

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>TITLE</b>	<b>EFFECTIVE DATE</b>	<b>REVISION DATE(S)</b>	<b>PAGE</b>
<b>No. 820 SAFETY OF STUDENTS AND STAFF</b>	<b>February 27, 1996</b>	<b>July 7, 2015</b>	<b>1 of 2</b>

**It shall be the policy of the Tri-County Regional Centre for Education that student and staff safety is a first priority.**

**A Health and Safety Committee shall be established by the principal of each school and by the supervisor of the areas covered by maintenance and conveyance.**

**PROCEDURE** under Policy No **820**

1. It is the responsibility of the Regional Executive Director of Education to ensure that all principals and supervisory staff establish a written list of rules and regulations so that the safety of students and staff is a first priority whenever either or both group(s) is under the care of the school system.
2. In preparing the rules and regulations the principal and supervisory staff must refer to Health and Safety Regulations of the Office of the Fire Marshall, Department of Health and Wellness and Department of Labour and Advanced Education.
3. All teachers and other employees should have a copy of the Safety Regulations as prepared by the Principal and other supervisory staff.
4. The Health and Safety Committee of each school and the areas covered by the maintenance and conveyance will be established or confirmed (if continuing from the previous year) annually, and will affirm, revise or update the current rule and regulations in keeping with internal (within the school) or external (Act, Regulations, other).
5. The Health and Safety Committee of each school shall ensure that;
  - a) All schools shall keep and maintain an accessible first aid kit of good quality.



## **PROCEDURE** under Policy No **820 cont'd**

- b) All gyms, kitchens, laboratories and shops shall keep and maintain a suitable first aid kit of good quality; eye wash bottles shall be installed where necessary; this equipment and supplies shall not be removed from these facilities.
- c) Each school should designate a sick bay area.
- d) All staff members should know what first aid equipment is available and its location; further, each school should develop regulations to treat the ill and injured.
- e) Use of safety goggles shall be obligatory in all labs and shops when experiments or projects with potential for eye damage are being carried out.
- f) All labs, kitchens and shops shall be equipped with approved fire extinguishers.
- g) Fire drills shall be conducted in accordance to the Tri-County Regional Centre for Education's fire safety plan.
- h) At the beginning of each school year and at various times through the year, pupils shall be given lessons on lab/shop safety and first aid procedures, and all concerned shall be obligated to follow these procedures.
- i) All gyms, kitchens, labs and shops shall have semi-annual safety inspections by the school's Health and Safety Committee.
- j) Short of emergency situations, schools shall not dispense any medicines unless written parental/doctor's permission is given.