

Administrative Procedures

AP-410 PHYSICAL SAFETY	Date of implementation: Fall 2006 Date of update: September 1, 2023
	Related Administrative Procedures: AP-432 Illness in Care AP-801 Transportation Services AP-902 School Grounds and Playgrounds – Improvements and Assessments

Purpose: To provide guidance to employees ensuring physically safe learning and working environments throughout the Division. These procedures will help to ensure acceptable standards of comfort, safety, health and sanitation.

Procedure:

1) General

- a) All Division personnel and contractors shall comply with current health and safety legislation.
- b) All Division personnel and contractors shall comply with Workplace Hazardous Materials Information System (WHMIS) standards.
- c) All Division personnel and contractors, who as part of their duties either use or may be exposed to hazardous chemicals, shall take the WHMIS training session and in-service requirements of *The Saskatchewan Employment Act, 2014*, and *The Occupational Health and Safety Regulations, 1996*.
- d) School personnel shall receive appropriate safety training and equipment to carry out assigned tasks.
- e) All students in laboratory courses (e.g. Sciences, Practical and Applied Arts, and in other situations deemed to require personal protective equipment (PPE)) shall successfully participate in a safety training session and be provided appropriate PPE prior to using the laboratory and/or laboratory equipment.

2) Role of the Principal

- a) The principal in consultation with Caretaking, Facilities, and Maintenance personnel is to maintain adequate conditions of safety and sanitation in the school and on school grounds.
- b) The principal in consultation with Facilities and Maintenance personnel is to comply with established local, provincial or Divisional administrative procedures to ensure that general and emerging construction and/or repair work meets acceptable safety and sanitary standards and practices.

- c) The principal is to arrange for the establishment and maintenance of an Occupational Health Committee in the school in accordance with *The Saskatchewan Employment Act, 2014*.
- d) The principal shall establish schedules and routines for the supervision of the loading and unloading of busses at the school for noon hour and recess times.
- e) Principals will use the *Extreme Behaviours Prevention and Response Manual* for determining plans, procedures, training and equipment to ensure safety for students and staff.
- f) The principal is to ensure that the *Emergency Response Preparedness Plan* (ERPP) for the school is completed, reviewed with staff and submitted to the Director or designate each year by September 30.

The ERPP will contain detailed fire drill, lockdown, hold and secure and evacuation plans for the school and ensure that all students and staff members are fully informed of their duties and responsibilities.

- Fire drills six (6) times per year balanced over the year
- Evacuation drills two (2) times per year in conjunction with fire drills
- Lock down drills two (2) times per year
- Bus evacuation drills two (2) times per year spring and fall.

- g) The principal will enact the ERPP, as necessary.
- h) The principal will know and follow Violence, Threat and Risk Assessment (VTRA) protocols as necessary and update VTRA training as established by the Division.

3) First Aid

- a) 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.
- b) Administration of first aid shall follow the steps of the Exposure Control Plan below.

Exposure Control Plan

- i) Protective gloves shall be worn when cleaning up body fluids.
- ii) Use dressings and tissues to minimize direct contact with blood, other body fluids and wounds.
- iii) If any part of the skin comes in contact with body fluids, it shall immediately be washed with a disinfectant or hot soapy water.
- iv) Exposure of open skin lesions and eye and mouth areas to body fluids shall be avoided.

- v) Appropriate disinfectants shall be used in cleaning body fluids from floors, walls and clothing. Consult with Division Facilities staff.
- vi) The person doing the cleaning is to use disposable materials such as paper towels, if at all possible. If a mop is used, it shall be rinsed in disinfectant.
- vii) All disposable articles soiled with body fluids shall be placed in a plastic container that shall be sealed and disposed of immediately.
- viii) 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.
- c) The principal is to ensure that at least one (one) member of the staff has current up-to-date certification and training in first aid and cardiopulmonary resuscitation (CPR).

4) Protective Equipment

- a) Teachers are to require students to wear safety and protective equipment as recommended for use in their instructional program and other school-approved activities.

