PROCEDURE 269	
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SCIENCE and TECHNOLOGY EDUCATION SAFETY ELEMENTARY Grade 7 & 8

1) PURPOSE

Hastings and Prince Edward District School Board is committed to ensuring the safety and well-being of students and employees. This administrative procedure has been developed to support administration, school teams, students and their families in understanding all the procedures and guidelines in place to support a safe learning environment, within the Grade 7 & 8 science and technology curriculum instruction.

2) BACKGROUND

The Hastings and Prince Edward District School Board System Plan is committed to student achievement and well-being. Board procedures regarding safety within science education classes and programs, are aligned with the *Occupational Health and Safety Act (OHSA*). Ensuring health and safety in schools is an essential part of overall board safety.

The techniques of science instruction have changed from lectures and demonstrations to those involving a significant amount of "hands on" activities. This is reflected in the science and technology curriculum. Therefore, all risk must be anticipated and minimized.

In planning for safe learning environments in science and technology classrooms, safety is considered from the perspective of the employee present in the area, as a worker under the *Occupational Health and Safety Act*, from the perspective of students and visitors within the classrooms and facilities both morally and legally (as specified by the *Education Act* and board procedures), and from the perspective of the responsibilities of local site administration, central staff and the board with respect to ensuring safety of the facility and staff, students and visitors.

The *Education Act* sets out the specific duties and responsibilities of boards, supervisory officers, principals, teachers, parents and students. It is widely acknowledged that student safety and well-being is a shared responsibility. Hastings and Prince Edward District School Board has established a clear and accessible procedure to reduce the possibility of student injuries and promote safety mindedness in their schools.

It should also be noted that there is an expectation (commonly referred to as the "Reasonably Prudent Parent Doctrine") that a school board and its employees or volunteers provide the same standard of care for students as would be provided by a reasonably careful or prudent parent. The duty of care is to protect students from all reasonably for-seeable risks of harm (Good Governance: A Guide for Trustees, School boards, Directors of Education and Communities, Chapter 6 Legal responsibilities and Liabilities Ontario School Boards' Association*) Source: CODE Health and Safety Committee – page 3 "Student Safety: A Guide for Supervisory Officers, Principals and Vice-Principals"*

The *Occupational Health and Safety Act (OHSA)* sets out the duties and obligations of employers, supervisors and workers for health and safety practices in the workplace. The *OHSA* also requires employers and supervisors to be knowledgeable of the requirements of the act and its regulations, as well as their responsibilities. The *OHSA* also outlines the fines and penalties for employers and supervisors that are found to be in breach of the *OHSA.*

While the *OHSA* is provincial legislation, the *Criminal Code of Canada* assigns criminal liability to organizations, including corporations, for the acts of their representatives. This creates a legal obligation for all persons directing work, to take reasonable steps to ensure safety of workers and the public.

Hastings and Prince Edward District School Board is committed to providing a safe science and technology program that is composed of three inter-related elements:

a) People: In order that science and technology is taught safely, all persons in the jurisdiction must have or acquire a positive attitude about safety. Board members, employees, and students must become knowledgeable in areas of safety that affect their daily activities. Teachers must be role models and be committed to safety.

b) Places: The facilities must comply with all existing legislation and must provide as safe a working environment as possible.

c) Practices: Science and technology is an experimental and hands on subject area and must continue to be taught with the "hands on" approach. The techniques and procedures that expose students to various degrees of risk need not be eliminated, but modified so they can be carried out safely.

3) DELEGATION OF RESPONSIBILITIES

There are key areas of responsibility that must be clearly delegated for all areas and addressed for their individual school and facility. These delegations of responsibilities include administration, teachers assigned to teach grade 7 & 8 science and technology, students, parents, educational assistants, Facility Services, custodian/maintenance and other local partners or board-defined roles. The fulfillment of these responsibilities provides the safest possible learning environments for both staff and students in science and technology courses.

Responsibility for ensuring safety in the science and technology classroom is shared by many members of the educational system. It is up to everyone involved, to work together as a team to ensure that responsibilities are determined, understood and fulfilled.

