

Administrative Procedure 160

STUDENT AND STAFF SAFETY

It is important to establish conditions to maintain the safety of students and staff.

Procedures

1. The Superintendent or designate will monitor the safety of facilities, equipment and procedures in Division schools.
2. The Principal will take reasonable steps to ensure that:
 - 2.1 Staff members, including substitute teachers, are aware of the procedures to be followed in case of an accident. (Administrative Procedure 315 – Illness/Injury at School);
 - 2.2 An accident response system is in place which utilizes, as may be necessary or desirable, the first aid expertise of a staff member(s) holding current certification;
 - 2.3 Procedures are in place to address the atypical medical needs of identified enrolled students (Administrative Procedure 316 – Student Medical Needs);
 - 2.4 Students and parents are aware of the section referring to student responsibilities;
 - 2.5 Safety procedures in activity areas are monitored from time to time;
 - 2.6 A current, viable emergency preparedness plan for the school is in place and is practiced; and
 - 2.7 Necessary school safety procedures are established.
3. Each staff member will attempt to fulfill the following responsibilities in relation to accident prevention:
 - 3.1 Strive to give proper attention to unsafe conditions involving equipment, facilities, procedures and/or practices. Care is to be taken to ensure that problems are reported and that corrective action is accomplished;
 - 3.2 Take reasonable precautions to prevent accidents arising from school activities which might result in either harm to students and/or staff or damage to property;
 - 3.3 Possess knowledge of safety procedures applicable both to the general school operation and to his/her specific area of responsibility, including procedures to follow in case of an accident; and
 - 3.4 Perform assigned accident prevention responsibilities as required.

4. Each student will make reasonable efforts to:
 - 4.1 Behave in a responsible manner, thereby reducing the possibility of an accident;
 - 4.2 Comply with safety rules and the directives of administrative staff, teachers and other employees;
 - 4.3 Report promptly any accident or injury, hazardous condition, substance or practice; and
 - 4.4 Use all required safety devices and protective equipment.

Reference: Section 33, 52, 53, 196, 197, 222 Education Act
Administrative Procedure 315 – Illness/Injury at School
Administrative Procedure 316 – Student Medical Needs
Communicable Diseases Regulation
Occupational Health and Safety Act
Occupational Health and Safety Code
Occupational Health and Safety Regulation
Worker's Compensation Act