

# administrative regulation

Administrative  
Regulation No.  
3052

Classification:  
Schools

Effective Date:  
April 4, 2016

## Instructional Facilities and Equipment

### 1 | Purpose

The purpose of this Administrative Regulation is:

- To provide guidelines for the use of CT and FPA facilities and equipment within CBE

### 2 | Scope

This Administrative Regulation applies to:

- All CBE staff using CT and FPA facilities and equipment

### 3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation. Failure to comply could result in disciplinary action up to and including termination of employment.

### 4 | Principles

The following principles apply:

- CBE values safe and secure learning environments for students and staff
- Access to safe equipment and facilities is essential to student success

### 5 | Definitions.

**CBE:** means The Calgary Board of Education.

**CT:** means Career and Technology programs of study which include Career and Technology Foundations, Career and Technology Studies and Knowledge and Employability Occupational courses.

**FPA:** means Fine and Performing Arts programs of study

**Teacher:** means the CBE employed teacher, instructor or journeyman responsible for delivering the CT or FPA Program of Studies

### 6 | Regulation Statement

#### Principal Responsibility

- 1) The principal is responsible for allocating qualified teachers to CT and FPA programs based upon the teacher's knowledge, skills or abilities accredited by a post-secondary program, apprenticeship, board industry certification, or demonstrated industry experience.

**Tools,  
Equipment and  
Material**

- 2) The principal is responsible for establishing class size with consideration being given to:
  - a) the safety and supervision of the students;
  - b) the integrity of the Program of Studies;
  - c) maintaining tactile and experienced-based learning environment, and
  - d) the number of students the equipment, facility, industry or business partnership environment can support.
- 3) Power equipment, tools and machinery used for instruction may only be operated by:
  - a) qualified teachers;
  - b) students deemed capable by and under the direct supervision of a qualified teacher; or
  - c) any other member of the school staff approved by the principal.
- 4) A substitute teacher may not teach a lesson that requires the operation of power equipment and tools unless:
  - a) they have the applicable qualifications; or
  - b) a qualified technician or journeyman provides instruction while the substitute teacher provides supervision.
- 5) CBE employee must not use facilities, equipment or materials for personal use or financial gain.
- 6) Tools and equipment must be properly, safely and securely stored.
- 7) All tools, equipment and machinery must be inspected by qualified personnel in accordance with manufacturer's guidelines.
- 8) Records of repair and maintenance of tools, equipment and machinery must be maintained using the current CBE inventory system.
- 9) The teacher must ensure that existing safety guards are in place at all times, and used in accordance with the Alberta Occupational Health and Safety Act, Regulations, Code and manufacturer's specifications.
- 10) Kilns may only be used when a CBE employee:

- a) is present in the building; and
  - b) has been notified in advance of the operation.
- 11) The teacher using the kiln is responsible for its use.
- 12) The teacher may only use the self-cleaning cycle of ovens;
- a) after instructional hours; and
  - b) when the facility operator has been notified in advance.

**Student Use of Equipment**

- 13) Students must:
- a) demonstrate that they are capable in the safe set-up and use of equipment and materials before they are permitted to use the equipment and materials, and
  - b) obtain permission from the teacher or technician before they may use equipment, tools or hazardous materials.
- 14) The teacher may grant permission to use equipment and materials to:
- a) individual students only; or
  - b) the entire class.
- 15) Students are expected to use the materials and tools identified by the teacher to meet the learner outcomes identified in the program of studies.
- 16) Parents may formally request, in writing, that their child's use of certain machines, tools and materials in a program be restricted.
- 17) Equipment with high powered rotary blades can only be used by students in grades 10, 11 and 12.
- 18) Students must not use welding equipment unless supervised by a certified instructor in the proper facilities.
- 19) Students may only use matches, lighters or candles while under direct adult supervision.

**Prohibited Activities**

- 20) The following activities are prohibited on CBE sites:
- a) use of pyrotechnics;
  - b) repairs on gas tanks;

- c) cutting of metal drums using tools and equipment capable of producing a spark or fire-producing heat;
- d) service work on televisions, computer monitors, microwaves, or any other high voltage equipment or applications;
- e) repairs or service to school vans, school buses and other vehicles used for public transportation; and
- f) vehicle safety inspections conducted by CBE students, teachers or instructors.