Ensuring health and safety in schools is an essential part of overall board safety responsibilities. To do this successfully, an effective health and safety management system needs to be in place.

In Ontario, school boards have safety obligations to:
- Students, under the *Education Act* (EA);
- Employees, under the *Occupational Health and Safety Act* (OHSA); and
- Everyone after the fact if a critical injury or death occurs.

The CODE Document, Student Safety: A Guide for Supervisory Officers, Principals and Vice-Principals primarily focuses on the responsibilities under the *Education Act* and *Occupational Health and Safety Act* but does not preclude additional safety requirements found in the *Fire Protection and Prevention Act*, Regulation 213/07, Ontario Electrical Safety Code, *Workplace Safety Insurance Act,* 1977 and other legislation.

The *Education Act* sets out the specific duties and responsibilities of boards, supervisory officers, principals, teachers, parents and students, but it is widely acknowledged that student safety and well-being is a shared responsibility. Boards establish clear and accessible policies to reduce the possibility of student injuries and promote "safety mindedness" in their schools.

Board policies are supported and reinforced by operational procedures and safety requirements

and expectations at the school level. The *Education Act* states that in assigning or appointing a teacher to teach in a division or to teach a subject in a school, the principal of the school shall have due regard for the provision of the best possible program and the safety and well-being of the pupils. Principals have a duty to give thorough attention to: the health and comfort of pupils; the cleanliness, temperature and ventilation of the school; the care of all teaching materials and other school property; and the condition and appearance of the school buildings and grounds.

Being the employer (as defined in the *Occupational Health and Safety Act)*, the board is responsible for employee workplace health and safety. Generally, a board will designate the Director of Education (who may in turn designate supervisory officers) to have responsibility over the areas in which they control (note that principals and vice-principals are also considered supervisors as defined in the *Occupational Health and Safety Act*).
The duties and responsibilities of the school board and its supervisors are found in Sec. 25, 26 and 27 of the *Occupational Health and Safety Act*.

When making regulations and guidelines under the authority of the *Occupational Health and Safety Act,* the Ministry of Labour may cite specific standards from different certifying or standard-setting organizations. One of these is CSA International, commonly known as the Canadian Safety Association. The First Aid Regulation 1101, under the *Workplace Safety and Insurance Act*, outlines the obligations of the employer to set up and maintain a first aid program in the workplace. The regulation outlines specific requirements for first aid kits and/or facilities, training, and the documentation of any first aid treatment provided.

There are key areas of responsibility that must be clearly delegated for all science and technology subject areas and they must be addressed for their individual school and facility. These delegations of responsibilities include administration, Grade 7 & 8 teachers assigned to instruct science and technology, students, parents, educational assistants, Facility Services, custodian/maintenance and other local partners or board-defined roles. The fulfillment of these responsibilities provides the safest possible learning environments for both staff and students in science and technology classrooms. It is up to everyone involved to work as a team to ensure that responsibilities are determined, understood and fulfilled.

a) **School Board Responsibilities**
The responsibility rests with the school board to provide leadership and resources to support science and technology safety. In order to provide this leadership boards need to:

i) Prepare and review, at least annually, a written occupational health and safety procedure and develop and maintain a programme to implement and assess that procedure;

ii) Establish and maintain a written board safety procedure for science and technology education safety in Grades 7 & 8;

iii) Establish a system to monitor the effectiveness of safety procedures and practices in their schools;

iv) Ensure the measures and procedures prescribed are carried out in the workplace;

v) Ensure that the necessary safety equipment, materials and protective devices, are provided as prescribed; and maintained in good condition and used as indicated;

vi) Establish a system to periodically assess the adequacy of the science and technology classrooms and safety equipment in each school and provide for their ongoing maintenance;

vii) Provide information, instruction and supervision to a worker to protect the health and safety of the worker;

viii) Acquaint a worker (or a person with authority over a worker) with any hazards related to the handling, storage, use, disposal and transport of any article, device, equipment or biological chemical or physical agent;

ix) Provide assistance and cooperation to the joint health and safety committee and the health and safety representative at the school in the carrying out of any of their functions;

x) Take every precaution reasonable in the circumstances for the protection of a worker;

