

Procedure Title	Student Injury Prevention		
Date of Issue	August 29, 2018	Related Policy	BP 3801-D
Revision Dates	February 13, 2019	Related Forms	
Review Date		Originator	Administrative Council
References			
Occupational Health and Safety Act; Ontario Physical Education Association (OPHEA); Ontario School Board's Insurance Exchange (OSBIE); Bluewater District School Board Field Trips/Activity Risk Chart (Administrators' Handbook)			

1.0 RATIONALE

- 1.1 Bluewater District School Board has implemented a student injury prevention initiative to ensure all students and staff have a safe learning and working environment, in accordance with board policy BP 3801-D "Healthy Schools and Workplaces".
- 1.2 Resources have been designed and implemented to support principals, vice-principals, staff, and supervisory officers in the promotion and implementation of health and safety provisions and requirements in schools.
- 1.3 This procedure applies to all student activities, in particular higher risk curricular and extra-curricular activities, including those associated with science, technology, physical education, and the arts.

2.0 PROCEDURE

2.1 Roles and Responsibilities

2.1.2 The principal/supervisor shall ensure that:

- i. all teachers, especially those in science, technology, physical education, and arts are aware of the student injury prevention initiative including this procedure, the Student Injury Prevention (SIP) SharePoint site, and how to summon immediate assistance;
- ii. workers refer to the SIP SharePoint site when organizing an activity within the applicable subjects and activities;
- iii. the Field Trip/Activity Risk Chart (available in the Administrators' Handbook (Field Trip folder)) is used as a resource, along with applicable Ontario Physical and Health Education Association and Ontario School Boards' Insurance Exchange recommendations, when planning student activities.

2.1.3 The teacher shall ensure that:

- i. the SIP SharePoint site is referred to when organizing curricular and extra-curricular activities;
- ii. adequate supervision is provided at all times;
- iii. students are provided with a safe and caring environment, which will enable them to take responsibility for themselves and their classmates at all times;

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- iv. expectations for student behaviour is defined, explained, and enforced, such as:
 - a. all applicable conduct agreements have been read and signed by the student and parent/guardian;
 - b. students are expected to work with a calm, careful, and focused attitude at all times.
 - v. students are trained and assessed on their demonstration of safe operation of tools and equipment prior to their use;
 - a. students are made aware of the risks the work may pose to others, especially when using power tools, chemicals, etc.;
 - b. students will regularly conduct safety checks on themselves, their materials, and their tools;
 - vi. students are aware that they need to consult with the teacher before proceeding with an activity if they are feeling unsafe, or if they are aware of anything that appears dangerous;
 - vii. students wear the applicable personal protective equipment, when required;
 - viii. emergency procedures are posted, reviewed with students, and practiced regularly;
 - ix. adequate emergency equipment is available, and students are familiar with their use (e.g., fire extinguishers, eyewash stations, and power shut offs).
 - a. All power shut offs (at each piece of equipment and for the shop) are labelled and students are instructed on their location and use.