CLASSROOM SAFETY

General Statements

The Board is responsible for the Health and Safety of all persons in or near the workplace. Students, staff and visitors are protected by the Occupational Health and Safety Act (OHSA), Education Act and are subject to all relevant legislation, regulations and codes.

Purpose

Prevention of accidents and incidents in the classroom is a primary goal of the Board in order to avoid injury, loss of life, time and property.

General Information

- Issues under Fire Code
- Building Code Issues
- O.H.S. Issues and Education Act Requirements

1) Ensure housekeeping of the classroom addresses issues such as storage, clutter, tidiness, security of materials and safe access and egress.

2) Avoid excessive accumulation of combustible materials i.e. student work and decorations on walls.

3) Sprinkler systems should be free of decorations or adornments.

4) Doorways should be kept free at all times of all obstructions and combustible materials.

5) Shelving assemblies should be of sturdy construction and materials stored in an orderly and safe fashion.

6) Avoid storage of flammable materials in the classroom.

7) When replacing drapes, ensure that the fabric is inherently fire retardant.

8) Avoid use of extension cord as a permanent source of power. When necessary for temporary use ensure that cords are in good condition and do not extend into traffic areas. Keep power cords away from heat, water and oil.

9) Keep combustible materials away from sources of heat.

10) Avoid the storage and use of electrical appliance in the classroom.

11) Ensure that plants retained in classrooms are properly maintained and free from mold. Avoid highly fragrant flowering plants or craft supplies.

12) Many students and staff are allergic to fur and feather-bearing animals. Prohibit any prolonged exposure in the classroom. Consensus must be reached in school/community for the appropriateness of them.

13) Composting/recycling can pose a number of problems. Minimize problems by ensuring that containers used to collect food and materials are extremely clean and kept free from mold. Worm composting containers may lead to mold growth if not properly maintained. Ensure that any composting operation is conducted by persons who have an extensive knowledge of the process.

8.1 LAMINATORS

Before you put your next piece of paper in the laminator, please consider the following:

1. The piece of paper sealed in a polyester/polyethylene film may not biodegrade for up to 2000 years. The irony is obvious in face of efforts to teach students to recycle, reuse, recover and reduce.

2. Fumes released when the plastic film is heated above 370 F are toxic and irritating. The principle decomposition products are carbon monoxide, acrolein (acrylic aldehyde) and formaldehyde. Many other products may be formed in small amounts. The fumes may cause eye, skin and lung irritation. Dr. Bill Louch, Director of Environmental Health and Safety at Dalhousie University, states that if you can smell the fumes, they're present in the air. Although the manufacturers claim that the laminators are not heated beyond 290 F., Dr. Louch points out that the laminator must melt the polyethylene and soften the polyester sufficiently to bond the material.

3. Fumes released from the laminator are re-circulated throughout the building unless exhausted directly outdoors by a dedicated exhaust. Re-circulated laminator fumes expose sensitive staff and students to potent irritants.

PRACTICE: (Employees only are to use this equipment)

1. Ensure that the laminator is exhausted directly outdoors.
2. Ensure that materials to be laminated are essential to the program.
3. Turn on the laminator. Allow the required time for warm up. Do not leave unattended.
4. Laminate materials according to manufacturer's directions.
5. Allow items to cool.
6. Turn laminator off immediately when finished.

8.2 EMERGENCY EVACUATION OF DISABLED STUDENTS

Concern has been expressed about evacuation of some of our more severely physically disabled students during fire drills and during a possible emergency. Keeping in mind that:

- some students may be located on the second or third floor of a building,
- that motorized wheel chairs may weigh as much as 200 pounds, that it is physically dangerous for the student in some cases to be lifted from the chair, and
- that use of an elevator or a lift is prohibited in any alarm situation,

It is vital that a procedure be available to guide the evacuation of these students.

It is essential that the parents are made aware of the hazards involved and the steps that will be taken to provide the best possible protection for their children.

Although it would be impossible to plan in advance for every contingency, the following could assist you in providing that protection:

∃ Determine safe havens for all disabled students in case of an emergency. In schools with several stories, the stairwells and landings on each floor may be the safest areas. Determine alternate sites in case the area chosen is affected by the emergency.

