

School:

Date:

Safety Requirements for Administrator Training

- 1. Provide the **Administrator** with assistance in completing safety inspections of:
 - a. The annual school based safety inspection training and full school inspection with **Principal and custodian**,
 - i. Determine if there are any issues related to condition of school furniture
 - b. The Chemistry Lab annual inspection, (**Meet with Chemistry teacher**)
 - i. Including the hazardous waste disposal plan, neutralizing and dating of chemicals, MSDS review and a review of the WHMIS Admin Procedure, and
 - c. The CTS annual shop inspection and MSDS review. (**Meet with Shop teacher**)
- 2. Assist the administrator in completing the School Safety Plan and submitting to Safety Manager
- 3. Assist the Administrator in completing and posting Hazard Assessments
- 4. Review the School Emergency kit contents / requirements (**Admin Assistant**)
- 5. Check that required documentation is posted. (Policy, OHS committee minutes, hazard assessments, etc.)
- 6. Assessing Fire Drill procedures and reporting and filing requirements (**Principal and Custodian**)
- 7. Discuss Safety Meeting at school during staff meeting.
- 8. Restocking the First Aid Kit
- 9. Assist the **Administrator & Administrative Assistant** in reviewing:
 - a. WCB information access
 - b. Accident reporting procedures and accident investigation training.
 - c. Set up Public School Works for Accident reporting.
 - d. OH&S Manual
 - e. Completion and retention of staff orientation forms
 - f. Emergency Drill plans and recording of
 - i. Fire drills, fire alarm verification and emergency equipment checks
 - ii. Tornado Drills
 - iii. Lock Down Drill

Pre work required for the meeting

1. The school administrator will need to designate an administrative assistant to update contact information in the school safety plan prior to the meeting.
2. The first aid kits inventory and a list of required first aid supplies sent to the Safety Manager. He will bring replenishment supplies when he visits.

School Contacts:

Principal:

Admin Assistant:

Custodian:

Chemistry teacher:

Shop Teacher: