



ADMINISTRATIVE PROCEDURE 160
HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

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

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 Grande Yellowhead Public School Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Grande Yellowhead Public School Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Grande Yellowhead Public School 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 course.
 - 1.4 All students in high school shall have at least an introductory WHMIS training course.
 - 1.5 All students in laboratory courses shall 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 school shall develop policy, guidelines and procedures that prescribe the rules of safe operation of all laboratories within the school. Such a policy shall 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 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 is strongly encouraged 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 Occupational Health and Safety Code.
 - 4.2 Upon the successful completion of the Standard First Aid Course, the Board 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 shall 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 shall be informed and requested to take their child for necessary medical attention.
 - 5.2 When the parents or guardians cannot be contacted, the Principal shall arrange for necessary medical treatment.
 - 5.3 No sick or injured student shall be sent home alone.
 - 5.4 When a student is injured while attending school or during a school sponsored activity, the Principal shall set forth all details of the accident, including the actions taken, on the School Accident Report Form (Form 312-01). One copy of the form is to be sent to the Superintendent or designate and a copy retained in the school file. Depending upon the severity of the injury or incident, it may be determined that a copy be forwarded to the Board's insurer.

6. Staff shall 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 shall, within the specified time, fill out any forms required under Worker's Compensation. Forms are available online and from Payroll staff at the Education Services Centre.
 - 6.2 Any staff member not covered under Worker's Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor or employee shall report such accident injury through the online reporting system.
 - 6.2.1 For the provisions of this 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 Board'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 shall 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 shall put on clean protective gloves just before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Remove protective gloves promptly after use, before handling non-contaminated items or environmental surfaces and wash hands immediately to avoid transfer of micro-organisms to others or environments.
 - 7.3 The responsible 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.
 - 7.4 Schools shall ensure that policy and procedures are developed for the application of Universal Precautions in their work environment (See Administrative Procedure 165 – HIV/AIDS in Educational Settings 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 165 – HIV/AIDS in Educational Settings, procedures 4.4 and 4.5.
8. Staff members and students are required to comply with the provisions of the Public Health Act and the Communicable Diseases Regulations.

8.1 When an administrator is made aware that a student, staff member or contractor may be infected with a communicable disease as defined in the Communicable Diseases Regulations, the administrator shall:

8.1.1 Arrange for the isolation or return to their home of the student or staff member as prescribed in the Communicable Diseases Regulations;

8.1.2. Notify the medical officer of health as prescribed in section 33 and 36 of the Public Health Act; and

8.1.3 Notify the Superintendent.

9. The Health and Safety of Students and Staff administrative procedure shall take precedence in the application of any procedures in matters of health and safety.

Reference: Section 20, 45, 60, 61, 113, School Act
Occupational Health and Safety Act
Worker's Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Act Regulation
Occupational Health and Safety Code Order
Administrative Procedure 165, 312

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