

## Yearly Safety Requirements

<b>Month Due</b>	<b>Requirement</b>	<b>By Whom</b>	<b>Reference</b>
September	1. School Fire Drill (using a different initiating device each time)	Principal (Enter details into forms in fire safety plan)	Alberta Fire Code 2.8.3.2.1
	2. Inspection of Fire extinguishers, exit lights and emergency lights	Head custodian	CESD Fire Safety Plan
October	1. School Fire Drill (using a different initiating device each time)	Principal (Enter details into forms in fire safety plan)	Alberta Fire Code 2.8.3.2.1
	2. Section 3, OH&S Toolkit (Orientation and Training)	Principal with staff	OH&S Toolkit, pg 11-12.
	3. Inspection of Fire extinguishers, exit lights and emergency lights	Head Custodian	CESD Fire Safety Plan,
November	1. School Fire Drill (using a different initiating device each time)	Principal (Enter details into forms in fire safety plan)	Alberta Fire Code 2.8.3.2.1
	2. Section 4, OH&S Toolkit (Accident Investigation)	Principal with staff	OH&S Toolkit, pg 13-14.
	3. Inspection of Fire extinguishers, exit lights and emergency lights	Head Custodian	CESD Fire Safety Plan
December	1. School Fire Alarm Verification(using a different initiating device each time)	Head Custodian	Alberta Fire Code 2.8.3.2.1
	2. Inspection of Fire extinguishers, exit lights and emergency lights	Head Custodian	CESD Fire Safety Plan
	3. Section 5, OH&S Toolkit (OHS Policy, Roles & Responsibilities)	Principal with Staff	OH&S Toolkit, pg 15-16
January	1. School Fire Alarm Verification (using a different initiating device each time)	Head Custodian	Alberta Fire Code 2.8.3.2.1
	2. Inspection of Fire extinguishers, exit lights and emergency lights	Head Custodian	CESD Fire Safety Plan
	3. Section 6, OH&S Toolkit (Workplace Hazard Assessment)	Principal with staff	OH&S Toolkit, pg 17-18.
February	1. School Fire Alarm Verification (using a different initiating device each time)	Head Custodian	Alberta Fire Code 2.8.3.2.1
	2. Inspection of Fire extinguishers, exit lights and emergency lights	Head Custodian	CESD Fire Safety Plan
	3. Section 7, OH&S Toolkit (Hazard Control)	Principal with staff	OH&S Toolkit, pg 19-21.
March	1. School Fire Alarm Verification (using a different initiating device each time)	Head Custodian	Alberta Fire Code 2.8.3.2.1
	2. Inspection of Fire Extinguishers,	Head Custodian	CESD Fire Safety Plan

	exit lights and emergency lights. 3. Section 8, OH&S Toolkit (First Aid & Emergency Preparedness)	Principal with Staff	OH&S Toolkit, pg 23-24
April	1. School Fire Drill (using a different initiating device each time) 2. Inspection of Fire Extinguishers, exit lights and emergency lights. 3. Section , OH&S Toolkit (OH&S Standards)	Principal and Staff Head Custodian Principal with staff	Alberta Fire Code 2.8.3.2.1 CESD Fire Safety Plan OH&S Toolkit, pg 7-8.
May	1. School Fire Drill (using a different initiating device each time) 2. Inspection of Fire Extinguishers, exit lights and emergency lights. 3. Chem lab inventory to be submitted to safety manager	Principal and Staff Head Custodian Chemistry teacher	Alberta Fire Code 2.8.3.2.1 CESD Fire Safety Plan
June	1. School Fire Drill (using a different initiating device each time) 2. Inspection of Fire Extinguishers, exit lights and emergency lights.	Principal and staff Head Custodian	Alberta Fire Code 2.8.3.2.1 CESD Fire Safety Plan
July	1. School Fire Alarm Verification (using a different initiating device each time) 2. Inspection of Fire Extinguishers, exit lights and emergency lights.	Head Custodian Head Custodian	Alberta Fire Code 2.8.3.2.1 CESD Fire Safety Plan
August	1. School Fire Alarm Verification (using a different initiating device each time) 2. Inspection of Fire Extinguishers, exit lights and emergency lights. 3. Submit School Safety Plan to Safety Manager by September 15.	Head Custodian Head Custodian Principal	Alberta Fire Code 2.8.3.2.1 CESD Fire Safety Plan