xi) Prepare and post annually a written health and safety procedure and a copy of the *Occupational Health and Safety Act;*

xii) Develop a process to implement and maintain the health and safety program;

xiii) Share with joint health and safety committee or safety representative, copies of reports or the results of reports that pertain to worker safety;

xiv) Meet the requirements of all regulations related to hazardous biological, chemical or biological materials including the limiting and monitoring of exposures, health services, training for workers and inventories;

xv) Maintain records of the use, storage, and disposal of all hazardous biological, chemical or biological materials;

b) **Principal**

The responsibility rests with the principal or his or her designate to ensure safe procedures and practices are in place at the school level, and support teachers in providing a safe working environment. In order to achieve safety goals the principal is responsible to:

i) Emphasize and implement the science and technology education safety procedures;

ii) Review the science and technology education safety procedures, supporting documents and forms with all staff teaching Grade 7 & 8 science and technology, every September and as needed. Record awareness sessions as they occur;

iii) Arrange for the safety orientation for new staff that will be teaching Grade 7 & 8 science & technology curriculum. Arrange for each teacher to complete a safety awareness session on the use of any equipment within the classroom;

iv) Emphasize that teachers and substitute/supply teachers of Grade 7 & 8 science and technology have the expertise and experience to teach the assigned curriculum safely;

v) Ensure the staff that handles hazardous materials and prepares classroom activities have the expertise to do so safely;

vi) Ensure that staff health and safety training and information is current;

vii) Emphasize that teachers obtain annual WHMIS training according to the provisions of the Occupational Health and Safety Act;

viii) Assist teachers to work in a safe manner according to the provisions of the Occupational Health and Safety Act and the safety procedures developed by the board;

ix) Assist and encourage the teacher to correct and avoid situations that could affect safety;

x) Provide proper safety equipment in all science and technology areas for staff and students, ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker and that expectations are clear for students regarding requirement to use or wear safety equipment as directed;

xi) Emphasize that facilities used for science and technology activities are safe and appropriate for the activities carried out in them, and that employees use or wear any protective devices or safety equipment required by the Occupational Health and Safety Act and the board;

xii) Inform workers of the existence of any potential or actual danger to health and safety of which the administrator is aware, (e.g. scheduled power outage);

xiii) Hold staff accountable for safety practices in their respective area;

xiv) Completes Form 269-6, HPEDSB elementary science and technology classroom safety checklist - principal as part of September health and safety checklists;

xv) Develop and maintain the school's fire safety emergency response program as prescribed under the Fire Code;

xvi) Emphasize that schools have effective procedures and practices to follow in case of accidents and emergencies;

xvii) Follow procedure 162 Treatment of injured or ill students and employees, completing Form 421-2 Supervisor employee accident violent incident investigation report as required;

xviii) Support teachers with the implementation of procedures that reinforce science and technology education safety for all students as outlined in board procedures;

xix) Communicate accident records with the health and safety officer for assistance with the analysis in determining the most frequent causes of accidents and the more severe types of accidents;

xx) Take corrective measures to change accident-causing conditions;

xxi) Make safety literature, posters, and safety promotional material available to all persons associated with the Grade 7 & 8 science and technology program;

xxii) Emphasize that all occasional teachers covering grade 7 & 8 science and technology instructions are informed about and understand the standard accident and emergency procedures;

xxiii) Make the Grade 7 & 8 science and technology teacher aware of any student medical condition that could result in a safety problem at the beginning of the year;

xxiv) Ensure processes are in place for monitoring safety checklists and maintaining storage related to the Grade 7 & 8 science technology curriculum;

xxv) Ensure that classrooms used for science and technology activities are safe and appropriate for the activities carried out in them, and that necessary safety equipment is available. Take into account the physical size of a room, the arrangement of equipment, furniture and facilities in the room, and the kind of activities that are being carried out in the room;

xxvi) Provide workers with written instruction detailing the measures and procedures to be followed for the protection of the worker, if prescribed;

xxvii) Encourage teachers of Grade 7 & 8 science and technology curriculum to receive first aid training;

xxviii) Ensure that a first aid kit is available and maintained in the school;

xxix) Ensure that there is an appropriate spill kit and spill procedure present where applicable;

xxx) Ensure that current (valid for 3 years from date on MSDS/SDS sheet) inventories of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) are accessible in any area where chemicals are used and stored;

xxxi) Work with the lead custodian and facility services as follow up on reported deficiencies for the area used for grade 7 & 8 science and technology instruction; and

xxxii) Review at least annually, all science and technology procedures and guidelines.

