

STUDENT HEALTH CARE PLAN

Student Name: _____ **Date:** _____

Person Responsible for Health Plan: _____

Reason for Health Plan: _____

Description of Health Plan: _____

Completion of Plan as directed **Yes** _____ **No** _____

Remarks _____

Issues/Concern in Plan Implementation _____

Reasons contacted during duration of Health Plan _____

Results _____

Signature of Person Responsible _____ **Parent/Guardian** _____

Student if appropriate _____

MEDICAL EXPENSES LOAN FORM

NAME: _____

DATE: _____

To be filled by teacher/employee (s) requiring medical advancement

Day/Month/Year medical expenses loan required: _____

DATE OF REQUIRED LOAN AMOUNT:

IN NUMBER _____

IN WORD: _____

PURPOSE OF REQUEST:

Teacher/Employee(s) salary remaining in the bank:

IN NUMBER _____

IN WORDS _____

APPROVAL GRANTED BY:

PRINCIPAL'S SIGNATURE: _____

DATE: _____

ACCOUNTANT'S SIGNATURE: _____

DATE: _____

RECIPIENT'S SIGNATURE: _____

DATE: _____

MEDICAL HEALTH EXPENSE COMPENSATION

NAME: _____ **DATE:** _____

Teacher/employee(s) fills out the following information

Day/Month/Year medical health expense compensation granted: _____

TOTAL COMPENSATION AMOUNT:

IN NUMBER _____

IN WORD: _____

PURPOSE OF COMPENSATION GRANTED:

Teacher/Employee(s) salary remaining in the bank:

IN NUMBER _____

IN WORDS _____

APPROVAL GRANTED BY:

PRINCIPAL'S SIGNATURE: _____

DATE: _____

ACCOUNTANT'S SIGNATURE: _____

DATE: _____

RECIPIENT'S SIGNATURE: _____

DATE: _____

HEALTH & SAFETY STAFF CONCERN REPORT

Date: _____ **Name:** _____

Please fill in below and put into the **Health & Safety Committee's** Mail Slot in the Main Office.

Nature of Concern:

Location: _____

Reported To Health & Safety Committee – put into Health & Safety Mail Slot in Main Office on Date and Time: _____

Health & Safety Response and Action To Be Taken:

Permission[s] and/or Requests from Principal:

Principal's Signature: _____ **Date:** _____

Action Required to Fix the Concern Completed on: Date: _____

Health & Safety Committee Signature: _____ **Date:** _____

NOTE: Upon completion this form is inserted into the Health & Safety Binder for the current year.

INJURY/ACCIDENT/DAMAGE REPORT FORM

Name: _____ Date: _____

Time: _____

Student Injury Staff Accident Student Accident Property Damage

License Number if vehicle was involved: _____

Cause:

Severity: Low Moderate Severe

Injuries: Yes No Specifics:

Notified: Parents Name: _____

Emergency Contact: _____

Doctor - Name: _____

Police - Name: _____

Hospital - Name: _____

Other - Name: _____

Comments After Contact of One of the Above:

Principal's Comments:

Describe Any Actions taken:

Employee's Signature: _____ Principal's Signature: _____

Documentation to be placed in the Health and Safety Report Binder in the Main Office.

FIRE DRILL & EVACUATION DRILL CHECKLIST

Date: _____

Drill Supervisor: _____

Drill Supervisor Fills in the Appropriate Information Below		
Time Started		
Time Finished		
Time Required for drill	Acceptable	Not Acceptable
Comments:		
A staff is sent to check if the inside school procedures have been followed. The supervisor verifies that the staff have followed the established drill procedures		
Staff followed procedures	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student's have their identity cards	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Full Participation	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Windows and Doors Closed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hallways Clear	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Classroom Meeting Sites Correct	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments:		
Corrective Action to be taken:		

Drill Supervisor's Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____

The form is placed in the Health & Safety for the current Year.

MONTHLY INSPECTION

ADM FORM – 5.02.02

Safety Inspection for month _____ Date of Inspection: _____ Inspection done by: _____
 Upon completion fill out ADM FORM _____ & submit to the Principal for corrective action.

