


<b>Administrative Procedures 160</b>		
<b>Health and Safety of Students and Staff</b>		
		<b>Adopted:</b> <b>June 28, 2011</b> <b>Amended:</b> <b>July 9, 2014</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109</li> <li>• Public Health Act</li> <li>• Saskatchewan Employment Act and Occupational Health and Safety Regulations</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• AP 316 Administering Essential Medications to Students - Personal Care</li> <li>• AP 430 Occupational Health and Safety</li> <li>• AP 433 Workers' Compensation</li> <li>• AP 546 Chemical and Hazardous Waste Management</li> <li>• Form 315-1 Marsh Canada School Incident Report</li> <li>• Caretaker Handbook</li> <li>• Critical Incident and Crisis Response Handbook</li> </ul>

**Background**

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

**Procedures**

1. Under the Saskatchewan Employment Act and Occupational Health and Safety Regulations, all staff members have the responsibility to ensure the health and safety of students, themselves and their colleagues.
  - 1.1 All Division staff and contractors shall comply with the Saskatchewan Employment Act and Occupational Health and Safety Regulations.
  - 1.2 All Division personnel and contractors shall comply with Workplace Hazardous Materials Information System (WHMIS) 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 training session.
  - 1.4 All students in laboratory courses shall have a safety training session.
  
2. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
  - 2.1 Principals shall develop procedures 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 labelling 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 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;

- 2.1.7 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 is mandatory in order to develop a learning and working environment that promotes health and safety.

#### 4. First Aid

- 4.1 The Principal is to ensure that a supply of first aid materials is available in the school and stored in a location known to all members of the staff.
  - 4.2 The Principal is to ensure that at least one (1) member of the staff has current up-to-date certification and training in first aid and Cardiopulmonary Resuscitation (CPR).
  - 4.3 The Principal is to ensure that WHMIS manuals are current and staff member in-service and materials meet the requirements of Saskatchewan Employment Act and Occupational Health and Safety Regulations.
  - 4.4 In the event of an injury, Form 315-1 Marsh Canada School Incident Report is to be completed and submitted to Marsh Canada and the Superintendent of Business.
5. 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.
- 5.1 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to take a certified First Aid course.
  - 5.2 Upon approval and the successful completion of a certified First Aid course, the Division will reimburse the staff member's registration fee. This will be paid through professional development allotments.
  - 5.3 Employees who suffer a work-related injury shall report the injury and follow necessary steps in accordance with Administrative Procedures 433 Workers' Compensation.
  - 5.4 Any staff member not covered under Workers' Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor shall report such accident injury to the Director.

#### 6. Universal Precautions

Universal Precautions are the application of strategies for isolation to prevent the spread of blood-borne infections to all persons regardless of their presumed infection status, and are mandatory for all staff members.

- 6.1 Principals shall ensure that procedures are developed for the application of Universal Precautions in their work environment.
- 6.2 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.
- 6.3 Use dressings and tissues to minimize direct contact with blood, other body fluids and wounds.
- 6.4 When cleaning up body fluids, protective gloves shall be worn.

- 6.5 If any part of the skin comes in contact with body fluids, it shall immediately be washed with a disinfectant or hot soapy water.
- 6.6 Exposure of open skin lesions and eye and mouth areas to body fluids shall be avoided.
- 6.7 Appropriate disinfectants shall be used in cleaning body fluids from floors, walls and clothing. Heartland Health Region is to be contacted if there is doubt as to which disinfectants or cleansers are to be used.
- 6.8 The person doing the cleaning is to use disposable materials such as paper towels, if at all possible. If a mop is used shall be rinsed in disinfectant.
- 6.9 All disposable articles soiled with body fluids shall be placed in a plastic container, which shall be sealed and disposed of immediately.
- 6.10 Non-disposable articles such as clothing and linens visibly soiled with blood or other body fluids are to be bagged or rinsed in cold water and then washed. The person who is rinsing the clothes is to wear necessary protective coverings.