∃ Assign at least 2 adults to stay with each student - one to remain with the student at all times and one to go for help if necessary.

∃ Assure that the student is secured in the chair.

∃ If there is evidence of smoke or fire, the student must be removed from the building. If staff has been informed that it could be dangerous to the student to lift him/her from the chair, the student must then be carried in the chair to safety.

∃ If it is permitted to remove the student from the chair, carry only the student to safety.

∃ Remember that once people are evacuated from the school, they will not be permitted to return until the emergency is declared over.

∃ Persons needing assistance to travel stairways shall be held in a safe haven until stairwell is cleared.

8.3 FIRE, EXPLOSION, CHEMICAL SPILL

Emergency Procedures

1. In the event of a fire, explosion or chemical spill inside the school, the principal will direct the vice-principal or designate to supervise an immediate evacuation of students and have them assemble in an orderly fashion. Ensure that the teachers evacuate with the students and that they have that day's complete attendance record. Ensure that all students and staff have been evacuated.

2. The principal will immediately call 911.

3. Notify the Director's office.

4. Make available to the fire and police departments floor plans and information on the location of any hazardous materials.

5. Restrict access to the building.

6. The board authorizes the principal to admit students and staff to the building if, upon assessment of the situation by the appropriate authorities, there is reasonable assurance there is no further danger. Staff is notified of findings.

7. If deemed necessary, after consultation with the Director, students may be dismissed to walk home or if usually bused, be transported home by bus.

8. If leaving the school, the principal should be assured that the school is secured or that responsibility for the security of the building is in the hands of an authorized agency.

9. If the fire, explosion or chemical spill is outside the school but in close proximity to the school and likely to affect the students and staff, the principal will consult with the superintendent and act according to their direction. He/she should not evacuate the school without assurance that the school population is safer outside than they would be inside. (See procedure for "lockup/down")

8.4 STORMS

South Shore Regional School Board
School Closure due to Inclement Weather

We have reached that time of year when schools may be cancelled due to inclement weather and dangerous road conditions and we feel it is important to ensure that you are aware of the process and procedures for canceling school.

The decision to cancel school is arrived through a consultative process involving a number of individuals located in different geographic areas of our Board. Factors taken into consideration include: weather and road conditions, weather forecasts and above all, the safety of the children while walking to school, waiting for or traveling on the bus. Weather conditions can be different in the various areas of our Board and can change greatly within a few hours. This increases the difficulty in making the best decision for our students. The decision to close school is rarely received favorably by all, however such a decision will always be made keeping in mind the safety of our students.

Early Morning Cancellation
The decision to cancel school will normally be made by 6:30 a.m.. The following radio stations are immediately notified of cancellations: CKBW (1000 AM), Sun FM (96.5 FM), C100 FM, Q104 FM, CJCH (920 AM), KIXX Country (780 AM), CHNS (960 AM), CHFX (104.9 FM) and CBC (102.7 FM, 90.5 FM or 106.5 FM). ATV Breakfast TV is also notified.

Late Morning Cancellation
It may be necessary to close schools during the day in order to ensure students are home before weather conditions become severe. In such cases, the provincial road report is carefully monitored, as well as Environment Canada's Weather Service. When a decision is made to close school early, announcements will be made on all radio stations listed above. Furthermore, elementary schools have organized telephone trees to contact homes or designated alternates. Please make sure that your child knows what arrangements you have made for him/her if school is cancelled early.

Late Bus Runs
There will be times when a bus is running late. When this is the case, an announcement will be aired by CKBW (1000 AM) that a bus has been delayed for a specific amount of time. For example, if a bus is delayed by thirty minutes, students are expected to meet the bus thirty minutes later than they would normally.

Suggestions for Parents:

1. Please listen to one of the radio stations listed between 6:30 and 8:30 a.m. if there are any questions that school may not be open.
2. Please do not call the school board office or radio stations as you calls jam the telephone lines that are needed for emergency use.
3. Please do not drop your child off at school unless you are certain school is operating that day.
4. Make alternate arrangements for your children in the event of mid-day school closures. Make sure that your child is aware of these arrangements and you may also wish to share this information with the child's homeroom teacher.