Item	Concerns	Hazard Level 1,2,3	Corrective Action	Principal Initial
INTERIOR OF THE SCHOOL				
Rugs/carpets/in good order				
Doors/locks Working				
Lighting interior OK				
Lighting hall exterior OK				
Electrical plugs in halls				
Electrical Cords in halls				
Bathrooms in working order				
Hallways are clear				
Stairs/Railing OK				
Main Stairs are clear				
Walls/Ceiling Anything odd				
Fire Extinguishers				
Fire Alarm OK				
Fire Exits clear				
Emergency lights				
Chemicals & Cleaners safe				
First Aid Kit supplies good				
Check the gym if all is OK				
Check staff & Adm. Offices				
Check kitchen & Cafeteria				
Check Library				
Check Science lab - chemical				
Check Computer - OK				
Check Art Room				
Kindergarten section				

EXTERIOR OF BUILDINGS				
Walk around the compound				
Check Playgrounds				
Well Area				
Safety of Main Gate				
Proper Waste Bins outside				
OTHER ITEMS				

Hazard Ratings:

3 - highest priority - requires immediate attention or no further work can be done

2 - medium priority - requires action within a short period of time from same day to month

1 - low priority

INSPECTION PROCESS**1. INTERIOR OF THE BUILDING.**

- Are there any hazards?
- Check every room for bare electrical wires or carpet covered wires and barriers for walking or moving through the house (i.e. carpets turned up, etc.).
- Appliances and equipment are in safe working order (no bare cords, sharp edges), covers are on the appropriate exposed items (circuit box).
- Chemicals are stored in locked areas as applicable.
- Check fire and safety procedures. Is the fire escape route clearly displayed? Are the smoke detectors working? Has there been a recent fire drill? Are the fire extinguishers charged? When was the last testing of the alarm system?

2. EXTERIOR OF BUILDING:

- Inspector does a walk around the premises once monthly.
- Any unusual and/or safety issue is reported immediately to the Principal

HEALTH & SAFETY TERM REPORT

The following report is a quarterly summary of the monthly inspections done by the Health & Safety Committee. Briefly summarize H&S C. actions in the space provided for each month of the term. The summary is submitted to the Principal.

Reported Months: _____

Month Date.	Inspection of School Interior & Exterior Buildings	Results of Corrective Action Taken if Required

EMPLOYEE AND STUDENT HEALTH SAFETY

POLICY:

The health and safety of all Ullens School students and employees is one of the most valuable assets of Ullens School. Careful documentation concerning students and employees health requirements is recorded annually as well as any major changes in the students and employees health conditions. Safety procedures are included in the areas of Ullens School's Operational and Personnel Policies.

PROCEDURES:

Health and Safety Committee:

- The Health and Safety Committee duties and responsibilities is to ensure that Ullens School's compound and various department areas maintain good health and safety standards. See ADM POLICY – 5.02 – Health Committee

Employees and Volunteers:

- Emergency information forms are filled out by all employees and volunteers of Ullens School upon hiring.

Students:

Ullens School makes every effort to notify parents as quickly as possible in case of illness or accidents. The school has a medical room for students that are slightly sick and/or are waiting to be picked up by their parent/guardian.

The school's nominated First Aide personal performs first aid on a student only when the student's well being is absolutely threatened. For other situations parents/guardians must give at least verbal telephone parental permission for first aid to be admitted to their child and/or for the child to be transported by ambulance to a hospital of the parent's choice.

- Parents/guardians fill out the emergency information forms for their children upon admissions
- Any medical needs of students is detailed in a Health Plan and submitted to the Main Office
- Any dispensation of medication to students is only done after the parent/guardian signs the Medical Dispensation Request Form. All medications given to students is there after tracked and documented by the Main Office.

ADM POLICY– 5.02

HEALTH AND SAFETY COMMITTEE

POLICY:

The health and safety of all teachers/employees, students, and volunteers depends on the coordination and responsible maintenance of proper health and safety standards in all departments of Ullens School.

