



Audit Condition #9

Technological Studies Safety

Recommended Board Policy **OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

The following recommendations are made to provide guidance to school boards with respect to developing a policy on Technological Studies Safety. An audit of board policy which shows it meets these recommendations as a minimum will receive credit for these criteria towards the HELP risk management credit.

The key elements of a board policy on Technological Studies Safety would include:

1. Guidelines for Technical Directors as per Section XIV-13 of OSBIE Risk Management Manual (attached).
2. Guidelines for Teachers of Technological Studies as per Section XIV-15 of OSBIE Risk Management Manual (attached).
3. Safety Procedures for various types of equipment, as per Section XIV, Pages 18 - 40 (attached).
4. Students are required to sign a Shop Safety Agreement as per Section XIV-10 of OSBIE Risk Management Manual (attached). Signed agreements are to be kept with other student records.
5. Students are required to sign a Shop Practice Agreement as per Section XIV-11 of OSBIE Risk Management Manual (attached). Signed agreements are to be kept with other student records.
6. Safe handling and storage of flammable liquids in shop areas.
7. Control of ignition sources such as welding, grinding and hot surfaces in order to avoid fire situations.