

## ***School Inspection Guideline***

### **1. Purpose**

To provide an outline of the procedures involved in the school inspection program.

### **2. Statement**

The BC Healthy Schools initiative, a partnership between the Ministry of Education and the Ministry of Health, recognizes the school environment as one area important to the success of a healthy school program. This includes the physical environment of the school and school grounds. It defines the physical environment as including “playground equipment, water supplies, sanitation services and food preparation facilities designed to minimize the likelihood of injury and illness”.

### **3. Scope**

Applies to the School Inspection Program

### **4. Principles**

Efficient, uniform, consistent and transparent administration of regulatory requirements.

The Health Protection Program utilizes school inspections as a tool to help protect the health and safety of students at school.

The *School Act* gives authority to the school medical officer as follows:

Section 90(1) “a school medical officer must, as required by the minister of health, cause an inspection to be made of school buildings and school surroundings and must report to the board and the minister of health fully and in detail the result of all examinations and set out any recommendations in the report”.

Section 90(2) “a school medical officer may require a board to close a school when the school medical officer considers that the health or safety of students is at risk”.

### **5. Procedures**

District public health inspectors (PHIs) must use this guideline and the School Inspection Checklist (Appendix I) to ensure consistent practice in schools within Vancouver Coastal Health (VCH).

#### **Inspections**

- Food Service Establishment
  - Inspect as per regional targets for FE1s
  - School meal program facilities may be approved and permitted providing they comply with the *Food Premises Regulation*

- Plan Approvals
  - Review plans for new construction and major renovations, and inspect upon completion (Reference new plan approval guideline when available)
- Frequency of school inspections
  - Routine inspection once every 2 years
  - By complaint
  - By special event
- Reporting - prior to beginning the inspection:
  - PHIs must wear VCH identification
  - Report to the school office, sign in, and obtain a visitor tag
  - Request the principal, vice-principal or designate be present during the inspection if available
- Inspection reports – provide a copy to the:
  - Principal
  - School District Superintendent - Senior PHI responsible for the school inspection program will summarize issues identified in inspection reports and provide the individual reports and annual summary to the School District Superintendent

### **Areas of inspection**

#### **Communicable disease control**

- Ensure maintenance staff are using the appropriate cleaning and sanitizing methods for general maintenance and spills of blood and body fluids. As back-up, ensure the principal or designate knows how to find and use the blood and body fluid spill clean-up kit.

Note: Due to increasing numbers of Norovirus outbreaks in schools, procedures must be in place to deal with vomitus incidents (see attached Cleaning Procedure for Vomiting & Fecal Incidents)

- Ensure school administrative staff are familiar with the >10% illness reporting protocol (Appendix 2). Review protocol to ensure they are reporting illnesses, not absenteeism.
- Ensure bathroom sinks are supplied with liquid soap and paper towels in dispensers.

#### **Food services**

- In discussion with the principal and food service operators, identify the extent of food service to students.
- If applicable, assess the operator(s) for compliance with the *Food Premises Regulation* and other applicable regulations or regional guidelines.
- Operators may provide food service to multiple schools. Assess the capability of an operator to cater to schools in addition to their regular business.
- Arrangements you might come across include food that is:
  - Prepared by the Parent Advisory Committee (PAC)
  - Delivered by an operator who takes on-line orders from parents

- A “fun lunch” program delivered by a caterer that the PAC has arranged
- Community Use – if a community group is using the auditorium, cafeteria or general purpose rooms for handling and selling food or drink, they must comply with the *Food Premises Regulation* and other applicable guidelines.

### Water supply

- The drinking water supply for the school must be potable and comply with the *Drinking Water Protection Act and Regulation 200/2003*.
- Lead in drinking water is a concern with many schools built before the 1989 revision to the BC Plumbing Code restricting the use of lead in potable water lines. The leaching of lead from solder used in pipe in schools built before 1989 poses a concern.