PROCEDURES:

Committee Duties and Responsibilities

- The Health and Safety committee is formed at the beginning of each school year from amongst the staff. In order for the committee to be effective members need to have an annual commitment.
- Once the committee is formed it is up to the committee to assign specific duties and responsibilities to its members. See the list below. The main positions of the H&S Committee are four while the other members keep the committee update on any concerns, needs, problems in their respective departments.
 - Chairperson
 - Secretary – records minutes and writes term and annual reports
 - Drill Officer
 - Inspection Officer
- The committee reports monthly to the Principal using the Summary Report Form. The Summary Report is written according to the safety check lists provided.
- The Committee is composed of the following members;
 - Vice Principal
 - Teacher Primary Level
 - Teacher Elementary Level
 - Teacher Upper Elementary Level
 - Maintenance
 - Guard Representative
 - Food Services Representative
- The Health and Safety Committee is responsible for the following;
 - Checking the H&S Committee mail slot in the Main Office daily by the Chairperson
 - Establishing the health and safety guidelines found in Ullens School's Health and Safety Manual for each of Ullens School's departmental areas.
 - Updating the guidelines throughout the year if needed and advising the employees of each department of any changes.
 - See the Health and Safety Manual [H&S.M] for general health & safety procedures.
 - As guidelines are developed for each Ullens School department they are added to the H&S.M after approval from the Principal
 - Reporting at the regular staff meetings of each department any changes to the health and safety procedures and performance reports as required.

Ullens School

- Distributing to the employees health & safety guidelines for the respective departments.
- Educating and/or informing all employees of the various health and safety measures.
- Verifying any health and safety employee concerns.
- Conducting the following building checks
 - Monthly school building verification
 - Monthly school compound verification
- Conducting the following drills according to an established time line
 - Fire Drills
 - Evacuation Drills
- Submitting a Term Report to the Principal.
- Annually evaluate the Health & Safety Committee and include any changes within the committee's structure and/or duties/responsibilities for approval by the Principal.

ADM POLICY– 5.03

EMERGENCY PROCEDURES

POLICY:

In keeping with Ullens School’s commitment to creating a safe environment Ullens School does not under any circumstances put into jeopardy any of its employees nor its students. Emergency circumstances beyond the control of Ullens School are carefully evaluated within the context of safety for employees and students. The Principal has the final decision as to whether Ullens School remains open or is closed due to the emergency.

Emergency procedures are organized and review at the beginning of each school year.

Conditions:

- Employees are remunerated their regular salary if the emergency results in school closure.
- Teachers are ethically bound to work on class preparation activities during this time. Work may be assigned by the Principal either by telephone and/or e-mail communication.
- A guard is posted within the school compound at all times even during school closure.

PROCEDURES:

- Teacher contact information is distributed prior to school closure so that accessible communication is possible between the Principal and teaching faculty.
- Department Heads of other Ullens School areas ensures that he/she has a method of contacting the employees of their respective departments.
- A procedure to contact parents/guardians is establish and reviewed at the beginning of the new school year. A telephone chain is established and/or other means of contacting parents/guardians
- The Principal is the person responsible for executing the emergency telephone chain and/or other means of communication that advises all employees and parents/guardians of the school’s closure.
- The Principal is the person responsible for terminating the emergency school closure by executing the emergency telephone chain and/or other means of communication that advises all employees and parents/guardians of the school’s opening.

ULLEN SCHOOL

Health and Safety Manual

PART 1 - HEALTH AND SAFETY POLICY

- (a) Ullens School promotes the health of its employees and students and provides a safe work learning environment.
- (b) Ullens School complies with all applicable legislation and requirements as well as any applicable municipal codes and by-laws and other applicable health, sanitation, safety and fire codes.
- (c) Ullens School has a systematic process for identifying, evaluating and reducing risks, maintaining a safe environment, preventing fires, injuries, accidents and responding to emergencies such as fire, medical and other natural disasters and/or life threatening situations.
- (d) Ullens School is responsible for establishing and maintaining an adequate facility that is, offices and class rooms as well as equipment, ensuring that physical and health hazards are guarded against or eliminated, and developing work procedures conducive to accident and disease-free work environments.
- (e) The Principal is responsible for ensuring that personnel are trained in and follow all safe-work procedures and all pertinent regulations.
- (f) All employees are responsible for learning and complying with safe-work procedures, observing regulations pertaining to his/her work, reporting unsafe working conditions and cooperating to attain the objective of an accident and disease-free work environment.

PART 2 - GENERAL HEALTH AND SAFETY MAINTENANCE

1. Health and Safety Committee:

- (a) The Health and Safety Committee meets monthly to discuss any health and safety matters and policy development.
- (b) The Health & Safety Committee chooses an H & S Chairperson at the beginning of each school year as well as assign persons on the committee to various duties required.
- (c) The Health and Safety Committee is responsible to the Principal.

