



AP 9.04

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 Procedure.

PURPOSE

Procedures are necessary to safeguard adults and students safety in the described spaces while engaged in the regular duties or activities.

DEFINITION

1. **Common Area** - a space within the CAPE facility that is shared by all students, staff, parents or visitors such as the Learning Commons.

PROCEDURE

2. The Executive Assistant is responsible for ensuring that all employees hold a valid First Aid/CPR certificate.
3. The Executive Assistant is responsible for ensuring that all employees have access to training to attain a valid First Aid/CPR certificate.
4. The Executive Assistant is responsible for ensuring all staff take the on-line WHMIS course yearly.
5. The Facility Manager 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.
6. The Facility Manager shall ensure that all staff members are aware of the location of a First Aid Kit, have prompt access to First Aid kit and that these kits are kept stocked at all times.
7. Students must be supervised at all times when working in the Learning Commons or other common areas.
8. Hallways, doorways and stairs must be clean and dry, free of obstacles and tripping hazards.

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9. 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.
 10. All equipment must be in proper working condition.
 11. Furniture must be in good condition and free of splinters, protruding nails or screws, and sharp corners.
 12. All damaged furniture must be brought to the attention of the Facility Manager who will either have it fixed or discarded.
 13. Tripping hazards in offices, workroom, staff room, etc. must be identified and the Facility Manager who will either have it fixed or removed.
 14. Sharp instruments must be utilized with care.
 15. 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.
 16. Potentially hazardous cords are to be secured away from reach to minimize risk of strangulation.
 17. Electrical equipment near water must be properly insulate and grounded.
 18. Electrical extension cords must be properly secured to the underside of desks or to baseboards to minimize risk of tripping.
 19. 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.
 20. Under no circumstances is staff to be carrying heavy items such as boxes or computers.
 21. 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.
 22. Telephone must be within reach and easily accessible.
 23. Fire exits clearly marked.
 24. Fire extinguishers must be readily available.
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References:

CAPE Policy Manual Section 9
Education Act
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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