As noted earlier, the most important consideration in determining the operation of closure of school is the safety of our students. When conditions are questionable and schools are open, the final decision to attend school remains with the students' parent(s).

8.5 BOMB THREATS

In light of the current bomb threats and the increasing potential of violent and disruptive acts in public schools, the board has established the following policy:

1. The safety of students is the prime consideration when dealing with bomb threats. However, schools will not necessarily be evacuated or classes dismissed as a result of threatening messages.

2. The school principal or designate should order the evacuation of any school building whenever, in his/her opinion, the safety of the students is endangered.

The following procedure would be activated if necessary:

1. The person receiving a threat by phone will note the exact time of the call and attempt to get a voice description of the caller - age, sex, identifying patterns of speech, etc.

2. Notify immediately:

   X the local detachment of the RCMP or the municipal police force
   X the principal of the threatened school, if the message was delivered elsewhere
   X the Director

3. The principal, in consultation with the senior police officer present, shall determine which course of action to follow. They may decide to:

X keep all classes in session and have the police and designated school personnel conduct a search of the premises under the direction of the senior police officer, or
X order the building evacuated and implement evacuation procedures
X contact the local fire department, requesting their assistance

4. If the building is to be evacuated, warn staff of danger. Have teachers do a quick visual scan of their classrooms before evacuating with students.

5. Have students and staff assemble in an orderly fashion at a safe distance from the school. Ensure the teacher has that days' complete attendance record. Ensure all students have been evacuated.

6. Assist police and fire departments with floor plans and information on location of any hazardous materials.

7. Restrict access to building.

8. The Board authorizes the principal to admit students and staff to the building, if, upon assessment of the situation by the appropriate authorities, there is reasonable assurance there is no further danger. Notify staff of situation proceedings.

9. If deemed necessary, after consultation with the Director, students may be transported home by bus.

8.6 VIOLENT INDIVIDUALS

Probably one of the most difficult emergencies for school administration to deal with is a violent individual in the school or on school property. Whether it is a student, a parent or a stranger who threatens to disrupt or to endanger lives, each situation must be handled with utmost caution and very often carried out without advice or support.

It is recommended that regardless of the incident, the first and most important step is to assure that the police are contacted. Assign an individual on staff other than the persons who would likely be dealing directly with the emergency to make the phone call and another back-up person in case that person is not available.

Attempt to contain the situation until the police arrive but every effort must be made to avoid endangering staff and students in resisting the violent individual.

8.7 LOCK UP/LOCK DOWN

Regular shut down procedure for caretakers or designated persons:

- X Lock all windows and external doors
- X Ensure that all classroom and smoke break doors are closed
- X Turn off all lights except for those regularly left on
- X Shut off ventilation system if necessary
- X Ensure all electric appliances are shut off and that those with a heating element area disconnected
- X Under regular circumstances, the classroom teacher will ensure that propane lines to the classroom are shut off

LOCK UP: For an emergency that requires the school to be evacuated

Assign building personnel to complete the following procedures:

- X Lock all windows and external doors
- X Ensure that all classroom and smoke break doors are closed
- X Ensure all classroom equipment has been shut down and portable equipment unplugged
- X Turn off all lights
- X Turn off classroom propane supply if they exist
- X If there is a propane supply, shut off the main supply line
- X Shut off all ventilation systems
- X Ensure a school evacuation plan is followed to ensure all building occupants have been accounted for.

LOCK DOWN: For an emergency outside the school

If it has been determined by the Principal, in consultation with the Director, that a state of emergency exists that would endanger students and staff if they were to go outside the building, direction will be given to “LOCK DOWN” the building.

- X Lock all windows and doors
- X Monitor exits to stop any unauthorized entry or exit
- X If there is a danger of contaminants in the outside air, shut off the ventilation systems
- X Evacuate the building as quickly as possible and report to the principal

8.8 BLOOD AND BODY FLUID EXPOSURE

PURPOSE

To provide clear guidelines as to the protocol to be followed in the event of an accidental exposure to blood and body fluid.

