

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT:</b> Safe Storage and Housekeeping Practices
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The Lambton Kent District School Board recognizes the important of implementing good storage and housekeeping practices in order to ensure a safe workplace. Improperly stored materials and poor housekeeping can result in unnecessary workplace hazards to employees, students and visitors and lead to preventable accidents.

## General

1. Principals with the assistance of Building Services Staff will ensure that floors or other surfaces used by staff, students and visitors are kept free of obstructions, clutter, hazards, and the accumulation of refuse. All exits, stairways, landings, hallways and passageways (both indoors and outdoors) shall be maintained free of obstructions at all times.
2. Principals with the assistance of Building Services Staff will ensure that all walkways, hallways and entrances, both indoors and outdoors, are kept free from the accumulation of snow, ice and water.
3. All staff will implement good housekeeping practices. This includes ensuring that their particular classrooms and/or work areas are maintained in a neat and orderly fashion that is free of any unnecessary hazards. This includes cleaning up all spills, eliminating all tripping hazards, ensuring that exits are not blocked and that there is a clear path to the exit.
4. All staff will refrain from storing unnecessary materials that are no longer required for classroom purposes or for the proper maintenance of the building. A good rule of thumb is if it hasn't been used in two years it should be removed from the premises.
5. Personal items that are not required by staff to carry out their job function should not be stored at the school.
6. Staff will ensure that all material that must be kept at the site is stored in a neat and safe manner and should meet the following storage practices:
  - i. All small loose items should be placed in sealed storage containers or in boxes that are in good condition. Materials that may encourage mice infestations (i.e. yarn, fabric, etc.) or poor air quality/dust mites (i.e. excess paper, etc.) should be stored in sealed plastic containers.
  - ii. All storage containers should be labeled as to their contents.

- iii. Care must be taken to ensure that stored materials do not block or obstruct ventilation grilles, heating ducts or cold air returns, or in anyway impede on the room's normal airflow.
  - iv. When storing items on shelves, heavy materials should be stored as low as possible, preferably knee level or lower and no higher than chest level. Light weight materials may be stored above shoulder height.
  - v. Light weight materials stored above shoulder height, must be stored so that at least  $\frac{3}{4}$  of the container is on the shelf. The overhead storage of materials must not be subject to falling.
  - vi. Materials displayed from an overhead location in an inclined position must be adequately secured (to wall or safety rail) so that material will not fall.
  - vii. Bulky or bagged materials should be stored in boxes or other rigid containers for ease in storage and to help prevent the slippage or falling of the materials.
  - viii. Liquids of any type must be stored below eye level to prevent inadvertent spills over the head or in the eyes.
  - ix. Sharp edged or pointed materials must be stored below eye level.
  - x. Materials that are stored above shoulder height must be accessed by a ladder or appropriate step stool. Chairs, tables, file cabinets or other furniture are not acceptable means for reaching overhead storage materials.
  - xi. Volley ball standards and other similar items should be stored horizontally at floor level or chained.
7. All hazardous rooms such as boiler rooms, custodial storage rooms, secondary science chemical prep rooms and other such areas that may present a danger to others due to their contents or nature should to be kept locked whenever a staff member is not present. Students should not be allowed into these areas.
  8. Limit the number of personal plants and flowers in the building that do not relate to curriculum expectations. Be cognizant of the fact that certain plants may not be suitable due to strong scent and/or susceptibility to mould growth that may cause allergic reaction in some people.
  9. The following Risk Management Tips from the Ontario School Board Insurance Exchange (O.S.B.I.E) apply to all small electronic appliances, including (but not limited to) the following: electric kettles, electric hot plates, microwave ovens, electric fry pans, pop corn makers, coffee makers, space heaters (electric or other), refrigerators, etc.:
    - i. These devices are not recommended for classroom use, except where required for curriculum purposes, as they pose a burn/scalding hazard;
    - ii. Small appliances should only be kept in an area where there is constant adult supervision and where they are inaccessible to students (e.g. staff room, etc); except for microwave ovens that are in Secondary School Cafeterias for use by students at their own risk.

- iii. All appliances should be in good condition (cords, plugs, etc.) and should have CSA, UL or ULC labels. Unplug appliances when not in use;
  - iv. Small appliances should only be used in areas where there are no students except where needed for curriculum purposes;
  - v. Appliances should not be on moveable carts (such as A/V carts) and should not be taken from room to room;
10. Any carpets for classrooms should be Board purchased and ordered through the Board's Purchasing Department. This would ensure that only appropriate carpets are ordered and installed correctly that meet health & safety standards and can be maintained and cleaned as necessary by custodial staff.