c) **Grade 7 & 8 Teacher Responsible for Instructing Science & Technology**
Teachers must be aware of board safety documents that outline safety procedures by completing board training and in-services provided. Use of board safety documents required as a minimum basis for safety instruction. Teachers plan and prepare learning activities with a view to safety, and model and supervise safe practices within the science and technology classroom.

Students and employees must receive instructions on the safe and proper operating procedures for specific equipment and materials by their grade 7 & 8 science and technology teacher before using them independently.

To carry out their responsibilities with regard to safety, it is important not only that teachers have concern for their own safety and that of their students, but also that they have:

- The knowledge necessary to use the materials, tools, and procedures in science and technology classes safely
- The skills needed to perform tasks efficiently and safely

Safety Preparation and Delivery

Safety must be regarded as an integral part of the preparation and delivery of every science and technology lesson involving hands on activities. Further more the safety of teachers and students in a science and technology classroom should never be compromised,

regardless of the lesson or circumstance.

In order to achieve safety goals teachers are responsible to:

i) Implement safety regulations specified by board procedure and relevant legislation;

ii) Participate in health and safety training provided by the employer;

iii) Contribute to developing and implementing school safety policy and procedures;

iv) Be familiar with the location and use of safety equipment and the location of electrical breakers for their classroom;

v) Complete WHMIS training provided by the Board and updating their certification annually;

vi) Teach and develop a safe, positive working attitude in the science and technology classroom;

vii) Provide safety instruction as an integral part of science and technology curriculum;

viii) Explain and model safety procedures for each learning activity;

ix) Instruct students on the safe and proper operating procedures for specific equipment before granting permission to use materials and equipment. Teachers must have the knowledge necessary to use the materials, procedures and equipment safely and the skills to perform the tasks efficiently and safely;

x) Use or wear the equipment, safety devices or clothing as required by the *Occupational Health & Safety Act* and the board in the performance of science and technology teaching responsibilities;

xi) Monitor all equipment used and ensure it is maintained in good working order and is without defect. Report any defects in equipment to the principal and arrange to have any unsafe equipment taken out of service immediately. Instruct students to immediately report any equipment that is unsafe or damaged;

xii) Report to the principal the absence of, or defect in, any equipment or protective device of which the worker is aware and which may endanger himself/herself, another worker, or student;

xiii) Report to the principal any contravention of the *Occupational Health & Safety Act* or the existence of any hazard of which he/she is aware;

xiv) Perform all duties according to the procedures provided, and in such a manner that does not endanger himself/herself, another worker or student;

xv) Report all accidents and incidents to the principal involving teachers or students under their supervision. Follow procedure 162 Treatment of injured or ill students and employees, completing Form 421-2 Supervisor employee accident violent incident investigation report as required;

xvi) Provide for discussions regarding safety practices in all science and technology classes early in each school year such that every student receives instruction in safety issues pertinent to the subject and room in which the class takes place. Outline students' roles

and actions in maintaining classroom safety, and the location and use of safety equipment;

xvii) Explain and model safety procedures for each learning activity

xviii) Obtain written confirmation from students that these responsibilities are understood and accepted, (Form 269-1 Elementary student classroom science and technology safety agreement)**;**

xix) Monitor the learning environment for management of any undisciplined and/or unsafe behaviour in the science and technology classroom;

xx) Follow proper practices for safe handling of all materials (e.g. Spill kits)
proper disposal of hazardous chemicals and other waste materials which are used in the science and technology classroom;

xxi) Discuss the importance of safety awareness in industry and around the home as well as at school;

xxii) Discuss and use appropriate safety posters or pictures at strategic points around the room;