DEFINITION

When an accidental exposure or potential exposure to needle stick punctures, or blood or body fluid splash occurs, all Incidents/Accidents must be reported.

PROCEDURE

Disposal of Needles:

If needles are used on Board property, the following procedures should be followed:

1. Sharps containers may be purchased from a drug store, or heavy plastic material (as suggested by hospital).
2. Dispose of needle in sharps container (which is properly labeled)
3. Sharps containers may be disposed of by arrangements with the nearest hospital.

Needle/stick wounds/Blood or Body Fluid Exposure:

4. Seek First Aid Attendant.
5. Wash wound with soap and water or disinfectant and rinse with water.
6. Report Incident/Accident to your principal/manager/supervisor.
7. Collect information, if available on:
    - Type of exposure
    - Source (if known)
    - Any other information
    - Immediately go to nearest hospital for emergency treatment (for best treatment results, seek medical attention within two hours of exposure).

DOCUMENTS

The worksites JOHSC or representative will record and report all blood and body fluids exposure incidents to the Regional JOHSC.

8.9 WHMIS

POLICY

The Workplace Hazardous Materials Information System (WHMIS) provides employees with information on the safety and health hazards of controlled products used in the workplace.

PURPOSE

The Board is committed to providing its employees with resources and direction:

- To inform them of the handling, storing or using controlled products
- To provide adequate control measures for those hazards

GENERAL INFORMATION

The WHMIS Program is supported and maintained through the South Shore Regional School Board Safety Officer.

The Board provides WHMIS resources through:

- Workplace Labels
- Material Safety Data Sheets (MSDS)
- Education/Training

Request current MSDS from the manufacturer and workplace labels.

RESPONSIBILITIES

The Board must:

- Ensure the development and implementation of written directions for distributing WHMIS information to employees.

- Ensure the substitution of less hazardous products where feasible.

Employees must:

- Make themselves aware of hazards in the workplace

- Be aware of the contents of MSDS and labels

- Comply with WHMIS Regulation
- Cooperate with the JOHSC in delivery of this Safety Program

Class A: Compressed Gas

This class includes compressed gases, dissolved gases and gases liquified by compression or refrigeration.

Class A materials:

- pose an explosion danger because the gas is being held in a container under pressure; • may cause its container to explode if heated (such as what would happen in a fire);
- may also cause its container to explode if dropped.

When handling Class A materials you should:

- handle with care, do not drop container;
- keep container away from potential souces of ignition;
- store the container in designated areas.

Examples of Class A materials: gas cylinders for oxyacetylene welding or water disinfection.

Class B: Flammable and Combustible Material

This class includes solids, liquids and gases capable of catching fire or exploding in the presence of a source of ignition.

Class B materials:

- will burn and are therefore potential fire hazards.
- may burn at relatively low temperatures; flammable materials catch fire at lower temperatures than combustible materials
- may burst into flame spontaneously in air or may release a flammable gas on contact with water;
- may cause a fire when exposed to heat, sparks, or flames or as a result of friction;

When handling Class B materials you should:

- keep the material away from heat sources and other combustible materials;
- never smoke when working with or near the material;
- store the containers in designated areas.

Examples: white phosphorus, acetone and butane. Flammable liquids such as acetone are more easily ignited than combustible liquids such as kerosene.

Class C: Oxidizing Material

This class includes materials which provide oxygen or similar substances and which increase the risk of fire if they come into contact with flammable or combustible materials.

Class C materials:

- pose a fire and/or explosion risk in the presence of flammable or combustible material;
- may cause fire when they come in contact with combusitble materials such as wood;
- may react violently or cause an explosion when they come in contact with combustible materials such as fuels;
- may burn skin and eyes upon contact.

When handling Class C materials you should:

- wear the proper protective equipment, including eye, face, and hand protection and protective clothing;
- keep the material away from combustible materials;
- keep the material away from sources of ignition;
- never smoke when working with or near the material;
- store the containers in designated areas.

Examples: sodium hypochlorite, perchloric acid, inorganic peroxides.

