

ADMINISTRATIVE PROCEDURES

SUBJECT: Family Studies Safety Administrative Procedures

The following procedures were developed to assist schools in maintaining a safe environment in all family studies courses.

Family Studies Safety

1. At the beginning of each semester, the Family Studies Curriculum Leader will ensure that the Family Studies Safety Administrative Procedure has been reviewed by all Secondary Family Studies Teachers.
2. On a regular basis, the Health and Safety Department will provide safety training for Family Studies Teachers.

Access to Family Studies Instructional Areas:

1. Family Studies Teachers are qualified in their area of practice. Therefore, Family Studies teachers with appropriate qualifications must be present whenever equipment associated with Fashion or Foods classes is being used.
2. The School Principal shall ensure that the Family Studies Food Preparation and Fashion (Sewing) Labs are keyed separately from the remainder of the building. Only the School Principal, Family Studies Staff, School Custodial Staff and the appropriate Board Departments should have access.
3. Non-Family Studies Teachers wanting to use the Family Studies instructional areas or equipment to complete Board/School projects (i.e. Drama Costumes, Sports Uniforms, etc.) need to have written authorization from the School Principal.
4. Family Studies instructional areas are to be locked during non-class time or when Family Studies Teachers are not present. The only school staff members allowed access after hours are Custodial and Maintenance staff for cleaning/repair purposes.
5. Any projects that are to be completed during non-class time or after normal business hours requiring use of Family Studies instructional areas or equipment must have written permission of the School Principal. This must be communicated to the Custodial Staff that it is authorized use and a qualified Family Studies Teacher must be present during the completion of the work.
6. Family Studies instructional areas and equipment are for delivery of curriculum and approved program only, unless written permission has been granted by the School Principal.

7. Staff members that normally use Family Studies instructional areas or equipment after regular school hours must have written permission from the School Principal. A copy of the written permission slip should be placed in area that is visible to others or easily accessible so that it can be produced upon request.
8. Family Studies Teachers are responsible to ensure that where possible all electrical panels are locked out so electricity is not available to sewing machines when Family Studies instructional areas are not in use.
9. Family Studies Teachers are responsible for ensuring that Family Studies instructional areas and equipment are properly secured during extended periods of non-use. (i.e. Summer Vacation, March Break, Christmas Holidays.)

Workplace Hazardous Material Information System (WHMIS)

1. Each school must have in place a process to ensure that the material safety data sheet is available for all WHMIS controlled products on the Board's website. Where the MSDS is not available on the website a copy must be secured from the supplier of the material before the material is brought on to Board property and a copy sent to the Health & Safety Department for future inclusion of the website. (See section on student safety in regards to products brought in by students.)
2. The School Principal and Family Studies Teachers are responsible to ensure that all controlled products are labeled in accordance with WHMIS legislation.
3. The School Principal is responsible for working with the Health & Safety Department to ensure all Family Studies Teachers have received WHMIS training prior to working with or in the vicinity of any controlled product.

Food Storage, Preparation, and Purchase

Responsibility of the Teacher

1. Family Studies Teachers are responsible for ensuring that all refrigerators are maintained at a temperature of 4 deg C (40 deg F) or less as bacteria grows slower at this temperature. Avoid over packing the refrigerator so that air can be circulated to properly maintain this maximum temperature.
2. Family Studies Teachers are responsible to ensure that an easily readable thermometer is installed near the front of each refrigerator in classrooms under their control in a permanent fashion. (i.e. locked between the shelves or mounted permanently on the interior wall, etc.) The thermometer should be installed close to the front but not on the door.

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3. Family Studies Teachers are responsible to ensure that all prepared foods are cooled down to at least 4 degrees Celsius (40 degrees Fahrenheit) within 2 hours, due to the fact that bacteria grows rapidly between 4 and 60 degrees Celsius, which includes room temperature. There are various methods for chilling including reducing the product to smaller portions and using an ice bath.
4. Family Studies Teachers are responsible for ensuring that frozen food products are only allowed to thaw in the refrigerator or by use of a microwave. Under no circumstances should food be allowed to thaw on a counter.
5. Family Studies Teachers are responsible for ensuring that all foods are stored and separated following proper food storage principles including but not limited to the following:
 - a. Raw meats, poultry, seafood and their juices must be stored separately from each other and from other ready-to-eat foods.
 - b. Raw meats, poultry and seafood should be stored at the bottom of the refrigerator to prevent juices from dripping onto other food.
6. Family Studies Teachers are responsible for ensuring that each kitchen is equipped with at least two (2) instant read, probe type food thermometers. The thermometers should be calibrated on a regular basis. Digital thermometers are recommended over those with dials.
7. Family Studies Teachers are responsible for ensuring that the thermometers are properly cleaned and sanitized after each use. This can be done by cleaning, rinsing and sanitizing with the use of alcohol swabs with a minimum of 70% alcohol.
8. Family Studies Teachers are responsible for ensuring that a food temperature chart is mounted in every kitchen and that all food is cooked to the proper temperature.
9. Family Studies Teachers are responsible for ensuring that care is taken when cooking, cooling and then reheating foods. It is recommended that all leftovers be discarded rather than stored.
10. It is highly recommended that all Family Studies Teachers who will be providing instruction in food preparation must have successfully completed the Food Handlers Certificate Program offered through the Community Health Services Department or an equivalent certificate course. The Health & Safety Officer will be responsible for working with the Community Health Service Departments to provide this training every two years.

