



<b>SECTION:</b>	<b>Student Management and Welfare</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Student Welfare</b>	<b>April 8, 2002</b>
<b>POLICY NAME:</b>	<b>Technological Studies Safety</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>APP.A.SMW.G.8</b>	<b>April 8, 2002</b>

GUIDELINES FOR TECHNICAL DIRECTORS

1. Have available the guidelines that are included in this policy and ensure that the guidelines are followed.
2. Discuss these safety requirements with all members of the technology education department and ensure that they understand and implement them to the best of their ability.
3. Inform the principal of the safety program for the technology areas in the school.
4. Inform the principal when the number of students, physical arrangement of room or attitude of students is inappropriate to safe instruction.
5. Inform the principal, where in a teacher of technological education program's opinion, a student's dress, grooming or attitude does not conform to the particular safety requirements and constitutes a hazard to himself or others.
6. Inform the principal (and, if appropriate, any safety committee), in writing, of any known or potential safety hazard.
7. Incorporate some form of Student Safety Awareness Program for all technological education students as part of their technological education program (e.g. Industrial Accident Prevention Association: I.A.P.A.).
8. Develop, implement and post standard accident emergency procedures in each technological studies area.
9. Ensure that each technological education area has a floor plan posted in a strategic place to show the locations of safety items such as:
  - fire extinguishers
  - fire blankets
  - emergency power "stop" buttons
  - first aid kit
  - eye wash station(s)
  - emergency exits
  - special shut-off valves (gas, etc.)
  - nearest fire-pull station

10. Ensure that a first aid kit is available in each technological education area.
11. Encourage the use of safety posters, literature and audio-visual aids.
12. Ensure that each student is instructed in the use of personal safety equipment.
13. Implement or incorporate other safety procedures or equipment as may be deemed necessary by the principal, person in charge of technological education and/or teacher.
14. Ensure that all incidents, whether or not serious injury or property damage resulted or not, are recorded and reported on an OSBIE Incident Report Form.
15. Conduct a follow-up analysis of all incidents, whether or not serious injury or property damage resulted.
16. Inform occasional teachers of the standard accident and emergency procedures.
17. Advise all members of the technological education staff that all projects must be able to be completed with all designed safety guards in place.
18. Direct staff that any equipment deemed not to be safe must be taken out of service immediately, tagged, locked out and reported to the person in charge of technological studies.
19. Advise the technological education staff that, unless otherwise authorized by you, only book work shall take place during their absence or when an occasional teacher is in class.
20. Recommend that a qualified occasional technological education teacher for a specific subject area assign book work until the teacher has had an opportunity to provide a safe working environment.
21. Encourage the technological education staff to receive instruction in approved first aid training.