### Flammables and Combustibles

1. Principals and Building Managers should ensure that combustible materials located at their site do not accumulate in quantities or locations, which will constitute a fire hazard.
2. Except for building components, no combustible materials shall be permitted in any part of an elevator shaft, ventilation shaft, stairway, fire escape, or horizontal concealed spaces, such as crawl spaces and ceiling spaces. In addition, no combustible materials, other than those for which the room space is designed, shall be permitted in any service room or service space.
3. Flammable and combustible liquids shall be stored in such a manner that they are not accessible to students without proper staff supervision. Any flammable or combustible materials that are currently on site, but not required as part of the school program or building maintenance, should be removed during the next hazardous waste removal.
4. Combustible materials must not be stored in boiler rooms or electrical rooms, within a 3 foot radius of kilns or similar equipment, or any closer than 6 inches from electric baseboard heaters or radiators. Combustible liquids should not be stored in close proximity to heating elements, in direct sunlight or in other areas that may cause their temperature to rise.
5. Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.
6. Combustible artwork and teaching material that is attached to walls shall not exceed 20 percent of the area of the wall. Similarly, combustible artwork displayed in hallways should be displayed in such a manner that it does not create a continuous path or fire tunnel effect, if there were to be a fire. In other words, materials displayed in hallways should be hung so many feet down one side of the wall and then so many feet down the other, with no materials hung directly across from each other. Similarly, combustible artwork and other teaching materials should not be displayed in a manner that reduces the fire rating of an area (i.e. doors, ceiling tile, etc.). Care should also be taken to regularly change displays or laminate materials that are to be displayed for an extended period.
7. Flammable or combustible liquid spills in a building shall be cleaned up immediately with an absorbent material that will not increase the hazard and shall be disposed of in a safe manner.

8. Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a receptacle that meets or exceeds the Ontario Fire Code conditions for this type of material (i.e. constructed of noncombustible materials with a melting point of not less than 650 deg. Celsius, and shall have no openings in the sides or bottom and shall have a self-closing, tightly fitted cover) or be removed from the premises. These containers shall not be placed closer than 1 m on the sides and top to combustible materials, and if placed on a combustible floor surface, shall be equipped with a flanged bottom or legs at least 50 mm high.
9. A portable container used for dispensing a flammable liquid (i.e. gasoline) shall be made of material suitable to provide for the safety of all staff and have a spring-loaded cap and a flame arrestor.
10. Secondary School Principals will ensure that there is a minimum of one flammable cabinet in all areas where there is a potential for a large amount of flammable liquids to be stored (i.e. Auto Shops, Manufacturing Shops, Science, Art, etc.) unless there are absolutely no flammables in these areas. Elementary Principals and Building Services Staff will maintain a minimum of one cabinet at their site if there is a potential for a large amount of flammable liquids to be stored.
11. The flammable cabinet referred to above should meet or exceed the Ontario Fire Code and ULC-C1275 Standards. Cabinets should not be located in close proximity to open flames and other potential sources of ignition.
12. Only liquids should be stored in flammable cabinets. Containers should be kept closed when stored in the cabinet. Liquids that are not compatible with each other should not be stored in the same cabinet. Cylinders of compressed or liquefied gases should also not be stored in these cabinets, as these cabinets are not designed to store such materials.
13. Leaking containers should not be placed in the flammable cabinet. Any spills on the outside of a container should be cleaned prior to it being placed in the cabinet.
14. Secondary Technology Staff are responsible to ensure that all barrels of used motor oil are stored outside in a secure area or in the storage bunker. Secondary schools that do not have outside storage bunkers should consider obtaining one as part of their long-term capital plans.
15. All compressed gas cylinders must be stored in the appropriate manner and in accordance with the Ontario Fire Code. A storage cylinder for compressed gas shall have a valve connection that prevents an inadvertent connection which would result in a hazardous mixture of gases, be secured in position during transportation, storage and use, and have the valve protection cap in position when the cylinder is not in use. Any gas cylinders containing acetylene must be stored in an upright position. Propane tanks for barbecues are considered compressed gas cylinders. Propane tanks for barbecues should not be stored in boiler rooms or other areas of the building that might create a hazard.
16. Secondary Technology Staff are responsible to ensure that used tires are not collected and stored on Board Property. All tire changes require removal of the old tires from Board property on the same day that the new ones are installed by owner/operator of the vehicle.

17. Technology teachers are responsible for ensuring in their teaching areas that the dust is removed when required from the dust collector.

Chemical Storage

1. All chemical storage areas including, but not limited to, custodial cleaning chemicals and secondary science prep rooms are to be kept locked. Students should not be permitted in these areas.
2. Chemicals in secondary science preparation rooms are to be stored according to similarities in chemical properties. Incompatible chemicals should be separated and stored apart.
3. Acids and bases used in secondary science should be stored in separate cabinets designed specifically for the storage of acids and bases. These cabinets should have spill trays. Leaking containers should not be placed in the acid/base cabinet. Any spills on the outside of a container should be cleaned prior to it being placed in the cabinet.
4. All chemicals should be clearly labeled as per the Board's Workplace Hazardous Materials Information System (WHMIS) Administrative Procedure.
5. Under no circumstance should food be stored or eaten in areas where chemicals are stored. This includes custodial chemicals, secondary sciences, technology storage areas, or other areas where there is a possibility for contamination of the food /drink product to occur.

Implementation Date: January 12, 2005

Revised: September 29, 2009  
April 3, 2012

Reference: Board Policy Health & Safety PO-405-02  
Occupational Health & Safety Act  
Regulations for Industrial Establishments  
The Ontario Fire Code 1997  
The Fire Protection and Prevention Act, 1997 (The Ontario Fire Code 1997)