The school building should be evaluated for the presence of lead in the plumbing system and the safety risk posed to the building occupants. If a lead exposure risk is identified, flush fountains each morning before school starts until water temperature changes from warm to cold, indicating the water sitting overnight in the pipes has been cleared.

If it can be proven that there is no lead in the drinking water, the above reference to flushing is not applicable. For example, schools built after 1990, or water systems with pH control, or naturally non-corrosive water supplies could mean that lead contamination of the drinking water is not possible.

- The maximum temperature for hot water accessible to children is 49°C.
- Use of grey water in non-potable water systems must comply with the following:
  - CSA B128.1-06/B128.2-06 (May 2006), “Design and installation of non-potable water systems/Maintenance and field testing of non-potable water systems”

A written maintenance schedule is required which:

- a) clearly outlines the necessary work and designated inspection frequencies, and
- b) includes maintenance check sheets that can be filled out to indicate the necessary work is/has been completed

Recommendation: post signs in designated locations of washrooms, advising the users that grey water (non-potable) is being used in the toilets and urinals

### Washrooms and change rooms

- Keep clean, well ventilated and easily maintained
- Provide liquid soap and paper towels in dispensers in the washrooms and at other sinks
- Recommendation to replace spring-loaded taps if applicable
- No carpet or other absorbent flooring is allowed on change rooms floors

**Laboratories, trades shops and art classrooms**

- Laboratory staff should have training specific to chemicals being used in their departments and have WHMIS documentation available (Appendix 3, WorkSafe BC requirements)
- Appropriate personal protective and safety equipment must be available
- Verify exhaust ventilation systems are operational and inspections are up-to-date
- Check for cross-connection control and appropriate placement of backflow prevention devices

**Janitorial areas**

- Must be locked at all times
- Janitorial staff should have training specific to chemicals being used in their departments and have WHMIS documentation available (Appendix 3, WorkSafe BC requirements)
- Check for cross-connection control and appropriate placement of backflow prevention devices

**Indoor air quality (IAQ)**

- Objectives established within the performance improvement plan, consistent with VCH's Core Program on IAQ, must be achieved

**Buildings and grounds**

- School properties are 100% smoke-free inside and out
- Outdoor play areas and equipment shall be in good repair and free of physical hazards
- The interior and exterior of buildings (including portable classrooms) shall be kept clean and in good repair to eliminate or mitigate health hazards and conditions which may result in injury to students
- The premises and all buildings shall be free of pests and conditions which attract, provide harborage, and promote propagation of pests. If an infestation is identified, an effective pest management program should be provided by a qualified pest control operator
- To prevent mosquito breeding, any areas on school property where water accumulates should be properly drained or graded

### Children with special needs

- Procedures for inspection should reflect the health and safety issues related to the presence of children with special needs. These shall include architectural barriers, management of body fluids, sanitary provisions, and handling of food and medication.

### 6. Exceptions

- Non-government funded independent schools
- Adult-age schools
- Language training and other part-time programs

### 7. Tools and Forms

Appendix 1: School Inspection Checklist

Appendix 2: Reporting Increased School Absenteeism Due to Illness Protocol

Appendix 3: WHMIS Summary

Attachments:

#### Stomach Flu Handout



Stomach Flu Handout  
Nov 2006.pdf

#### 50 X-Connection Q&A



50 X-Connection  
Q&As.pdf

#### School Absenteeism Due to Illness Forms



School  
Absenteeism Form

#### Cleaning Procedure for Vomiting & Fecal incidents



Cleaning  
Procedure for Vomiting & Fecal incidents

### 8. Related Legislation and Guidelines

BC Health Act, R.S.B.C. 1996, Chapter 179

BC Food Premises Regulation, B.C. Reg. 210/99

Drinking Water Protection Act and Regulation, B.C. Reg. 200/2003

Sewerage System Regulation, B.C. Reg. 326/2004

Managing Outbreaks of Gastroenteritis, BCCDC, 2003

Construction and Operation of a Temporary Food Booth

Cleaning Procedure for Vomiting & Fecal Incidents (from Norovirus & Hospitality Industry Guideline)

### 9. Definitions

**Cleaning** - removing visible soil (e.g. vomitus or diarrhea, blood) from a surface using water, detergent and single-use cloths.

