

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services
• Programs and Curriculum
Regulation: PROGRAM SAFETY – GENERAL

Regulation Code: ES-3.6.1
Policy Code Reference: ES-3.6
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-3.6, Program Safety.

1. Program Safety – General – Implementation

- 1.1 The Superintendent of Teaching and Learning, or designate, will:
 - 1.1.1 promote awareness of the policy and administrative regulations with all principals; and
 - 1.1.2 co-ordinate the development of the Program Safety Manual and provide updates to it, as appropriate.
- 1.2 The appropriate superintendent will:
 - 1.2.1 administer the policy and its supporting administrative regulations.

2. Program Safety – General Application

This administrative regulation shall apply to all in-class, out-of-classroom, and co-curricular programs.

2.1 General Program Safety Responsibilities for Principals

Principals shall implement the policy, and the administrative regulations and Program Safety Manual that support the policy by:

- 2.1.1 ensuring staff awareness and implementation of these administrative regulations and the Program Safety Manual;
- 2.1.2 ensuring that staff have the necessary safety training or qualifications as described in the Program Safety Manual;
- 2.1.3 maintaining records as required by the Program Safety Manual; and
- 2.1.4 ensuring that other policies of the Board and the administrative regulations that support program safety are followed.

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2.2 General Program Safety Responsibilities for Teachers

Each teacher is responsible for the safe delivery of programs. Teachers shall provide programs in accordance with the policy and its administrative regulations, and the Program Safety Manual. The teachers' responsibilities include:

- 2.2.1 incorporating safety considerations in the planning stage;
- 2.2.2 placing furniture and equipment, giving due consideration to safe use and movement in the classroom;
- 2.2.3 monitoring the condition of the physical classroom and reporting maintenance and repair needs or alteration requests to the principal;
- 2.2.4 monitoring the operations of fans, exhausts, and dust collectors to maintain air quality and reporting maintenance needs to the principal;
- 2.2.5 following and instructing students in the WHMIS requirements of materials used in the program;
- 2.2.6 instructing students in the safety procedures, routines and practices required by the program or activity;
- 2.2.7 instructing students in the safe operation of the equipment and resources of the program;
- 2.2.8 using and instructing students in appropriate food handling procedures, when required;
- 2.2.9 limiting the use of extension cords and ensuring that any use of an extension cord includes the safe placement of the cord and consideration to the circuit load;
- 2.2.10 selecting materials and resources that are non-toxic whenever possible;
- 2.2.11 maintaining the hygiene of classroom resources and equipment such as shared mouthed instruments, food preparation areas, water table and sand centre; and
- 2.2.12 following the animal care guidelines when having animal(s) as part of the classroom programs.

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3. Staff shall use the procedures and practices provided in the Program Safety Manual.
4. Principals may enter into partnerships with community associations to support the curriculum's safety expectations and students' safety needs. These community associations may include, but are not limited to, police departments, fire departments, public health, and Block Parents. Principals shall ensure that other policies that may apply, e.g. Selection, Approval and Reconsideration of Learning Resources, and Partnerships in Education, are followed.