

C. General School Administration

Policy C-301: General School Administration Safety Program

Rationale

The Board is committed to providing a safe environment for its employees and students.

Policy

All reasonable efforts are to be made to establish practices and maintain equipment to support the Board's commitment to safety. Employees are to be well informed regarding safe workplace practices and are responsible for personal compliance and compliances of those in their care.

Principles

1. School staff should be constant and thorough in their attention to equipment and the condition of the building and grounds, so that unsafe equipment is not used, and unsafe conditions are reported immediately.
2. Each teacher shall carry out a documented program of instruction in the safe operation of equipment handling of substances as they apply to the areas of instruction; i.e. science lab, technology, gymnasium, etc.
3. If an incident occurs, the injured person should be treated in accordance with proper principles of first aid.
4. Each incident is to be reported promptly and investigated. Any identified hazard is to be investigated.
5. Hazardous materials as defined by Workplace Hazard Materials Information System (WHMIS) shall be appropriately identified and handled by staff.
6. Emergency plans shall be maintained and reviewed to address health and safety issues in the event of a fire, gas leak, armed threat, severe weather, or other situations posing a threat to the school population.

<i>Approved (C-301):</i>	<i>September 17, 2015</i>
<i>Revised:</i>	
<i>Due for Revision:</i>	<i>September 2020</i>
<i>Legal References:</i>	<i>Alberta OH&S Legislation Valhalla School Foundation Charter</i>