**Sanitizing** – after cleaning, sanitizing is the use of an approved chemical to sanitize the cleaned surface and destroy pathogens. For acceptable methods of sanitizing, when a virus is the known or suspected cause of vomiting or diarrhea, see attached Gastrointestinal Outbreak Decontamination Protocol. Other sanitizing chemicals must be approved by VCH.

**School** – a school includes students aged 5 to 19 years, but does not include non-government funded independent schools, language training or other part-time programs.

**School meal program** (aka hot lunch program) – funded by MOH, provided for schools deemed at higher need for nutritional support, each School District contracts with a food service company to provide meals. Menus are determined locally between the School District and food service provider, often with consultation with a VCH nutritionist. Coordinators at each school receive and distribute meals.

## 10. References

None

**Appendix I  
School Inspection Checklist**

School: \_\_\_\_\_ Address: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal (or contact): \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Communicable disease control</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Vomitus or fecal accident at school               <ul style="list-style-type: none"> <li>○ GI Outbreak Decontamination Protocol is available to the custodian and other staff in the absence of the custodian</li> <li>○ Vomitus clean-up kit available</li> </ul> </li> <li>• Outbreak protocol               <ul style="list-style-type: none"> <li>○ School Absenteeism Forms in use (attachment)</li> <li>○ Protocol for informing parents/students of outbreaks</li> </ul> </li> <li>• Blood and body fluid cleanup procedures</li> <li>• Is education on importance of hand hygiene being taught?</li> <li>• Nursing/sick room (accessible to a nearby washroom, first aid kit)</li> <li>• Classroom pets – are there any? If yes, provide info re: handwashing</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Food services</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• School has a list of permitted food suppliers and foods being served</li> <li>• PHI has visited the proposed premises to determine if the operator has capacity/capability to provide safe food to students, in addition to regular business</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Food services cont'd...	Y	N	N/A	Comments
<ul style="list-style-type: none"> <li>• Inspection target for food supplier's premises is increased to 3x per year</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Food service areas are adequately equipped, ie. fridge temps, sinks, supplies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Operator has a written food safety plan addressing the preparation, storage and delivery of the food to the school</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Operator and school have log sheets indicating temperatures of food at time of delivery</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• PAC Fun Lunch Programs using non-permitted kitchens</li> </ul>				
<ul style="list-style-type: none"> <li>○ PAC rep pre-screens potential food suppliers on the regional inspection website in advance of discussing their choice with the district inspector</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ PAC rep reviews potential food suppliers with the district inspector to verify that they are a suitable supplier</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Recommend at least 1 PAC member has FoodSafe Level I and trains others re: specific tasks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• School meal program</li> </ul>				
<ul style="list-style-type: none"> <li>○ Meet with school program co-ordinator</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Approved food service provider</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Days/hours/service periods</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Foods safely dispensed/served</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Temperature checked and recorded upon arrival</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ FoodSafe trained food handlers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Cooking classrooms</li> </ul>				
<ul style="list-style-type: none"> <li>○ Recommend teachers be FoodSafe Level I certified instructors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Hand sinks supplied with hot and cold running water, and liquid soap and paper towels in dispensers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Equipment and surfaces appropriate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>○ Cleaning and sanitizing of equipment and surfaces satisfactory</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<ul style="list-style-type: none"> <li>○ Storage of chemicals, separate from food, and in labeled bottles</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Water supply</b>	<b>Y N N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>● Potable water is available</li> <li>● Fountains are flushed every morning prior to start of school and signage