xxiii) Observe good housekeeping practices with students, keeping areas clean and uncluttered. Provide students sufficient time for complete clean-up before the end of science and technology activities;

xxiv) Report any defective lighting that may occur in the classroom to the principal;

xxv) Arrange that during the teacher's absence that practice work activities that require minimal safety provisions are provided in case an occasional teacher is not familiar with the safety requirements for a planned science and technology activity;

xxvi) Follow WHMIS procedures;

xxvii) Have a current Materials Safety Data Sheet/Safety Data Sheet (Valid for 3 years from initial date on sheet) for all products being used available and review the MSDS/SDS sheet for any chemical they are using;

xxviii) Become aware of any special needs, students may have at the beginning of each school year and how it may impact on their participation in science and technology activities;

xxix) Arrange classroom to provide for maximum ease of movement and safety during science and technology activities;

xxx) Store chemicals and any other hazardous materials in a designated and secure place. Label chemicals dispensed into other containers for use for more than one class period (e.g., samples of 100ml or less). Write clearly the name of the chemical (not just the formula) on the label;

xxxi) During school evacuations (i.e. fire drill), direct class to proper exit, lock classroom doors, shut off power if access available, accompany students outside to designated area and account for all students;

xxxii) **Grade 7 & 8 teachers responsible for science and technology instruction carefully maintain records of student attendance and records of safety awareness instruction given. Teachers are expected to be able to provide documentation**:

(1) That the student was present on the date that the safety portion of the science and technology lesson was taught (dated lesson plans, attendance records clear and unambiguous);
(2) Of the safety lesson that was delivered (e.g. PowerPoint, note taking, signed safety pledge, preprinted sheets, successful passing on an announced written test that is dated and stored by the teacher, correction of errors completed);
(3) That indicate student understanding of the safety component of the science and technology lessons (e.g. completed evaluation tool, student notes);
(4) Of how students are reminded of safe practice throughout the year (e.g. notation in teacher daybook);
(5) That the work and learning environments are kept safe, tidy, and in good condition (e.g., photos, safety inspections, cleanup procedures, student safety stewards, modeling of best practices), and that the principal is informed of any maintenance issues;
(6) That students' different learning styles and needs are taken into account, both during the delivery of safety lessons and during any follow up evaluation (e.g. use of visuals, opportunities to demonstrate understanding orally);
(7) That safety procedures are explained using various strategies such as verbal explanation, demonstrations through modelling and accompanied by both written and pictorial explanations that are posted throughout the learning environment; and
(8) That each student has provided **Form 269-1 Elementary student science and technology safety agreement form signed for the current school year. In signing this form, each student is stating that he/she has read and understands general safety rules and practices and agrees to follow them at all times.**

Emergency Planning
Each science and technology teacher has a commitment to anticipate and minimize hazards, each teacher must be prepared to cope with emergencies should they arise. Emergency planning includes, but is not limited to; any hazards associated with day to day curriculum requirements as well as classroom emergency evacuation and school fire safety plans.

d) **Grade 7 & 8 Students**
Students support safety in the science and technology classroom by acting responsibly and knowing how to respond to unsafe situations and emergencies. Students demonstrate that they have the knowledge, skills, and habits of mind required for safe participation in science and technology activities when they:

i) Follow all safety procedures and instructions, and act in a way that shows concern for everyone's safety;

ii) Familiarize themselves with content of and sign Form 269 - 1 Student classroom elementary science and technology safety agreement, Form 269 - 2, HPEDSB Science and technology classroom safety rules tracking, and complete Form 269 - 3 HPEDSB Contact Lens Declaration along with their parents;

iii) Come to the science and technology classroom dressed appropriately for activities, (i.e. wearing closed toe shoes, long hair tied back, and secured clothing and/or jewellery;

iv) Maintain a well-organized and uncluttered workspace;

v) Wear or use personal protective equipment such as an safety goggles when required;

vi) Learn about any hazards posed by materials and equipment to be used in each activity, and about procedures to be used and/or avoided;

vii) Learn about location and use of safety equipment;

viii) Begin activities only with teacher's permission;

ix) Carefully follow the instructions and example of the teacher;

x) Identify possible safety concerns;

xi) Report unsafe situations or accidents to teacher immediately;

xii) Dispose of all specimens and materials as instructed by the teacher; and

xiii) Wash hands thoroughly after each activity.

