



# CERTIFIED EDUCATION ASSISTANT (CEA) - BEST PRACTICE

Best Practice Number: CEA-01

Date: June 3, 2009

## PERSONAL CLOTHING, FOOTWEAR AND ACCESSORIES

### **Purpose**

Certified Education Assistants (CEAs) have experienced various injuries while working with special needs students within the District. The purpose of this Best Practice is to ensure that the personal clothing, footwear, and accessories do not contribute to an event where a CEA could be injured.

As required by WorkSafeBC Regulation 8.10, 8.22, and 8.23 a CEA Personal Clothing, Footwear and Accessories Risk Assessment was conducted April 9 – April 30, 2009. This "Best Practice" has been developed to eliminate or reduce risks to our District's CEAs.

### **Scope**

This Best Practice has been developed in consultation with Certified Education Assistants (CEA), and is the result of the Risk Assessment which included the participation of the Director of Student Support Services, Physical and Occupational Therapists, CEAs, CUPE, and the District's Health & Safety Manager.

### **Roles and Responsibilities**

#### **Director of Instruction for Student Support Services or their Designate:**

- The Director of Instruction is responsible for developing and implementing Best Practices for CEAs.
- Develop and implement the I.E.P.
- Budgetary responsibility for establishing and planning programs.

#### **Principal or their Designate:**

- Provides the expectation for the connection to the student.
- Assigns and/ or directs the work of the CEA.
- Provides information regarding the student.

#### **Certified Education Assistants:**

- Will work within this Best Practice
- Conduct their work safely
- Work within the student's I.E.P.
- Inform their Principal of any incidents should they occur.

## PERSONAL PROTECTIVE EQUIPMENT, CLOTHING, FOOTWEAR AND ACCESSORIES

<b>Job Tasks</b>	<b>Identifying Concerns</b>	<b>Type of Clothing Required</b>	<b>Type of Footwear required</b>
Moving student with wheelchair	Rolling over foot Pinching finger Toes hitting ant-tippers	Top covering midriff and chest. Pants, long shorts or skirts that cover bottom when kneeling down and keep backside covered. Skirt, shorts or dress within 2 inches of knee. No full length skirts.	Closed heel and toe solid shoe with slip resistant soles and heel no higher than 2 inches.
Walking student	Student dropping to floor	Top covering midriff and chest. Pants, long shorts or skirts that cover bottom when kneeling down and keep backside covered. Skirt, shorts or dress close within 2 inches of knee. No full length skirts.	Closed heel and toe, solid athletic/ walking boot with slip resistant soles. Heel no higher than 2 inches.
Working with student	Grabbing, pinching, biting, scratching	Top with long or short sleeves, covering midriff and chest. Kevlar sleeve	
Bending over student	Exposed chest area Grabbed/ hit	Top with long or short sleeves, covering midriff and chest. Pants, long shorts or skirt that cover bottom when kneeling down and keep backside covered. Skirt, shorts or dress within 2 inches of knee.	Closed heel and toe solid shoe with slip resistant soles and heel no higher than 2 inches.
Sitting with Student	Exposed lower back or chest Exposed arm(s)	Top covering midriff and chest. Pants, long shorts or skirts that cover bottom when kneeling down and keep backside covered. Skirt, shorts or dress within 2 inches of knee. No full length skirts.	Closed heel and toe solid shoe with slip resistant soles and heel no higher than 2 inches.
Toileting and personal care	Bending, lifting, awkward posture	Top covering midriff and chest. Pants, long shorts or skirts that cover bottom when kneeling down and keep backside covered. Skirt, shorts or dress within 2 inches of knee. No full length skirts.	Closed heel and toe solid shoe with slip resistant soles and heel no higher than 2 inches.
Riding the bus Driving	Walking/ standing/ sitting	Top covering midriff and chest. Pants, long shorts or skirts that cover bottom when kneeling down and keep backside covered. Skirt, shorts or dress within 2 inches of knee. No full length skirts.	Closed heel and toe, solid athletic/ walking boot with slip resistant soles, heel 2 inches or less.
Pool – pushing wheelchair	Walking, bending, kneeling	Swimsuit covering chest and covering bottom when kneeling down and keep backside covered.	Water shoes in change rooms, deck and going up and down ramps.
Outdoor activities assisting student Cold season	Gym activities Playground Fieldtrips	Top with long sleeves covering midriff and chest. Pants and skirts that cover bottom when kneeling down and keep backside covered. Coat/ sweater/ gloves/hat	Closed heel and toe, solid athletic/ walking boot with slip resistant soles and heel no higher than 2 inches. Winter boots with ankle support.
Outdoor activities assisting student Warm season	Gym activities Playground Fieldtrips	Top covering midriff and chest. Pants or long shorts that cover bottom when kneeling down and keep backside covered/ skirt, shorts or dress close within 2 inches of knee. Sunhat/sunglasses.	Closed heel and toe, solid athletic shoes/ walking shoes with slip resistant soles. Heels no higher than 2 inches.