Responsibility of the Health & Safety and/or Other Board Department

Reference: Health Protection and Promotion Act - RRO 1990, Regulation 562- Food Premises.

The HPPA document (see above) shall be used as a reference document and reviewed annually by the Lambton Kent District School Board Health and Safety Officer, the Head of Custodial Services, Principals, the Program Consultant for Family Studies, Curriculum Leaders responsible for Family Studies and the Family Studies teaching staff assigned to Foods related courses. It shall be implemented as it applies to the specific facility.

Equipment & Facility Use, Care, Training and Acquisition

Responsibility of the Principal

1. The Principal shall ensure that teachers are provided with instructions for safe use of all equipment used in Family Studies instructional areas.
2. The Principal shall ensure that the operating manuals, where available, for the various equipment used in Family Studies instructional areas are available and reviewed by staff prior to use. These manuals should be kept in the room where the equipment is maintained.
3. The Principal shall ensure that all new equipment is registered where required so that the schools are notified of any recalls.
4. Custodial staff are responsible for cleaning the dryer vents as part of summer cleaning practices.
5. Custodial Staff are responsible for vacuuming the refrigerator cooling coils as part of summer cleaning practices.
6. The Purchasing Department shall ensure that only self cleaning ovens with enclosed elements will be purchased.

Responsibility of the Teacher

1. Family Studies Teachers should maintain an inventory of all electrical equipment, machinery and sharp instruments and review it on an annual basis to ensure that this equipment is in good working order. The inventory should include a log of all equipment maintenance and repairs.
2. Family Studies Teachers are responsible for ensuring that equipment is properly maintained and sanitized in accordance with manufacturers' instructions after each use. This includes ensuring that sewing pins and needles are not shared by students without being properly sanitized.
3. Family Studies Teachers are responsible for reporting any damaged equipment, machinery and/or sharp instruments to the Curriculum Leader who, in turn, reports it to the School Principal and the site based Health & Safety Representatives. Equipment that is damaged should be taken out of service immediately.
4. Family Studies Teachers are responsible for ensuring that the energy source to the machine (i.e. remove cord) has been disabled prior to performing any maintenance or cleaning. This includes during the changing of needles on sewing machines.
5. Family Studies Teachers are responsible for ensuring that safety glasses are worn when operating sewing machines and that safety glasses utilized by students are properly sanitized.

6. Family Studies Teachers are responsible for ensuring that ovens are cleaned on a regular basis.
7. Family Studies Teachers are responsible for ensuring that the dryer lint traps are cleaned after each use.
8. Family Studies Teachers are responsible for ensuring that all cleaning products or other chemicals are stored separately from foods. Cleaning chemicals and detergents should be stored in a bin or on a tray that will contain any leaks or spills.
9. Family Studies Teachers are responsible for monitoring cutting boards and ensuring that they are replaced as soon as they start to show signs of deterioration such as a lot of grooves and/ or discoloration. Plastic cutting boards are preferred over wood. However, if wood cutting boards are used they must be regularly treated with food-safe mineral oil.
10. Family Studies Teachers are responsible for ensuring that separate cutting boards are available as follows: at least one for meat/poultry/seafood; one for cooked foods and one for fruit and vegetables. Classroom teachers are responsible to ensure that all cutting boards are properly sanitized after each use.
11. Family Studies Teachers are responsible for ensuring that a dishwashing procedure is in place that involves proper washing, rinsing and sanitizing. In kitchens with only two sinks, the preferred method is to utilize a food grade plastic bin as a third sink rather than just rinsing the dishes under the tap. Therefore, the first sink would be used for cleaning to properly prepare the dishes for sanitization. The second sink would be used for rinsing to ensure all detergent is removed as any residue left on the dishes could interfere with the sanitization process. The bin would then be used for the final sanitization step.
12. Family Studies Teachers are responsible for ensuring that only drain boards without a spout are used to prevent contamination of rinse water.
13. Family Studies Teachers are responsible for ensuring that a water temperature of not lower than 43 deg C (110 deg F) is used for rinsing and a temperature of not less than 24 deg C (75 deg F) is used for sanitizing. The water temperature should be checked with a thermometer at least once per semester to ensure that it is capable of achieving these temperatures.
14. Family Studies Teachers are responsible for ensuring a solution of 200 ppm quarternary ammonium is used for sanitization in the dishwashing procedure.
15. Family Studies Teachers are responsible for ensuring that all dish cloths and drying cloths are washed after each class using hot water. Cloths should never be allowed to dry and be re-used.