e) **Parents**
Parents support safety in the science and technology classroom by supporting the school's efforts to establish safety routines and expectations with students. To assist schools to achieve safety goals, parents should:

i) Inform the school of health concerns and medical circumstances that could affect personal safety, e.g., allergies, medications as outlined in Procedure 320 Provision of health and/or medical support for students;

ii) Complete Form 269-3 HPEDSB Contact lens declaration along with their child; and

iii) Support the school and teacher in their endeavour to provide a safe learning classroom environment

f) **Educational Assistants**
Educational Assistants support the classroom teacher in maintaining safety. To assist schools to achieve safety goals, educational assistants should:

i) Understand and model safe behaviour; and

ii) Monitor use of equipment and support student behaviour, and report any unsafe conditions to the teacher.

g) **Facilities Services**
To assist schools to achieve safety goals, facilities services should:

i) Inspect the classroom areas used for Grade 7 & 8 science and technology instruction on at least an annual basis with respect to maintenance items such as electrical outlets, safety indicators or signs, ventilation, and any other potential hazards;

ii) Report the results of the inspection to the principal;

iii) If work is planned in a science and technology area, ensure the teachers are informed and check for special hazards which may be present;

iv) Before working in a science and technology classroom, inform the teacher what will

be done, and when the work will be starting and finishing. The classroom teacher is responsible for ensuring the work area within the room is free from physical and chemical hazards;

v) In situations where the hazard cannot be totally removed, specific work procedures must be developed in conjunction with the teacher and the health and safety officer;

h) **Custodian/Maintenance**

To assist schools to achieve safety goals, custodians/maintenance should:

i) Maintain daily removal of garbage, scraps, and waste;

ii) Be aware of hazards in the science and technology classroom;

iii) Know the hazard warning signs and symbols and proper safety precautions;

iv) Do not handle unfamiliar materials. Do not handle or move chemicals in the classroom;

v) In the event of an emergency or concern, know the individuals who should be contacted and how to reach them;

vi) Know the proper handling and disposal of materials before disposing;

vii) If the contents of any containers are spilled, the school must adhere to the Spill Procedures. DO NOT TOUCH OR ATTEMPT TO CLEAN UP. Contact the principal or your supervisor, who will then contact the appropriate person/department; and

viii) Secure the classroom(s) used for science and technology instruction during non-class hours, (i.e., after school, and at night). This is especially important when the school building is used after school by community user groups.

4) **ELEMENTARY SCIENCE AND TECHNOLOGY EDUCATION SAFETY GUIDELINES**

Hastings and Prince Edward District School Board has developed a resource titled, Elementary Science and Technology Education Safety Guidelines that will be available to all grade 7 & 8 staff assigned to teaching the science and technology curriculum. It is expected that administrators and all grade 7 & 8 staff assigned to teaching science and technology will be familiar with this document and have an awareness of the sections pertinent to their role in providing a safe learning environment for our students in grade 7 & 8 science and technology.

The Elementary Science and Technology Education Safety Guidelines resource document is divided into ten sections:

a) Section 1: Introductory information that includes general safety management with an overview of safe learning environments, legislation and safety visits;

b) Section 2: Outlines the roles and responsibilities of all involved in science education including legal responsibilities, also contained as part of this procedure;

c) Section 3: Resources includes selections that will support administrators, and science and technology teachers in the delivery of a safe science education program. This section includes information on safety topics for the classroom, student supervision, and

discussion questions for staff to use to further a shared understanding of the building of safe learning environments;

d) Section 4: In this section are assorted lists and checklists for science equipment and safety checklists. Form 269-4 Elementary science and technology safety guide reviews, Form 269 -5 HPEDSB Elementary science and technology safety equipment checklists – classroom, Form 269-6 HPEDSB Elementary science & safety equipment checklists – principal are found in this section. These are forms that are to be completed on an annual basis;

