



WHIMIS, Cleaning, Health and Safety

It is the policy of WCP that all staff must keep up to date on current Health and Safety Practices and ensure the board representative is informed of standards that affect their volunteers in the cleaning committee. As a requirement for work; staff will maintain up to date Safe Food Handling and WHIMIS certificates.

Every individual must complete and sign off on a full orientation including WHIMIS information before completing a shift.

All cleaning committee members must be informed by the School Improvement Officer on the location of fire exits and extinguishers in the area they work. The School Improvement Officer must orient committee members on the safe and proper usage of chemicals in the classroom and washrooms. For example, 1 tsp of bleach should be added to the squirt bottle full (250ml)= 1000ppm of water to be used in the classroom, and the accelerated disinfectant is to be used in the washroom only.

No chemicals that do not have a DIN are to be used in the classroom except for bleach and water unless it is to help disinfect urine on carpet. In that case, the bathroom spray can be used on the carpet spot and stamped out (usually with feet). This spray should be returned to the upper basket in the toddler washroom - out of reach of children at all times. **Children cannot help with sanitizing procedures.** WHIMIS Material Data Sheets are available in the blue binder above the microwave.

The cleaning committee will be aware and oriented on the use of other products, such as floor cleaners, toilet cleaners, and products used in the steam cleaner.

Staff and volunteers must all be aware and respond to all health and safety issues or concerns that erupt and document all such events in the daily journal.

If the custodian door is open to the office by the washroom it needs to be closed unless occupied. The custodian cart containing hazardous materials and products must be kept out of reach of children at all times. If it is seen in the hallway unmanned, it must be moved to an inaccessible location such as the clean up room or custodian office with the doors closed. If a cleaning committee member becomes aware of issues during their cleaning shift, it must be documented on the weekly clean chart. The clean chart should be inspected and issues addressed by the School Improvement Officer each week.

If parents are dropping their child off or picking up and notice open doors, or that hazardous materials are accessible to children, they should take the initiative to remove it to keep our community safe.

All spray bottles, including the bleach-water mixture in the classroom, must be clearly labelled and kept up and out of reach of children at all times.

Children may not accompany duty parents or cleaning crew into these hazardous areas i.e. upstairs kitchen, clean up room or custodian room, or the area in the gym for which the gym toys are stored. No children are to go on the stage in the gym.

Created: February 2021 by Tracey Marques and BOD

Approved By Board February 22, 2021