

# HEALTH AND SAFETY OF STUDENTS AND STAFF

## Background

Safe working procedures and conditions, accident prevention and the preservation of health are high priorities. These responsibilities are shared and require the combined efforts of the provincial government, school boards, administrators, staff, students and parents.

The Division is committed to providing a safe and healthy working environment for students, employees, volunteers and the general public.

## Procedures

1. Administrators and staff will comply with health and safety legislation.
2. Establishing and maintaining safe working conditions is to be a primary consideration for supervisors and staff.
3. Developing and implementing safety and accident prevention programs is strongly encouraged by the Division.
4. Provision of employee instruction and training to encourage safe work practices is strongly supported by the Division.
5. The Principal is responsible for:
  - 5.1 Providing for educational programs and resources which assist in the development of good safety practices and attitudes;
  - 5.2 Appointing one (1) person to be responsible for the co-ordination of health and safety programs and resources in the school;
  - 5.3 Maintaining accurate records of accidents at school and the treatment provided;
  - 5.4 Providing direction and support to teachers regarding student safety, supervision and/or violations;
  - 5.5 Identifying potentially hazardous conditions and/or materials and ensuring that safe practices and procedures are in place to correct conditions or dispose of hazardous materials;
  - 5.6 Conducting and/or facilitating regular safety inspections;
  - 5.7 Ensuring that teachers provide safety instruction as required in the courses they teach; and
  - 5.8 Reporting accidents to the Superintendent and the Worker's Compensation Board as required.

6. Each staff member is responsible for protecting his/her health and safety and that of the students in their charge. This involves:
  - 6.1 Exemplifying safe behaviour in teaching practices and procedures;
  - 6.2 Accepting as a professional obligation the responsibility of providing and emphasizing safety education in the classroom;
  - 6.3 Implementing documented safety education programs in accordance with Board policy, Division administrative procedures and the regulations and standards of other regulating bodies;
  - 6.4 Evaluating safety education efforts, monitoring student behaviour and initiating corrective action as required; and
  - 6.5 Identifying unsafe environmental conditions and correcting or reporting these in writing to their supervisor.
  
7. Students have the responsibility to conduct themselves in accordance with safe practices and procedures. This requires students to:
  - 7.1 Be knowledgeable of both environmental safety factors and safe behavioural practices;
  - 7.2 Conduct themselves in accordance with established safety practices and rules such as appropriate dress and protective clothing;
  - 7.3 Identify unsafe practices or environmental conditions and report these to the school staff; and
  - 7.4 Inform school staff of possible health concerns relevant to their personal safety and protection.
  
8. Parents have the responsibility to:
  - 8.1 Inform the Principal or designate about relevant student medical problems;
  - 8.2 Inform the Principal or designate, in writing if they wish their child to be excluded from particular course activities that may be potentially hazardous;
  - 8.3 Provide clothing that does not pose a threat to their child or others in the school; and
  - 8.4 Ensuring that their children are dressed appropriately for the weather conditions.

Reference: Administrative Procedure 161 - Appendix A Defibrillators  
*Education Act*, SA 2012, c E-0.3, ss.33, 52, 53, 196, 197, 222  
Occupational Health and Safety Act  
Worker's Compensation Act  
Communicable Diseases Regulation 238/1985  
Occupational Health and Safety Regulation 62/2003  
Occupational Health and Safety Code