



**Procedures 9.01.1**

**Category: Safety and Wellness**

**Accident / Injury Prevention**

**BACKGROUND & RATIONALE**

The CAPE Charter Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the workplace. CAPE School is committed to the maintenance of safe and caring school environments. To this end procedures and protocols are in place that include addressing the physical safety of students and staff and the prevention of accidents.

The principal is responsible for the administration of this Administrative Procedures.

**PURPOSE**

The CAPE School endeavour to maintain a safe working environment for staff and students by systematic and routine inspections of the facility, grounds, and equipment, by maintaining a close working relationship with the Lease Board, and by ensuring that staff and students have the necessary skills and knowledge to attend to their own personal safety and to the safety of all those in the facility.

**Inspections:**

1. The principal or a designate is responsible for ensuring that monthly inspections of all parts of the school facility and grounds are carried out, documentation filed, work requests submitted to the Lease Board, and that compliance with work requests is timely and efficient.

**Building Maintenance:**

2. No employee shall engage in repairs, modifications, or additions to the lease structure. If such action is necessary, the matter is to be referred to administration.

**Hallways/Stairwells:**

3. All stairwells and hallways must be clear of any obstructions at all times.
4. All stairwells and hallways must be clear of any all slippery materials.

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**Work in High Places:**

5. No employee shall access the roof area for whatever reason at any time, except in circumstances of an emergency. If such action is necessary, the matter is to be referred to administration who will, in turn, refer to the Lease Board.
6. No employee or student shall work above a height of two (2) meters from floor level. If such action is necessary, the matter is to be referred to administration.

**Strenuous Work:**

7. No student shall perform heavy physical labor at any time. If such action is necessary the matter is to be referred to administration
8. No employee shall perform heavy physical labor at any time. If such action is necessary, the matter is to be referred to administration.
9. In the event of an accident or injury, administration must be advised, emergency medical assistance must be sought if necessary. Medical diagnosis and instructions must be shared administration so that supports can be put in place to facilitate recovery. WCB information can be obtained from the Secretary-Treasurer. Anonymous counseling support can be secured through EAP.

**Working alone:**

10. When working alone, all employees shall work in an area in which there is access to a phone, in case of emergency.
11. When working alone outside of regular school hours, all employees must secure all building access points.
12. When working alone outside of regular school hours, all employees must refuse access to any unfamiliar individual and call 911 if feeling threatened or unsafe.
13. All employees are urged to call 911 if feeling threatened or unsafe.
14. When working alone outside of regular school hours, all employee are encouraged to park in well-lit areas such as in front of the building main doors.
15. No student shall at any time work unsupervised in any area of the school or school grounds.

**Dangerous Materials:**

16. All employees, especially those working with dangerous materials, must have WHMIS training as per CAPE Policy.

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17. Areas housing dangerous materials must be equipped with a WHMIS board and up-to-date safety sheets placed visibly within the premises.
18. All chemicals must have WHMIS labels, be in safe and secure storage, be checked annually, and disposed of safely.
19. All staff must be trained in any safety procedures relevant to the work they are doing, the use and maintenance of safety equipment, the use and hazards of any equipment or chemicals or activity.
20. All students must be trained in any safety procedures relevant to the work they are doing, and any other measures required to ensure the safety of students in any and all teaching spaces within or outside of the facility.
21. All students must be supervised in any and all teaching spaces within or outside of the school facility at all times.

**Workplace Injury:**

1. Any employee that incurs a work related injury has access to CAPE school supports through the Superintendent, Secretary-Treasurer, principal, and counselor, and the Employee Assistance Program (EAP).
2. Any employee that suffers a work related injury has access to WCB. The Secretary-Treasurer is to provide all necessary supports, guidance, and forms. The CAPE Charter Board maintains WBC coverage for all employees.
3. Any employee that suffers a work related injury has access to recovery time as specified in the Contract of Employment.
4. Any employee that suffers a work related injury has access to work space supports and modifications as agreed upon by health professionals. The Principal or a designate is responsible for making or cause to be made any and all recommended changes to the employee's work environment in support of the employee's recovery.

**Student Accident / Injury Report Form**

1. Anytime that a student sustains a substantial injury and requires assistance, an accident form must to be completed by the teacher and/or aide that assisted the student.
2. The form is completed in its entirety and returned to the designated executive assistant as soon as possible.

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**References:**

*Policy 9.01*

*School Act, Section 45(8)*

*Freedom of Information and Protection of Privacy Act*

*Occupational Health and Safety Act*

*Occupational Health and Safety Act Regulation*

*Occupational Health and Safety Code*

*Canadian Human Rights Act*

*Individual's Rights Protection Act*

*Worker's Compensation Act*

*Individual's Rights Protection Act*

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*Adopted: March 14, 2013*

*Motion: #2013-3-14-1*