e) Section 5: contains an assortment of science safety checklists found in the provincial CODE document;

f) Section 6: This section focuses on the emergency preparedness and precautions and responses that need to be in place to support a safe learning environment in science and technology classrooms and laboratories;

g) Section 7: This section focuses on safety in the science and technology classroom and risk management. Science and technology safety rules and procedures to be adhered to in the grade 7 & 8 science and technology classroom are included. Form 269 -1 Elementary student science and technology classroom safety agreement, 269 -2 HPEDSB Elementary science and technology classroom safety rules class tracking sheet, 269-3 HPEDSB Contact lens declaration, and a safety planning framework can be round in this section.

h) Section 8: This section covers the topics of WHMIS, MSDS/SDS and Labelling requirements for substances used in science and technology classrooms. Annual training of all grade 7 & 8 science and technology teachers in WHMIS is required;

i) Section 9 In this section of the guidelines there is detailed information on chemical handling and storage as well as detailed information for both the handling of other science and technology materials.

j) Section 10: Information regarding waste and chemical disposal and recycling; and

k) At the end of the document is a reference list followed by Appendix A, an overview of the slideshow used annually for safety training for grade 7 & 8 science and technology teachers new to the role and Appendix B, HPEDSB Science chemical list.

Legal references

- *Occupational Health and Safety Act*, as amended by Bill 168
- *Education Act*, section 265 Duties of Principal: Care of Property; section 283 Chief Executive Officer: Maintain Effective Organization; section 286 Duties of Supervisory Officers: Supervise Property
- Ontario Regulation 298—Operation of Schools, section 11 Duties of Principals: Inspect School Premises
- Ontario Fire Code - *The Fire Protection and Preventions Act*, 1997 and O. Reg. 451/05, as amended
- *Occupational Health and Safety Act*, Ontario Regulation 851, Industrial Establishments

District references: **District Reference documents can be found online**

- Administrative Procedure 130: Environmentally Responsible Operations and Education
- Administrative Procedure 135: Equity and Inclusivity Education
- Administrative Procedure 145: District Code of Conduct and School Codes of Conduct
- Administrative Procedure 147: Technology Use
- Administrative Procedure 149: Safety and Well-Being of Students and Staff
- Administrative Procedure 153: Emergency Response
- Administrative Procedure 266: Technological Education Safety
- Administrative Procedure 268: Secondary Science Education Safety
- Administrative Procedure 162: Treatment of Injured or Ill Students and Staff Members
- Administrative Procedure 320: Provision of Medical Support for Students
- Administrative Procedure 415: Asbestos Management Control Program
- Administrative Procedure 420: Occupational Health and Safety
- Administrative Procedure 420-A: Working Alone or in Isolation.
- Administrative Procedure 420-D: Use of Ladders
- Administrative Procedure 420-E: Personal Protective Equipment
- Administrative Procedure 420-H: In-School Health and Safety Guidelines
- Administrative Procedure 421: Safe Workplace – Violence in the Workplace
  - Form 421-1: Employee Accident/Violent Incident Report Form
  - Form 421-2: Supervisor's Accident/Violent Incident Investigation Report Form
- Administrative Procedure 505: Procurement
- Administrative Procedure 552: Maintenance of Buildings, Grounds and Equipment
- Administrative Procedure 562: Electrical System Service for Public Safety
- Administrative Procedure 568: Installation and Application of Building Materials Containing Volatile Organic Compounds

Related Guidelines and administrative resources

- First Aid Kit Requirements
- Hastings and Prince Edward District School Board Animal Care Guidelines
- Hastings and Prince Edward District School Board Elementary Safety Training Slideshow 2016 (still in development)
- Hastings and Prince Edward District School Board Elementary Science Guidelines 2017
- HPEDSB Weekly Eye Wash Flush Schedule
- Hastings and Prince Edward District School Board Secondary Safety Training Slideshow 2017
- Hastings and Prince Edward District School Board Secondary Science Guidelines 2016
- Occupational Health and Safety Compliance Checklist
- Reporting Hazardous Conditions Guidelines
- September Health and Safety Checklists
- Workplace Inspections