

PROCEDURES

1. An ongoing safety program is to be established to ensure that first aid, CPR and WHMIS certification is kept current for appropriate staff members.
2. Material Safety Data Sheets (MSDS) are to be maintained in a current, readily accessible format for use by any staff handling hazardous materials.
3. A safety committee consisting of selected staff members is to be charged with keeping the staff at large informed regarding safety expectations in the school. Ongoing efforts are to be made by the school Principal and the safety committee to acquire current safety information regarding Alberta Occupational Health and Safety (OHS) requirements.
4. Assessment of safety hazards is to be done promptly once identified with an aim to minimizing or eliminating them. Whenever possible, staff members shall be participants in the hazard assessment and in the elimination of identified hazards.
5. Unsafe conditions shall be given immediate attention by the school Principal.
6. All accidents and injuries are to be reported to the Principal on a school accident form. A copy is to be kept on file in the school office. Each significant incident should have a follow-up investigation.
7. All staff members are responsible for taking reasonable care in protecting their own health and safety as well as that of others present on the school site.
8. School emergency plans, as detailed in the Crisis Management Manual, are to be reviewed regularly and revised when necessary to accommodate changing conditions. Regular practice drills and equipment tests will be conducted, with a minimum of four practice evacuation drills being conducted during each school year.