

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Laboratory and PAA Safety

Procedure Type:	Programs and Curriculum	Implementation Date:	MAR 6, 2024
Procedure Number:	6.26	Last Revision Date:	MAR 6, 2024
AP Owner:	Superintendent of Learning	Last Review Date:	NOV 12, 2025
Legal Reference(s):	<i>Occupational Health and Safety Act, 1993</i> <i>Occupational Health and Safety Regulations, 1996</i>		

Background

Labs provide students with various opportunities to learn and experiment, which plays a crucial role in the ongoing intellectual development of students at any academic level. Science labs give students the time, space, and resources to explore and experiment. The nature of Practical and Applied Arts (PAA) classes is such that they provide both practical and theoretical applications. The practical approach provides a learning environment that is different from many of the regular compulsory subject areas. All lab-based and PAA-based programs must be founded on teaching and supervision practices that are safe and sound. The Division believes that students' lives and learning are enhanced when participating in hands-on experiences.

Scope

The implementation and monitoring of these safety practices are the responsibility of all teachers who teach in laboratory settings or PAA classrooms, and the principals of these schools. Students are responsible for following the safety guidelines prescribed by their teachers and staff in accordance with this procedure.

Definitions

On-site supervision is when the teacher/supervisor is present but not necessarily constantly viewing one specific activity, individual or group.

Roles & Responsibilities

Principal

- provide leadership in implementing the laboratory and PAA safety policy in the school
- ensure staff have completed required training in laboratory and PAA settings
- provide leadership in creating safety mindset in the school for all lab-based and PAA-based programs
- the classroom teacher and principal are to establish procedures for monitoring the school equipment necessary for laboratory and PAA-based programs on an on-going and daily basis

Teacher

- provide leadership in implementing the laboratory and PAA safety policy in their classrooms
- provide leadership in creating a safety mindset in all lab-based and PAA-based classrooms
- complete required training for laboratory and PAA settings
- assume responsibility for educating themselves about safe lab-based and PAA-based practices
- aid the principal in monitoring the general maintenance of the equipment necessary for laboratory and PAA-based programs
- report any necessary repairs to the principal
- ensure safety data sheets (SDS) binder is updated and in a readily accessible location in laboratory/classroom area



Procedures

1. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff;
2. Each school shall develop procedures that prescribe the rules of safer operation of all laboratories and practical and applied arts classes within the school. Such a procedure will address:
 - a. Safe and secure storage, including but not limited to shelves with lips to prevent falls, annual checking and disposal, where needed, of chemicals/products;
 - b. Workplace Hazardous Materials Information System (WHMIS) labelling of chemicals/products and storage specifics such as ventilation, according to safety data sheets (SDS);
 - c. Safe and secure storage and use of laboratory and PAA equipment;
 - d. Safe use of natural gas and security when gas is not in use;
 - e. The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment of chemicals/products they use as well as the safety requirements of any procedure of activity that they may use;
 - f. The training of students in any safety procedures relevant to the work they are doing; and
 - g. Any other measures required to ensure the safety of students and staff in any school laboratory.
3. Schools shall provide for appropriate on-site teacher supervision.
4. All teachers using chemicals in their classrooms are required to have up-to-date WHMIS certification.
 - a. The principal is responsible for informing the facilities coordinator of when a new teacher is required to hold WHMIS certification.

Related

4.04 Organization of Instruction and Class Size

4.30 Hospital Emergency Treatment

5.36 First Aid

9.03 Maintenance and Inspection

Safe Schools Handbook (*internal document – hazardous spills*)

[Safety in the K-12 Science Classroom](#) (*Worksafe SK website*)