is posted if applicable</li> <li>● Fountains function properly with adequate water pressure</li> <li>● Collect water sample for bacteriological testing or chlorine residual as necessary</li> <li>● Grey water:               <ul style="list-style-type: none"> <li>○ Written maintenance schedule is available</li> <li>○ Appropriate signage is posted in designated locations of washrooms, advising users that grey water (non-potable) is being used in the toilets and urinals</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Washrooms/gym change rooms</b>	<b>Y N N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>● Hand washing signs posted and clearly visible</li> <li>● Hand sinks supplied with hot and cold running water, and liquid soap, paper towels and toilet paper in dispensers</li> <li>● Showers clean and free of mold and algae growth</li> <li>● Cleaning and sanitizing of equipment</li> <li>● Protocol in place for cleaning up blood and body fluid spills</li> <li>● Proper garbage disposal</li> <li>● General sanitation and maintenance acceptable</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>Art classrooms (including silk screening, pottery, ceramics, blue-printing, dark room photography)</b>	<b>Y N N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>● Non-toxic supplies used when possible</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<ul style="list-style-type: none"> <li>• Personal protective equipment available– safety glasses, masks, gloves, ear plugs</li> <li>• Hand sinks accessible and supplied with hot and cold running water, and liquid soap and paper towels in dispensers</li> </ul> <p><b>Art classrooms (including silk screening, pottery, ceramics, blue-printing, dark room photography Cont’d...</b></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Y N N/A</b>	<p><b>Comments</b></p>
<ul style="list-style-type: none"> <li>• Exhaust ventilation as necessary</li> <li>• Air quality issues</li> <li>• Chemicals stored properly (signage, first aid, safe-use policy)</li> <li>• Garbage and waste are disposed of properly, including hazardous wastes</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>Laboratories and shops</b></p>	<p><b>Y N N/A</b></p>	<p><b>Comments</b></p>
<ul style="list-style-type: none"> <li>• Personal protective equipment – gloves, safety glasses, masks, ear protection available and used when required</li> <li>• Eyewash stations and emergency showers are accessible and operational Test during inspection</li> <li>• Hand sinks accessible, supplied with hot and cold running water, liquid soap and paper towels in dispensers</li> <li>• Cross-connection control for lab sinks</li> <li>• Exhaust ventilation, air quality issues               <ul style="list-style-type: none"> <li>○ Fume hoods are operational, exhausting to outside air, inspections up-to-date</li> <li>○ Ventilation (natural or mechanical) is sufficient to remove odour, excessive heat</li> </ul> </li> <li>• Natural gas connections in working order, e.g. no signs of physical damage to appliance</li> <li>• Chemical storage               <ul style="list-style-type: none"> <li>○ Inventory list available and updated regularly</li> <li>○ Stored in original containers with original labels</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<ul style="list-style-type: none"> <li>○ Containers are in good condition</li> <li>○ Containers have tight-fitting lids</li> <li>○ Compressed gas cylinders properly secured and stored</li> <li>● Evidence provided to show staff are appropriately trained to handle the specific chemicals being used in their departments</li> </ul> <p><b>Laboratories and shops cont'd...</b></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Y</b> <b>N</b> <b>N/A</b>	<p><b>Comments</b></p>
<ul style="list-style-type: none"> <li>● MSDS sheets and WHMIS labels – available and up-to-date for chemicals used</li> <li>● Fire extinguishers accessible and certification current</li> <li>● Procedures posted for cleaning up a chemical spill</li> <li>● First aid kit available and fully stocked</li> <li>● Exits accessible and properly signed</li> <li>● Lighting is adequate</li> <li>● Protocol available for the proper disposal of chemicals</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Comments</b></p>
<p><b>Janitorial areas</b></p>	<p><b>Y</b>   <b>N</b>   <b>N/A</b></p>	<p><b>Comments</b></p>
<ul style="list-style-type: none"> <li>● Janitorial rooms are locked at all times</li> <li>● Instruction for cleanup of blood and body fluids available and posted, including the Cleaning Procedure for Vomiting &amp; Fecal Incidents (attached)</li> <li>● Vomitus cleanup supplies kit - readily available for transport to area where a student was ill</li> <li>● Hand sinks accessible and supplied with hot and cold running water, and liquid soap and paper towels in dispensers</li> <li>● Chemical storage <ul style="list-style-type: none"> <li>○ Organized, tight-fitting lids, no open product, MSDS sheets and WHMIS labels for chemicals used</li> <li>○ Dilution instructions posted</li> <li>○ Disposal instructions posted</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Comments</b></p>

