



MEMORANDUM

Date 30 January 2012

To All Principals & Vice Principals of Secondary and Junior High Schools
All Superintendents of Education and System Superintendents

From Donna Quan, Deputy Director, Academic
Gen Ling Chang, Co-ordinating Superintendent, Teaching & Learning

Subject **TECHNOLOGICAL EDUCATION SAFETY PROCEDURES**

The attached *Technological Education Safety Procedures* document is now available for district distribution and use. It is designed to be used as a proactive approach to address safety issues in schools that offer technological education.

The Toronto District School Board Safety Committee, established in 2007, includes technological teachers, Occupational Health & Safety, Standard & Compliance and Teaching & Learning staff. This committee created an action plan to increase safety in technological education.

Technological education teachers created eight subject-specific safety documents in the following curricular areas:

1. Construction
2. Dental Health Care
3. Green Industries
4. Hairstyling and Aesthetics
5. Health Care
6. Hospitality
7. Manufacturing
8. Transportation

These individual documents are in use across the district. Recently these documents were brought together under one document to form the Technological Education Safety Procedures.

Within this new document, there are specific responsibilities for Principals / Vice-Principals, curriculum and assistant curriculum leaders, technological education teachers, board facilities and custodians/maintenance staff and students. Also included are directions that address procedures for housekeeping standards, eye protection, chemical safety, hazardous material and flammable liquids, protective clothing, footwear, hair, jewellery, clothing and loose items, main shop electrical panels and machine guards.

All Principals of secondary schools and junior high schools are asked to review and circulate this document to all Technological Education teaching staff, the administration team, and caretakers for immediate implementation.

There will be opportunities to answer questions from principals and vice principals at the Quadrant meetings in February and March 2012. The Instructional Leaders from Experiential Learning will continue to build the capacity of curriculum and assistant curriculum leaders (CL/ACLs), and all teachers of technological education using this document.

The Technological Education Safety document is available at the following link:

http://tdsbweb/_site/ViewItem.asp?siteid=36&menuid=22261&pageid=19375

For more information or responses to questions, please contact:

- Carmen Camuti, Program Co-ordinator, Experiential Learning
carmen.camuti@tdsb.on.ca
- Chris Broadbent, Manager Occupational Health & Safety
chris.broadbent@tdsb.on.ca
- Mary Jane McNamara, Central Co-ordinating Principal, Teaching & Learning
maryjane.mcnamara@tdsb.on.ca
- Gen Ling Chang, Co-ordinating Superintendent, Teaching & Learning
Genling.chang@tdsb.on.ca

Thank you.