5) Principals are responsible for the general safety within the school. Some school-related activities may contain unforeseen inherent safety risks. Items such as, but not limited to, the following should be reviewed annually with school personnel.

- Theatrical set designs shall be safe and constructed according to and following industry standards and practices.
- Fall protection and fall protection training shall be in place for any students or Division personnel working at height (i.e. decorating, lighting, construction, etc.).
- Combustibles beyond functioning and approved laboratory equipment are generally prohibited.
- The *Caretaking Handbook* should be used as a reference for physically safe learning spaces.

6) Physical Activities

- a) Procedures for physical activities safety are to be stated in the Division's *Sport and Activity Handbook*.
- b) Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the Division's *Sport and Activity Handbook*.

c) It is the responsibility of the Director or designate to ensure that the *Sport and Activity Handbook* is kept current and includes direction specific to the following:

- Standard of care
- Facilities
- Equipment
- Instruction
- Supervision
- Clothing and footwear; and
- Approved activities.

7) Transportation and Motorized Vehicular Traffic

- a) The Division's Student Transportation administrative procedures shall be known and followed.
- b) Motorized vehicular traffic is prohibited on school property except for:
 - i) Designated parking areas; and
 - ii) Service, maintenance and repair vehicles requiring access to specific areas.

8) Safe Operation of Science and Practical and Applied Arts Laboratories

- a) The Principal is responsible to ensure the safe operation of laboratories. Such procedures shall address:
 - i) Safe and secure storage of laboratory equipment and chemicals, annual chemical inventory, safety checks and disposal of chemicals when needed.
 - ii) General tidiness: clutter-free, orderly and unobstructed workspaces/stations.
 - iii) Lab adheres to standards established in Division guidelines (publication in progress; date to be determined).
 - iv) Proper labelling, storage, inventory and disposal of all chemicals.
 - v) Safe use of natural gas and security when gas is not in use.
 - vi) Appropriate teacher supervision of students during laboratory activities.

vii) Training of staff in:

- The use and maintenance of safety equipment.
- The use and hazards of any equipment or chemicals.
- Safety requirements of planned procedures or activities.

viii) The training of students in safety procedures related to the curricular use of laboratory tools and/or materials and substances.

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

9) Injuries

a) All injuries associated with the work/school day or as part of the school program (including extra-curriculars) are to be:

- i) Reported to the principal or immediate supervisor regardless of whether they require immediate medical attention.
- ii) Logged on a School Incident Report Form (online) by the principal or designate and copied to the insurer and the Director or designate(s).

b) Staff

- i) Employees who suffer a work-related injury shall report the injury to their immediate supervisor and follow necessary steps in accordance with Workers' Compensation. The supervisor shall report such accidents to the Director or designate.
- ii) 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 accidents to the Director or designate.

c) Students

- i) Student injuries sustained on route to, during, or on route from school or school-related activities should be assessed and communicated to parents.
- ii) First aid can be given at the school for minor injuries and shall comply with the Exposure Control Plan.
- iii) If medical treatment is required, the school shall take the student to a nearby medical facility or call 911 to request emergency medical services. If an ambulance is to be called, the expense is the responsibility of the parent. However, if the expense is not recoverable by the parent through insurance, it will be paid by the Board.

- iv) If the parent, guardian or identified emergency contact cannot be contacted, medical personnel are to be notified accordingly.
- v) In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.

10) Communicable Diseases

- a) Staff members and students are required to comply with the provisions of *The Public Health Act* and the *Communicable Diseases Regulations*.
- b) When a teacher or principal is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the *Communicable Diseases Regulations*, AP-432 Illness in Care will be followed.

References:

[Extreme Behaviours: Prevention and Response Manual](#) (internal document)

[Student Harassment Protocol](#) (internal document)

[Caretakers Handbook](#) (internal document)

[Sport and Activity Handbook](#) (internal document)

[The Saskatchewan Employment Act, 2014](#)

[Emergency Response and Planned Preparedness \(master\)](#) (internal document)

[School Incident Report Form](#) (internal document)

[Outdoor Air Quality Guidelines](#) (internal document)