<ul style="list-style-type: none"> <li>• Proper storage and organization of mops, pails, cleaning supplies</li> <li>• Backflow prevention at janitor's sinks</li> <li>• Cleaning schedule, logs and procedures available</li> <li>• Written protocol for general supplies, storage and maintenance</li> <li>• Appropriate sharps handling and storage</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>Indoor air quality</b></p>	<p><b>Y N N/A</b></p>	<p><b>Comments</b></p>
<ul style="list-style-type: none"> <li>• General observations: presence of odours, water leaks and/or stains, mold growth</li> <li>• Staff consultation re: history of IAQ problems</li> <li>• Use IAQ Tools for Healthy Schools document for investigations</li> <li>• Adequate and regular maintenance of the ventilation and air exchange systems, ex. filters and intake locations</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p><b>School interior, general</b></p>	<p><b>Y N N/A</b></p>	<p><b>Comments</b></p>
<ul style="list-style-type: none"> <li>• Clean and in good repair</li> <li>• Stairways, hallways, floors have an easily cleanable surface, well maintained</li> <li>• Free of pest infestations – IPM program in place</li> <li>• Floors slip resistant</li> <li>• Hand railings are secure</li> <li>• First aid equipment and safety procedure notices are available</li> <li>• Air temperature is comfortable</li> <li>• Complaints of excessive noise</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



<ul style="list-style-type: none"> <li>• Water Supply System               <ul style="list-style-type: none"> <li>○ School serviced by a water supply system under an operating permit</li> <li>○ Operating permit conditions:</li> <li>○ Water quality meets the Drinking Water Protection Act and Guidelines for Canadian Drinking Water Quality</li> <li>○ Cross connections observed - regular device maintenance</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• On -site Sewerage System               <ul style="list-style-type: none"> <li>○ System receives regular maintenance</li> <li>○ Signs of absorption field malfunction</li> <li>○ System design capacity is adequate for present usage</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• <b>Emergency Preparedness</b></li> </ul>	<b>Y    N    N/A</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>• Does the school have an emergency preparedness plan?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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## APPENDIX 2

### REPORTING INCREASED SCHOOL ABSENTEEISM DUE TO ILLNESS PROTOCOL FOR CDEHOS

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HSDA Communicable Disease Control (CDC) offices are notified whenever attendance records indicate **greater than 10% absenteeism due to illness in a school population, or an apparent increase in the number of ill students and/or staff from the same classroom or other grouping**, e.g. school clubs or teams.

Surveillance conducted in schools can be an early indicator of disease occurring in our community. The information collected helps VCH Surveillance Team identify what may be happening in the community.

