety inspections.
 - 2.7 Ensuring that teachers provide safety instruction to students as required in the courses they teach.
 - 2.8 Reporting accidents to the Superintendent and the Worker's Compensation Board as required.
3. Each staff member shall be responsible for:
 - 3.1 Exemplifying safe behaviour in teaching practices and procedures.
 - 3.2 Accepting as a professional obligation the responsibility of providing and emphasizing safety education in the classroom.
 - 3.3 Implementing documented safety education programs in accordance with Board Policy and the regulations and standards of other regulating bodies.

- 3.4 Evaluating safety education efforts, monitoring student behaviour and initiating corrective action as required.
 - 3.5 Identifying unsafe environmental conditions and correcting or reporting these in writing to the Principal.
 - 3.6 Reporting accidents and/or injuries to the Principal.
4. Students shall be advised that they have a responsibility to:
 - 4.1 Be knowledgeable of both environmental safety factors and safe behavioural practices.
 - 4.2 Conduct themselves in accordance with established safety practices and rules such as appropriate dress and protective clothing.
 - 4.3 Identify unsafe practices or environmental conditions and report these to the school staff.
 - 4.4 Inform school staff of possible health concerns relevant to their personal safety and protection.
5. Parents shall be advised of their responsibility to advise the school at the beginning of the school year of:
 - 5.1 Any relevant student medical problems.
 - 5.2 Their wish to have their child excluded from particular course activities that may be hazardous to them.