## WORKSAFEBC OH&S REGULATION

### Personal Clothing and Accessories

#### 8.10 General Requirements

- (1) The personal clothing of a worker must be of a type and in a condition which will not expose the worker to any unnecessary or avoidable hazards.
- (2) If there is a danger of contact with moving parts of machinery or with electrically energized equipment, or if the work process presents similar hazards
  - (a) the clothing of the worker must fit closely about the body,
  - (b) dangling neckwear, bracelets, wristwatches, rings or similar articles must not be worn, except for medical alert bracelets which may be worn with transparent bands that hold the bracelets snugly to the skin, and
  - (c) cranial and facial hair must be confined, or worn at a length which will prevent it from being snagged or caught in the work process.

**NOTE: Lanyards must be removed for transfers with students requiring assistance to move into or out of wheelchairs.**

### Footwear

#### 8.22 General requirement

- (1) A worker's footwear must be of a design, construction, and material appropriate to the protection required.
- (2) To determine appropriate protection under subsection (1) the following factors must be considered: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard.
- (3) If a determination has been made that safety protective footwear is required to have toe protection, metatarsal protection, puncture resistant soles, dielectric protection or any combination of these, the footwear must meet the requirements of the applicable Standards.
- (4) A worker must wear the appropriate footwear and ensure that it is in a condition to provide the required protection.
- (5) If it is not practicable for workers in the performing arts to wear safety footwear meeting the requirements of subsection (3) other effective measures must be taken for protection from injury.

#### 8.23 Slippery surfaces

- (1) If a workplace has slippery surfaces, appropriate non-slip footwear must be worn.

**NOTE: Athletic shoes are acceptable for occupational use provided the style and construction provides protection from the danger to which CEAs will be exposed and be in good condition. For example if the hazard is slipping, the sole must be in good condition and not worn smooth. Another example would be if the shoe has a mesh-type covering over the toe area. The mesh would not be appropriate if the student has a tendency to vomit (bio-hazardous fluids) or requires the use of sharps (needles) that may penetrate the mesh if dropped. Closed toe and heel are essential. Sandals and footwear with heel straps are not acceptable. Clogs, Crocs, flip-flops or other beach sandals are not acceptable.**

## Personal Protective Equipment (PPE)

### 8.19 General requirement

(1) The employer must provide appropriate skin, hand, foot or body protection if a worker is exposed to a substance or condition which is likely to puncture, abrade or otherwise adversely affect the skin, or be absorbed through it.

(2) If there is a danger of injury, contamination or infection to a worker's hands, arms, legs, or torso, the worker must wear properly fitting protective equipment appropriate to the work being done and the hazards involved.

There have been several instances within the District where CEAs have been bitten or scratched while working with special needs students. To protect the arms and wrists the District has purchased Kevlar Sleeves. Kevlar Sleeves will be required personal protective equipment for all CEAs who are at risk of being bitten or scratched.



### **KNIT KEVLAR® SLEEVES 22"-26" LENGTH**

Protective sleeves are available in different materials for cut and abrasion resistance and are excellent protection from sparks and dirt. Knit **Kevlar sleeves** – pound for pound, Kevlar is 5 times stronger than steel on an equal weight basis. Kevlar offers exceptional cut, puncture and flame resistance and is a good insulator against heat. **Kevlar sleeves** may be washed with no loss of their protective properties and with minimal shrinkage. Double layered, overcast edge and standard width unless noted. Knit **Kevlar sleeves** are extremely comfortable. Feels like cotton knit shirt sleeves!