#### STEPS A HSDA SHOULD TAKE WHEN >10% ABSENTEEISM IN A SCHOOL:

- Public Health Nurse (PHN) receives the attached *School Absenteeism Due to Illness Form A* from the school with the names of students and staff absent, and reasons why they are absent, including symptoms. Collect as much information as possible.
- If the increased absences are due to illness, forward the *School Absenteeism Due to Illness Form A* to CDC nurse on-call. The PHN keeps a copy for their files.
- If the **majority of symptoms are gastrointestinal**, the PHN contacts the Communicable Disease Environmental Health Officer (CD EHO).
- CD EHO will review information on the *School Absenteeism Due to Illness Form A* with the PHN, and determine if any response is required by Environmental Health
- If necessary, CD EHO meets with the MHO to determine next steps.
- If an investigation or other action is needed (in the case of an enteric disease outbreak), the CD EHO will co-ordinate the investigation. The PHN may be asked by CD EHO to assist. Their knowledge of the school and contact is important.
- At the conclusion of an enteric disease investigation, the CD EHO will complete the *PHSU VCH School Absenteeism Summary Form B*. One copy is given to the MHO before the completed form is faxed to the Regional Public Health Surveillance Unit.
- The Surveillance Unit enters the summary form information into their database and forwards ILI and enteric outbreak information to BCCDC.

#### STEPS A HSDA SHOULD TAKE WHEN SCHOOLS REPORT AN INSTANCE OF VOMITING OR FECAL ACCIDENT IN A CONFINED SPACE:

- Schools are asked to report to their PHN any instances of vomiting or fecal accidents in a confined space (such as a classroom, washroom, school bus, etc.).
- PHN forwards information to CD EHO.
- CD EHO will review information and determine next steps, if any.
- If an investigation is needed, the CD EHO will co-ordinate the investigation. The District EHO responsible for the school may be asked by CD EHO to assist. Their knowledge of the school and contact is important.
- CD EHO and District EHO document reports and actions taken in Hedgehog

**ENVIRONMENTAL HEALTH CONTACTS:**

<b>Primary Contact</b>	<b>Insert local contact</b>
<b>Primary Coverage</b>	<b>Insert local contact</b>
<b>Secondary Coverage</b>	<b>Insert local contact</b>
<b>Program Lead</b>	<b>Insert local contact</b>



### APPENDIX 3

#### WHMIS

The Workplace Hazardous Materials Information System (WHMIS) provides information about many hazardous materials used in the workplace. WHMIS calls these hazardous materials **controlled products**. Under WHMIS, workers have the right to receive information about each controlled product they use---its identity, hazards, and safety precautions.

WHMIS has developed a classification system of six hazard classes. These classes are depicted by eight hazard symbols that identify the specific hazards of controlled products. After a controlled product has been classified, the following three WHMIS elements are used to communicate health and safety information:

- WHMIS labels
- Material Safety Data Sheets (MSDSs)
- WHMIS education and training programs

#### Responsibilities

WHMIS legislation exists at both the federal and provincial levels. **Federal legislation** establishes which products are controlled under WHMIS and deals with either the importation or sale of these materials. Under WHMIS, those who manufacture, import, sell, or distribute controlled products are referred to as suppliers.

**Provincial legislation** covers the use of hazardous materials in the workplace and identifies employers' responsibilities. Workers who work with or near controlled products must know how to handle them safely.

#### When an employer becomes a supplier

If employers import or produce a controlled product, even if it is for their own use, they are considered to be the supplier of the controlled product. This means they must provide an up-to-date MSDS and attach a supplier label.

Group	Responsibilities
Suppliers	Provide up-to-date MSDSs (not more than 3 years old) for all controlled products they sell or produce.
	Provide supplier labels on all containers of controlled products they sell or produce.
Employers	Ensure that workers understand information on MSDSs, supplier labels, and workplace labels by providing effective worker education.
	Provide training in specific safe work procedures to workers who work with or near controlled products.
	Ensure that all containers of controlled products in their workplace have MSDSs and WHMIS labels (supplier labels, workplace labels, or other acceptable means of identification as appropriate).
	Ensure that MSDSs are readily accessible to workers.
Workers	Know and understand the information on labels and MSDSs.
	Use the information they receive through education and training to handle controlled products safely.
	Inform employers if labels are illegible or missing.
WCB Prevention staff in B.C.	Administer WHMIS legislation.
	Provide general information about WHMIS to employers and workers.
	Ensure compliance with both federal and provincial WHMIS legislation.

Excerpted from WorkSafe BC at <http://www2.worksafebc.com/Topics/WHMIS/Introduction.asp>