

### 311 - STUDENT SAFETY

#### Background

The Division believes that one of the primary responsibilities of a teacher or supervisor is to ensure the safety of student, particularly in special activity areas such as laboratories, workshops, and gymnasias. Teachers are required, therefore, at the beginning of each school year or course to instruct all students with regard to safe conduct and the proper and safe operation of equipment. They are further required to periodically review such procedures.

#### Procedures

1. Teachers shall show in their planning the procedures that have been developed for an ongoing, preventative safety program in courses or areas of the school where accidents are likely to occur.
2. Safeguards shall be provided in special activity areas through:
  - 2.1 Careful housekeeping;
  - 2.2 Approved installation and maintenance of equipment;
  - 2.3 Posting prominently federal, provincial and local safety regulations; and
  - 2.4 Displaying, where appropriate, information regarding possible hazards, safeguards, precautions and treatments.
3. No teacher or assistant shall leave a special activity area unattended for any reason without ensuring that all power equipment is shut off, and all experiments are stopped until such time as the person returns.
4. Substitute teachers shall not undertake, or be required to undertake any teaching assignment involving the use of specialized equipment for which they are not adequately trained. Principals should verify a substitute's training and/or experience before requesting that teacher engage in such activities.
5. No piece of equipment shall be used that does not conform to existing safety standards in effect at the time.
6. The teacher or supervisor shall report immediately, in writing to the Principal of the school any defects in buildings or equipment which might prove injurious to the health and safety of employees, pupils or other persons.
7. On receipt of a report regarding hazardous equipment or conditions, the Principal shall refer the matter immediately to the Maintenance Supervisor in writing. A copy of the report will be forwarded to the Secretary-Treasurer for information.

8. An annual review shall be undertaken by science teachers of all chemicals in use in school programs to determine their continued safety, and their conformity to current WHMIS regulations (see Administrative Procedure 536 – WHMIS and Transportation of Dangerous Goods).
9. No students shall be allowed on any school roof for any reason.

Reference: Section 18, 20, 60, School Act