

Purpose/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.

The Division's objective is to prevent all work related illness, injury and property damage in all work execution and operations of the Division. This will be achieved by creating a work atmosphere in which health and safety is implemented with everyday operations. All employees of all levels are responsible and accountable for the Division's health and safety performance and to comply with the Alberta Occupational Health and Safety Act, Code and Regulations, and the Workers' Compensation Act.

Definitions

Handling:	Preparing and packaging goods for shipment; and/or Labeling of dangerous goods; and/or Receiving shipments and unpacking goods.
Transportation:	Moving the packaged goods from point of shipment to point of reception.

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 Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with (Workplace Hazardous Materials Information System) WHMIS standards.
 - 1.3 All students in laboratory courses shall have a safety training session.
2. Principals and Supervisors shall:
 - 2.1 Be familiar with W.H.M.I.S.;
 - 2.2 Ensure that the school's (or department's) copy of the yellow W.H.M.I.S. binder is kept current.
 - 2.3 Review W.H.M.I.S. requirements with their staffs each September;
 - 2.4 Ensure that yearly inventories of chemicals are conducted; and
 - 2.5 Ensure that M.S.D.S. (Material Safety Data Sheet) sheets are current.
3. Appropriate staff shall participate in W.H.M.I.S. information programs provided by the Division.
4. Principals and Supervisors with questions regarding W.H.M.I.S. are to contact the Associate Superintendent of Business and Operations or designate. Other Division staff with questions regarding W.H.M.I.S. are to contact their Principal or Supervisor.

5. It will be the responsibility of the Associate Superintendent of Business and Operations or designate to:
 - 5.1 Develop a program of W.H.M.I.S. education for staff.
 - 5.2 Arrange for implementation of W.H.M.I.S. programs; and
 - 5.3 Keep all Principals and Supervisors updated with materials to keep W.H.M.I.S. binders current.
6. Certification in the Transportation and Handling of Dangerous Goods (T.A.H.D.G) shall be a condition of employment for those employees as determined by the Associate Superintendent of Business and Operations.
7. Only certified personnel will handle or transport goods identified as dangerous goods, under specific procedures as developed by the T.A.H.D.G. Committee.
8. Dangerous goods not properly labeled, placarded or documented will not be handled or transported.
9. Each Principal shall develop procedures that prescribe the rules of safe operation of all laboratories within the school. Such procedures shall address:
 - 9.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 9.2 WHMIS labeling of all chemicals;
 - 9.3 Safe and secure storage and use of laboratory equipment;
 - 9.4 Safe use of natural gas and security when gas is not in use;
 - 9.5 Appropriate teacher supervision of students in all laboratory activities;
 - 9.6 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;
 - 9.7 The training of students in any safety procedures relevant to the work they are doing; and
 - 9.8 Any other measures required to ensure the safety of students and staff in any school laboratory.
10. 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. The Division will:
 - 10.1 Provide the education and tools required so all employees are aware of their responsibilities and duties under the Alberta Occupational Health and Safety Act, Code and Regulations.
 - 10.2 Ensure that there is a Joint Workplace Health and Safety Committee with representation from all areas of the Division to review Occupational Health and Safety issues and incidents, and provide recommendations.
11. 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.
 - 11.1 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.

- 11.2 Upon approval and the successful completion of a standard First Aid Course, the school/site will reimburse the staff member's registration fee.
- 11.3 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.
- 11.4 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 shall report such accident injury to the Superintendent.
- 11.5 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.
- 11.6 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.
- 11.7 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.
- 11.8 The Principal or Division Office 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.
- 11.9 Principals shall ensure that procedures are developed for the application of Universal Precautions in the school environment.

Reference:

- RVS AF160-A First Aid Record – Site Specific
- School Act
- Emergency Medical Aid Act
- Freedom of Information and Protection of Privacy Act
- Health Information Act
- Occupational Health and Safety Act
- Personal Information Protection Act
- Public Health Act
- Communicable Disease Regulation 238/1985
- Occupational Health and Safety Code
- Occupational Health and Safety Regulations
- [Employee Health and Safety Manual](#)