



## **A SAFE START TO THE SCHOOL YEAR**

**INTRODUCTION:** School Administrators have an overall responsibility of taking reasonable steps to create and maintain a safe learning environment. In the supervisory capacity, Administrators have direct obligations to employee health and safety at work and should comprehend regional safety policies, procedures, and relevant sections of the NS OHS Act and Regulations. This may be daunting, so this information provides guidance for several basic requirements. Administrators are responsible for the completion of safety actions, but assistance in implementation can be obtained from other school staff.

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**REFERENCED MATERIALS:** (in RED) FOUND ON [www.ssrce.ca](http://www.ssrce.ca)  
UNDER "For Staff", "Occupational Health & Safety" and then "OHS Programs"

1. Joint Occupational Health & Safety Committee (JOHSC):
  - a. required for 20+ employees, or a single employee OHS rep for <20 employees.
  - b. Annual review of **JOHSCs' Terms of Reference (4.0)**
  - c. **JOHSC Representative Information Form (4.4)**
  - d. "JOHSC: An Overview" Training through Vector On-line
2. OHS Bulletin Board:
  - a. **Information to be Posted (12.16)**
  - b. **Occupational Health and Safety Contact Information (3.0)**
3. First Aid:
  - a. Post staff with First Aid – job requirement and others
  - b. AED's with regulatory First Aid Kits and other First Aid supplies
4. Emergency Management Planning:
  - a. **Emergency Management Planning Guide**
  - b. Practice with Drills – 6 Evacuation (Fire Drills) with 1 in first week; 2 Lockdown with 1 in first month; 1 Hold and Secure; and 1 Relocation
  - c. Drills recorded online: <http://operations.srsb.ca>
5. Violence in the Workplace:
  - a. Annual identification of risks and prevention plans, reviewed with JOHSC using templates found in **Violence in the Workplace Prevention Plan**
  - b. Workplace Violence Prevention training through Vector On-line
  - c. **Violence in the Workplace Incident Report Form**

6. OHS Inspections

7. Fire Safety:

- a. Employee and Administrator Training through Vector On-Line
- b. **Basic Fire Safety Expectations for School Staff**

8. What if someone gets hurt?

- a. At the scene: Take charge, do not panic, immediately assess the situation for seriousness. Priority is any personal injuries and prevent further injuries or damage. Get on-scene first aid or call for emergency services as required. If the accident is serious, contact the Health & Safety Manager immediately. Secure the area and do not disturb any evidence that may be required for any investigation.
- b. **Incident Investigation Report (13.1)**, reviewed with JOHSC.
- c. Incidents that result in injuries requiring medical attention or lost time from work reported to WCB (non-teaching staff) or Injury on Duty (NSTU & PSAANS staff). The HR Department can assist with those claims.
- d. SIP Report only for student, non-employee incidents with liability concerns.

9. What Else?