Class D: Poisonous and Infectious Materials

Class D, Division 1: Materials Causing Immediate Effects

This division includes materials causing immediate and serious toxic effects. These materials can cause the death of a person exposed to small amounts.

Class D, Division 1 materials:

- are a potentially fatal poisonous substance;
- may cause permanent damage if inhaled or swallowed or if they enter the body through skin contact;
- may burn eyes or skin upon contact.

When handling Class D, Division 1 materials you should:

- handle the material with extreme caution; •avoid contact with the skin or eyes by wearing the proper protective equipment, including eye, face, and hand protection and protective clothing;
- avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment;
- wash and shower thoroughly after using;
- store the containers in designated areas.

Examples: sodium cyanide, hydrogen sulphide.

Class D, Division 2: Poisonous & Infectious Materials - Other Toxic Effects

This division includes materials causing immediate eye and/or skin irritation as well as those that can cause long-term effects in a person repeatedly exposed to small amounts.

Class D, Division 2 materials:

- are poisonous substances that are not immediately dangerous to health; •may cause death or permanent damage as a result of repeated exposures over time; •may be a skin or eye irritant;
- may be a sensitizer, which produces a chemical allergy; •may cause cancer; •may cause birth defects or sterility.

When handling Class D, Division 2 materials, you should:

- avoid contact with the skin or eyes by wearing the proper protective equipment, including eye, face, and hand protection and protective clothing;
- avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment;
- store the containers in designated areas.

Examples: acetone (irritant), asbestos (carcinogen), toluene diisocyanate (senzitizer).

Class D, Division 3: Poisonous & Infectious Materials - Biohazardous Infectious Material

This division includes materials that contain harmful microorganisms.

When handling Class D, Division 3 materials, you should:

- take every measure to avoid contamination;
- handle the material only when fully protected by the proper, designated equipment;
- handle the material in designated areas where engineering controls are in place to prevent exposure.

Examples: cultures or diagnostic specimens containing salmonella bacteria or the hepatitis B virus.

Class E: Corrosive Material

Class E materials are acid or caustic materials that can destroy the skin and/or eat through metals.

Class E materials:

- cause severe eye and skin irritation upon contact;
- cause severe tissue damage with prolonged contact;
- may be harmful if inhaled.

When handling Class E materials, you should:

- keep containers tightly closed;
- avoid contact with the skin or eyes by wearing the proper protective equipment, including eye, face, and hand protection and protective clothing;
- avoid inhaling by working in well-ventilated areas and/or wearing respiratory equipment.

Examples: chromic acid, lye

Class F: Dangerously Reactive Material

Class F materials can undergo dangerous reaction if subjected to heat, pressure, shock or allowed to contact water.

Class F materials:

- are very unstable;
- may react with water to release a toxic or flammable gas;
- may explode as a result of shock, friction or increase in temperature;
- may explode if heated when in a closed container;
- may undergo vigorous polymerization.

When handling Class F materials, you should:

- keep material away from heat;
- open containers carefully, do not drop them;
- store the material in a cool, flame-proof designated area.

Examples: plastic monomers such as butadiene and some cyanides.

8.10 SCHOOL-BASED EMERGENCY RESPONSE PLAN

Staff Member	-	Notifies principal or designate
Principal	-	Takes control of situation
	Σ	Evacuates (if necessary)
	Σ	Ensures safety of students and staff
	Σ	Notifies Director/Coordinator of Operations
	Σ	Begins documentation/arranges for photos
Director	-	Assists principal with administrative process (school closure or relocation of classes)
	Σ	Notifies Superintendent and OH&S Officer
OH&S Officer	-	Reports to various agencies (Department of Labour, etc.)
	Σ	Calls Communications Officer
Communications Officer	-	Verifies details with Director, if necessary
	Σ	Drafts a medi release and faxes it back to the principal for approval
	Σ	Handles media request for information
Principal	-	Assembles files (SSRSB incident report, NSSBA incident report/property loss form)
	Σ	Additional information for various agencies as requested
	Σ	Administrative report detailing situations, actions, etc.
Principal/Director/OH&S/ Comm. Officer	-	Follow-up meeting to discuss situation/recommendations as soon as all reports and tests are returned

8.11 FIRE DRILLS

8.12 EVACUATION MAP

8.13 PREVENTATIVE HEALTH IMMUNIZATION

Immunizations provide protection against many serious diseases. In this century, smallpox, once the most widespread disease in the world, has virtually been eradicated. In Canada and other developed countries, diseases that had crippled or killed hundreds of thousands of people such as diphtheria, tetanus, polio and whooping cough, have been largely brought under control.

