

Administrative Procedure 700

GENERAL PRINCIPLES OF HEALTH AND SAFETY

Background

The Superintendent is committed to providing a safe and healthy study and work environment for 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.
2. All Division administrators, staff and contractors shall comply with all relevant Health and Safety legislation.
3. All Division personnel and contractors shall comply with the *Workplace Hazardous Materials Information System (WHMIS 2015)* standards.
4. All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals shall take a WHMIS 2015 and a Transportation of Dangerous Goods training session.
5. All students in laboratory courses shall have a safety training session.
6. The establishment and maintenance of safe learning and working conditions shall be a primary consideration for supervisors and staff.
7. Each Principal shall develop and/or ensure processes and guidelines that prescribe the rules of safe operation of all laboratories within the school.
 - 7.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 7.2 WHMIS 2015 labeling of all chemicals;
 - 7.3 Safe and secure storage and use of laboratory equipment;
 - 7.4 Safe use of natural gas and security when gas is not in use;
 - 7.5 Appropriate teacher supervision of students in all laboratory activities;
 - 7.6 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;

- 7.7 The training of students in any safety procedures relevant to the work they are doing; and
- 7.8 Any other measures required to ensure the safety of students and staff in any school laboratory.
8. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
9. 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.
10. 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.
 - 10.1 Upon prior approval and successful completion of a standard First Aid course, the school/site shall reimburse the staff member's registration fee.
 - 10.2 At least one staff member per 100 students shall have, at a minimum, standard first aid that includes CPR & AED training.
11. Any staff member covered by workers' compensation who is injured while carrying out his/her duties to the Division shall, within the specified time, fill out any forms required under workers' compensation.
12. 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.
 - 12.1 The supervisor shall report such accident injury to the Health and Safety Services Coordinator.
13. With respect to Universal Precautions:
 - 13.1 Hygienic practices are required to minimize the risk of transmission of infectious diseases following contact with blood or other body fluids.
 - 13.2 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.
 - 13.2.1 Staff shall utilize dressings and tissues to minimize direct contact with blood, other body fluids and wounds.
 - 13.2.2 When cleaning up body fluids, protective gloves are to be used.
 - 13.2.3 If any part of the skin comes in contact with body fluids, it is to be immediately washed with a disinfectant or hot soapy water.

- 13.2.4 Appropriate disinfectants (e.g. 1:9 dilution of household bleach in water) shall be used in cleaning body fluids from floors, walls and clothing.
 - 13.2.4.1 Alberta Health Services can be contacted if there is doubt as to which disinfectants or cleansers are to be used.
- 13.2.5 The person doing the cleaning is to use disposable materials such as paper towels, if at all possible. If a mop is used it is to be rinsed in disinfectant before being used again.
- 13.2.6 All disposable articles soiled with body fluids (e.g. paper towels) are to be placed in a plastic container.
- 13.2.7 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.
- 13.3 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.
- 13.4 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. Protective gloves are to be removed promptly after use, before handling non-contaminated items or environmental surfaces. Hands are to be washed immediately to avoid transfer of micro-organisms to others or environments.
- 13.5 The Principal or site supervisor 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.
- 13.6 Principals shall ensure that procedures are developed for the application of Universal Precautions in the school environment.



Reference: Education Act 197, 222 Workers Compensation Act Occupational Health and Safety Act Communicable Diseases Regulation WHMIS 2015		
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References shall be updated as required and do not require additional approval.

