

**Policy 9.10**

**Category: Welcoming, Caring, Respectful and Safe School**

**Appropriate and Safe Use of Tools and Equipment**

**BACKGROUND**

The CAPE Charter Board recognizes the commitment of the Government of Alberta, the Minister of Education, and Alberta Education to provide all students with high quality education in safe and caring schools. It also recognizes the commitment of the Government of Alberta to provide a safe work environment for all those within a school through the *Occupational Health and Safety Act and Code*. The CAPE Charter Board recognizes the importance of the health, safety and overall well-being of its students and staff and is committed to taking steps to reduce the risk of injury. Appropriate training must be provided to students and staff to ensure safe and proper use of tools, equipment and materials.

**POLICY STATEMENT**

1. CAPE school activities are carried out in accordance with universal health precautions, with the *Occupational Health and Safety Act* and related legislation, the government *Occupational Health and Safety* program, the CAPE Charter Board policy, and safe practices. CAPE promotes, monitors, and recognizes effective health and safety practices and initiatives within the CAPE School and with employers contracted by the School. Health and safety matters pertaining to custodial services (janitorial, repairs/maintenance, grounds maintenance, etc.) are the responsibility of the Lease Board during the length of the lease and to the CAPE Charter Board if not in a lease agreement.
2. The scope of this policy applies to all tools, equipment and materials capable of causing injury to the user from simple hand tools to complex equipment including furniture, IT equipment and disposables.

**DEFINITIONS:**

3. **Safety** - the condition of being protected from or unlikely to cause danger, risk, or injury.
4. **Complex tool** - consisting of interconnected or interwoven parts, with multiple components.
5. **Simple Hand Tools** - any tool that is powered by hand rather than a motor such as wrenches, pliers, cutters, striking tools, struck or hammered tools, screwdrivers, clamps, snips, saws, drills and knives.

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**GUIDELINES:**

6. The Superintendent shall provide direction, support and staff development opportunities to the school in the development and implementation of safety program and related protocols.
7. The Principal shall ensure that staff has access to policies and procedures, as well as training re safety instruct and supervision of students when working with tools, equipment and materials.
8. It is the responsibility of the teacher to ensure that all equipment meets CSA or equivalent standards, the students are trained and supervised if using equipment, and maintain a documented record of such training.
9. Students are to cooperate in obtaining training required to use tools, equipment and materials.

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**References:**

*Education Act*

*Guide to Education*

*Occupational Health and Safety Act*

*Occupational Health and Safety Regulation*

*Occupational Health and Safety Code*

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