How does immunization work?

The body builds immunity when it comes in contact with germs and develops antibodies that kill the germs. Vaccines create immunity artificially - and more safely - because they contain germs that are not strong enough to cause disease but yet are strong enough to stimulate the body to produce antibodies to fight off the disease.

GUIDELINES FOR IMMUNIZATION

TETANUS/DIPHTHERIA (DT) - Tetanus is what was commonly called lockjaw, a painful and often fatal disease caused when bacteria enters the body through a contaminated wound. Diphtheria is a disease that causes a severe sore throat and releases toxins into the blood stream that can attack the heart and other internal organs. Boosters are recommended every ten years. This is a combined vaccine that is administered by your physician. It may be given after five years if you sustain a heavily contaminated wound.

MEASLES AND MUMPS - Most adults are likely to have been infected naturally by these diseases. But a substantial number of your adults born after 1957 have not been vaccinated or exposed, so they may be susceptible. If you have not had the vaccine you may wish to consult your physician.

RUBELLA - Injury to a fetus and miscarriage are the major consequences of German Measles in adults. All women of childbearing age who have no history of vaccination should be tested for antibodies and in their absence, be immunized.

VIRAL HEPATITIS - At least five types of viral hepatitis are currently known, each caused by a different virus. The most common types found in Canada are Hepatitis B and Hepatitis C. Symptoms include fatigue, mild fever, muscle or joint aches, nausea or vomiting, loss of appetite, abdominal pain and sometimes diarrhea.

HEPATITIS B - The most serious form and is spread from mother to child at birth or shortly after, through sexual contact, blood transfusions or contaminated needles.

HEPATITIS C - the most commonly spread from one person to another by transfusion or contaminated needles. To prevent the spread of Hepatitis C, avoid exposure to contaminated needles and blood. No vaccine or immune globulin is available for Hepatitis C.

REMEMBER THESE FACTS AND IMMUNIZE.

8.14 PAINTING

PROTOCAL FOR PAINTING IN SCHOOLS

Facility painting in the SSRSB is done in order to preserve and maintain our buildings, to cover graffiti and to improve conditions aesthetically.

While painting is a necessary function, it has become apparent that guidelines are required to prevent exposure of sensitive individuals to products and procedures that may affect their health.

The following guidelines are to be used when any painting is done in SSRSB buildings:

- All painting must be authorized by the School Facilities Department.
- No painting will proceed until every person who may have sensitivities to the procedure or the product has been notified and has had the opportunity to discuss options for avoidance;
- In communicating with students, staff, parents and the school community, the principal must notify them of:
  - location of work that is to be carried out;
  - times and the dates of the painting;
  - type of paint that is to be used;
- The notification should include this information on the product:
  product information sheets and Material Safety Data Sheets which may be obtained from the School Facilities Department; contact name and phone number in case of objection to the procedure or the product or if questions or complications arise;
- No paints containing solvents or any volatile organic compounds are to be used with the exception of oil-based paints or varnish, used for gym floor finishes, etc. When paints containing solvents are used, the work will not begin before the first week of July and every effort will be made to have the work completed 2 weeks prior to the commencement of the school year. If completion is not possible by that date the school will be notified by the property services department.
- Painting will be done by Board authorized contractors or School Facilities staff, and School Board Staff;
- Curriculum-based painting must be done in accordance with guidelines set out by the Health Canada publication “Art Teacher, Be Aware”; see appendix III.

- **GRAFFITI**. Offensive graffiti must be covered or removed as quickly as possible. For removal, contact Property Services Supervisors.
- The painting of murals on interior walls is prohibited with the exception of those painted with non-toxic poster paints.