2. Inspections

- (a) Ullens School health and safety is monitored and maintained through a program of inspections and maintenance. The H & S Officer performs monthly safety inspections. These inspections are recorded on the Check Form and forwarded to the Principal.
- (b) Special inspections are arranged and reported in the case of malfunctions or accidents.

2.1. Rating scale for Safety Checks

- (a) Inspections are rated according to the degree of severity and priority action.
 - i. **3 = Extremely hazardous situation**; stop work and attend to problem immediately; work is not continued until situation is corrected. (e.g. natural gas leak)

- ii. **2 = Hazardous situation**; attend to problem without delay but work may continue as long as program participants and/or personnel are not at risk of harm. (e.g. ripped carpet)
- iii. **1 = Low hazard situation**: not an emergency but attend to problem as soon as possible and watch for patterns if they develop. (e.g. burnt light bulb)
- iv. 0 = No apparent hazards are observed.

3. Telephone communication

- (a) All offices have accessible telephones and each office has a card with emergency phone numbers.

4. Training

- (a) As much as is feasibly possible Ullens School personnel are provided with information and instruction to protect their health and safety and to respond to workplace emergencies.
- (b) Where and when available First Aid training is given to designated employees.

PART 3 - GENERAL EMERGENCY RESPONSES

5. Building Evacuation

- (a) An Emergency Evacuation Plan poster is posted in every room and office in the school indicating the fire escape route. Personnel are oriented to the evacuation plan at orientation.
- (b) If the emergency is outside work hours, and staff need to be informed, the Principal establishes a temporary calling Centre and advises all staff.

5.1. Emergency evacuation drills are practiced four times per year

- (a) Ullens School's Health and Safety Committee in collaboration with the Principal schedule the fire and/or evacuation drills. The H & S Officer sends a memo to all staff members in advance of the scheduled drill. Prior to the drill, staff will review evacuation procedures.
- (b) Evening and weekend sessions/groups will be provided with a copy of the plan and are expected to be familiar with evacuation procedures.
- (c) Staff is to assist physically disabled clients.

5.2. Evacuation Procedures:

1. Evacuate immediately upon hearing the emergency drill signal.
2. Follow the directions established before hand
3. Health Safety Officer verifies if the building has been properly secured and all students and staff are safely out of the building before ending the drill.
4. Health & Safety Officer quickly assigns a staff to ensure evacuation of any ambulatory client so that they are safely evacuated.

5. Meet and remain at assigned assembly area outside the premises
6. Do not return to the building until instructed by the Safety Officer
7. Report any missing persons to the Safety Officer immediately
8. Following completion of the drill, the Safety Officer will record the time of the drill, actual time taken by all staff to evacuate premises, and any recommendations for improvement
9. In follow-up to the drill, the Health and Safety Committee will review and critique and the documented information
10. To secure the building, the Principal or Vice Principal will remain at the front door during all emergency evacuation drills

5.3. Responsibilities of all Staff:

1. Familiarize yourself with the emergency and safety procedures.
2. Ensure student's safety at all times.
3. Know the location of emergency equipment
4. Know the location of all exits, pay particular attention to your nearest exit and an alternate route
5. Know the location for assembly, once outside the building
6. Report any hazards to the Health & Safety Officer
7. Conscientiously participate in drills. All persons must evacuate the building even when not in class
8. Familiarize yourself with the Safety Officer and/or Officers

6. Incident Reporting

6.1. Participants

6.1.1. General

- (a) Personnel are oriented to critical incident reporting procedures. See forms provided for this purpose.
- (b) Incidents typically reported include:
 - i. An individual has been injured on the Ullens School premises or becomes seriously ill or may have been injured outside the building.
 - ii. A situation where an employee or student has been threatened or assaulted or has been in the vicinity of threatening or assaulting activity.

6.1.2. Procedures for reporting

- i. All critical incidents occurring on or off site of Ullens School compound will be documented on a critical incident report. For the purposes of defining on/off site, off site will be any incidents occurring outside the main gate of the school compound and/or within 50 meters of the main gate.
- ii. Serious illnesses and injuries sustained by personnel or students will be considered internal incidents requiring the completion of a critical incident report. Deaths,

- workplace threats and violence will be reported to the appropriate authorities as well as recorded on a Critical Incident Form.
- iii. Completed Critical Incident Forms will be submitted to the Principal within 24 hours of the incident.
 - iv. The Principal will review the report and discuss with all involved staff members for the purpose of recommendations and actions to be taken within 24 hours
 - v. Call the Principal if incident occurs after 5:00 PM weekdays, on weekends or holidays.
 - vi. The original copy is placed Health & Safety Binder in the Main Office.
 - vii. A completed report copy is forwarded to the parent/guardian of the student if the incident concerns a student of Ullens School.

