

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	CODE:	AP 541
PROCEDURE:	FACILITIES SAFETY MANAGEMENT		

BACKGROUND

The Division believes it has a responsibility to provide for the safety of the students and staff of the Division, through the establishment and maintenance of a safe school environment.

The Division further believes its responsibility for the safety of staff and students extends beyond the school to those areas and situations directly related to the school which can be controlled by the school and/or Division.

PROCEDURES

1. School facilities, grounds, and equipment shall be maintained in a SAFE condition at all times.
2. The Principal shall ensure that the school maintenance person completes a monthly inspection of the school, school grounds, and playground equipment. Any identified deficiencies shall be rectified in a timely manner. Hazardous areas or equipment must be secured until repaired.
3. A record of the monthly inspection must be maintained.
4. Any staff member, on becoming aware of equipment needing repair, shall notify the Principal who shall notify the school maintenance person of the needed repair.
5. Emergency procedures shall be established by school administration to deal with unsafe situations or conditions.
6. Principals shall ensure that maintenance person maintain grounds in tidy appearance.

Reference: Sections 85, 87, 108, 109, 110, 116, 190, 343, 344, 345, 350 Education Act
Regulation 79
Occupational Health and Safety Act
National Building Code
National Fire Code

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