


**Administrative Procedures 542**  
**Maintenance Inspection and Safety**

		<b>Adopted: June 28, 2011</b>  <b>Amended: August 15 2013</b>
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 109, 110, 116, 175, 190</li> <li>• Occupational Health and Safety Act</li> <li>• National Building Code</li> <li>• National Fire Code</li> <li>• Canadian Standards Association (CSA) Z259 Series</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• AP 160 Health and Safety of Students and Staff</li> <li>• AP 430 Occupational Health and Safety Committee</li> <li>• AP 434 Lone Worker</li> <li>• Form 542-1 Playground Inspection Sheet – Annual</li> <li>• Form 542-2 Playground Inspection Routine</li> </ul>

## Background

Maintenance and inspection of Division facilities and school sites are important functions. It is through regular inspection and appraisal of facilities and grounds that the Division is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

## Procedures

1. The Division shall ensure that all personnel have access to safety training as required by provincial legislation.
  
2. Responsibility of Principals
  - 2.1 The Principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds.
  - 2.2 The Principal is to establish in-school procedures for reporting general maintenance and repairs required in the school and on the school grounds.
  - 2.3 The Principal is to arrange for and participate in Occupational Health and Safety training for school personnel as required to safeguard the health and general well-being of everyone in the school.
  - 2.4 The Principal and caretaker are to establish procedures for monitoring the school grounds, equipment and facilities.
    - 2.4.1 Minor items in need of attention are to be carried out by the caretaker.
    - 2.4.2 Major items are to be reported to the Facilities Supervisor.
  
3. Responsibility of Hutterian Brethren
  - 3.1 Each colony is required to provide suitable facilities for instruction.
  - 3.2 All operating and maintenance costs are the responsibility of the colony.
  
4. Annual Review of Facility
  - 4.1 The Principal is to submit recommendations for facility repair and minor renovations to the Facilities Supervisor for consideration in the Division's budget process.
  - 4.2 Major capital construction items are to be submitted by the Director to the Board for consideration of the Board when developing its five-year capital construction plan for

submission to the Ministry of Education. The Board is to review these items during its school facility and site visits.

## 5. Playground Development

- 5.1 Community groups and School Community Councils that are contemplating development of a school playground are to work in conjunction with their Principal and the Facilities Supervisor.
- 5.2 A detailed development plan including a budget showing revenue sources and projected expenditures is to be prepared for presentation to the Board.
- 5.3 Safety, accessibility and equipment standards as detailed by the Facilities Supervisor must be adhered to in all aspects.
  - 5.3.1 Imminent risk to students with respect to equipment or grounds will be corrected or removed at the direction of the Facilities Supervisor.
  - 5.3.2 An annual safety inspection will be completed for each playground by the Maintenance Coordinator/Facilities Manager with school caretaking staff.
- 5.4 The Division may annually budget funds to assist local school communities in upgrading and developing their playgrounds.
- 5.5 Details as to actual construction involving tenders, purchasing and contracting services are to be in accordance with Division directives provided by the Facilities Supervisor.
- 5.6 School property development, when allocated for off-street parking is to be consistent with the long-range development of playgrounds and represent a safe condition for students.

## 6. Roof Level Fall Protection

- 6.1 Each building has been assessed for Fall Risk Management. A report and definition is available on site. These measures apply to all employees and third party service providers for the school division working in elevated areas such as rooftops and elevated platforms.
- 6.2 Applicable Regulations and Standards:
  - 6.2.1 Saskatchewan Occupational Health and Safety Regulations
  - 6.2.2 Canadian Standards Association(CSA) – Z259 Series
- 6.3 Definitions:
  - 6.3.1 **Flat Roof** – Roof system with a slope less than or equal to 4% (1/2 inch change in vertical elevation versus 12 inches of horizontal run).
  - 6.3.2 **Sloped Roof** - Roof system with a slope greater than 4% (1/2 inch change in vertical elevation versus 12 inches of horizontal run).
  - 6.3.3 **Control Zone** – 2 meter wide danger zone at the unguarded edge of a roof or elevated platform on a flat roof.
  - 6.3.4 **Fall Protection Personal Protective Equipment** – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
  - 6.3.5 **Fall Protection Device** – Compliant permanent Roof Anchor, permanent and/or non permanent Guardrail or other approved device.
- 6.4 Fall Risk Assessment:
  - 6.4.1 Roof level fall risks have been divided into the following fall risk zones:

- 6.4.1.1 **FALL RISK ZONE 1** – Located in the interior of a Flat Roof, not in the control zone. Low fall risk.
- 6.4.1.2 **FALL RISK ZONE 2** – Located within the Control Zone on a Flat Roof. Moderate Fall Risk.
- 6.4.1.3 **FALL RISK ZONE 3** – Sloped Roof with no roof top equipment that requires ongoing maintenance. Moderate Fall Risk.
- 6.4.1.4 **FALL RISK ZONE 4** - Sloped Roof with roof top equipment that requires ongoing maintenance. Major Fall Risk.
- 6.4.1.5 **FALL RISK ZONE 5** – Restricted access roofs due to fall risk. Steep sloped roofs, narrow flat roofs with significant fall risk exposure. Serious Fall Risk

6.5 Risk Mitigation Procedures:

6.5.1 The following risk mitigation procedures have been provided for each fall risk zone:

6.5.1.1 **Fall Risk Zone 1**

- 6.5.1.1.1. **Training Requirements** – 2 hour Fall Protection Training course.
- 6.5.1.1.2. **Fall Protection Personal Protective Equipment – Not Required.**
- 6.5.1.1.3. **Other Fall Protection Devices – Not Required.**
- 6.5.1.1.4. **Control Zone Markers – Temporary marking of Control Zone required.**

6.5.1.2 **Fall Risk Zone 2**

- 6.5.1.2.1. **Training Requirements** – 8 hour Fall Protection Training course describing proper use of fall protection personal protective equipment and other fall protection devices.
- 6.5.1.2.2. **Fall Protection Personal Protective Equipment** – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
- 6.5.1.2.3. **Access to Unguarded Edge of the roof** - Compliant permanent Roof Anchor, permanent and/or non permanent Guardrail or other approved device. Alternatively, access to unguarded edge of roof can be completed from ladder (for heights less than 5 meters (16 feet 5 inchs)), Hydraulic Lift and/or portable scaffold.
- 6.5.1.2.4. **Control Zone Markers** – Weighted 42 inch tall pylons with 3/8 inch Nylon roof strung between to mark control zone.

6.5.1.3 **Fall Risk Zone 3, Zone 4, and Zone 5**

- 6.5.1.3.1. **Training Requirements** – 8 hour Fall Protection Training course describing proper use of fall protection personal protective equipment and other fall protection devices.

- 6.5.1.3.2. **Fall Protection Personal Protective Equipment** – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
- 6.5.1.3.3. **Access to Roof** – Worker must be connected to a Compliant permanent Roof Anchor at all times when on the roof.

6.6 Responsibilities

6.6.1 Facilities

- 6.6.1.1 Ensure that only trained individuals are assigned work that requires the use of fall protection systems.
- 6.6.1.2 Ensure the appropriate equipment is purchased and available for employees.
- 6.6.1.3 Assure worker compliance with this procedure.

6.6.2 Human Resources

- 6.6.2.1 Assist in the development, updating, and delivery of the training program.
- 6.6.2.2 Maintain all training records.