16. Family Studies Teachers are responsible for ensuring that a separate sink is dedicated for hand washing and that soap and paper towels are always available. Classroom teachers are responsible for ensuring that anyone, including students, properly and thoroughly washes their hands prior to conducting any food preparation activities.

Responsibility of the Health & Safety and/or Other Board Department

1. The Purchasing Department is responsible for providing a supplier for purchasing quarternary ammonium and for having dispensing units installed into every kitchen to ensure that it is dispensed at the proper concentration for both dishwashing and surface cleaning. The supplier of the dispensing unit is responsible to ensure that the Curriculum Leader and/or Family Studies Teachers are shown how to use the dispenser at the time of installation. Test strips should also be made available so that the concentration can be regularly verified, ensuring that the dispenser continues to dispense at the correct concentration.
2. The Health & Safety Officer will arrange for an annual inspection of all Family Studies instructional areas.

Facility Cleaning, Housekeeping and Maintenance **Dishwashing (Manual and Mechanical) & Laundry**

Responsibility of the Teacher

1. In Family Studies instructional areas, Family Studies Teachers are responsible for cleaning counter tops, sinks and food preparation equipment.

Responsibility of the Health & Safety and/or Other Board Department

1. The Building Services Department is responsible for ensuring that all kitchens are capable of achieving a water temperature of 43 deg C (110 deg F) in a timely fashion.
2. The board shall set regulations for cleaning within the foods preparation classroom that are clearly stated and communicated to Principals, Curriculum Leaders, Family Studies teaching staff and Custodial staff. These regulations must reflect cleaning protocol deemed appropriate for food preparation surfaces and should reflect HPPA regulation 562 (see reference on page 4)
3. Custodial staff are responsible for cleaning Family Studies instructional areas, including fixtures and furniture, but excluding counter tops, sinks and food preparation equipment (items that would be cleaned as part of the Family Studies program).

Family Studies Attire and Personal Protective Equipment

Responsibility of the Principal

1. School Principals are responsible for ensuring that staff wears personal protective equipment (i.e. safety glasses, gloves) as required by the Board and/or the Occupational Health & Safety Act and its regulations.
2. Where the school provides safety glasses for student use, the principal shall ensure that sanitizer cabinets are provided for sanitizing the safety glasses. Students who provide their own safety glasses are responsible to clean and maintain them.

Responsibility of the Teacher

1. Family Studies teachers are to ensure that students wear attire and safety equipment appropriate to the sewing or food preparation activity. This includes using safety glasses when sewing; having hair tied back, wearing close-toed shoes and wearing clothing/jewelry that will maintain safety while using equipment.

Universal Precautions and Accident Prevention

Responsibility of the Principal

1. Principals are responsible for ensuring that all staff members are aware of those who have First Aid Training and the protocol for dealing with injuries/accidents in the school.
2. The School Principal is responsible to ensure that all safety equipment and signs are clearly visible and identified within each Family Studies instructional area. (i.e. fire extinguishers, emergency stop buttons, first aid kits, eye wash stations, shut off valves, emergency exits, etc.)

Responsibility of the Teacher

1. Family Studies Teachers are responsible for notifying the principal of any injuries occurring in Family Studies Classrooms.
2. Family Studies Teachers will teach and develop a safe, positive working attitude and ensure that safety instruction is an integral part of Family Studies courses.
3. As per the Ontario School Board Insurance Exchange (O.S.B.I.E.) recommendations, Family Studies Teachers will develop, in conjunction with the School Principal, a Family Studies Safe Practice Agreement that requires students to sign that they have learned and understand the Family Studies safety practices.

These agreements should be kept on file at that school.

4. Students sometimes bring in their own materials to work on school projects. Some of these products may be WHMIS controlled and as such are subject to WHMIS legislation. Family Studies Teachers shall ensure that the material safety data sheet for these approved products are available on the Board's MSDS website. Controlled products where there is no MSDS available are not allowed on site.

Additional Safety Procedures

1. Donated items must be donated to the Board in accordance with proper Board Policies and Procedures. Prior to installing new equipment, including donated items, the proper forms/requisitions must be completed. This to ensure that all proper Board Departments have had a chance to review it to ensure the room (i.e. electrical, ventilation, etc.) is capable of handling it and that it meets all safety requirements (i.e. CSA Standards, guarding etc.)
2. Family Studies Teachers must not engage in any work that requires or results in alterations, repairs or modification to the facility. This includes, but is not limited to electrical, gas lines, water lines or the fabric of the building.

Fire Safety

Responsibility of the Principal

1. Principals are responsible for ensuring that all staff members are aware of the protocol for dealing with fires in the school.

Responsibility of the Teacher

1. Family Studies Teachers are responsible for being aware of the protocol for dealing with fires in the school.
2. Family Studies Teachers are responsible for reporting all fires, regardless of size, to the School Principal.

Implementation Date: October 5, 2010

Reference: Occupational Health and Safety Act
Health Protection and Promotion Act