**Facilities**

- 21) The teacher must ensure that:
  - a) the facility is clean, orderly and ready for safe and efficient instruction and work;
  - b) all equipment safety devices are in place and used according to manufacturer specifications and in accordance with the Alberta Occupational Health and Safety Act, Regulations and Code;
  - c) all power equipment subject to accidental start-up, except for portable power hand tools, is equipped with under voltage protection such as magnetic switches; and
  - d) all equipment with a potential for accidental dislodgement or movement is securely anchored to the floor, bench, wall, or ceiling, or in some other manner.
- 22) A CT facility not in use or unsupervised must have:
  - a) tools and equipment secured;
  - b) power supplies turned off;
  - c) gas turned off; and
  - d) the facility locked.
- 23) Prior to the closing for summer break the teacher must ensure that:
  - a) small equipment is unplugged;
  - b) all equipment is secured;
  - c) compressed air is turned off;
  - d) compressors are drained;

- e) facility power panel is locked;
- f) perishable products are disposed of;
- g) supplies are stored correctly;
- h) refrigerators and freezers are empty, clean, unplugged; doors left open and power supply turned off;
- i) flammable materials are stored or disposed of appropriately; and
- j) plans are in place to support the sustainability and maintenance of educational gardens and green spaces.

**Inventory**

- 24) An electronic inventory of all CT equipment must be conducted, on site, annually using the current CBE inventory system.
- 25) Surplus equipment must have a safety inspection prior to being directed to schools.

**Vehicle Hoists**

- 26) The principal must ensure that:
  - a) all vehicle hoists, overhead hoists and hydraulic lifts have an annual safety inspection according to manufacturer specifications; and
  - b) documentation of the annual safety inspection is kept on file at the school; and
  - c) a copy of the documentation is filed centrally.

**Aerial Lifts**

- 27) The principal must ensure that:
  - a) all school based aerial lifts have an annual safety inspection according to manufacturer specifications; and
  - b) documentation of the annual safety inspection is retained.
- 28) Any CBE employee using the aerial lift must have current certification.
- 29) No student shall operate an aerial lift.

**Safety habits, attitudes and instruction**

- 30) Each teacher delivering the CT program of studies must ensure that:
  - a) they are aware of and instructed in the safe use and limitation of the personal safety equipment;
  - b) site-specific safety rules are present and understood;

- c) personal protective equipment and clothing for staff and students is available and worn properly; and
  - d) ongoing safety instruction and supervision occurs.
- 31) Personal Protective Equipment must be worn at all times where the potential for hazards exist with the use of tools and equipment.
- 32) Students must satisfactorily complete a practical demonstration on the safe use of the CT and FPA equipment which must be documented and maintained according to CBE records management guidelines.
- 33) A student safety plan must be in place.
- Power equipment** 34) Power equipment must only be turned on and used in the instructional space when the student is directly supervised by the teacher.
- New Equipment** 35) The teacher in conjunction with administration and facilities personnel must ensure that machines and equipment are properly installed in the facility:
- a) with a minimum one-metre safety zone around machines and equipment, and with a traction strip located where the student or instructor operates the machinery or equipment as a guideline for installation; and
  - b) that walkways and fire exits in the facility are clear and visible.
- Fire hazards** 36) The teacher must ensure that:
- a) garbage or combustible material does not accumulate in teaching facilities or around equipment;
  - b) flammable materials and liquids are stored in an approved non- flammable safety cabinet;
  - c) the supply of gasoline kept indoors is in an approved container not to exceed one litre;
  - d) gasoline over one litre must be stored in approved gas storage containers outside the facility; and
  - e) gasoline, oil and gas storage containers as well as other hazardous waste materials are disposed of in accordance with Safety Advisory Services guidelines.
- Gasoline Tanks** 37) The removal of a gas tank from a vehicle must be completed outdoors.

**Customer  
Service work**

- 38) CBE employees may have their vehicles and equipment repaired as project work for students under the same terms and conditions that apply to members of the public.
- 39) Only certified technicians, instructors or journeymen may supervise and inspect services to customers in the following areas:
  - a) cosmetology;
  - b) culinary arts;
  - c) welding/fabrication;
  - d) auto body; and
  - e) automotives.
- 40) Only certified technicians, instructors or journeymen may sign off on services to customers in the following areas:
  - a) welding/fabrication;
  - b) auto body; and
  - c) automotives.
- 41) The fee for customer service provided by the CBE students will consist of the cost of supplies to the school, plus a mark-up not to exceed 20%.

**7 | History**

DATES	
Approval	March 1, 2005
Next Review	June 2020
Revision/Review Dates	October 17, 2005 April 2016

**8 | Related Information**

- *Occupational Health and Safety Act, Regulations and Code*
- *Alberta Safety Codes Act*
- *Alberta Fire Code Regulation*
  
- *Alberta Education Guides to Standards and Implementation of CTS/CTF*
- *Health Canada “Information for Art Class teachers: Chemical Safety”*
  
- *AR 3021 | School Emergency Practices and Procedures*