

Safety and Emergency Measures 10125 Student Safety Protocols with Custodial Staff	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	Occupational Health and Safety Regulations WorkSafe Saskatchewan Committee Manual <i>The Education Act 1995, S.152, 153</i> Administrative Applications 7576 – Employee Safety Responsibilities 9220 – Student Duties and Conduct Policy 1 – Division Foundational Commitments and Board Strategic Plan Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic Division (RCSD) works with all employees and students to provide a safe work and learning environment. It is important that all employees and students follow procedures set out by the school division. Learning environments contribute to the development of reasonable life skills and habits necessary for the world of work, life-long learning, and citizenship. It is important that all employees and students engage in servant-leadership opportunities.

Application

1. Activities

- All activities must be approved by the administrator and communicated at the time of the activity. Pertinent information regarding the activity will be shared with students prior to commencement of the activity.
- Reasonable life skills activities may include but not be limited to mopping, sweeping, dusting, vacuuming, setting up tables and chairs, moving items, etc.
- Any activities that would require specific training or heavy/dangerous equipment would not be approved.

2. Safety Procedures

- Administrator to record date, time, activity, employee name, and number of students for each activity, only when they are not present during the activity. Template provided below.
- Activities must be supervised by an employee. In the absence of an employee, all activities must cease.

- c. Use of caretaking room and chemicals/equipment/tools must be supervised as approved by the administrator. This room should be always locked when no administrator or caretaker is present. Students should not have access to this room without supervision.
- d. Parent consent will be obtained for such activities at the beginning of each year and through the new student registration process. Parents and students will review *Administrative Application 9220 – Student Duties and Conduct*, prior to providing consent.
- e. All employees will adhere to *Administrative Application 7576 – Employee Safety Responsibilities*.

**Student Safety Protocols with Custodial Staff
School Safety Procedure Form**

School: _____

School Administrator: _____

Date	Time	Activity	Supervising Employee	Number of Students