



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD
Lighting the Way ~ Rejoicing in Our Journey

MEMORANDUM

To: North and South Principals, Vice Principals, Custodial Staff

cc: Paul Wubben, Supervisory Officers, Secretaries, Joint Health & Safety Committee

From: Tracey Arnold, CHRP, Officer – Health & Safety

Date: February 12, 2008

Re: **NEEDLES FOUND ON SCHOOL PROPERTIES**

It was brought to the attention of the Joint Health & Safety Committee that Needles have been found on school properties.

Under no circumstances, should needles be picked up by hand. Each school will be supplied with a mechanical extension arm to pick up needles and other items such as broken bottles etc. Each school will also be supplied a “Sharps” Box for disposal of any needles that are found. These items should be in place at all schools by March 17, 2008.

Even if there is a cap on the used needle, the tip of the needle could penetrate through the top. Please take caution when you deal with used needles.

Please inform all staff and thank you for making our schools a safe place to work.