



Procedures 9.04.1

Category: Safety and Wellness

Office Spaces, Common Areas and Hallways

BACKGROUND & RATIONALE

The CAPE Charter Board is committed to the safety of its employees at all times. CAPE recognizes and supports the maintenance of safe environments for all staff within the facility. The principal is responsible for the administration of this Administrative Procedures.

PURPOSE & DEFINITIONS

Procedures and protocols are necessary to safeguard adults and students if in these spaces while engaged in the regular duties or activities.

1. The principal is responsible for ensuring that all employees hold a valid First Aid/CPR certificate.
2. The principal is responsible for ensuring that the premises are inspected by fire inspectors annually, that fire extinguishers are serviced annually and are in good working order, and have escape fire routes clearly displayed.
3. The principal is responsible for ensuring that all employees hold a valid First Aid/CPR certificate.
4. The principal is responsible for ensuring that all employees have access to training to attain a valid First Aid/CPR certificate.
5. The principal is responsible for ensuring that all employees renew their First Aid/CPR certification every 2 years.
6. The principal shall ensure that all staff members have prompt access to First Aid kits and that these kits are kept stocked at all times.

PROCEDURES

1. The environment must be safe for all students and staff.
2. Students must be supervised at all times when working in the library or other common areas.
3. All staff is to take the on-line WHMIS course yearly.
4. All staff must be aware of the location of a First Aid Kit.

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5. Hallways and stairs must be clean and dry, free of obstacles and tripping hazards. All cleaning substances such as bleach, soaps and disinfectants must be kept in cabinets and, if students are present in the area, in locked cabinets.
6. All equipment must be in proper working condition.
7. Furniture must be in good condition and free of splinters, protruding nails or screws, and sharp corners.
8. All damaged furniture must be removed and brought to the attention of the administration.
9. Tripping hazards in offices, workroom, staff room, etc. must be identified and either removed or repaired.
10. Sharp instruments must be utilized with care.
11. Protective gloves are to be visibly and readily available to minimize the risk of burns due to stoves, ovens, dish washers, coffee pots, kettles, etc.
12. Potentially hazardous cords are to be secured away from reach to minimize risk of strangulation.
13. Electrical equipment near water must be properly insulate and grounded.
14. Electrical extension cords must be properly secured to the underside of desks or to baseboards to minimize risk of tripping.
15. Under no circumstances is an employee to use ladders or furniture to reach high places (more than 2m). The use of a single step stool is acceptable.
16. Under no circumstances is staff to be carrying heavy items such as boxes or computers.
17. Free standing book shelves must have a wide base, be screwed to the wall, or have a small wedge under the front bottom piece to lean it against the wall to avoid tipping hazards.
18. Telephone must be within reach and easily accessible.
19. Fire exits clearly marked.
20. Fire extinguishers must be readily available.

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References:

Policy 9.01 & 9.04

School Act, Section 54(8).

Occupational Health and Safety Act

Occupational Health and Safety Act Regulation

Occupational Health and Safety Code

Public Health Act

Health Information Act

Alberta Emergency Medical Aid Act

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