6.2. Personnel

- (a) Should personnel be injured during the course of their duties they are to report the injury to the Principal immediately.
- (b) A Critical Incident Report is filled out immediately by a member of the Health & Safety Committee and/or a designate if the employee is unable to do so himself/herself.
- (c) The Principal arranges for Critical Incident Stress Debriefing for personnel who have experienced a serious critical incident with a counsellor.

7. First Aid Kit

- (a) A First Aid kit is found in the Main Office and in the Medical/Sick room provided for students who are ill during school hours.
- (b) First aid kits are equipped with contents approved by workers compensation board and a list of contents is kept with the kit.
- (c) The First Aid Kit is inspected monthly by the safety officer who replenishes the kit as required.

PART 4 - SPECIFIC HAZARD MANAGEMENT

8. Bombs

8.1. Prevention

- (a) All bomb threats are taken seriously and documented on the form Critical Incident Form.
- (b) All building occupants are evacuated from the building according to the Emergency Evacuation Plan posters.
- (c) All bomb threats are reported to the police for investigation.
- (d) If a real or suspected device is found, it is not touched or disturbed in any way. The police and fire department are contacted immediately along with the Principal.

8.2. Response to Bomb Threats:

- (a) Attempt to find out the following:
 - i. Particulars of the caller, gender, age....

- ii. Background voices and/or noises
 - iii. Call ID or number if able to
 - iv. Specifics of the bomb, placement, type....
- (b) Immediately upon the threat notify the Principal, the Safety Officer, and the Police and Fire Department.
 - (c) Under the direction of the Police or the Safety Officer evacuate the building as indicated in the Emergency Evacuation_ Poster.
 - (d) In case of accident or injury contact the Safety Officer
 - (e) Notify the Chairperson of Ullens School's Management Committee as soon as possible.

8.3. Written Threats:

- (a) Avoid handling the document and place it in a safe location for the police
- (b) Immediately upon the threat notify the Principal, the Safety Officer, and the police
- (c) Write a Critical Incident Report immediately

8.4. Suspicious Item:

- (a) Do not touch a suspicious item.
- (b) Do not move the item.
- (c) Immediately upon the threat notify the Principal, the Safety Officer, and the police.
- (d) Write a Critical Incident Report as soon as possible

9. Burglary and Vandalism

9.1. Prevention

- (a) Ullens School's door are locked when not in use.
- (b) Lock Up Procedures are explained to the guards.
- (c) Guards maintain a close watch on the whole of Ullens School compound by doing hourly inspections during the evening and late night times.
- (d) The last person out of any office ensures that:
 - Photocopier is turned off.
 - File room doors and library doors are locked.
 - Kettle and coffee maker are unplugged.
 - Printers are turned off.
 - All lights are turned off.
 - All windows are closed and locked.
 - Office Exterior building doors are locked.
- (e) On-duty personnel are responsible for the safekeeping of keys in their care. Master copies of all keys are kept in locked safe in the Main Office.
- (f) Personnel are not to duplicate their school keys and give them to friends and/or family.

9.2. Response to Burglary and Vandalism:

- (g) All incidents of break-in or vandalism are reported to the Principal.
- (h) All break-ins or serious vandalism is reported to the police.
- (i) Should the intruder be present, call the police and stay out of sight.

10. Ergonomics**10.1. Prevention of sore muscles and repetitive motion injuries**

- (a) As much as possible workstations are designed to match the personnel's shape, size and capabilities in order to eliminate undue physical stress on personnel and prevent sore muscles and repetitive motion injuries.
- (b) Chairs and work surface heights are adjusted properly to suit the individual and the type of work.
- (c) Video display terminals are positioned to accommodate the various personnel using them.
- (d) Ergonomics are taken into consideration when purchasing new equipment and furniture and when office moves occur.

