

# MAINTENANCE, INSPECTION, CLEANLINESS AND SAFETY

## Background

Maintenance and inspection of Prairie South School Division facilities and school sites are important functions of the Board of Education. It is through regular inspection and appraisal of facilities and grounds that the Division is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

All supervisory staff shall ensure that all personnel have access to safety training as required by provincial legislation.

## Procedures

### 1. Responsibility of Facilities Manager

The Facilities Manager is to arrange for Occupational Health and Safety training for facility personnel as required by provincial legislation as determined by the Superintendent of Operations in charge of safety. The Facility Manager shall also establish safe work procedures and practices as outlined in the following documents: Facility Operator Manual and Facilities Safety Manual.

### 2. Responsibility of Principals

- 2.1 The principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds. The principal is responsible for reporting general maintenance and repairs required in the school and on the school grounds.
- 2.2 The principal and facility operators are to establish procedures for completing monthly inspections using the facility inspection checklists. Completed checklists are to be retained and stored digitally for possible future review. Minor items in need of attention are to be carried out by the facility operator. Major items are to be reported to the Facilities Manager.

### 3. Annual Review of Facility

- 3.1 The principal is to submit recommendations for facility repair and minor renovations to the Facilities Manager for consideration in the budget process.
- 3.2 Major capital construction items will be submitted by the Director of Education to the Board when developing its Preventative Maintenance Renewal Plan for submission to the Ministry of Education.

#### 4. Roof Level Fall Protection

Shall apply to all employees, including third party service providers, working for the school division in elevated areas such as rooftops and elevated platforms.

Applicable Regulations & Standards include:

*A. Saskatchewan Occupational Health and Safety Regulations*

*B. Canadian Standards Association (CSA) – Z259 Series*

##### 4.1 Responsibilities

Managers:

- 4.1.1 Ensure that only trained individuals are assigned work that requires the use of fall protection systems.
- 4.1.2 Ensure the appropriate equipment is purchased and available for employees.
- 4.1.3 Assure worker compliance with this policy.
- 4.1.4 Assist in the development, updating, and delivery of the training program.
- 4.1.5 Maintain all training records.

Reference: Sections 85, 87, 175, 190 Education Act Part III  
The Saskatchewan Employment Act  
National Building Code  
National Fire Code

July 24, 2019