

STEWARDS:

Health & Safety Reminders for Staff – September Staff Meeting

Some important reminders:

Report any H&S concerns to _____ (administrator) at any time throughout the year, NOT just during the H&S visit time. The H&S board is located on the bulletin board in the _____ room. It contains very important safety information. Please review it regularly.

_____ is the ETFO-YR representative for your school. They can help you with your concerns however you must report any H&S issues to your administrator.

A minimum of two **first aid kits** are available in the school. One is kept in the health room/staff room and the other in the caretaker's office. The contents are checked 4 times per year. Certificates/cards of the first aiders must be posted.

The following staff are **First Aid** trained (minimum of two): _____

The following staff are **C.P.I** trained (minimum of two): _____

WHMIS – MSDS binders for Art, Science and General Supplies used in the school are now located in the main office. They list all products/chemicals used in the school alphabetically. They contain important information about the products including **first aid procedures** should materials be swallowed, etc. You should be aware of where they are (see the secretary in the office) and how to find information about a product you may use (i.e. glue sticks, paint, Tuckers Clay).

All cleaners used in a classroom must only come from caretakers. **No outside cleaners can be used as we do not have MSDS info and labels for them.** All spray bottles must be labeled with a WHMIS label.

You are **not** permitted to wedge open your doors, unless you are moving supplies in/out, etc. This is a fire regulation. No exceptions. See **Heat Stress & Hot Weather** for other suggestions and ideas for managing weather conditions. Keep all fire exit areas clear at all times.

Anything hung from the ceiling should be at least 2 meters off the floor. You must use only **approved hooks** (butterfly hooks and carousels) for this purpose.

Do not hang movable maps on hooks on your chalkboard or whiteboard clips. They should be secured with an L- bracket to the wall.

For schools built prior to 1987, we have an Asbestos Management Binder in the office. The report is updated yearly, and must be shared annually.

Shelf units that are more than 120 cm tall (4 ft.) must be secured to the wall. Please let the lead caretaker know and make arrangements to have it secured.

All staff are encouraged by Public Health to have the TWINREX (Hep. A/B) vaccinations done by their family doctor. You and your family are covered under the Board health plan.

Ensure ALL STAFF are aware of the site “Hot Weather Action Plan”.

Extension cords can not be used for permanent wiring (i.e.: appliances or equipment that are always running), this includes computers. The extension cord must be replaced with a power bar. Do not daisy chain one power bar to another.

Lead water: water is tested annually and results must be shared with staff. All classroom sinks and water sources are now being flushed.

Ceiling tiles: Report any stained ceiling tiles to the caretaking staff. Tiles must be replaced and the source must be investigated and repaired. Torn and missing window screens must be replaced to prevent bees entering.

Safety Plans or an IAP are required for students who have demonstrated violent or aggressive behavior. Safety Plans and IAP’s are to be shared with **ALL** staff who may encounter the person in the course of their work. They include important information on who is to be contacted if intervention is required. **ONLY** C.P.I. trained staff should use physical restraint.

Accident/ Incident reporting: 540-02 forms (available in the office) must be completed by the injured worker **JOINTLY** with their administrator, and submitted for **all** workplace accidents/injuries/illnesses and near misses. Make sure that the section on “Details of Corrective Action to Prevent a Re-occurrence” has been completed by your administrator. It is mandatory that ALL Violent Incidents (threat of, attempt at, or physical harm) are reported using this form.