10.2. Response to sore muscles and repetitive motion injuries

- (a) All personnel with sore muscles or repetitive motion injuries are encouraged to seek the advice of their physician.
- (b) Personnel workstations, equipment and work environments are adjusted to help alleviate the problem.

11. Facility hazards**11.1. Preventing Accident and Injury**

- (a) A program of monthly inspections and maintenance is conducted to maintain Ullens School's offices and class rooms and equipment in good working order. Personnel take action by reporting to the Principal and Health & Safety officers any conditions they believe may be unsafe. There is a Staff Concern Form for this procedure. The employee submits this form to the Health & Safety Committee's Mail Slot in the Main Office

11.1.1. Plumbing, heating and ventilation

- (a) Personnel take immediate action by informing the Principal and the Maintenance Officer as soon as possible.

11.1.2. Electrical

- (a) All electrical faults are reported immediately. All electrical outlets are covered when young children are present. Burnt light bulbs are replaced immediately by the person on duty in residences and the site supervisor in the main office.

11.1.3. Furnishings

- (a) The emergency exits are kept clear of all furnishings. The floor coverings are kept in place by furniture. Any furniture that has the potential for falling over is anchored either to the floor or the wall.

11.2. Response to injuries while using equipment

- (a) In case of accident or injury contact the Safety Officer and the Principal.
- (b) If it is necessary to evacuate the building follow Emergency Evacuation Plan poster.

12. Fire

12.1. Fire Prevention

- (a) Smoking is prohibited in all class rooms and offices.
- (b) Annually the Fire Marshall performs an inspection and provides documentation to Ullens School's Principal indicating compliance with the Fire Safety Code and Regulations.
- (c) Once a year a qualified safety company is contracted to maintain all fire equipment. This maintenance includes all emergency lighting, fire alarms, smoke detectors and fire extinguishers. Any maintenance of fire equipment is attended to immediately by the Safety Officer and/or a qualified service provider is called.
- (d) Ullens School has designated fire extinguisher in strategic locations within the school. The Emergency Evacuation Plan posters are also posted in each class room.
- (e) All exits are clearly marked. The building has a fire alarm system, smoke detectors, fire extinguishers, emergency lights. A copy of the physical plan and layout of Ullens School space along with emergency evacuation procedures is on hand in case of need.

12.2. Response to Fire

- (a) Comply with instructions on displayed Emergency Evacuation Plan posters.
- (b) The response to fire includes:
 - i. The Safety Officer immediately takes charge.
 - ii. The fire alarm is rung.
 - iii. Staff ensure the safe evacuation of all students
 - iv. Staff helps those who require special assistance.
 - v. The person who discovers the fire instructs a specific individual to call the fire department immediately.
 - vi. Staff and students report to designated meeting area and take head count.
 - vii. Evacuate via the designated exit closing doors as exited, moving in an orderly efficient manner
 - viii. Once outside move quickly away from the exits.
 - ix. The Safety Officer assigns a person of the Health & Safety Committee to check the interior of the school if this is safe.
 - x. Do not attempt to move vehicles from the parking area unless there is no imminent danger.

- xi. The Safety Officer reports to the Fire Department and waits for direction.
- x. No one is permitted to re-enter the building until the Fire Department arrive and the “all clear” announcement is made.
- xii. If it is not safe to re-enter the building, proceed to designated safe location agreed upon.

13. Hazardous Materials & Products

13.1. Prevention of injury resulting from hazardous materials and products

- (a) Personnel are trained in procedures for protecting themselves from hazards.

13.1.1. Identification, inventory and labelling

- (a) All hazardous materials and products are clearly labelled with a description of the product and the product’s hazards.

13.1.2. Storage

- (a) All hazardous materials and products are locked in designated storage spaces when not in use and protected by a locked door.

13.1.3. Handling and use

- (a) The use of hazardous material and products is restricted to cleaning personnel.
- (b) All materials in the Science Lab are clearly and properly identified with a description of the product’s hazards and safety procedures.

13.2. Response to hazardous material

- (a) Comply with instructions on the cleaning container.
- (b) Contact Safety Officer immediately
- (c) Fill out Critical Incident Report as soon as possible

14. Infection and communicable disease

14.1. Prevention of disease and infection

14.1.1. Universal Precautions

- (a) Ullens School follows universal precautions if and when a client and/or staff hurt themselves on the premises. All personnel practice universal precautions with regard to blood and body fluids to reduce the likelihood of exposure to pathogens. There are plastic gloves in all the First Aid Kits.

