

Administrative Procedure 310

310 - SAFE WORKING ENVIRONMENT

Background

The Division accepts responsibility for ensuring the personal health and safety of those for whom it is responsible by advocating programs that promote awareness and a positive attitude toward health and safety.

Procedures

1. Division Responsibilities

- 1.1 To ensure that the safety procedures and practices are consistent with legislation.
- 1.2 To provide for appropriate in-service and/or training in safety-related matters, as required.
- 1.3 To keep schools informed about legislative or other changes in safety regulations that may affect them.
- 1.4 To request assistance from appropriate organizations in helping the School Division meet its safety and health responsibilities.

2. Superintendent Responsibilities

- 2.1 Implement Division safety procedures and develop safety regulations in conjunction with schools, the Maintenance Supervisor, and Divisional administration.
- 2.2 Communicate safety procedures to schools, for dissemination to staff, students, parents and public.
- 2.3 Ensure that safety procedures are followed and adhered to.
- 2.4 Encourage each school to have as many employees as possible trained in First Aid.
- 2.5 Direct safety investigations as required.
- 2.6 Ensure that accidents are reported to proper authorities, when required.
- 2.7 Initiate corrective actions as required.

3. Principal Responsibilities

- 3.1 Provide for and coordinate educational programs and resources which assist in the development of good safety practices and attitudes.
- 3.2 Maintain accurate accident records.

- 3.3 Identify potentially hazardous situations and provide direction, support and supervision to ensure that procedures are in place to correct them.
 - 3.4 Conduct and or facilitate regular safety inspections.
4. Teacher Responsibilities
- 4.1 Exemplify and provide instruction in health and safety practices and procedures in accordance with this administrative procedure.
 - 4.2 Identify unsafe conditions and report these in writing to the Principal.
5. Student Responsibilities
- 5.1 Being knowledgeable of environmental safety factors and safe behavioral practices.
 - 5.2 Conduct themselves in accordance with established safety practices and rules such as wearing appropriate dress and protective clothing.
 - 5.3 Identify possible hazardous or unhealthy conditions and inform school staff of such situations.
6. Parent Responsibilities
- 6.1 Inform the school, especially at school opening, about relevant student medical problems and disabilities.
 - 6.2 Inform the school about exclusion from courses or activities that may be potentially injurious to that student.

Reference: Section 60, School Act