14.2. Medical Emergencies:

- (a) When medical assistance is required beyond the basic first aid level, the first aid delegates or designated staff calls for Ambulance, Fire or Police, to request assistance
- (b) First aid equipment and supplies are kept in the Main Office and Health/sick room.
- (c) One staff member waits outside the premises to alert and direct the emergency personnel and vehicles to the individual requiring assistance
- (d) Pertinent information is provided to emergency personnel by the attending staff.

- (e) The first person on the scene completes the Critical Incident Report within 24 hours.

14.3. Students with Medical Conditions:

- (a) If a parent/guardian of a student during admission indicates that their child has a medical condition that might affect their education the parent/guardian fills in a Health Plan Form indicating the medical needs of their child.
- A copy is put into each staff's folder that deals with this student and one copy is put into the Health & Safety Binder in the Main Office.

14.2. Prevention of Injury

- (a) Personnel use proper lifting, bending and sitting techniques on the job to help reduce back injuries in the workplace.
- (b) The following rules apply when personnel are lifting:
 - i. Place feet apart for good balance
 - ii. Bend knees
 - iii. Hold object as close to the body as possible
 - iv. Lift smoothly and slowly
 - v. Pivot with feet; don't twist the back
 - vi. Push, rather than pull, a load
 - vii. Share the load, work with a partner
 - viii. Get mechanical assistance for heavy loads

14.3. Response to Back Injury

- (a) All personnel with a back injury are encouraged to seek the advice of their physician.
- (b) Personnel workstations, equipment and work environments are adjusted to help alleviate the problem.

15. Natural Disasters

- (a) An earthquake evacuation drill will be practiced annually. The same drill form is used as the Fire Drill Form
- (b) All staff, students and volunteers familiarize themselves with the nearest emergency evacuation exits posted in every room and the location of the first aid kit.
- (c) The Safety Officer keeps record of the time of the drill, time taken to evacuate, debriefs with attending staff and gives recommendations in a report regarding drill procedures.

15.1.2. Response to an Earthquake

- (a) During an earthquake:
 - i. Stay inside.
 - ii. Stay away from windows.
 - iii. Get under a heavy desk or table if possible and hang on.
 - iv. If you cannot get under something structurally secure, flatten yourself against an interior wall; protect your head and neck.
- (b) If you are outside:

- i. Go to an open area.
 - ii. Move away from buildings or any structure that could collapse.
 - iii. Stay away from power lines and downed electrical wires.
- (c) If you are in a vehicle in the school compound:
- i. Stop the car and stay in it.
 - ii. Avoid bridges, overpasses and underpasses or anything that could collapse on you.

15.1.3. Response to a Severe Lightning Storm

- (a) When in a building:
- i. Stay inside.
 - ii. Stay away from windows, doors, fireplaces, radiators, stoves, metal pipes, sinks or other electrical charge conductors.
 - iii. Unplug televisions, radios, and other electrical appliances.
 - iv. Don't use the phone or other electrical equipment.

15.1.4. Response to a Flood

- (a) When in a building: Go to high ground as soon as possible
- i. ed.

16. Possession of Prohibited Items

16.1. Preventing the Possession of Prohibited Items

- (a) The possession of the following items are prohibited by any students, staff or volunteers at any time: weapons, (example: knives, guns/firearms), illegal drugs and drug paraphernalia, alcohol, sexually explicit pornographic materials and hate (racist) material.

16.2. Response to Possession of Prohibited Items

- (a) Anyone found to be in possession of weapons are asked to leave.
- (b) If the person refuses then police is called.

17. Workplace Threats

- (a) To provide a safe environment for clients and staff, disruptive behaviour, threat, intimidation, harassment and violence are not tolerated.
- (b) Disruptive behaviours include name-calling, swearing at others and menacing behaviour. Violence includes spitting, aggressive physical contact, displaying weapons, confining another person and threats to harm individuals and/or their possessions. Such behaviour can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of harm.

18.1. Response to Workplace Threats

- (a) All reports of incidences are taken seriously and dealt with appropriately
- (b) Within 24 hours a Critical Incident Report must be completed and provided to the Principal. The Health and Safety Committee will review the incident with the and staff member[s] concerned and report to the Principal any additional information not included in the Critical Incident Report.